

Creating your classroom website

WHY?

- Starting next year, MCS teacher will be expected to create and maintain their own website.
- Easier access to general info
- Will significantly decrease the amount of paper we use
- With practice, it will be a time saver for teachers

WHAT?

- Minimum expectations will be:
 1. e mail and PAM link
 2. calendar of events, assignments and any other
 3. teacher info (newsletters, announcements, etc.)

HOW? and WHEN?

- Today group focus on the basics (logging on and adding items to teacher page)
 - Events/assignments
 - Creating e mail link
 - Creating calendar
- PLC time to work in small groups.
- Before and after school small groups
- By appointment

Web page 101 – How to create my very own page

1. Start at “ www.medinacityschooldistrict.org” page
2. On the bottom of the page, click “**Login**”
3. In “**Username**” enter your last name and first initial *exp. “heidorfs”*
4. In “**Password**” enter the 1st three letters of your last name and the last four digits of your SS number. *exp. “hei9999”*
5. On the top scroll bar, click the down arrow key
6. under “**Schools**”, scroll to “**Your School**” and click
7. On the top of the page, click “**Admin**”
8. Click “**Page manager**”
9. In the right column, under “**sub pages**”, click “**schools**”
10. In the right column, under “**sub pages**”, click “**Your School**”
11. In the right column, under “**sub pages**”, click “**Classrooms**”
12. In the right column, under “**sub pages**”, **click your grade level** *exp. “fifth grade”*
13. In the right column, under “**sub pages**”, **click your name** *exp. “Mrs. Dreibelbis”*
14. On the middle of this page you will see a heading that says “Items on Page”. Under that heading it says, “Body Area Left”. Click the green “**Add**” button
15. In the Title box, type “**Events/Assignments**” and **click inside the box that says “Use Title as Headline”**
16. You can now list assignments and events in this area.
17. Scroll to the bottom of the page and click “**Save**”
18. Click the green “**Add**” button...just like you did in step 14.
19. In the Title box type, “**Contact me**” and click inside the box that says “**Use Title as Headline**”
20. Click in the main area and **type your phone number and extension**, hit enter on the keyboard.
21. Type “**E mail me at your email@mcsoh.org**”
22. On the bottom of the page click “**Save**”
23. To create a calendar, click the green “**Add**” button...just like you did in steps 14 and 19.
24. In Title box, type “**Calendar**” and click inside the box that says “**Use Title as Headline**”
25. **Click on the table icon**. The “table Properties” screen appears.
26. Change the number of rows to, “**10**”
27. Click “**Ok**”
28. Enter events and assignments.
29. When finished, click “**Save**”
30. On the bottom of the page, click “**Logout**”