

LC Teacher Webpages: Getting Started

Teacher Admin Page: <http://help.lcsc.us/page.php?id=83>

Username: _____

Webmaster: _____

Password: _____

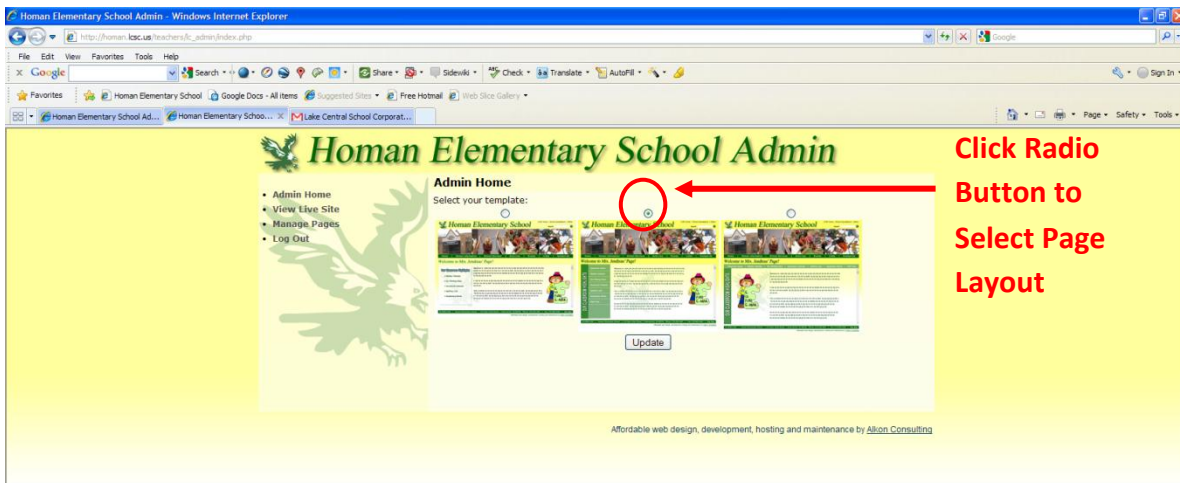
Email: _____

Sample LCSC Sites:

- Cane's Class - <http://grimmer.lcsc.us/teachers/kristin-cane/>
- Schweitzer's Class - <http://grimmer.lcsc.us/teachers/susan-schweitzer/>
- Hurley's Class - <http://lake-central.lcsc.us/teachers/cyndi-hurley/index.php>

To Begin:

1. Go to Teacher Admin Page
2. Login with Username and Auto-generated Password (no customization)
3. On Admin Home Page, select your page layout



4. Select Manage Pages in Navigation Panel on left-hand side
 - a. Edit Page – change page text, tables, or images
 - b. Show Page – make page content public
 - c. Hide Page – make page content private / or hidden until ready
5. Title your Home Page by clicking “Edit Page” in the Action column (see image below)
 - a. Home Page is always visible
 - b. Home Page Content: Picture, Contact Information, Special Announcements
6. Click “Preview” button
7. Click “Publish” button
8. Additional Pages
 - a. 6 total pages
 - b. Future Content: Course Description

- c. Homework Calendar – template provided
- d. Upcoming Tests
- e. Links
- f. Curriculum

9. Link Teacher Page to RDS for easy parent access

Homan Elementary School Admin

- Admin Home
- View Live Site
- Manage Pages
- Log Out

Edit Classroom News Page

Page/Menu Title: 45 Characters Max **Change Page Title Here**

Modify Content Here:

Use Toolbar to Manage Content

Content Management Window

Visit this page to see what's new in our classroom.

ATTENDANCE
 Congratulations! Our class has 16 days in a row of perfect attendance. We have earned our Dilly Bars for day 15 and are on our way to day 20! Way to go, kids . . . and parents. I'm so proud of you. Let's try to break a school record!

UNIT REVIEW
 This week we are practicing reading skills such as Cause and Effect, Fact and Opinion, and Sequencing. Our second graders will be tested on these skills on Thursday.

BOOK REPORTS
 Students should be reading poetry and choosing a favorite poem for their Poetry Banner. These projects are due on Friday, March 12th. Grades will be given based on neatness, spelling, reading the poem and public speaking. I can't wait to see everyone's creative banners.

YOUNG AUTHOR'S WEEK
 March 15th through the 19th we will be celebrating Homan's awesome writers by sharing their stories. We will get to meet a special guest and have some fun with our friends, while we feature the great stories that everyone has written.

Click Preview, then Publish

Affordable web design, development, hosting and maintenance by [Alkon](#)

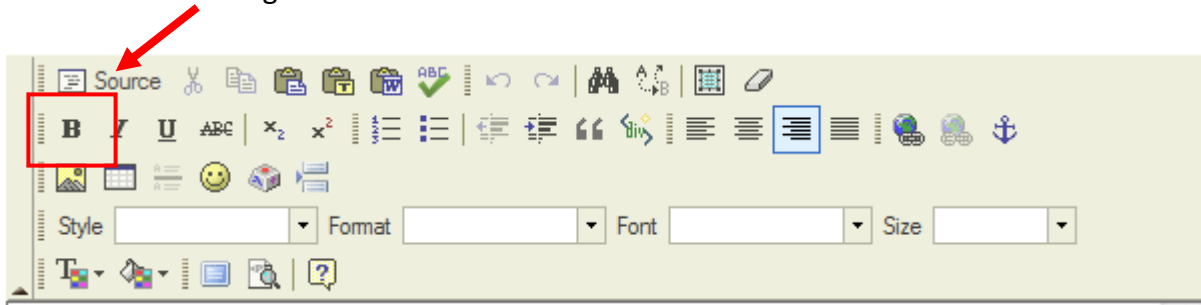
Taskbar: Inbox - Microsoft Out..., iTunes, Homan Elementary Sc..., Homan Website, Teacher_Website_In...

10. Link classroom webpage to RDS for seamless navigation:

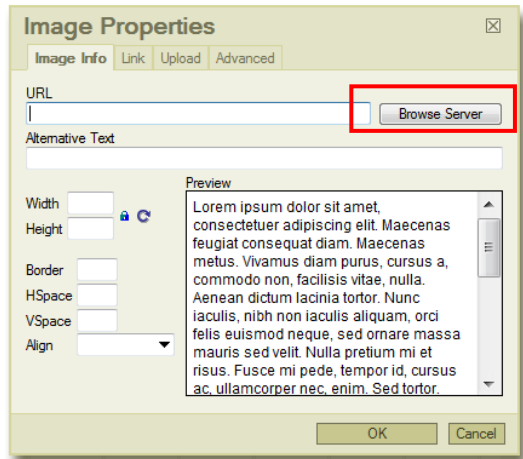
- a. Copy the entire line (everything in blue): `Mrs. Castle's Web Site`
- b. Change both highlighted sections to match name on your account
- c. Click on the "Parent Access" link in RDS
- d. Click on "Details" and paste into the comments section
- e. Click Update and the link should be live to the teacher's website

Inserting a Picture:

1. Click the “Insert Image” icon on Toolbar



2. On the Image Properties window, click “Browse Server”



Browse LCSC’s server to upload your own picture.

3. Create New Folder: For First Time Use of this Feature



- a. Click “Create New Folder” (lower left corner)
- b. Name your folder. (ie. Cole Website)
- c. Click “OK”

4. Upload to Existing Folder

- a. Select your folder from list in FCKEditor
- b. Choose the file to upload



- c. Select the image from saved location on your computer
- d. Click “Open” and file will appear in Upload a New File window at bottom of screen



- e. Adjust image width and height will adjust automatically
- f. Click “OK”

5. Calendar – you can embed your Gmail calendar into your website for student use

- **Any changes to calendar will automatically change on your website too**

- **Any links in the calendar will not open via the webpage though**

a. In calendar list (on left), click down-arrow next to calendar you want to embed (if you have more than one calendar)

b. Select “Calendar settings”

i. Scroll down to middle of page - next to image of calendar - click “Customize color, size, and other options”

ii. Make any changes

iii. Copy the new code displayed in the “Embed This Calendar” section

o Paste this code into your website – click on “Source”, paste. Click “Source” again to see the calendar on your website

