Documentation for New Teacher Setup

1. [Add to DocuShare](#) – [email teacher](#)
2. Create New Teacher website – [email teacher](#)
3. Add to web directory

Create New Teacher Website:

You need the following information:

- Name
- Location
- Phone (can be school number)
- Email
- Friendly URL (school-firstinitiallastname ex. eme-lhull)

In Schoolwires editor **navigate** to school

Click on *Teachers*

Click *New Section* (green button at top)

- In Section Name and Menu Name put teacher name last name first
- In Section Configuration select appropriate configuration (elementary, middle or high)
- Email Address and Calendar Notification contains teacher's email
- Phone# – school phone number usually
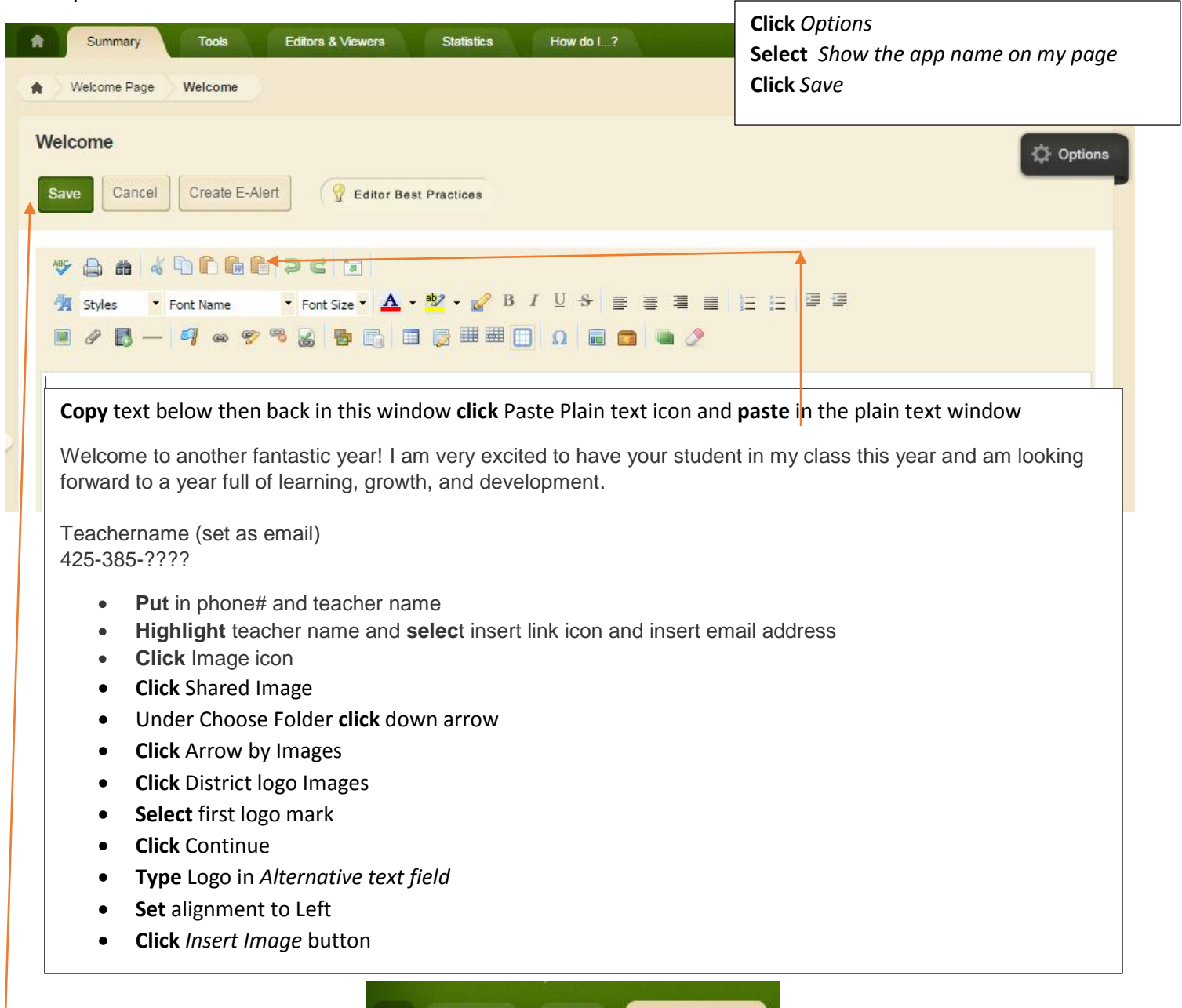
Click *Advanced* Tab

Enter *Friendly Web Address* - school-firstinitiallastname ex. eme-lhull

Click *Save*

Scroll to bottom of teacher area and **click** open the teacher's section (teacher's name)

Click open *Welcome* page

Click open *Welcome* editor

Click *Options*
Select *Show the app name on my page*
Click *Save*

| Summary | Tools | Editors & Viewers | Statistics | How do I...? |

Welcome Page Welcome

Welcome   ⚙ Options

Save Cancel Create E-Alert   💡 Editor Best Practices

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Copy text below then back in this window **click** Paste Plain text icon and **paste i**n the plain text window

Welcome to another fantastic year! I am very excited to have your student in my class this year and am looking forward to a year full of learning, growth, and development.

Teachername (set as email)
425-385-????

- **Put** in phone# and teacher name
- **Highlight** teacher name and **selec**t insert link icon and insert email address
- **Click** Image icon
- **Click** Shared Image
- Under Choose Folder **click** down arrow
- **Click** Arrow by Images
- **Click** District logo Images
- **Select** first logo mark
- **Click** Continue
- **Type** Logo in *Alternative text field*
- **Set** alignment to Left
- **Click** *Insert Image* button

Click *Save* button

Click Editor & Viewers tab

Click Assign User button

| 🏠 Summary | Tools | Editors & Viewers |

Section Editors & Viewers

Section Editors   Viewers

Add users or groups who can edit this section.

Assign Group   Assign User

Type teacher's last name in *Search* field and **click** *Search* button

If name appears **click** *Select* button to right of name

If name does not appear send the following email to the teacher:

Your website has been set up, but I cannot give you edit rights until you login on the district website.

Go *to:* http://www.everettsd.org

Click *Sign In in top right (use district computer login)*

Once you have logged in please email LauriBeth Hull at lhull@everettsd.org.

Adding to Web Directory

Navigate to Everett Public Schools site

Click *Minibase* in the *Common Tools* box to the right

Click *Staff Directory* link

Click *Edit* button on the right

Click *New Record* button (at the top)

Complete fields:

Type Teacher in *Title* field

Location Field contains school name minus the word school examples:

- Emerson Elementary
- Heatherwood Middle
- Cascade High

In *Website* field put in the domain plus friendly address example:

www.everettsd.org/eme-lhull

Click *Save and Exit* button