

mamboSchools™

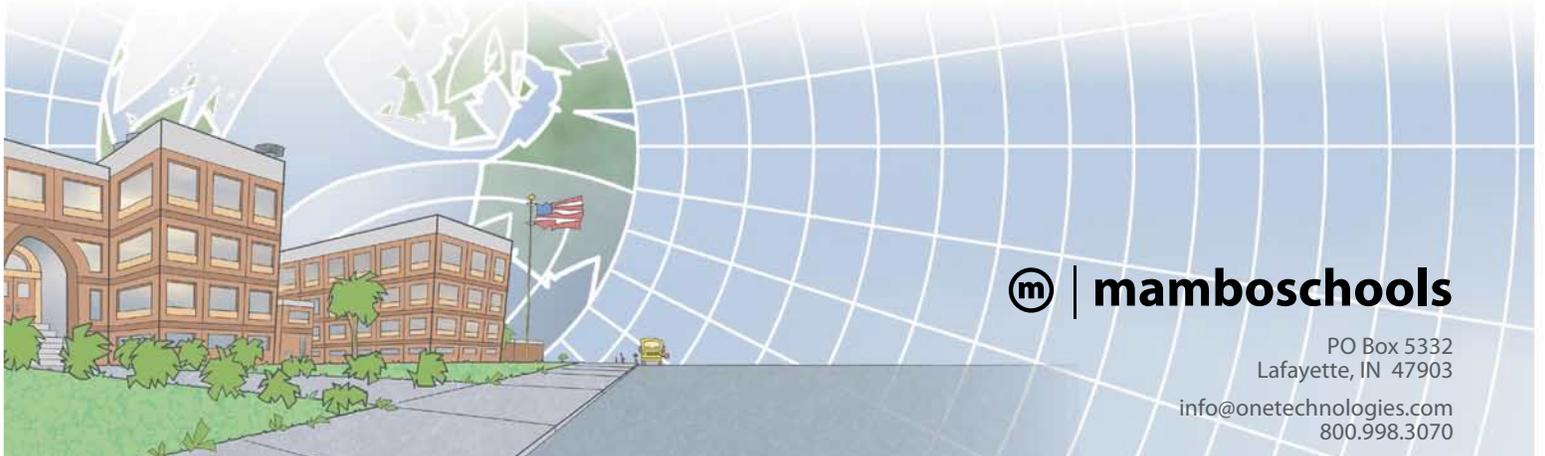
Web Application Manual

teacherPlace: Discussion Generator

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. 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 microblog posts via their Twitter™ account.

This manual demonstrates how a teacher logs into teacherPlace to create and manage an online discussion.

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teacherPlace™ Directory

Search Teacher Directory

Search by Last Name Search **1.** Search By Position **2.**

Last Name Starts With: **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A I I**

Teacher Directory **3.**

Sort By:

Mrs. Adler	3rd Grade	889-0040 x.525		
Mrs. Bogoyevac	1st Grade	889-0040 x.504		
Mrs. Carlson	1st Grade	889-0040 x.521		
Mrs. Champion	4th Grade	889-0040 x.519		
Mrs. Denove	Kindergarten	889-0040 x.503		
Mrs. Fleishman	5th Grade	889-0040 x.515		
Mrs. Forman	Kindergarten	889-0040 x.502		
Mrs. Hall	Special Education	889-0040 x.613		
Ms. Harvey	Special Education	889-0040 x.512		
Mrs. Howard	Counselor	888-0040 x.236		
Mrs. Irvin	Health Clerk	889-0040 x.223		
Mrs. MacNish	4th Grade	889-0040 x.518		
Mrs. May/Ms. Finigan	1st Grade	889-0040 x.520		
Mrs. McKagan	Library Clerk	889-0040 x237		
Mrs. Micozzi	Computer Specialist	889-0040 x.513		
	“ I am so proud to be the Technology Specialist here at YB! GO BRUINS! ”			
Mrs. Milgrim/Mrs. Sher	2nd Grade	889-0040 624/524		
Mrs. Perrin	Kindergarten	889-0040 x.501		
Mrs. Sarno				
Mrs. Stagg				
Dr. Barbara Starr				
Mrs. Walcott				
Mrs. Waters				

7. **8.**

5. **6.** **9.**

4.

The teacherPlace Directory

When the public user accesses your school web page link, the following directory appears. The public may search for teachers in several ways:

1. Last Name Search
2. Search by position (optional)
3. Alpha Search
4. Manual Pagination (lower portion)

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 author an email, the public may click at the eMail icon. Users fill out the form and submit.

6. To visit a favorite or personal external website click the open site icon.

- 7 To access more teacher information, click the teacher name link or the plus icon.

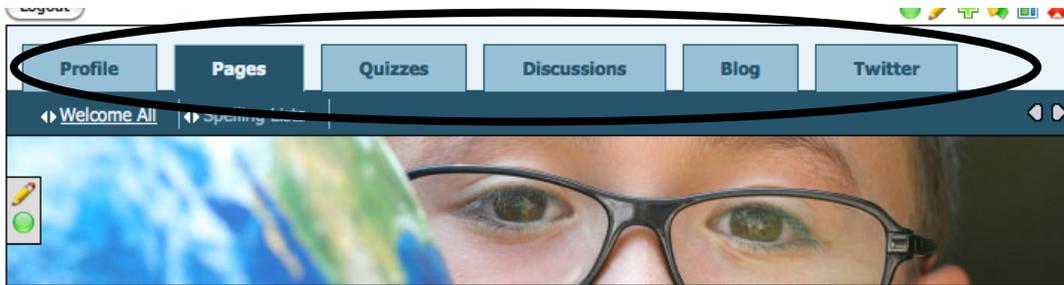
8. Review the “About Me” information.

There are two ways to access teacher-Place pages:

9. Click the open book icon or roll-over this icon and select the web page from the popup box (not shown in the diagram).

NOTE: If the book icon is closed, web pages are unavailable.

teacherPlace™ Overview



teacherPlace allows your staff to create their own profile, class web pages, and blog. In addition, they can build online quizzes/discussions, and connect to Twitter™ to provide this feed to parents and the public.

First Grade Parents!

Contact Me!
 Miss Caroline
 Room 10
 765-555-1212x810
 Email Me!
 Visit My Website

Favorite Links
 Alphabet Fun
 Starfall Reading
 Hands On Math

My Events

My Gallery

First Grade Happenings

My Trends

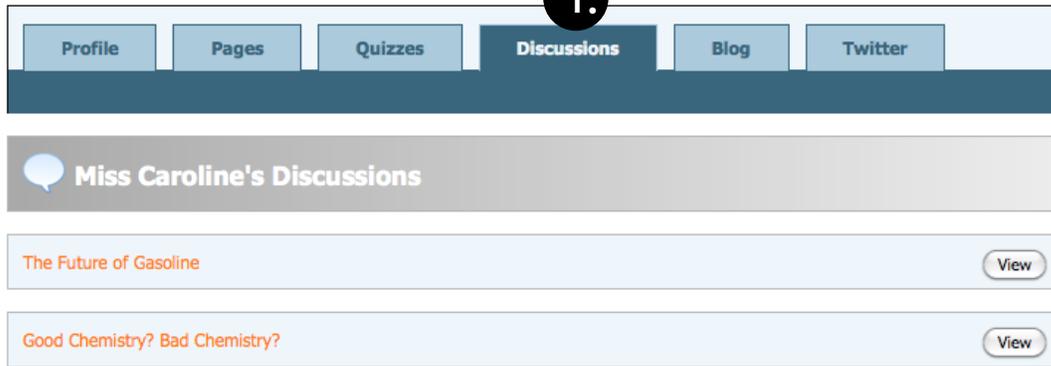
Attachments

pageStats
 Created: Aug 7, 2009
 Updated: Aug 11, 2010
 Viewed 169 times

- **New Online Quiz and Discussion Tools.** Teacher users now create and generate quizzes and discussions to add to their web pages.
- 1. Profile - Includes an events calendar, school alert area, and gallery.
- 2. Pages - Continue to create class web pages with new "My Media" folder and easy-to-integrate images, audio, and video tools.
- 3/4. Build quizzes and generate discussions to attach to your web pages.
- 5. Blog - Create blog with RSS feed, archival posts, tags, and comments.
- 6. Twitter - Display your Twitter™ feed to your parents and public.
- **My Media Manager.** Full access to your pdf, image, audio and video files to place within your agenda items.
- **Unlimited Page Photos.** No more 3 photo limit. Endless photo strip.
- **Agenda Item Tools.** Publish/Unpublish, move, and expand/collapse items.

teacherPlace™ Discussion Generator

1.



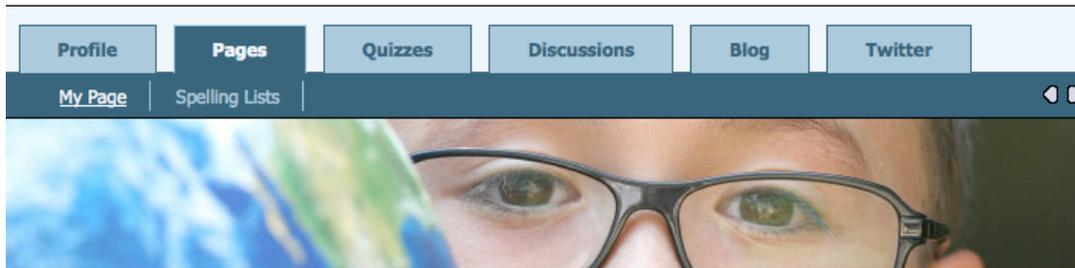
In this manual, you will learn how to create a discussion to attach to your class web page.

The teacherPlace Discussion Generator allows you to create a post or prompt that will generate discussion amongst your users. A discussion is developed through a series of replies (or comments) to this prompt.

Figure 1

All comments remain unreadable until you review and publish each response.

When a user selects the discussion tab (See Figure 1, #1), a list of discussions appear. Users can begin reviewing and participating in a discussion directly from this list.



Welcome First Grade Parents!

It's Signs Week!



The safety of our children is our number one goal at school. As adults, we have to learn signs to pass our driving tests. But, sometimes we forget that children need to know and understand them too. 😊

We will focus this week on common signs: Stop, Railroad Crossing/Crossbars, Traffic Lights, Walk Signals and Information/Construction signs. As children ride bikes to school they need to learn these signs.

Weekly Agenda

Monday



Spelling List: Week 7

Begin our the weekly theme: Signs Mr. Pine's Mixed Up Signs

Read Mr. Pine's Mixed Up Signs

Birthday's This Week: Jason Cooper (14th)
Math Sheet on Counting in Multiples of 6.

Special Class: P.E. - Swimming begins for four weeks. Parents, please send swim suit. Our school provides the towels.

Attachments

- PDF Worksheet 7 (PDF Document - PDF)
- Gasoline Be Gone! (Discussion)

3.

Contact Me!

- Miss Caroline
Room 10
765-555-1212x810
Email Me!
Visit My Website

Favorite Links

- Alphabet Fun
- Starfall Reading
- Max's Math

Class Handouts

- Discipline Plan
- Classroom Rules

mediaConnect

- Flickr
- Podcast
- Moodle
- Blog

Discussions

- Good Chemistry? Bad Chemistry?

2.

In addition to using the "Discussions" tab, you can add discussions to your page in two ways.

- Discussions pageClip
- Agenda Item Attachment

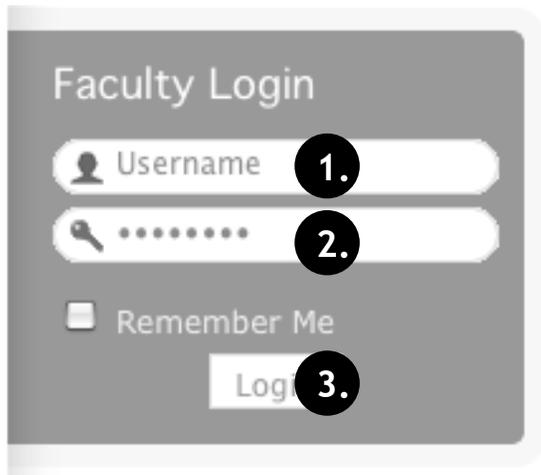
The following tutorial is in three parts:

1. Creating a discussion.
2. Managing replies/comments.
3. Placing a discussion within your teacherPlace site.

Figure 2

Generating a Discussion: Login

Log Into teacherPlace

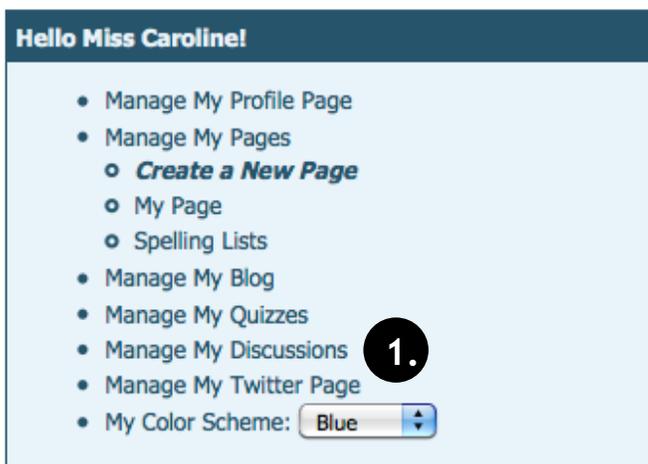


The screenshot shows a 'Faculty Login' form. It has a 'Username' field with a person icon, a 'Password' field with a key icon and dots, a 'Remember Me' checkbox, and a 'Login' button. Three numbered callouts are present: '1.' is over the Username field, '2.' is over the Password field, and '3.' is over the Login button.

1. Locate your web site login link or area.
2. Type in your assigned "Username"
3. Type in your assigned "Password"
4. Click the "Login" button. A welcome message will appear.

NOTE: If you are unable to locate the web site login area, contact your site administrator or call mamboSchools support at 800-998-3070.

Locate the teacherPlace Directory and User Menu



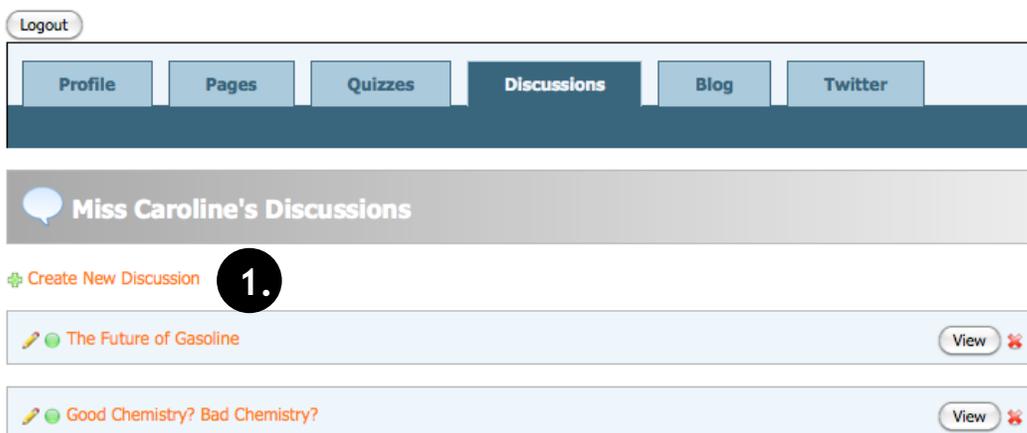
The screenshot shows a user menu titled 'Hello Miss Caroline!'. It contains a list of links: 'Manage My Profile Page', 'Manage My Pages', 'Create a New Page' (highlighted), 'My Page', 'Spelling Lists', 'Manage My Blog', 'Manage My Quizzes', 'Manage My Discussions' (with a '1.' callout), 'Manage My Twitter Page', and 'My Color Scheme: Blue' (with a dropdown arrow).

Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics link and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Discussions" link . Your discussion list will appear.

NOTE: If you are unable to locate the teacherPlace directory, contact your site administrator or call mamboSchools support at 800-998-3070.

Step 1: Generating a Discussion



The screenshot shows the user menu and a list of discussions. The user menu is at the top with a 'Logout' button and tabs for 'Profile', 'Pages', 'Quizzes', 'Discussions', 'Blog', and 'Twitter'. Below the menu is a section titled 'Miss Caroline's Discussions'. A 'Create New Discussion' link is highlighted with a '1.' callout. Below it are two discussion entries: 'The Future of Gasoline' and 'Good Chemistry? Bad Chemistry?', each with a 'View' button and a red 'X' icon.

To generate a new discussion:

1. Click the "Create New Discussion" link.

Generating a Discussion

About the Discussion Generator

The screenshot shows the 'Create Discussion' interface. At the top, it says 'Create Discussion'. Below this, there are several fields and options:

- 1.** A text input field for 'Title:'.
- 2.** A dropdown menu for 'Published?' with options: No, Yes, No, and Between Dates:.
- 3.** A large text area for the discussion content, with a rich text editor toolbar above it. The toolbar includes options for font (a), size (b), and justification (c). Below the toolbar are icons for automatic numbering (d), text formatting (e), adding emoticons (f), adding web links (g), table editor (h), and adding horizontal lines (i).
- 4.** A 'My Media' panel on the right side, containing a list of media files: avatar2.png, avatar2_avatar.png, birthday_balloons.jpg, breakfast_food.jpg, construction.jpg, construction_photo.jpg, and gaicecream3.jpg. Below the list are buttons for 'Insert Media', 'Upload Media', and 'Add External Video'.

At the bottom of the interface, there is a 'Save Discussion' button and a 'CLOSE X' button.

The Discussion Generator is similar in function to the Add Agenda Item within the class web page builder or the Add Blog Post within the blog builder.

In short, you are creating a post or prompt that will generate discussion amongst your users. A discussion is developed through a series of replies (or comments) to this prompt.

All replies remain unpublished until further review. Quality replies can be published for others to read and react.

Parts of the Discussion Generator:

1. Title Area: This title is shown within the list and teacherPlace Discussion dropdown menus.
2. Published Area: Discussion may be made available (published) to users immediately or a start/stop date range can be established.
3. Content Editor: Author your discussion post or prompt

Content Editor Tools

- a. Spell Checker
- b. Paste from Word. Assists in copying text from Microsoft Word into the editor.
- c. Justification L to R: Left, Center, Right, Justify (Both Sides)
- d. Automatic Numbering, Automatic Bulleting
- e. Text Formatting L to R: Boldface, Italics, Underline, Text Color, Text Background Color
- f. Add emoticon
- g. Add Web Link
- h. Table Editor
- i. Add horizontal line

4. Personal Media Manager: Located to the right of the content area is your current media list. In our sample, you can see a list of different image, audio, and video files. Using the "Upload Media" and "Add External Video" links, adding media files to your posts or prompts is easy. If you wish to learn how to add images, audio, video, YouTube video or TeacherTube video, **please refer to the teacherPlace Lessons located within the "Documents and Manuals" library on the mambooschools.com web site.**

Generating a Discussion

Step 2: Creating Your Discussion Post or Prompt

Edit Discussion

Title: Good Chemistry? Bad Chemistry? **1.**

Published? **2a.** Between Dates: Yes No **2b.** [yyyy/mm/dd] [yyyy/mm/dd]

Start Publishing: [yyyy/mm/dd]

Stop Publishing: 2010-09-13 [yyyy/mm/dd]

Font Size

Source

Listen to the latest news from the Gulf Region. Learn what [Corexit](#) is and what might be causing the problem shown in the video. What are your thoughts?

Learn about [Corexit 9500](#), the chemical dispersant used to break up the oil slick in the Gulf. **4.**

Review this local news report:

{youtube}JIC9W8EqRUQ{/youtube}

5. Save Discussion

My Media

- avatar2.png
- avatar2_avatar.png
- birthday_balloons.jpg
- breakfast_food.jpg
- construction.jpg
- construction_photo.jpg
- gaiccream3.jpg

Insert Media

Upload Media

Add External Video

CLOSE X

1. Enter a title for your discussion. The title is viewed within the discussion tab list and in all teacherPlace Discussion dropdown menus.

Your title might pose a question or make a creative statement to encourage views/replies.

2a. If you would like the discussion post to be published without establishing a date range, select "Yes" from the "Published?" dropdown. To unpublish, select "No". To set a date range for a discussion, select "Between Dates:"

2b. When selecting "Between Dates:"

- Enter a start publishing date. Enter your date in the required format yyyy/mm/dd.
- Enter a stop publishing date. Enter your date in the required format yyyy/mm/dd.

NOTE: You can use the calendar buttons to the right of the date areas to eliminate manual entry.

4. Enter your post or prompt content. Use the editing commands or media tools (See page 8, #3 and #4).

5. To complete, click "Save Discussion".

Step 3: Previewing Your Discussion

Logout

Profile Pages Quizzes **Discussions** Blog Twitter

Miss Caroline's Discussions

Create New Discussion

The Future of Gasoline **1.** View

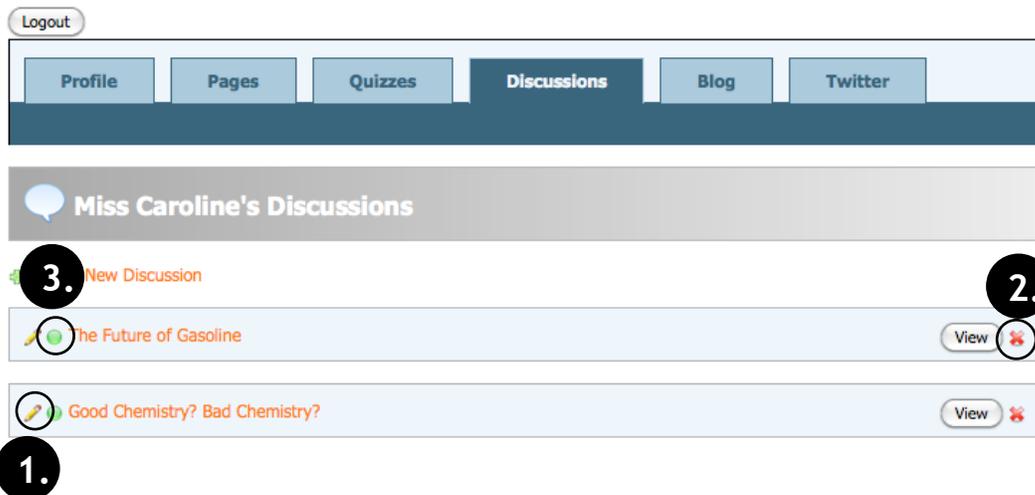
Good Chemistry? Bad Chemistry? View

To preview your discussion prompt:

1. Click the "View" button to the right of the desired discussion listing.

Generating a Discussion

Other Quiz Icons



Other Icons:

1. Click to edit discussion post or prompt. See Page 9, Step 2.
2. Delete Discussion. Removes discussion from list.
3. Publish/Unpublish button: Click the red dot to move the discussion to a published state. If you later wish to unpublish a discussion, click the green dot to move the discussion back to its original unpublished state.

NOTE: Clicking the publish/unpublish button AFTER setting a date range (see Page 9, Step 2, #2), will cancel this feature.

How do users reply or comment?



Listen to the latest news from the Gulf Region. Learn what Corexit is and what might be causing the problem shown in the video. What are your thoughts?

Learn about **Corexit 9500**, the chemical dispersant used to break up the oil slick in the Gulf.

Review this local news report:



1.



Figure 1

After a discussion has been published, users can access the discussion post or prompt through the discussions tab or within agenda items or the pageClip a web page.

To place a reply, your users will:

1. Click the "Post Reply" link. (Fig. 1)

The reply box appears (Fig. 2):

2. Enter "Your Name" (Required)
3. Enter "Your eMail" (Required)
4. Accept the default title or enter a new one.
5. Use the content editor to create the reply. There is a limited set of editor tools, however, users can be encouraged to create web links within their replies.
6. After completing their reply, click the "Save Post" button.

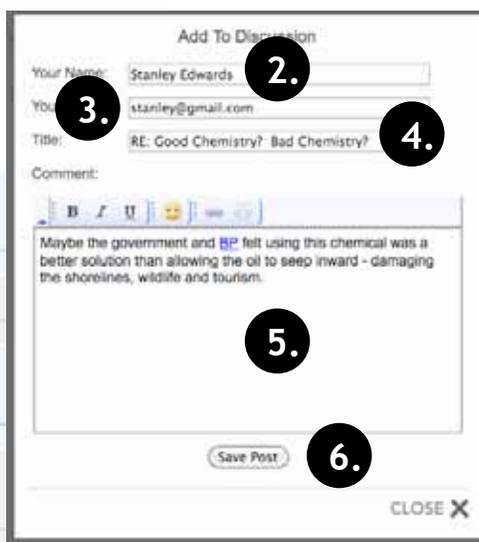


Figure 2

Approving Discussion Replies/Comments



To approve discussion replies and comments, **make sure you are logged into teacherPlace and are within the discussion listings**. Click the “View” button to the right of the desired discussion listing (Page 9, Step 3, #1).

Review each reply:

1. Click the red dot to move the reply to a published state. If you later wish to unpublish a comment, click the green dot to move the reply back to its original unpublished state.

2. To delete a comment, click the red “X”.

If you wish to eMail the poster:

3. Click at their eMail address link.

NOTE: eMail addresses are not shown to the public.

Post Reply

RE: Good Chemistry? Bad Chemistry?

1.  Move the Corexit 9500 was necessary to stop the flow of oil into the gulf beaches. It was likely a trade-off. Rather than harming shorelines, tourism, and they gambled with the vast ocean. Maybe the oceans can manage the damage better.

Stanley Edwards from 98.226.158.116 @ 4:56 pm on 09/09/2010

2.  eMail stanley@gmail.com

RE: Sample Discussion

Here is a link

http://www.mamboschools.com/administrator/index2.php?option=com_docman§ion=documents

Bob N. from 98.226.158.116 @ 2:16 pm on 08/12/2010

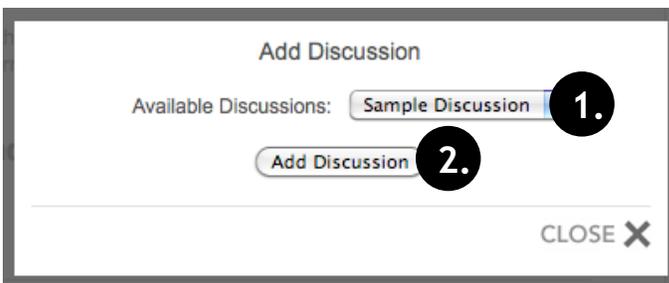
3.  eMail bob@me.com

Adding a Discussion to Your Class Web Page

Public users can access discussions by clicking the Discussions tab within your teacherPlace site. (See page 5, Figure 1, #1). They are presented with a list of published discussions and can access them by clicking the “View” button to the right of each entry.

Discussions can also be added to your class web pages (See page 5, Figure 2, #2 and #3). The following reviews the steps for adding discussions to your class web pages. More information about the class web page builder may be found within the “teacherPlace: Building Web Pages” manual.

Class Web Pages: Adding Discussions to the discussionsClip



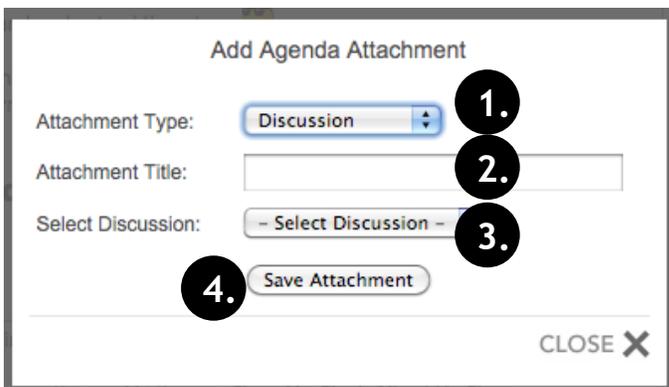
Discussions created using the teacherPlace Discussion Generator can be linked from the discussionsClip (see page 5, #2). This allows students to review a post or prompt, focused on your page topic, and submit a reply.

NOTE: Make sure you are logged into your teacherPlace site.

To add a discussion to this pageClip, click at the plus sign “Add Discussion” link.

1. Click the “Available Discussions:” dropdown, select your discussion.
2. Click the “Add Discussion” button.

Class Web Pages: Adding an Agenda Item Discussion Link Attachment



NOTES: You are not required to add attachments to your agenda items. Make sure you are logged into your teacherPlace site.

You can add discussion attachments below your agenda items. This allows students to review a post or prompt, focused on your agenda item, and submit a reply. To add a discussion attachment, select any agenda item and locate the Attachment area. Click at the plus sign “Add Attachment” link.

1. Click the “Attachment Type:” dropdown, select “Discussion”
2. Type in title for your discussion.
3. Click the “Select Discussion” dropdown menu, select your discussion.
4. Click the “Save Attachment” button.