

Creating

YOUR TEACHER WEBPAGE



- Application:** eSchoolview Content Management System
- Usage:** All Professional And Exempt Staff
- Login:** <https://esvadmin5.eschoolview.com/Login.aspx>
- Contact:** If you have difficulty using this program, please contact IT by phone at 610-970-6656.

The content on the Pottstown School District website is created using a Content Management System (CMS) from the company eSchoolview. There will be a section on the website, under Our Schools, titled Teacher Web Pages. As you work to develop your web page, consider that this will be the first place parents will go for information relative to your classroom processes and coursework.

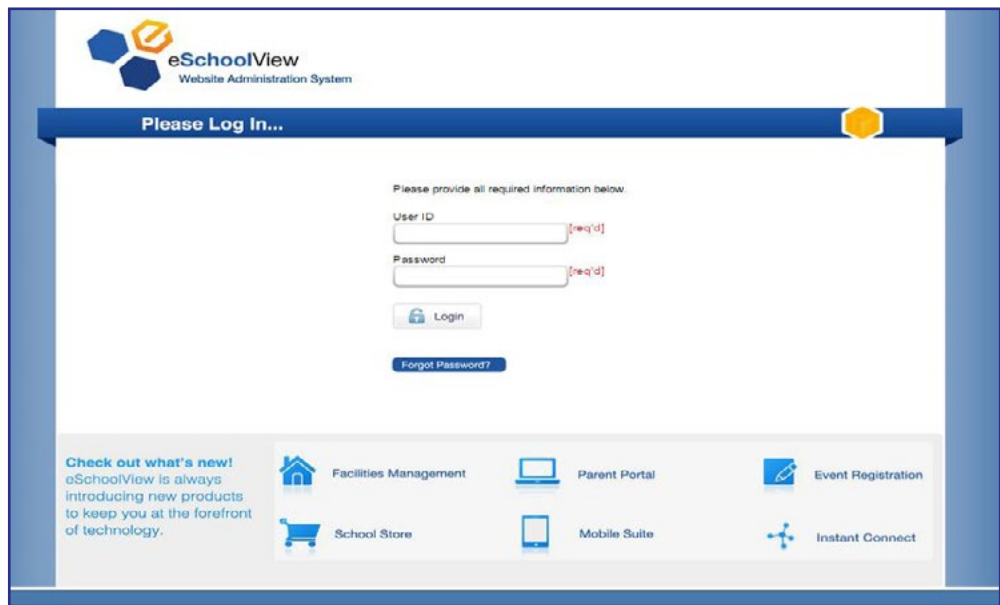
Teacher web pages could include your choice of text and/or images such as:

- Your school picture
- A biography of yourself
- Photos to create a picture gallery
- Documents that you would like the parents to have access to
- Hyperlinks that you want your page to link to
- Videos that you want on your page
- Up & coming events



TEACHER WEB PAGES

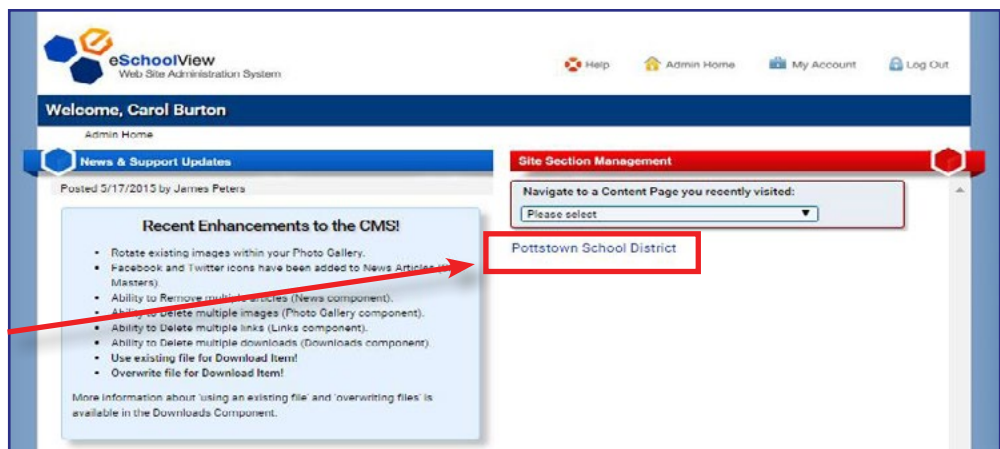
STEP 1



(figure 1)

After you go to the eSchoolview URL (figure 1), you will be asked to log in. Your account is set so you have to reset your password the first time you log in.

STEP 2

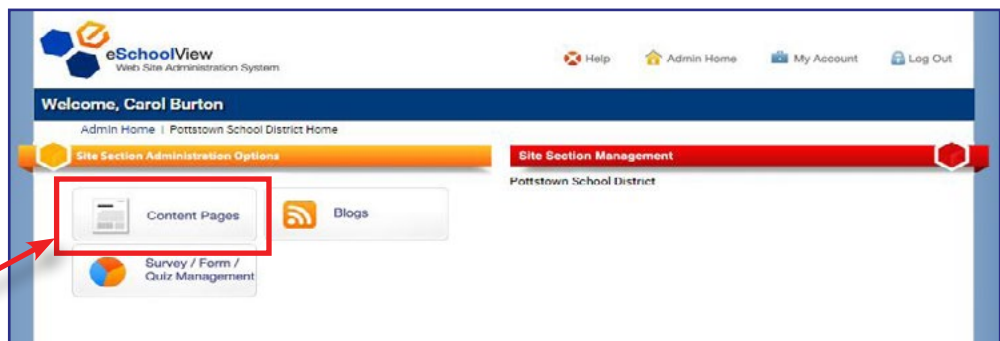


(figure 2)

Once logged into the content management system, your only choice is to select **Pottstown School District**. (figure 2)

Depending on your security level, your options would increase with administration privileges.

STEP 3



(figure 3)

Next, click on **Content Pages**. (figure 3)

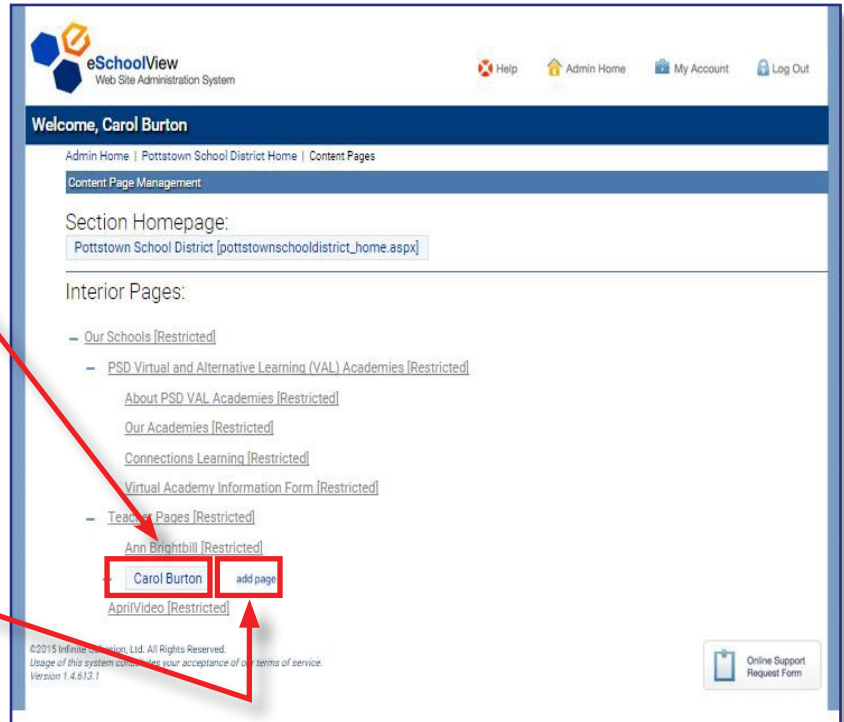


TEACHER WEB PAGES

STEP 4

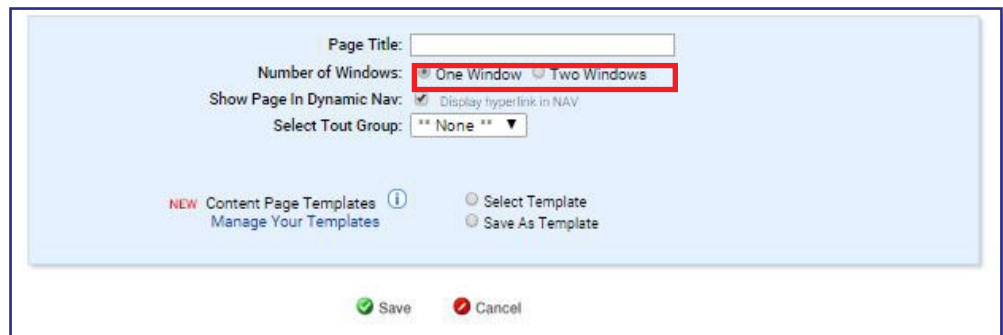
Next, click on **Your Name**.
(figure 4)

Important - Your initial main web page will be set up for you as a two-window page. Creating your page is done as the same process for any page creation choosing **add pages**. This step is very important in determining the basic structure of your teacher pages.



(figure 4)

When you **Add Page**, the window that appears gives you the choice of how many windows you want, whether or not the page is displayed in the dynamic navigation, and that the page is titled.
(figure 5)



(figure 5)

Page Title: First and foremost, you need to give your web page a title. This title will appear internally (within the Content Management System). It will also appear in the left dynamic navigation if you check **Show Page in Dynamic Nav**. After your page is saved, you can always change these settings in the General Settings area of your web page. This is the first screen you will see after saving.

Windows: Any page you create can be either a one-window configuration (spanning the entire content area) or a two-window configuration (two columns for content). Window #1 can be for general content: any information you want to provide via text or dialogue. Window #2 may consist of educational links and downloads (documents) which could include class handouts / notes, homework assignments and other forms.

Dynamic Navigation The Dynamic Nav is the list of links on the left side of the screen that takes you to each of the different web pages throughout your site. When pages are created, the Navigation sidebar begins to auto-populate. If you unchecked **Show in Dynamic Nav**, the page will technically exist but it will actually be hidden from the left navigation area.



TEACHER WEB PAGES

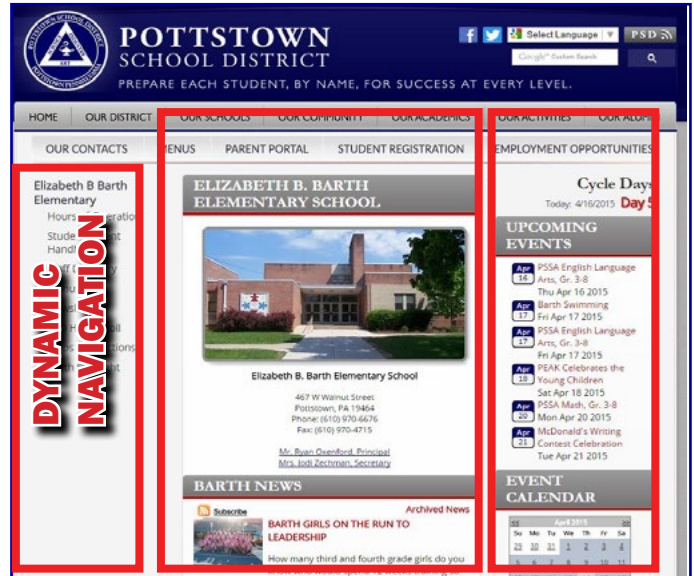
ONE-WINDOW



(figure 6a)

One-window configuration (figure 6a) has four tabs across the top. The width of this window is 600 pixels. Take this size into consideration when you are creating a header or placing images. Keep the size to below 600 pixels. *Suggestions to put in window #1 would be Text, Photo Galleries, large Videos.*

TWO-WINDOW



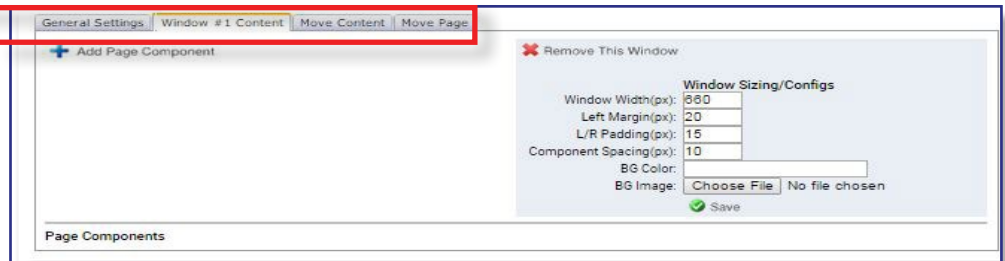
(figure 6b)

In the two-window configuration (figure 6b) has five tabs across the top. Window #1 Content is the larger window on the left and Window #2 Content is the narrow window on the right. The width of Window #1 Content is 400 pixels and the width of Window #2 Content is 200 pixels. *Suggestions to put in window #2 would be Small Text, Links, Downloads.*

TAB LAYOUT

One-Window

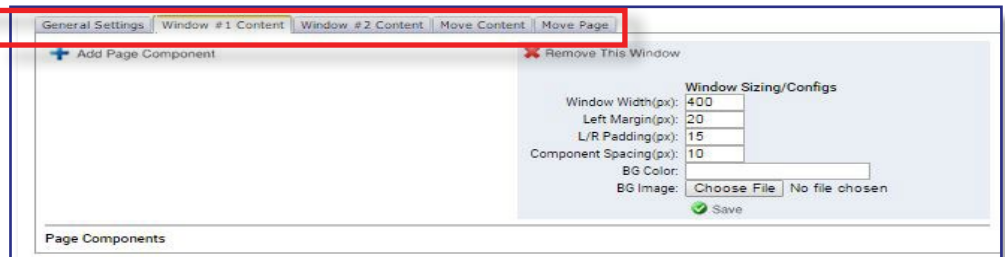
One-window configuration has four tabs across the top.



(figure 6a)

Two-window

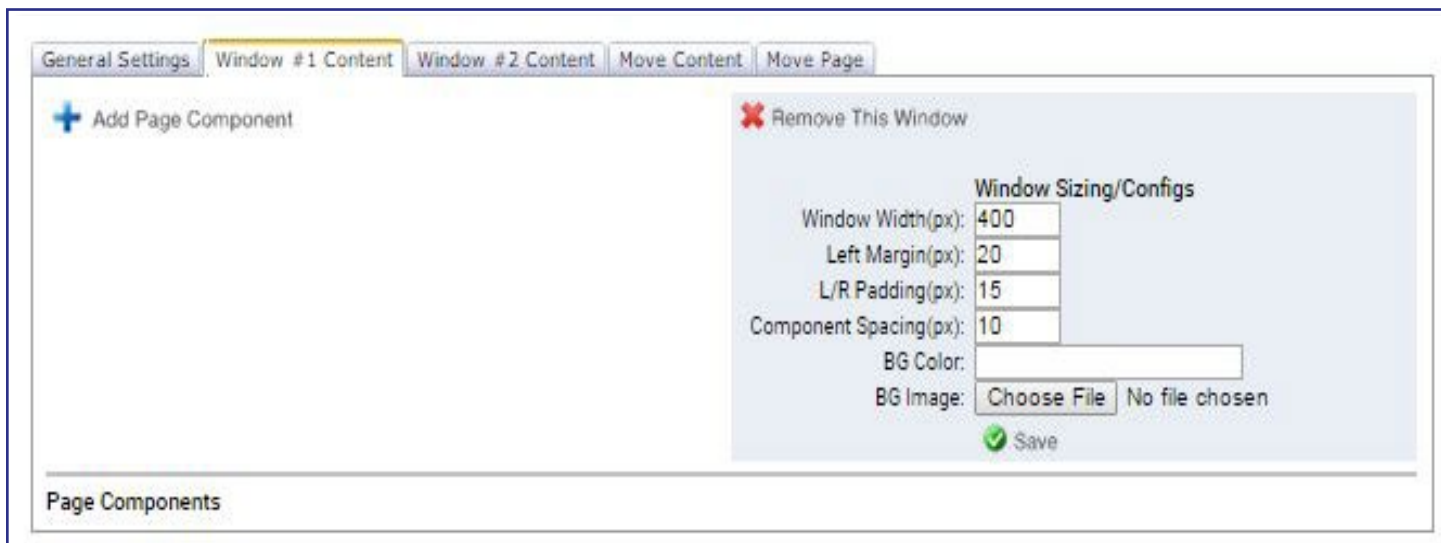
Two-window configuration has five tabs across the top.



(figure 6b)



TAB LAYOUT EXPLAINED



(figure 7)

| | |
|-------------------------------|--|
| General Settings Tab: | Provides the URL of your page. Gives the name to your page and also weather or not it shows in the dynamic navigation. Also if you want it to link to an external URL or link to a file. |
| Window #1 Content Tab: | Any time you want to revise or add information to the left window, you need to click on this tab. |
| Window #1 Content Tab: | This tab allows you to add and revise information or components such as surveys to the right side of the web page. |
| Move Content Tab: | (Site Administrators only) – If you decide to move an entire window of content to another page, this tab allows you to move it without recreating it on another page. |
| Move Page Tab: | (Site Administrators only) – If you decide to move an entire page to a different location, this tab allows you to move it without having to recreate the entire page. |



GENERAL SETTINGS TAB

(figure 8)

| | |
|------------------------------------|--|
| Page Title: | The Title of your page |
| Friendly URL | Allows you to update a long URL and make it shorter. When modifying the Friendly URL, you cannot use spaces or special characters. Always end the friendly URL with .aspx. Example of a friendly URL name – schoolevy.aspx |
| Is Active: | If checked, the page is active and people can Access it; if unchecked, the page is not accessible to the public. |
| Security Level | If you want to place this page within an existing Security Group, select the group in the drop down menu (NOTE: Site Administrators can create security groups). |
| Show in Dynamic Navigation: | If checked the page will become a text link in the Navigation pane on the left-hand side of the website. |
| Navigation Display Type: | Options for where the Dynamic Navigation appears. |
| Tout Group Display: | Display your homepage touts (remember these are just graphics you have used as buttons) or create a new tout list to display by page. You can also manage your touts or create new tout groups under “Tout Manager,” one of your administrative options. |
| Link to External URL: | This is a redirect to another URL or page of your choice. If you are linking internally, use a forward slash in front of the page: /mypage.aspx. If you are linking externally, use the entire URL starting with http:// |
| Link to File: | Have your text link in your Dynamic Nav link to a file (PDF) by clicking the Browse button and uploading your file. |

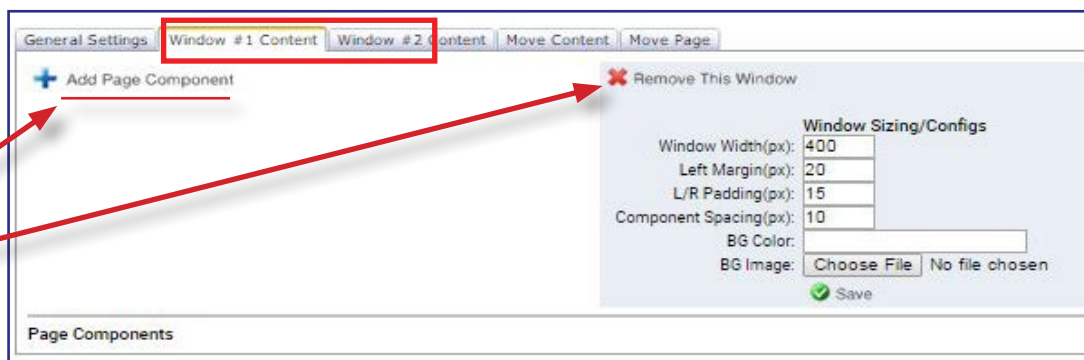


WINDOW #1 AND #2 CONTENT TAB

When you click either the Window #1 Content or Window #2 Content tab (figure 9) you will have the following options:

- 1) Add Page Component
- 2) Update Window

Properties (on the right side in the gray box)



(figure 9)

ONE-WINDOW COMPONENT:

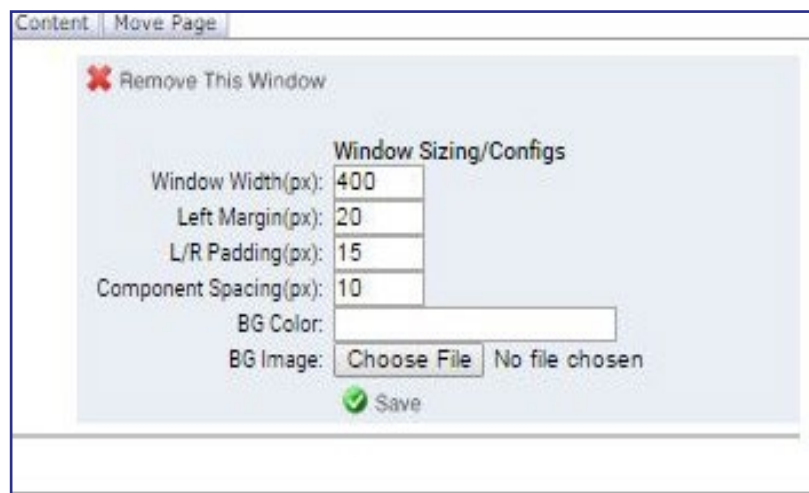
Window defaults to 600 pixels.

TWO-WINDOW COMPONENT:

Window #1 Content defaults to 400 pixels.

Window #2 Content defaults to 200 pixels.

- You can change the **Window Sizing/Configs** but make sure that your totals equal 600 pixels. (figure 11)
- Do not change the padding, margin, or component spacing.
- Change background color by adding a HEX Number #.
- You can add a background image, but you have to make sure it equals the pixel width of that particular window.



(figure 10)



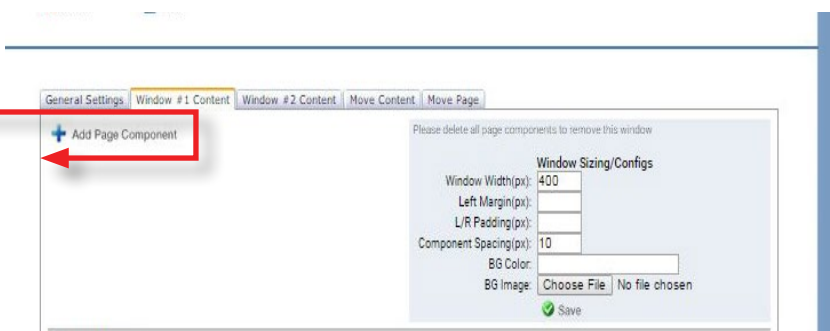
(figure 11)



ADDING PAGE COMPONENTS

STEP 1

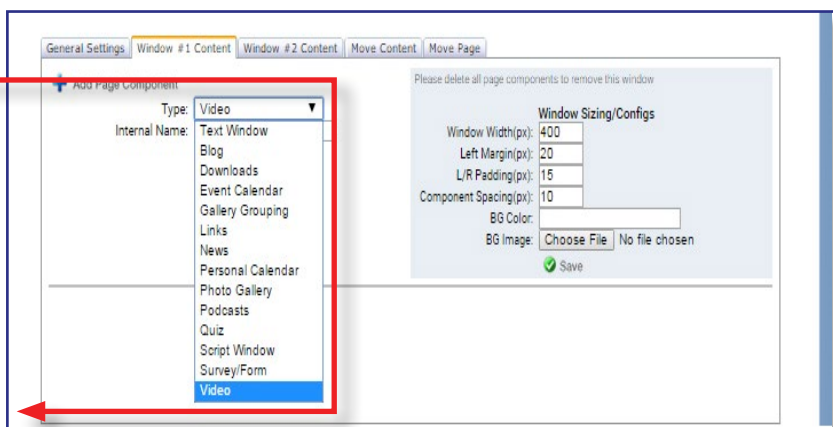
You can now start building your page by selecting **Add Page Component**. (figure 12)



(figure 12)

STEP 2

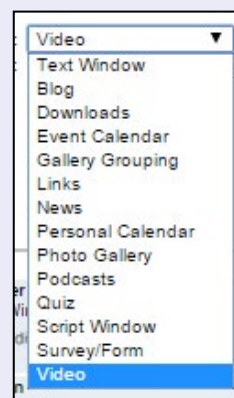
After selecting Add Page Component, the **Type Dropdown** list appears (figure 13). This is where you choose which element you want on your page, remember to take into consideration what the final purpose of your page is to be. eSchoolView references all types of information as Page Components and you can setup your pages with one or more Page Components.



(figure 13)

When clicking “**Add Page Component**” you have the option to choose the following (figure 14):

- Text Window - most commonly used Component
- Blog
- Downloads
- Event Calendar
- Gallery Grouping
- Links
- News
- Personal Calendar
- Photo Gallery
- Podcasts
- Quiz
- Script Window
- Streaming Video
- Survey/Form

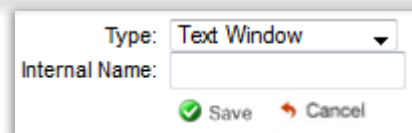


(figure 14)

STEP 3

Internal Name:

Before clicking **Save** to add your Page Component, enter a description in the optional “**Internal Name**” field (figure 15) – this will help you differentiate between other page components; internal names do not display on the public web page.



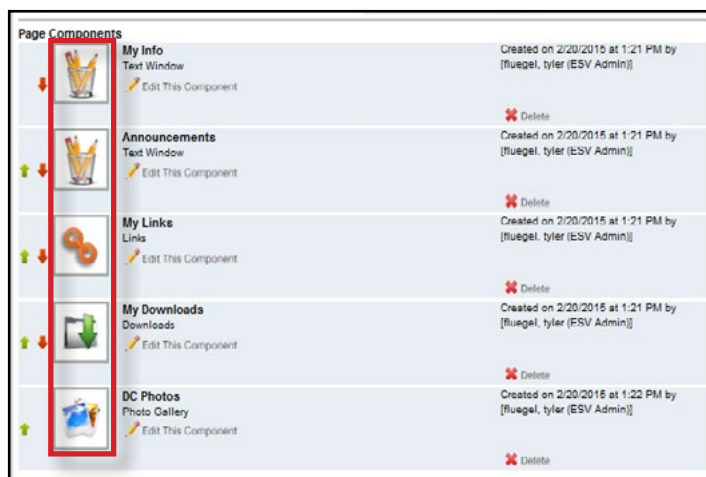
(figure 15)



ADDING PAGE COMPONENTS

The **Page Components** will start to populate at the bottom.

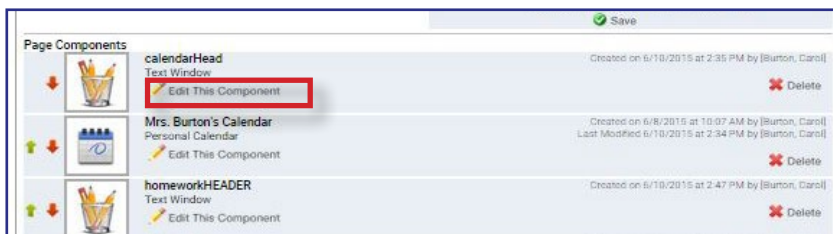
- Each **Page Component** is represented by a unique icon (figure 16).
- After you add more than one Page Component you will have the ability to rank (organize) your Components by clicking the green up and the red down arrows to the left of the Page Component Icons (figure 17).
- After you **Add Page Component**, select **Edit This Component** to add/edit content within that Page Component (figure 18).
- Clicking **“Delete”** on the right (figure 19) for each Page Component will delete the component after a confirmation message is displayed. Once a page component is deleted you will not be able to retrieve this information.
- If you have pages that will be useful each year such as back to school information, you may choose to make the page inactive after the information is no longer current and then update the information on the page each year and make it active again. This can save you the time of rebuilding the components each time.



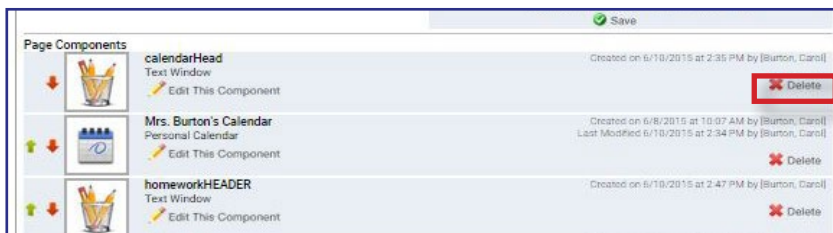
(figure 16)



(figure 17)



(figure 18)

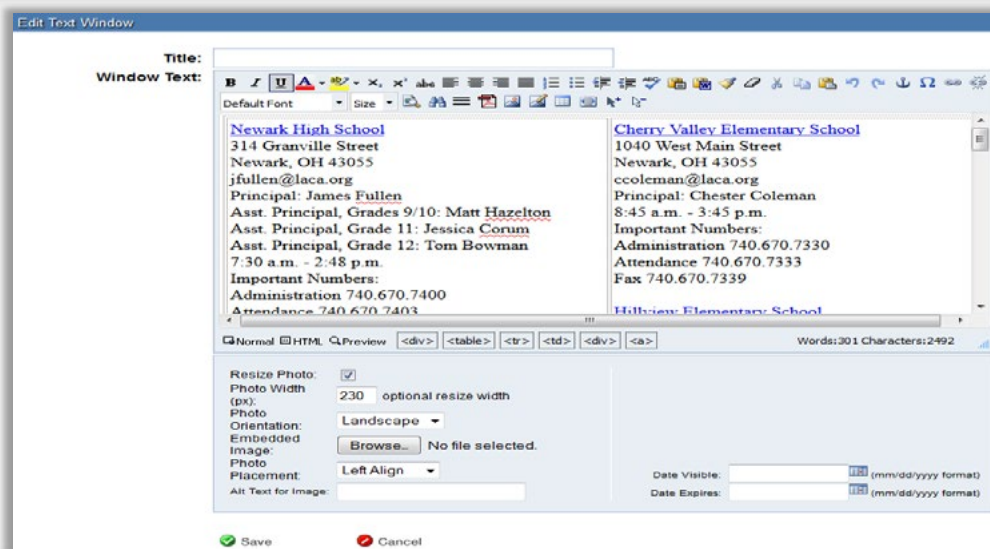


(figure 19)

Note: To make a page active or inactive please use the checkbox under the General Settings tab.



PAGE COMPONENT - *Text Window*



(figure 20)

You will build most of the site using text windows. A **Text Window** allows you to post text and upload images. This is a WYSIWYG editor.

Here is an overview of the fields:

TEXT: *An agreed upon default font will always be used unless manually changed by user.*

Title: Will appear at the top of your Component and is generally larger and bold. You cannot change the formatting of the title.

Window Text: This area displays the most text. You can copy and paste text from Word, an email, or a PDF, etc. However, please note many of these programs have invisible formatting that will cause your web page to have spacing and other formatting issues. To make sure the text looks as you want it to, you can click on the HTML button under the text window. Please note, normal is the default. Erase all the HTML code and create the formatting in the window text area.

Temporary: For information you only want displayed temporarily, you can select a Date Visible, which is the date you want the content to appear on your site. If you leave this field blank, the text shows up immediately. You can also choose a date when you want the content to be removed from your site by adding a date to expires field. If you leave it blank, it will be displayed until you delete it.

PHOTOS: *You can browse for one photo at the bottom or right click in the Window Text and upload multiple photos.*

Resize Photo: If you are attaching a photo that needs resized, check this box, specify the width in pixels, and pick the orientation (landscape or portrait).

Embedded Image: Click "Browse" and find your photo file. Double click the file and the path to the file will appear in the field (see screenshot).

Photo Placement: By default all uploaded images are left aligned. Choose center or right alignment from the drop down box if you need different alignment.



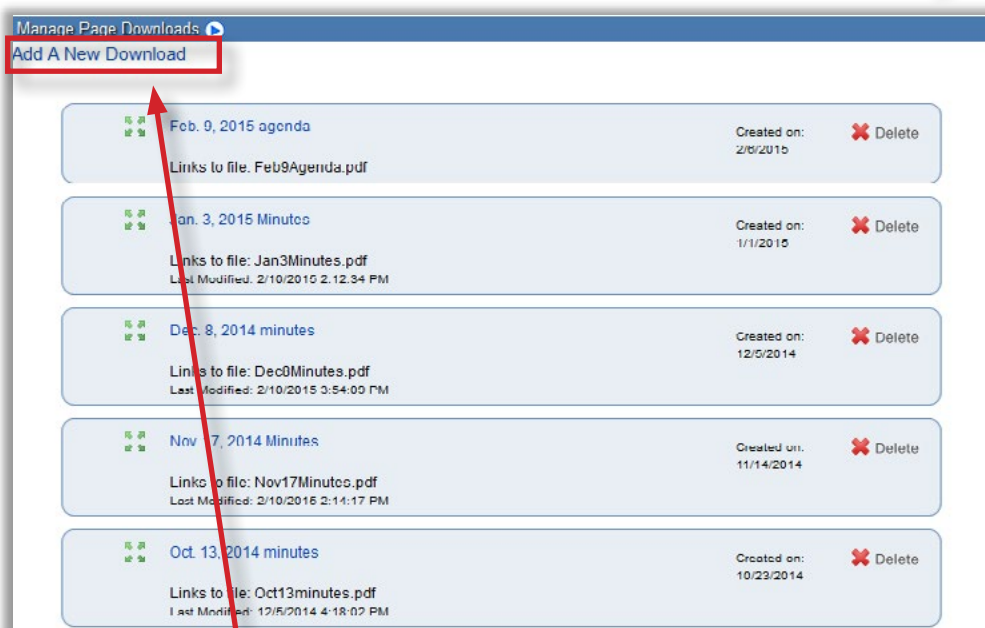
PAGE COMPONENT - Downloads

Use the **Download Component** when you want to post documents to your webpage. Using a download will allow the web site viewer to see what you have to offer and to open it in a new window for easy printing and viewing.

Before loading a file into the Download Page Component, we recommend you first convert your files into a .PDF.

If it is homework, think about what program the file should be in. Does the student have Microsoft Word, or Google Docs?

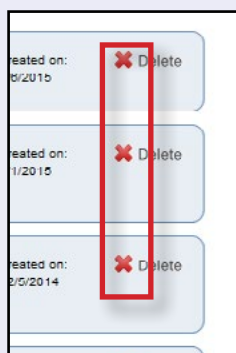
- Apache OpenOffice is a great alternative, and it is free. <http://www.openoffice.org/>



(figure 21)

When you are ready to upload your file, click **“Add a New Download”** (figure 21).

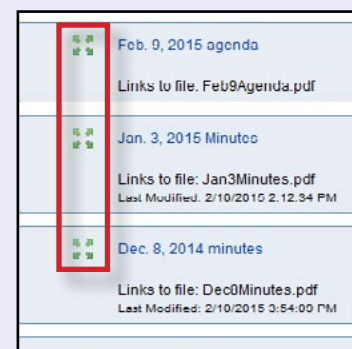
Browse for your file. Once you select a file, the screen will automatically change to show the edit screen for the individual file. Please see next page for examples. (Add a description to your download in the optional Description field.)



(figure 22)

If you want to delete something, simply click on the delete on the right side of the file (figure 22). Remember, once you delete a file, it is permanently gone. Consider whether you may just want to make it invisible with the Date Expires field. Please see next page for examples.

You can reorder your files by dragging and dropping from the top down, simply click on the green arrows (figure 23) and drag to the location of your choice.



(figure 23)



PAGE COMPONENT - Downloads (Adding a file)

STEP 1

After you click “Add a New Download” you will be directed to this screen (figure 24). The only required fields are the Title.

STEP 2

Browse to find your file that you would like to upload to the webpage.

(figure 24)

Here is an overview of the fields:

| | |
|--------------------------|---|
| Download Title: | Your visitors will click on this title to access the file. Be descriptive, but not too long. |
| Description: | In this section, you can offer a longer description of the download that will appear under the title on the webpage. |
| Date Visible: | Select the date you want your download to appear on your site. Leave it blank, and it will show up immediately. |
| Date Expires: | Select the date you want your download to disappear on your site. Leave it blank and it will always show to the public until you delete it. |
| File: | Click “Browse” to locate your file on your local computer, network or CD/DVD; double click the file and the path to the file will appear in the File field (see screenshot). Note: file names cannot have special characters or extra periods. Example of a filename the CMS will not allow = Dr.Watson.pdf |
| Icon: | Click “Browse” and find a small icon (50 pixels or less) that will appear next to the Download Title (example: PDF icon) |
| Use Icon as Tout: | Checking this box will enable your visitor to click the Icon to load the file. The file will open in a new window. |



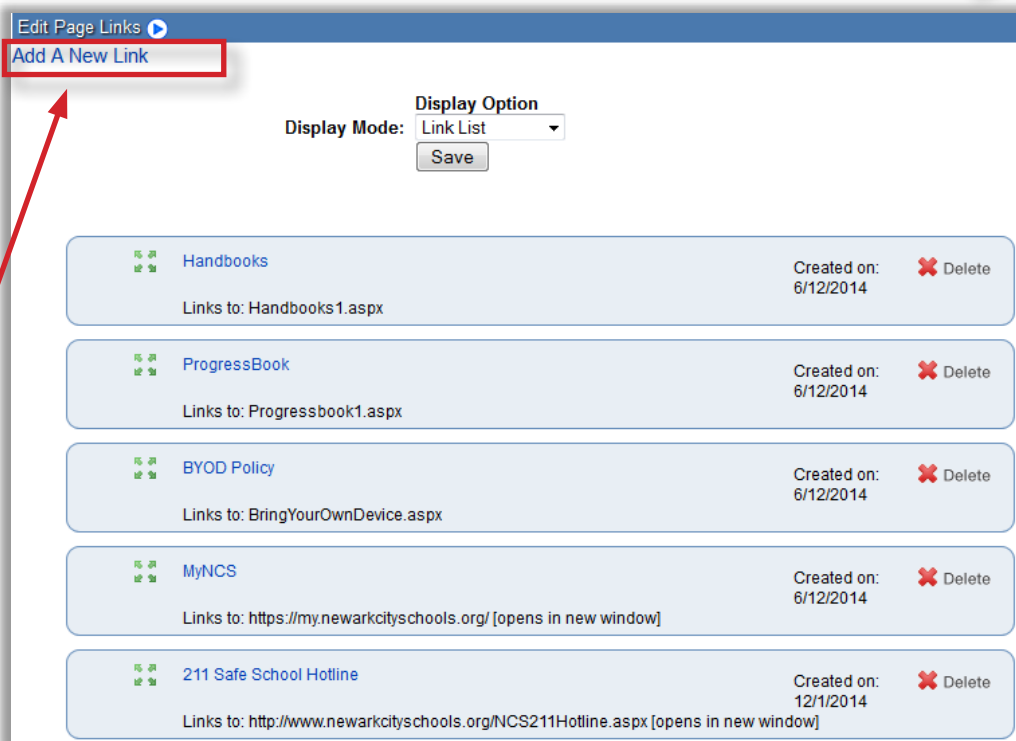
PAGE COMPONENT - *Links*

The **Links Page Component** is very similar to the Downloads Page Component. Instead of referencing a file, you add links to other web sites or internal links to resources (other pages) on your site. This component can be useful if you want to put links to other educational organizations or business partners your school works with.

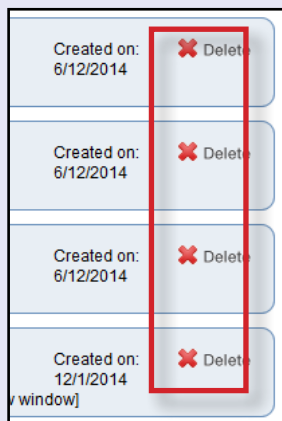
Click on **“Add a New Link”** (figure 25) to add links to your web page; you can add several links into one Links Page Component.

Once you have set up the titles of the links, click on the title (ex. “eSchoolView”) to load the edit screen where you can set up the actual link and the text you want to display with it (screenshot on next page).

Clicking **“Delete”** (figure 26) will remove the link from the component and delete it from your site.



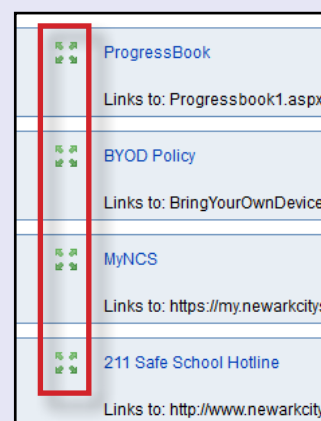
(figure 25)



(figure 26)

If you want to delete something, simply click on the delete on the right side of the file (figure 26). Remember, once you delete a file, it is permanently gone. Consider whether you may just want to make it invisible with the Date Expires field Please see next page for examples.

You can reorder your links by dragging and dropping from the top down, simply click on the green arrows (figure 27) and drag to the location of your choice.



(figure 27)



PAGE COMPONENTS - *Links (Add a new link)*

STEP 1

Click “Add a New Link” you will be directed to this screen (figure 28).

STEP 2

Fill in required fields, the Link Title and URL.

The screenshot shows a web form titled "Edit Page Links" with a "Return To Link List" link. The form is for editing a link titled "Handbooks". The fields are as follows:

- Link Title:** Handbooks
- Link URL:** Handbooks1.aspx
- Description:** (empty text area)
- Display Link In New Window:**
- Date Visible:** (empty date field)
- Date Expires:** (empty date field)
- Resize your image:** 50
- Link Image:** Browse... No file selected.

At the bottom, there are three buttons: Save (with a green checkmark), Save and New (with a blue plus sign), and Cancel (with a red X).

(figure 28)

Here is an overview of the fields:

| | |
|------------------------------------|---|
| Link Title: | Your visitors will see this title and click on it to view the link. |
| Link URL: | For external links: make sure to include http:// or https:// in front of the URL. |
| Description: | The description you write will appear under the Link Title on the web page. |
| Display Link in New Window: | By default this is checked so the link opens in a new window and does not replace your site. |
| Date Visible: | Select the date you want your link to appear on your site. Leave it blank and it will always show to the public until you delete it. |
| Date Expires: | Select the date you want your link to disappear on your site. Leave it blank and it will always show to the public until you delete it. |
| Link Image: | If you want to display a small graphic/logo instead of your Link Title, browse for an image; the Link Image is clickable and will let your visitor click on the image associated with the site. |



PAGE COMPONENTS - Photo Gallery

STEP 1

You can upload photos two ways:

Step 1:
Click “Browse” and locate your photo one at a time. Add the desired title/description.

OR

Step 1:
Drag and drop your photos in the yellow field, this allows you to upload up to 50 photos at one time. Add the desired title/description.

STEP 2

Click Upload.

When setting up **Photo Gallery Page Components** you have the following display options for your visitors. Make sure you save your display options by clicking the grey Save button.

1. **Display Mode** –

- **Fotorama Gallery** (default) – This option will show arrows on the left and right side of images so the user can click them to navigate through the gallery.
- **Lightbox Thumbnails**– If you want to display smaller images down the page with a click to enlarge feature, select the thumbnail list from the drop down box.

2. **Auto Rotate** – Click this box and your images will display automatically and rotate for the desired number of seconds between slides (Slide Timing).

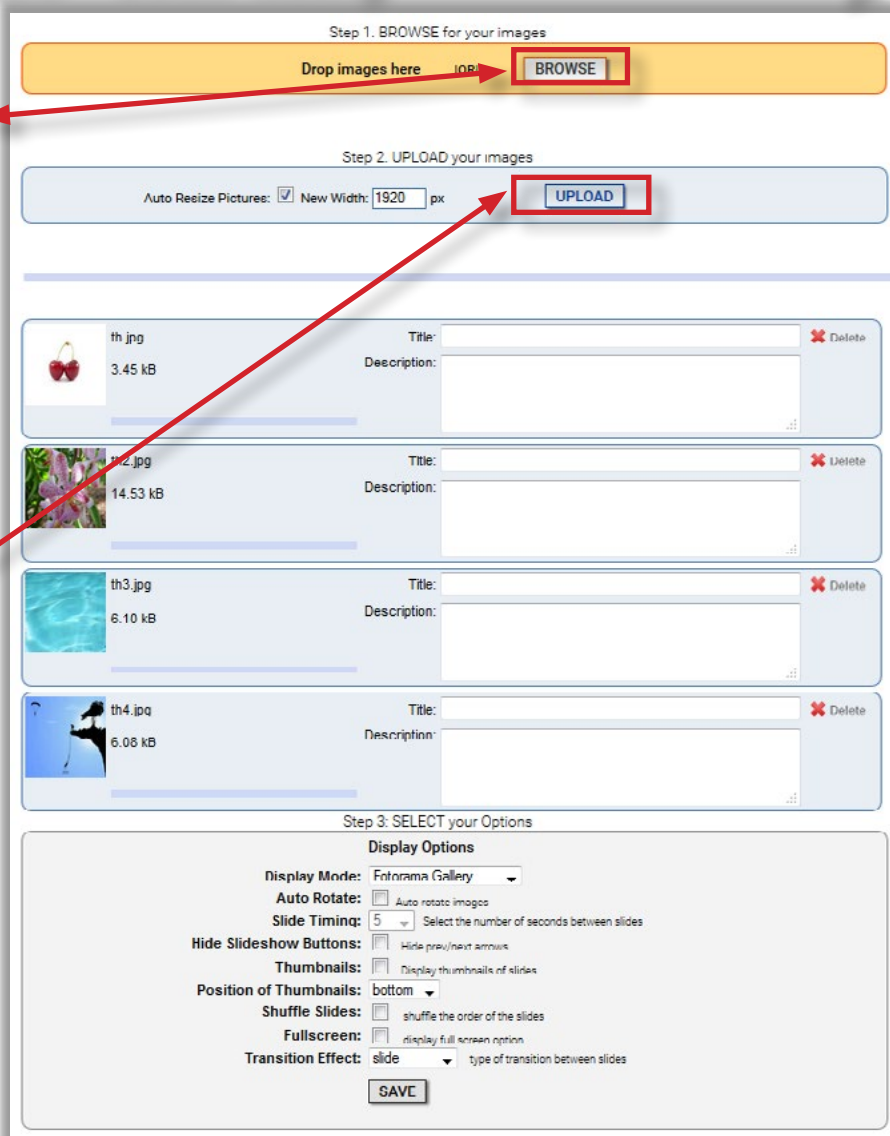
3. **Hide Slideshow Buttons** – If selected will hide the Previous/Next arrows (good for auto rotating galleries).

4. **Thumbnails** – Click this box if you want smaller thumbnails to appear on top/bottom of the larger image being viewed.

5. **Shuffle Slides** – Click to have order of pictures randomized.

6. **Fullscreen** – Gives the option for viewer to enter fullscreen.

7. **Transition Effect** – Select between slide, crossfade, and dissolve.



(figure 29)



PAGE COMPONENTS - *Event Calendar*

STEP 1

Choose **Event Calendar** from the **Add Page Component**.

This is a popular Page Component to add to the homepage (figure 30).

STEP 2

It will display today's events, upcoming events and/or a monthly clickable calendar. You can choose only your building to appear. Click Save.

Note: As a standard building administrator, you can not add or delete events, only display.

Event Show Type: Today's Events

Show Monthly Calendar: If selected, will show a scaled month-view calendar in window below the event list

Event Rows To Show: 0

Event Groups To Show: Pottstown School District

- District Events
- Board Meetings
- CYCLE DAYS

Pottstown High School

- Pottstown High School Events

Pottstown Middle School

- Pottstown Middle School Events

Elizabeth B Barth Elementary

- Elizabeth B Barth Elementary Events

Franklin Elementary

- Franklin Elementary Events

Lincoln Elementary

- Lincoln Elementary Events

Rupert Elementary

- Rupert Elementary Events

Staff Intranet

- Staff Intranet Events

Save Cancel

(figure 30)

Here is an overview of the fields:

| | |
|-------------------------------|--|
| Title: | Your calendar title. |
| Event Show Type: | Upcoming Events or Today's Events, selecting Upcoming Events will not only display Today's Events but will pull future events into the Component. Today's Events is good to use if your calendar features multiple daily events. |
| Show Monthly Calendar: | If selected, it will display a monthly clickable calendar along with your events. |
| Event Rows to Show: | Limit the number of events that will display on each line above the calendar, enter 0 – 20, do not leave blank. |
| Event Groups to Show: | Select the categories to display on your calendar. Make sure to click "Save" at the bottom when you are finished. |



PAGE COMPONENTS - News

STEP 1

Choose **News** from the **Add Page Component**.

News is no longer limited to just your Homepage. Now you can create and add News Components throughout your site on any page.

News Components always feature an RSS Feed that is available to all visitors of your site.

STEP 2

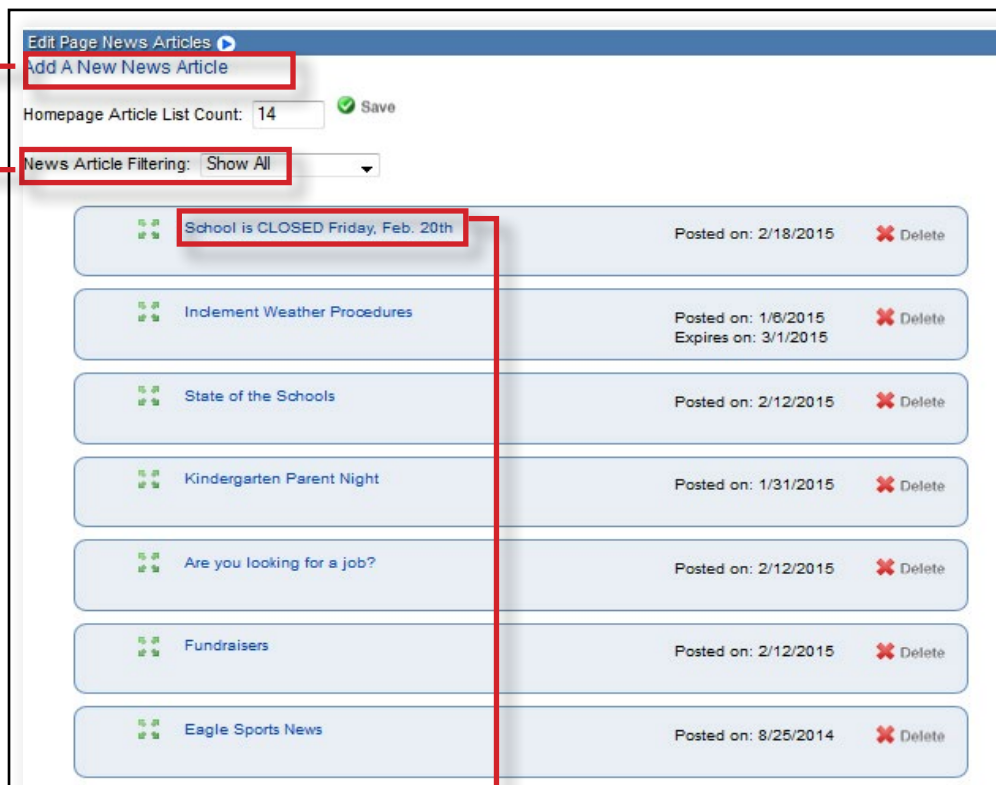
Clicking “**Add a New News Article**” (figure 31) will allow you to create a news story (next page).

“**Homepage Article List Count**” allow you to limit the number of stories that appear on your page. This count is typically used if there are a large number of stories within the Component and is only for building home pages.

STEP 3

Clicking on the Article Title will open the edit screen and allow you to upload images and documents to your news article. This will enable you to add images and edit text.

You can reorder your articles by dragging and dropping from the top down, simply click on the green arrows and drag to the location of your choice.

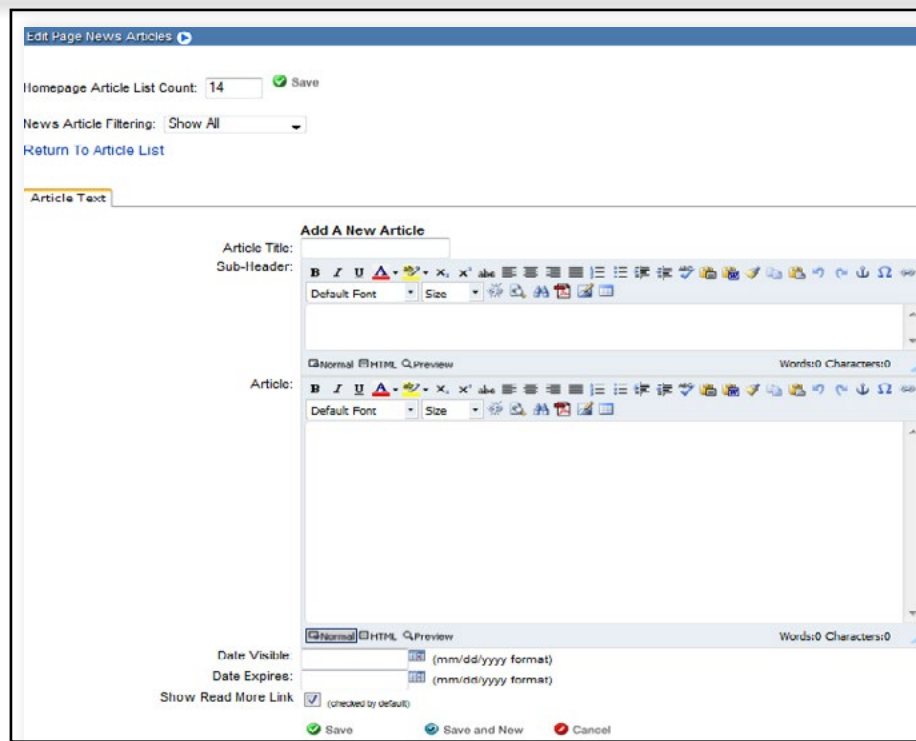


(figure 31)



PAGE COMPONENTS - News (Adding a new news article)

STEP 4



(figure 32)

This screen (figure 32) allows you to setup/edit a news article. It also allows you to set how many article show (Homepage Article List Count) as well as Force the RSS Sync by choosing the top link. Leave it blank and it will always show to the public until you delete it.

Here is an overview of the fields:

| | |
|-----------------------------|--|
| Show Read More Link: | This field is checked by default and should remain checked if the “Article” field contains any text. |
| Article Title: | Create a short teaser/headline for your article. |
| Sub-Header: | Write a summary lead or news brief. This will appear on the main page and your visitor will click the Article Title to see the “Article” text (below). |
| Article: | You can write the article text in this window or copy and paste it from another source. Reminder formatting issues may occur if you are copying from Word. Spell check is available for use after you are finished with the text and you can place a Hyperlink within the article itself – for News Articles, you must use the entire URL: http://yourlink.com |
| Date Visible: | Select the date you want the content to appear on your site. Leave it blank, and it will show up immediately. |
| Date Expires: | Select the date you want the content to disappear on your site. Leave it blank and it will always show to the public until you delete it. |
| Show Read More Link: | This field is checked by default and should remain checked if the “Article” field contains any text. |



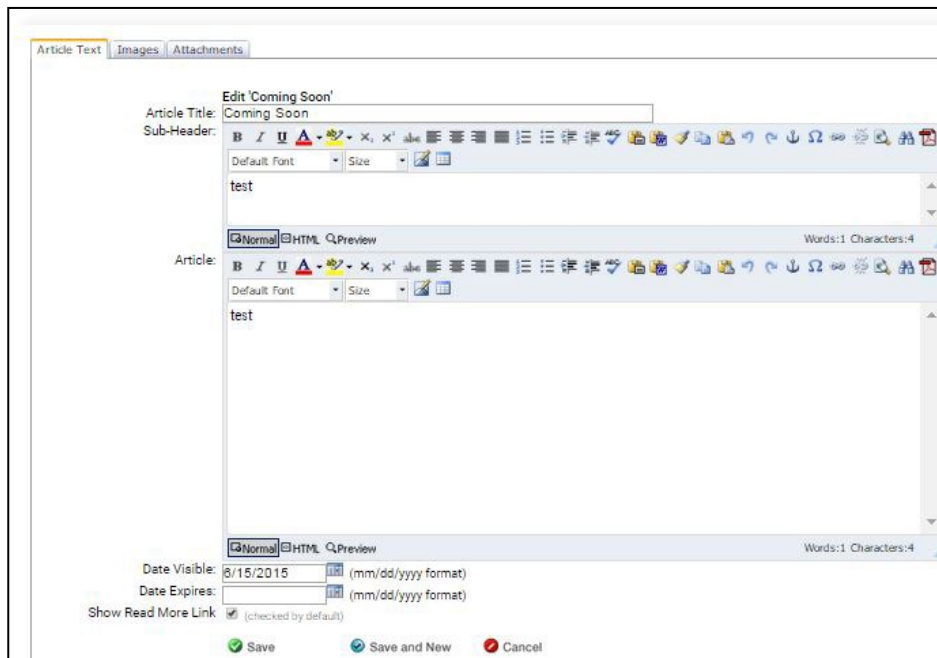
PAGE COMPONENTS - News (Editing a new news article)

When you edit a news story you have the following tabs:

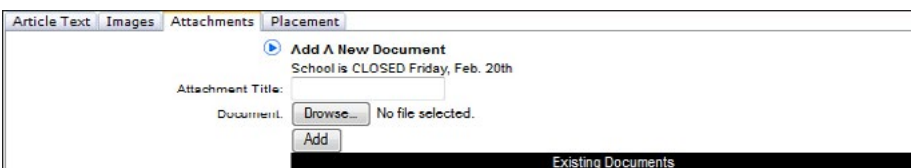
1) **Article Text** – This is the initial screen used to set up your article. It includes Title, Sub-Header, Article Text, Date Visible and Date Expires.

2) **Images (top image)** – Attach one thumbnail and/or larger embedded image with your story. If your images need resized make sure to check “Scale this Image” and type in the Height and Width in pixels (recommendations given in pixels). You may also give you images a URL that they link to so the user can click and be directed to a URL of your choosing. Alt Text (ToolTip) is available as well for hovering over the image to get a description. Do not forget to click “Save” at the bottom of this page when you are finished.

3) **Attachments (center image)** – You can attach files to any article. Make sure to be descriptive with the “Title,” then click “Browse”, locate your file and click “Add”. You can attach multiple files to each article (they will be displayed when the visitor clicks into the news story).



(figure 33)



(figure 34)

Note: As a standard building administrator, you do not have access to the placement field.



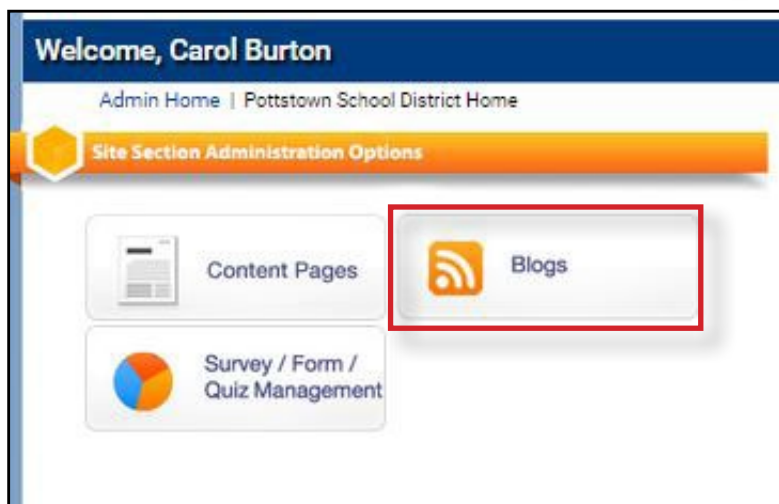
PAGE COMPONENTS - *Blog*

STEP

1

You must create your Blog first before you can add it to your Teacher Web Pages. You do this by clicking on the Blog icon (figure 35) located on the second log-in page.

Note: After you create your blog, you will need to place a Blog Page Component in your window and select your Blog from a drop down to display your Blog on the page.

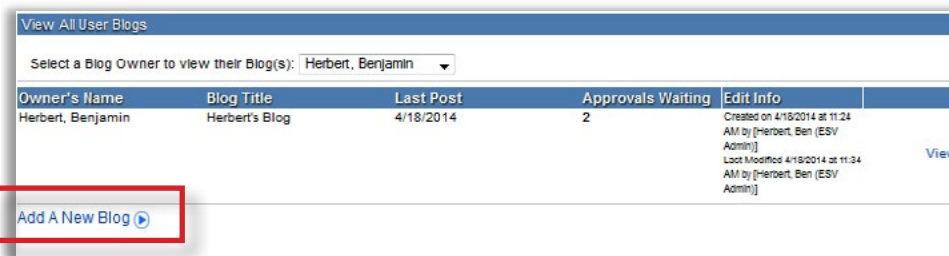


(figure 35)

STEP

2

Click Add a New Blog.



(figure 36)

Many districts are concerned about using blogs because they feel a lack of control. eSchoolview CMS allows you to create and monitor the content on your blog.

Here is an overview of the fields:

| | |
|---------------------------------|--|
| Blog Title: | A short title for your blog. |
| Short Description: | Type a brief description of your Blog (optional) |
| Is Postable? | If checked, the public can Reply to your Posts |
| Is Public? | If checked the general public can see your Blog, if not checked they will have to log in as a Public User or Staff Member via the Public User Login or Intranet Login pages. |
| Notify When Post Occurs? | Email notification is sent to Blog Owner every time someone replies to a post |



PAGE COMPONENTS - *Blog Management (Adding new blog)*

STEP

3

The Blog Owner's Name, Blog Title, Short Description should be filled in. Choose:

Is Postable?

Is Public?

Notify When Post Occurs?

Click Save.

(figure 37)

STEP

4

Click Add a New Post

(figure 38)



PAGE COMPONENTS - *Blog Management (Viewing a post)*

STEP 5

Blog Information

Blog Owner: Burton, Carol
 Blog Title: Testing
 Short Description: test

Is Postable? (Can others post responses?)
 Is Public? (Can general public [anonymous people] view blog?)
 Notify When Post Occurs? (Notify Blog Owner When Someone Posts A Reply? Message will go to staff email address for blog owner.)

Created on 6/15/2015 at 1:09 PM by [Burton, Carol]

Blog Posting Management

Add A New Post

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

| Post Date | Title |
|-----------|-------|
| | |

Add A Root Post

Post Date: (mm/dd/yyyy format)

Title:

Content:
 Words:0 Characters:0

Post An Image: No file chosen

Post A Document: No file chosen

This is where you create the content for your blog. You can add images, give the article a title.

(figure 39)

In the bottom left corner of the screen **you can "View" or "Delete" blog posts** that are submitted. There are three color codes for blog posts:

- Gray** – my blog post is visible to the public
- Green** – public visitor's post has been approved by me and visible
- Red** – public visitor's post that is not approved or visible

When clicking **"View"** the edit/approve post will appear to the right starting with the "Post Date" field. This area is detailed on the next page.

Blog Posting Management

Add A New Post

Key

- [My Posts - Approved & Visible]
- [Other's Posts - Approved By Me & Visible]
- [Other's Posts - Not Approved Or Visible]

| Post Date | Title | View | Delete |
|-----------|-------------------|-------------------------------------|---------------------------------------|
| 4/18/2014 | Test Blog | <input type="button" value="View"/> | <input type="button" value="Delete"/> |
| 4/18/2014 | By Anonymous User | <input type="button" value="View"/> | <input type="button" value="Delete"/> |
| 4/18/2014 | By Anonymous User | <input type="button" value="View"/> | <input type="button" value="Delete"/> |

Edit/Approve A Reply Post

Post Date: 4/18/2014 (mm/dd/yyyy format)

Title: Peter Smith

Content: Chapter 1 was very interesting.

Posting User Details:
 Posted by an Anonymous public user On 4/10/2014

Approval Details:

(figure 40)



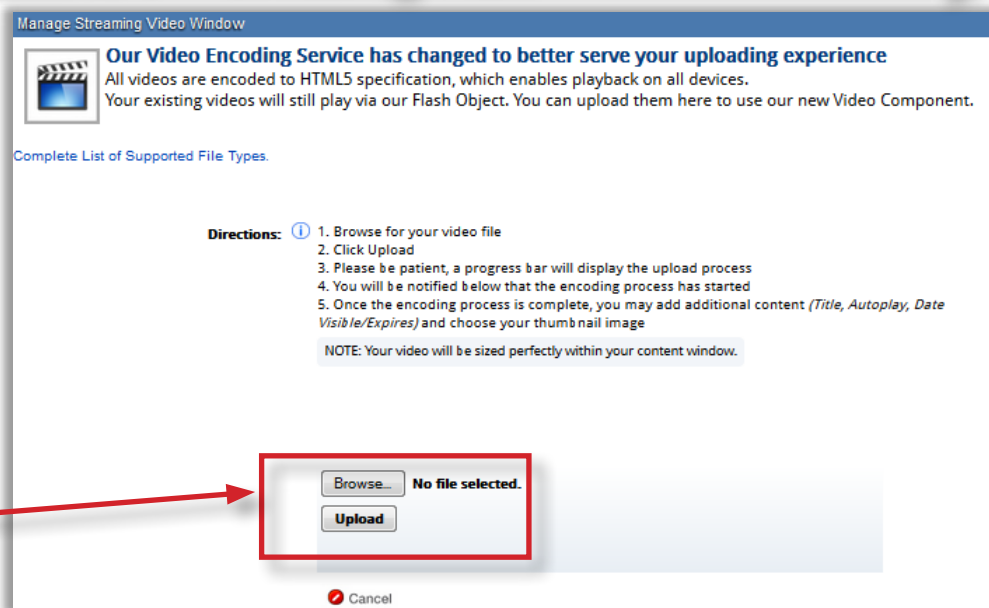
PAGE COMPONENTS - Streaming Video

STEP 1

Select Video from Add Page Component

STEP 2

Browse for your video file



(figure 41)

STEP 3

Click Upload.

- Please be patient, a progress bar will display the upload process
- You will be notified below that the encoding process has started
- Once the encoding process is complete, you may add additional content (Title, Autoplay, Date Visible/Expires) and choose your thumbnail image

NOTES:

- Your video will be sized perfectly within your content window.
- If you are having trouble uploading your video make sure the title of you video does not contain any special characters.
- File size limit is 1 gigabyte.

Note: make sure to allow time for the system to upload your file. This may take up to 10 minutes depending on the size of your video.

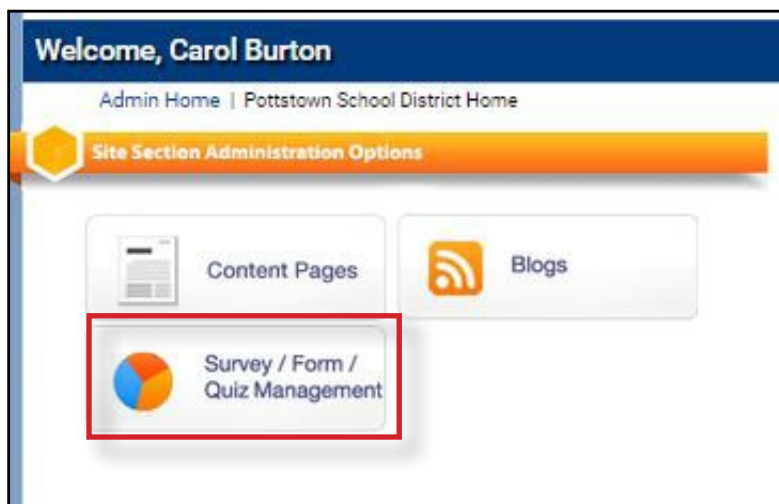
Note: this upload is not to be confused with the user viewing the video. The video will be available without waiting for the user.



PAGE COMPONENTS - Survey, Quiz & Form Management

STEP 1

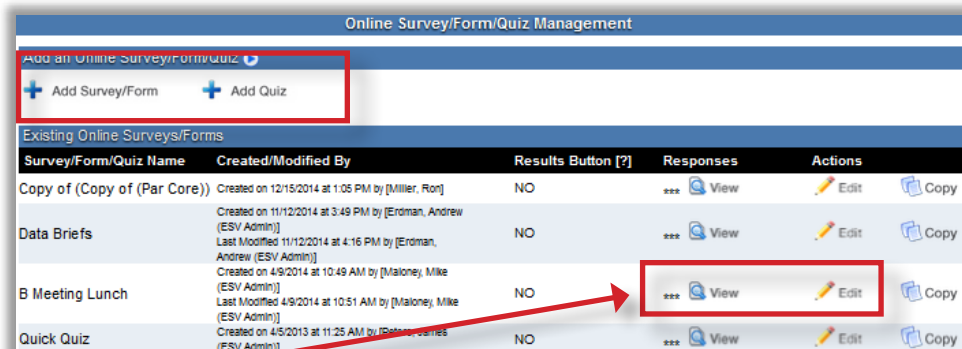
To access this section click on the Survey Form Management, and Quiz button from your Site Section homepage. This area allows for the creation of Surveys, Dynamic Forms and Quizzes (figure 42). The data is collected, tabulated and also available through an Excel export.



(figure 42)

STEP 2

To create a new Survey/Form/Quiz click on the appropriate site, and then click on “Add Survey/Form/Quiz” near the top of the page (figure 43).



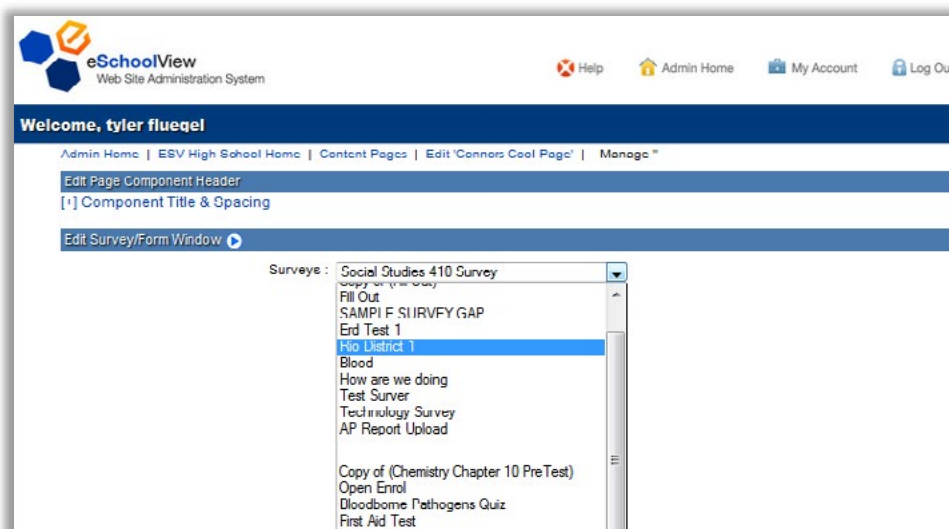
(figure 43)

To access existing Surveys/Forms / Quizzes, click on either the “View” or “Edit” buttons to the right of the Survey/Form/Quiz name.

STEP 3

To use the **Survey/Form** page component, a Survey must first be created. Choose the Survey/Form Administration Option located at the Site Section home. Click **Add Survey/Form**.

After you create a Survey/Form, use the Page Component to place your Survey/Form onto your web page.



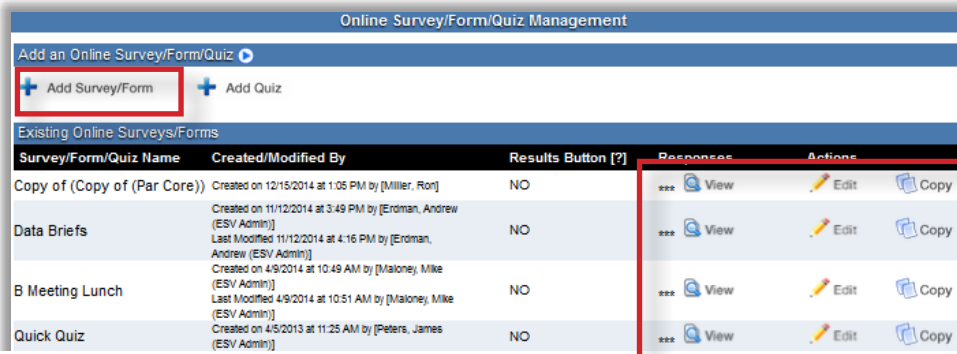
(figure 43)



PAGE COMPONENTS - Survey, Quiz & Form Management

To create a new Survey/Form/Quiz click on the appropriate site, and then click on “Add Survey/Form/Quiz” near the top of the page (figure 44).

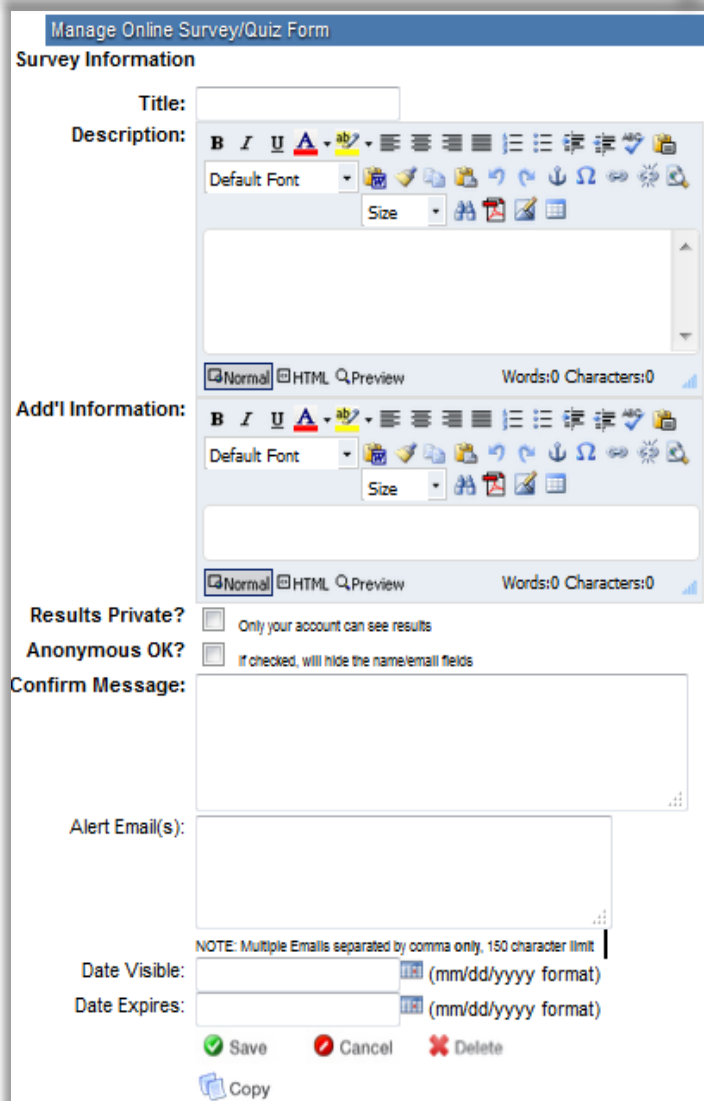
To access existing Surveys/Forms / Quizzes, click on either the “View” or “Edit” buttons to the right of the Survey/Form/Quiz name (figure 44).



(figure 44)

Here is an overview of the fields:

| | |
|---|---|
| Title: | Give your survey a title, description and additional information. |
| Is Active: | Check this box to make the survey active |
| Results Private: | If checked, the results of the survey will be private and only viewable by you. |
| Anonymous OK: | An option to place Name and Email fields at the bottom of the Survey—these are required fields. |
| Confirm Message: | You can place a custom message to a user who has filled out your Survey. |
| Alert Email: | Use your email to alert you that someone has filled out your survey, the notification will have the answers in the email. |
| Date Visible/Expires: | Use these fields to make your survey appear/disappear on a certain date. |
| Click Save to enter your questions/prompts (continued on next page). | |



(figure 45)

NOTE: Copy option to copy your survey to another Site Section/Building.

Quiz: The Quiz Component works the same way – but allows you to insert passing grade percentage. Please use these instructions when creating a quiz.



PAGE COMPONENTS - Survey, Quiz & Form Management

(figure 46)

STEP 5

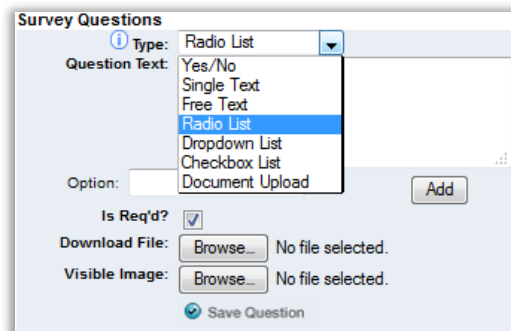
After you select Save, the window on the right (figure 46) will appear. This is where you will populate your Survey / Quiz with the questions.



PAGE COMPONENTS - Survey, Quiz & Form Management

STEP 6

Choose the type of question (figure 47).



(figure 47)

When setting up your Survey/Form you can choose from the following types of questions/responses: (figure 47)

Yes/No – when selected there will be a drop down box with the following options: Please Select, Yes or No.

Free Text – If you want some open ended feedback, the free text feature offers a large text box for your visitor to enter multiple lines of text.

Select Multiple – Offers your user a drop down of multiple options for them to select just one.

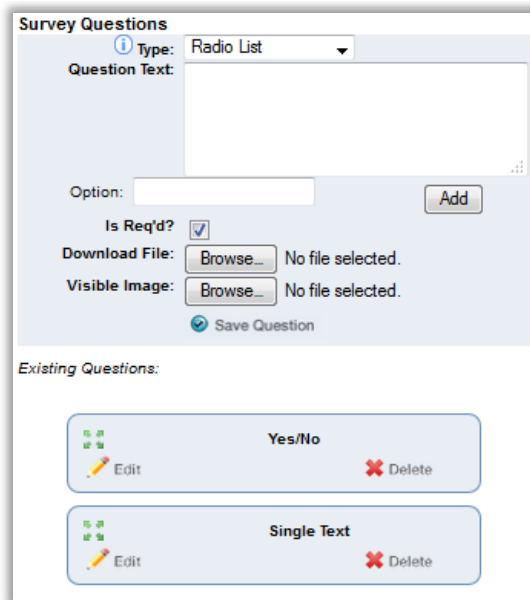
Radio List – The radio list offers a number of options and allows the visitor to choose only one.

Single Text – Single text is a small one-line text box where you can ask for a visitors name, email address, physical address, etc.

Check List – The checklist gives users to ability to select one or more available options that you enter one at a time.

Document Upload – Users can submit a file to be gathered in the CMS.

Each question you add can be ranked by clicking on the up and down arrows to the left of the question. In addition, each question can feature an image or file - i.e. – if you need the visitor to look at an image or a PDF before they answer a question.



(figure 48)

Your questions will start to populate on the bottom. (figure 48)



PAGE COMPONENTS - Survey, Quiz & Form Management

Clicking “View” next to your Survey/Form will bring you to the **Questions Aggregate Summary** page. This will tabulate the questions besides the “Free Text” and “Single Text” responses.

To view the free form responses click the drop down box and select “Individual Responses.” This will load the next page and from here, you can export the results into an Excel Spreadsheet (see below).

Individual Responses organize the information by the test takers. It lists the survey respondent’s name and then his/her answers to all the questions. Each response features the IP address from the visitor and a “Delete Response” next to the IP address.

If you need to export the results, click on “**Export Results**” at the top next to the Show Report options. The system will open Microsoft Excel and each question will appear in its own column.

Note: if you need to sort your Excel export by first and/or last name you must setup your Survey/Form to collect each field individually.

Online Survey/Online Form Results

Environment Survey

What environmental issues are you most concerned about? 24 responses
Open from 3/30/2010
Anonymous Responses

Show Report:

1

Question Type: Radio List

| | | |
|--|----|--------|
| • Where to put garbage | 1 | 4.17% |
| • Finding ways to store chemical and nuclear waste | 1 | 4.17% |
| • Keeping water and air clean | 13 | 54.17% |
| • Protecting and conserving natural resources | 6 | 25.00% |
| • Protecting endangered species | 2 | 8.33% |
| • Other | 1 | 4.17% |

Online Survey/Online Form Results

Environment Survey

What environmental issues are you most concerned about? 24 responses
Open from 3/30/2010
Anonymous Responses

Show Report: [Export Results](#)

Anonymous Response - ID: 12666 [IP: 170.185.22.19] [Delete Response](#)

[Print Response](#)

7/29/2010
Comments From User:
Questions:

- Protecting and conserving natural resources

Anonymous Response - ID: 12664 [IP: 170.105.22.19] [Delete Response](#)

[Print Response](#)

7/29/2010
Comments From User:
Questions:

- Where to put garbage

(figure 49)

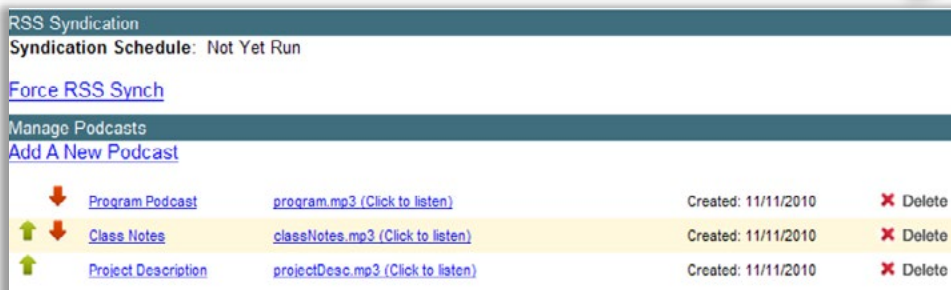


PAGE COMPONENTS - Podcast

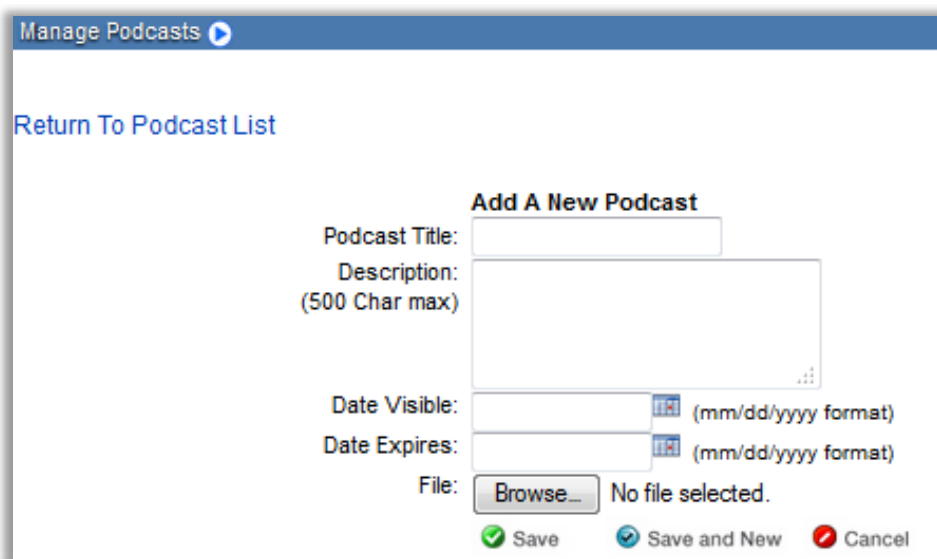
Podcasts, by default, features an RSS Feed on the public side of your site. This allows your visitor to subscribe to your Podcasts through programs like iTunes.

- Clicking “Add A New Podcast” will allow you to add additional podcasts. These files can be in any format, but typically are in MP3.
- Clicking the Title of the podcast will bring you to the edit screen.
- Clicking Delete will remove the podcast from this Page Component after a confirmation message is displayed.

Note: make sure to allow time for the system to upload your file. This may take up to 10 minutes depending on the size of your podcast. Please note this upload is not the same as the download for the user. The user will be able to access the podcast immediately.



(figure 50)



(figure 51)

Here is an overview of the fields:

| | |
|-----------------------|---|
| Podcast Title: | Short title that summarizes the podcast. The following optional fields are available for each podcast: |
| Description: | Enter up to 500 characters to describe the podcast you are uploading. |
| Date Visible: | Select the date you want the content to appear on your site. Leave it blank, and it will show up immediately. |
| Date Expires: | Select the date you want the content to disappear on your site. Leave it blank and it will always show to the public until you delete it. |
| File: | Click “Browse” to locate your file and click Save at the bottom. |



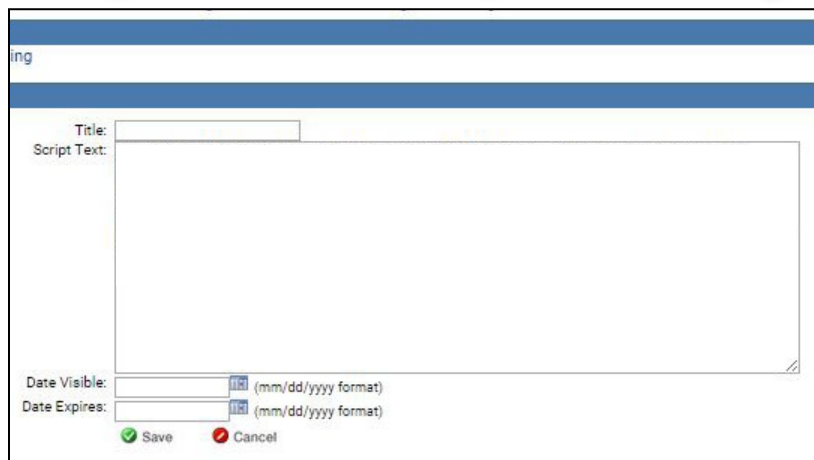
PAGE COMPONENTS - Script Window (Adding Twitter)

STEP 1

Add the **Script Window Page Component** as your first step. I like this in window two, so it is a thin feed and not taking over the whole page.

STEP 2

Go to Twitter.



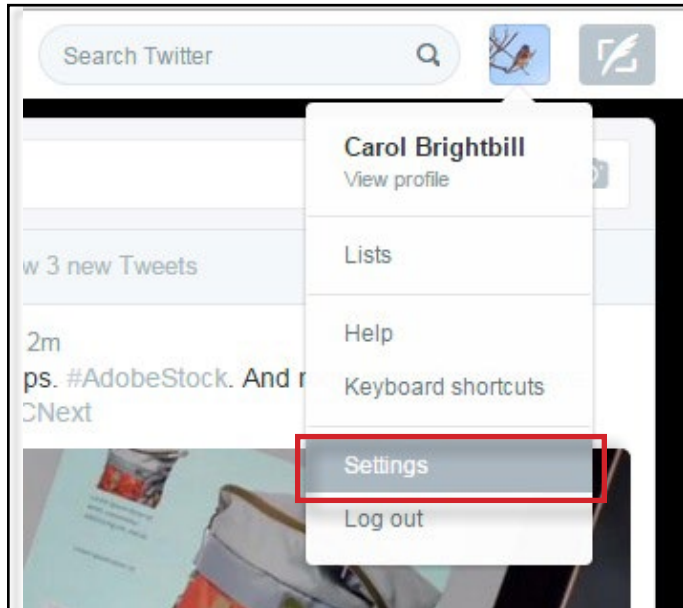
(figure 52)

STEP 3

Open dropdown of Second button on the far right (figure 53), beside the Twitter logo, and go down to **Settings** (figure 54) below.



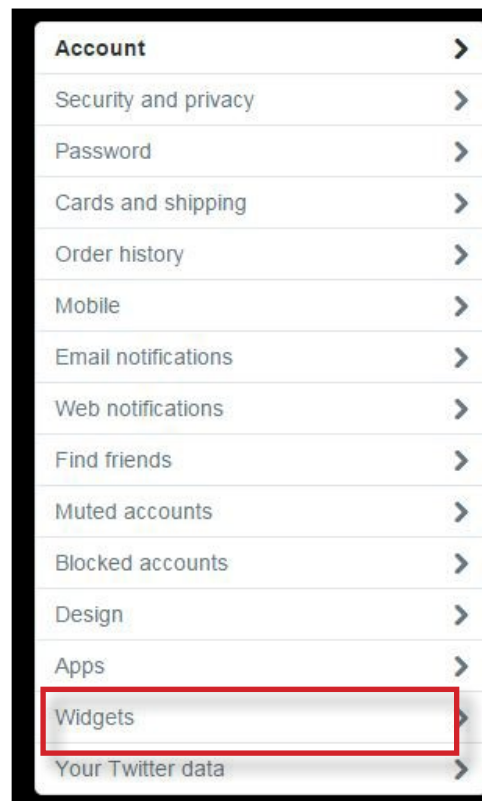
(figure 53)



(figure 54)

STEP 4

Select **Widgets** from the menu on the left of the Settings page. (figure 55)



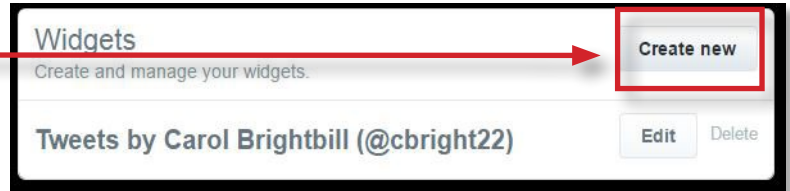
(figure 55)



PAGE COMPONENTS - Script Window (Adding Twitter)

STEP 5

Select **Create New** (figure 56).



(figure 56)

Configuration

Username: @ cbright22

Options: Exclude replies, Auto-expand photos

Height: 600

Theme: Light

Link color: Default (blue)

Opt-out of tailoring Twitter [?]

Save changes **Cancel**

Preview

Tweets Follow

Carol Brightbill @cbright22 29 Mar

Tweet to @cbright22

```
<a class="twitter-timeline" href="https://twitter.com/cbright22" data-widget-id="611895128974880768">Tweets by @cbright22</a>
```

(figure 57)

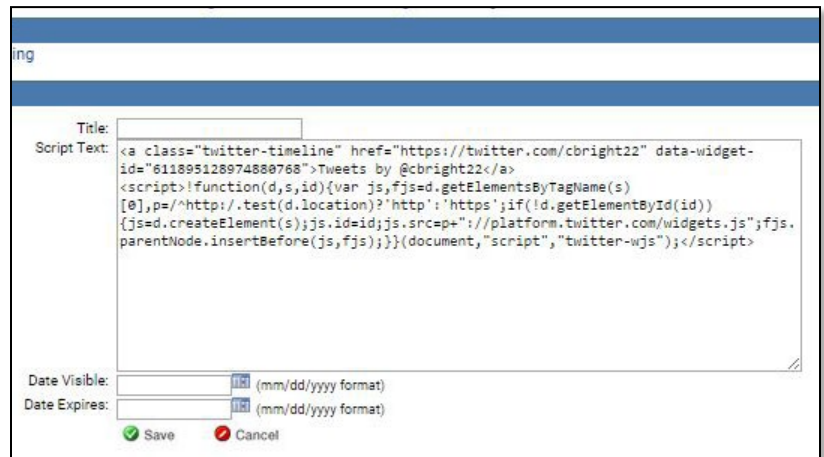
(figure 58)

STEP 6

Make your choices in the configuration. Defaults to 600 pixels, you can shorten this if you choose to. You can change the Theme from Light to Dark. And the Link color, to match our PSD website can be #000099. Select Save.

STEP 7

Copy the text within the window (figure 58). Paste this text within the Script window. (figure 59).



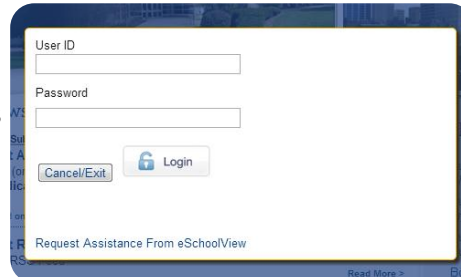
(figure 59)



QUICK EDITS - *Inline Editing*

The eSchoolView Quick-Edit feature allows users to easily edit the contents of a webpage by following these 3 simple steps:

- 1) Login via the **Quick-Edit Login** link at the bottom of your desktop website by entering your CMS credentials and choosing **Login**.
- 2) **Edit** and **Add+** buttons will appear next to the components you have access to edit. You may edit and/or add with just one simple click.
- 3) Once complete – click **Save** and your page will update in real-time!



Quick-Edit Login

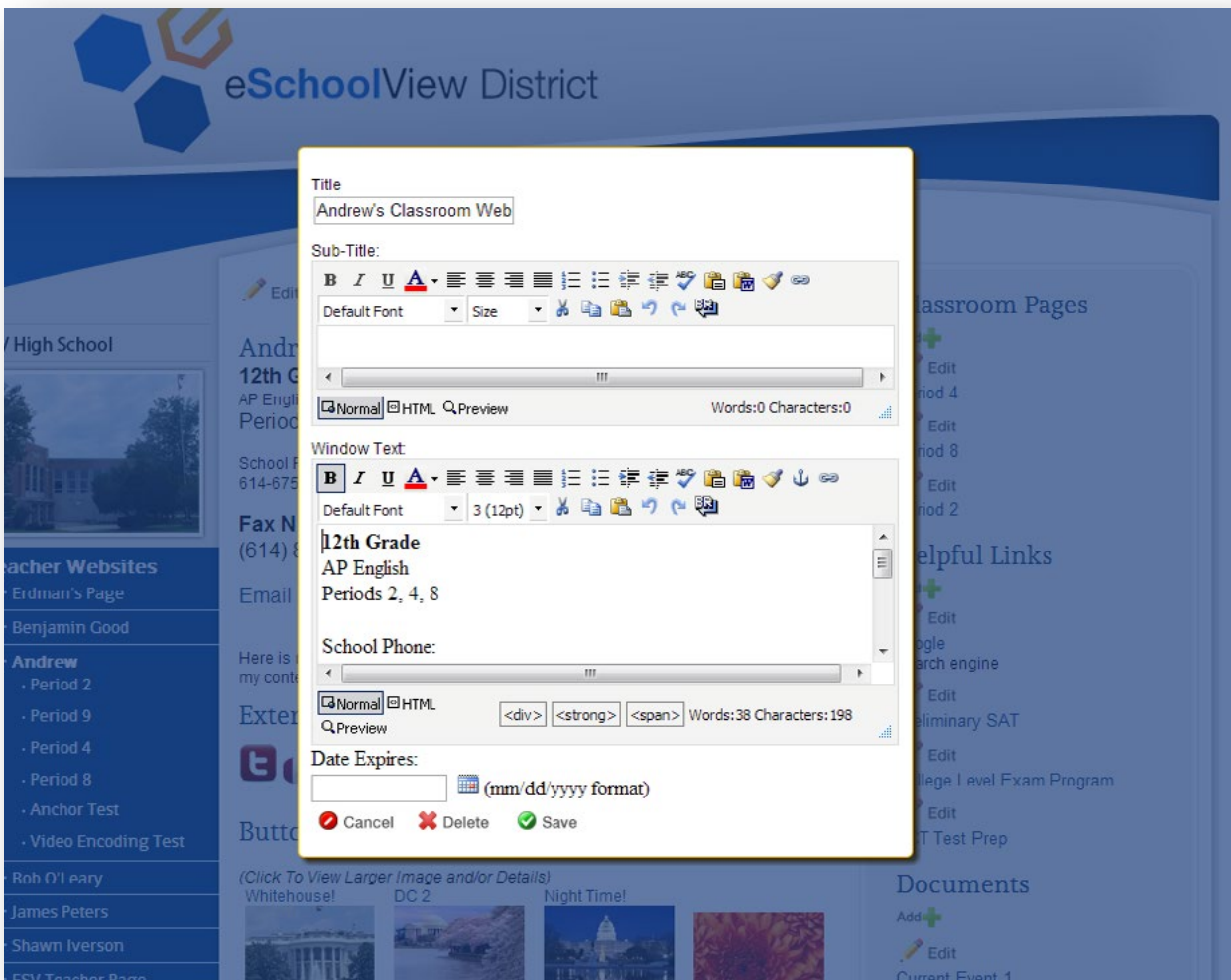
The screenshot shows a teacher's classroom website for Andrew's 12th Grade AP English. The page is divided into several sections, each with an 'Edit' button (represented by a pencil icon) and an 'Add+' button (represented by a green plus sign). Orange arrows point to these buttons on the following sections:

- Teacher Websites:** A sidebar menu listing other teachers' pages.
- Andrew's Classroom Website:** The main content area, including contact information and a koala image.
- Classroom Pages:** A list of pages for Period 2, 4, 8, and another Period 2.
- Helpful Links:** Links to Google search engine, Preliminary SAT, and College Level Exam Program.
- Documents:** Links to current events and a CNN article.
- School Calendar:** A section for the school calendar.



QUICK EDITS - *Inline Editing*

The image below gives you a glimpse of what the Quick-Edit feature looks like... it is as easy as 1, 2, 3!



Title:

Description:

Url:

Date Expires: (mm/dd/yyyy format)

Cancel Delete Save Save and New

Download Title:

Description:

File: No file chosen

Date Expires: (mm/dd/yyyy format)

Cancel Delete Save Save and New

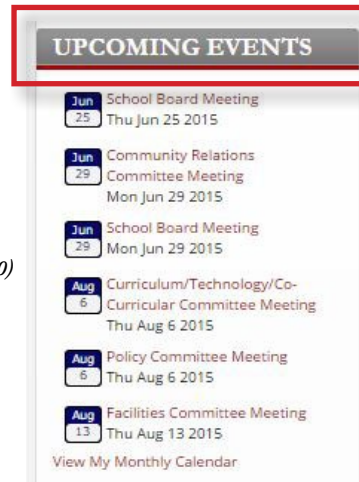


ADDING PAGE COMPONENTS

(figure 61)

STEP 1

Every Page Component has the option to add a pre-designed header (figure 61). At the upper left of every page component, is the **Component Title & Spacing**. (figure 60) Click this.



(figure 60)

STEP 2

Check **Show Component Title and Spacing**. (figure 62) Choose Your Title. Select if you are adding an image. Give 10 pixels space above and below. Select Save.

(figure 62)