



WGSD
TECH GUIDES

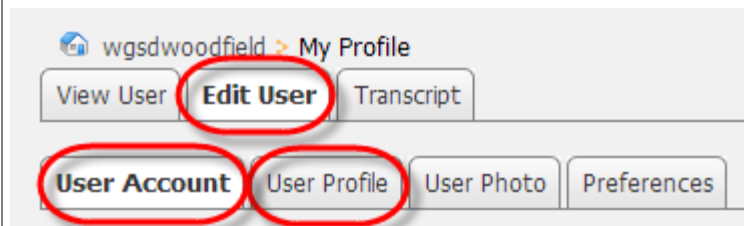
Sharp School Teacher Pages

Login & Password

Creating Teacher Pages

Login & Password

You must be on your school's home page to get started. You will login at the top of the screen.



Once logged in, you will update your profile information and change your password by clicking on your name at the top of the screen next to the Login/Logout link. You will then click on the Edit User tab. This is where you can change

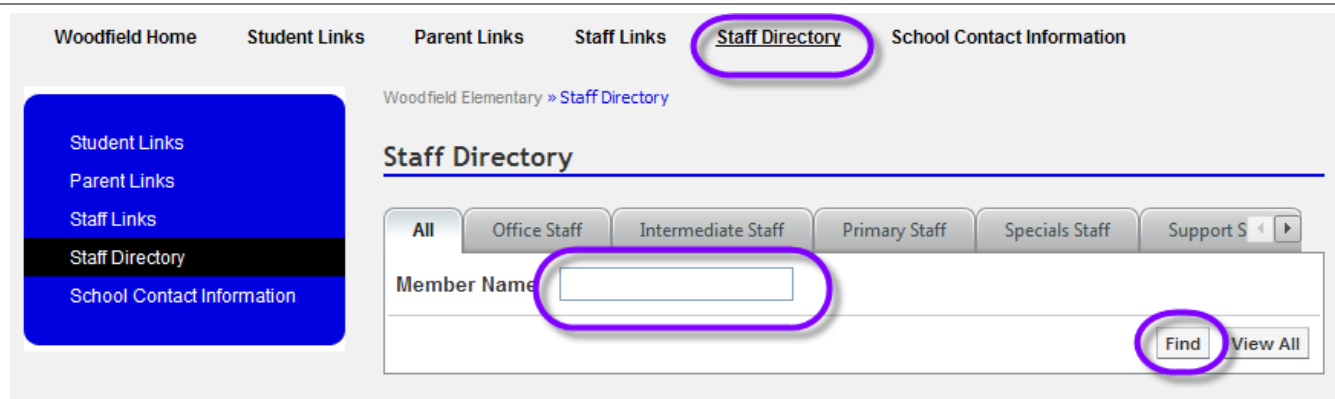
or reset your password (the User Account tab).

On the User Profile tab, please fill in your Job Title (Grade # Teacher) and your Work telephone number 262) 514-8200 Ext. ###

Click

Update User

Creating Teacher Pages



To create or edit a Teacher Page, you must go to the Staff Directory of your building's Home Page.

Once on the Staff Directory page, you can search for your page, then click the **FIND** button or scroll through the list and find your page. Click on your name.

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Creating Teacher Pages
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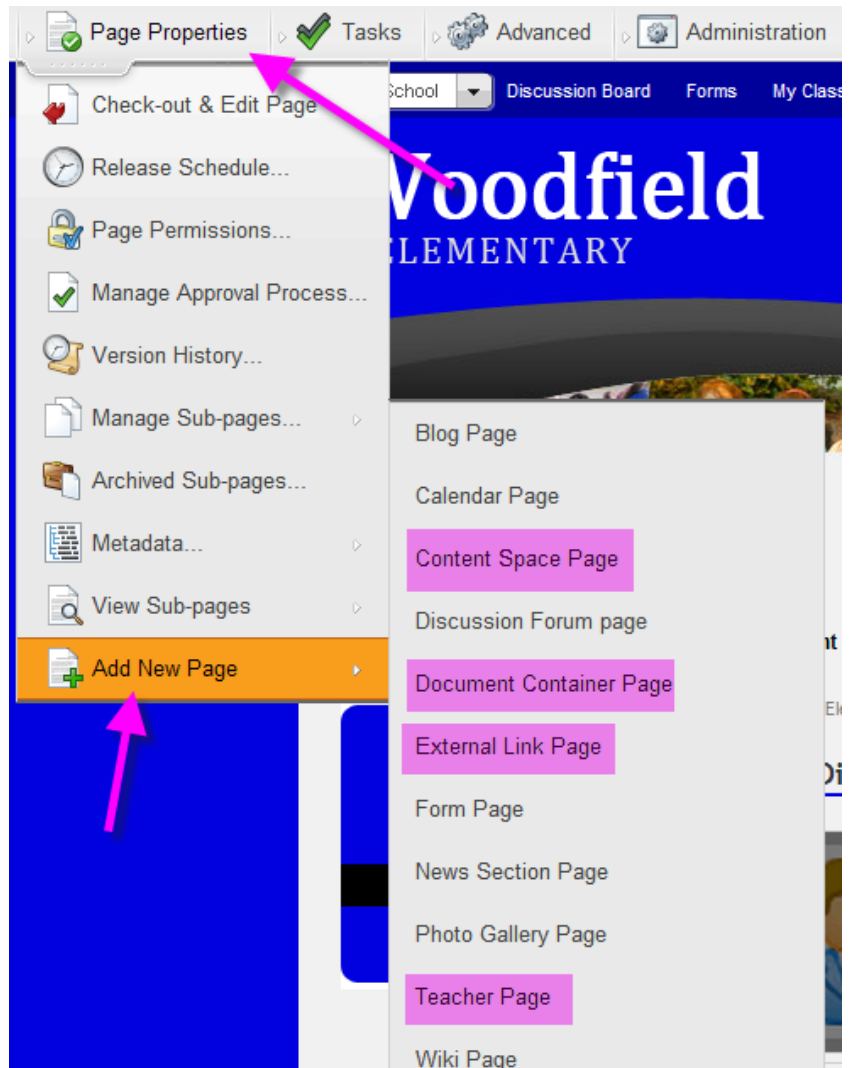
You will see the gray editing bar at the top of your screen. This only appears on pages you have rights to edit (i.e.: your Staff Directory pages).

Go to **Page Properties**. Go to **Add New Page**; then **Teacher Page**. On the next screen, type in your teacher name (i.e.: Ms., Mrs. Or Mr...) Click **Create Page**.

This will create a set of pages for you to use (or not use): a *Calendar*, a *Photo Gallery*, *Useful Links*, and a *Contact Me* page.

If there is a page you do not want of this set. Go to **Manage Sub-Pages**, then **Page Status** and choose the **Hide Section** option for those pages.

To change the order of your sub-pages, go to **Manage Sub-Pages**, then **Page Order** and drag pages into the order desired.



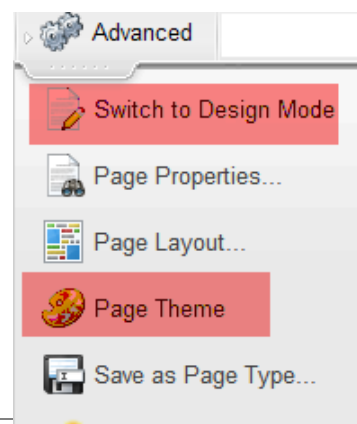
Sharp School Teacher Pages

Choosing a Theme

Other Page
Options

Choosing your Teacher Pages Theme

You have many different themes to choose from which will make your pages look unique. To change theme, go to the **Advanced tab** on the gray editing bar and choose **Page Theme**. You will be given the options for page themes. This theme will be for all of your pages. Click on the preview to see the theme, and to choose a theme, click the **Publish Theme** button.



Other Page Options

You may choose to add other page types to your site. You can see that there are many different types available. Here are three that may be most useful to you.

Content Space Page

This is a blank page where you can add text, links, pictures, etc. It is a plain page that you can form into what you need it to be. Our profile pages are Content Space Pages.

Document Container Page

This page type is great for creating a page of documents or page of links.

External Link Page

This page type is great for creating a link to one document or one weblink.

Blog Page

Calendar Page

Content Space Page

Discussion Forum page

Document Container Page

External Link Page

Form Page

News Section Page

Photo Gallery Page

Teacher Page

Wiki Page

Sharp School Teacher Pages

Editing a Page

For some page types, you will need to get into **Design Mode** (or Edit Mode) to be able to make changes to your pages. To do that, go to the **Advanced** tab on the gray edit bar. Choose **Switch to Design Mode**. You will then see the red edit button. Click on it to see the editing options on that page.

Remember, to go back and edit your profile information, first, you need to follow these steps:

- Login to your school's webpage
- Go to the Staff Directory page
- Find your page in the staff directory and click into it.
- Then, follow the step at top of this section to get into editing mode and change your page.

