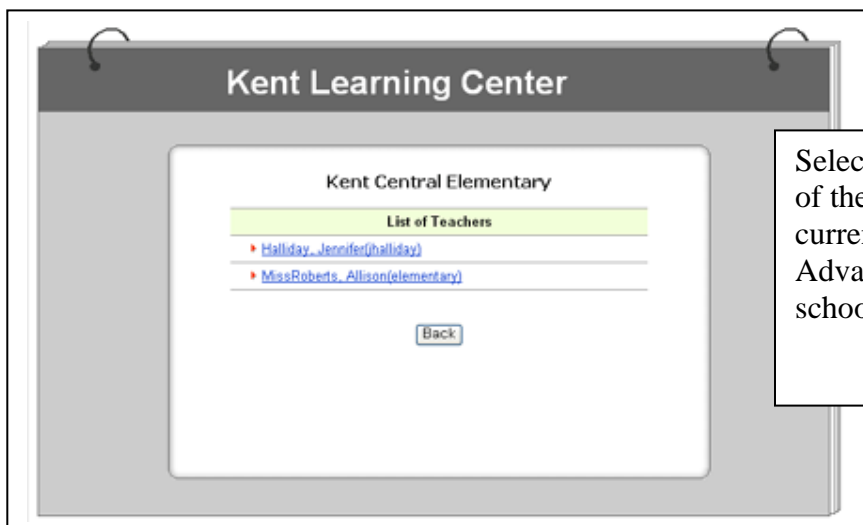


SchoolSpan Teacher Advantage

Parents and students view a teacher's webpage by going to the following site and selecting the school from your district or school's listing page.

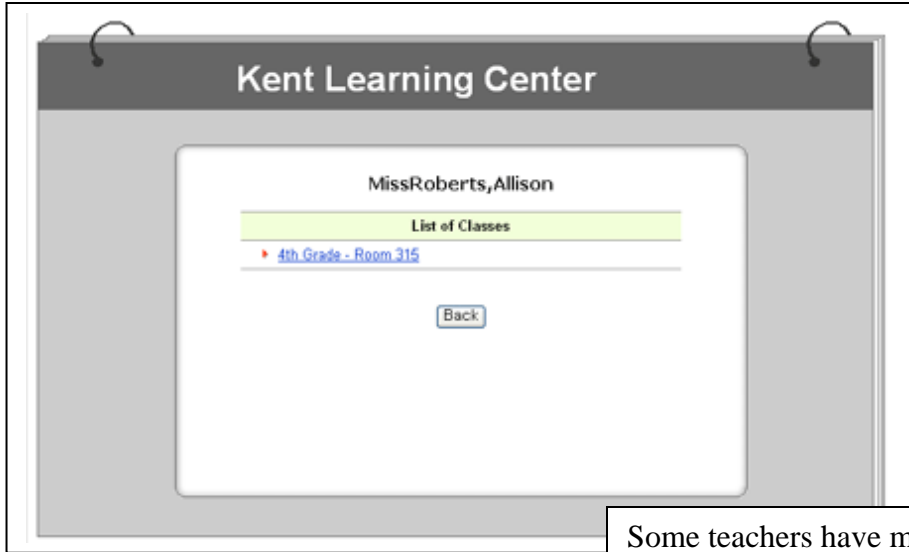


To view a listing of web pages available at the school select and click a school.

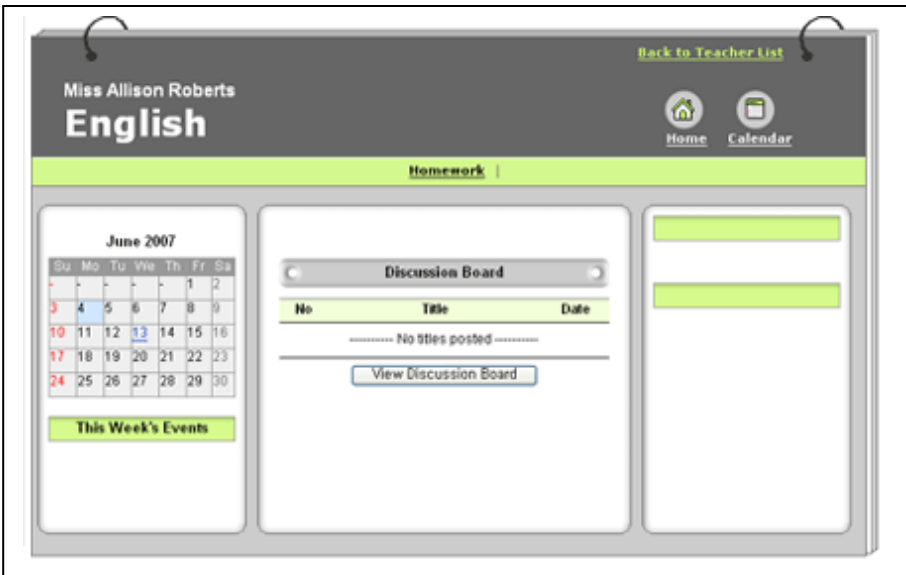


Select a teacher from the listing of the teachers who are currently using the Teacher Advantage web sites within the school you selected.

SchoolSpan Teacher Advantage



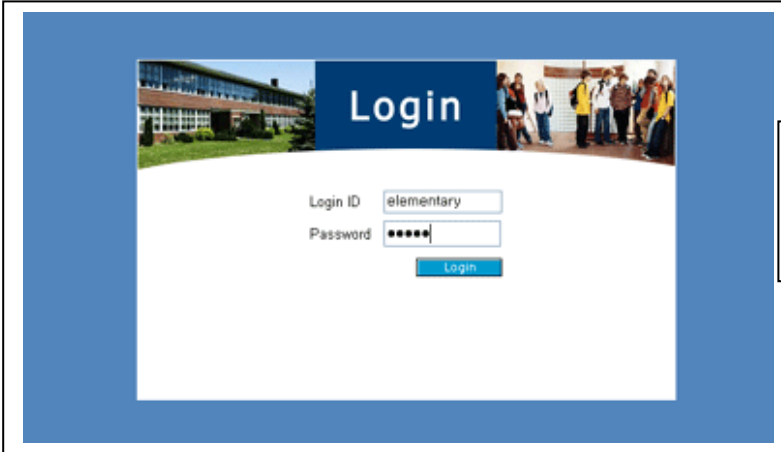
Some teachers have more than one class. Select the class to view from the teacher's webpage listing.



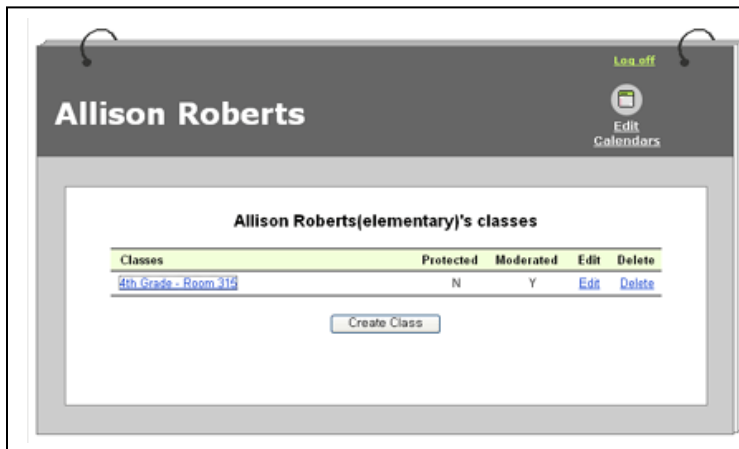
SchoolSpan Teacher Advantage

Teacher log in procedures for Teacher Advantage.

Access webpage(s) login at the following site and enter Id and Password.



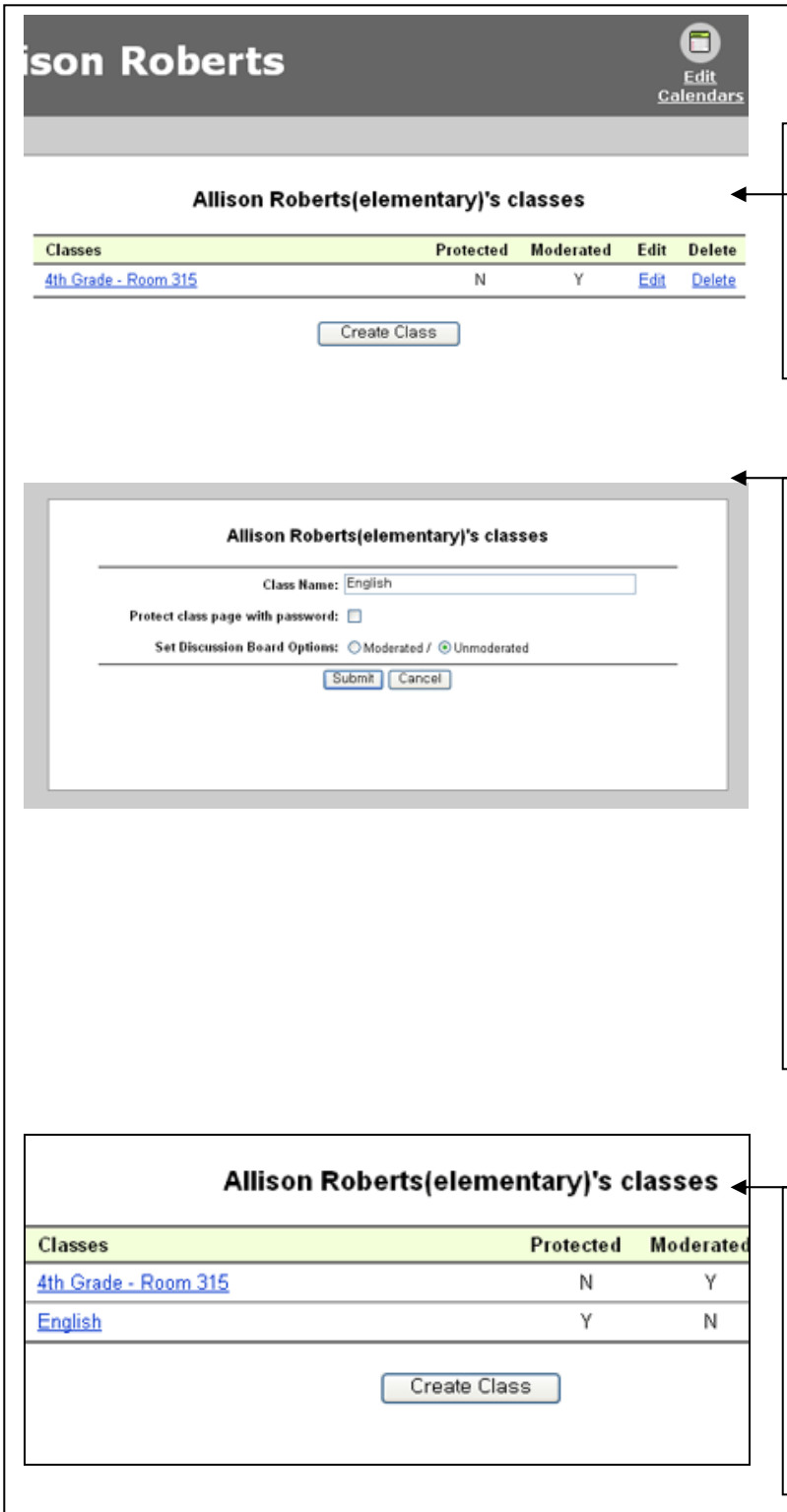
Enter your Login Id and Password information click login button.



Classes	Protected	Moderated	Edit	Delete
4th Grade - Room 312	N	Y	Edit	Delete

Once you have successfully logged into your class listing start page, you have several options.
Click on the course link to access your web page and begin updating your page.
Create a Class
Edit
Delete
Access classroom calendar(s)

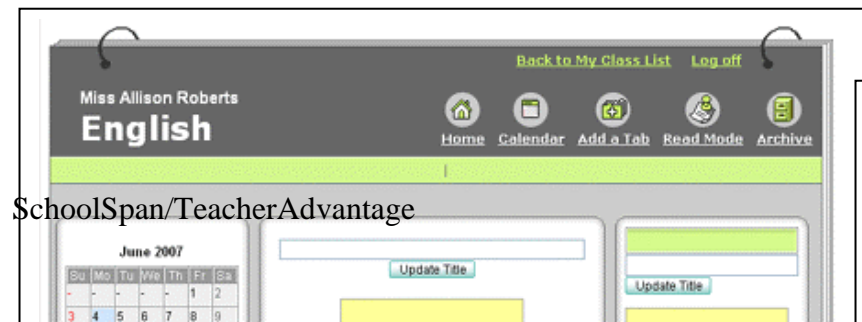
Create Class



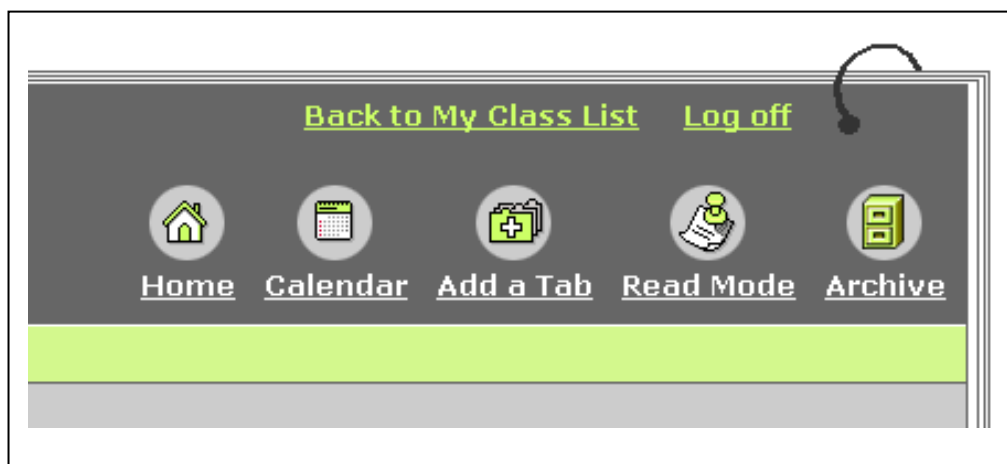
The screen shot at the left shows the first screen after logging in. Each teacher can create multiple classes. Select Create Class button at the bottom of the screen.

1. Enter Class Name.
2. To enable the password-protection feature insert a check in the box after Protect class page with password option.
3. To protect your class discussion board from unwanted postings, you may also want to select **Moderated** option. Moderated option will not allow any posting unless it is approved by the teacher.
4. Click Submit

This screenshot shows the classes that have been created. Click on the class name to enter into edit mode. Once in edit mode, the front page can be edited, calendars can be managed and new tabs can be added.



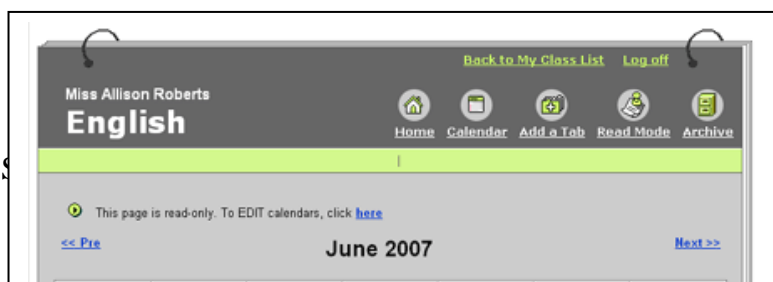
The screen shot at the left shows the editor screen for your class site.
 Page 4 of 10 May 2007
 To add text or images click on the buttons below the text



The screen shot above shows the editor icon buttons found along the top of the webpage editor screen. These buttons allow access to edit specific areas of the web page

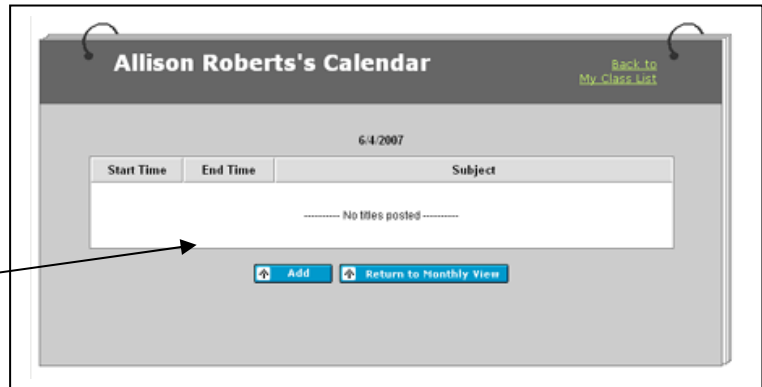
- Calendar of individual class or calendar or all courses enter due date for assignments, test, parent teacher conferences, field trips etc.
- Add a tab: lets you create a page that can contain one or more notes where each note can be used for a single assignment, field trip info, forms, etc.
- Read Mode: view how visitors will see your page.
- Archive lets allows storage for old information and assignments to use again later.
- Home will take you back to the editor start page.

To Update Changes to Calendar: Post information to Calendar



1. Calendar view allows you to add an event to all of your classes or just one class, insert test dates, field trips, assignment due dates, etc. To enter information click *here* on the calendar page.

2. Click a date on the calendar to post a message or information on that date. At the next screen click the add button.



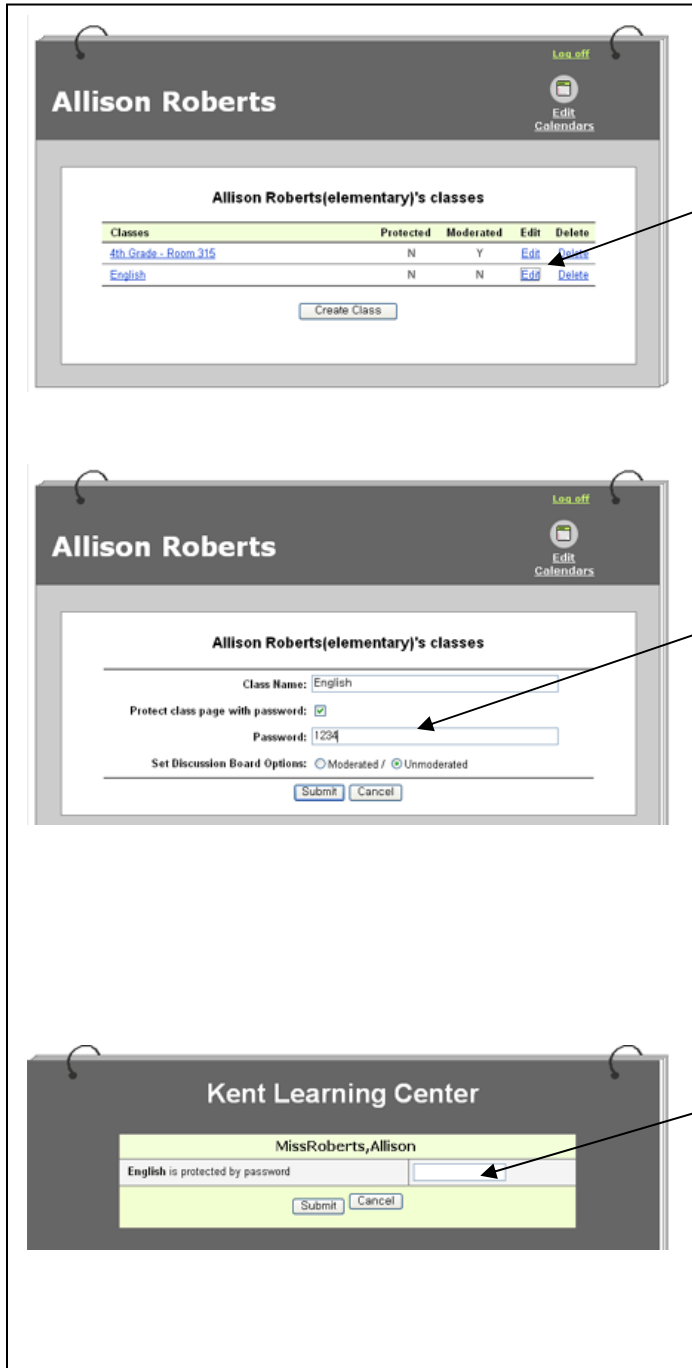
3. Insert information regarding event or posting for the date.

The screenshot shows a "Post Message" form within the "Allison Roberts's Calendar" interface. The form has several sections: "Date" (6/4/2007), "Title" (text input), "Location" (text input), "Location URL" (text input), "Contents" (text area), "Time" (Starts at: 06 AM 00 - Ends at: 06 AM 00), "Public" (Public), and "Display Options" (Choose Class Calendar(s) where event should be saved, with checkboxes for "4th Grade - Room 315" and "English", and a radio button for "Display in front home page This Week's Events box?"). At the bottom are "Submit" and "Cancel" buttons.

Read Mode:

To view the finished webpage click the Read Mode icon on the top of the edit page. The view is how visitors will see information on your webpage, it may be helpful to log off and try a different browser.

Turn on Password-Protected Feature



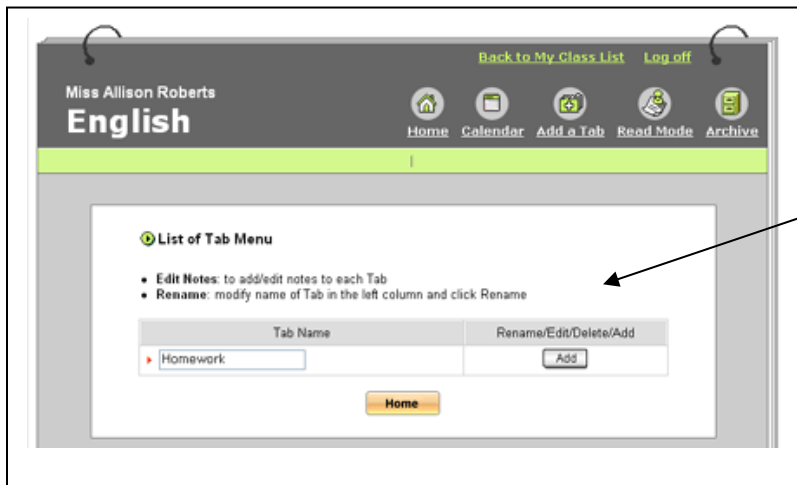
1. To create a password-protected webpage began from the My Class List start page. Select the Edit link of the class that is to be password-protected.

2. To enable the password-protection feature insert a check in the box after Protect class page with password option.

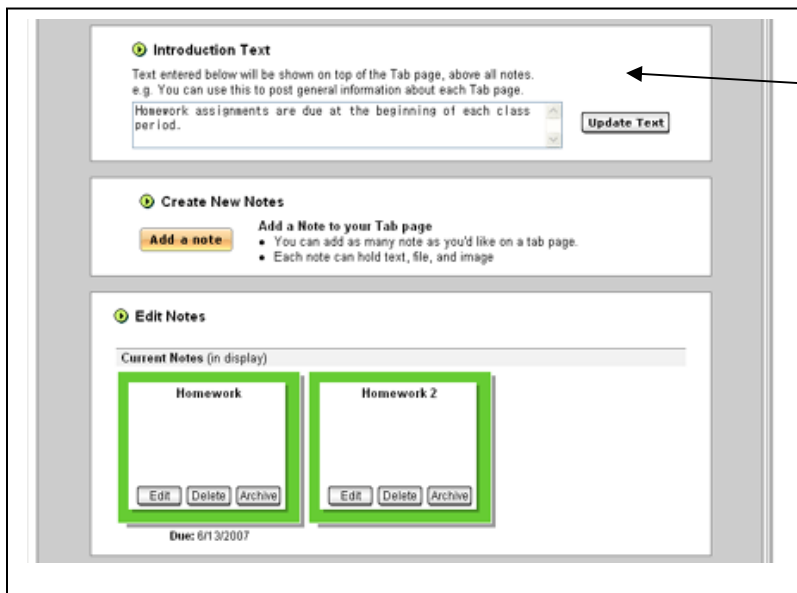
3. Enter the password then click submit again. Remember to write the password down.

4. When students, parents or visitors try to connect to the class webpage a password will be required to access the webpage.

Add a Tab: A Tab can be added to hold one or more notes.



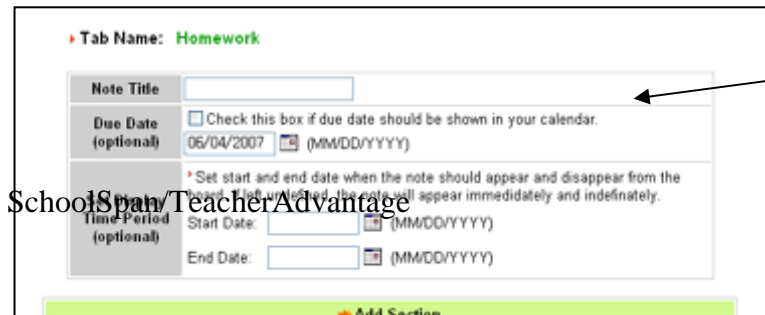
1. Select Add a Tab link and enter the tab name. Then click on Add button. This will create a Homework tab(page).



2. Enter Introduction Text for the Homework tab page.

3. Select Add a Note to add new notes to your tab page.

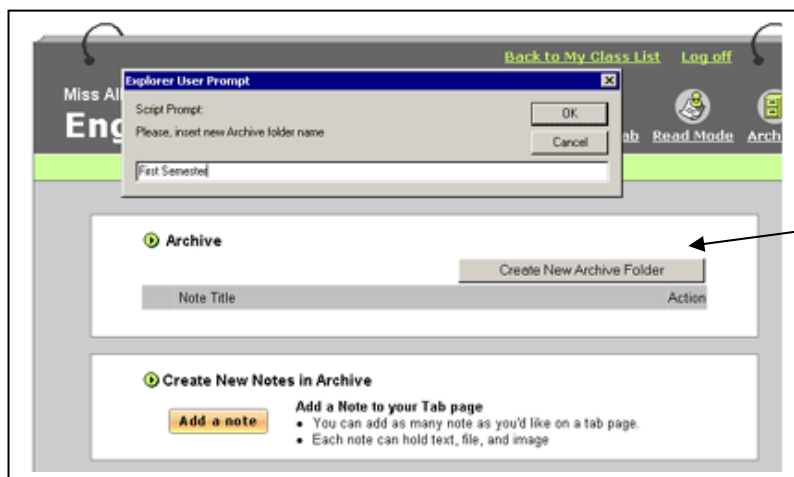
4. Previously created notes appear under Edit Notes. In this sample, there are two notes HW#1, HW#2. These notes can be edited, deleted or archived as shown.



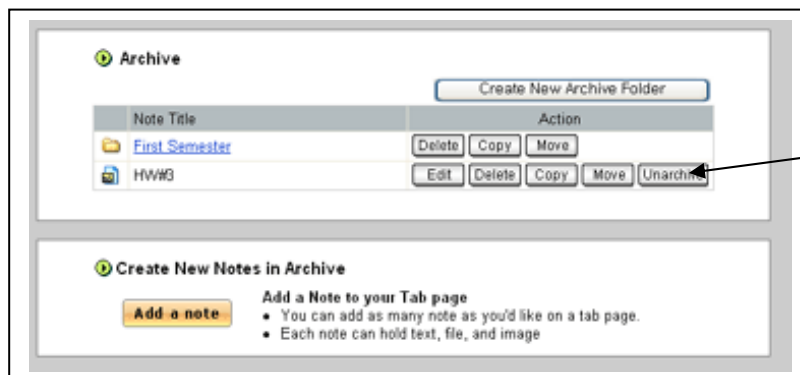
Add a Note

Each note has a title and due date. Content can be added which can be text, image or file. Display time period can also be defined so that the note will automatically appear and disappear from the tab page.

Archive : Notes can be created and archived for later use.

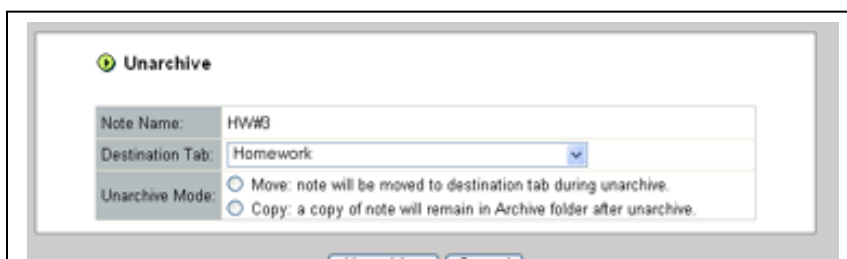


1. Folders can be created under Archive area for organizing files. Select Create New Archive Folder and enter folder name.



2. Create new notes in the archive by selecting Add a note. Once a note is created it is shown under the Archive area. In this example, HW#3 was created.

3. Notes in archive can be edited and deleted; copied and moved to another archive folder, and Un-archived unto a regular tab page area.



When Un-archive is selected for a note, you can select the Destination Tab where the note will appear and whether the note should be moved or copied.

