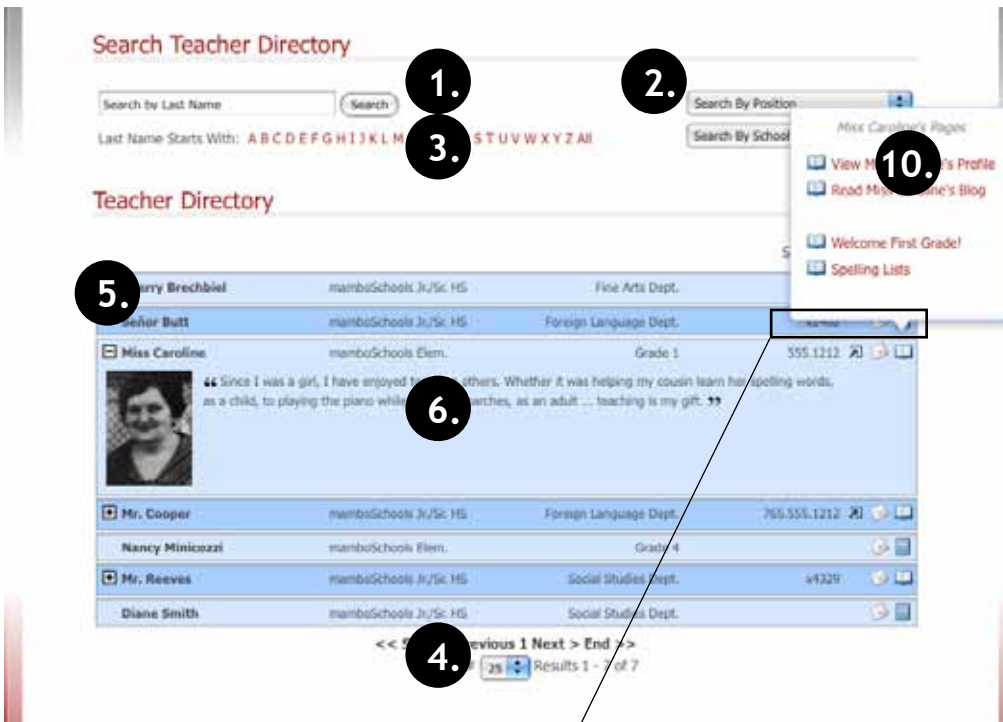


# teacherPlace v4.0 > Lesson 1: the teacherPlace Directory

Figure 1



When the public user accesses your school web page link, the following directory appears.

Figure 1 - The Directory

The public may search for teachers in several ways:

1. Last Name Search
2. Search by position or school
3. Alpha Search
4. Manual Pagination.

To locate quick information about a faculty or staff member, the public may: Review their name, position (optional), school (optional), or phone number.

5. To access more information, click the name or the +/- sign.
6. Review the "About Me" information.

Figure 2 - Directory Row Icons

7. To author an email, the public may click at the eMail icon. Users fill out the form and submit.
8. To visit a favorite or personal external website click the external web site icon.

There are two ways to access internal teacherPlace web pages:

9. Click the open book icon
- or
- 10 Pause on the open book until the hover menu appears and select a page. (See Figure 1)

Figure 3 - Default Class Web Page

Figure 2

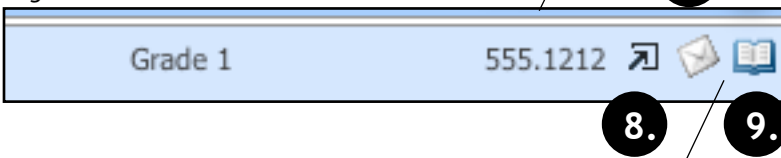


Figure 3

