

Welcome to MyTeacherSite.org

MyTeacherSite.org is a web-based system for creating teacher and classroom Web sites. This system is built to give you control of your content so that you can readily communicate with students and parents.

My Profile

Now that your account is established, you are ready to create your site. We need to begin in the profile to set up the information about your site before we create pages or content. Once you are in the administration area, click “My Profile” in the left navigation. (Fig 1)

The screenshot displays the MyTeacherSite.org administration interface. At the top, a red header contains the text: "School: _School Webmasters", "Teacher: Carol Applewood", "My Website http://apple.MyTeacherSite.org", "Teacher Pages", "You are logged in as Carol Applewood", and "Home : Logout". The main content area is titled "Welcome Carol Applewood" and includes "Your account expires on: 09-24-2009" and a "View" button. Below this, a section titled "Easy as 1-2-3" provides instructions: "Follow the steps below and you will be on your way to your very own website." Three numbered steps are shown in boxes: 1. "Complete Your Profile" (with instructions to click "My Profile" and complete the form), 2. "Add Pages And Content" (with instructions to click "Add New Page" and select page type), and 3. "View Your Website" (with instructions to click "view" or "My Website" in the header). On the left, a navigation menu under "Administration" includes "Site Management" (with a red arrow pointing to "My Profile"), "Add New Page", and "Easy as 1-2-3". Below that, "My Pages" includes "Home", "Our Classroom", "Math Classes", "Math Links", "Science Classes", "Science Links", and "Grading Policy".

Figure 1

On the profile form, please fill out information in four different areas: Web site information, teacher information, security information, and page design.

Web site Information:

The first, Web site information, asks for your desired web site address (this is your site's URL). This is what people will type into their browser in order to visit your site. The address consists of two parts: the sub-domain and the domain. The subdomain is the unique part of the address that you can create to make your site easy to find. You may want to choose part of your name (mrheinlan, jprice, etc), a class name (mrsmithenglish, msjonesmath, etc), or something else memorable (apple, wisebeardman, etc). The second part of the address is the domain name. There are several to choose from and you may select any of them that are listed. Putting these two parts together, separated by a dot, will give you your site's address. (<http://subdomain.selectedDomain>) In the example listed, the URL is: <http://apple.myteachersite.org> – notice that there is no “www” in the address. (Fig 2)

Teacher Information:

The second area is the teacher information. The first three areas, the site titles, will show up in the header of your site. Be sure to preview the site after completing the profile to be sure that the text you entered fits nicely into the design you chose. Each design is different and some allow for more space than others. (Fig 2)

Security Information:

Next, we have security information. You will need this username and password to log back into the system once you have left. Be sure to keep it safe as anyone who has it can edit the information on your Web site. (Fig 2)

Page Design Options:

Finally, we have the page design options. There are several to choose from and more are added regularly. You may change the page design at any time, but be sure to preview your site after the change to be sure that you like the look of the header and navigation areas. (Fig 2)

Once you have completed the form, click the “Save Info” button at the bottom.

School: _School Webmasters
Teacher: Carol Applewood

My Website
http://apple.MyTeacherSite.org

Teacher Pages
You are logged in as Carol Applewood Home : Logout

Website Information
Web Site Address http:// apple MyTeacherSite.org

Teacher Information
Site Title Ms. Applewood
Site Title (Row 2) 8th Grade Math and Sci
Site Title (Row 3) Mayfield Middle School
First Name Carol
Last Name Applewood

Page Design
Alphabet Art Brushes Atomic Blue Skies Equations
Scribble Sports Starter Skin To The Moon Two Boys

Security Information
Username apple
Password
Password Confirm
Email gregmys@yahoo.com

SAVE INFO Cancel

Administration

Site Management
My Profile
Add New Page
Easy as 1-2-3

My Pages
Home
Our Classroom
Math Classes
Math Links
Science Classes
Science Links
Grading Policy

Figure 2

Add New Page

Next, click on the “Add New Page” button in the left navigation to begin creating your site’s pages and content. (Fig 2)

This will bring you to a page where you select the types of information that you want on your page. The different types to choose from are Announcements, Assignments, Events, Galleries, and Resources. Let’s look at each one in detail:

Announcements: consists of a title, date, image, and announcement text. An announcement is meant to be more important information that needs to be communicated. They tend to be located closer to the top of the page than other information types.

Assignments: each assignment consists of a name, date assigned, date due, description and an associated file and image. Assignments are meant to be just that. Either in the form of a worksheet in pdf format attached to the assignment or written out in the description (i.e. Read pages 37-42.) or both.

Events: events are versatile and useful. They consist of a name, date, post date, remove date, all day event switch, start time, end time, description, and associated image. The post date and remove date are especially functional as they allow you to pre-build content that will show in the future (on your post date). This can be used for assignments for the week or month, etc. Events can also be used as a team schedule, historic date notice, holiday notice, assignment reminders, etc. If you would like to have your events show up on a calendar, select the calendar page type. Other page types have events, but will show in list form.

Galleries: galleries are designed to spotlight photos and other images. Creating galleries consists of two steps. First you must create a gallery (consisting of name and description), and then you can add photos to the gallery (consisting of image, display order, and caption). They will show up as a series of thumbnail images that can be clicked on to see the whole photo. You do not need to create the thumbnail images; these will be created for you automatically.

Resources: resources are groups of links, so like creating galleries, there are two steps involved. First we create a link group. This consists of a group title, image, and description. Notice that there are no links here yet. This is just the group that the links will sit inside. After creating the link group, you may create as many links as you like inside. Each link consists of a name, display order, URL, image, and description. Be sure to type “http://” at the beginning of the link or your link may not function correctly.

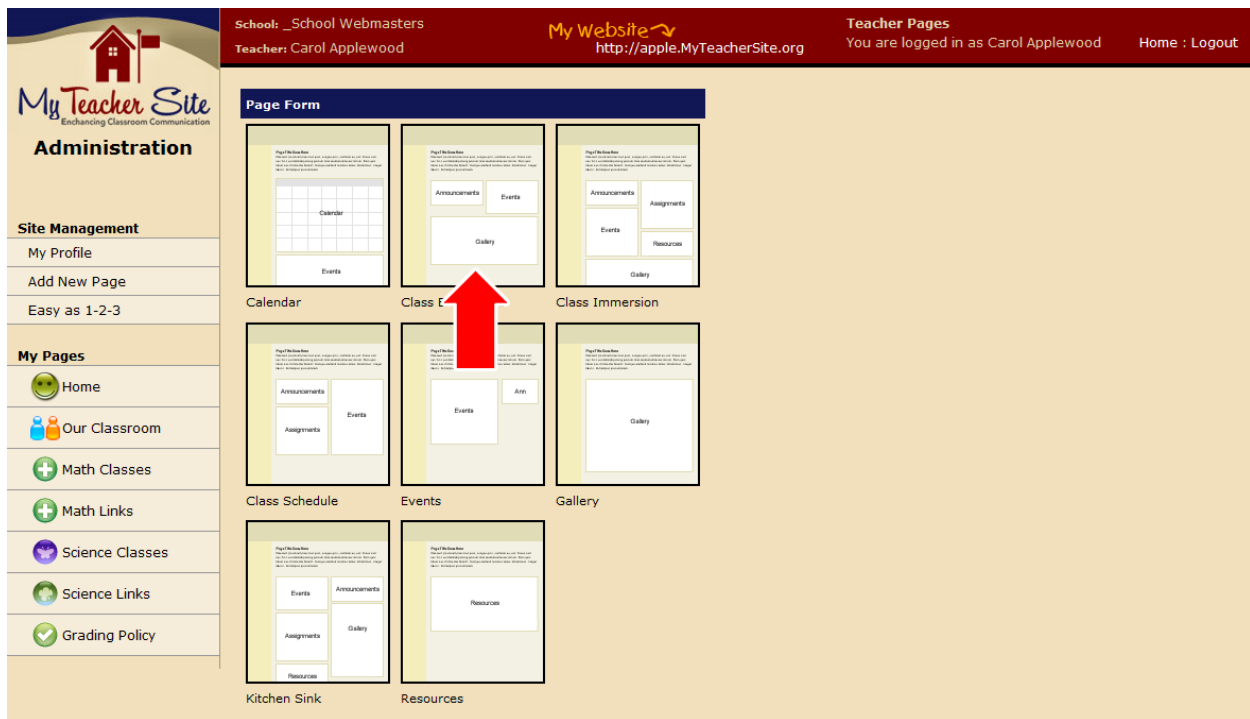


Figure 3

Page Type

Select a page type that uses the information that suites your needs. (Fig. 3)

Selecting the page type brings you to the page control panel. Here you control the name of the page, its content, and how it displays in the navigation. The page you have created will show up as “New Page” in the “My Pages” section at the left. If you leave the page and want to return to manage this page, just click its button in the “My Pages” section. You will notice that it is gray, unlike the others. This is to let you know that the page is not yet active and cannot be seen by anyone on your site. (Fig. 4)

Page Control Center

The page control center consists of three main areas: the header, the page information, and the page sections. The header reminds you of the page you are working on and the type of page it is. The type of page defines the sections that are available down below in the page section area. Here you will also see the page diagram, navigation icon toolbox, and the orange instruction box. Below the header is the page information area. This is where we tell the system about the page itself. Here we can make this page your homepage or turn it off and on as well as name it and its button. Below both the header and the page information area is the page section area where you can update and add information to each section of the page.

Page Information

The orange instruction box directs you to first edit the page info by clicking “Edit Page Info” at the top right of the first box on the page. (Fig. 4)

The screenshot displays the My Teacher Site interface. At the top, the header includes the school name 'School Webmasters', the teacher's name 'Carol Applewood', the website URL 'http://apple.MyTeacherSite.org', and the user's login status 'You are logged in as Carol Applewood'. The left sidebar contains navigation options under 'Administration' and 'My Pages', with 'New Page' highlighted. The main content area shows a 'Page Information' section with fields for 'Homepage', 'Active', 'Button Text', and 'Display Order'. A 'Page Sections' section is also present. A red arrow points to the 'New Page' button in the sidebar. Another red arrow points to the 'Edit Page Info' button in the Page Information section. A third red arrow points to the 'Delete Page Info' button. An orange instruction box explains the Page Builder tool and points to the 'Edit Page Info' button.

Figure 4

You need to set several preferences on the page information form. In order they are: homepage switch, active switch, display order, button text, page title, and page intro. Selecting the homepage switch will make this page the first page seen when people visit your site. The active switch must be checked for people to see the page on your site. Leave this unchecked until you have completed the page. The display order will determine where in the left navigation your page will show up in the list. If you have also set this as the homepage, it will override the display order to be first on the list. Next is the button text. This is the text that will show on the navigation button itself. **Be sure to be brief.** The page title and page intro show up at the top of that page and are separate from all the other information we will add to the page. (Fig. 5)

After completing the form, click “save info” and you will return to the page control center.

The screenshot displays the 'My Teacher Site' Administration interface. The top navigation bar includes 'School: _School Webmasters', 'Teacher: Carol Applewood', 'My Website http://apple.MyTeacherSite.org', and 'Teacher Pages You are logged in as Carol Applewood Home : Logout'. The left sidebar contains navigation links for 'Administration', 'Site Management' (My Profile, Add New Page, Easy as 1-2-3), and 'My Pages' (Home, Our Classroom, Math Classes, Math Links, Science Classes, Science Links, After School Program, Grading Policy). The main content area is titled 'Page Information' and contains the following fields:

- Homepage:
- Active:
- Display Order: 100
- Button Text: After School Program
- Page Title: Your head does more th
- Page Intro: A rich text editor containing the text: "Our After School Program consists of fun, learning, and hands-on experience with science and math related subjects. We have, in the past, gone to the planetarium, visited the dolphin exhibit, gone behind the scenes of a waste-water treatment plant, and played kickball in the park. If you *do attend* or *will attend* Mayfield Middle School next year, you are eligible to join our group." followed by a smiley face emoji.

At the bottom of the form are 'SAVE INFO' and 'Cancel' buttons.

Figure 5

Navigation Icon

Another option that is available in the page control center (fig. 4) is the ability to add a navigation icon to the left of one or more of your navigation buttons. To do this, click the “Add Navigation Icon” in the dotted line toward the top left of the control center. Then you will see a page of all available icons. To select one, just click on it. If you have changed your mind, click “Cancel”. Once selected, the icon will show in that box as well as in the left navigation. (Fig. 6)

The screenshot displays the 'My Teacher Site' Administration interface. The top navigation bar includes the school name 'School: _School Webmasters', the teacher's name 'Teacher: Carol Applewood', the website URL 'http://apple.MyTeacherSite.org', and the user's login status 'You are logged in as Carol Applewood' with a 'Logout' link. The main content area is titled 'Page On: Your head does more than hold up your hat.' and prompts the user to 'Please click on any icon to select it for the page.' A grid of various icons is shown, with a red arrow pointing to a blue navigation icon. A 'Cancel' button is located at the bottom of the icon selection area. The left sidebar contains navigation links for 'Administration', 'Site Management' (My Profile, Add New Page, Easy as 1-2-3), and 'My Pages' (Home, Our Classroom, Math Classes, Math Links, Science Classes, Science Links, After School Program, Grading Policy).

Figure 6

Page Sections

Next we will create a link group by clicking on “Add Link Group” (Fig. 4). On this page, we will name our group and describe the links that we will put inside. Also, we can associate an image to help visually identify the theme of the links in the group. Notice that we are not adding the links here, just creating a group in which they will reside. Once completed, click “save info” to continue to the page where you will add the links. (Fig. 7)

The screenshot displays the 'My Teacher Site Administration' interface. The top navigation bar includes 'School: _School Webmasters', 'Teacher: Carol Applewood', 'My Website http://apple.MyTeacherSite.org', and 'Teacher Pages' with a login status for Carol Applewood. The left sidebar contains navigation links for 'Site Management' (My Profile, Add New Page, Easy as 1-2-3) and 'My Pages' (Home, Our Classroom, Math Classes, Math Links, Science Classes, Science Links, After School, Grading Policy). The main content area is titled 'Link Group' and features a form for creating a new group. The 'Group Title' is 'After-School Links'. The 'Image' field is set to 'C:\Temp\classroom\AS' with a 'Browse...' button. A yellow note states: 'NOTE: Links are added to this group in another form.' The 'Link Group Description' field contains the text: 'These links are are to help you learn more about the things we will be doing this year.' The form includes a rich text editor toolbar and 'SAVE INFO' and 'Cancel' buttons at the bottom.

Figure 6

Back at the page control center we will see the new link group listed with the image and description. We now have three new options. We can edit or delete the link group, or we can create links. Click “Create Links for this Group” to add a link. (Fig. 8)

The screenshot displays the My Teacher Site Administration interface. The top navigation bar includes the school name, teacher name, website URL, and user login information. The left sidebar contains navigation menus for Administration, Site Management, and My Pages. The main content area is divided into several sections: Page Information, Page Sections, and Link Information. The Page Information section shows details for the 'After School Program' page, including its type, homepage status, button text, and display order. The Page Sections section shows the 'After-School Links' group, which is highlighted with a red arrow. The Link Information section provides options to edit or delete the link group and to create new links for the group.

My Teacher Site
Exchanging Classroom Communication
Administration

Site Management
My Profile
Add New Page
Easy as 1-2-3

My Pages
Home
Our Classroom
Math Classes
Math Links
Science Classes
Science Links
After School Program
Grading Policy

School: _School Webmasters
Teacher: Carol Applewood
My Website
http://apple.MyTeacherSite.org
Teacher Pages
You are logged in as Carol Applewood
Home : Logout

View Navigation: **After School Program**
Page Type: **Class Immersion**

Edit Navigation Icon
Delete Navigation Icon

Page Information Edit Page Info

Homepage: **No** **Your head does more than hold up your hat.** Active: **Yes**

Button Text: **0**
Our **After School Program** consists of fun, learning, and hands-on experience with science and math related subjects. We have, in the past, gone to the planetarium, visited the dolphin exhibit, gone behind the scenes of a waste-water treatment plant, and played kickball in the park. If you *do attend or will attend* Mayfield Middle School next year, you are eligible to join our group.

Display Order: **100**

Page Sections

Link Information Add Link Group

After-School Links Edit Link Group | Delete Link Group
Create Links for this Group

These links are to help you learn more about the things we will be doing this year.

Figure 7


On the link page, you can enter a name, display order, URL, image, and description for the link. The more information you provide for your viewers, the more likely they will know whether or not this is a resource that they are interested in or need at that time. (Fig. 9) Once you have completed the form, click “save info” to submit the form and return to the page control center.

The screenshot displays the 'My Teacher Site Administration' interface. The top navigation bar includes 'School: _School Webmasters', 'Teacher: Carol Applewood', 'My Website http://apple.MyTeacherSite.org', and 'Teacher Pages' with a login status 'You are logged in as Carol Applewood' and a 'Home : Logout' link. The left sidebar contains 'Administration' and 'My Pages' sections. The main content area features a 'Link Information' form with the following fields: 'Display Name' (Sedona, AZ), 'Display Order' (0), 'URL' (http://www.visitsedona.c), 'Image' (C:\Temp\classroom\gui with a 'Browse...' button), and 'Link Description' (a text area containing two paragraphs about Sedona). At the bottom of the form are 'SAVE INFO' and 'Cancel' buttons.

Link Information	
Display Name	<input type="text" value="Sedona, AZ"/>
Display Order	<input type="text" value="0"/>
URL	<input type="text" value="http://www.visitsedona.c"/>
Image	<input type="text" value="C:\Temp\classroom\gui"/> <input type="button" value="Browse..."/>
Link Description	<div style="border: 1px solid gray; padding: 5px;"><p>Often called "Red Rock Country" Sedona is a four seasons playground for everyone - whether you're into history and archaeology; arts and culture; power shopping; outdoor sports; or the spiritual and metaphysical, imagine doing all this in a backdrop of some of the most spectacular scenery in the world.</p><p>Indeed, this picturesque city is surrounded by red-rock monoliths named Coffeepot, Cathedral and Thunder Mountain.</p></div>
<input type="button" value="SAVE INFO"/> <input type="button" value="Cancel"/>	

Figure 8

Here you will see the link group information as well as the link information you just added. Now you have the option of editing or deleting the link you just created as well as creating additional links for the group. Let's click "Create Links for this Group" next to the group and add a second link. (Fig. 10)



My Teacher Site
Enhancing Classroom Communication

Administration

School: _School Webmasters
Teacher: Carol Applewood

My Website
http://apple.MyTeacherSite.org

Teacher Pages
You are logged in as Carol Applewood Home : Logout

Link has been updated.

Site Management

- My Profile
- Add New Page
- Easy as 1-2-3

My Pages

- Home
- Our Classroom
- Math Classes
- Math Links
- Science Classes
- Science Links
- After School Program
- Grading Policy

View Navigation: **After School Program**
Page Type: **Class Immersion**

Edit Navigation Icon
Delete Navigation Icon

Page Information **Edit Page Info**

Homepage: **No** **Your head does more than hold up your hat.** Active: **Yes**


Button Text: 0

Display Order: 100

Delete Page Info


Page Sections

Link Information **Add Link Group**



After-School Links

These links are to help you learn more about the things we will be doing this year.



+ Sedona, AZ

Often called Red Rock Country Sedona is a four seasons playground for everyone whether you re into history and archaeology; arts and culture; power shopping; outdoor sports; or the spiritual and metaphysical, imagine doing all this in a backdrop of some of the most spectacular scenery in the world.

Indeed, this picturesque city is surrounded by red-rock monoliths named Coffeepot, Cathedral and Thunder Mountain. At the north end of the city is the stunning Oak Creek Canyon, a breathtaking chasm that even today, is wildly wonderful.

Natural endowments aside, you ll also find world-class hotels, resorts, bed and breakfasts and a very good variety of dining to keep you satisfied.

Escape the chaos of life, kick back, relax&u just be&u.in Sedona.

Edit Link Group |
Delete Link Group
Create Links for
this Group

Edit Link | Delete
Link

Figure 9

Once again, for the link we add a name, order, URL, image, and description and click submit. This takes us back to the page control center. (Fig. 11)

The screenshot displays the 'My Teacher Site Administration' interface. At the top, a dark red header contains the text 'School: _School Webmasters', 'Teacher: Carol Applewood', 'My Website' with a logo and URL 'http://apple.MyTeacherSite.org', and 'Teacher Pages' with 'You are logged in as Carol Applewood' and 'Home : Logout'. On the left, a vertical navigation menu includes 'My Teacher Site' with a house icon, 'Administration', 'Site Management' (with sub-items: My Profile, Add New Page, Easy as 1-2-3), and 'My Pages' (with sub-items: Home, Our Classroom, Math Classes, Math Links, Science Classes, Science Links, After School, Grading Policy). The main content area is titled 'Link Information' and contains a form with the following fields: 'Display Name' (text: 'Welcome to the Planets'), 'Display Order' (text: '0'), 'URL' (text: 'http://pds.jpl.nasa.gov/p'), 'Image' (text: 'C:\Temp\classroom\2m' with a 'Browse...' button), and 'Link Description' (text: 'This is a collection of many of the best images from NASA's planetary exploration program. Can you tell if this site has been updated recently?'). At the bottom of the form are 'SAVE INFO' and 'Cancel' buttons.

Figure 10

On the page control center, we see the information for both links in the group beneath the group information. (Fig. 12) Each component type in the system works similar to the process we have just walked through. Both gallery and links require a group to be created first which you can then follow with any number of photos or links respectively. The other component types (assignments, announcements, and events, and freeform) do not require groups and just add content to the page with a single form.

View your Site

Once you have completed a page of your site or at any time that you want to check your progress, click on either your Web site's URL (in the header) or the "view" screen icon on the page control center. (Fig. 12) This will open up a new window with your Web site in it just as your students and their parents will see it. Here you can review how your information is looking and make any necessary adjustments before proceeding.

The screenshot displays the My Teacher Site Administration interface. At the top, a dark red header contains the site logo on the left, and the following text on the right: "School: School Webmasters", "Teacher: Carol Applewood", "My Website http://apple.MyTeacherSite.org", "Teacher Pages", "You are logged in as Carol Applewood", and "Home : Logout". Below the header, a navigation bar includes a "View" button with a computer monitor icon, a "Classroom Page Gallery" link, and a "My Website" link with a red arrow pointing to it. A "View" button is also highlighted with a red arrow. Below the navigation bar, there are sections for "Page Information" and "Gallery Information". The "Page Information" section shows "Homepage: No", "Active: Yes", "Button Text: 0", and "Display Order: 33". The "Gallery Information" section shows a grid of images with "Edit Image | Delete Image" links below each. The left sidebar contains "Site Management" (My Profile, Add New Page, Easy as 1-2-3) and "My Pages" (Home, Our Classroom, Math Classes, Math Links, Science Classes, Science Links, After School Program, Grading Policy).

Figure 12

Changing Skins

It is important to preview your site in the skins that you choose as the header design and navigation design varies between different templates and may not suit your needs. You can change site design as many times and as often as you like by going to "My Profile" and selecting a new design.

As you can see here we began with the starter skin and changed a few times until we found the skin we wanted. (Fig. 13)



Figure 13

Going Forward

Most importantly have fun with your site and keep it up to date. That is the key to making your Teacher Site a valuable tool in enhancing classroom communication!