



Teacher Pages on ASHMI.ORG

Overview

Initially, each site contains:

- One **Home** page—where you may place a picture, information about yourself, and/or an overview of class policies and procedures
- A **Classroom** Page—which contains an overview, a bulletin board, a calendar, and classroom resources. (You can add as many classroom pages as you like.)

QUICKLINKS ▶ Home > Peter Kelly page tools : ☰ ⌨ -A|A+

Peter Kelly
✉ | [My profile](#)

▶ Mr. Kelly's Web Site

Mr. Kelly's Classroom

Photo Gallery

[View Other Faculty Web Sites](#)

SEARCH ▶

Mr. Kelly's Web Site

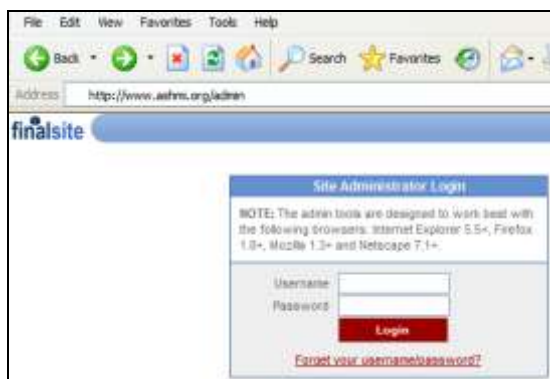


Classroom: 310
Email: pkelly@ashmi.org
Phone: (248) 646-8900

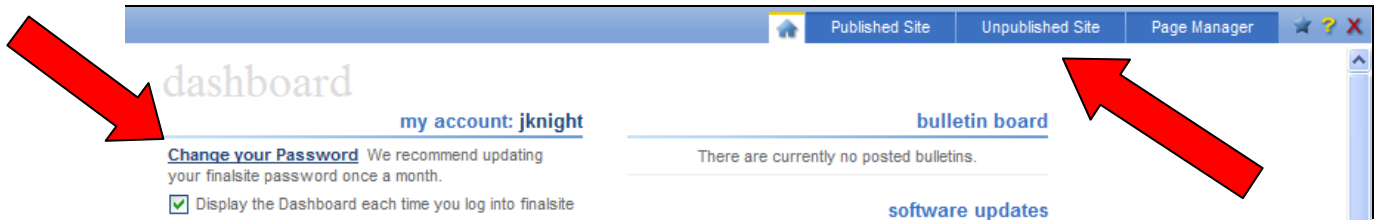
I am committed to educating students to a respect for intellectual values; to an understanding that education will provide them with the keys to personal freedom. I am committed to educate students in an atmosphere where personal growth comes through respect for self and others; where students learn self discipline; and where students learn to practice responsible decision making.

Creating Your Site—Part I: Working on the Home Page

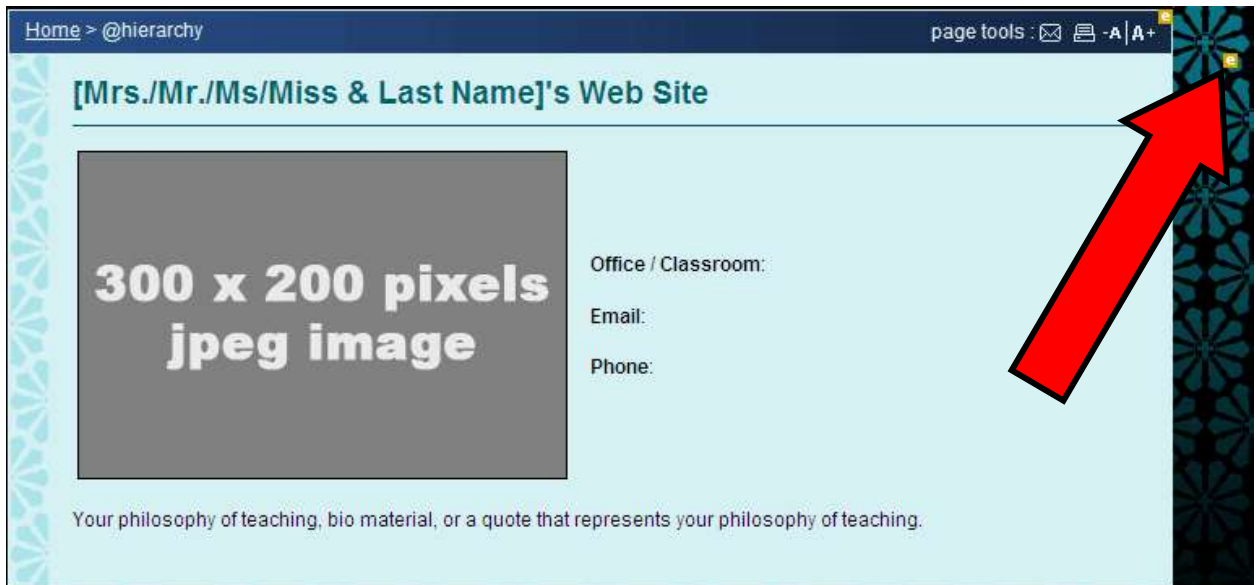
1. Go to ashmi.org/admin to login into your teacher site. You will need to know your user name and password.



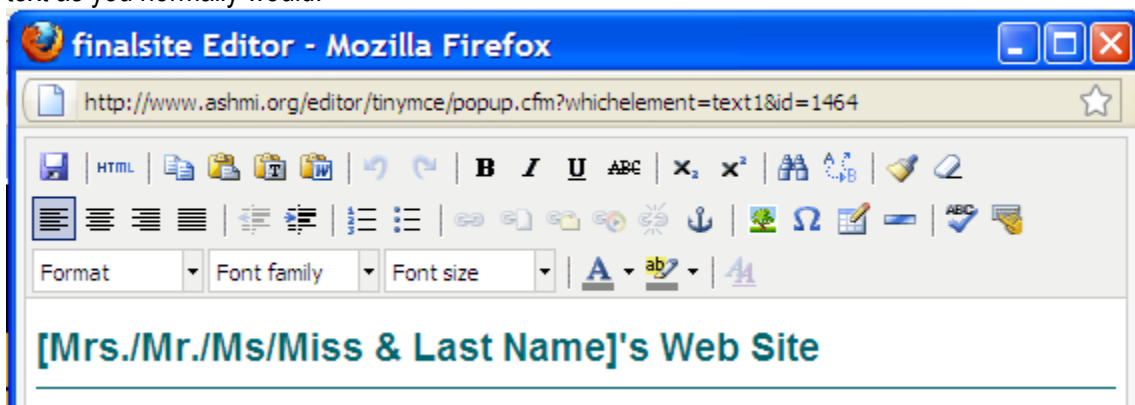
2. You will see the **dashboard** after you login. You will be prompted to change your password the first time you login, which you should do. Then, click **Unpublished Site** to start working on your home page.





3. Notice the very small "e" in the right corner of your home page. Click this "e" to edit your Home page.

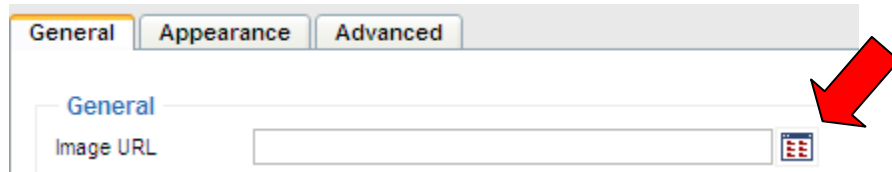





4. The finalsite Editor is very similar to Microsoft Word. Bold, italics, etc are present. Insert and delete text as you normally would.

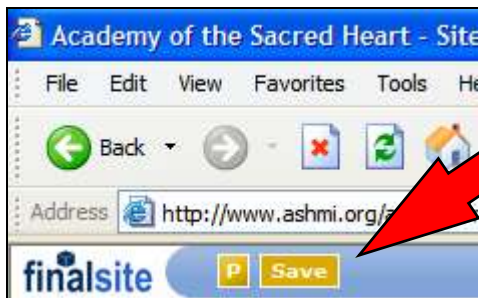



5. To insert your photo:

- Delete the gray 300x200 pixel photo place holder. Then press the insert image button (.
- The insert image dialogue box will appear. You will need to click the browse button () to get your photo. You can upload an image or use one that someone has placed in your online folder. Remember if you use your own photo, it should be **cropped to 300x200 pixels**. Once you have selected your photo, click the **Appearance** tab and type **1** in the border box. Then press “insert.”

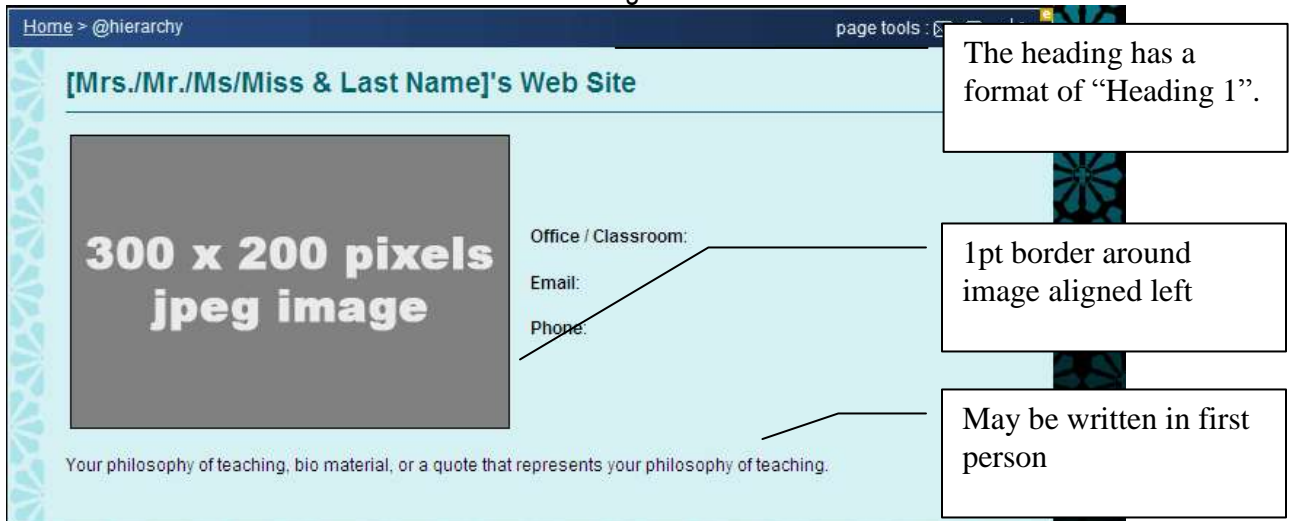


6. When you are done editing, be sure to spell check () your work. Then, press the save button () . The editor will disappear after you press the save button; your full page with your changes will appear. If you want to keep the changes, press the Save button () at the top left of the page.



7. Finally, press the **Publish button** () to publish your page to the Internet. Only do this if you are ready for everyone to view your page.

8. Please adhere to this format for all Teacher Home Pages.



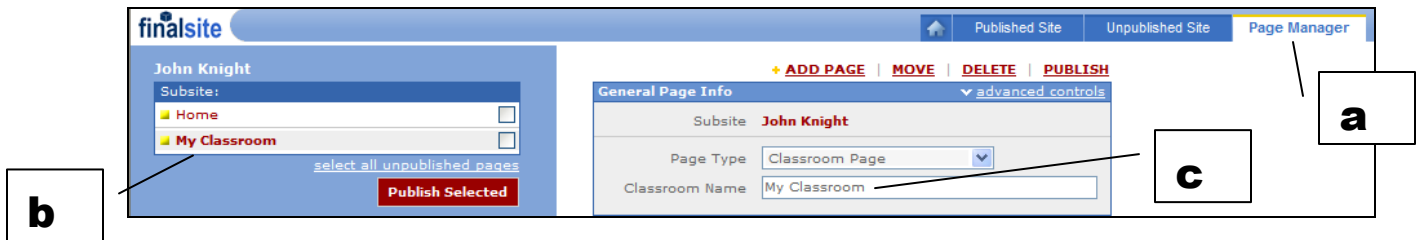
The heading has a format of “Heading 1”.

1pt border around image aligned left

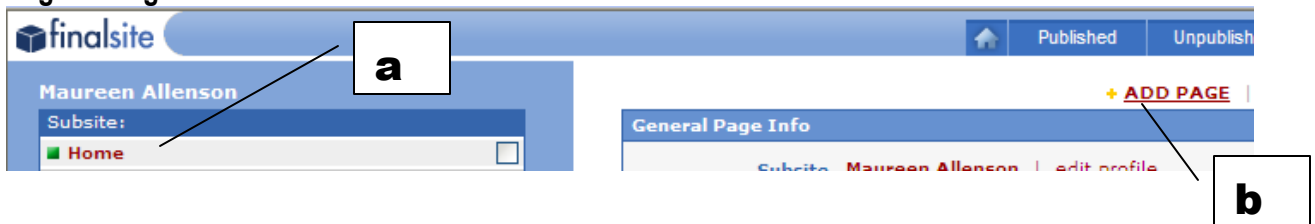
May be written in first person

Creating Your Site—Part II: Making Your Classroom Pages

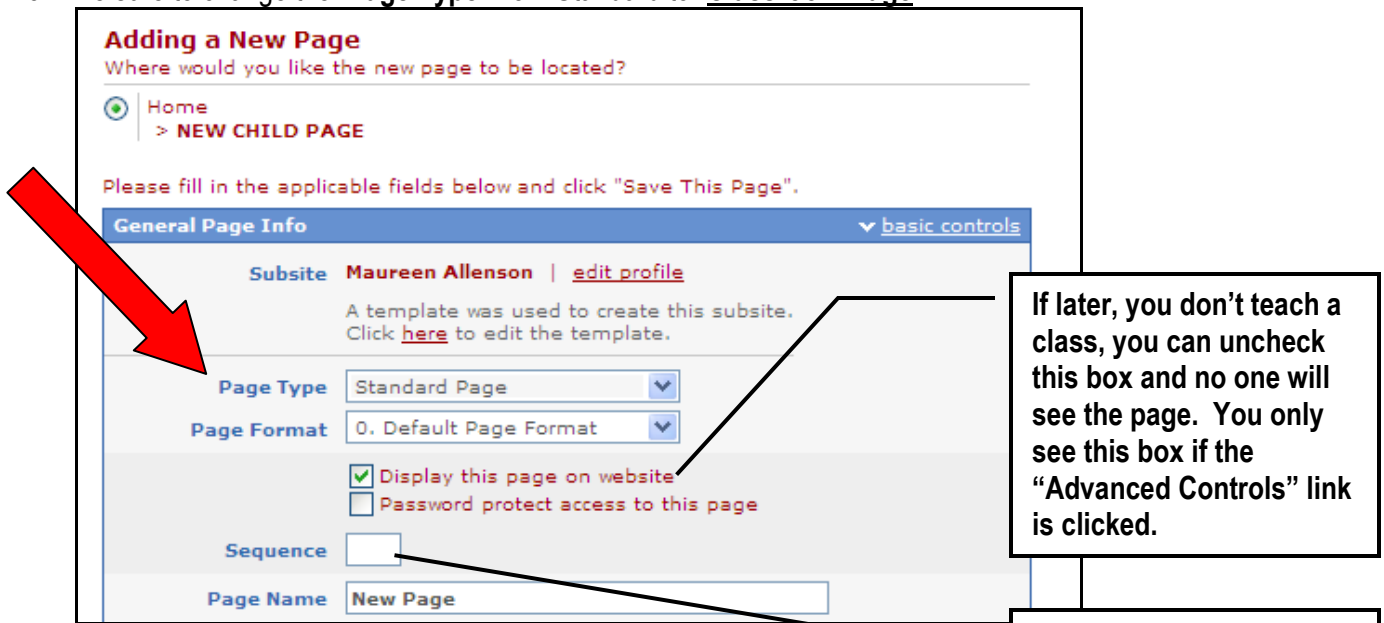
1. You can have as many classroom pages as you would like. The first page is called “My Classroom.” You can change this name to one of your classes (i.e. Geometry). Click on the **Page Manager** tab (a), select “My Classroom” (b), and type in a new Classroom Name (c). Be sure to press “Save This Page” near the bottom of the screen when done.



2. To add new classroom pages, be sure to click “Home” (a) first and then click **ADD PAGE** (b) in the **Page Manager**.



3. Be sure to change the “Page Type” from Standard to “Classroom Page.”



4. Press the “Save this Page” button and repeat these steps for as many classroom pages as you would like.

Sequencing refers to the order of the pages on the site. The Home page is always first. You can number your other pages 1, 2, 3, etc. if you do not wish them to be alphabetical.

Creating Your Site—Part III: Working with Your Classroom Pages



Each classroom page has four components:

- Overview (directly below the title), Bulletin Board, Calendar, and Resources

The screenshot shows a classroom page titled "Computer Applications" with a "hide overview" link in the top right. The page is divided into four main sections:

- Overview:** A text box containing the sentence "This course is designed to provide students with hands-on experience using leading software applications." with a pencil icon for editing.
- Bulletin Board:** A section with a "+ new post" link and the text "There are currently no posted bulletins."
- Calendar:** A section with a pencil icon and a calendar icon, containing the text "There are no events to display."
- Resources:** A section with "+ new resource" and "new folder" links. It contains a list of resource folders, each with a folder icon, a count in parentheses, and a set of edit (+), delete (x), and pencil icons:
 - Buying a Computer (1)
 - Check My Grade (1)
 - Desktop Publishing (1)
 - Discussion Board (1)
 - Drivers (1)
 - Student Web Sites (9)
 - Technology News (6)
 - Video Resources (2)


To use the Classroom Overview

- Click the **pencil icon** (). You can add a paragraph description of your course here. Click the **"Update Properties"** button to save your changes. Notice you can use the Full Popup Editor button () if you need more formatting options.

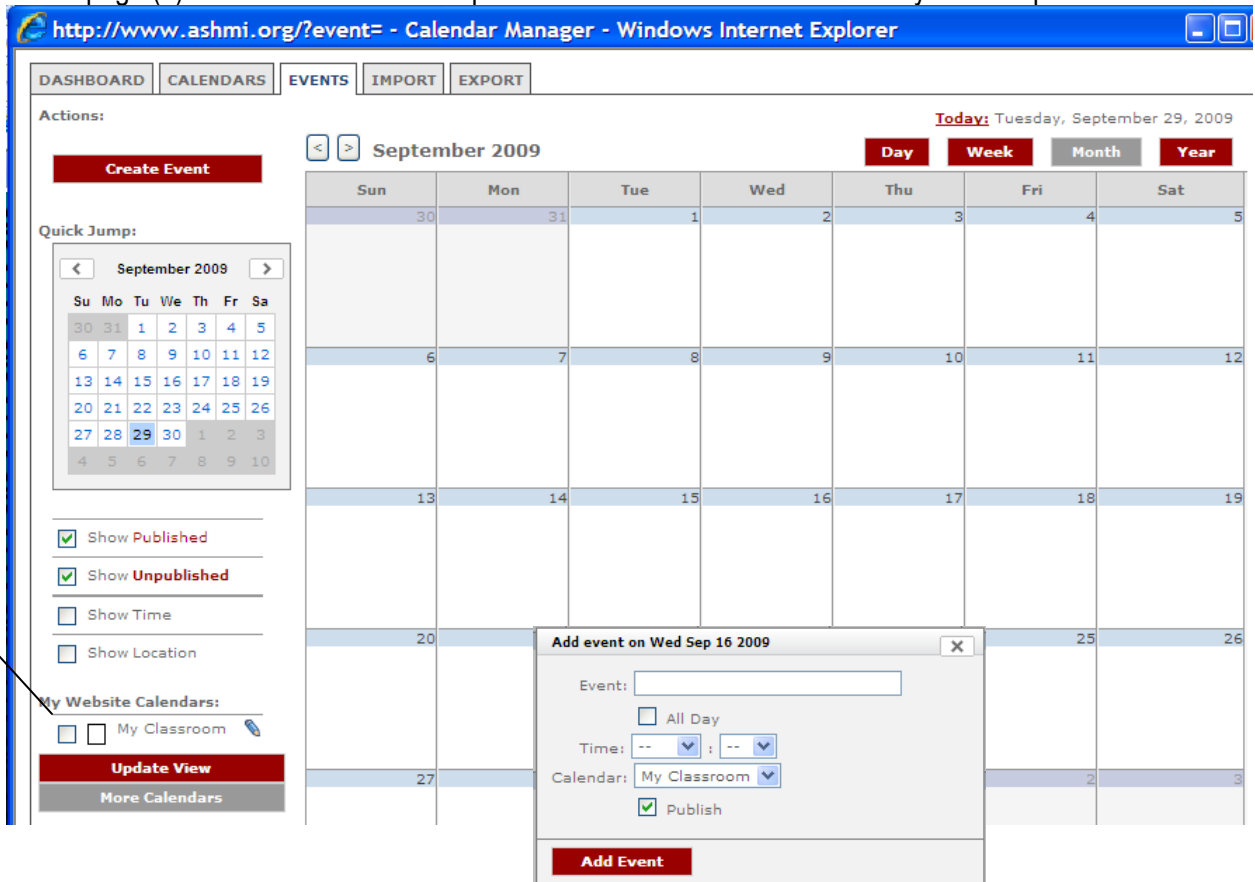
To use the Bulletin Board

- Click **"new post."** You can post any important announcement here and delete the announcement once it is no longer relevant.

To use the Calendar

➤ Click the **pencil icon** () in the calendar section.

➤ You will see the Calendar Manager in a new pop window. Check to display your classroom calendar on the page (a) and then click the red “update view” button. Double click in any box to input an event.



The screenshot shows the Calendar Manager interface. The browser title is "http://www.ashmi.org/?event=- Calendar Manager - Windows Internet Explorer". The page has tabs for DASHBOARD, CALENDARS, EVENTS, IMPORT, and EXPORT. The main content area shows a calendar for September 2009. On the left, there are controls for "Actions" (a red "Create Event" button), "Quick Jump" (a calendar grid for September 2009), and "My Website Calendars" (checkboxes for "My Classroom" and "Update View"). A pop-up window titled "Add event on Wed Sep 16 2009" is open, showing fields for "Event:", "All Day", "Time:", "Calendar:", and "Publish".

a

➤ In the “Add event” box, you can place a **Title** for the event, but you probably don’t need a start and end time.

- If you want to add more details to your event, you can right mouse button click on it and pick “Edit Master.” This screen will appear:

The screenshot shows the 'Edit Master' event form. At the top, there are navigation tabs: DASHBOARD, CALENDARS, EVENTS, IMPORT, and EXPORT. Below these are action buttons: NEW EVENT, VIEW CALENDAR, SAVE, UNPUBLISH, CLONE, and DELETE. The form fields are as follows:

- Event Title: Big Test
- Start Date: 09/22/2009 (with a calendar icon) and an All Day Event checkbox.
- Time: Two dropdown menus for hour and minute.
- Location: A text input field.
- Repeat: A dropdown menu set to None.
- Attached to: Calendar
- Available Calendars: A list with checkboxes and colored squares:
 - My Classroom (checked)
 - Homework (green square)
 - Class Event (blue square)
 - Quiz (yellow square)
 - Exam (red square)
- Notes: A large text area.
- Description: A text area with a rich text editor toolbar above it.

- Notice under “Available Calendars” you there are categories for events if you wish to use them. You can edit the categories using the “Calendar” tab at the top of the window. You could add an event category such as *Test* or *Project* and then assign it a color.
- Use the **Notes** box for info to appear on the calendar and the **Detail** box for extended notes that will appear as a hyperlink.

To use Classroom Resources:

- First decide how you want to organize your information. Then, create at least one folder with the “new folder” link. Once you have a folder, you may click the red plus to add a new resource.
- Be sure to give the resource a title. Then select Link, File, or Content. Surveys can be done as well. See Dino for more information.

Resource Editor

Enter the following information and click Post Resource.

Folder: Practice Folder

Resource Title: [Empty field]

Notes: [Empty text area]

HTML | **B** | *I* | U | [Link icon] | [Undo icon] | [Redo icon]

Archive this resource (it will not be visible on the website)

Link | File | Content

External web link | Enter an external web URL or select an internal site page as a classroom resource.

Internal site page

External URL: http:// [Empty field]

Post Resource

- You can have a total of 20MB of storage on your teacher web site. Consider this when uploading files. Dino can increase this limit if you need more space.

End Notes

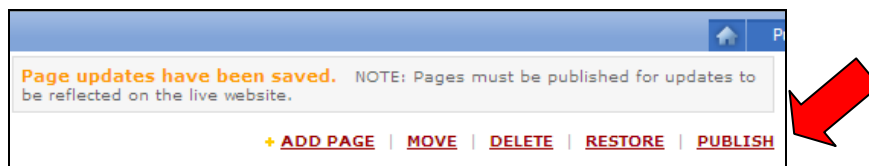
- **Classroom Pages** require you to press the “P” to publish a page to make it visible to the outside world. Once published, simple changes to Classroom Pages do not require publishing. Deleting, changing the title, or hiding/making visible a Classroom Page requires publishing.



- The Home page and other page types require you to press the “Save” button and then the “P” or Publish button. **Please have a colleague, Learning Community Leader, or Tech Coach review your page before publishing.**



- It's a good idea to double check pages to make sure they have all been published. Go to the Page Manager tab. Check each page to see if it is published or not.



- **BE SURE TO LOGOUT WHEN YOU ARE DONE!** Press the red X in the upper right corner.

