

Teacher Website Directions

LOGIN

- Access the New NEISD homepage at <https://tx02215002.schoolwires.net/> (after June 28th this will change back to <https://www.neisd.net>).
- Click on the LOGIN link located below the SEARCH field in the upper right-hand corner of the screen.
- Enter the **username and password** provided to you by your course instructor (eventually you will use your normal Active Directory credentials in order to login) and then click on SIGN IN.
- Notice what changes once you have logged in:

- The LOGIN link changes to LOG OUT, and you will see a new link for SITE MANAGER, which is the administrative side of Blackboard that allows you to edit your site.



- There is a new channel in the channel bar called **MyNEISD**. This indicates that you now have access to the NEISD Intranet, which now requires you to login to view internal content.



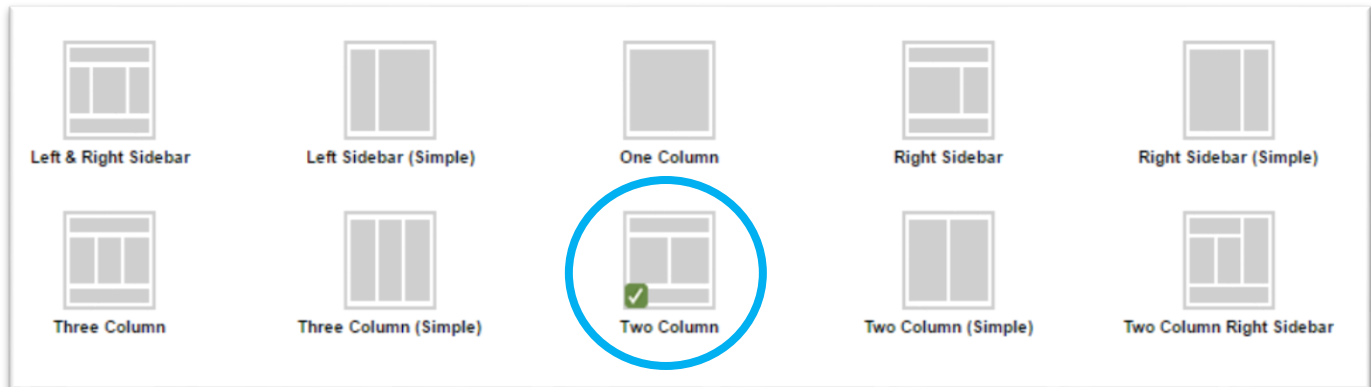
GET TO KNOW THE SECTION WORKSPACE

- Click on **SITE MANGER** in the top navigation to access the Section Workspace.
 - **Summary Tab:** shows you the pages that have been created within your Section.
 - **New Page** – create a new subpage for your Section.
 - **Organize Pages** – Change the order that your pages appear in the side navigation.
 - **Recycle Bin** – Restore or permanently delete previous deleted pages.
 - **Tools Tab:**
 - **Files & Folders***: upload and organize images and files used in your workspace.
 - **Approve Visitor Comments***: approve/reject visitor comments on your apps.
 - **App Manager**: Manage & Edit the apps in your workspace.
 - **Photo Gallery***: Create & manage photo galleries for your section.
 - **Forms & Surveys***: Create and manage forms & surveys.
 - **Approve Community Editing**: Approve/Reject community edits to your apps.
 - **Reports**: Not used at this time.
 - **Minibase**: Not used at this time.
 - **Editors & Viewers Tab:**
 - Add users or groups who can edit/view your section.
 - **Do Not Assign Viewers** to your section as it needs to remain open to all site visitors
 - Anyone you add as an editor has FULL ACCESS to your site including the ability to DELETE everything on your site. **Contact the District Web Administrators for assistance with adding editors to your site.**
 - **Statistics Tab:** See how often your site is being visited.
 - **How do I...? Tab:** built in Help Guide.
- **Current Pages**
 - **Status:** click to make a page visible (ACTIVE) or hidden (INACTIVE). ACTIVE INACTIVE
 - **Page:** these are the pages in your section. Click to edit.
 - **Actions:** an assortment of options available to you that are performed on individual pages. (Edit Page, Page Options, Get Link, Copy Page, Move Page, Delete, Set Viewers) Actions ▼

BEGIN EDITING YOUR SITE

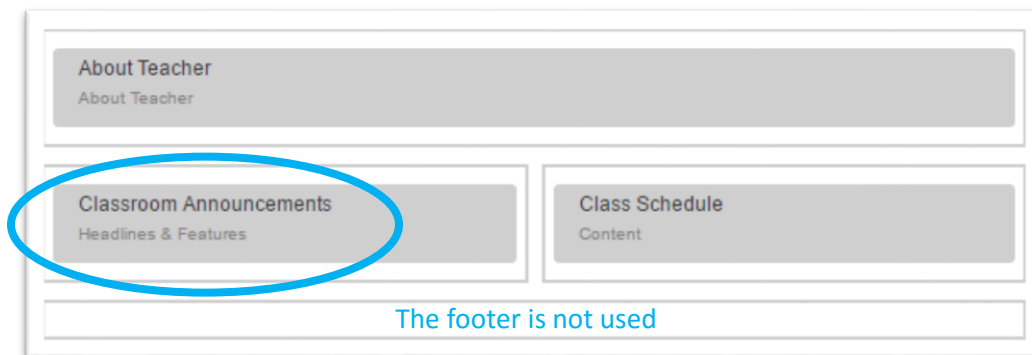
IMPORTANT: All teacher homepages will contain comparable information and be organized in the same manner in order to provide site visitors with a consistent look and feel when they land on any teachers' home page. **DO NOT CHANGE THE LAYOUT** of your homepage or add any additional information to your homepage beyond that which is discussed below. You may diversify your layout and design on subpages, but not the homepage.

All Homepages will utilize the Two Column layout. DO NOT CHANGE THE HOMEPAGE LAYOUT

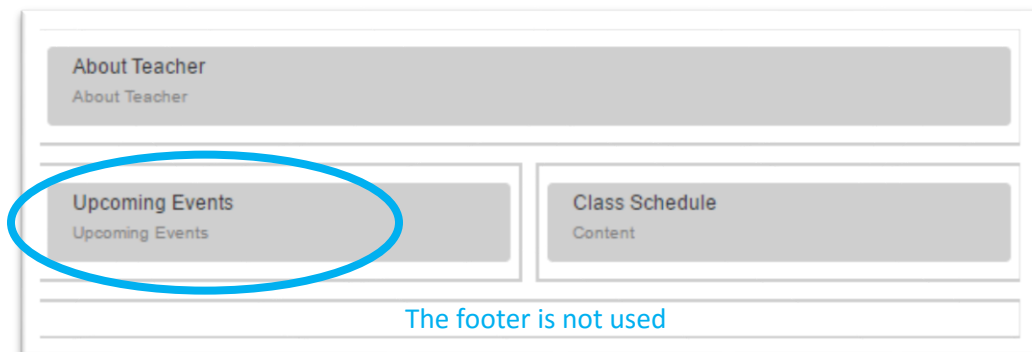


There are two approved homepage configurations within the Two Column layout.

Headlines & Features



Upcoming Events



- Click on **WELCOME** within the Current Pages screen and notice that the layout has already been designated.

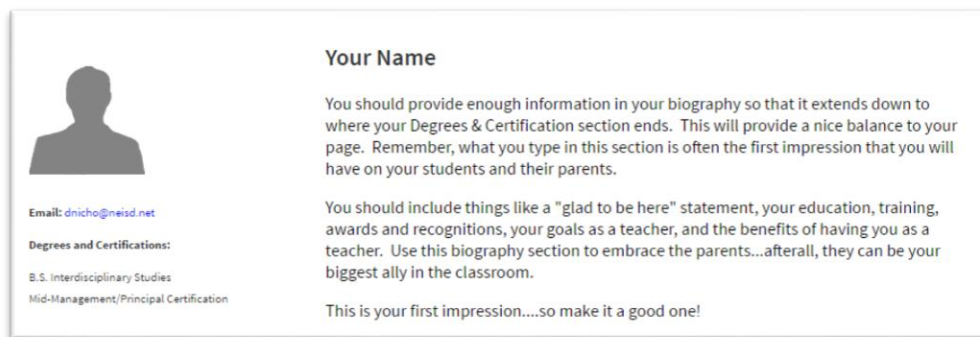
- **SETUP FILES & FOLDERS FOR EASIER MANAGEMENT OF PICTURES & DOCUMENTS**

IMPORTANT: Files and Folders should **ONLY** contain pictures and documents that are actively used on your site. If they are not on the site, then delete them from Files and Folders.

- Click on the **Tools** tab and then click on **Files & Folders**.
- Click on the **FOLDER ACTIONS** drop down menu and select **NEW SUBFOLDER**
 - Type in PICTURES as the folder name and click **SAVE**
- Click on **Site Files** in the left column to return to the TOP LEVEL
- Click on the **FOLDER ACTIONS** drop down menu and select **NEW SUBFOLDER**
 - Type in DOCUMENTS as the folder name and click **SAVE**
- Now upload your first picture:
 - Click on the PICTURES folder in the left column and confirm that Pictures is now listed at the top of the screen.
 - Click on the UPLOAD button and then click on SELECT FILES
 - Browse for a picture of yourself to use as your biography picture
 - If you don't have a picture at this time, just select any picture, but be sure to replace it soon with a good picture of yourself.
 - Click on the picture of interest and then click OPEN
 - Click the Upload button and confirm that the picture has been uploaded into the Pictures folder
 - Click on MORE next to the picture and select RENAME from the menu that appears
 - The picture name should clearly identify the picture.
 - Replace any spaces or underscore characters with a hyphen.
 - Example: [Students-in-class-listening-to-story.jpg](#)
 - Click SAVE when done.
- **Refresh:** will refresh the page.
- **Delete Selected:** will delete a file once it is selected.
- **Folder Actions:** will allow you to create subfolders and give you folder Properties information.
- Close the window

- **EDIT THE ABOUT TEACHER APP (About Teacher)**

- Click on the **About Teacher** app located within the layout.
- Select your appropriate Prefix (if desired) and enter your name in the **Name** field.
- Type in a high-quality biography. This is your first impression...so make it a good one.



Your Name

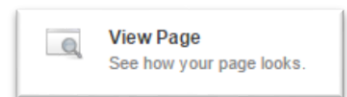
You should provide enough information in your biography so that it extends down to where your Degrees & Certification section ends. This will provide a nice balance to your page. Remember, what you type in this section is often the first impression that you will have on your students and their parents.

You should include things like a "glad to be here" statement, your education, training, awards and recognitions, your goals as a teacher, and the benefits of having you as a teacher. Use this biography section to embrace the parents...afterall, they can be your biggest ally in the classroom.

This is your first impression....so make it a good one!

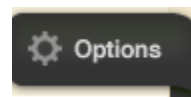
- Click on the **BROWSE** button located below the biography
 - Click on Existing Image

- Click on the drop-down arrow under Choose Folder and select PICTURES
- Click on the picture of interest and click Continue
- Click INSERT IMAGE
 - Note: At the time of this writing, the Height and Width adjustment function is NOT working within the About Teacher app. Ideally your picture should be no more than 200 pixels high. If it is, you should edit the picture size on your computer using the tool of your choice, or upload the picture into <http://pixlr.com/express/> to adjust the size and then re-upload the picture into Blackboard for use in this app.
- Click on the **DETAILS** tab
 - Enter your full email address (username@neisd.net).
 - Phone is optional.
 - Enter your Degrees & Certifications.
 - One per line, hit enter to move to the next line.
- Click **Save**.
- Click on the **Welcome Page** breadcrumb to return to the Welcome Page summary.
- Click **View Page** to the right in the Actions box to preview your page.
- Close the page when done to return to the Section Workspace.



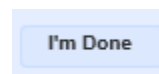
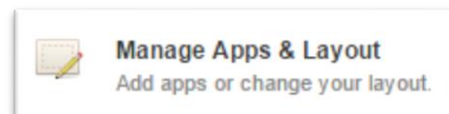
• EDIT THE CONTENT APP (Class Schedule)

- Click on the **Content app** located within the layout.
- Enter you class schedule in the following format, using **SHIFT + ENTER** to move to the next line of your schedule.
 - Elementary:
 - Start Time - End Time Subject/Activity
 - Example: 8:00 – 9:00 Math
 - Secondary
 - Period (Start Time – End Time) Subject
 - Example: 1st Period (9:00 – 9:55) Physics
- Click **Save**.
- Click **Options**.
 - Check “**Show the App Name on my page**” option.
- Click **Save**.
- Click on the **Welcome Page** breadcrumb to return to the Welcome Page summary.
- Click **View Page** to preview your page and then return to the Section Workspace




• ADD THE HEADLINES & FEATURES APP

- Click **Manage Apps & Layout**.
- Click **Add App**.
- Select **Headlines & Features** and click **Create New**.
- Enter “**Class Announcements**” in the Name field and click **Create**.
- Click and drag the newly created Classroom Announcements (Headlines & Features) app into the dotted gray section of the layout to the left of the Class Schedule.
- Click “**I’m Done**” in the blue bar above the layout.

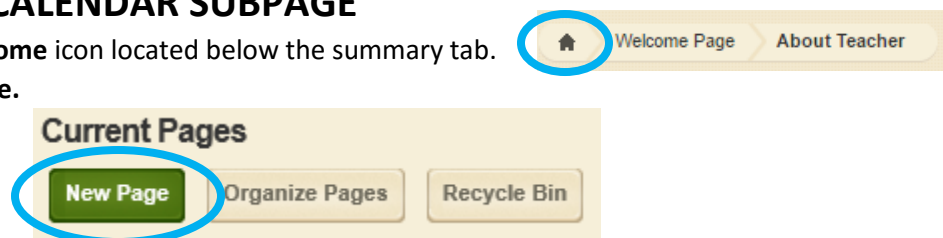


• EDIT THE HEADLINES & FEATURES APP (Class Announcements)

- Click on the **Headlines & Features** app located within the layout.
- Click **Options**
 - Check “Show the App Name on my page” option.
 - Change the Record Limit to 3.
 - Click **Save**.
- Click **New Headline**
 - **Headline Tab**
 - Enter the **Headline Title**.
 - Enter **Teaser Text** (optional, but recommended especially if you are going to add an accent image...also recommended).
 - Browse for your accent image and set height and width to 50.
 - You can either upload a new image, use an existing image from your Files & Folders, or use a Shared image. We will use a Shared Image for now.
 - Re-Adjust Height & Width to 50 if necessary.
 - Enter appropriate ALT Text to describe your picture. DO NOT USE HYPHENS as this will be read by a screen reader and needs to be written as it should be read
 - Ex. *Students in class listening to a story*
 - **Headline Body Tab**
 - Enter the context for your message.
 - **Author Tab**
 - Optional, but recommended if you plan to use this app more like a classroom blog.
 - **Viewers Tab**
 - Eventually you can assign different viewing rights to each individual entry if appropriate. Default is that all site visitors can see your entry.
 - Click **Save**.
- Repeat for additional Headlines as desired.
- You can click on the **Sort Headline** button to sort headlines alphabetically or click and drag a headline into the desired location. Click Save when done.
- Click on the **Welcome Page** breadcrumb to return to the Welcome Page summary.
- Click **View Page** to preview your page.

• ADD & EDIT A CALENDAR SUBPAGE

- Click on the **Home** icon located below the summary tab.
- Click **New Page**.



- Type in “**Calendar**” as the name for the page, select **1-Content Page** and click **Save & Continue**.
- Access the new calendar page if you are not already there.
- Click on **Manage Apps & Layout**.
- Delete the Content app (Welcome) by clicking on the **X** in the corner of the app located within the layout and then click **YES** to confirm.
- Click **Add App**.
- Select **Calendar** from the options and click **Create New**.
- Type in “**Calendar**” in the Name field and click **Create**.

- Click **I'm Done**.
- Click on the **Calendar app** in the layout.
- Click **Options**.
 - Select the Google Calendar Integration only if you already maintain a Google calendar for your classroom. Otherwise, just click **Save**.
 - Select how you want to integrate your app (One way or Both Ways).
 - Connect to your Google Calendar by following the prompts on the screen.
 - Click **Save**.
 - Click **New Event** to add your first entry.
 - Enter an **Event Title**; add a Start Date, Start Time, End Time, and End Date.
 - Enter a description for your event
 - Choose a Category to better identify the type of event this is (Optional)
 - Click **Save**.
 - Add new events as desired.

At this point, you need to decide if you are going to utilize the **Upcoming Events or Headlines & Features design for your homepage**. If you want to show **Headlines & Features**, then no change is necessary, as it already exists on your homepage. However, if you want to show **Upcoming Events** on your homepage then perform the following actions. **Upcoming Events are linked to your calendar!**

- Click on the **Home** icon below the summary tab.
- Click **New Page**.
- Type in an appropriate name for the page (like "Class Announcements", "News & Events" or "Classroom Blog"), select **1-Content Page** and click **Save & Continue**.
- Click on **Manage Apps & Layout** and add a **Headlines & Features** app to your page, but instead of creating a new app, just select the one that is already listed below **FIND**. Delete the Welcome content app by clicking on the X and click **Yes**. Click **I'm Done**.
- You have now created a new subpage that is populated with the Headlines & Features app that you already created. You can now manage this page separate from your homepage.
- Return to the **Welcome Page**, select **Manage Apps & Layout**, and then delete the **Headlines and Features** app that is on the left side of your layout by clicking the **X**, then click **Yes**.
- Add an **Upcoming Events** app to your page. Click **Add App**, select **Upcoming Event**, click on **Create New**, name it "**Upcoming Events**" and click **Create**.
- Select and Drag the Upcoming Events app you just created from the header into the middle section on the left of your layout and click **I'm Done**.
- Next, click on the **Upcoming Events** app and...
 - Check the "**Show this app name on my page**" option.
 - Select your **calendar** from the Calendar drop down menu.
 - Configure the number of days in the future to include (you choose).
 - Set Maximum number of events to display to **3**.
 - Click **Save**.
 - Click **View Page** to preview your site.
 - Notice that you now have a **Classroom Announcements** subpage and a **Calendar** subpage in the left navigation pane, and have linked your calendar to the Upcoming Events app located below your picture and contact information on the homepage.

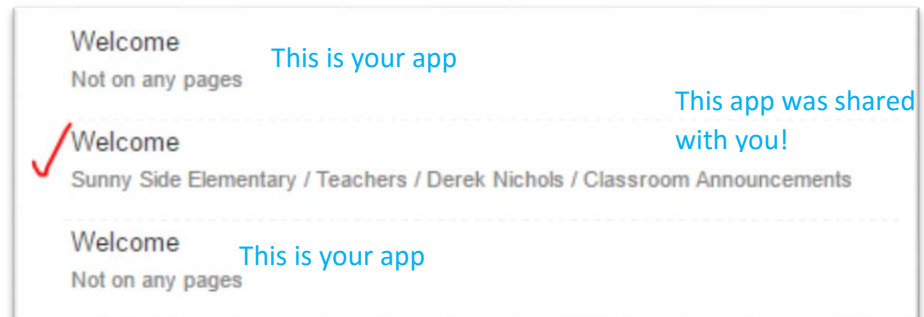
• ADD ADDITIONAL SUBPAGES

- Click on the **Home** icon located below the summary tab.
- Click New Page.
- Type in an appropriate name for the page (short and to the point), select **1-Content Page** and click **Save & Continue**.
- Now you can edit the layout of the page and add, delete, or modify the apps to meet your needs by going to **Manage Apps & Layout**.
- Make your changes, click **I'm Done**, and then edit the content of each app by clicking on them one at a time.
 - **Don't Forget** to click on Options to check "**Show the app name on my page**" when you add your apps. While this is not required, it does help to give structure to your page and provides your visitors with a clear understanding of what they are looking at.

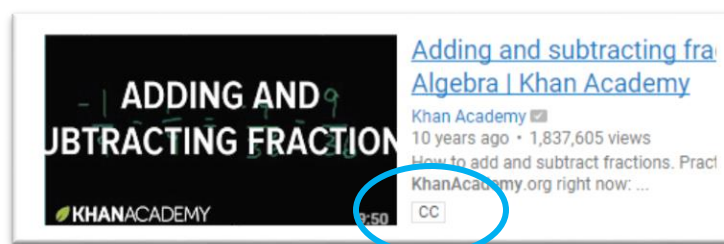
• Bonus Information

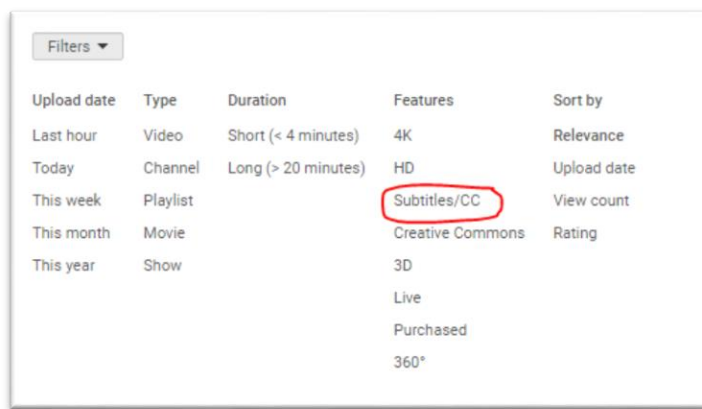
- **SHARING AN APP**
 - **Rationale:** Sharing an app with your colleagues is a great way to leverage the collective efforts of your grade level, department, or team without asking everyone to maintain the same information on their site.
 - **Scenario:** You are on a team where one person is really good at keeping the calendar, another is great at finding video resources, and a third is dynamic at coming up with homework and other activities. In previous systems you might just put a link on your page to link over to the calendar on the other teacher's page and a separate link that takes site visitors over to the homework/resources page. The problem with this approach is that it is confusing for site visitors who now are clicking all over the place and visiting multiple teacher pages just to find the information that they need.
 - **Solution:** Each teacher develops their own particular specialty...one does the calendar, one does the video resources, and the third does the homework/resources and then they all SHARE those apps with each other so that they can be placed on the individual teacher pages. **The creator of the app is the owner and only editor of the app.** Any changes made by the owner are automatically populated on the app that the other teachers have on their pages. This results in everyone having the same information to share with their site visitors while keeping those site visitors on the page that they visited in the first place.
 - How to do it:
 - **APP OWNER**
 - Browse to the page within your Section Workspace that contains the APP that you want to share.
 - Click on the APP as if you are going to EDIT it
 - Click on **OPTIONS** on the right side of the screen and then select SHARING on the window that appears
 - Click on the ASSIGN USER button, enter in the last name of the person of interest, and then click SEARCH
 - Locate the correct user in the list that appears and click on SELECT next to that user's name. Repeat the search and select sequence for any other users with whom you wish to share your app.
 - Once all users are selected, click ADD at the bottom of the page.
 - **PERSON WITH WHOM THE APP HAS BEEN SHARED**
 - Browse to the page within your Section Workspace where you want to place the shared app (in some cases, you may want to add a new page for this content)
 - Click Manage Apps & Layouts and then select ADD APP.

- Scroll down and select the App type that matches the App type shared with you. For example, if your colleague shared a Content app with you, then scroll down and select the Content app from the list.
- Locate the shared app in the list that appears below the FIND search box. Look for the name of the user who shared the app with you to help in your identification process. **NOTE:** You will also see your own apps in this list...apps that you have created that may be on other pages, or may not be on any pages that you can reuse.





- Select the APP that was shared with you by clicking on it.
- The App will now be added to your page where you can then place it in your desired location within your selected page layout.
 - You can only add, move, and remove a shared app from your page...you can't edit it. It can only be edited by the owner of the app.
- **EMBEDDING A VIDEO**
 - **Rationale:** Keeping your site visitors on your page is important for two reasons. First of all, they came to your page for a reason and are more than likely familiar with how to navigate through your site. Don't put a link that is going to take them away from that comfort zone to some other website where they have to figure out how to navigate and more importantly how to get back to your site. Secondly, the longer that we keep site visitors on our site the better we rank in Google. If we keep sending our visitors off of our site to find information, Google sees that as an indication that they had to leave us to find what they are looking for, which results in a negative mark against us.
 - **Solution:** Embed videos into your apps so that your site visitors can appreciate the content right there in your page where they are comfortable and familiar.
 - **How to do it:**
 - **REMEMBER:** Only YouTube provides automated captions...so stick to YouTube videos!!! You should strive to only use YouTube videos that have the CC emblem in the video description to indicate that the author of that video has edited the automatic captions. If the CC emblem is not available on the video of interest...at least your site visitors will benefit from the automated captions provided, which is better than nothing.
 - Browse to YOUTUBE and conduct a search for the video of interest.
 - Once the results are displayed, click on the FILTER button directly above the first video in the list and select **SUBTITLES/CC** from the options that appear and see if you can find an appropriate video with the CC emblem






- Your results are now filtered for videos that have been edited by the author and should provide a better reading experience for site visitors in need of closed captions.
 - If you cannot locate a video under this filter, remove the Subtitles/CC filter by

clicking on the X next to the name.  Subtitles/CC  and then locate the video of interest.


- Click on the video that you want and confirm that the content of the video matches your desired result.
- Click on the SHARE icon below the video title that appears directly below the video

 Add to  Share  More
player window.

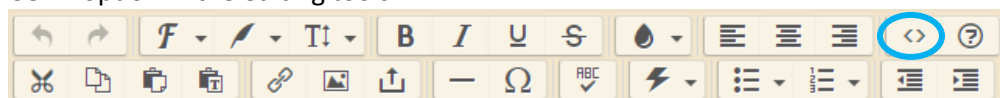
- Click on EMBED in the options that appear
- Click on **SHOW MORE** directly below the embed code that appears and **UNCHECK** the

☐ Show suggested videos when the video finishes so that your video box that says will not display additional/suggested videos at the end.

- Highlight and copy the EMBED code that appears directly above the video. It is the code that starts and ends with <iframe> tags.

Share Embed Email
 `<iframe width="560" height="315" src="https://www.youtube.com/embed/y1XxE4ou2k0?rel=0" frameborder="0" allowfullscreen></iframe>`

- Return to your Section Workspace within the Web Community Manager
- You now have two options to embed the video
 - 1) Add the EMBED CODE app onto a page and paste the contents that you copied from YouTube into the app and then click on SAVE, or
 - 2) Add the EMBED CODE into a variety of other apps that display the SOURCE CODE option in the editing tools. < >



- Click on the Source Code option and then paste the embed code into the window that appears.
 - If you have already added other items such as text or images into the APP you will see the code for those items in this window as well. Just click your cursor in the location where you want your video to appear and then paste in your embed code.





- Click OK
- You will now see your video in the larger editing window and can use normal desktop editing strategies to add / relocate your video or other content as desired.
- Click SAVE when done.

○ **GRANTING VIEWING RIGHTS**

- **Rationale:** Somethings that you put on your site are intended for a specific audience. For example, maybe you want to limit visibility of a page to only those students who are in your AP class, or you want to have a page that is only viewable to the teachers on your grade level or team. Setting Viewing rights allows you to accomplish this. You can add viewing rights to entire pages, or just to specific content within individual apps on your page. Just remember, that only District employees and Students will be able to be assigned as viewers of your content. This means that assigning a group of students as viewers on your page will prevent everyone else, even their parents/guardians, from seeing that content as well. If no viewers are assigned...then ALL site visitors can see the content. If viewers ARE assigned, then they must login in order to gain access to the content so that the system knows who they are.
- **How to do it:**
 - Assigning Page Viewing Rights
 - Login to your Section Workspace within the Site Manager and locate the page to which you want to assign viewership rights
 - Click on the ACTIONS button to the right of the page of interest and select **SET VIEWERS** from the menu that appears
 - Click on the ASSIGN USER button, enter in the last name of the person of interest, and then click SEARCH
 - Locate the correct user in the list that appears and click on SELECT next to that user's name. Repeat the search and select sequence for any other users with whom you wish to grant viewership rights.
 - Once all users are selected, click ADD at the bottom of the page.
 - Now ONLY these users and you will be able to view the page provided that everyone logs into the site. All other site visitors, whether they login or not, will NOT be able to see the page.
 - Assigning Viewing Rights to Content Within an APP
 - NOTE: Only certain apps will allow you to assign viewing rights to specific content within the app itself. For example, you can assign viewing rights to an individual headline within the Headlines & Features app, or to an individual calendar entry within the Calendar app.
 - Browse to the page containing the app of interest and click on the app as if you are going to edit the contents.
 - Select or add the entry to which you want to give viewing rights
 - Click on the **VIEWERS** link in the window that appears and assign users in the same manner that is explained above under Assigning Page Viewing Rights.
 - Once done, only users who login to the site AND who have been granted viewing rights will be able to see the specific record within your app.

○ **ACTIVATING / DE-ACTIVATING A PAGE**

- **Rationale:** Sometimes you need a little bit more time to finish your page before it is ready to be viewed by the public. By De-Activating your page, you can continue to work on it behind the scenes and then Activate it when you are ready to show it off.

- **How to do it:**
 - Login to the Web Community Manager and access your Section Workspace
 - Locate the page that you want to make INACTIVE.
 - Click on the green ACTIVE button that precedes your page to toggle it to an INACTIVE state  → 
 - Once ready to reactivate, click on the beige INACTIVE button to toggle it back to an ACTIVE state  → 

• Things To Know:

- **ALL IMAGES** must have appropriate ALT TEXT entered to help describe the image to an individual who may require the use of a screen reader
 - ALT TEXT should be brief, but descriptive of the image that you added.
 - Do not use hyphens to separate words in ALT TEXT...hyphens are only used to replace spaces in files that are uploaded into your Files & Folders.
- **ALL VIDEOS** that are placed on teacher websites must:
 - Reside within YouTube. Eventually, we will have a Campus YouTube channel within the NEISD Channel on YouTube where all linked videos will reside, but for now, their current location will suffice.
 - Be embedded using the Embed app. **Don't put a link to the video...embed it!**
 - Must have captions that can be enabled by your site visitors. YouTube automatically adds captions to all videos. However, only those videos with the CC logo have been edited by the site author for punctuation and other features that make the captions "read" appropriately.
- Our redesign initiative is not just about accessibility. It also relates to brand awareness and Search Engine Optimization efforts intended to solidify NEISD as the top ranked and performing school district in the Greater San Antonio educational market. This means that we will have standards for the look and feel of our websites and need to provide as much opportunity for site visitors to stay on our sites (within the NEISD.net domain) as possible.
 - Refer to the Style Guide for guidance and information on standardized colors, fonts, tips on writing for the web, and accessibility assistance.
 - Check with the District's Web Administrators if you have a question about the best way to publish information on your site
 - Keep visitors on the NEISD site as much as possible by housing your resources internally and not sending them to third-party resources. Using an embed code is a great way to provide a window to external resources that meet accessibility standards while still keeping the visitor on your website and in the NEISD domain.
- You must have a homepage that is maintained within the Blackboard Web Community Manager. You can continue to link to your existing teacher website in a third-party solution for the 2017-2018 Fall Semester; **HOWEVER, these links must be removed and content migrated into Blackboard Web Community Manager by December 22, 2017.**