



Weston Public Schools

Teacher Website Instructions

Weston Public Schools

Empowering each student to achieve success and contribute to our global society

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CURRENT NEWS

[Transportation and Bus Info 2012-2013](#)
Posted 08/14/2012 03:53PM
2012-2013 Bus Route Information is now available at this link. Please make sure to check your information again immediately prior to the start of school as route changes are often made during these final weeks. WIS Dismissal Manager information will be sent to WIS families in late August.

[New Single Sign On for PowerSchool Parent Portal](#)
Posted 08/14/2012 10:15AM

CALENDAR EVENTS

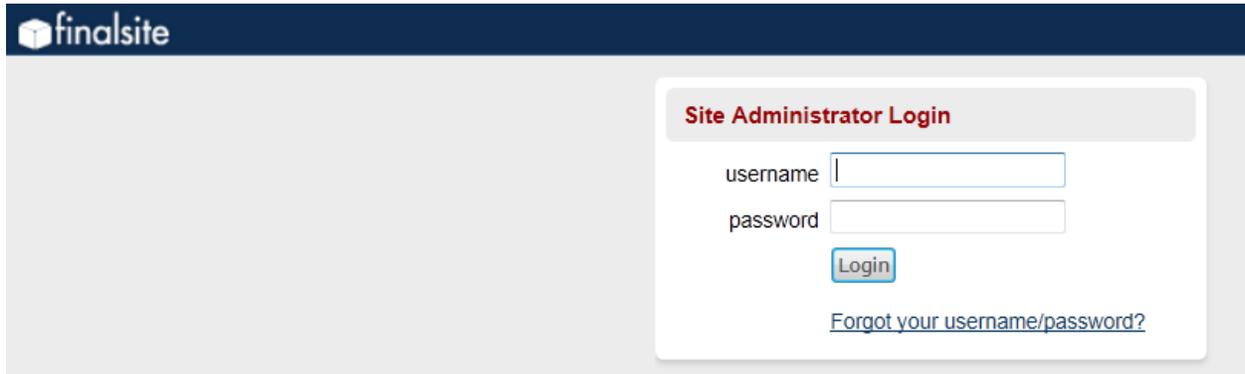
08/16 **[Finance Committee Meeting](#)**
8:00 AM
Office of the Director of Finance & Operations

08/16 **[Facilities Committee Meeting](#)**
11:30 AM
Office of the Director of Finance & Operations

You can create your teacher web pages on any computer with internet access. To create your teacher website pages, login on the internet:

<http://www.westonps.org/admin>

Enter your login id and password in the spaces provided.



The screenshot shows the 'finalsite' logo in the top left corner. The main content area is a light gray box containing a white login form. The form is titled 'Site Administrator Login' in red text. It has two input fields: 'username' and 'password'. Below the password field is a blue 'Login' button. At the bottom of the form is a blue link that says 'Forgot your username/password?'.

Your username is firstnamelastname. Letters are all lowercase. No spaces or punctuation.

For new users, passwords were emailed to your @westonps.org account. For security, please change your password after your initial login.

If you do not see your welcome email from Finalsite, or are an existing user but forgot your password, select the "forgot your username/password link" and enter your @westonps.org email address when prompted. Your password will be sent to you.

Guidelines: Baseline Information for Teachers to Post

Hurlbutt Elementary School

- Provide parents with a weekly curriculum perspective
- Post announcements and special activities
- Post special subject area weekly schedules (computer, art, music, physical education, etc.)
- Post homework where appropriate
- Provide a listing of necessary supplies and any teacher wish list items
- Maintain a current and up-to-date teacher web page

Weston Intermediate School

- Provide parents with a weekly curriculum perspective
- Post announcements and special activities
- Post special subject area weekly schedules (computer, art, music, physical education, etc.)
- Post homework where appropriate
- Provide a listing of necessary supplies and any teacher wish list items
- Maintain a current and up-to-date teacher web page

Weston Intermediate School

- Provide parents with a weekly curriculum perspective
- Post announcements and special activities
- Post homework where appropriate
- Provide a listing of necessary supplies
- Provide handouts for student downloading
- Post extra help hours
- Maintain a current and up-to-date teacher web page

Weston High School

- Provide a weekly overview of the curriculum taught in each class
- Post announcements and special activities
- Post homework where appropriate
- Provide a listing of necessary supplies
- List teacher email address
- List teacher phone extension
- Post extra help hours
- Maintain a current and up-to-date teacher web page

Additional Suggestions

- Provide teacher background information (teaching experience, certification, etc.)
- Important curriculum links
- Maintain a history of homework assignments
- Maintain a calendar history of quizzes, tests, and special projects

The Dashboard

After logging in, you will be brought to the Dashboard. On this page you can change your password, bookmark pages for easy access, view your recent activity, and read notices posted on the bulletin board.

The screenshot shows the Finalsite Dashboard for user 'brennalindsay'. The top navigation bar includes 'Dashboard', 'Published', 'Unpublished', 'Page Manager', 'Support', and a star icon. The dashboard is divided into several sections: 'my recent activity' (no activity), 'software updates' (listing updates from 06.28.12 to 08.09.12), 'bulletin board' (no posts), 'community voice' (recent posts like 'Dropbox & Turnitin'), 'support blog' (posts like 'Alerts, RSS and iCal feeds'), and 'finalsite announcements' (a 'finalsite University RESOURCES' banner). A 'finalsite happenings' section is also visible at the bottom.

Navigation Icons



Returns you to your dashboard

Published

Allows you view the LIVE website

Unpublished

For editing the website (and seeing any changes you have not published yet)

Page Manager

Where you will add, move, change, and name pages on your website.

Support

Finalsite Help. Select *browse knowledge base* from the pull-down menu.



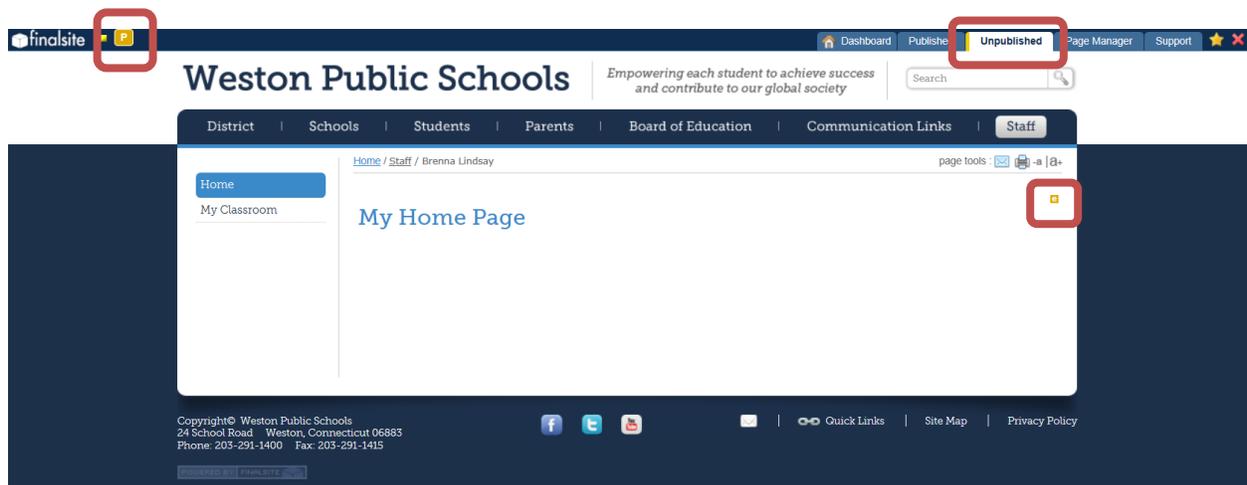
Click the star icon to bookmark pages you use a lot for quick access



Log off

Home Page

The standard template for teachers contains a home page and a classroom page. You can add additional pages to fit your needs.



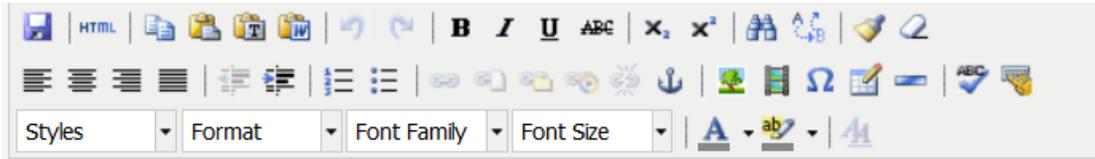
The standard page automatically has a navigation menu on the left side and blank white space on the right. To edit this page, work in the unpublished tab and save your work, making as many changes as you like. When you are satisfied with your page, publish it by clicking on the P in the upper left-hand side of the screen, so the public can view it.

To edit, click on the gold “e” and a text-editing box will appear. You will notice this box is similar to working in Microsoft Word. There are many icons for editing tools inside this box. Hover your cursor over the icon for an explanation, or see the chart on the next page.

Tip: When performing a “cut and paste” use the clipboard icon: 

This will paste as plain text. If too much formatting is pasted into a web page, the text can easily become confused and messy. After pasting as plain text, you can then apply formatting to achieve the results you are looking for.

Editing Icons



- | | | |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
|  Save your work |  Remove formatting |  Insert/edit an image |
|  Edit in HTML |  Align left |  Insert/edit embedded media |
|  Copy |  Align center |  Insert a custom character |
|  Paste |  Align right |  Insert a table |
|  Paste as plain text |  Align full |  Draw a horizontal line |
|  Paste from Word |  Outdent |  Spell check |
|  Undo |  Indent |  Universal keyboard (for typing in 23 languages) |
|  Redo |  Numbered list |  Select text colors |
|  Bold |  Bulleted list |  Highlight tool |
|  Italics |  Insert/edit a link to an external web site |  Edit in CSS |
|  Underline |  Link to a web page within www.westonps.org | |
|  Strikethrough |  Link to a document or image | |
|  Subscript |  Link to a video | |
|  Superscript |  Remove a link | |
|  Find |  Insert/edit an anchor (links within the same web page) | |
|  Find and replace | | |
|  Clean up messy code | | |

My Classroom Page

Home

My Classroom

My Classroom

[hide overview](#)

You have not provided a group overview. Please edit using the blue pencil to the right.

Bulletins

[+ new bulletin](#)

There are no bulletins to display.

Calendar

There are no events to display.

Resources

[+ new resource](#) [+ new folder](#)

There are no resources to display.

The *My Classroom* page has 4 sections for posting information about your class: Overview, Bulletins, Calendar, and Resources. Use the pencil icon to edit these sections. All edits to *My Classroom* pages are automatic and happen instantly on the live web page without having to “publish.”

Overview: Use this section to post general information about the class.

Bulletins: This is a place for posting messages to your students and parents.

Calendar: The calendar can be used for class events, exams, homework, etc. To edit, after selecting the pencil icon, click “New Event,” and fill in the requested details.

Event Title: For example, “ALGEBRA, Do problems on page 3.”

Start Date: The date the entry will appear on your calendar. Note that you can choose a time as well, or select “all day event” if there is no time to attribute.

Location: An optional field for indicating a specified location for an event.

Repeat: If an event (for example, a quiz) occurs at regular intervals you can auto-populate the calendar using this option.

Notes: Any additional brief instructions that will appear immediately below the event title on the calendar. This is optional.

Description: Add any lengthy details here. Students will know there are additional details to read for this listing because the Event Title will appear underlined, indicating a link. This is optional.

DASHBOARD CALENDARS **EVENTS** IMPORT EXPORT

VIEW CALENDAR **SAVE** **SAVE AND PUBLISH**

Event Type Normal

Event Title

Start Date 08/14/2012 All Day Event

Time -- : --

Location

Repeat None

Attached To

Available Calendars

My Website Calendars

My Classroom

Notes

Description

Resources: Store links that serve as reference materials for student research and study. You can choose links from the web, the Weston Public Schools site, or files stored in *My Website Files*.

To begin creating links, you need to create a folder to store them in. Click on the green "New Folder" icon below the *Resources* heading. A *Resource Folder* pops up:

File Edit View Favorites Tools Help

Resource Folder

Create a new folder

Find a shared folder from another group

Configure the settings for this folder and click Create Folder.

Folder Name

Parent Folder -- main folder --

Enable other groups to share this folder

Archive this resource folder (it will not be visible on the website)

Make this a dynamic file folder

Create Folder

- In the "Folder Name" text box, type the title of your folder.
- Parent folder should remain "-- main folder--"
- Click "Create Folder" to save.

- Click on the green “New Resource” icon to the left of the “New Folder” icon. The *Resource Editor* window will pop up.
- Select from the drop-down “Folder” menu the name of the folder you want to create the link within.
- Type in the title of your new resource/link in the “Resource Title” box.
- Use the “Notes” area to give a brief explanation of the resource/link. It will display below the Resource Title on your classroom page.
- Click the *Unpublished* tab at the top of the page to edit your new page.

How to Insert a Web-Based Link

If you are on any section of your *My Classroom* page, click on the “Full Popup Editor” . If you are on any other page, click the gold “e” icon.

After typing your text, highlight the words you want the link attached to (e.g., the name of the document or a web address). Then do one of the following:

- Click on  to link to a website. A pop-up window will appear. Browse for the link or enter the link in the “Link URL” field. Click “Insert.”
- Click on  to link to a web page within your teacher website. A pop-up window will appear. Select the page you want from the list.

How to Upload and Link to a File

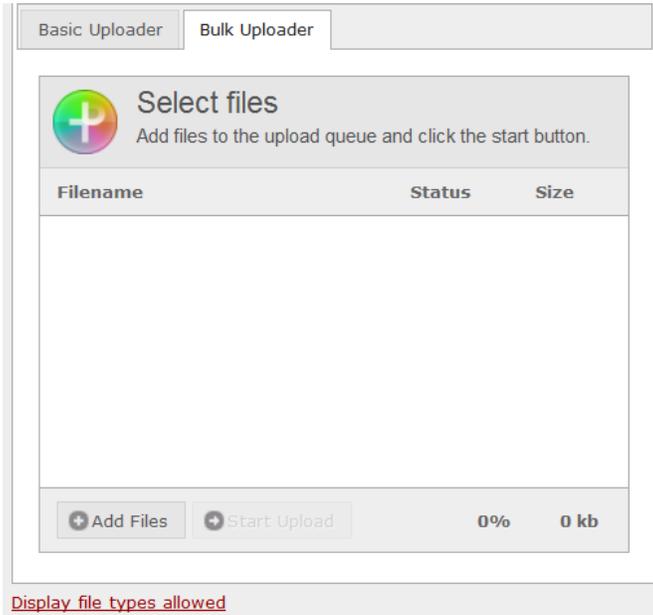
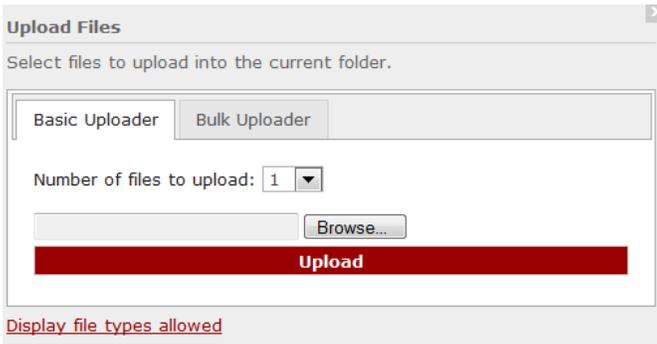
If you are on any section of the *My Classroom* page, click the  icon. If you are on any other page, click the gold “e” icon. After typing your text, highlight the words you want the link attached to (e.g., the name of the document or a web address).

Click on  to link to a document or image stored in *My Website Files*. The following pop-up window will appear:



If the file you wish to utilize is already stored in either *My Website Files* or *Public Files*, simply navigate to the file you wish to link to and click on the title of the file. Click on the magnifying glass to the right of the file name if you wish to preview the file before linking.

If the file you want to link to is not currently in *My Website Files* or *Public Files*, select *My Website Files* and then click the upload files link (unless you have been authorized by your network administrator to load to files in a *Public Files* subfolder, you will only be able to upload to *My Website Files*). Select either the Basic Uploader or the Bulk Uploader. Both work similarly and can be used to upload any number of files.

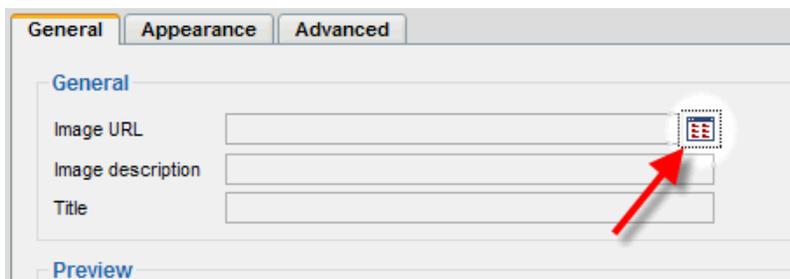


Once the upload is complete, close the pop-up window by clicking the red X in the upper right had corner. Then, select the title of the document you wish to link to.

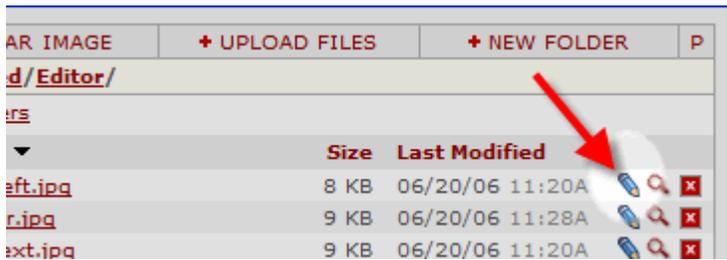
How to Insert or Edit an Image with the Image Editor

If you are on any section of the *My Classroom* page, click the  icon. If you are on any other page, click the gold "e" icon.

Click on the insert/edit image icon  in the Finalsite tool bar. Click the "browse images" icon  to open the File Manager.



Click on the file name of a picture or image to insert it directly, or click the pencil icon  to the right of the filename to edit it with the Image Editor.



Choose from the drop-down menu to resize, crop, adjust compression, change orientation, or add filters. When done, click "Finish".

If the image is not in your folder, click on "Upload Files" and follow the instructions.

Page Manager

To change the titles on your pages (and the left-hand navigation links to those pages), click on *Page Manager*, select the page you want to change, and then change the title in the Page Name box.



Pages are also added, deleted and moved from within the *Page Manager*. When adding a new page, first determine the following:

- Should your page be equal to the page you are currently viewing (sibling page), or should it be a subpage of the current page (child page)?
- Would you like the added page to be a standard blank page (like your home page) or a classroom page (which contains the four sections of Overview, Bulletins, Calendars and Resources), a calendar page (calendar only), or a class list?

To add your new page, select "Add Page." The following pup-up screen will appear:

Page Type Standard Page

Display this page on website
 Enable Internet search engines to find this page ?
 Enable Internal site search to find this page ?
 Display page over secure (SSL) connection
 Password protect access to this page

Sequence

Page Name New Page

Page Notes

Page Content 1

Page Content 2 Click [here](#) to enter content.

Save This Page

Select whether your page will be a child or sibling page when prompted.

Page Type: Select your page type from the pull-down menu.

Sequence: If you would like your page to appear in an order other than alphabetical, indicate the order in the space provided.

Page Name: Name your page as you would like it to appear in the navigation bar.

Click "Save This Page" and go to the *Unpublished* tab to edit your new page.

Support is available!

If you need support with Finalsite or have any questions:

- Browse the Finalsite Knowledgebase
- Contact your building support under District Website Contacts for Updates/Information listed on the district website.
- Contact your trainer from the IT Department, or drop-in during support hours for your building