

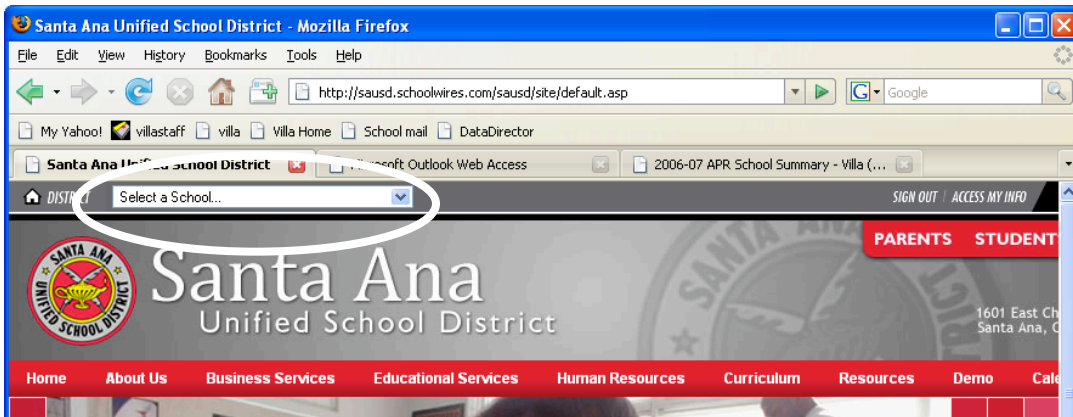
# Build Your Teacher Page Using Schoolwires

The Schoolwires websites for SAUSD will go active on Monday, September 28. Until that time, it is in “stealth mode” meaning you have some time to make mistakes in private until then. Unlike previous systems, as soon as you hit “save” on a Schoolwires screen, you’re live and anyone (after 9/28) can see your work.

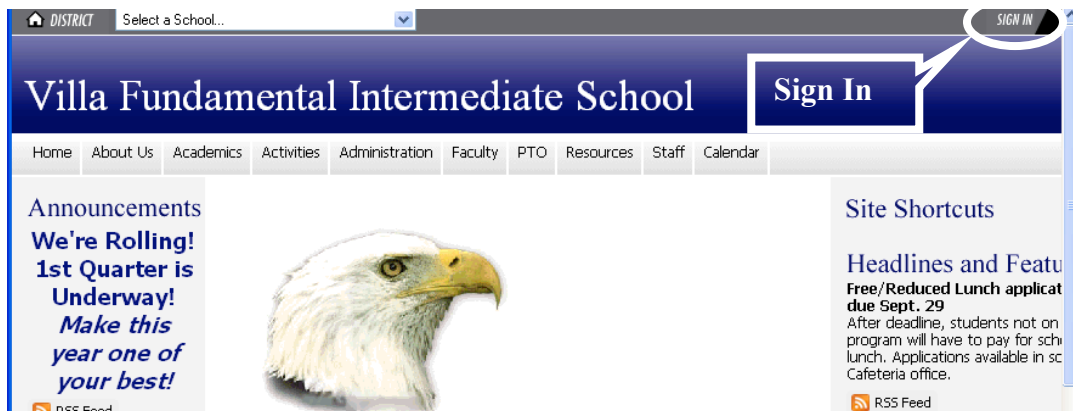
There are several levels of access in this system. The least access is granted to the public, those who have no username or password. “Registered user” access is granted to those with a username and password after the first time they sign into the system. “Section editors” have the ability to create and modify pages within a specific section of the school website, usually their own faculty, staff or administration pages. Some editors have additional editing access (eg: Clupper for ACEE and his own teacher page, Andersen for Guitar Club and his teacher page).

Schoolwire works best when you use Firefox as your browser. IE6 works almost as well. Most other browsers rely on Java to work in Schoolwires, if they work at all. Download and install Firefox and save yourself a lot of hassle.

To activate your account as a registered user, go to [saud.schoolwires.com](http://saud.schoolwires.com) . At the top of the window, select Villa from the pulldown menu.



Once you arrive at the Villa page, check over the look and controls available. Teacher pages are under Faculty; Mission, Vision Statement, Philosophy, Dress Code, SARC and CST Scores are under About Us and so on across that button bar. The Calendar for the school year is under Calendar. Academic teams are listed under Academics.



The rest of the buttons have assigned uses we will need in the future. For now the important button is at the top right. Click on Sign In. This will take you to the Log In page. In a rare moment of rationality, the powers-that-be decide to merge the e-mail and website databases, so you can use your district e-mail username and password to access Schoolwires.

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You may visit this site as a guest without registering or signing in. Registered guests, however, have access to features not available to the general public.

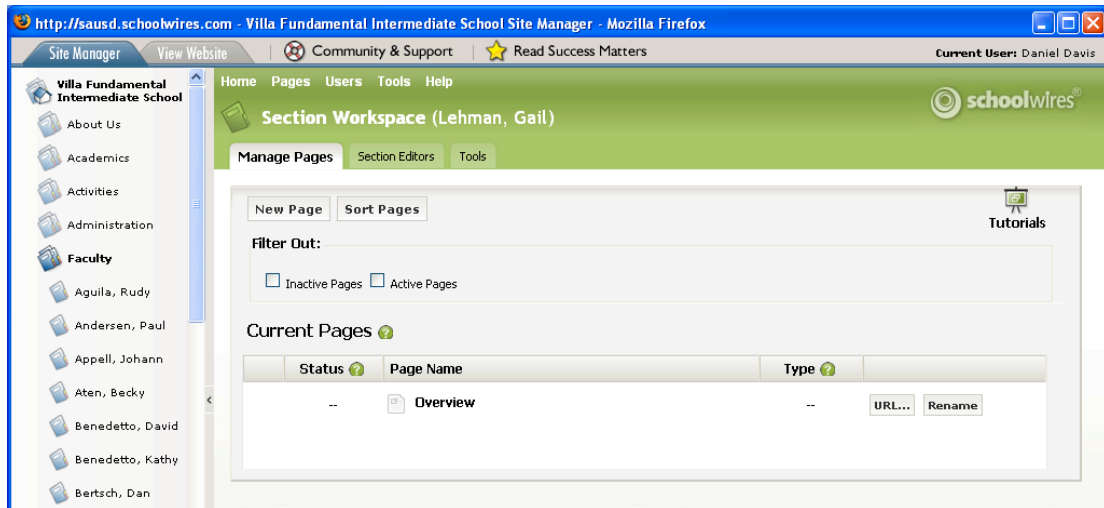
**Sign-in Name:**

**Password:**

Once you have signed in, notice how the appearance of the page has changed. There are more “Headlines” on the right column. The Calendar has many more entries. You now have access to all of the “Registered User” aspects of the site.

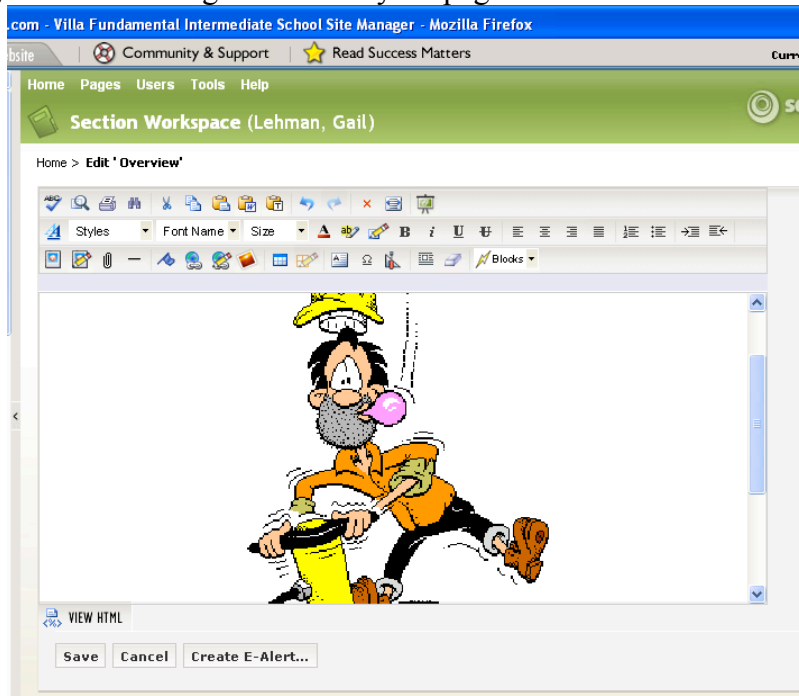
Assuming you have turned in your Web User Agreement, now that you have initially signed in, I can assign you “Section Editor” status, once you have signed out of this first session. Please sign out now and I will activate your account as quickly as I can (system idiosyncrasy).

Now that everyone has been suitably anointed, start up the website again, go to Villa, sign in and find your name under “Faculty” and click on it. Click “Site Manager” at the top right corner of the page to start the editor. You should arrive at this page:



For now, just click on Overview, you can rename if later if you'd like.

You probably have something like this on your page.



From here on, building your page is a lot like constructing a semi-complex document in MS Word, actually easier than this page you are reading.

Type "Ctrl-A" to select the entire contents of your page. Hit Delete and you have a clean page to work with.

Start with plain text. You can change the font, the size and the justification, as well as the color.

**Inserting graphics** requires some preplanning. Find the pictures, etc., that you need and save them to your computer, disk or flash drive, from whatever source (consider appropriateness and ownership). To add them to your webpage, click on the tool to the far left of the third toolbar. From the options given, click "Select new image from my computer or network..." then click Next. Browse to find your graphic and double click it. Now click Next and the system will retrieve your image from storage. A preview of the image will appear along with some possibilities for resizing it. Come up with an alternative text name for the image and enter it in the box. The system won't let you skip this step; every image must have an alt name. Now click Insert Image and the graphic will appear inline with your text. **Hit the Save button at the bottom of the screen.** This not only saves your work, it publishes it to the Web. There is no way to save your page in Schoolwires other than to publish it.

**If you plan to add pages to your section,** click Pages at the top of the window, then pull down to New Page. You will be given several options for page layout. So far, we have been working with a Flex page, really a blank page. Experiment with the other templates if you feel so inclined. *Changing templates after you have info on the page may destroy the entire page.*

**To link from your homepage**, you must first create the page to which you are going to link, so create the new page, then go back to the original page and type the link, click the link tool (looks like chain). If you are linking to another page in the District system, use the top/first option and you will be able to browse the entire system to get to your page. For instance Villa>Faculty>[your home page]>[new page], then click Insert Link.

**Adding a table** is just like in Word. Click on the Table tool, then drag until you like the size. You can change the formatting using the Format Table tool next to the Table tool.

**Calendars are a whole new ballgame.** You can add one to keep track of assignments, field trips, projects and anything else you can dream up. To add on, select Calendars after clicking the New Page button.

Adding dates to the calendar is fairly straightforward, but rather tedious. If it's a one-time event, double click the date and enter the necessary bare-bone data. If it's multiple occurrences, or needs more information to be given, select the New Event tab at the top of the calendar and build the date from scratch. Enter the date (and the end date if it repeats), the name of the event and how you want it to repeat, if at all. If you want the ability to pop up more information about the event, fill in that box. Then hit Save. After the initial entry, you can edit an event by hovering over the event text and a box (Edit/Delete) will appear. If you are editing a repeated event, be very careful, the system tends to change all of the occurrences, but resets the series to start with the date you selected, so surprises often happen. When I do the Staff Lunch Menus on the main calendar, I have to enter each date individually, no shortcuts available. ***If your event has an effect outside of your classroom, PLEASE*** click the box at the bottom of the screen to submit the event to the main calendar so everyone can know about it and plan accordingly. Last year we had several field trips (involving large numbers of students) that were largely unknown until the day before, even *the morning of*, the event.

**You can limit access to any part of your section**, like specific events in the Calendar that you only want teachers to be able to see. At the top of many building pages, there is a tab marked Roles. Select this and you will be able to deselect General Public, which would block Unregistered Users/Guests from seeing that specific part of your section. That is how I made the Staff Meetings, lunches, Dept meetings, Team meetings, etc. visible only to Registered Users, but not the outside world.

**One of the best features of this new system is that it is usable from home.** The system is Web-based, so you need not be inside the District firewall to access it.

If you are somewhat more HTML-savvy than many, you can construct your page on Dreamweaver or FrontPage and import it. The system does not readily accept files directly from other HTML editors, but in many cases, you can create the page elsewhere then cut-and-paste the raw HTML into your page by using the "View HTML" tab at the bottom of the window, just above Save. This can also give you a chance to tinker with your page's appearance before publishing it.

There are other, fancier aspects of this system but this should be enough to get you going. Feel free to experiment! If you run into trouble, my email is [Daniel.davis@sausd.us](mailto:Daniel.davis@sausd.us) and my extension is 75171.