



Teacher Pages Guide

SchoolMessenger

100 Enterprise Way, Suite A-300
Scotts Valley, CA 95066
800-920-3897

www.schoolmessenger.com



Contents

Introduction	3
Teacher Page Enhancements.....	4
Teacher Page Tips.....	5
Key Information	5
Adding a Teacher Page	6
Editing a Teacher Page	6
Presence’s WYSIWYG Editor	8
Publish a Teacher Page.....	10
Photo Gallery	12
Classroom Calendar	14
Contact Me	15
Useful Links	15
Uploading Files.....	15
Creating Folders.....	16
Creating Links	17
Searching for a Resource	18
Adding More pages	19
Managing Subpages	19
Hiding or Showing a Page.....	22
Archiving a Page	23
Retrieving Archived Pages.....	23
Deleting a Subpage.....	23
Ordering a Page.....	24

Introduction

Teacher Pages are an essential component to school and district websites. Teachers can easily publish and manage their pages; making it easy to share information and resources with students, other staff, parents, and the community.

Some of the benefits of Presence's Teacher Page Wizard include:

- **Communication with Students:** A teacher's page serves as a one-stop reference point for students. With Presence, teachers can post homework, assignments, important dates, additional study material, as well as announcements.
- **Communication with Parents:** Teacher pages allow parents to become involved in their child's education. Teachers can communicate with parents through a variety of applications such as subscription-based discussion forums, online surveys, and newsletters.
- **Resource Sharing:** By incorporating Presence's **Document Container** and **Useful Links** page, teachers can effectively share resources for students and collaborate with other teachers.
- **Features:** Presence's **Teacher Page Wizard** saves time and effort by automatically populating features such as **Photo Gallery**, **Calendar**, **Useful Links**, and a **Contact Me** page.



Teacher Page Enhancements

Here are some tips to enhance your teacher page.

Attractive Homepage



Use the WYSIWYG Editor to create attractive and inviting homepages with custom content.

Teacher Bio



Use this section to tell visitors about yourself. Include your education, training, volunteer experience, and other accomplishments.

Contact Information



Include information for visitors to contact teachers.

Multimedia



Give your teacher page personality by including pictures, videos, and colorful text.

Dynamic Blogs



Use Presence to create and maintain your own blog. Increase participation through enabling commenting and RSS feeds.

Galleries



Invite parents and community members into your classroom with a Photo Gallery.

Share Resources



Simplify sharing by uploading documents, forms, and notes for students into Presence's Document Containers.

Useful Links



Share links to sites and files for your students to browse.

Calendar



Give students and parents time to prepare for tests and assignments by posting them on Presence's Calendar.

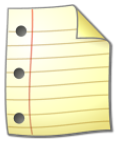
Achievement Wall



Showcase your class's achievements by including pages such as "Student of the Week."

Teacher Page Tips

Here are some of the ways to keep your page visually appealing and effective.



Avoid Clutter

Do not add all subpages under one main page. This causes confusion for users as they can easily lose track of pages when there are too many listed in the navigation bar.



Separate & Categorize

Avoid putting large amounts of information on a single page. Readers can lose interest if there is too much content. This issue can be avoided by categorizing large amounts of information and separating them into individual pages. You can simply include links to other areas of your teacher page to ensure a better flow.



Meet & Greet

Make an impression by introducing yourself to your visitors through the **Introduction** section.



Maintain your Image

Avoid uploading low resolution images (unclear photos) as this will negatively affect the overall look of your page.

Key Information

In order to create a **Teacher Page**, the teacher must first log in to the site using their **Username** and **Password**.

LOGIN	SIGNUP
<p>User Name <input type="text"/></p> <p>Password <input type="password"/> Forgot Password?</p> <p><input type="button" value="Login"/></p>	<p><input type="button" value="Signup"/></p>

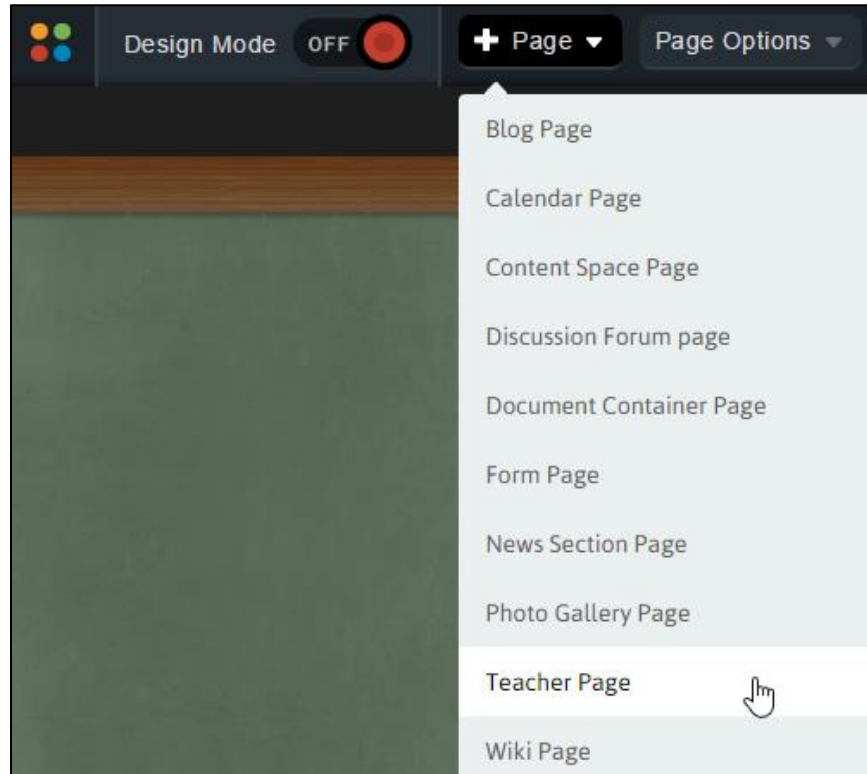
If you are not registered with the site, you can request access by clicking the **Signup** button. This will prompt you to create a profile which is automatically routed for approval to an administrator.

If you are registered but have forgotten your password, click **Forgot Password** to retrieve it.


Adding a Teacher Page


Select the relevant department of the **Staff Directory** page on your website.

Go to **Page** in the Administrative Toolbar and click **Teacher Page**.

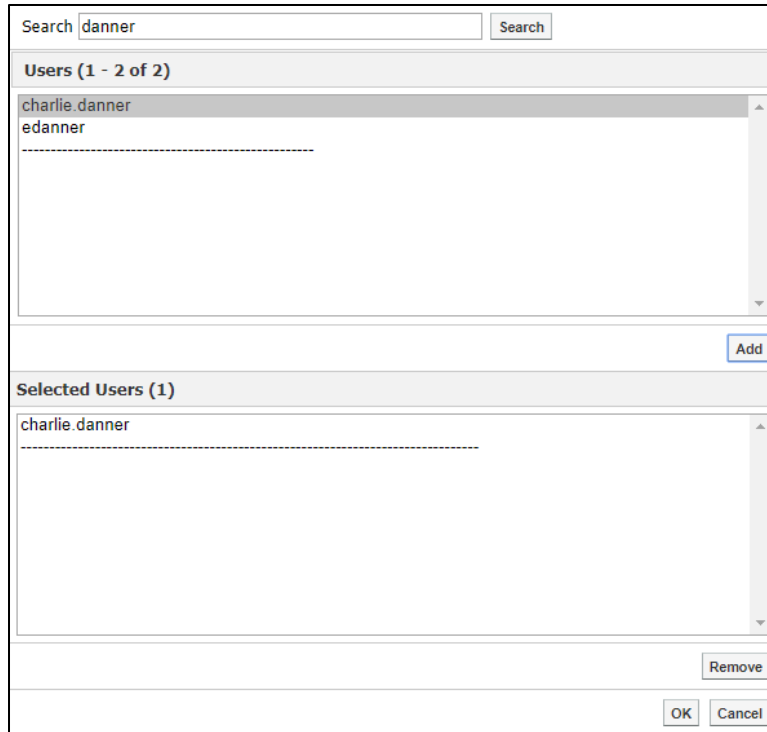


Fill in the **Page Name** field for your new page.

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

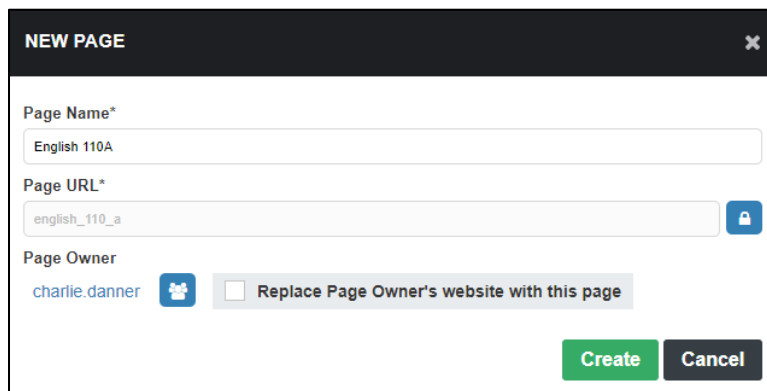
By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.



If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.

 **Note:** On some sites, you may also have a **Category** drop-down that you can use to select a category for the page.

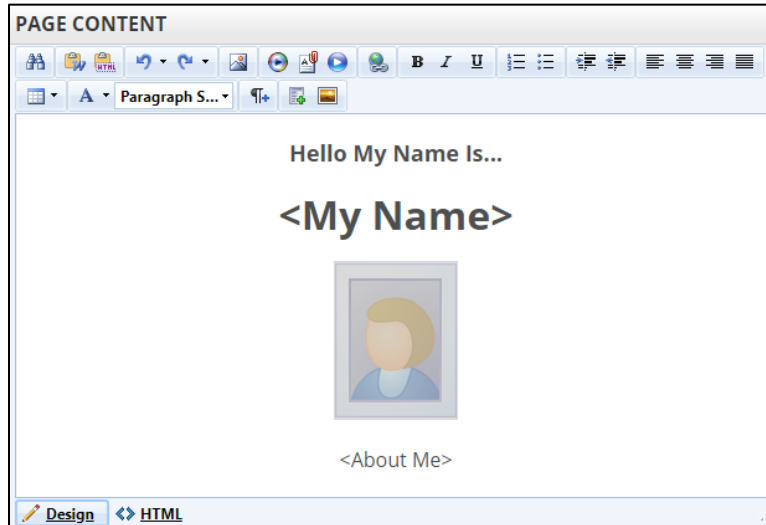



To finish creating a Teacher Page, click **Create**.

 **Tip:** Teachers with multiple classes may choose to create individual Teacher Pages for each class or create subpages for each class under a single Teacher Page.

Editing a Teacher Page

After you have created a teacher page you will be taken to Presence's **WYSIWYG (What You See Is What You Get) Editor**. This editor has been designed to give teachers without technical experience the ability to create and maintain their own web pages.








 **Note:** Each new **Teacher Page** includes 4 automatic sub-pages; these are titled **Calendar**, **Photo Gallery**, **Useful Links**, and **Contact Me**. You can find links to these pages in the **Vertical Navigation**. As additional pages are added, they will also be listed in this area.

Presence's WYSIWYG Editor

Some of these features may not be available due to restrictions by your administrator.

DEFAULT TEXT EDITOR OPTIONS

Feature	Description
	Find and Replace: This function allows you to search for and replace text within the portlet .
	Paste from Word: This button allows you to paste text copied from Microsoft Word while preserving the original formatting.
	Paste HTML: This button will allow you to insert HTML code on to the page. This can be quite useful if you want to add a third-party widget.
	Undo: This button allows you to undo your last action(s) on a page.
	Redo: This button allows you to redo the action or actions that were undone.



Insert Image: This tool allows you to insert an image in the content box.



Media Manager: You can use this tool to insert media onto your page, such as MP3 audio files, AVI video files.



Insert File: This tool allows you to insert links to documents on to your page such as PDF files, Microsoft Word files, Microsoft Excel files to name a few.



Insert External Video: This tool allows you to insert embedded videos on your page.



Hyperlink: This tool allows you to link selected text to another website or document.



Remove Link: This tool allows you to remove a hyperlink from a text.



Bold: This button allows you to **bold** text.



Italicize: This button allows you to *italicize* text.



Underline: This button allows you to underline text.



Bullets: This tool allows you to create bulleted lists.



Numbered: This tool allows you to create numbered lists.



Increase Indents: This button allows you to increase indents (tabs) for your paragraphs.



Decrease Indents: This button allows you to decrease indents for your paragraphs.



Left Align: This tool aligns your text to the left.



Center Align: This tool center aligns your text.



Right Align: This tool aligns your text to the right.



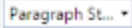
Insert Table: This tool allows you to insert tables in your content box. A popup menu will appear prompting you to select the dimensions of your table.



Text Color: This button allows you to change the color of text on your page.



Remove Formatting: This option allows you to clean up formatting tags on selected content.



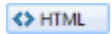
Paragraph Style: This button allows you to customize the style of text on your page.



New Paragraph: This button allows you to create a new paragraph.



Page Link: This option allows you to easily create a link to any page on your site.



HTML Source: The editor allows technical and non-technical users to create their pages. For technical users, simply clicking on the HTML option will instantly convert the page into HTML code. Clicking on **Design** again will revert back to the simplified **WYSIWYG** interface.

Allow Scripts: When this option is enabled, script tags can be used in HTML mode (or by using the **Paste HTML** button). If this option is disabled, any scripts will be automatically removed from a portlet when you try to update it.

Publish a Teacher Page

At the top of the page, you will have a **Page Properties** box.

Here you can update the **Title** or **Name** of your page. You can also add an optional summary.

Once content has been added to the page, there are three options available for publishing your content:

- **Save Draft:** This option saves your changes but they will not be published on the site. You can return to the editor anytime and continue your work.
- **Publish:** This option instantly displays your changes on the site.
- **Cancel:** This option will not save any changes.

There are also a number of options available in the **Page Administration** section of the page.

Page Owner: In organizations where more than one individual is responsible for maintaining different pages on a site, this feature is useful when tasks need to be distributed. For the **Teacher Page** component, only the respective teacher will be a page owner.

Last Modified: Identifies the date in which the page was last updated.

Release Schedule: The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The **Release Date** determines when the page will be made public and the **Expiry Date** determines when the page will no longer be public. By default, the **Release Date** will be set to **Now** and the **Expiry Date** will be set to **Never**.

Follow-up Tasks: Features two options, **Review** and **Archive**. Under the **Review** option, you have the ability to schedule a reminder to review a particular page on a pre-defined date. On this date, Presence's system will trigger an email to the page owner, to update the page. Likewise, the **Archive** option automatically archives the page on a selected date.

Approval Notes: The approval section is where a page owner can include review notes for page approval. Many organizations set approval workflows on pages in order to ensure the quality and standard of the content that is published on their public site. This section will only appear if an approval rule has been set on your page.

Save Draft Publish Cancel


PAGE PROPERTIES

Title ↓

Name


Summary

PAGE CONTENT



Hello My Name Is...

Charlie Danner



<About Me>

Design <> HTML

PAGE ADMINISTRATION

Page Owner charlie.danner

Propagate the Change of Ownership to All Sub-Pages

Last Modified Tuesday, April 03, 2018 at 11:48 AM

Release Date Now 01 : 00 AM

Expiry Date Never 01 : 00 AM

Follow-up Tasks

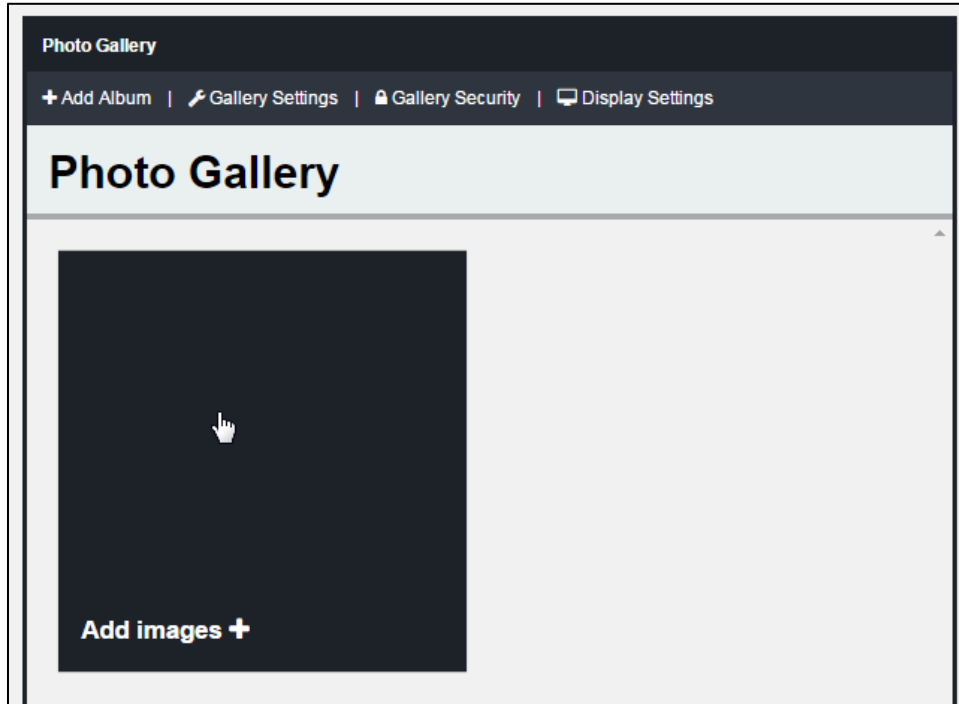
Save Draft Publish Cancel

If you make any changes to Page Properties, Page Content or Page Administration, use **Save Draft** or **Publish** to save the change. Changes to Page Content will not be made live unless you click **Publish**.

Photo Gallery

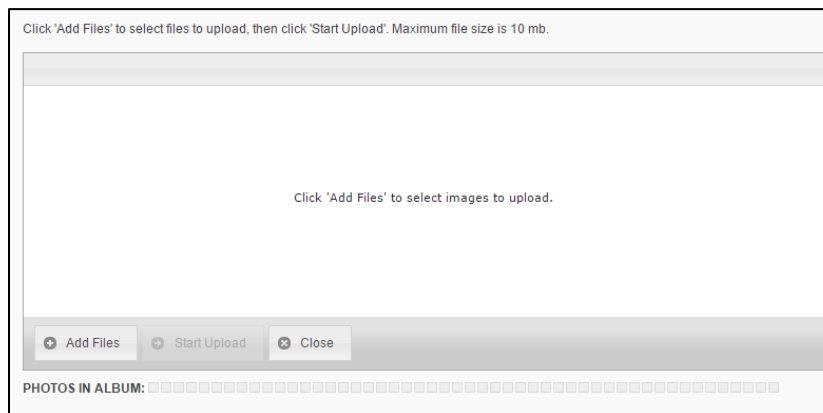
Presence's **Photo Gallery** allows you to create multiple albums with up to 50 images per album.

If there are no existing photo albums in the Photo Gallery page, you can create an album by clicking **Add Images**.

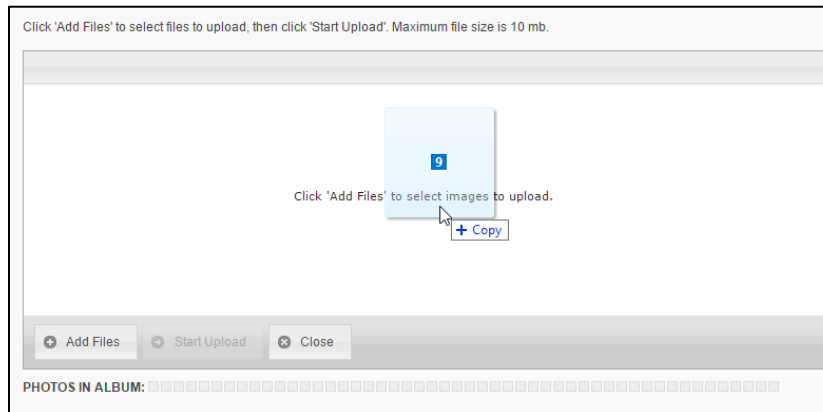


If there are already one or more albums in your portlet, you can click **Add Album** to create a new album.

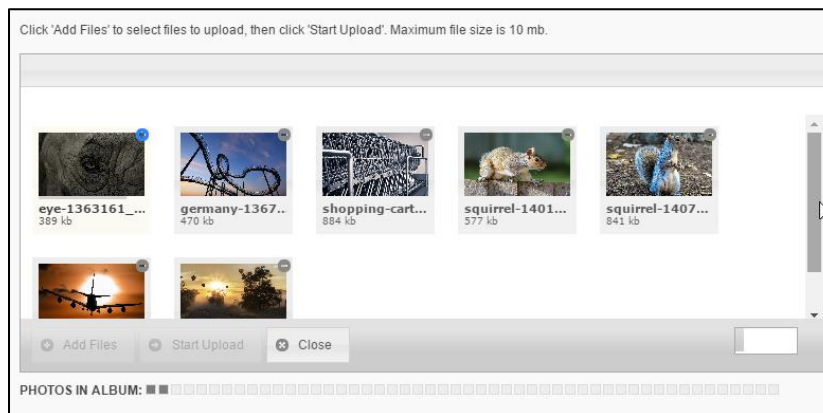
The **Add Files** interface will open.



You can use **Add Files** to select the files you wish to upload or you can drag and drop your images in to the Add Files window.



Once you have added all the files you wish to upload, click **Start Upload** to begin uploading the images to your site.



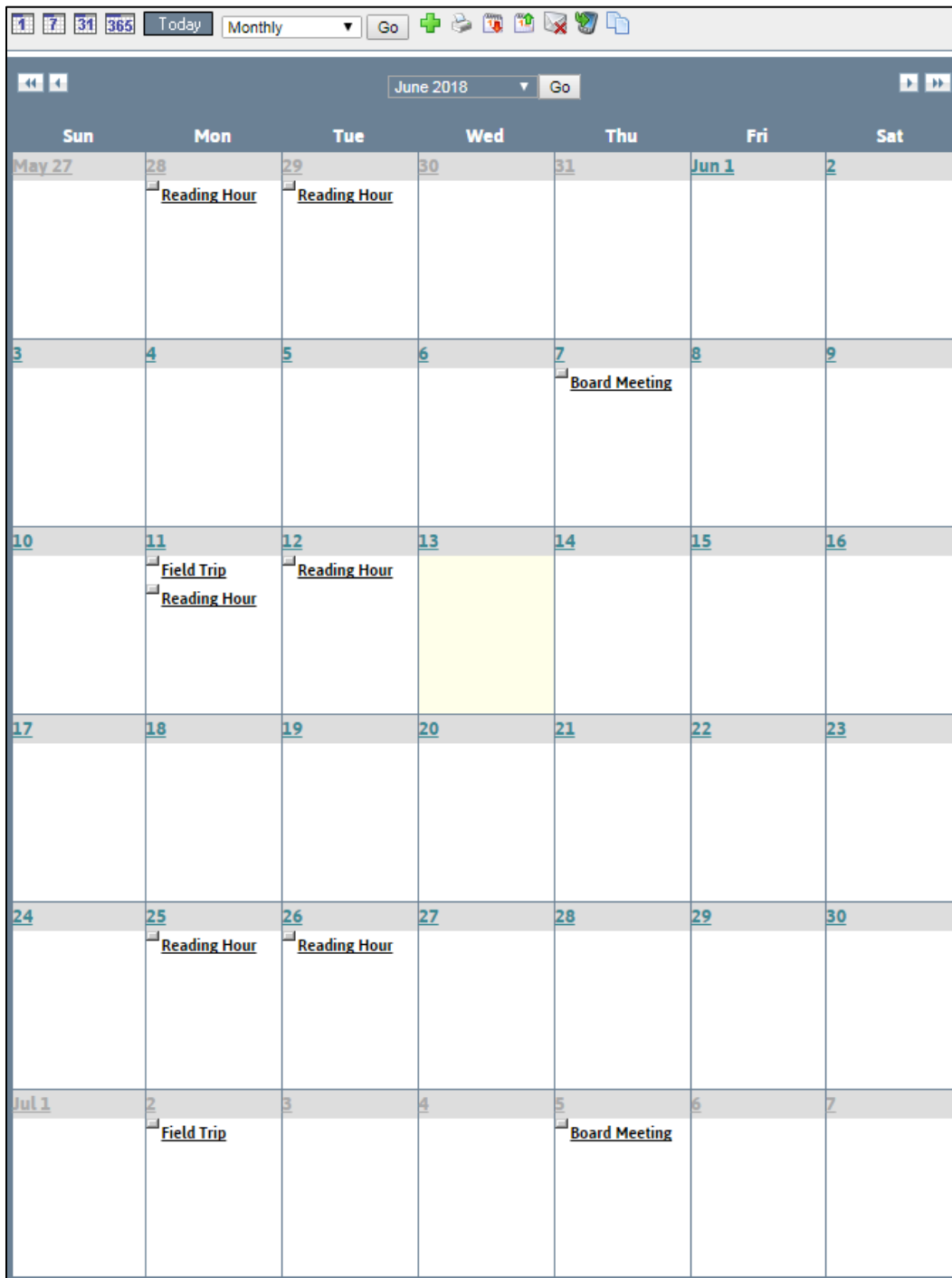
As each image is uploaded, it will be removed from the Add Files interface until all the images have been uploaded.

When the upload is complete, you will be brought to the Album Management interface.

 **Note:** Each album supports a maximum of 50 images.

Classroom Calendar

Using the **Classroom Calendars**, teachers can ensure that students and parents are always aware of upcoming assignments and deadlines. This is also a great place to publish other important dates such as school events.



Sun	Mon	Tue	Wed	Thu	Fri	Sat
May 27	28 Reading Hour	29 Reading Hour	30	31	Jun 1	2
3	4	5	6	7 Board Meeting	8	9
10	11 Field Trip Reading Hour	12 Reading Hour	13	14	15	16
17	18	19	20	21	22	23
24	25 Reading Hour	26 Reading Hour	27	28	29	30
Jul 1	2 Field Trip	3	4	5 Board Meeting	6	7

To access the calendar assigned to your teacher page click the **Calendar** link from the left navigation bar of your **Teacher Page**. This will lead you to a blank calendar page. For more information on how to navigate the **Presence Calendar**, refer to the **Calendar** manual.

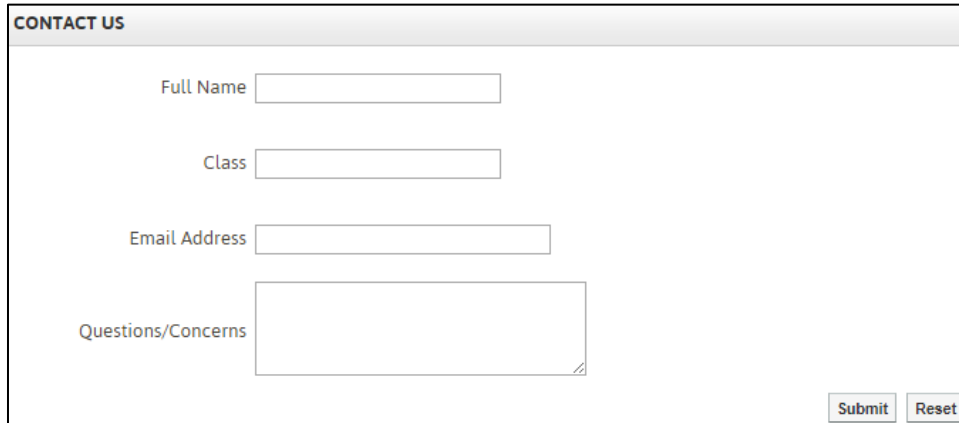
Contact Me

The **Contact Me** page allows visitors to contact you via email.

To access the **Contact Me** page assigned to your teacher page:

Click the **Contact Me** link on the left navigation bar of your **Teacher Page**.

This page contains a simple form with fields for **Full Name**, **Class** (if applicable), **Email Address** and **Questions/Concerns**.



Click **Submit** once you have completed the form. The information in the form is sent to the page owner, i.e. the teacher, of the email address.

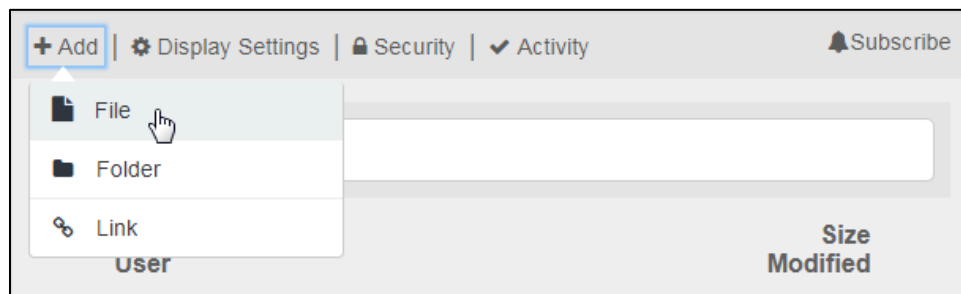
Useful Links

Useful Links features a Document Container that streamlines resource sharing. It allows you to upload documents and other resources into folders for users to download.

To access the **Document Container** assigned to your teacher page click on **Useful Links** from the left navigation bar of your teacher page. This will lead you to your document container.

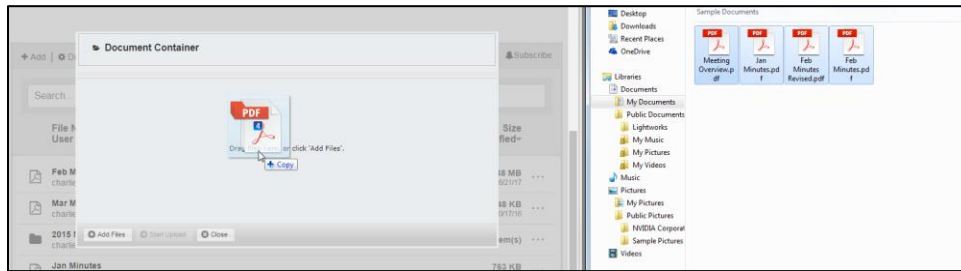
Uploading Files

To add files to your container, click the **Add** option and then click **File**.

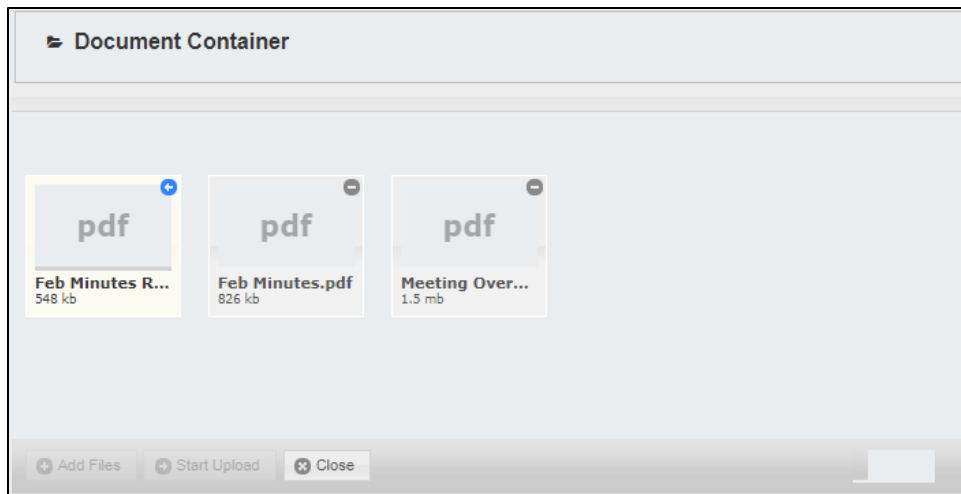


Once selected, an upload box will appear on the page. To add files to upload, click and drag the files you wish to upload in to the upload box. You can drag files one at a time or select a group of files to drag in the box all at once. You can also drag and drop folders in to the upload box.

In addition to dragging and dropping, you can also use **Add Files** to select files you wish to upload.



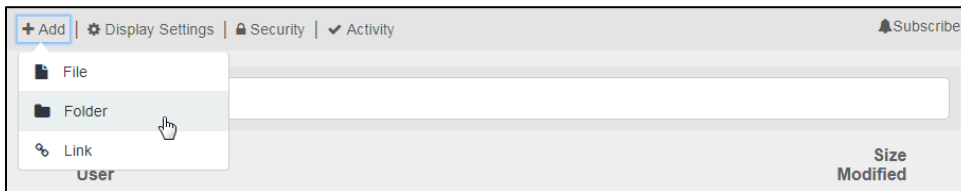
Once you have selected all the files you wish to upload, click **Start Upload**.



Once the files have finished uploading, click **Close**.

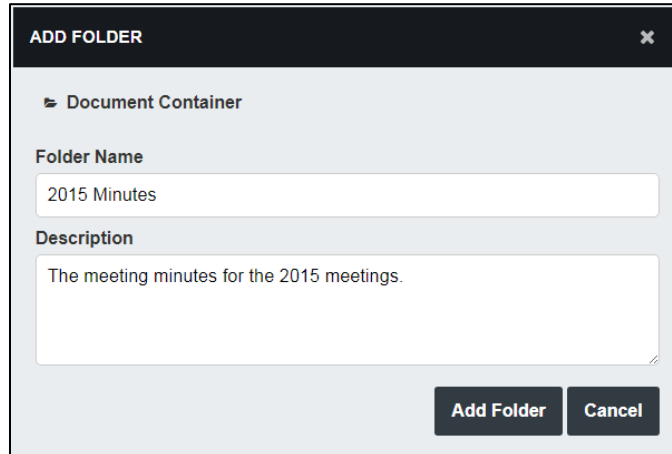
Creating Folders

To create a folder for your files, click **Add** and then click **Folder**.



Enter a **Folder Name** to be displayed within the document container.

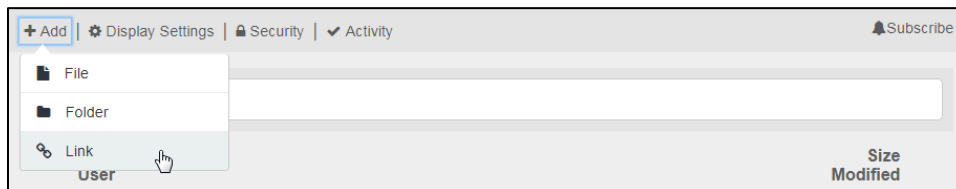
You can also provide an optional **Description** of the folder.



Click **Add Folder** to create the folder.

Creating Links

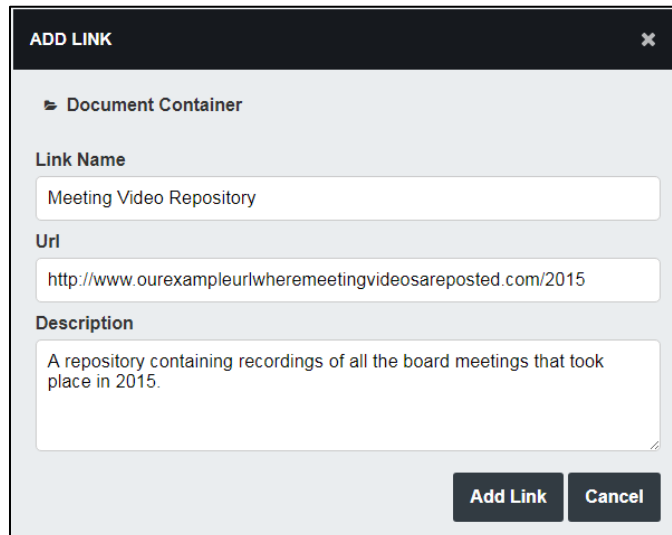
To create a hyperlink, click **Add** and then click **Link**.



Give your link a **Link Name** to be displayed in the document container.

Type in the full URL that you wish to link to in the **URL** field.

If you wish, you can provide an optional **Description** to let others know more about the link.






Click **Add Link** to create the link.

Searching for a Resource

In addition to browsing through the document container, you can search for a specific resource you wish to find.

To search for a file, begin typing in the name of a file in the **Search** box. As you type, only the files that match what you have typed will appear. The search will look for matching files, folders and links within the current folder as well as any sub-folders. This means that if you search from the top-level of the container, the entire container will be searched.

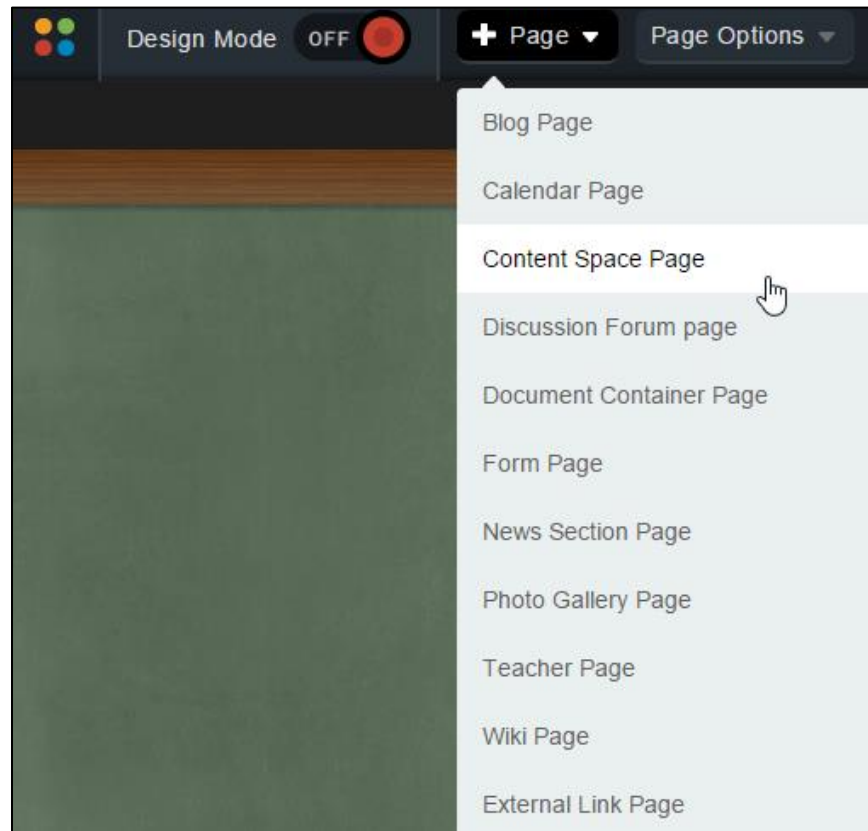
+ Add | ⚙ Display Settings | 🔒 Security | ✓ Activity
🔔 Subscribe

	File Name	Size
	Feb 2015 Meeting Minutes <small>Folder: ... / 2015 Meetings</small>	794 KB ...
	Feb 2016 Meeting Minutes <small>Folder: ... / 2016 Meetings</small>	742 KB ...
	Feb 2017 Meeting Minutes <small>Folder: ... / 2017 Meetings</small>	550 KB ...


1
PAGE 1 OF 1


Adding More Pages

Go to **Page** in the Administrative Toolbar and then click your desired page type. In most cases, this will be **Content Space Page**.

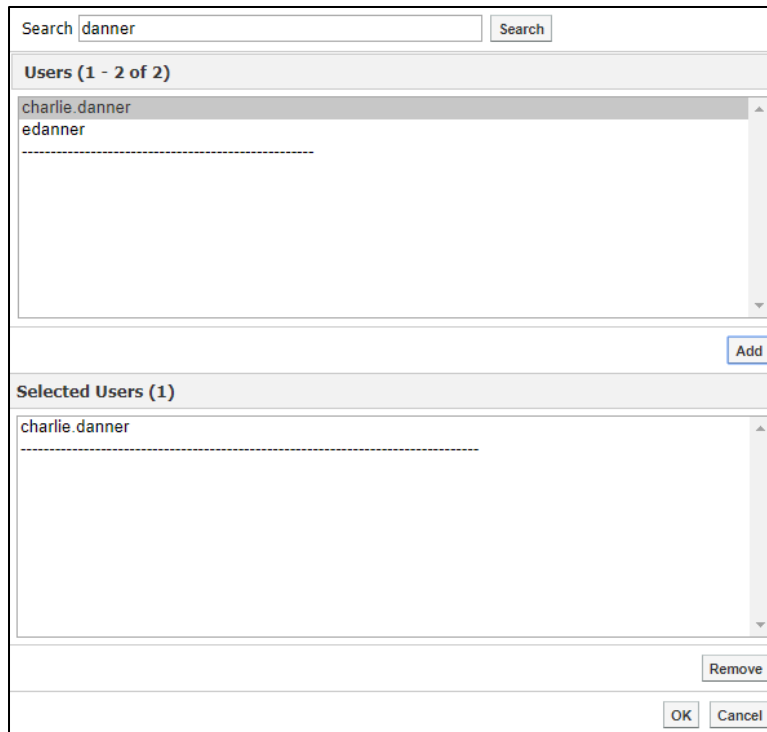


Fill in the **Page Name** field for your new page.

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

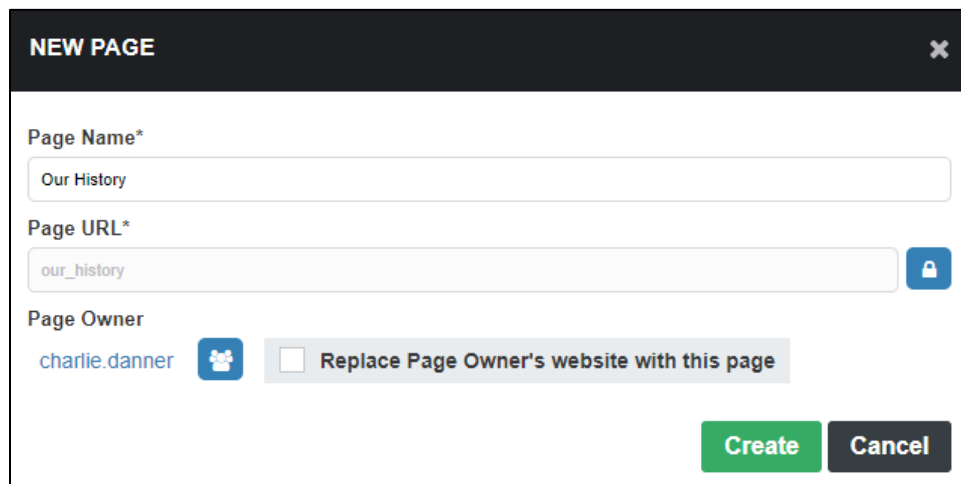
By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.



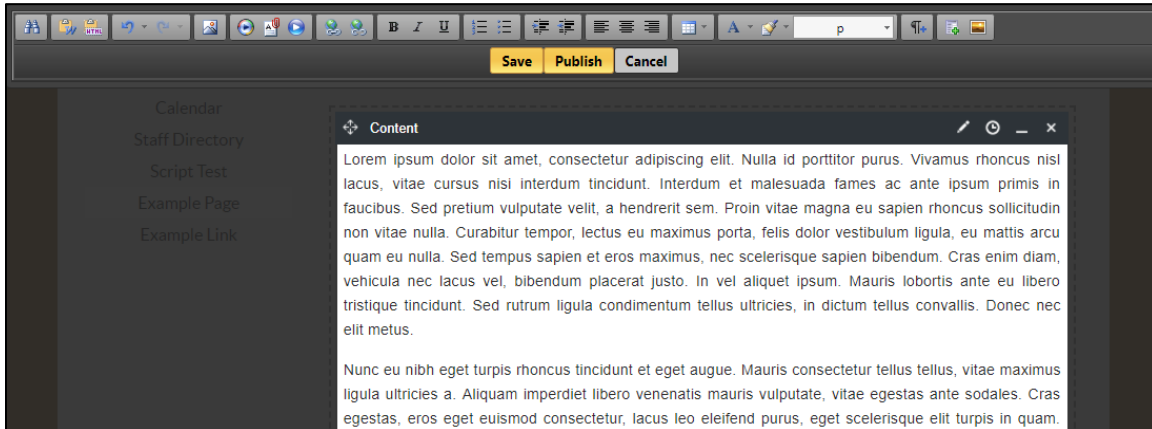
If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.

Note: On some sites, you may also have a **Category** drop-down that you can use to select a category for the page.



Click **Create** to create the Content Space Page.

You will now be routed to the Inline Text Editor.



Here you can add text, images and other content to the page.

Publishing Your Page

After you have finished using the editor, you will have three options available to you: **Save**, **Publish** and **Cancel**.

PUBLISHING YOUR PAGE

Save

Clicking the **Save** button saves all the changes made to your webpage on SchoolMessenger's system but the changes will not yet appear (or be made live) to visitors of the page. This allows you to keep working on the page over multiple sessions and reveal the changes only when you are ready.

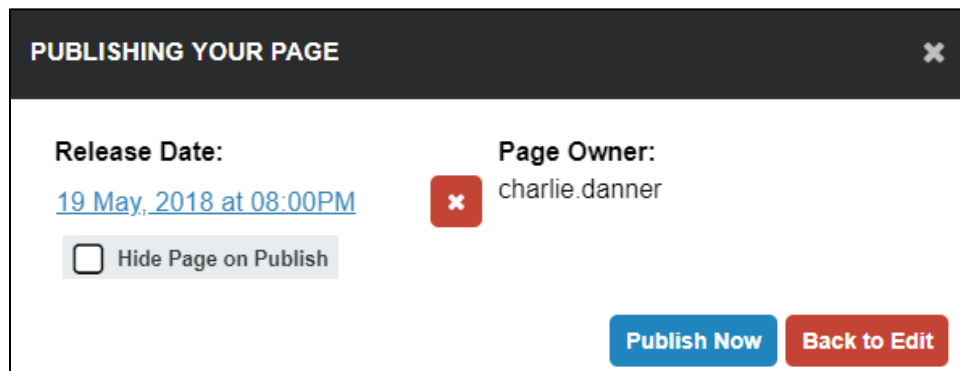
Publish

Clicking **Publish** will make your changes live immediately.

Cancel

Clicking **Cancel** will discard all the changes.

When you publish a Content Portlet on a page that is set to Hide Section (as any newly created page is), a modal will appear. This gives you the option to set a **Release Date** (when the page should first be made available) if you wish. You can also choose to **Hide Page on Publish** if you want to keep the page hidden.



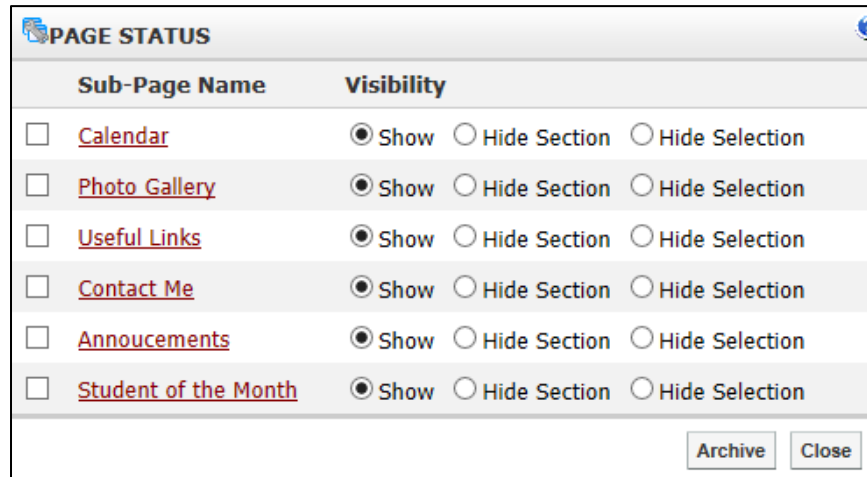
To publish your content, click **Publish Now**.

Managing Subpages

With Presence's system there is no restriction on the order of the pages.

To hide, show, or archive a page:

Go to **Page Options** in the Administrative Toolbar and then click **Page Status**.



Sub-Page Name	Visibility
<input type="checkbox"/> Calendar	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Photo Gallery	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Useful Links	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Contact Me	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Announcements	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Student of the Month	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection

Hiding or Showing a Page

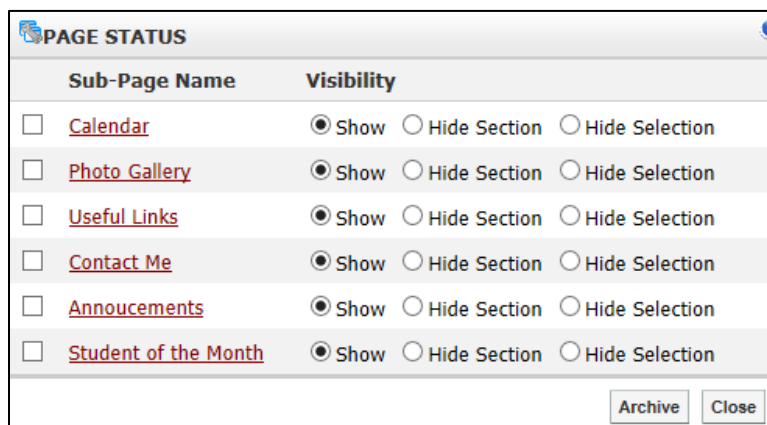
You have three visibility options for a page:

Show: The page is visible in the **Administrative Toolbar** and in the vertical navigation bar.

Hide Section: Allows you to hide your sub-pages along with the calendar, as well as hide the page from top menu bar and the side menu bar. If there is a calendar within your hidden section, it will not be visible from other calendars on your site. You will not be able to see any sub-pages of the page from the side menu bar.

Hide Selection: Allows you to remove a page from the top menu bar and sidebar menu, without hiding the items that are contained within. The calendars under the hidden page will be visible to other calendars and the side menu bar will display any subpages of the current page.

Show or hide a page by selecting the visibility option you want and click **Close**. The hidden page still remains accessible but is hidden from the public site navigation.



Sub-Page Name	Visibility
<input type="checkbox"/> Calendar	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Photo Gallery	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Useful Links	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Contact Me	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Announcements	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection
<input type="checkbox"/> Student of the Month	<input checked="" type="radio"/> Show <input type="radio"/> Hide Section <input type="radio"/> Hide Selection

Archiving a Page



To archive a subpage, select the checkbox next to the page name and click **Archive**.

<input checked="" type="checkbox"/>	Annouements	<input checked="" type="radio"/> Show	<input type="radio"/> Hide Section	<input type="radio"/> Hide Selection
<input checked="" type="checkbox"/>	Student of the Month	<input checked="" type="radio"/> Show	<input type="radio"/> Hide Section	<input type="radio"/> Hide Selection
				<input type="button" value="Archive"/> <input type="button" value="Close"/>

Retrieving Archived Pages


Go to **Page Options** in the Administrative Toolbar and then click **Archived Subpages**.



Select the checkbox next to the corresponding page(s) you want to retrieve and click **Un-Archive**.

ARCHIVED SUB-PAGES	
<input type="checkbox"/> Sub-Page Name	Action
<input type="checkbox"/> Financial Plan Available Now-Archived	
<input type="checkbox"/> Example-Archived	
<input type="button" value="Delete Selected"/> <input type="button" value="Un-Archive"/> <input type="button" value="Cancel"/>	

Deleting a Subpage

Go to **Page Options** in the Administrative Toolbar and then click **Archived Subpages**.

Click the  button next to the sub-page you want to delete.

ARCHIVED SUB-PAGES	
<input type="checkbox"/> Sub-Page Name	Action
<input type="checkbox"/> Financial Plan Available Now-Archived	
<input type="checkbox"/> Example-Archived	
<input type="button" value="Delete Selected"/> <input type="button" value="Un-Archive"/> <input type="button" value="Cancel"/>	

Ordering a Page

Users have the ability to rearrange the order of subpages as they appear on the navigation bar. To rearrange your pages:

Go to **Page Options** in the Administrative Toolbar and then click **Page Order**.

Use your mouse to click, drag, and drop the links in the desired order.

PAGE ORDER	
Page Name	Created On
Calendar	4/23/2014 12:10:06 PM
Photo Gallery	4/23/2014 12:10:06 PM
Useful Links	
Photo Gallery	
Contact Me	4/23/2014 12:10:06 PM
Announcements	4/29/2014 12:36:36 PM
Student of the Month	4/29/2014 2:02:01 PM

Click **Update Page Order** to save your changes.