

mamboSchools™

Web Application Manual

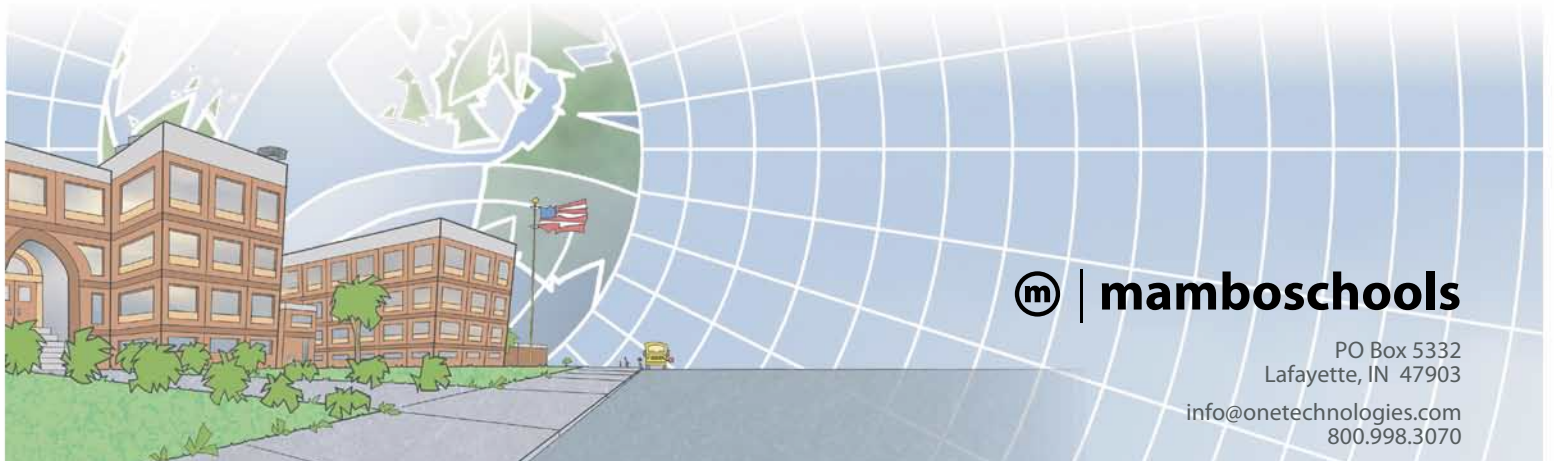
teacherPlace: Building Your Profile Page

Part 1 of 4

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, and blog within your mamboSchools™ web site. It also allows teachers to display their micro-blog posts via their Twitter™ account.

This manual is the first of four and demonstrates how a teacher logs into teacherPlace and updates the profile page.

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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**

Teacher Directory **3.**

Sort By: Name

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. M. Cozzi	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				
533				
Mrs. Walcott				
Mrs. Waters				



“ I am so proud to be the Technology Specialist here at YB! GO BRUINS! ”



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 globe icon.

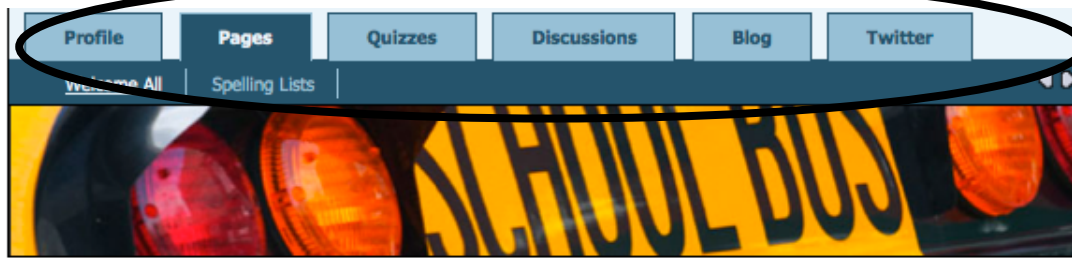
- 7 To access more information, click the name or the plus icon.

8. Review the “About Me” information.

There are two ways to access internal jConnect web pages:

9. Click the web page icon or rollover this icon and select the web page from the popup box (not shown in the diagram).

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.

Welcome to First Grade Parents!

It's Signs Week!

Monday

Spelling List:

Begin our the

Read Mr. Pine's

Birthday's This W

Math Sheet on Co

Special Class: P.E.

Parents, please send

towels.

Attachments

- My Favorite Search Engine (WebLink)
- PDF Worksheet 7 (PDF Document - PDF)

My Events

My Gallery

My Media

First Grade Happenings

Aug 10, 2009

Gallon Milk Jugs Needed

I will appreciate receiving empty gallon milk or quart jug with the caps until September 15th. We are going to use them for our children's water at the end of September.

Please place the jugs before sending and seal the jug when you see the number count.

Current Jug Count: 1

Aug 10, 2009

Expanded Breakfast Program!

Our school district is happy to provide a hot breakfast for all students beginning this school year. Breakfast will be provided to early arrivals at 7:45 and we will continue to serve until 8:00.

The cost of breakfast is \$1.00. Payment will come out of your account. Please check your account balance by accessing our City Center Site.

Aug 10, 2009

Welcome to 2009-2010!

The summer has been fun for all although I will miss all the staff who have been here. I am excited to see the new staff and students who are starting school.

Aug 10, 2009

Signs: Stop, Railroad

Miss Caroline thought themes. Miss Caroline

Wednesday

Signs: Traffic Light, W

Math: Counting by 10's


Weekly Reader: Click th

Special Class: Library

- **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/contract items.

teacherPlace™ Profile


Profile Pages Quizzes Discussions Blog Twitter

1. 

Miss Caroline

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

2. "I hold a degree from Rochester Teacher's College and currently teach at Idaville School. I have taught first grade all my career and enjoy working with students. My interests are playing the piano and cooking."

schoolAlert! 

Email Address:

Sign me up for:

- ☒ Class Page Updates
- ☒ Blog Updates

YGBK

Sign Me Up!

4.


In this manual, you will learn how to setup your profile view.

The Profile Page allows you to define the following information:

1. Profile Photo
2. About Me Information
3. Classroom Events Calendar

The Profile Page also includes two other areas that do not require additional information:

4. The schoolAlert area allows Parents/Students to register for eMail notifications. A message is sent twice a day, at 6AM and 6PM, to alert the user when a teacherPlace page has been updated.


My Events 

August, 2010





Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

3.

08/17/2010	First Day of School
08/18/2010	Timmy's Birthday
08/23/2010	Wendy's Birthday
08/31/2010	Open House

My Gallery 

5.



The Grandkids My Favorite Team 2008-09 School Yr. Traffic Light

NOTE: This feature is not enabled automatically. Your web administrator needs to enable the schoolAlert for it to appear on teacherPlace profile pages.

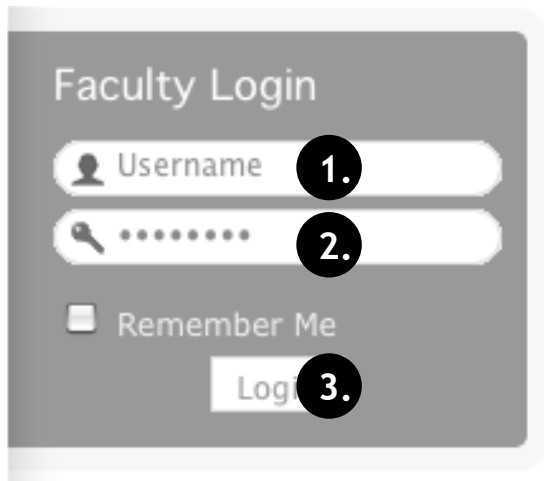
5. Photo Gallery: The area automatically collects photos from all class web pages and places them in one spot. This site gallery can be followed via an RSS feed by parents, students or the community.

NOTE: Photos are collected automatically from the Class Web Pages

The following pages demonstrate a step-by-step setup of your profile page.

Profile Page Setup

Step 1: Log Into teacherPlace

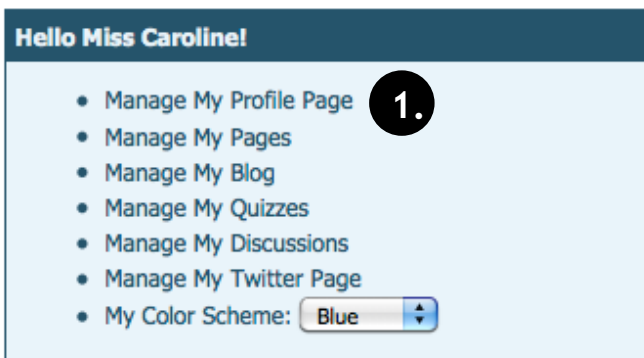


The image shows a 'Faculty Login' form. It has a title 'Faculty Login' at the top. Below the title are two input fields: the first is labeled 'Username' with a person icon and has a black circle with the number '1.' next to it; the second is labeled with a key icon and has a black circle with the number '2.' next to it. Below these fields is a checkbox labeled 'Remember Me'. At the bottom of the form is a 'Login' button with a black circle and the number '3.' next to it.

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.

Step 2: Locate the teacherPlace Directory and User Menu



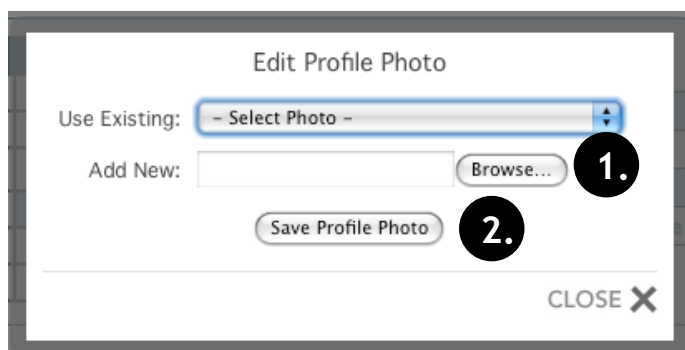
The image shows a user menu titled 'Hello Miss Caroline!'. It contains a list of links: 'Manage My Profile Page' (with a black circle and the number '1.' next to it), 'Manage My Pages', 'Manage My Blog', 'Manage My Quizzes', 'Manage My Discussions', 'Manage My Twitter Page', and 'My Color Scheme: Blue' (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 menu and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Profile Page". The profile page shown on page 4 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 3: Adding Your Profile Photo



The image shows an 'Edit Profile Photo' form. It has a title 'Edit Profile Photo' at the top. Below the title are two input fields: the first is labeled 'Use Existing:' and has a dropdown menu with '- Select Photo -' (with a black circle and the number '1.' next to it); the second is labeled 'Add New:' and has a 'Browse...' button (with a black circle and the number '2.' next to it). Below these fields is a 'Save Profile Photo' button. At the bottom right of the form is a 'CLOSE' button with an 'X' icon.

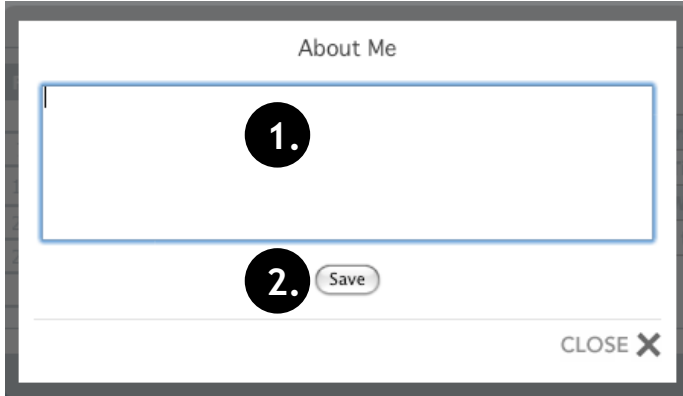
The profile photo may be your actual school photo or another image that represents you. Locate the profile photo area and click the edit pencil. (See page 4 - #1)

1. Click the "Browse" button. NOTE: The open file dialog box will appear (not shown). Route to your desktop, My Documents, or other folder. Select your saved .jpg, .gif, or .png file. Click the "Open" button.
2. Click the "Save Profile Photo" button. Your image will be uploaded and appear in the profile photo area.

NOTE: Make sure the this photo area is published. The circle below the edit pencil should be green. You can toggle between green and red (unpublished) by clicking this circle.

Profile Page Setup (cont.)

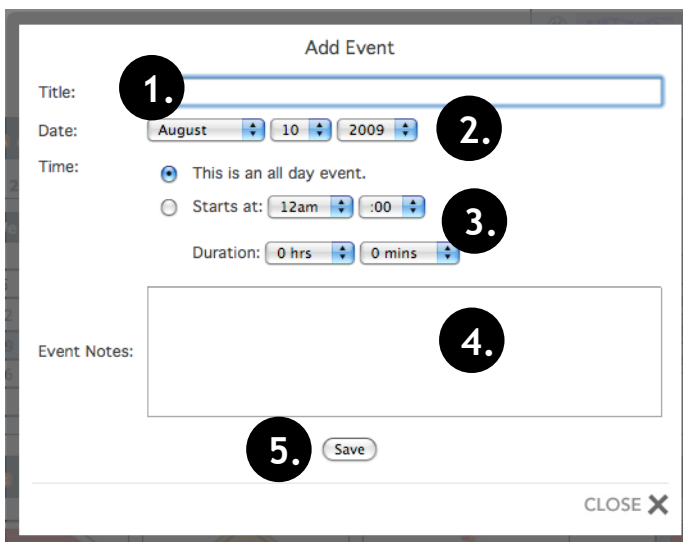
Step 4: Edit Your "About Me" Statement



The "About Me" statement is displayed on the teacherPlace directory along with your photo. Locate the "Edit About Me" link and click the edit pencil. (See page 4 - #2)

1. Type a brief "About Me" statement.
2. Click the "Save" button. Your "About Me" statement will be updated and can be seen by accessing the teacher directory page (See Page 2, #7-8).

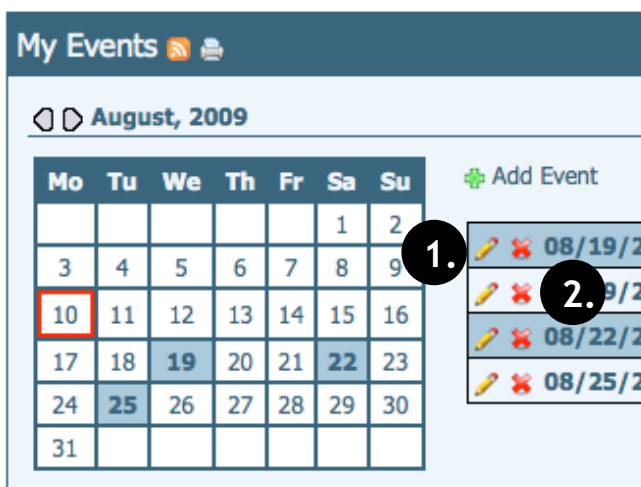
Step 5: Adding An Event To Your Calendar



Events are listed by month within your calendar area. Events can be printed or subscribed by an RSS Reader. To add an event, locate and click the "Add Events" link. (See page 4 - #3)

1. Type a brief title for your event.
2. Select the date using the date dropdown menus.
3. Select the time.
 - a. All Day Event
 - or
 - b. Select a Start Time and the Duration using the time dropdowns.
4. OPTIONAL: Add event notes or a description.
5. Click the "Save" button to add the event.

Step 6: Editing The Profile Photo, About Me, or An Event



To change the profile photo, simply upload a new one using the directions in Step 3. To unpublish your profile photo click the green circle. It will change to red (unpublished).

To edit the "About Me" statement, follow the directions in Step 4. If you wish to delete your "About Me" statement, simply highlight all text and tap the "Delete" key.

To edit an event (shown at left within profile page):

1. Click the edit pencil, make adjustments, and save.

To delete an event:

2. Click the red "X". The event will be removed.