

mamboSchools™

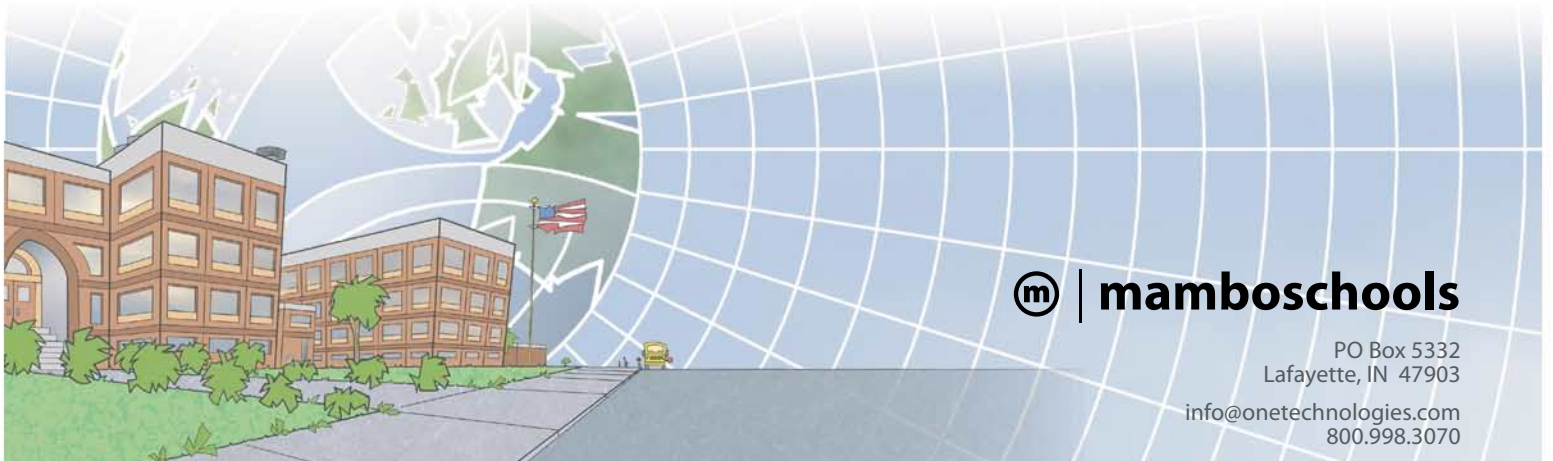
Web Application Manual

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 micro-blog 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 All**

Teacher Directory

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	 
Mrs. 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 BRUIINS! ”

4.

[illegible]

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.

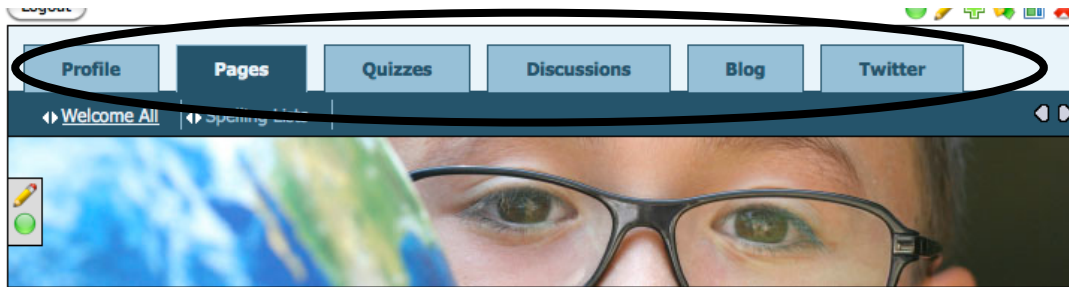
5. To author an email, the public may click at the eMail icon. Users fill out the form and submit.
6. To visit a favorite or personal external website click the open site icon.
- 7 To access more teacher information, click the teacher name link or the plus icon.
8. Review the “About Me” information.

There are two ways to access teacher-Place pages:

- 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.



• **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.

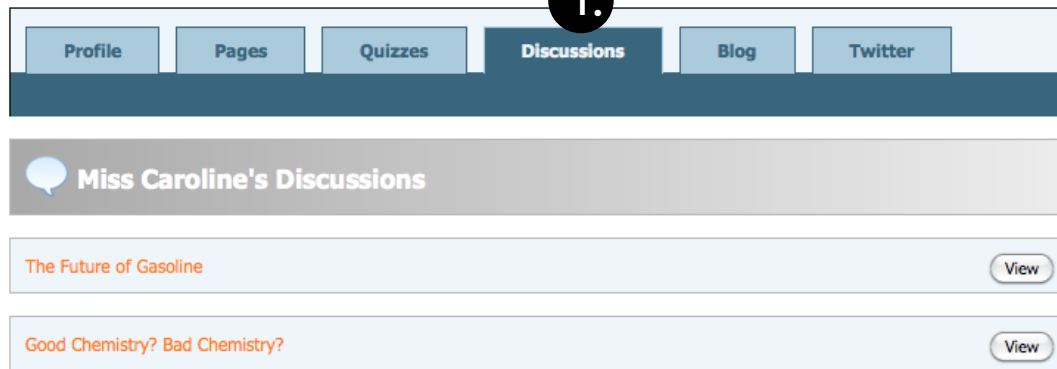
5. Blog - Create blog with RSS feed, archival posts, tags, and comments.

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.

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

2. Discussions pageClip
3. 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.

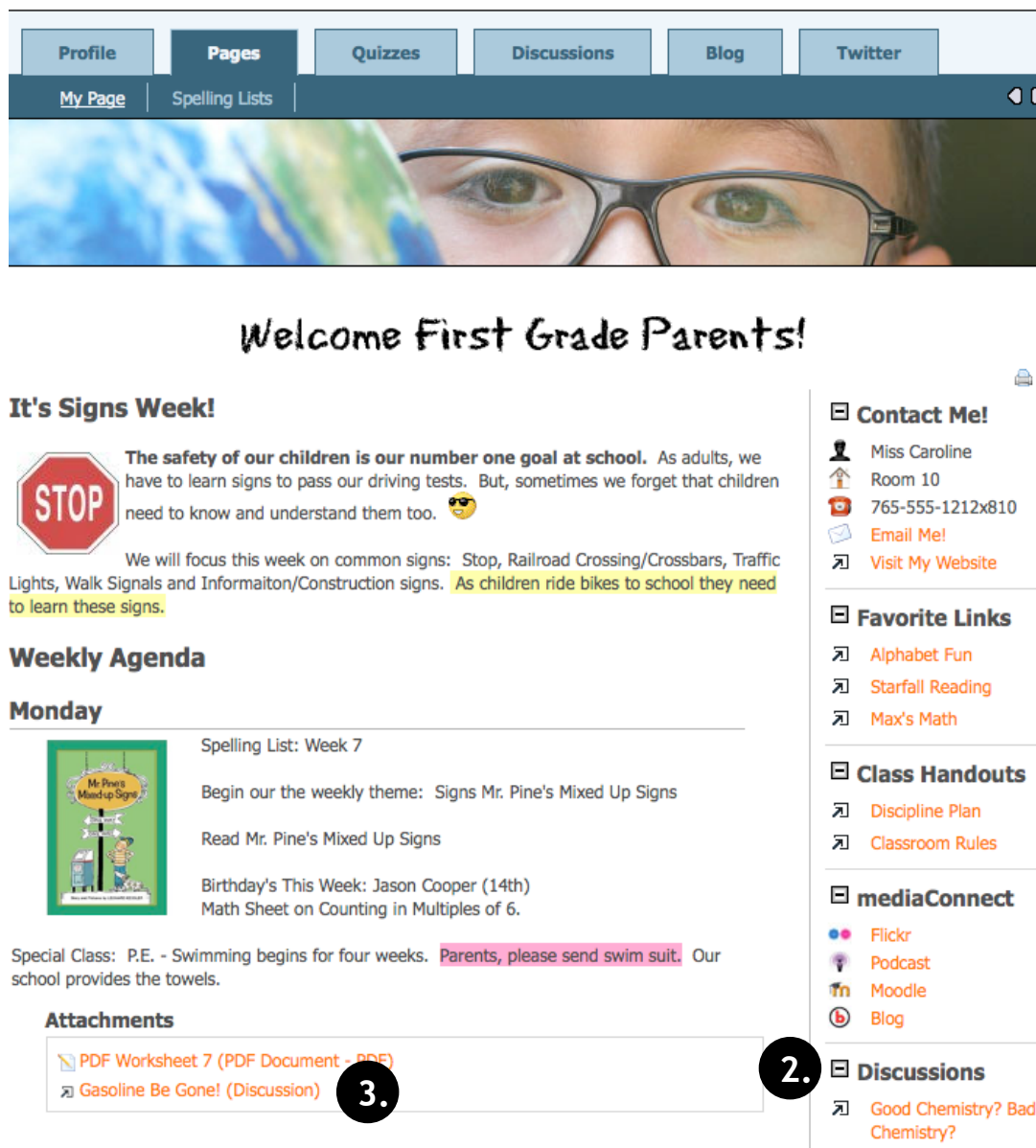
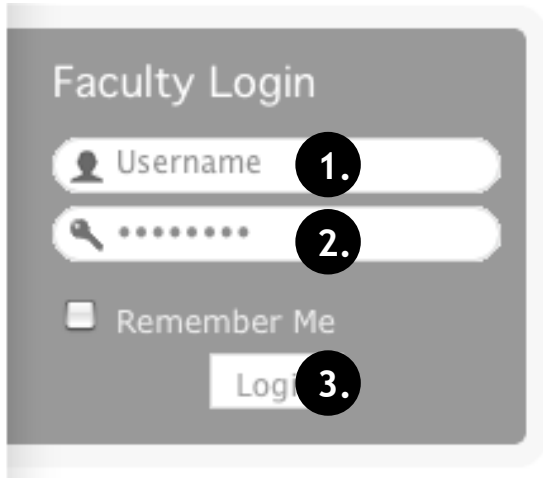


Figure 2

Generating a Discussion: Login

Log Into teacherPlace

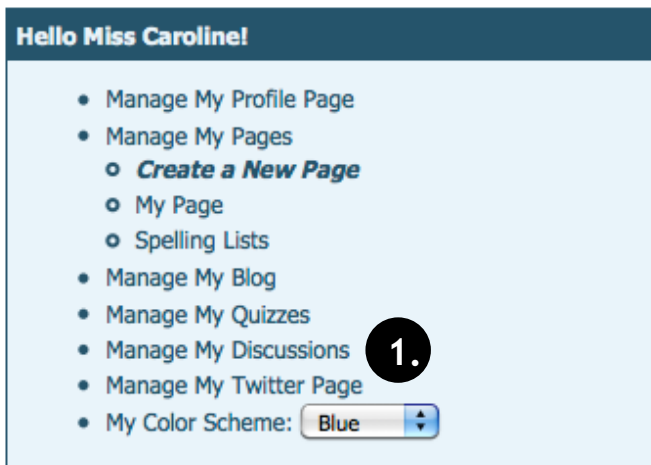


The image shows a 'Faculty Login' form. It has a title 'Faculty Login' at the top. Below the title are two input fields: the first is labeled 'Username' with a person icon and has a '1.' in a black circle next to it; the second is labeled with a key icon and has a '2.' in a black circle next to it. Below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

Locate the teacherPlace Directory and User Menu

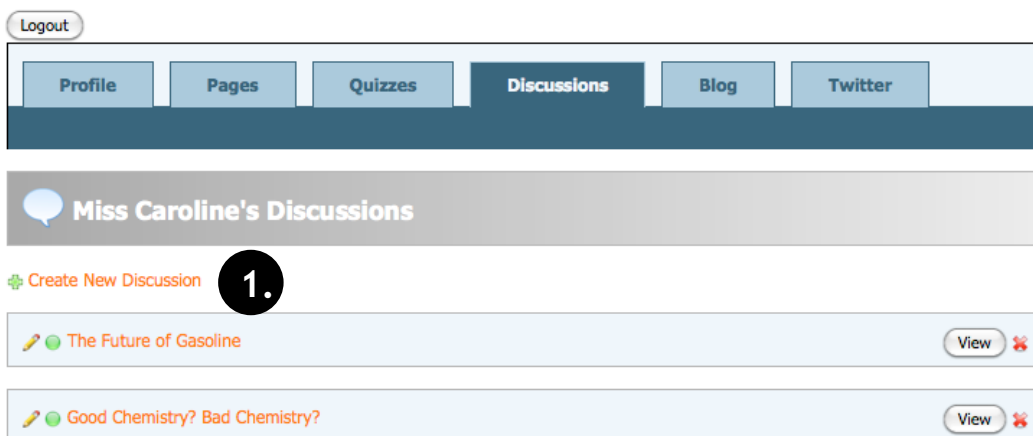


Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics link and is titled "Class Web Pages"

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



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. It includes a 'Title' field (1), a 'Published?' dropdown menu (2) with options 'No', 'Yes', and 'Between Dates:', a rich text editor (3) with a toolbar containing various formatting options (a-i), and a 'My Media' list (4) with files like 'avatar2.png' and 'birthday_balloons.jpg'. There are also 'Upload Media' and 'Add External Video' buttons, an 'Insert Media' button, and a 'Save Discussion' button at the bottom.

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 mambo.schools.com web site.**

Generating a Discussion

Step 2: Creating Your Discussion Post or Prompt

Edit Discussion

Title: 1.

Published? **2a.** Between Dates: **2b.** [calendar icon]

Start Publishing: [calendar icon]

Stop Publishing: [calendar icon]

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

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}JlC9W8EqRUQ{/youtube}](#)

5. **Save Discussion**

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 **View**

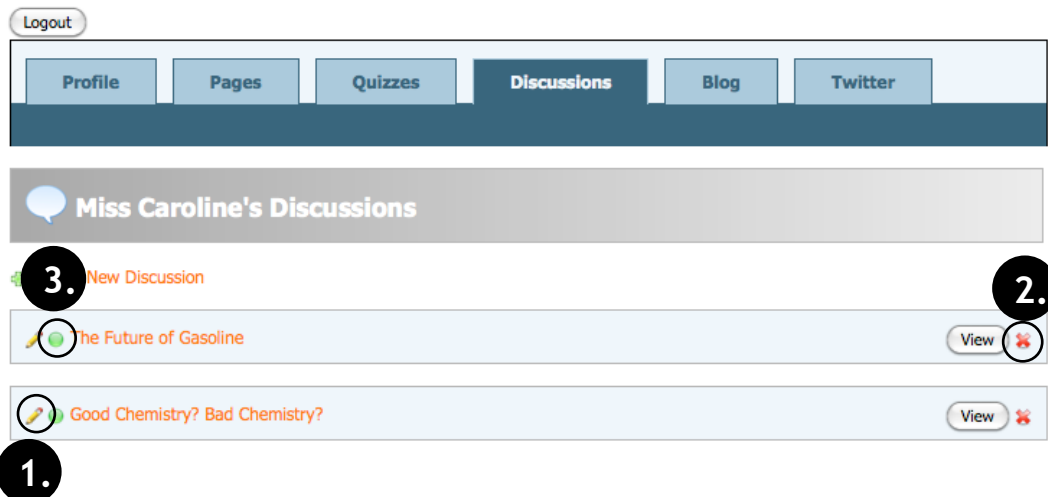
Good Chemistry? Bad Chemistry? **1.** **View**

To preview your discussion prompt:

- 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?



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.

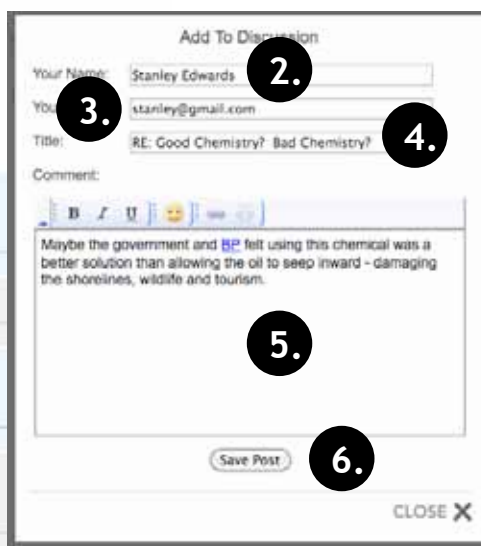
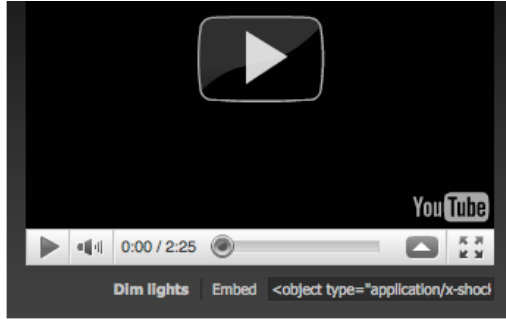


Figure 2

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. I believe 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

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

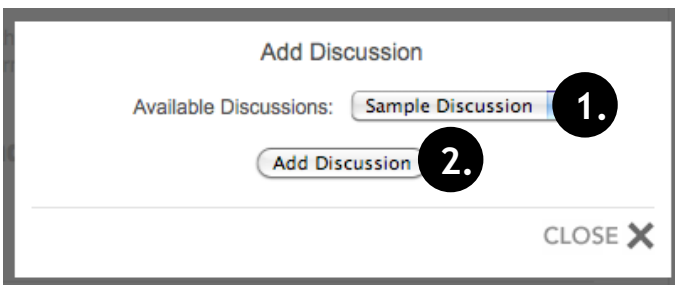
eMail bob@me.com

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



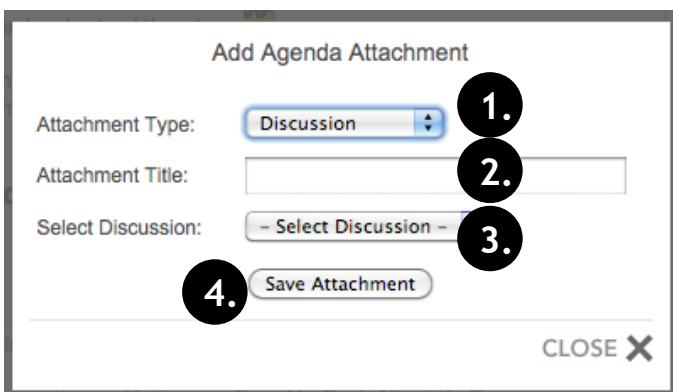
Discussions created using the teacherPlace Discussion Generator can be linked from the discussionsClip (see page 5, #2). This allows students to review a post or prompt, focused on your page topic, and submit a reply.

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.