

Working with "Page" and "Board" tabs in Classroom

"Page" tab was designed to give a user the ability to create web pages for courses, sports, clubs, etc.

The screenshot displays the Classroom software interface. At the top, there are fields for Year (1718), District (027), School (006), Teacher (BILLEAUDEAUX SALLY), and Page (FAM & CON SCI I). Below these fields is a toolbar with icons for Preview, Page Settings, Show Portlets, Copy, Save, and Help. The main content area is divided into several sections:

- Label Name:** A box containing the text "Welcome to Ms. Billeaudeaux" and "Family & Consumer Science I". Below this is a section for "Curriculum Standards" with links to "National Standards for Family and Consumer Sciences Education" and "Model Academic Standards for Family and Consumer Education".
- Post:** A section containing three posts:
 - Friday Night Football:** A post by SALLY BILLEAUDEAUX dated Aug 08, 2018 at 10:54am, mentioning a Friday night football game on August 17, 2018 at 7pm.
 - Test on Friday, August 10, 2018:** A post by SALLY BILLEAUDEAUX dated Aug 08, 2018 at 10:52am, reminding students to be prepared for the first test of the school year.
 - Welcome Back!:** A post by SALLY BILLEAUDEAUX dated Aug 07, 2018 at 11:26pm, welcoming students back to school.
- Calendar:** A calendar for August 2018, with the 7th highlighted in red. Below the calendar, there are task cards for "Test 1" (due 09/07/2018) and "Quiz 1".

At the bottom of the interface, there are tabs for Grades, Lessons, Pages, and Boards.

Top - Designer Mode

The screenshot shows the Classroom software interface in Designer Mode. At the top, there are fields for Year (1718), District (027), School (006), Teacher (BILLEAUDEAUX SALLY), and Page (FAM & CON SCI I). Below these fields is a toolbar with icons for Preview, Page Settings, Show Portlets, Copy, Save, and Help. The interface is currently in the "Page" tab, as indicated by the highlighted "Pages" tab at the bottom.

At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity, or group for which to design a [Page](#).

Preview - Click to enter **Preview** mode to view any changes made to the page.

Page Settings - Click to edit background color, portlet border, board color, etc.

Show Portlets - Click to display the available portlets to add to the page.




Copy - Click to copy the current page to another course, club, sport or group.

Save - Click to save changes to the current page.

Help - Click to view help documentation.

Top - Preview Mode

Year : 1718	District : 027	School : 006	Teacher : BILLEAUDEAUX SALLY	Page : FAM & CON SCI I
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 Designer	 Save	 Help
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At the top of the Gradebook, verify the **Year**, **District**, **School** and **Teacher**. Select the course, activity or group for which to design a [Page](#).

Designer - Click to enter **Designer** mode to make changes to the page such as add portlets, change background colors, add borders, etc.

Save - Click to save changes to the current page.

Help - Click to view help documentation.

Bottom

Grades	Lessons	Pages	Boards
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[Grades](#) - Teachers can create assignments, post assignment grades, print progress reports and more.

[Lessons](#) - Teachers can create their lesson plans, submit them to administrators, share them with other teachers and more.

Pages (Current Page) - Teachers can create a personalized web page where they can post events on a calendar, post updates on a message board and more.

[Boards](#) - Teachers can view assignment grades, marking period grades and Student Progress Center logins displayed graphically.

Create Groups

Grouping together courses and/or activities will give the user the ability to create one Page for more than one course/activity.

1. When in the **Page Selection** area, click the button at the bottom called **Manage Groups**.

The screenshot shows the 'Page Selection' window with a toolbar at the top containing icons for Preview, Page Settings, Show Portlets, Copy, Save, and Help. Below the toolbar is a table with the following data:

Course/Activity	Section/Description	Page	Group
FAM & CON SCI I	006339	*	
PROSTART I NEW	006341		Blue
CUSTOMER SERV	006338		Blue

A red box highlights the 'Page : SELECTION REQUIRED' message at the top right. A red arrow points from this message down to the 'Manage Groups' button at the bottom center of the window.

The 'Manage Groups' dialog box contains a table with the following structure:

Save	Group	Comment	Course/Activity	Page	Del
<input type="checkbox"/>	Blue		PROSTART I NEW,CUSTOMER SERV		<input type="checkbox"/>

A 'Close' button is located at the bottom center of the dialog box.

2. On the top blank line, click in the cell below the column header **Group** and enter a name of a group.

- For example, if you have multiple sections of Algebra I, name the group Algebra I. Then you will only need to create one Page for all of the Algebra I classes.
3. Click in the blank cell below the header **Comment** to add any notes about the group. (**Comment** is not a required field.)
 4. Click in the blank cell below the header **Course/Activity** to select all courses and/or activities that will be apart of this group.
 5. Click the green **Save** cell on the left.
 - Note: Any page that has already been saved for a course/activity will be deleted once added and saved to a group.
 6. Repeat steps 2 - 5 until all groups have been created.

Create a Page

This section will show the user how to create a Page that will enhance communication with students and parents.

1. Select the course, activity, or [group](#) for which to create a page from the **Page Selection** menu.

Year : 1718 District : 027 School : 006 Teacher : BILLEAUDEAUX SALLY Page : SELECTION REQUIRED

Preview Page Settings Show Portlets Copy Save Help

Course/Activity	Section/Description	Page	Group
FAM & CON SCI I	006339	*	
PROSTART I NEW	006341	Blue	
CUSTOMER SERV	006338	Blue	

Manage Groups

2. The screen will appear in **Designer** mode. Click to toggle between the **Designer** and **Preview** mode. **Preview** allows the user to view their work and **Designer** allows the user to edit their page.
3. To begin, click on the [Page Settings](#) icon at the top to set the background color, border, border size, etc.

Note: This step is optional. Backgrounds and borders are not required to save a page.

4. Click the [Show Portlets](#) icon to open a pane on the left.
5. Click on a **Portlet** to add it to the page.

Label - Add any text or image to help share information, about the course/activity or teacher, to students and parents.

1. To add text, click in the white space of the portlet and an text editor will appear.
2. When finished, click the save icon in the upper left of the text editor.

Calendar - Displays a calendar on the page that will show students and parents when assignments, lessons, and events occur.

1. To add an event to the calendar, click the plus (+) sign icon in the upper left of the **Calendar** portlet.
2. Enter the date/time range for the event.
3. Select the **Type** of event.
 - **Event**
 - **Sport**
 - **Birthday**
 - **Meeting**
4. Enter any information about the event in the text area.
5. When finished, click the save icon in the upper left corner.

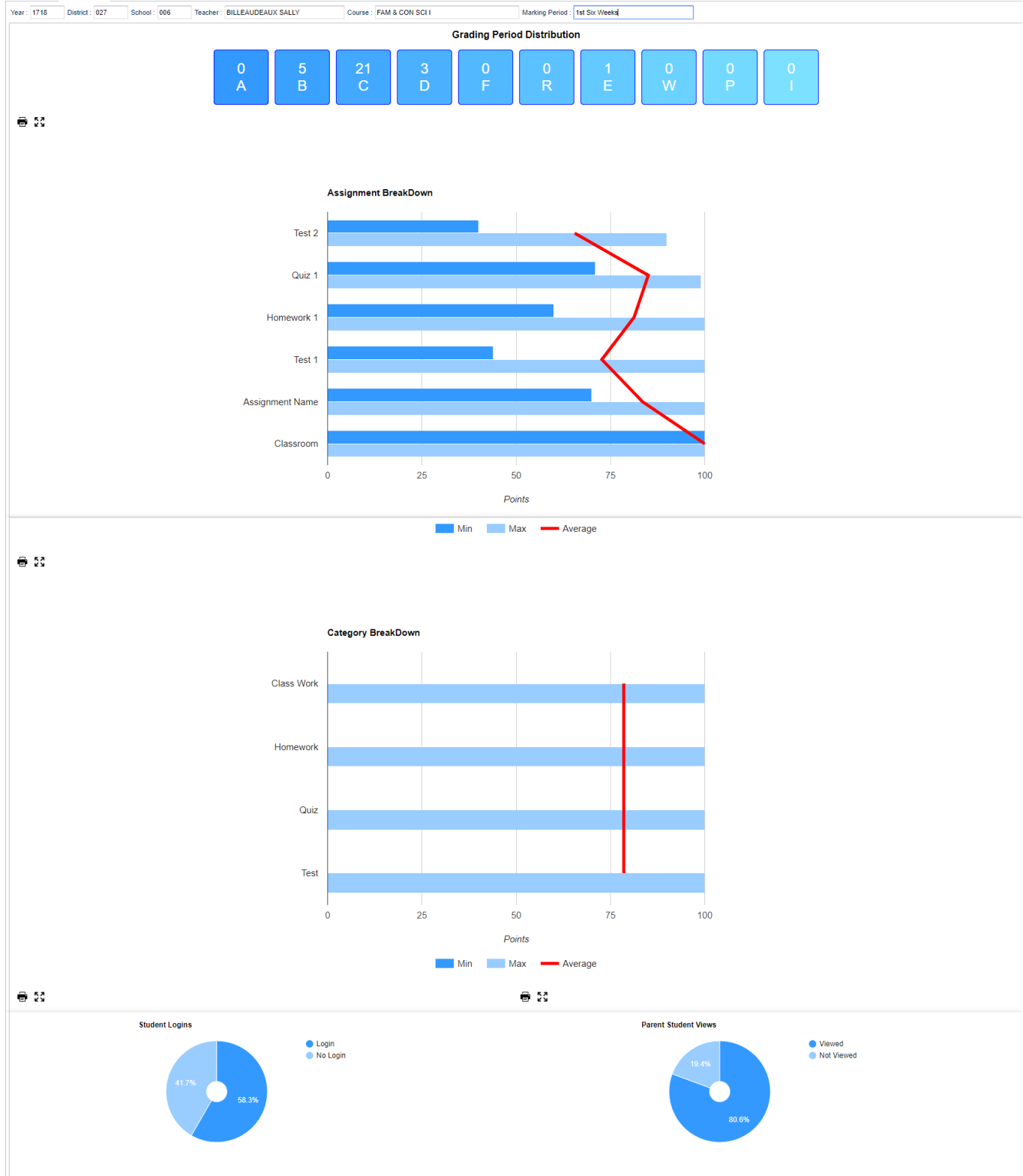
Post - Gives a teacher the ability to send messages and attachments to students and parents.

1. To add a post, click the plus (+) sign icon in the upper left of the **Post** portlet.
2. On the first line, where the words **Set Title** are, enter a title of the post.
3. Enter the post in the text area.
4. Click the **links** icon at the bottom to add any hyperlinks into the text area.
5. Click on the **attachments** icon at the bottom of the screen to add any documents for students and/or parents to the post.
6. When finished, click the save icon in the upper left.
7. If more than one portlet has been added, click and hold on the header bar to adjust the location of the portlets. As the portlet is being dragged, a line will appear above, below, or to the right or left of an existing portlet to help show where the portlet will be placed when the mouse button has been released.
8. On the header bar of each portlet is a [Page Settings](#) icon to set background color, border, border size, etc. within each portlet. An X is available as well to remove a portlet.

9. Click the **Save** icon at the top of the page when finished.

Boards

The **Boards** tab was designed to give a user the ability to view data for the selected course in a graphical format



Top

Year : 1718 District : 027 School : 006 Teacher : BILLEAUDEAUX SALLY Course : FAM & CON SCI I Marking Period : 1st Six Weeks

Year - The year the subject is being taught.

District - Default value is based on your security settings. You will be limited to your district only.

School - Default value is based on your security settings. If you are assigned to a school, the school default value will be your school site code. You will not be able to change this value. If you are a supervisor or other district office employee with access to the Student Information System, you will be able to run programs for one school, a small group of schools, or all schools in your district.

Teacher - The teacher teaching the course.

Course - The course being taught. Select from the drop down.

Marking Period - The marking period of the course being taught. Select from the drop down.