
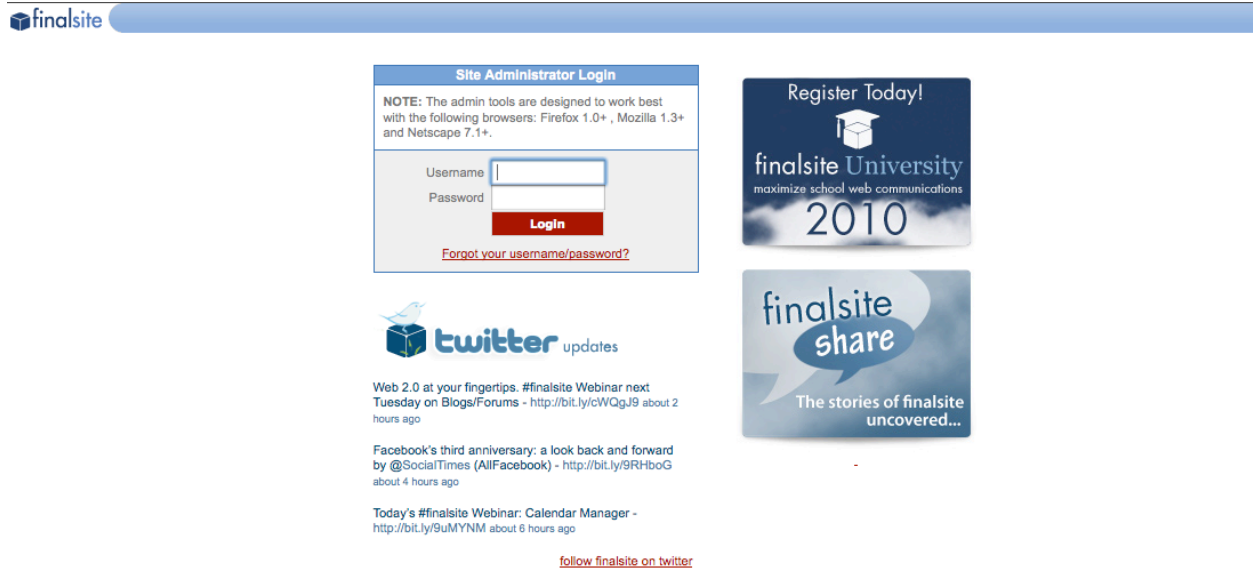


Editing the Saucon Valley School Website

Table of Contents

Access	2
Changing Your Password	2
Dashboard Icons	3
Editing a Standard Page/Teacher Home Page	3
Changing the Name of a Web Page	5
Editing a Classroom Page	6
Editing a Classroom Overview	7
Editing a Classroom Bulletin Board	8
Editing a Classroom Calendar	9
Editing Classroom Resources	14
Adding a New Web Page	18
 Full Page Popup Editor	19
Inserting a Link	21
Inserting an Image	22
Uploading Files to Your Personal Website Folder	23
Points to Remember	24

Log in to the editing site at <http://saucon.ccsct.com/admin.cfm>



Site Administrator Login


NOTE: The admin tools are designed to work best with the following browsers: Firefox 1.0+ , Mozilla 1.3+ and Netscape 7.1+.

Username

Password

Login

[Forgot your username/password?](#)

 **twitter** updates


Web 2.0 at your fingertips. #finalsite Webinar next Tuesday on Blogs/Forums - <http://bit.ly/cWQgJ9> about 2 hours ago

Facebook's third anniversary: a look back and forward by @SocialTimes (AllFacebook) - <http://bit.ly/9RHboG> about 4 hours ago

Today's #finalsite Webinar: Calendar Manager - <http://bit.ly/9uMYNM> about 6 hours ago

[follow finalsite on twitter](#)

Register Today!



finalsite University
maximize school web communications
2010

finalsite share
The stories of finalsite uncovered...

Teacher Log in


Username – firstnamelastname

Password – generic password was saucon09, you may have changed it on 10/12/09 to match your Saucon network password


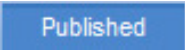
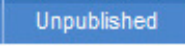
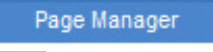



“Change Your Password” is on the Dashboard page.

The Saucon Valley website can be maintained or edited from any Internet connection anywhere!

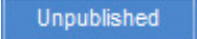
The Dashboard Page – icons located here will help you navigate the editing process, and are pictured below with an explanation:

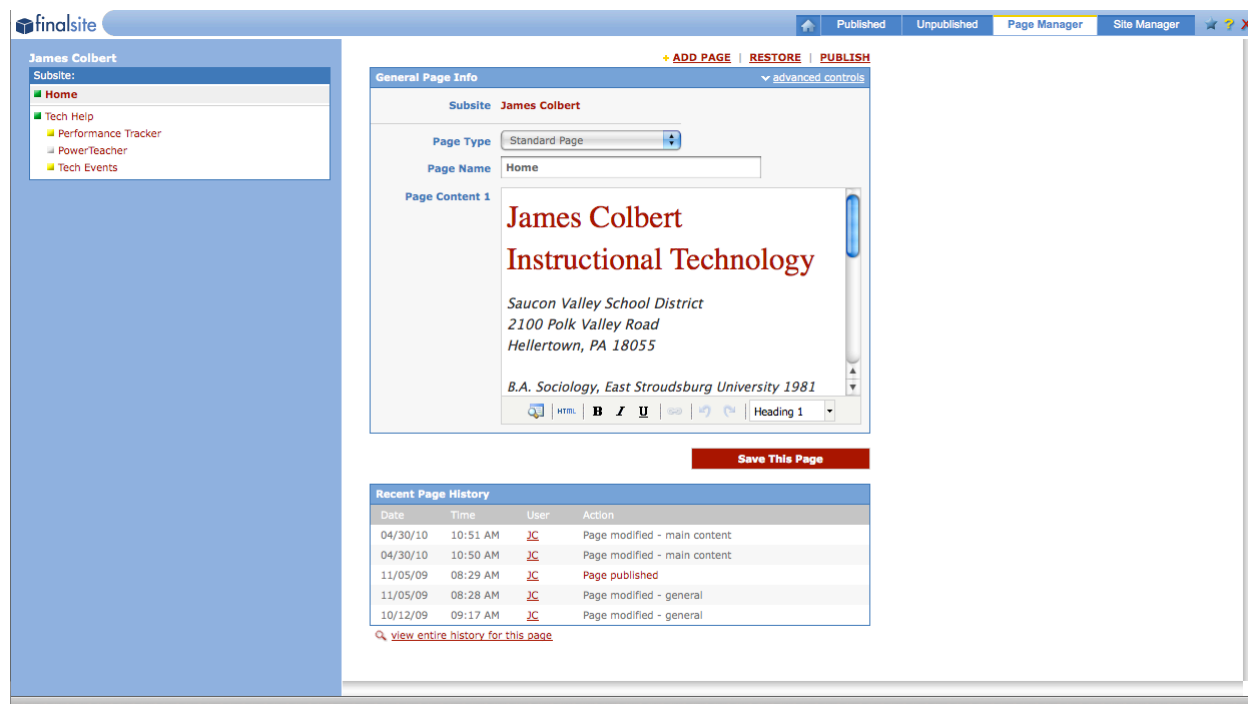


Top Bar:






- Returns you to your Dashboard
- Lets you view the LIVE website
- For editing the website (and seeing changes you haven't yet published)
- Add, move, change, name web pages
- Bookmark web pages you use a lot for quick access
- Finalsite Help (go to Knowledge Base tab at top)
- Log Off

Editing a Standard Page/Teacher Home Page

Where am I? Click  from the top bar and navigate to the web page you wish to edit. A sample of a teacher website's Home Page is shown below:

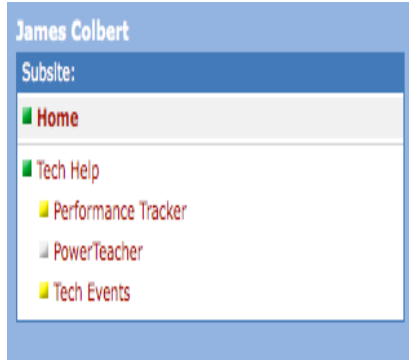


The screenshot shows the Finalsite editor interface. On the left is a sidebar for 'James Colbert' with a 'Subsite:' section containing 'Home' (selected), 'Tech Help', 'Performance Tracker', 'PowerTeacher', and 'Tech Events'. The main editing area is titled 'General Page Info' and shows 'Subsite: James Colbert', 'Page Type: Standard Page', and 'Page Name: Home'. Below this is a preview of the home page content, which includes the name 'James Colbert', 'Instructional Technology', and contact information for Saucon Valley School District. At the bottom of the editor is a 'Recent Page History' table.

Date	Time	User	Action
04/30/10	10:51 AM		Page modified - main content
04/30/10	10:50 AM		Page modified - main content
11/05/09	08:29 AM		Page published
11/05/09	08:28 AM		Page modified - general
10/12/09	09:17 AM		Page modified - general

[view entire history for this page](#)

Teacher Home Page Left Margin Icons:



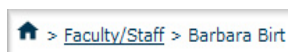
Email:

For your viewers to email you. First name.lastname@svpanthers.org will be correct for our new website.

My profile:

Review your profile and check if there are any errors. This space was populated by the district.

Your **Home** page and **Classroom** pages are listed in this margin. You can add Classroom Pages according to how many classes you teach.



Shows the navigation path that got you where you are.



- Click on the very small, orange icon with an 'e' on the right hand side of the Home Page immediately below the label "page tools".



- A Full Page Popup Editor window pops up.



* See **Full Page Popup Editor** on page 19 of this document.

- Click  on the bar above your page to save your work.
- Click  on the bar above your page to publish it to the live web. Saving alone will not make it viewable on the web.

Teacher Home Page Suggestions:

- Title your page: Welcome to *YOUR NAME* Website
- Add a photo if you like (optional)
- Link to current website, i.e. weebly, wikispace
- About me (your background):
 - certification info
 - education info
 - Contact info
 - phone, e-mail, anything else you wish to share that will help parents and/or students communicate with you.

Changing the Name of a Web Page – You’ll want to change “My Classroom Page” to the name of your class, i.e.: 2nd Grade, or AP Biology, etc... (“Tab” is in the left-hand margin.) You should also change “Home” to “XXXX’s Home Page,” using your name.

Where am I? You have clicked on the Classroom or Home tab in the left margin and

Page Manager on the top bar. (NOTE: the drop down menu under Page Manager will **not** suggest the action you are trying to perform. Nevertheless, click on the Page Manager icon and a window will display so you can proceed.)

The screenshot shows the finalsite web page editor. On the left, a sidebar for 'Barbara Birt' lists 'Barbara Birt's Home Page', 'Communications 101', 'Communications 102', and a 'New Page' button. A 'Publish Selected' button is also visible. The main content area is titled 'General Page Info' and includes a 'Page Type' dropdown set to 'Classroom Page'. Below this are checkboxes for 'Display this page on website' (checked) and 'Password protect access to this page'. The 'Page Name' field contains 'Communications 101'. The 'Page Notes' field contains 'For 1st and 2nd Period - M W & Friday'. A 'Save This Page' button is at the bottom right. A 'Recent Page History' table at the bottom shows three entries: two modifications and one publication, all by user 'BB' on 12/11/06.

Date	Time	User	Action
12/11/06	02:29 PM	BB	Page modified - general
12/11/06	02:26 PM	BB	Page published
12/11/06	02:25 PM	BB	Page modified - general

- Look for the field “Page Name” and type the name of your course, grade level, or in the case of your Home Page: XXX’s Home Page.
- Use the field “Page Notes” to post reminders to yourself, i.e.: D & E periods, Wednesday
- Click **Save This Page** at the bottom
- Click **Unpublished** on the top bar to navigate back
- Click **P** on the bar above your Home/Classroom Page to publish it to the live web.
- Click “Publish Selected” in the pop-up window.

Now the web page will be activated on the live website. **Until you click **P** your work is saved, but not activated.**

Editing a Classroom Page

The screenshot shows the Benjamin School website. The header includes the 'finalsite' logo, a 'Published' status, and a navigation bar with links: ABOUT TBS, ADMISSION, CAMPUS LIFE, SUPPORT TBS, MY TBS, and QUICKLINKS >. The main content area is titled 'Communications 101' and includes a description: 'This class teaches you the ABCs of communicating with and for the media. Words and messages need to be chosen carefully so students will get experience analyzing and dissecting the way current media outlets shape the news.' Below this is a 'Bulletin Board' section with a post titled 'Grade Chairs and Dept. Heads Being Trained Today at 3:30' and a date 'Monday 12/11/06 2:45 PM'. The 'Classroom Calendar' section lists dates and activities: 12.11.06 Listen to NPR, 12.11.06 Reading, 12.11.06 Write a Sample Radio Newscast, 12.12.06 Quiz on TV vs. Radio Writing, 12.13.06 Lecture from Dan Rather, and 12.14.06 Exam on what you learned from Dan Rather. The 'Resources' section includes a link to 'Everglades Links (1)'. The left sidebar features a user profile for Barbara Birt, a 'GIVE ONLINE' button, and school contact information: 11000 Ellison Wilson Road, North Palm Beach, FL 33408, Phone 561-626-3747.

This page has 4 sections:

- 1) **Classroom Overview** – for the description of your course/class
- 2) **Bulletin Board** – to post announcements, other than homework
- 3) **Classroom Calendar** – for posting homework, test dates, etc.
- 4) **Resources** – create folders here with links to research sites, pages, files, etc.

ICONS in this section:



to add

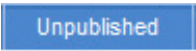



to edit



to delete

Editing a Classroom Overview - this is where you enter the description of your course/grade level.

Where am I? You have clicked on a Classroom Page in the left margin and  on the top bar.





- Click  “Classroom Overview” link to the right of the course/grade level name.
- Classroom Properties window pops up

Classroom Properties





Enter the following information and click Update Properties.

Overview Provide a short overview, introduction or welcome message for this classroom.

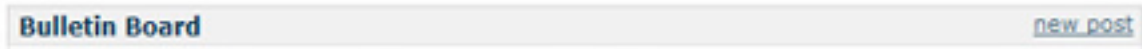
This class teaches you the ABCs of communicating with and for the media. Words and messages need to be chosen carefully so students will get experience analyzing and dissecting the way current media outlets shape the news. Have fun!

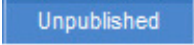
 | [HTML](#) | **B** | *I* | U |  |  | 

Update Properties

- Type your text. (It will be displayed just below the title on your Classroom Page.)
 - NOTE: The icon bar at the bottom enables you to insert photos, graphics, etc into your text, or to insert links:
 -  * See **Full Page Popup Editor** on page 19 of this document.
 -  * See **Inserting a Link** on page 21 of this document.
 -  * See **Inserting an Image** on page 22 of this document.
- Click  to save this text.

Editing a Classroom Bulletin Board – this is where you put a general posting to your students; this would be a good area to post daily homework assignments.

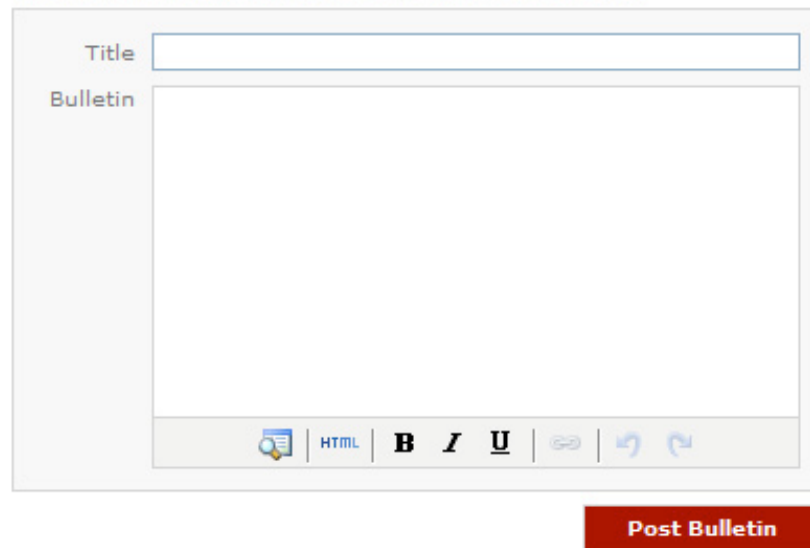


Where am I? You have clicked on a Classroom Page on the left margin and  on the top bar.

- Click on “new post” link to the right of the Bulletin Board.
- Bulletin Editor window pops up

Bulletin Editor

Enter the following information and click Post Bulletin.





- In the field “Title” type in the title of your assignment
- In the field “Bulletin” type in the content of your homework assignment.
 - NOTE: The icon bar at the bottom enables you to insert photos, graphics, etc into your text, or to insert links:



* See **Full Page Popup Editor** on page 19 of this document.



* See **Inserting a Link** on page 21 of this document.

- Click on “Post Bulletin” to save.
- Your Classroom Page will redisplay
 - NOTE: Once back on your Classroom Page, please note the following icons which you can use:
 -  to edit the Bulletin (When you edit an existing bulletin, the date will NOT change.)
 - Use  to delete the Bulletin.

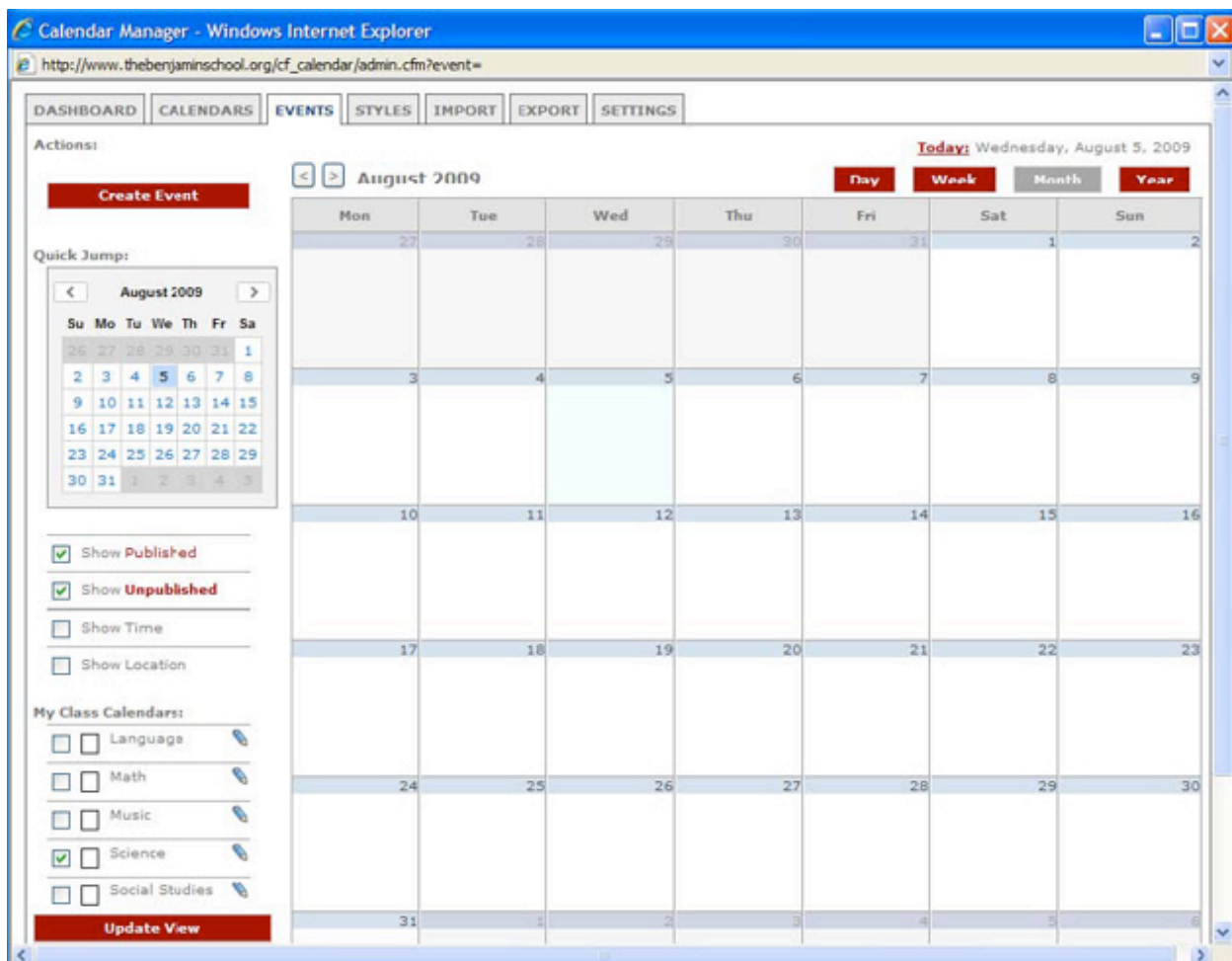
Editing a Classroom Calendar – this is for posting exam dates, project due dates, and longer term assignments, including links to documents that accompany those events. Events posted here are automatically displayed on the Portal Page when it is customized to include your classroom.

Classroom Calendar

[edit](#) | [view entire calendar](#)

Where am I? – You have clicked on a Classroom Page on the left margin and **Unpublished** on the top bar.

- Click  to the right of Classroom Calendar to edit.
- Calendar Manager window pops up, as shown below.



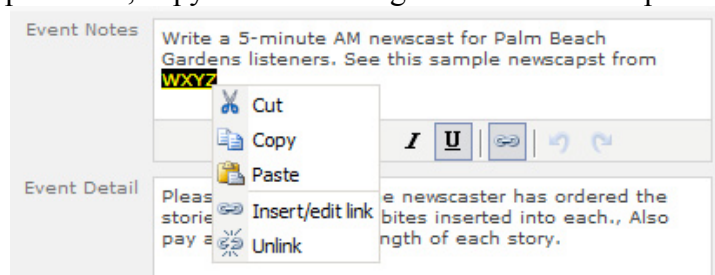
- Click “Events” tab at the top.
- Under “My Class Calendars:” in the left margin, click the calendar you want to edit.
- Navigate to the month you want to edit using the arrows at the top.
- **To add** new events, click “Create Event” button at the top left.

- To **edit** an existing event, click on the text displayed in the calendar square.
- Calendar Manager Events window pops up, as shown below.

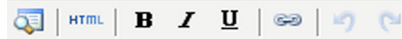
The screenshot shows a web browser window titled "Calendar Manager - Windows Internet Explorer" with the address bar displaying "http://www.thebenjaminschool.org/cf_calendar/admin.cfm?eventid=0". The interface features a navigation bar with tabs: DASHBOARD, CALENDARS, EVENTS (selected), STYLES, IMPORT, EXPORT, and SETTINGS. Below the navigation bar, the "VIEW CALENDAR" form is displayed. It includes fields for "Event Title", "Start Date" (set to 08/05/2009), "Time" (set to --:--), "Location", and "Repeat" (set to None). There are "SAVE" and "SAVE AND PUBLISH" buttons. Below these fields is an "Attached to:" section with a list of "Available Calendars": My Class Calendars, All School Calendar, Alumni Calendar, Lower School, Middle School, and Summer Camp Calendar. A link "+ Clone to other Classes" is also present. At the bottom, there is a "Notes" section with a rich text editor toolbar and a "Description" section.

- Event Title – You must first state the name of the course or subject, then the assignment or notice, ie: “ALGEBRA, Do problems on page 3.”
- Start Date - the date the entry will display on the calendar
- Time – enter start and/or end time if applicable
- Location – i.e. Lower/Middle School Campus, Healey Athletic Complex, Barker Performing Arts Center, etc.

- Repeat – “None” for a single entry
 “Daily” for every day until . . .
 “Every Weekday (M-F)” for every Monday through Friday until . . .
 “Weekly” to repeat on days of the week, i.e. every Friday until . . .
 “Monthly” to repeat on a day of the week OR a day of the month until
- Attached to - Click the box next to the calendar you want this event to be posted. Click a color-coded item on the sub-list to create a brighter calendar.
- + Clone to other Classes - Click here if you want to duplicate this event in another classroom calendar. (i.e.: You want the same homework event on Monday in Science Classroom A and Tuesday in Science Classroom B.) A list of your other classroom calendars will pop up.
- Notes – put any additional, brief instructions here and they will display immediately below the title of the assignment/notice.
- Detail - You can REALLY go into detail here. (If you choose to use this, students will know that there is additional information they need to read as they glean the Calendar listings because the text in the Event Title field will be underlined, creating a link to the information in Detail.)
- Notes and Detail
 To paste text, copy the text and right click for the drop down menu to paste.



The icon bar at the bottom enables you to insert photos, graphics, etc into your text, or to insert links:



* See **Full Page Popup Editor** on page 19 of this document.



* See **Inserting a Link** on page 21 of this document.

Description

 | **B** | *I* | U |  |  | 

Priority Normal ▼

A finalsiteSurvey form can be displayed within the event body by entering the appropriate form ID below. You can locate the form ID within "Viewing Instructions" of your finalsiteSurvey console.

[VIEW CALENDAR](#)

[SAVE](#)

[SAVE AND PUBLISH](#)

- Click [SAVE AND PUBLISH](#) at the upper or lower right.
- The Calendar Manager shown on page 9 will redisplay.
- Continue creating events until all have been added.
Click the "X" in the upper right corner to close.

NOTE: Classroom Calendar shows only one week's worth of assignments/instructions.

- Click on “**view entire calendar**” to see all events for any given period of time

Classroom Calendar
[edit](#) | [view entire calendar](#)

Communications 101

[< back](#)

day

week

month

year

<< Month of December, 2006 >>

Tuesday - December 5, 2006

■

Communications 101: Read pages 16-20
Learn the vocabulary words as you go along

■

Communications 101: Watch the CBS Evening News
Pay special attention to how awful the anchor is.
[CBS Philosophy Statement](#)

Wednesday - December 6, 2006

■

Communications 101: Watch the NBC Evening News
Pay attention to the length of the stories and the style of writing.

Monday - December 11, 2006

☐

Communications 101: Listen to NPR
Evening drive-time newscast

■

Communications 101: Reading
Read Pages 22-26

■

Communications 101: Write a Sample Radio Newscast
Write a 5-minute AM newscast for Palm Beach Gardens listeners. See this sample newscast from [WXYZ](#)

Tuesday - December 12, 2006

■

Communications 101: Quiz on TV vs. Radio Writing
Review styles and length of stories

Wednesday - December 13, 2006

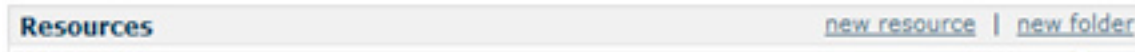
■

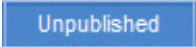
Communications 101: Lecture from Dan Rather
Mr. Rather will be a special guest in our class. Don't miss it.

NOTE:

- is for adding a calendar event
- is for editing a calendar event

Editing Classroom Resources – use Resources for storing links to serve as reference materials for student research and study as the year goes along. You can choose links from the WWW, from The Saucon School website, or from public, personal files on your computer. You can also cut and paste or type information that you format into a link.



Where am I? You have clicked on a Classroom Page on the left margin and  on the top bar. You are in the bottom section of this page.

Creating A Resource Folder - You cannot start creating links until you have a folder to store them in.

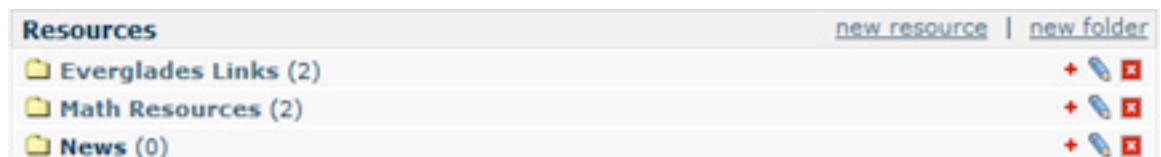
- Click on “New Folder” to the right of Resources
- Resource Folder window pops up

Resource Folder




Enter a name for this folder and click Create Folder.

A form with a light gray background. It contains two input fields: 'Folder Name' and 'Parent Folder'. The 'Parent Folder' field has a dropdown menu showing '-- main folder --'. Below these fields is a checkbox labeled 'Archive this resource folder (it will not be visible on the website)'. At the bottom right of the form is a red button labeled 'Create Folder'.


- In the field “Folder Name” type your title.
- Parent Folder should remain “- - main folder - -”
- Click on “Create Folder” to save.
- Your Classroom Page will redisplay



- NOTE: The number in parenthesis indicates how many links are in the folder, and the following are editing icons:

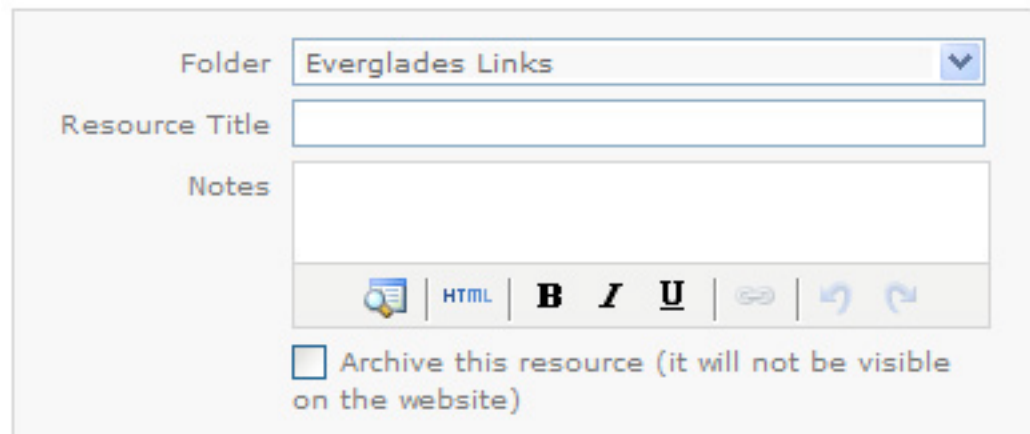
-  to add a resource
-  to edit a resource
-  to delete a resource

Creating a Resource







- Click on “New Resource,” or even better, simply click  to the right of a resource folder and the link you’re going to create will be added directly to that folder.
- Resource Editor window pops up

Resource Editor

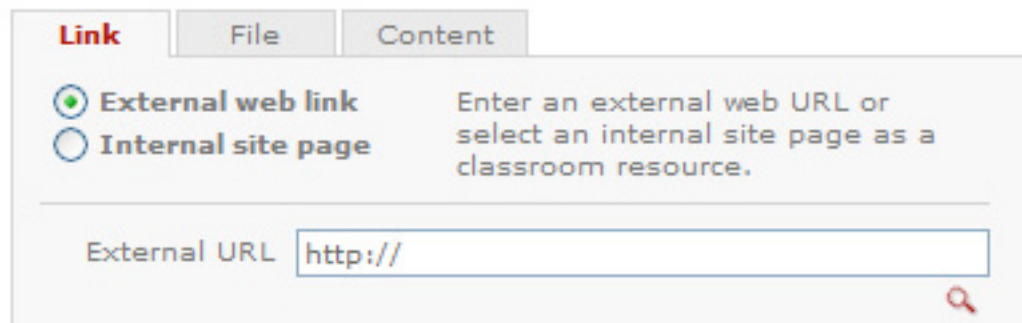
Enter the following information and click Post Resource.



The screenshot shows the 'Resource Editor' form. It has a 'Folder' dropdown menu set to 'Everglades Links'. Below it is a 'Resource Title' text box and a 'Notes' text area. At the bottom of the notes area is a toolbar with icons for document, HTML, bold, italic, underline, link, unlink, and refresh. Below the toolbar is a checkbox labeled 'Archive this resource (it will not be visible on the website)'.

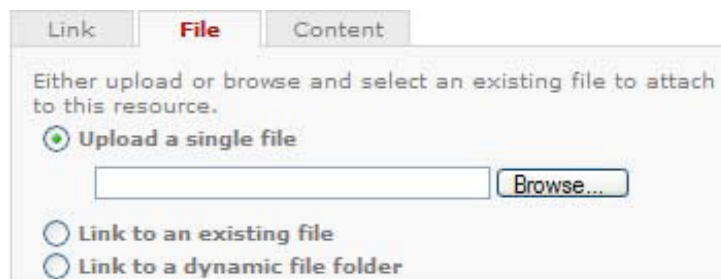
- Folder - use the drop down menu to select which folder (from those you’ve created) to place the new link or resource you’re going to create
- Resource Title - type the title of your new resource/link
- Notes – use this to add a brief explanation about the resource/link. It will display below the Resource Title on your Classroom Page.
 - NOTE: You may use the icons displayed in the bar below:
 -  | [HTML](#) | **B** | *I* | U |  |  | 
 -  * See **Full Page Popup Editor** on page 19 of this document.
 -  * See **Inserting a Link** on page 21 of this document.
- Once you’ve selected your folder, named your resource and added any notes, move to the bottom window to upload your link.
- Click one of the following tabs:
 - **Link** - link to external or internal web pages
 - **File** - link to documents on your computer
 - **Content** – type in text

The Link Tab – creates links to external or internal web pages



- Use “External web link” to enter the specific WWW address that you want to link to, or enter a browser name, like google.com, and then you can surf the web for a link. If you surf, when you find the link, highlight the web address and paste it into the External URL field.
- Use “Internal site page” to create a link to another page on The Saucon School web. Click on “browse” and the Saucon web pages are listed for you to select from.
- Click on the page you want to link to.
- Click **Post Resource**
- Your Classroom Page will redisplay

The File Tab – creates links to documents





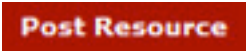
- Upload a single file - to upload a file from your computer or other source.
- Link to an existing file – to link to a file that has already been uploaded to your personal website folder. The window shown on page 23 will display.
- Link to a dynamic file folder – to link to a folder containing many files. The folder can be your personal website folder or a sub-folder thereof. The window shown on page 23 will display.

Refer to **Uploading Files to Your Personal Website Folder** on page 23

The Content Tab – use this tab to type in whatever text you choose

- Type the text in the “HTML Content” window
 - NOTE: You may use the icons displayed in the bar below:

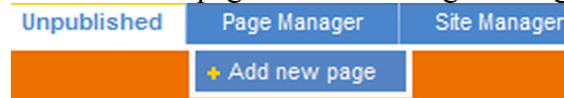


-  * See **Full Page Popup Editor** on page 19 of this document.
 -  * To insert a link see **Inserting a Link** on page 21 of this document.
- Click 
 - Your Classroom Page will redisplay

Adding a New Web Page – for teachers with multiple courses/classes

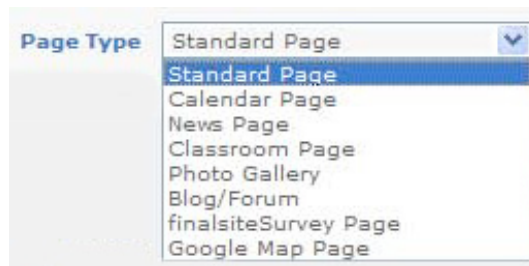
Where am I? Click on your Home Page tab in the left margin and on the top bar. (If you try to add a page while already in a Classroom Page, you will add a sub-page to that particular tab – so navigate to Home first!)

- Click on “+ Add new page” from the “Page Manager” drop down on the top bar


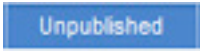


- Adding a New Page window pops up

- In the field “Page Type” use the drop down menu to select the type of page you’re adding.



- Standard Page – blank page, like a Word doc
 - Classroom Page – for each teacher’s class
- The field “Sequence” determines the order of the list of Classroom Pages in the left margin on your web pages. Home Page is sequence 01. If Sequence is left blank, the Classroom Pages will be listed in the order they were added.
 - In the field “Page Name” type the name of your course or class. This is the name that will be listed in the left margin on your web pages.

- Use the field “Page Notes” to write notes to yourself about the page or course, such as when it occurs each day. This information will not be displayed on your web page.
- Click  Save This Page
- Click  Unpublished to edit your new page

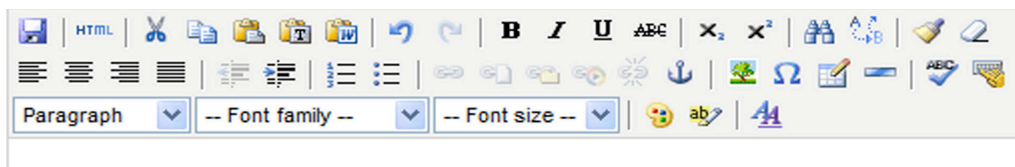


Full Page Popup Editor – Clicking on this icon enables you to tailor the look of your text or insert links, documents, photos, etc. to virtually all sections of your website. When you click on it, the bar featured below will display at the top of the page. The full page popup editor icon is available throughout your website in the Classroom Overview, the Bulletin Board, the Calendar, and the Resource sections.








































If you are editing your teacher home page, place your cursor after the text that displays on your Home Page and hit “Enter”.

NOTE: When you hit “Enter” it double spaces. To single space you must hit “Shift” “Enter”.

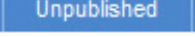
Now you are ready to insert text, photos, etc. the same as you would using a Word document, placing your cursor in the text box, and typing. You can pack each section with as much, or as little, supplemental information as you want.







Below is a table with explanations of each of the icons in the bar. Most of them you should recognize and hopefully be familiar with from using simple Word documents:


	Save your work		Outdent
	Edit HTML source		Indent
	Cut		Ordered List
	Copy		Unordered List
	Paste	See Insert/Edit Link on page 21 of this document:	
	Paste as plain text		Insert/Edit Link – link to a website
	Paste from Word		Site Page Link – link to a web page within thebenjaminschool.org
	Undo		Site File Link – link to a document or image
	Redo		Site Media Link – link to a video
	Bold		Unlink
	Italics		Insert/Edit Anchor
	Underline		Insert/Edit Image – see page 22 of this document
	Strikethrough		Insert Custom Character
	Subscript		Insert Table
	Superscript		Horizontal Rule
	Find		Spell Checker – check your document for spelling before saving. It is not automatically ON like it is in Word.
	Find/Replace		Universal Keyboard – Select a language i.e. Spanish, French, etc. Then click on the popup keyboard to insert characters.
	Cleanup Messy Code		
	Remove Formatting		
	Align Left		
	Align Center		
	Align Right		
	Align Full		

Inserting a Link

Where am I? You have clicked on a Classroom Page in the left margin and  on the top bar. You may be editing any of the various sections of your Classroom Page such as Classroom Overview, the Bulletin Board, the Calendar, and the Resource sections, or you've hit the small, orange "e" icon on a standard page or your teacher home page.

- Click on the Pop Up Editor  below the window
- A new screen displays.
- Type your text and highlight the words you want to use to establish the link. (The words could simply be the name of the document, image, etc.)
- You have the following icons to choose from in the top bar:
 - Click on  to link to a website
 - a pop-up window displays
 - Browse for the link or enter the link in "Link URL"
 - Click "Insert"
 - Click on  to link to a web page within your teacher website
 - A pop-up window displays a list of web pages. Click on the web page you want to link to.
 - Click on  to link to a document or image from your computer files. The following screen is displayed:

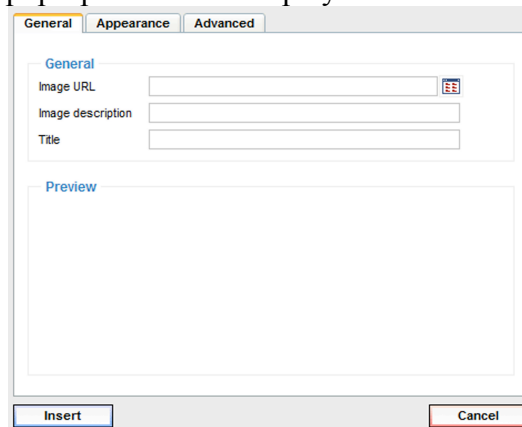


- Navigate to the folder where the image is, ie: uploaded/faculty/RThomas. **If you do NOT see your name at the end of the path, click on "uploaded," then click on "faculty." Now click on your name and this should take you to your Personal Folder.** This is where you store all files and images you upload.
 - Click on the image from the list.
If the file/image is not in your folder, see **Uploading Files to Your Personal Website Folder** on page 23 of this document.
 - Click "Insert".
 - Window closes and you return to the Full Page Popup Editor.
- Click on  to link to a video or photo slide show created with the Media Manager.


Inserting an Image – for adding graphics or photos to your web

Where am I? You are in Unpublished and are using any of the various windows on your Classroom Page such as Classroom Overview, the Bulletin Board, the Calendar, and the Resource sections, or you’ve hit the small, orange “e” icon on a standard page or your teacher home page.

- Click on the Popup Editor  below the window
- Click on the tree icon on the top bar 
- The following pop-up window is displayed



- Click on the icon to the right of “Image URL” to locate the image to be inserted and a new screen displays

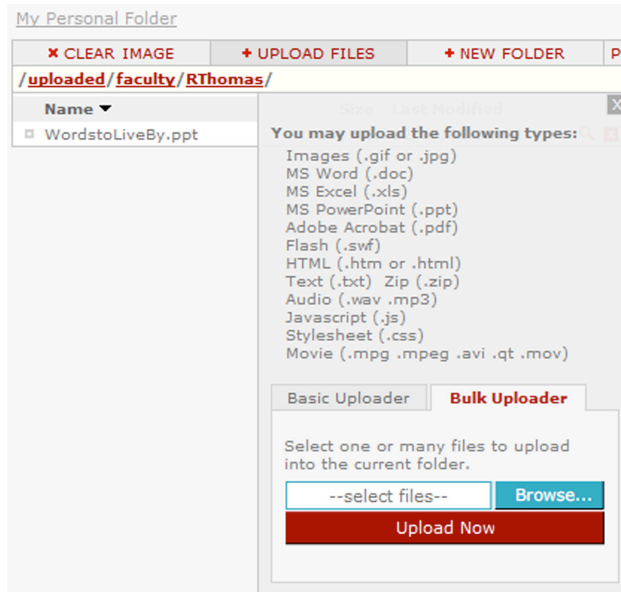


Name ▼	Size	Last Modified
WordstoLiveBy.ppt	168 KB	12/13/06 01:23P

- Navigate to the folder where the image is, ie: uploaded/faculty/RThomas.
If you do NOT see your name at the end of the path, click on “uploaded,” then click on “faculty.” Now click on your name and this should take you to your Personal Folder. This is where you store all files and images you upload.
- Click on the image from the list.
If the file/image is not in your folder, see **Uploading Files to Your Personal Website Folder** on page 23 of this document.
- Click “Insert”.
- Window closes and you return to the Full Page Popup Editor.

Uploading Files to Your Personal Website Folder

Where am I? You are looking at your online folder list and need to upload an image or file, such as a Word document or PowerPoint presentation.



- Click "+Upload Files"
- Click "Basic Uploader" to upload a single file/image or "Bulk Uploader" to upload multiple files/images.
- Click on "Browse"
- A new window pops up with files from your computer
- Navigate to the file/image you want to upload and double click on it.
To upload multiple files/images, hold the "Shift" key as you click on subsequent files.
- After the selection process, you return to the window shown above and your selected file/s are in the "Browse" field.
- Click "Upload Now" and the file/s will be added to the list.
- Click on the file/image from the list.
- Click "Insert".
- Window closes and you return to the Full Page Popup Editor.

POINTS TO REMEMBER

TURN OFF POP-UP BLOCKER: Ask Tech Support if you are unclear how to do this, but it needs to be off while editing (accessible through your “Tools” tab). You may want to turn it back on to prevent annoying pop-ups from interfering with SmartBoard lessons to your classes.

SAVING VS. PUBLISHING

Saving your work IS NOT the same as publishing it when you are in your **Home Page**. You must “publish” to make it viewable on the web.

Saving your work IS the same as publishing it when you are working on your **Classroom Pages**, either the Overview, Bulletin, Calendar or the Resource sections.

SPACING - When you hit “Enter” it double spaces.
To single space you must hit “Shift” “Enter”.

WHERE DID IT GO?

If you’re worried that **the assignments you just posted** on your Calendar aren’t displayed, click the “Refresh” icon at the top of your browser.

Your **Calendar listings span the week**. If you’re wondering what happened to earlier or future listings, click on View Entire Calendar.