



# mamboSchools™ Web Application Manual

## teacherPlace: Administrator's Guide

The teacherPlace Component allows your teaching staff to create a profile, web page(s), and blog within your mamboSchools™ web site. It also allows teachers to create quizzes, generate discussions, and display their micro-blog posts via their Twitter™ account.

This manual demonstrates how the mamboSchools Web Manager administers and manages users within the teacherPlace component.

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# Logging into the mamboSchools™ Admin Area

Joomla! Core 115

**Joomla! Administration Login**

Use a valid username and password to gain access to the Administrator Back-end.  
[Return to site Home Page](#)



1. Username: onetechni  
2. Password: .....  
3. Language: Default

Login 

Joomla! is Free Software released under the [GNU/GPL License](#).

## Login to Admin Area

The administrative backend is a separate area hidden from your public and registered users.

The administrative backend is accessed by typing in the following URL:

`http://yourwebsite/administrator/`

1. Click into the Username area. The default admin username is “admin.” Type “admin” (or your assigned admin ID)
2. Click into the Password area. Type in your assigned password.
3. Click the “Login” button. The administrative backend area appears.

This area is locked with a password and hidden from Public and Restricted Users. Only your web managers and administrators have access to this area.

# Logging into the mamboSchools Admin Area (cont.)

Joomla! Core 115

Site Menus Content Components Extensions Tools Help

Legacy: 1.0 Preview 0 1 Logo

1. Front Page Manager

2. Joomla! is Free Software released under the GNU/GPL License.

3. Logout

4. Joomla! Core 115

#	Name	Group	Client	Last Activity	Logout
1	onetechn	Super Administrator	Administrator	0.0 hours ago	Logout

## Login to Admin Area

The mamboSchools™ administration area has many ways to navigate through its commands and control panels.

1. For the teacherPlace component manual, we will be accessing the mamboSchools admin menu bar exclusively.
2. You may wish to explore the site control panel. The control panel echos many of the content menubar commands and functions. Certain administrators in your workgroup may choose the control panel as their means of navigation and control.
3. This area lists the current “logged in users” on the frontend (registered users) and backend (managers, administrators, super administrators). You can access other statistical information by clicking the dropdown drawer areas.
4. To logout of the administrative backend click the Logout link.

# The teacherPlace Menu and Control Panel

The screenshot shows the mamboSchools Core 515 interface. The Components menu is open, and 'teacherPlace' is circled. A callout box lists five functions: 1. Manage Schools, 2. Manage Positions, 3. Manage Users, 4. View Reports, and 5. Configuration. Below this, a smaller screenshot shows the 'teacherPlace - Control Panel' with icons for these functions.

The teacherPlace Control Panel

## The teacherPlace Menu

The teacherPlace component has seven main administrative functions. To view the teacherPlace control panel, click on the “Component” menu > teacherPlace link (see circled link).

Five of the seven functions can be directly accessed via the teacherPlace component menu:

1. **Manage Schools:** Allows you to add school names. teacherPlace can be sorted by school.
2. **Manage Positions:** Allows you to add position titles (ie First Grade, Math Department). teacherPlace can be sorted by positions.
3. **Manage Users:** Allows you to edit, feature, and publish/unpublish teacherPlace users.
4. **View Reports.** Allows web administrators to generate a last updated or hits report.
5. **Configuration.** Allows you to adjust the teacherPlace options and directory colors.

Two of the seven functions are accessed only through the teacherPlace control panel.

6. **Cleanup.** Allows the mamboSchools user manager to be synced with the teacherPlace user manager.
7. **Reset Stats.** Allows you to reset all the last updated page and hits statistics for all users within your teacherPlace users directory.

# Adding and Managing School Names

mamboschools Core 515 Version 1.5.18

Site Menus Content Components Extensions Tools Help Legacy: 1.0 Preview 0 1 Logout

Change New Delete cPanel

Manage Schools Manage Positions Manage Users View Reports Configuration

School Information Saved Successfully

Manage Schools

#	<input type="checkbox"/>	Name	Number of Teachers	Number of Positions
1	<input type="checkbox"/>	mamboSchools HS	0	0

Display # 20

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Figure 1

mamboschools Core 515 Version 1.5.18

Site Menus Content Components Extensions Tools Help Legacy: 1.0 Preview 0 1 Logout

Save Cancel

Manage Schools Manage Positions Manage Users View Reports Configuration

Edit School

School Name: mamboSchools Elementary

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Figure 2

## Manage Schools Link

**Managing school names is optional in teacherPlace.** This feature is primarily used by schools who have a multi-level K-12 building or are placing all district teachers at a single site. By adding school names, the public user can use this filter to search the teacherPlace directory.

To set up school categories:

Select the Manage Schools link from the Component menu > teacherPlace or the control panel.

Figure 1

1. Click the “New” link

Figure 2

2. Enter School Name

3. Click “Save”

Continue with steps 1-3 until complete. You can edit any school name by clicking on the title.

Figure 1

4. Click the cPanel link (4a) or move to another area by clicking a link from the teacherPlace navigation bar (4b).

**NOTE:** Once school names have been entered, each teacher should be assigned their school. See the “Editing User” section (Page 8) of this manual for instructions.

# Manage Positions

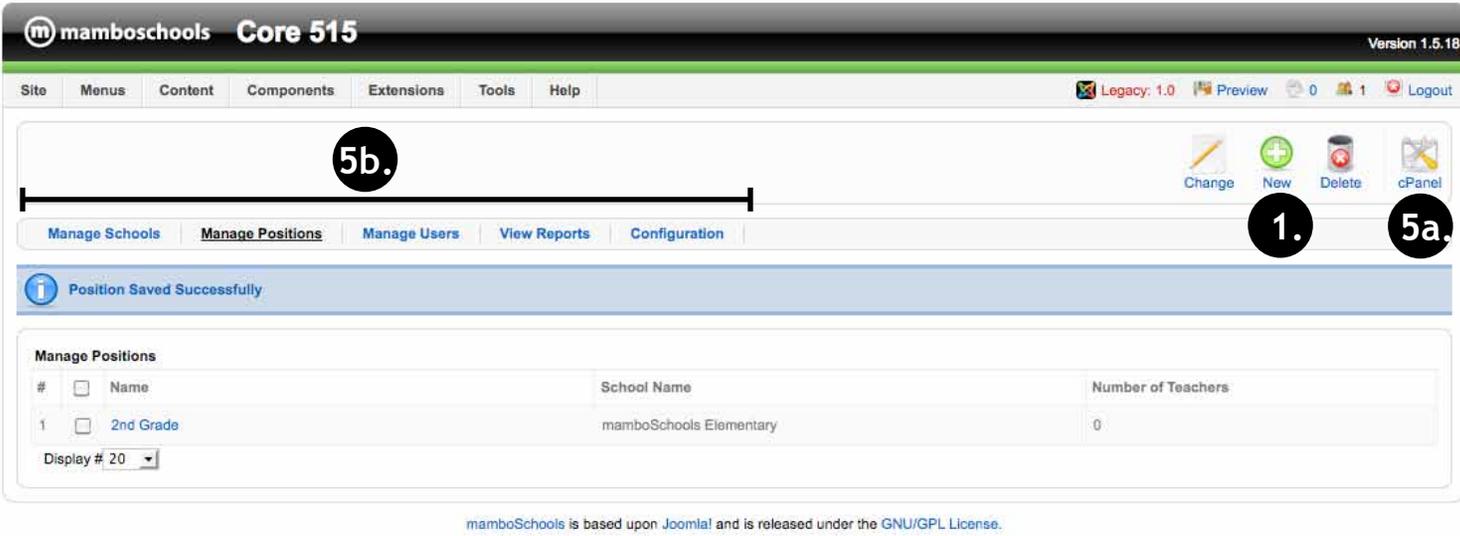


Figure 1

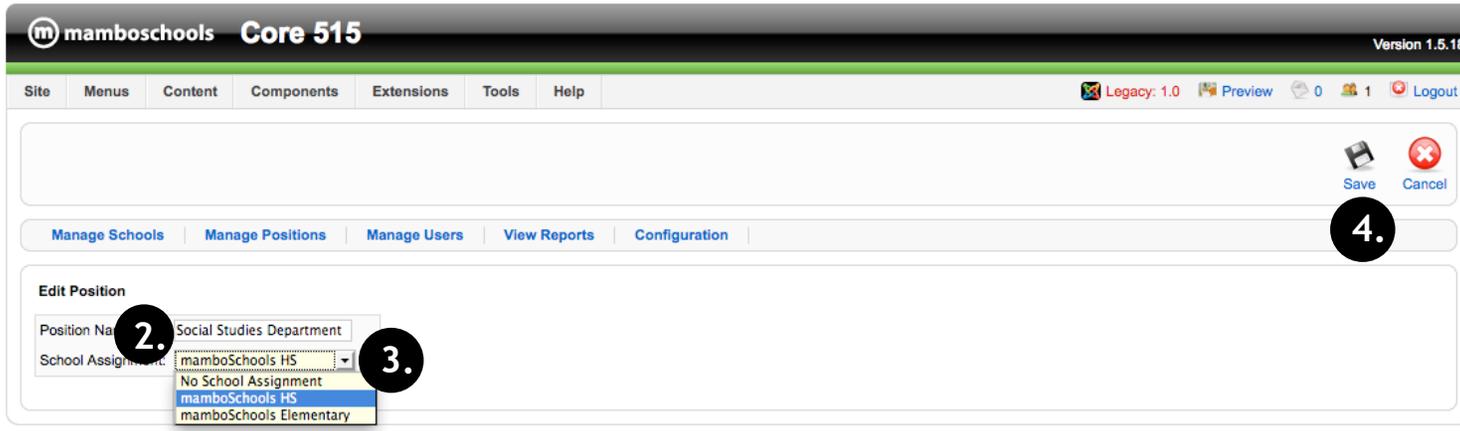


Figure 2

## Manage Positions Link

Managing teacher positions is optional in teacherPlace. By adding teacher positions, the public user can use this filter to search the teacherPlace directory.

To set up teacher position categories:

Select the Manage Positions link from the Component menu > teacherPlace or the control panel.

Figure 1

1. Click the “New” link

Figure 2

2. Enter Position Name (ie First Grade or Math Department)
3. If you have entered school names (See Page 5 of this manual), assign the position to a school by selecting the school name from the dropdown menu.
4. Click “Save”

Continue with steps 1-4 until complete. You can edit any position name by clicking on the title.

Figure 1

5. Click the cPanel link (5a) or move to another area by clicking a link from the teacherPlace navigation bar (5b).

**NOTE:** Once positions have been entered, each teacher should be assigned their position. See the “Editing User” section (Page 8) of this manual for instructions.

# teacherPlace User Manager: Tour

mamboschools Core 515 Version 1.5.18

Site Menus Content Components Extensions Tools Help Legacy: 1.0 Preview 0 1 Logout

Publish Unpublish Change cPanel

Manage Schools Manage Positions **Manage Users** View Reports Configuration

4. 2. 3. 1.

#	Name	Username	Published	Featured	Display Name	School Name	Position 1	Position 2	Last Updated
1	<a href="#">Administrator</a>	admin	X	X	-	-	-	-	-
2	<a href="#">Miss Caroline</a>	teacher1	✓	X	Miss Caroline	-	-	-	08/30/2010
3	<a href="#">Mr. Reeves</a>	teacher2	✓	X	Mr. Reeves	-	-	-	11/11/2009
4	<a href="#">One Technologies, Inc.</a>	onetechn	X	X	-	-	-	-	-

Display # 20

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## User Manager

Managing users is the most important administrative function in teacherPlace. The teacherPlace User Manager is primarily used to edit user information.

Tour of User Manager:

teacherPlace users are automatically populated from the mamboSchools User Manager (Select the Site menu > User Manager).

When a new user is added to the site user manager, this user is automatically copied to the teacherPlace User Manager.

1. “Name” column. The full name from the site user manager is copied here. Clicking on the full name will allow you to edit the user information. **NOTE:** Editing teacherPlace user information does not update the site user manager.
2. “Published” column. By default, teacherPlace users are unpublished and do not appear in the teacherPlace directory. In order to publish a teacher, click the red “X”, it will switch to a green check. All teacherPlace users with green checks are published and will appear within the teacherPlace directory.
3. “Featured” column. teacherPlace users can be featured in a special area above or below the teacherPlace directory. Many schools feature “Team” or “Department” users. Some highlight quality teacher pages and feature them as “Teachers (or Pages) of the Month”
4. Filter tool. When schools and positions are active, use the filter dropdowns to locate groups of users easier.

# User Manager: Editing a User

The screenshot shows the 'Edit User' form in the mamboSchools Core 515 interface. The form includes the following fields and callouts:

- 1.** Title (e.g. Mr., Mrs., Miss):
- 2.** Room Number:
- 3.** Phone Number:
- 4.** External Website:
- 5.** School Assignment (dropdown menu):
- 6.** Position 1 (dropdown menu):
- 7.** Position 2 (dropdown menu):
- 8.** Save button (blue icon with a floppy disk):

Other fields in the form include: Enabled? (radio buttons for No and Yes), Display Name (e.g. Mrs. Smith): Miss Caroline, First Name (Required for sorting): Miss, Last Name (Required for sorting): Caroline, and Email Address: caroline@mamboschools.co

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## Editing a User

To edit a user, simply click any name from the teacherPlace User directory.

The following areas are automatically populated for each user:

- Display Name
- First Name
- Last Name
- eMail Address

The first name and last name areas are automatically generated using the full name. If the information in any of these areas is incorrect, simply highlight and edit.

NOTE: The first name and last name areas are used for sorting the teacherPlace directory. Review these areas from the user manager and carefully to verify they are correct.

Optionally, you may add the following information:

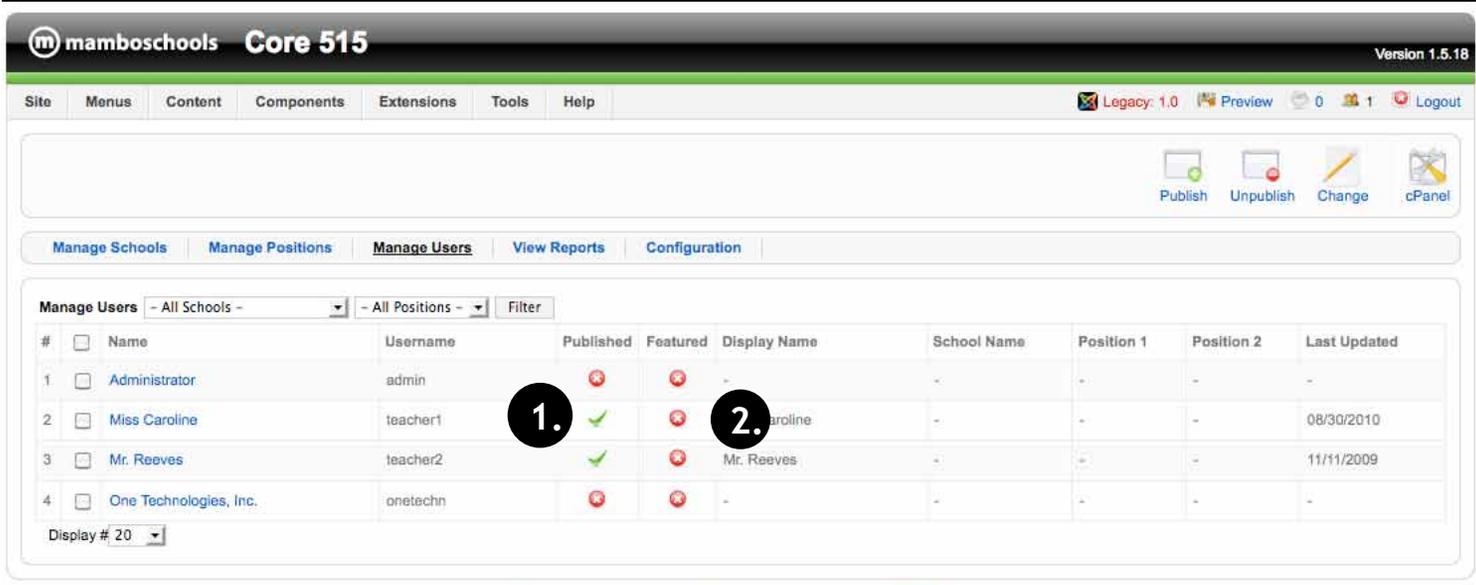
1. Title
2. Room Number
3. Phone Number and/or Extension Number
4. If a teacher/user has an external blog or Moodle site, you may also add an external web site address. This link is displayed in the user's directory entry.

If you have added school names (see page 5) or positions (see page 6), use the dropdown menus to select:

5. School Assignment
6. Position 1
7. If a teacher has a secondary position within the school, you may select Position 2.
8. Click "Save" to return to the user manager.

Continue to add/edit steps 1-7 for each teacherPlace user.

# Publishing and Featuring a User



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Figure 1

## Publishing a User

By default, teacherPlace users are unpublished and do not appear in the teacherPlace directory. In order to publish a teacher:

1. Click the red "X", it will switch to a green check. All teacherPlace users with green checks are published and will appear within the teacherPlace directory.

## Featuring a User

teacherPlace users can be featured in a special area above or below the teacherPlace directory. Many schools feature "Team" or "Department" users. Some highlight quality teacher pages and feature them as "Teachers (or Pages) of the Month". To feature a teacher, team or departmental user:

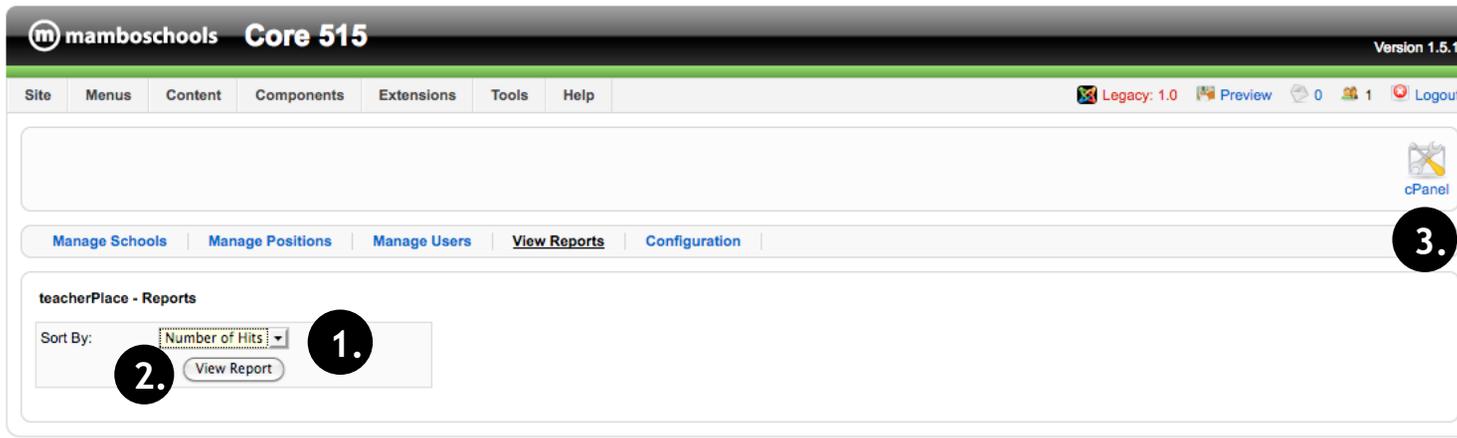
2. Click the red "X", it will switch to a green check. All teacherPlace users with green checks are featured and will appear in a special area above or below the directory. (See Figure 2).

NOTE: See the "Changing teacherPlace Configuration" (Page 11) for adjusting the featured user title and positioning.



Figure 2

# Viewing Reports



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## Viewing Reports

teacherPlace allows the web manager to create two usage reports.

Each report contains the teacher's name, the number of times the page was "hit" or accessed, and the last time the page was updated.

To view and print these reports, click the View Reports link from the navigation bar or the Components menu > teacherPlace > View Reports.

Figure 1

1. Select the report you wish the view:

Number of Hits report: Sorts the report by the hits column, displaying the most to least hit user pages.

Last Updated report: Sorts the report by the last updated column, from the most recent to oldest page.

2. Click the "View Report" button.

Figure 2 shows the report available within your browser (opened on a new tab). Use the browser's print command to print report.

3. To return to the Control Panel, click the "cPanel" link.

Figure 1

### teacherPlace Reports for 08/30/2010

Name	# hits	Last Updated
Miss Caroline	125	12/30/2009
Mr. Reeves	5	11/11/2009

Figure 2

# Changing the teacherPlace Configuration

The screenshot shows the 'mamboSchools Core 515' interface. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The 'Configuration' tab is selected in the sub-navigation. The 'teacherPlace Options' section is expanded, showing the following settings:

- Directory Options:**
  - Search Area Title: Search Teacher Directory (1)
  - Directory Title: Teacher Directory (2)
  - Default Sorting: By Last Name (3)
- Featured User Options:**
  - Featured User Title: Featured Teachers (4)
  - Featured Users Position: Above Directory (5)
  - Include featured users in directory list?: Yes (6)
- Section Options:**
  - Enable Blogs?: Yes (7)
  - Enable Twitter?: Yes
  - Enable SchoolAlerts?: Yes

The 'Save' button is circled with the number 8.

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## Changing teacherPlace Configuration

To access the configuration settings for teacherPlace click the “Configuration” link on the navigation bar or access the “Components” menu > teacherPlace > Configuration. The configuration settings are divided into two sections:

- teacherPlace Options
- Directory Colors

The teacherPlace Options panel opens by default:

1. Search Area Title: Edit to change the title on the search area of the teacherPlace directory. (Default: Search Teacher Directory)
2. Directory Title: Edit to change the title of the teacherPlace directory. (Default: Teacher Directory)
3. Default Sorting: Last Name is the default. If the school name or position information has been entered (see pages 5 and 6), you may select default sorting by these fields.
4. Featured Users Title: Edit to change the title of the teacherPlace Featured area. (Default: Featured Teachers) **NOTE:** The featured area is only active when one user has been activated as a featured user (see page 9).
5. Featured Users Position: Select either “Above” or “Below” Directory from the dropdown. (Default: Above Directory)
6. Include featured users in directory: To keep the featured users within the directory, select “Yes” from the dropdown. To exclude the featured users from the directory, select “No”. (Default: No)
7. To activate the blog, twitter, and school Alert, select the appropriate answer from the dropdown. These selections are site-wide. When selecting “No”, teacherPlace users and the public will not be able to access this section. (Defaults: Yes)
8. Click “Save” to update the settings.

# Changing the teacherPlace Configuration (cont.)

The screenshot shows the teacherPlace Configuration interface. The navigation menu includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The 'Configuration' tab is selected, and the 'Directory Colors' sub-tab is active. The 'Example' table shows two rows: 'Mr. Smith' (Elementary) and 'Miss Doe' (High School). The 'Even Rows' section has color selection options for Text Color, Border Color, and Background Color. The 'Odd Rows' section has similar color selection options. A 'Reset to Defaults' button is located at the bottom. The 'Save' and 'Cancel' buttons are in the top right corner.

## Changing teacherPlace Configuration

If you wish to adjust the directory colors.

1. Click the “Directory Colors” tab to shift to the color configuration panel.
2. This is the preview area and will allow you to review your color selection(s) before saving.
3. Even Row Colors. Click at the “Select” button beside the text, border, or background color. A color dropdown palette will appear. Click to select a color from the palette. NOTE: The preview area will update.
4. Odd Row Colors. Click at the “Select” button beside the text, border, or background color. A color dropdown palette will appear. Click to select a color from the palette. NOTE: The preview area will update.
5. Click “Reset to Defaults” button to return to the original teacherPlace blue color set.
6. Click “Save” to define or update your color settings.

# User Manager Cleanup and Clearing Stats

The screenshot shows the mamboSchools Core 515 interface. At the top, there's a header with the logo and 'Core 515' on the left, and 'Version 1.5.18' on the right. Below the header is a navigation bar with tabs for Site, Menus, Content, Components, Extensions, Tools, and Help. Underneath, there's a sub-navigation bar with tabs for Manage Schools, Manage Positions, Manage Users, View Reports, and Configuration. The main content area is titled 'teacherPlace - Control Panel' and contains a grid of icons: Manage Schools, Manage Positions, Manage Users, View Reports, Cleanup Directory, Configuration, and Reset pageStats. A red circle with the number '1.' is placed over the Cleanup Directory icon, and a red circle with the number '2.' is placed over the Reset pageStats icon.

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The following functions can only be accessed through the teacherPlace control panel. To access the control panel, select the “Components” menu > teacherPlace

## Cleanup User Manager

At the end of the school year, you may wish to purge teacher accounts who have retired or left the district/school.

When you remove users from the mamboSchools site user manager, the teacherPlace user manager continues to display or retain those deleted users.

You could unpublish the user, but this leaves users to clutter the list. A better method would be to re-sync the user tables.

To sync the site and teacherPlace user managers:

1. Click the “Cleanup Directory” button.

This will remove all teacherPlace users that are no longer active in the site.

## Reset pageStats

Before the beginning of a school year, you may wish to reset the “Hits” and “Last Updated” stats.

Resetting the stats causes the page hit counter for each user to return to zero. It will also set the last updated date to the current date.

To reset the stats:

2. Click the “Reset pageStats” button. A warning will appear. Review the warning and click “OK”. All page statistics will be reset.