

SharpSchool Website Training Guide

This is a guide to help you get started on your SharpSchool website. SharpSchool sites will take the place of MyTeacherZone sites beginning July 1, 2013.

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5 tips for using SharpSchools

1. Everyone has a file for uploading documents and media to. Please make sure to upload to your folder to keep things organized. Folders are organized by departments.
2. All department pages are located under the “Contact Us” tab on the FHN homepage. On the department page, you should see your name on sidebar on the left side of the page. It is a good idea to bookmark your page.
3. Make sure all your important contact information is on the front page of your teacher website.
4. The site is compatible with text typed in Word. If you want to copy and paste from a document you have already created, that will work.
5. Don't feel overwhelmed with switching everything over to this site. Get all of this basic information down and switched then plan how you want to organize all of the other information you want on your site. Feel free to contact Beth Phillips with questions. More tips on SharpSchools will be emailed through the end of the school year.

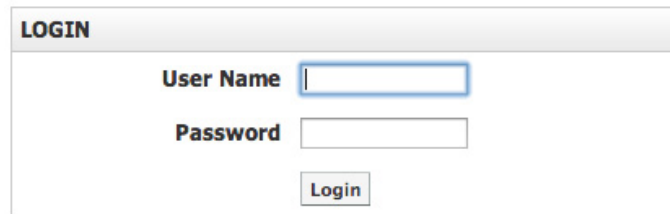
Logging onto SharpSchools

Site address: <http://fhsdfhn.sharpschool.net>

Click the “Staff Login” link at the top of the page.



Login with your current school credentials you use to login to your school computer.



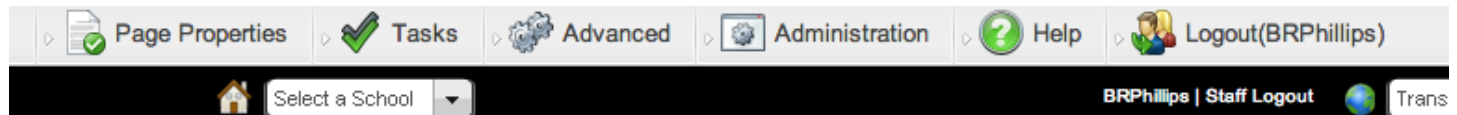
LOGIN

User Name

Password

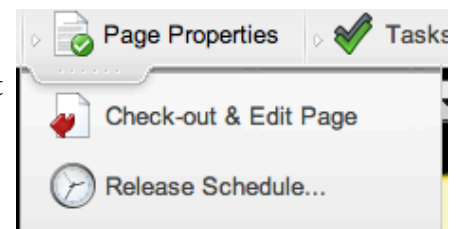
Editing and Publishing a Page

A gray bar should appear on your page when you login. The bar only shows up on pages you have permission for. If the bar does not show up on your class page, please contact Beth Phillips.



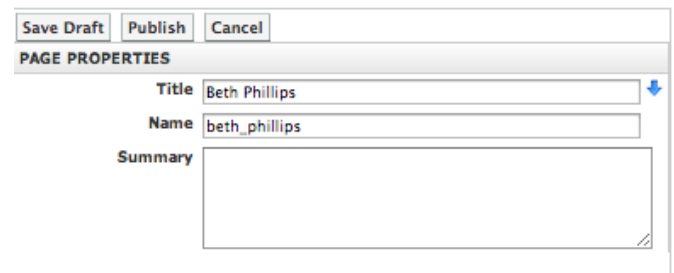
(Your Bar may look a little different depending on what kind of permissions you have, so if it doesn't look jsut like tihs picture, don't worry.)

To edit your page, hover your mouse over the Page Properties option. From there you will have a list of options. For editing your page, click on “Check out and Edit Page.” You must be on the page you want to edit when you check out to edit the page.



When the page is in edit mode there are three main sections.

The top section is the Page Properties. The Page Properties section allows you to change the title of a page on the website. If you want to rename a page, type in the new name of your page in the Title field and the system will automatically rename the page.



PAGE PROPERTIES

Title

Name

Summary

Editing and Publishing a Page Continued

The second section in the page edit is Page Content. This is where you will do a majority of the editing. The section is set up like a Word document. The buttons and functions will work the same.

The final section in the page editor is Page Administration.

Save - Clicking "Save" will save all the changes you made to your page, but it will not publish the changes. Saved pages can be returned to at a later date if you are not ready to make the changes visible.

Publish - Clicking "Publish" will make the changes visible immediately.

Cancel - Clicking on "Cancel" will discard all changes made.

The screenshot shows two panels from a web editor. The top panel, titled "PAGE CONTENT", displays a web page for "Beth Phillips". It includes a photo of a woman, a welcome message, contact information (email: beth.phillips@fhsd.schools.org, phone: 851-5048), and a "Daily Class Schedule" table.

Daily Class Schedule	
First Hour	English I
Second Hour	English I
Third Hour	English I
Fourth Hour	Plan
Fifth Hour	Journalism

The bottom panel, titled "PAGE ADMINISTRATION", shows the page owner as "BRPhillips", a checkbox for "Propagate the Change of Ownership to All Sub-Pages", the last modified date as "Tuesday, March 05, 2013 at 11:22 AM", and a "Follow-up Tasks" dropdown set to "None". At the bottom are buttons for "Save Draft", "Publish", and "Cancel".

Uploading a Document/Media

Before uploading documents, images, or media, make sure you are on the correct folder. Everyone has a folder and they are listed by department. If you coach a sport or sponsor a club, there are folders for those activities as well. **Please make sure to put your documents in the correct folder.**

See the next two pages for tip sheets from SharpSchools on uploading documents and images.

Videos are uploaded in the same manner. Just click on the



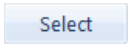
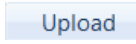


The screenshot shows a file upload interface. On the left is a directory tree with folders like "A+ Documents", "Activities", "Athletic Booster", "Clubs", "CSS", "Guidance", "js", "Library", "Nurse", "Scripts", "Sports", "Staff Directory", "VLLC", and "WebMaster". The "Staff Directory" folder is selected. On the right is a list of files with columns for "Filename" and "Size". The files listed are: Communication Arts, FACS, Industrial Arts, Interpreters, Library, Math, Nurse, PE, Performing Arts, Science, Social Studies, Spectra, SPED, and World Languages. At the bottom, it says "Page 1 of 1. Items 1 to 17 of 17".

Working with Documents

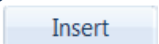
- SharpSchool supports all document
- The Document Manager tool allows you to upload and share documents on your site
- Multiple files can be uploaded at one time into the Document manager

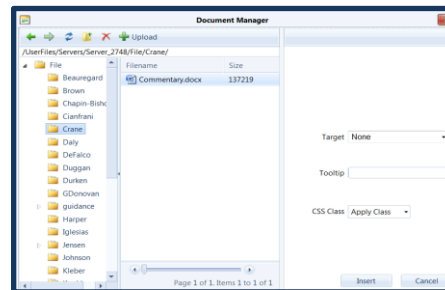
Uploading A Document

1. Click the **Document Manager** icon 
2. Double click the folder with your name
3. Click the **Upload** icon 
4. Click the **Select** button 
5. Choose the document from your computer and then click **Open**
6. Click the **Upload** button 
7. The document you chose will be uploaded into your folder





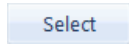
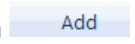
Inserting Documents

1. Position your cursor at the location where you want to insert the link
2. Open the **Document Manager** and double-click your folder name to open it
3. Select the file you want to insert
4. Fill in the **Link Text** field. This text will be displayed on the page as the link
5. Click the **Insert** button 



*Note: If you would like to open your document in a new window, choose **New Window** from the **Target** dropdown.*



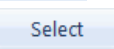

Uploading Multiple Documents

1. Click the **Document Manager** icon 
2. Double-click the folder with your name on it
3. Click the **Upload** icon 
4. Click the **Select** button 
5. Choose the document you want to upload from your computer and then click **Open**
Repeat steps 4 & 5 for the remaining two buttons
6. Click the **Add** button 
7. You will notice a new select button with space for a file name
8. Repeat the above steps for the number of files you want to upload. (For example, if you want to upload 10 documents you need to click the **Add** button 10 times)
9. Once you have selected the files, click the **Upload** button to upload the files you have selected

About Images on your Website

- SharpSchool supports all the standard web graphic formats: GIF, JPG, JPEG, TIFF, PNG
- The built-in Image Editor can be used to edit, crop, re-size, and rotate images


Uploading Images

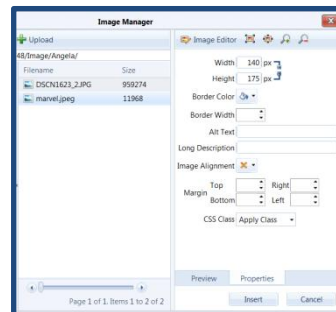
- Click the **Image Manager** icon 
- Double-click the folder with your name on it
- Click the Upload icon  Upload
- Click the **Select** button 
- Choose the image you want to upload from your computer and click the **Open** button
- Click the **Upload** button 
- The image you chose will be uploaded into your folder

Tip: You can upload more than one image at a time. The three **Select** buttons allows you to select 3 images. In addition, you can upload more images by clicking the **Add** button.



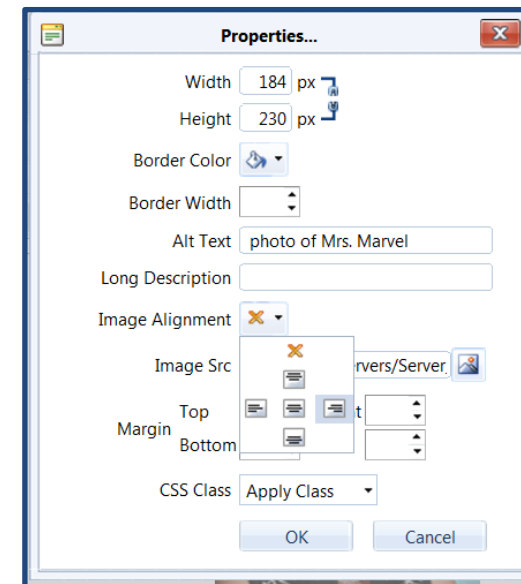
Inserting an Image

- Position your cursor at the location where you want to insert the image
- Click the **Image Manager** icon and browse to your folder
- Select the image you want to insert by clicking on the file name
- Click the **Properties** tab 
- Enter the **Width** and **Height** you want to give to this image
- Enter a description of the image in the **Alt Text** field
- Click the **Insert** button



Aligning Images with Text

- Select and right-click the image
- From the dropdown menu, choose **Properties**
- Click the **Image Alignment** dropdown and select the alignment option of your choice. **Options:** top, bottom, left, right, center
- Click the **OK** button to finish the process



Linking URLs and Email addresses

To link to a different site or to an email address, highlight the words you want to link, or put the cursor where you would like the link inserted. Click this icon:



The Hyperlink Manager window will pop up. Paste in the URL you want to link to the URL space.

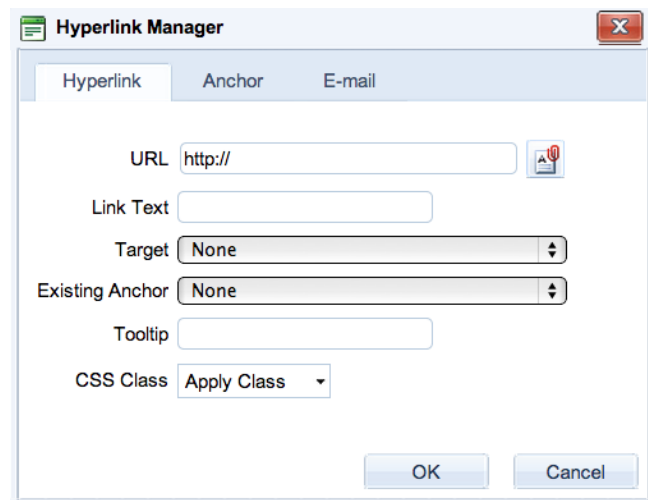
Link text - the text the URL will be linked to.

Target - how the new link will open. If you want it to open in a new window, choose the new window option.

Tooltip - a description of the link, or you can copy and paste the URL again.

Hit ok when you are done, and the link should appear on your page.

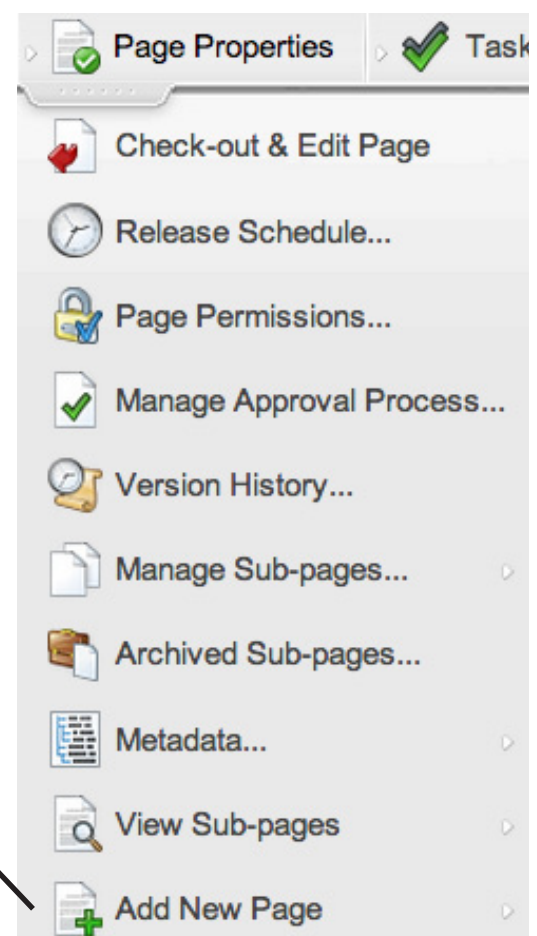
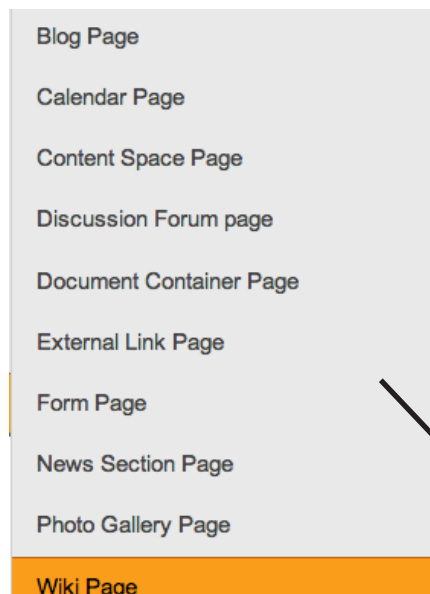
To link an email address just click on the “E-mail” tab.



Creating a New Page

First before you add a sub page, make sure you are on the page you are on the page you want to add the new page too. Whatever page you are on is where the new page will be created.

Go to Page Properties, and then Add New Page. From there a list of options will appear.

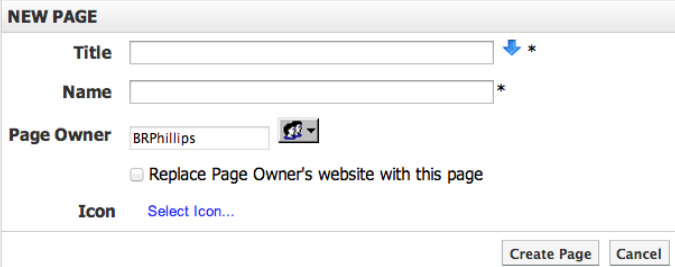


Creating a New Page Continued


There are a few different options for pages. Below is an explanation of the types of pages:

- **Blog Page** A Blog page allows users to add blogs to their website. This can be used by teachers to enhance the overall effect of their teacher pages, or it can be used by the school administration to keep parents updated on the current events around the district.
- **Calendar Page** The Calendar page adds SharpSchool's calendar under current page (as a subpage).
- **Content Space Page** A Content Space Page is a blank webpage. This page type can be compared to a blank document in Microsoft Word.
- **Discussion Forum Page** This page type allows users to add a discussion forum to their websites. This can be used by administrators to encourage communication between students, parents and teachers, or even create private discussion forums that are solely catered to teacher communication.
- **Document Container Page** A Document Container is an online list of files and folders that are available for external users to download.
- **External Link Page** An External Link Page is a page that routes users to an external website, another area of your own website or a document. Clicking on an External Link Page will open that link in another window.
- **A Form Page** contains customized forms for your site. Information from these forms is routed to specific individuals and the submissions are saved in specific folders on the SharpSchool server.
- **The News Section Page** is the precursor to a News Content Page, and can be likened to the physical front page of a news paper that contains news summaries. Users have the ability to publish multiple News Content pages under a single News Section page, which then renders the News Content page summaries.
- **A Photo Gallery Page** allows users to upload and publish pictures in a dynamic photo gallery.
- **The Teacher Page** is specifically designed for teachers and educators and features a variety of page types as part of the Teacher Page.


When you choose a page to create, a New Page window will come up. Title the page, and the SharpSchools system will automatically name the page. Then choose create page. From there you will be taken to the Edit Page screen where you can add content and publish your new page.



NEW PAGE

Title  *

Name *

Page Owner 

☐ Replace Page Owner's website with this page

Icon [Select Icon...](#)

Managing Sub Pages

Once you have pages created, you can rearrange the order or hide pages if you don't want them visible yet. You can also archive pages or delete them.

To view any sub pages go to Page Properties then View Sub-Pages. A list of your sub-pages will appear, and it will show what pages are marked as hidden.

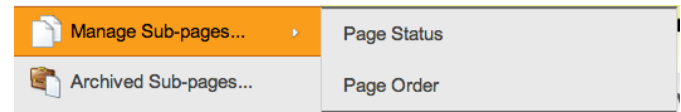
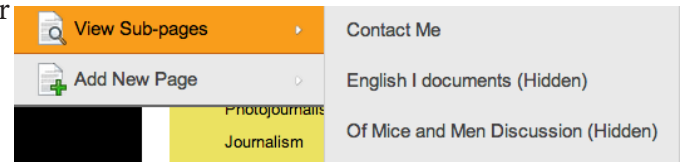
To rearrange subpages go to Manage Subpage and choose Page Order. From there a screen with all your sub pages will appear, and you can click and drag a page to change the order.

To hide a page from view, go to Page Status and choose Hide Section. When you are ready to have the page visible change it to Show.

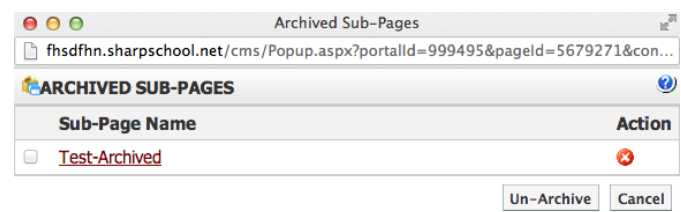
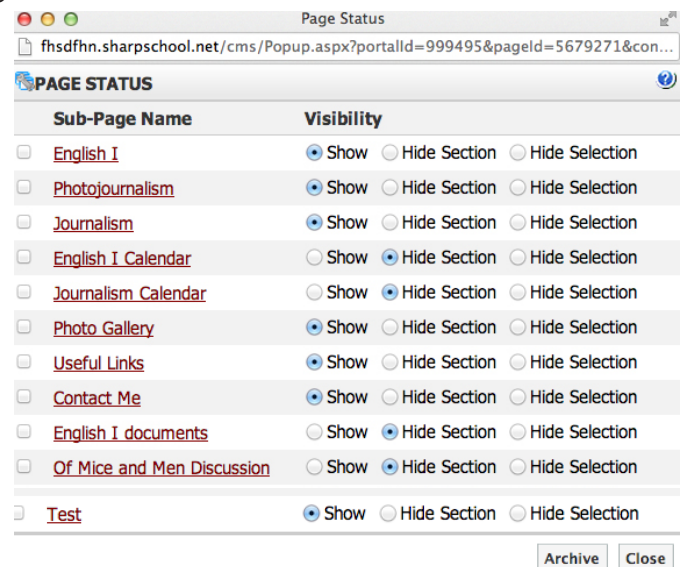
To archive a page go to Page Status. Click the box to the left of the page you want to archive. At the bottom of the page you will see an Archive button.

To delete a page it must be archived first. From there go to Archived Sub-pages under Page properties. The Archived Sub-Pages window will appear. To delete click on the red X.

To unarchive click the box to the left of the page name and click Un-Archive.



PAGE ORDER	
View site information	
Page Name	Created On
English I	8/5/2012 1:31:27 PM
Photojournalism	9/5/2012 12:35:15 PM
Journalism	9/5/2012 12:33:52 PM
English I Calendar	7/19/2012 10:48:20 AM
Journalism Calendar	7/19/2012 10:55:55 AM
Photo Gallery	7/19/2012 10:48:20 AM
Useful Links	7/19/2012 10:48:20 AM
Contact Me	7/19/2012 10:48:20 AM
English I documents	8/4/2012 7:53:27 PM
Of Mice and Men Discussion	8/4/2012 7:58:04 PM
Test	4/8/2013 8:46:45 PM



The Calendar

When you edit a calendar, it will look a lot like the edit page screen. You can do all the same functions including uploading documents or media.

Example

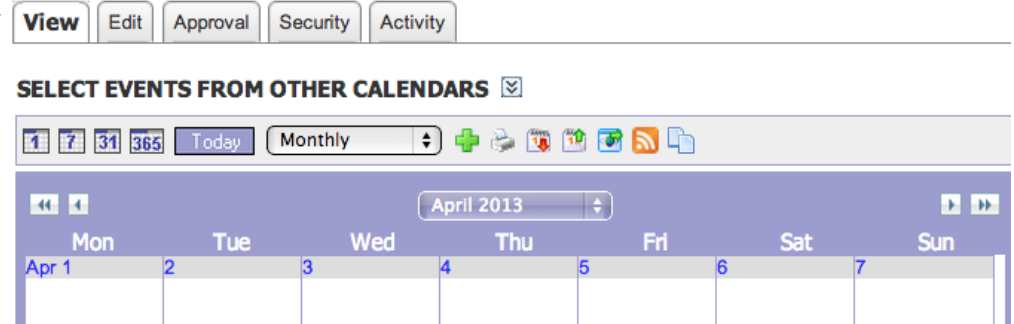
To begin go to your calendar. You can add a new event by clicking on the Green + above the calendar, or you can click on the specific day you want to add an event to.

A New Event page will appear. Subject is the title of the event; this is what will actually appear on the main calendar page. You can change dates and times, or click the All Day option. Not every field needs to be filled out. For example, you can leave location blank, and the event will still appear.

As you scroll down the New Event page, there will be a description. This is where you can put more information about the event. When someone clicks on the event title from the calendar, this is the information they will see. It functions the same as a page. You can link URLs or documents.

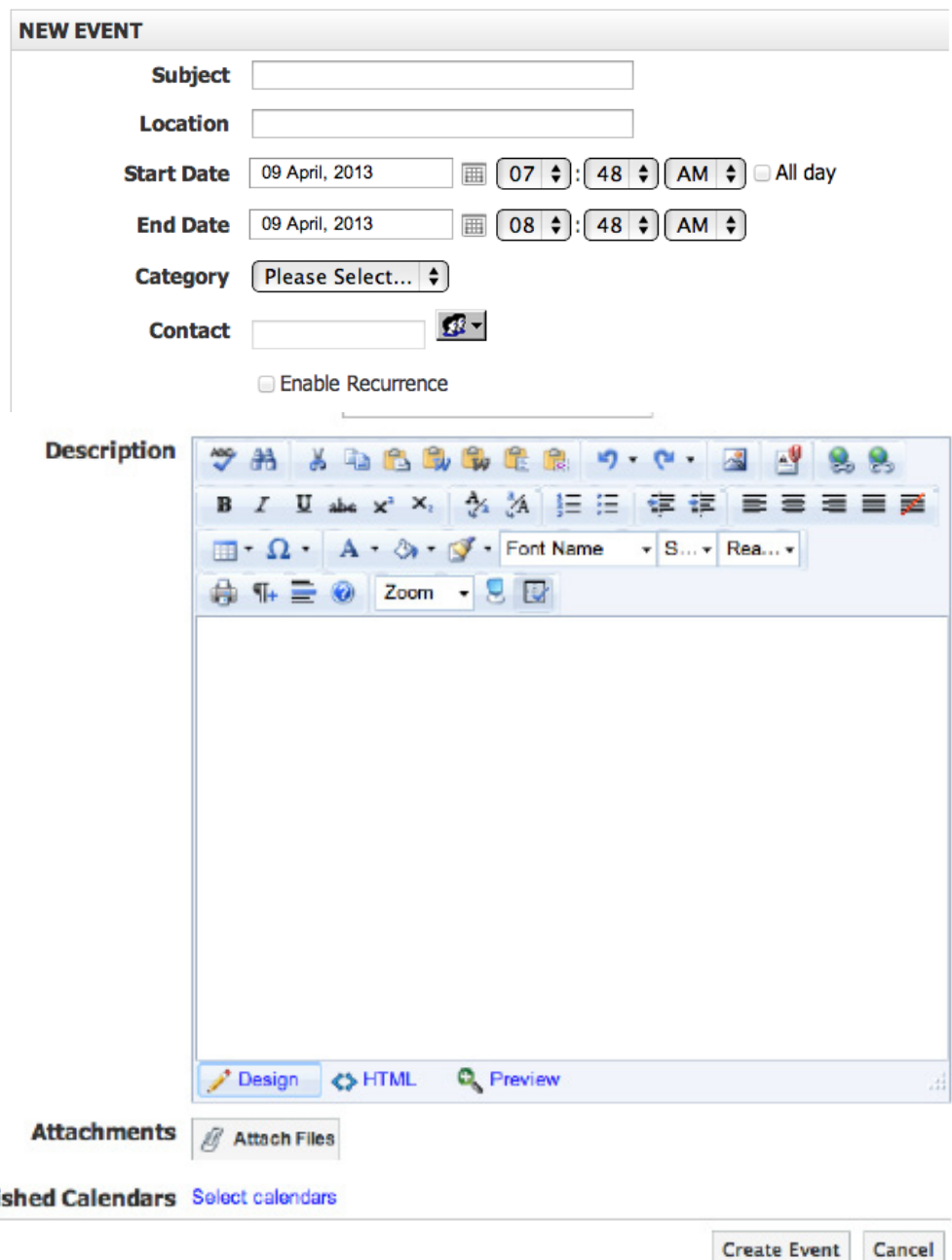
If you don't want to link something in text, you can attach a file.

Finally click on Create Event, and your event will be posted in the calendar.



The screenshot shows the top navigation bar with tabs: View, Edit, Approval, Security, and Activity. Below this is a section titled "SELECT EVENTS FROM OTHER CALENDARS" with a dropdown arrow. Underneath is a toolbar with icons for calendar functions and a "Today" button. The main area displays a monthly calendar for April 2013, with days of the week (Mon-Sun) and dates (1-7) visible.

Example



The screenshot shows the "NEW EVENT" form. It includes fields for Subject, Location, Start Date (09 April, 2013), End Date (09 April, 2013), Category (Please Select...), and Contact. There is an "All day" checkbox and an "Enable Recurrence" checkbox. Below these is a "Description" section with a rich text editor toolbar (bold, italic, underline, link, unlink, list, etc.) and a large text area. At the bottom, there is an "Attachments" section with an "Attach Files" button. The footer contains "Published Calendars" with a "Select calendars" link, and "Create Event" and "Cancel" buttons.

Additional Resources

- Atomic Learning has printable guides and tutorial videos. When you login, go to the Custom Training tab. You will see SharpSchools located toward the bottom.
- SharpSchools help site:
<http://customernet.sharpschool.com>
has a lot of great tutorials on it. They also have a live online chat available. The first time you go to the site you will have to sign-up for an account.
- Beth Phillips' school site has a section on it for SharpSchool links and resources.
- There will be an optional help session during one of the workdays before the start of the school year.
- Watch your email for helpful tips regarding SharpSchools.
- Feel free to contact Beth Phillips with questions or problems.

