

### III. **Site Extras** (Links, Booklist, Slide Shows, My Polls, Email Center)

#### Links

##### Creating Link Categories

1. Click on **Main Menu**.
2. Click on **Site Extras**.
3. Under **My Links**, click on **Categories**.
4. Add each link category in the text box.
5. Click the **SAVE** button after each addition.

***Special Note:** The Sort order to the left of the category names determines the order that the categories display on your links.*

##### Adding a Link

1. Under the **My Links** area, click on **Add Link**.
2. Choose the category of the Web site.
3. Enter the Web site URL. (i.e. <http://www.yahoo.com>)
4. Enter a friendly name for the link (Yahoo).
5. Enter a rating of the Web site (optional).
6. Enter the description of the Web site (optional).
7. Click **SAVE** to add the link to your list of recommended Web sites.

##### Editing a Link

1. Under the **My Links** area, click on **Edit Link**.
2. Click on the link you want to edit.
3. Click **SAVE**.

***Special Note:** To delete a link entry, follow the steps for editing a link. Then click the red checkbox at the bottom of the editing link page. Click **SAVE**.*

## Adding an Intro Message to your Links

1. Under the **My Links** area, click on the **Intro Message** button.
2. Enter the copy you wish to precede your Links.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Booklist

### Creating Booklist Categories

1. Click on **Main Menu**.
2. Click on **Site Extras**.
3. Under **My Booklist**, click on **Categories**.
4. Add each booklist category in the text box.
5. Click the **Save** button after each addition.

***Special Note:** The Sort order to the left of the category names determines the order that the categories display on your booklist.*

### Adding a Recommended Book

1. Under the My Booklist category, click on **Add Book**.
2. Choose the **Book Category** of the book.
3. Enter the **Book Title**.
4. Enter the author of the book.
5. Enter the description of the book.
6. Rate the book using 1-5 stars. (optional)
7. Indicate the book difficulty. (optional)
8. Indicate the library availability of the book. (optional)
9. Add one or two Web links for information on purchasing or the book Web site.
10. Click **SAVE** to add the book to your list of recommended reading.

### Editing a Recommended Book

1. Under the My Booklist category, click on **Edit Book**.
2. Click on the book you wish to edit.
3. The book template will display with all the information you entered.
4. Change or add any of the book's information.
5. Click **SAVE**.

***Special Note:** To delete a booklist entry, follow the steps for editing a book. Then click the red checkbox at the bottom of the book information form. Click **SAVE**.*

### Adding an Intro Message to your Booklist

1. Under the My Booklist category, click on **Intro Message**.
2. Enter the copy you wish to precede My Booklist.
3. Check your spelling using the Spell Check link.
4. Click **SAVE**.

## Slideshows

Our Slideshow feature is a great tool to showcase photos from any event or classroom activity. You have the ability to upload up to 30 images, categorize them and display them in an attractive "slideshow viewer" or thumbnail format.

Once a slideshow has been created, it can be easily accessible on the front end of a your classroom Web site. Each slideshow can also be attached to any Web page.

### To create a Slideshow:

- Click on the **Site Extras** tab in your admin area
- Set up your categories by clicking on the **Categories** link
- To add a slideshow, click on **Add Slideshow**
- Enter in a title for the slideshow
- Select the appropriate category
- Password-protect the slideshow (optional)
- Enter in a description of the slideshow (optional)
- Click **Continue**. You may now start uploading images to your slideshow by clicking on the Browse button.
- Locate the images on your Desktop and double click them. The system will make a copy of the image.
- Hit **Save** when finished.

Add customization to your slideshow as each image transitions from one to the next. MyTeacherPages.com has now added more options for slide transitions and entire slideshows can be downloaded into a viewer format.

## Polls Section



Each poll will show up in the left-hand margin underneath your site's navigation.

### Adding a Poll

1. Click on **Main Menu**.
2. Click on **Site Extras**.
3. Under **Polls**, click on **Add Poll**.
4. Enter a poll question.
5. Enter at least two options for visitors to choose from.
6. Enter the dates to display the poll on your site.
7. Click **SAVE** to post the poll question to the site.

### Editing a Poll

1. Within the Poll area, click on **Edit Poll**.
2. Click on the **Edit** link next to poll question you wish to edit.
3. The poll will display with all the information you entered.
4. Change or add any of the information.
5. Click **SAVE**.

**Special Note:** To delete a poll question, follow the steps for editing a poll. Then click the red checkbox at the bottom of the poll question form. Click **SAVE**.

## Email Center



The Email Center is a communication system organized by categories for the purpose of contacting students and parents via email.

### Creating Email Categories

1. Click on **Main Menu**.
2. Click on **Site Extras**.
3. Under **Send Email**, click on **Email Categories**.
4. Add each email category in the text box.
5. Click the **SAVE** button after each addition.

***Special Note:** The Sort order to the left of the category names determines the order that the categories display on your email center.*

### Adding an Email Address to your Email Center

1. Within the **Send Email** area, click on **Add Email Address**.
2. Enter the email address of the person.
3. Enter the first and last name of the person.
4. Check the category the person falls under.
5. Click **Update** to add the email address to your online email tool.

### Editing an Email Address in your Email Center

1. Within the **Send Email** area, click on **Edit Email Address**.
2. Find the person you wish to edit by clicking on their category or finding them alphabetically.
3. Click on the address or name of the person you wish to edit.
4. Change the email address or name information.
5. Click **SAVE**.

***Special Note:** To delete an email entry, follow the steps for editing an address. Then click the red checkbox at the bottom of the edit form. Click **SAVE**.*

### To Send an Email Message from your Email Center

1. Within the **Send Email** area, click on **Send Email**.
2. Check off the category you'd like to email.
3. Enter the Subject of the email
4. Enter the Return Email Address.
5. Type in your email message.
6. Enter your signature.
7. Click **Send Email**.

The Email Center is located under the Site Extras tab. It allows you to build a categorized email list within your classroom site to electronically communicate with students, parents or staff on updates, reminders or other information.