

Administrator Manual for Campus Post It Website Template System

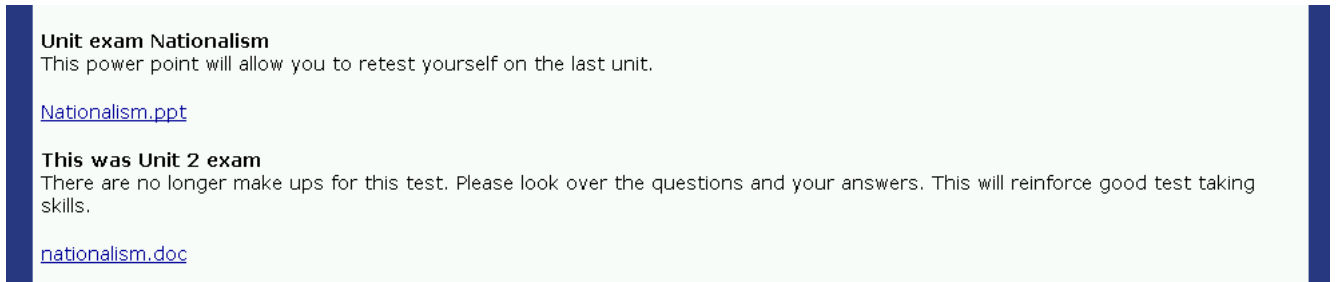
Campus Post It is a system which allows teachers to update their homepages on the school website. Information is updated immediately (from any computer, in school or at home) through the use of online forms. Absolutely no programming skills are required. In addition, teachers can quickly and easily create websites for each course that they teach. They can post any type of message, link, and/or file (which becomes available for student and guardian download) on these course websites.

Examples include posting a message:



The screenshot shows a website header with a logo of a red apple and the text "Demo High School" in red. Below the header, a white box contains the text: "Welcome to Ms. Parkinson's website for H3", a link "Back to Ms. Parkinson's profile.", and a message: "Hello Students and Parents. This class is a Regent's level class. We will be following strict New York State standards in preparation for the Regent's in June. I am confident that through hard work and dedication we all can be successful."

Posting notes or old exams (as a PowerPoint or Word file, for example, but any type of file can be posted) for students to download:



The screenshot shows two posts in a white box. The first post is titled "Unit exam Nationalism" and says "This power point will allow you to retest yourself on the last unit." with a link "Nationalism.ppt". The second post is titled "This was Unit 2 exam" and says "There are no longer make ups for this test. Please look over the questions and your answers. This will reinforce good test taking skills." with a link "nationalism.doc".

Posting links to other websites:



The screenshot shows a post in a white box titled "Textbook: World History Connections Today" with the text "Textbook Website: <http://www.phschool.com/atschool/worldhistory/index.html>".

They can make their course websites publicly available or make them private (password-protected) in which case, they would provide their students with the password to access their site.

The system was **designed by teachers, for teachers** and is designed to be a user-friendly technology time-saver for technology coordinators, teachers, students, and guardians.

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Note:

This manual is intended for **administrators (technology coordinators)** only. If you are not the administrator for your school, you should use the [user manual](#) instead.

How does it work?

Campus Post It is designed to have a standard look so that it appears to be a seamless part of your school's website. Teachers will not have the ability to change colors or fonts on their homepage or course websites. **What they type is what they will see.**

To begin, go to the faculty page on your school website. Click on a teacher's name.



The screenshot shows a website header for "Demo High School" with a red apple icon. Below the header, the page is titled "Faculty by Department". Under the "Math" department, there is a photo of Ms. Marshall and her contact information: "Ms. Marshall, Math, camarshall@mtaglobal.com". Under the "Physical Education" department, there is contact information for Dr. Smith: "Dr. Smith, Physical Education, support@campuspostit.com". Under the "Social Studies" department, there are two entries: "Ms. Parkinson, Social Studies, jparkinson@campuspostit.com" and "Mr. Zwilliger, Social Studies, camarshall@fordham.edu".

This opens the teacher's homepage.

Demo High School

Faculty

Ms. Parkinson, Social Studies
Primary Email Address: jparkinson@campuspostit.com
[Personal Website](#) Course Websites listed Below
Phone 631-331-8024
Office Location: 4th floor

Welcome to my site.

Courses I Teach/Have Taught:

Course Website: [H3 PUBLIC](#)
Course Website: [H4 global history PUBLIC](#)
Course Website: [Regents Review Global History PUBLIC](#)
Course Website: [technology PRIVATE](#)

[Maintenance \(faculty login required\)](#)

Teacher's name and Department get posted here. If they have uploaded a photo, it will be posted here too.

Teacher's email address gets posted here. They want to list a professional address as your primary email address.

They can post a personal website address if you have one.

Optional welcome message gets posted here.

If they list courses that they teach (or have taught), they will be listed here. The hyperlinks lead to the course websites. This is the entry point for students to access your course websites.

This Maintenance link leads to the faculty login page where teachers have the ability to make changes.

To make changes, the teacher must click on the maintenance link on the bottom right hand side of the screen.

Demo High School

[Bookmark This Page!](#) You can add this page to your Internet browser's list of Favorites (optional).

Faculty Members Only - Please Login to Edit your Profile

Enter Username (Complete Email Address):
Enter Password: [Forgot your Password?](#)

The email address you should use is the one listed as your primary email.

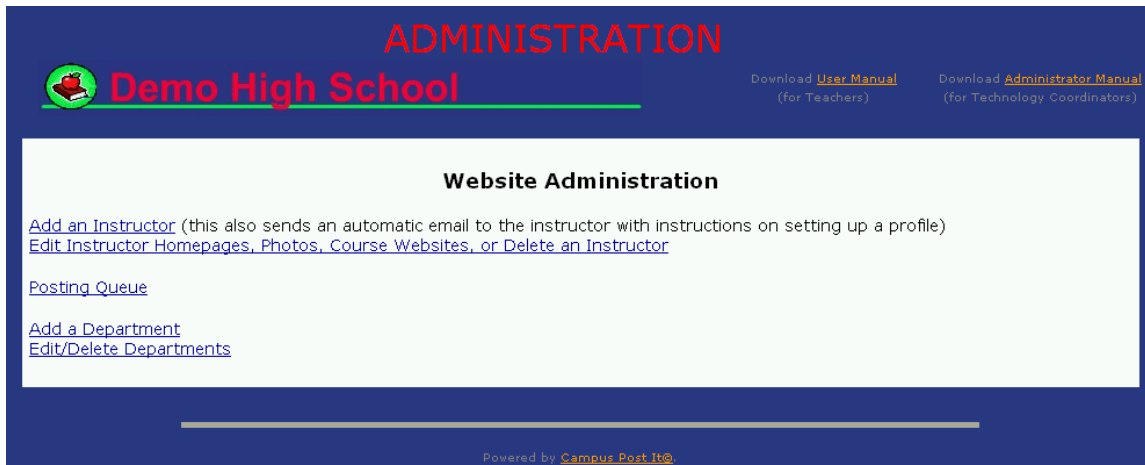
Their Username is the primary email address that is listed on the previous page (it should appear automatically).

The password should have been given to the teachers in an email. If they lose their password, they can simply click on the 'Forgot your Password?' link and it will be emailed to them.

If at any point a teacher needs to change his or her username (primary email address) he or she can do so by logging in and changing the primary email address listed on his or her homepage.

Administrator Privileges

As an administrator, you can login the same way that teachers do (you must know their passwords) or you can access any teacher's pages via the administrator link (with the administrator username and password) that you were given by us (if you need this link contact someone on the [support page](#)).



The screenshot shows a web interface for "ADMINISTRATION" at "Demo High School". The header is dark blue with the school name in red. On the right, there are links to download a "User Manual (for Teachers)" and an "Administrator Manual (for Technology Coordinators)". The main content area is white and titled "Website Administration". It contains several blue hyperlinks: "Add an Instructor" (with a sub-note about sending an email), "Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor", "Posting Queue", "Add a Department", and "Edit/Delete Departments". At the bottom, a footer indicates the site is "Powered by Campus Post It®".

Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor

Using the ‘Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor’ link from the administrator homepage:

Website Administration

[Add an Instructor](#) (this also sends an automatic email to the instructor with instructions on setting up a profile)
[Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor](#)

[Posting Queue](#)

[Add a Department](#)
[Edit/Delete Departments](#)

The ‘Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor’ page allows you to access any instructor’s homepage, add or remove an instructor’s digital photo, and edit all course websites. In addition, you can delete an instructor if he or she has left the school.

ADMINISTRATION

Demo High School

[Download User Manual \(for Teachers\)](#) [Download Administrator Manual \(for Technology Coordinators\)](#)

[EXIT - BACK TO MAIN MENU](#)

Requires Approval?	First Name	Last Name	Department	Primary Email	Homepage	Photo	Websites	Instructor
5 <input type="button" value="Yes"/>	Jim	Smith	Physical Education	support@campuspostit.com	2 Edit	3 Upload Remove	Edit 4	Delete 1
<input type="button" value="No"/>	Jennifer	Parkinson	Social Studies	jparkinson@campuspostit.com	Edit	Upload Remove	Edit	Delete
<input type="button" value="No"/>	James	Zwilliger	Social Studies	camarshall@fordham.edu	Edit	Upload Remove	Edit	Delete

1. To delete an instructor completely from the website, you should click on the link labeled ‘Delete’ next to the instructor you wish to remove.
2. More information on [editing an instructor’s homepage](#) can be found here.
3. More information on [uploading/removing an instructor’s photo](#) can be found here.
4. More information on [editing an instructor’s course website](#) can be found here.
5. The ‘Requires Approval?’ drop down allows you to decide which instructors can post information without approval (posted immediately), and which instructors’ postings you must approve before they go live (see the [Posting Queue](#) for more information on this). You can change these settings here by choosing Yes (to require approval) or No (to allow the instructor to post immediately) and clicking on the button labeled ‘Update Instructor Approval Settings’.

Add an Instructor

From the administrator homepage, the 'Add an Instructor' link allows you to add a new instructor:

Website Administration

[Add an Instructor](#) (this also sends an automatic email to the instructor with instructions on setting up a profile)
[Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor](#)

[Posting Queue](#)

[Add a Department](#)
[Edit/Delete Departments](#)

The link takes you here:

[BACK TO MAIN MENU](#)

Please complete all fields wherever possible.

When you click submit, an email will be sent to the instructor's primary email address.

Requires Approval before Postings Go Live?	<input type="button" value="No"/>	If you choose yes, you will be notified by email every time this instructor creates or edits a posting.
Salutation*	<input type="button" value="v"/>	
First Name*	<input type="text"/>	
Last Name*	<input type="text"/>	
Department*	<input type="button" value="v"/>	
Instructor Office Location	<input type="text"/>	
Current office hours	<input type="text"/>	
Telephone Number	<input type="text"/>	Include multiple numbers, and/or best times to call, etc.
Fax Number	<input type="text"/>	
Primary Email Address*	<input type="text"/>	Primarily for contact with students
Secondary Email Address	<input type="text"/>	Secondary email
Personal Website Address	<input type="text"/>	URL of your personal website (example of complete address: http://www.google.com)
Comments	<input type="text"/>	Examples of comments might be 'on leave fall 2004' or 'can also be contacted at Columbia University'
Password*	<input type="text" value="12345"/>	Faculty can change password upon initial log in
Schools Attended/Degrees Earned	<input type="text"/>	List your schools attended/degrees earned followed by a < BR >< BR > (with no spaces) following each entry (this will add a line between each school/degree).

Please be patient. It takes a moment to submit.

Required fields include: salutation, first and last name, department, primary email address, and password. Everything else is optional. **Upon adding a new instructor, the instructor is automatically sent an email (to their primary email address) with instructions on how to login.**

Posting Queue

From the administrator homepage, the ‘Posting Queue’ link allows you to view all unapproved postings made by instructors who require approval. When a posting is created or edited by a restricted instructor, you will receive an email notification. You can visit the posting queue as often as you like. Only new unapproved postings will reside in the posting queue.

Website Administration

[Add an Instructor](#) (this also sends an automatic email to the instructor with instructions on setting up a profile)
[Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor](#)

[Posting Queue](#)

[Add a Department](#)
[Edit/Delete Departments](#)

This opens the following screen:

The Following Postings have been Created or Updated by Instructors who Require Approval before Going Live

NOT YET APPROVED ▼	Smith	Badminton	Notes	Here are the rules of the sport.	http://westlake.k12.oh.us/hilliard/whspe/badminton/badminton_rules.ht
NOT YET APPROVED ▼	Smith	Badminton	Welcome	Welcome to Badminton!	

Simply use the drop down box to approve the postings you choose. Then click the button labeled ‘Approve These Postings – Go Live!’. The postings in the posting queue will not be visible to website visitors until you approve them.

Add a Department

The 'Add a Department' link on the administrator homepage allows you to add a new department (examples: math, science, social studies, etc.):



The screenshot shows a green box titled "Website Administration" with several links: "Add an Instructor" (with a sub-note about email), "Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor", "Posting Queue", "Add a Department" (highlighted in red), and "Edit/Delete Departments".

This opens the following screen:



The screenshot shows a form with a text input field labeled "Add a Department" and a "SUBMIT" button. A "BACK TO MAIN MENU" link is in the top right corner.

Simply add the name of the new department and click the 'Submit' button. Instead of departments labeled by subject area, you might choose to sort faculty by grade, in which case rather than subject areas you would list departments as 1st grade, 2nd grade, 3rd grade, etc.

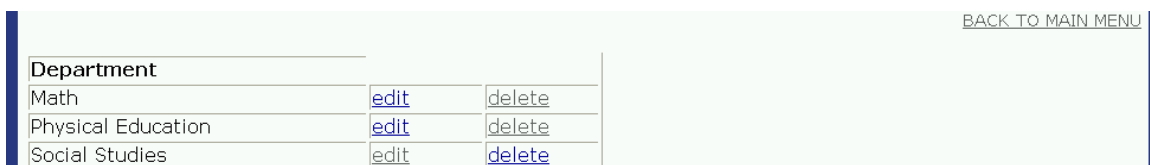
Edit/Delete a Department

You can also edit or delete departments using the 'Edit/Delete Departments' link from the administrator homepage:



The screenshot shows a green box titled "Website Administration" with several links: "Add an Instructor" (with a sub-note about email), "Edit Instructor Homepages, Photos, Course Websites, or Delete an Instructor", "Posting Queue", "Add a Department", and "Edit/Delete Departments" (highlighted in red).

This opens the following screen:



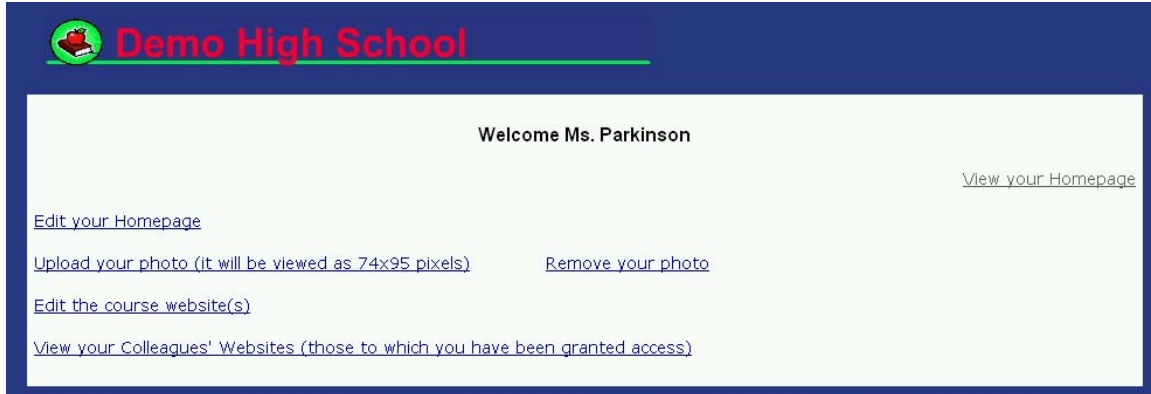
The screenshot shows a table with three columns: "Department", "edit", and "delete". It lists "Math", "Physical Education", and "Social Studies" with corresponding "edit" and "delete" links.

Department	edit	delete
Math	edit	delete
Physical Education	edit	delete
Social Studies	edit	delete

From here you can choose to edit the name of any of the departments or to delete a department altogether.

Main Menu

Upon logging in, the teacher will be taken to the main menu:



From this main menu you can update your homepage, upload or remove a digital photo, create course websites for all of the courses that you teach (even different websites for different sections if you would like). If they make any of the course websites private (password-protected) you will have the ability to grant other teachers access to them (without having to know the password) and you can view those websites that other teachers have granted you access to from here also.

Edit your Homepage

If you click on the 'Edit your Homepage' link, you will be taken to the following form:

[EXIT WITHOUT SAVING - BACK TO MAIN SCREEN](#)

Updating this information immediately updates the website, so please proofread the information so that it is the way that you would like it to be displayed.

Salutation	<input type="text" value="Ms."/>	
First Name	<input type="text" value="Cera"/>	
Last Name	<input type="text" value="Marshall"/>	
Department	<input type="text" value="Math"/>	
Office Location	<input type="text" value="646 Main Street"/>	
Current office hours	<input type="text" value="1:00-3:00 PM"/>	
Telephone Number	<input type="text" value="631-331-8024"/>	Include multiple numbers, and/or best times to call, etc.
Fax Number	<input type="text" value="631-331-8044"/>	
Primary Email Address	<input type="text" value="caramarshall@mtglobal.com"/>	Primary Email address for contact with parents, students, staff
Secondary Email Address	<input type="text"/>	Secondary Email address (optional)
Personal Website Address	<input type="text"/>	URL of your personal website (optional) (example of complete address: http://www.google.com)
Welcome Message	<input type="text"/>	Example of a message: Welcome to Ms. Smith's Website
Password	<input type="text" value="guest"/>	You can change your password anytime
Schools Attended/Degrees Earned	<input type="text" value="In Progress: Ph.D. in Financial Economics. Expected year of graduation: 2007. Fordham University.
Masters of Business Administration in Quantitative Analysis/CIS, December 2002, St. Johns University."/>	List your schools attended/degrees earned separated by a comma or < BR > (with no spaces) following each entry (to add a line between each school/degree).

Updating this information immediately updates the website, so be sure to proofread your text so that it is the way that you would like it to be displayed. If you make a mistake, you can always go back in and change things. **Required fields include: salutation, first and last name, department, primary email address, and password.** Everything else is optional.

Upload/Remove your Photo

If you click on the 'Upload your Photo' link, you will be taken to the following form:

[EXIT WITHOUT SAVING - BACK TO MAIN SCREEN](#)

Upload your Digital Photo


Filenames **may not contain spaces or underscores** or those characters will be deleted.

For consistency, please simply name your file **your ID number (82)** before uploading. Try to make the image (approximately 74x95 pixels).

Before uploading a photo, you should resize it, using a photo editing program, so that it fits the rectangular shape or approximately width = 74 pixels and height = 94 pixels (width = 1" and height = 1 1/4"). In addition, you should name the file the id number provided. Then simply click the 'Browse' button and locate the file on your machine. Once you have found it and clicked the 'Open' button in the new window, you should click the 'Upload' button.

You should then see a screen like this:

This is how your photo will appear (please adjust and re-upload if necessary):



Thank you. The photo has been uploaded successfully.

You can now click the button that reads 'Back to Main Screen'. If you like the way your photo looks, you can move on to something else, or close the window. If you want to change the photo, you can edit your file using your photo editing software and then click on the 'Upload your Photo' button from the main menu and repeat the steps from above.

If at some point you decide that you don't want a photo up at all, you can click the 'Remove your Photo' link from the main menu.

Remove your Digital Photo

Thank you. The photo has been removed successfully.

Edit the Course Website(s)

The 'Edit the course website(s)' link from the main menu, will take you to the following screen:

The screenshot shows a web interface for editing course websites. At the top right, there are two links: "EXIT - BACK TO MAIN SCREEN" and "VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW". The main content area is divided into several columns: "Edit the Site", "Privacy Status", "Viewing Status", and "If this Course is Private".

Course Name	Privacy Status	Change Privacy Status	Viewing Status	Change Viewing Status	Change Class Password	Add/Remove Faculty Members
H3	PUBLIC	Change Privacy Status	VIEW	Change Viewing Status		
H4 global history	PUBLIC	Change Privacy Status	HIDE	Change Viewing Status		
Regents Review Global History	PUBLIC	Change Privacy Status	VIEW	Change Viewing Status		
technology	PRIVATE	Change Privacy Status	VIEW	Change Viewing Status	Change Class Password	Add/Remove Faculty Members

At the bottom left, there is a link: "Click Here to Add/Delete the Courses that you teach."

Numbered callouts in the image:

- 1: Points to the "Click Here to Add/Delete the Courses that you teach." link.
- 2: Points to the "H3" course name.
- 3: Points to the "Change Class Password" link.
- 4: Points to the "Change Privacy Status" link for the "H3" course.
- 5: Points to the "Change Viewing Status" link for the "H3" course.
- 6: Points to the "Add/Remove Faculty Members" link.

This lists all courses that you have listed as those that you teach or have taught.

1. To add or delete courses you must click the link here. When you add a course, you will be asked whether you want the course to be public or private. If you make it public, anyone who accesses the school website will have access to the course's website.
2. Once the course appears on the screen above, you can edit the course website by clicking on the course name.
3. If you make a course website private, you will have to create a password (you can change it by clicking the 'Change Class Password' link here) and then distribute this password to your class so that they can access the site.
4. You can change the privacy status of each course, by clicking the 'Change Privacy Status' link here.
5. At the end of the semester, or if you are no longer teaching the course, you can choose to hide the entire course website by clicking the 'Change Viewing Status' link here.
6. You can also allow certain faculty members to have access to your private course website (without knowing the password) by clicking the 'Add/Remove Faculty Members' link here.

We will go into depth on each of these features in the next section.

1. Add/Delete the Courses that you Teach or Have Taught

[EXIT - BACK TO MAIN SCREEN](#)
[VIEW MY HOMEPAGE](#)

ADD/DELETE CLASSES THAT YOU TEACH/HAVE TAUGHT

H3 [DELETE](#)
H4 global history [DELETE](#)
Regents Review Global History [DELETE](#)
technology [DELETE](#)

NOTE: IF YOU DELETE A COURSE, ALL ASSOCIATED COURSE WEBSITE FILES WILL ALSO BE REMOVED.

To insert a course:

[EXIT - BACK TO MAIN SCREEN](#)
[VIEW MY HOMEPAGE](#)

Course Name or Code

Choose whether you want to make this website Private (only accessible to students you choose).

If you choose Private, you will have an opportunity later to choose which students have access to the site.
If you choose Public, your course website will be publicly viewable by anyone who visits the school website.

If you insert a new course and make it private you will then be asked to create a password:

[EXIT - BACK TO MAIN SCREEN](#)
[VIEW MY HOMEPAGE](#)

Thank you. The course information regarding **American History** has been inserted successfully.

[GO ON TO CREATE A PASSWORD FOR YOUR PRIVATE COURSE](#)

To create a password:

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)

Please set the new password for students to access your course website.

Password

Simply type your password and click the 'submit'. You must provide your students with this password so that they can access the site.

Now when you visit the list of courses:

Edit the Site	Privacy Status	Viewing Status	If this Course is Private
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status	
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members
American History	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members

[Click Here](#) to Add/Delete the Courses that you teach.

The new course appears.

2. Edit the Site

Again, to edit a course website, you must go to the main menu and click on 'Edit the course website(s)' which takes you to the following page:

Edit the Site	Privacy Status	Viewing Status	If this Course is Private
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status	
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members

[Click Here](#) to Add/Delete the Courses that you teach.

From here, you would simply click on the name of the course that you want to work on. If you don't see any courses listed, you will have to [add a course](#).

This opens the following website editing page:

Edit Ms. Parkinson's website for H3

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)
[Edit all Due Dates at Once](#)
[See how this Course Page Really Looks.](#)

Hide?	Hello Students and Parents	EDIT
<input type="checkbox"/>	This class is a Regent's level class. We will be following strict New York State standards in preparation for the Regent's in June. I am confident that through hard work and dedication we all can be successful.	INSERT DELETE
Hide?	Unit exam Nationalism	EDIT
<input type="checkbox"/>	This power point will allow you to retest yourself on the last unit. Nationalism.ppt	INSERT DELETE
Hide?	This was Unit 2 exam	EDIT
<input type="checkbox"/>	There are no longer make ups for this test. Please look over the questions and your answers. This will reinforce good test taking skills. nationalism.doc	INSERT DELETE
INSERT WELCOME MESSAGE		

Hide?	Textbook: World History Connections Today	EDIT
<input type="checkbox"/>	Textbook Website: http://www.phschool.com/atschool/worldhistory/index.html	INSERT DELETE
INSERT TEXTBOOK		

Hide?	Nationalism	EDIT
<input type="checkbox"/>	the power point from class review point2.ppt	INSERT DELETE
Hide?	List of Focus Questions that will be covered in the following year.	EDIT
<input type="checkbox"/>	AIMS.doc	INSERT DELETE
INSERT SYLLABUS		

Notes:					
Hide?	Name	Description	Link	Date	
<input type="checkbox"/>	Notes for Unit One	THE FOLLOWING NOTES ARE FOR LAST WEEKS' LECTURES. I DO STILL WANT YOU TO TAKE NOTES IN CLASS. THIS SKILL WILL HELP YOU IN YOUR FUTURE ACADEMICS.	CPL.doc	03/22/06	EDIT INSERT DELETE
INSERT NOTES					

Assignments:					
Hide?	Name	Description	Link	Due Date	
<input type="checkbox"/>	Imperialism	hand out and overhead with worksheets	lessons_02.tif	03/21/06	EDIT INSERT DELETE
<input type="checkbox"/>			lessons_03.tif	03/22/06	EDIT INSERT DELETE
<input type="checkbox"/>			lessons_04.tif	03/22/06	EDIT INSERT DELETE
<input type="checkbox"/>			lessons_05.tif	03/22/06	EDIT INSERT DELETE
<input type="checkbox"/>			lessons_07.tif	03/22/06	EDIT INSERT DELETE
<input type="checkbox"/>			lessons_08.tif	03/22/06	EDIT INSERT DELETE
INSERT ASSIGNMENT					

Projects:					
Hide?	Name	Description	Link	Due Date	
<input type="checkbox"/>	Group Project	The project is due 3-31-06. The class will meet in the library 3-24 and 3-27-06. It is VERY IMPORTANT that your group comes prepared to work and that all of your questions are written out so that I can move around the classroom easily.	Project.doc	03/22/06	EDIT INSERT DELETE
INSERT PROJECT					

Homework:					
Hide?	Name	Description	Link	Due Date	
<input type="checkbox"/>	Homework	The homework assignment follows the focus question. If you are absent please proceed with your homework.	sheet.doc	03/22/06	EDIT INSERT DELETE
INSERT HOMEWORK					

Grades:					
Hide?	Name	Description	Link	Date	
INSERT GRADES - DO NOT USE SOCIAL SECURITY NUMBERS					

Other:					
Hide?	Name	Description	Link	Date	
INSERT OTHER FILES HERE					

[HIDE CHECKED ITEMS](#)

[See how this Course Page Really Looks.](#)
[Edit all Due Dates at Once](#)

The following items are currently hidden.
Check the box next to each and click the UNHIDE button at the bottom of the screen to make them viewable to website visitors.

[UNHIDE CHECKED ITEMS](#)

This course website has all sorts of course materials posted.

A new course with no materials posted would look like this:

Edit Ms. Parkinson's website for American History

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)
[Edit all Due Dates at Once](#)
[See how this Course Page Really Looks.](#)

[INSERT WELCOME MESSAGE](#)

[INSERT TEXTBOOK](#)

[INSERT SYLLABUS](#)

Notes:				
Hide?	Name	Description	Link	Date
INSERT NOTES				

Assignments:				
Hide?	Name	Description	Link	Due Date
INSERT ASSIGNMENT				

Projects:				
Hide?	Name	Description	Link	Due Date
INSERT PROJECT				

Homework:				
Hide?	Name	Description	Link	Due Date
INSERT HOMEWORK				

Grades:				
Hide?	Name	Description	Link	Date
INSERT GRADES - DO NOT USE SOCIAL SECURITY NUMBERS				

Other:				
Hide?	Name	Description	Link	Date
INSERT OTHER FILES HERE				

[See how this Course Page Really Looks.](#)
[Edit all Due Dates at Once](#)

The following items are currently hidden.
Check the box next to each and click the UNHIDE button at the bottom of the screen to make them viewable to website visitors.

When you click on the type of information that you want to insert the following screen appears:

Create a Welcome for American History's website

Name or Heading	<input type="text"/>
Description	<input type="text"/>
Due Date or Date of Posting (you MUST input a date mm/dd/yyyy)	<input type="text" value="08/17/06"/>
Hide this Item?	<input type="text" value="No. This is ready for viewing."/>
Link (starting with http:// or www.) or LEAVE BLANK if uploading a file	<input type="text"/>

Upload a file:

*Note: Grades cannot be posted using social security numbers.

Here you can type in a heading, description, due date (if none applies, simply leave it as is with today's date). If you want this to be viewable immediately, set the 'Hide this Item?' to 'No'. Otherwise, set it to 'Yes'. You can also change this setting later. If you want to add a link to a website, fill in the 'Link' field. If instead you want to upload a file (a Word document, PowerPoint file, or any other type of file) click on the 'Browse' button and locate your file on your machine. Click 'Open' and then click 'Submit' on this form when you are finished.

Example of a textbook posting with a link to the textbook website:

Update a Textbook for H3's website

Name or Heading	<input type="text" value="World History Connections Today"/>
Description	<input type="text"/>
Due Date or Date of Posting (you MUST input a date mm/dd/yy)	<input type="text" value="09/01/05"/>
Hide this Item?	<input type="text" value="No. This is ready for viewing."/>
Link (starting with http:// or www.) or LEAVE BLANK if uploading a file	<input type="text" value="http://www.phschool.com/atschool/worldhistory/index.html"/>

Upload a file:

Example of a syllabus posting with an uploaded Word file:

Update a Syllabus for H3's website

Name or Heading	<input type="text" value="List of Focus Questions that will be covered in the following year."/>
Description	<input type="text"/>
Due Date or Date of Posting (you MUST input a date mm/dd/yy)	<input type="text" value="03/22/06"/>
Hide this Item?	<input type="text" value="No. This is ready for viewing."/> ▼
Link (starting with http:// or www.) or LEAVE BLANK if uploading a file	<input type="text" value="AIMS.doc"/>
Upload a file:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="SUBMIT"/>	

Once the material has been posted, you will have the ability to edit or delete it at any time by simply editing the course website. Additionally, you have the option to hide any of the items and unhide them when you are ready for website visitors to see them.

To hide an item, simply click on the checkbox to the left of the item.

Edit Ms. Parkinson's website for American History

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)
[Edit all Due Dates at Once](#)
[See how this Course Page Really Looks.](#)

Hide?	Welcome				EDIT
<input checked="" type="checkbox"/>	Welcome to my American History class.				INSERT
					DELETE
INSERT WELCOME MESSAGE					
INSERT TEXTBOOK					
INSERT SYLLABUS					
Notes:					
Hide?	Name	Description	Link	Date	
					INSERT NOTES
Assignments:					
Hide?	Name	Description	Link	Due Date	
					INSERT ASSIGNMENT
Projects:					
Hide?	Name	Description	Link	Due Date	
					INSERT PROJECT
Homework:					
Hide?	Name	Description	Link	Due Date	
					INSERT HOMEWORK
Grades:					
Hide?	Name	Description	Link	Date	
					INSERT GRADES - DO NOT USE SOCIAL SECURITY NUMBERS
Other:					
Hide?	Name	Description	Link	Date	
					INSERT OTHER FILES HERE

[HIDE CHECKED ITEMS](#)

Then click on the button labeled 'Hide Checked Items'.

Website visitors will not see hidden items. All hidden items will appear toward the bottom of the screen and you have the option to unhide them at any time.

To unhide an item scroll down toward the bottom of the page to the list of hidden items:

Edit Ms. Parkinson's website for American History

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)
[Edit all Due Dates at Once](#)
[See how this Course Page Really Looks.](#)

[INSERT WELCOME MESSAGE](#)

[INSERT TEXTBOOK](#)

[INSERT SYLLABUS](#)

Notes:				
Hide?	Name	Description	Link	Date
INSERT NOTES				

Assignments:				
Hide?	Name	Description	Link	Due Date
INSERT ASSIGNMENT				

Projects:				
Hide?	Name	Description	Link	Due Date
INSERT PROJECT				

Homework:				
Hide?	Name	Description	Link	Due Date
INSERT HOMEWORK				

Grades:				
Hide?	Name	Description	Link	Date
INSERT GRADES - DO NOT USE SOCIAL SECURITY NUMBERS				

Other:				
Hide?	Name	Description	Link	Date
INSERT OTHER FILES HERE				

[See how this Course Page Really Looks.](#)

The following items are currently hidden.
 Check the box next to each and click the UNHIDE button at the bottom of the screen to make them viewable to website visitors.

Unhide?	Welcome Messages:		
<input checked="" type="checkbox"/>	Welcome	Welcome to my American History class.	EDIT INSERT DELETE

Once you have checked the items that you would like to unhide simply click the 'Unhide checked items' button and your items will become visible to all website visitors.

What if you want to Change all of the Due Dates at Once?

From the course website editing page you can click on the link that reads 'Edit all Due Dates at Once' in the upper right hand corner. This brings up a screen which allows you to change any (or all) of the due dates on your course page without having to edit each item individually.

Change the dates next to each item
(dates may not be blank and must be in the format: dd/mm/yy).
Ms. Parkinson's website for H3

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)
[See how this Course Page Really Looks.](#)

Welcome Message:				
View?	Name	Description	Link	Date
VIEW	This was Unit 2 exam	There are no longer make ups for this test. Please look over the questions and your answers. This will reinforce good test taking skills.	nationalism.doc	03/22/07
VIEW	Hello Students and Parents	This class is a Regent's level class. We will be following strict New York State standards in preparation for the Regent's in June. I am confident that through hard work and dedication we all can be successful.		09/01/07
HIDE	Unit exam Nationalism	This power point will allow you to retest yourself on the last unit.	Nationalism.ppt	03/15/07

Texbook:				
View?	Name	Description	Link	Date
HIDE	World History Connections Today		http://www.phschool.com/atschool/worldhistory/index.html	09/01/07

Syllabus:				
View?	Name	Description	Link	Date
VIEW	Nationalism	the power point from class review	point2.ppt	12/12/05
HIDE	List of Focus Questions that will be covered in the following year.		AIMS.doc	03/22/06

Notes:				
View?	Name	Description	Link	Date
VIEW	Notes for Unit One	THE FOLLOWING NOTES ARE FOR LAST WEEKS' LECTURES. I DO STILL WANT YOU TO TAKE NOTES IN CLASS. THIS SKILL WILL HELP YOU IN YOUR FUTURE ACADEMICS.	CPI.doc	03/22/12

Assignments:				
View?	Name	Description	Link	Date
VIEW			lessons_04.tif	03/22/02
VIEW	Imperialism	hand out and overhead with worksheets	lessons_02.tif	03/22/04
VIEW			lessons_08.tif	03/22/06
VIEW			lessons_07.tif	03/22/07
VIEW			lessons_05.tif	03/22/10
HIDE			lessons_03.tif	03/22/08

Projects:				
View?	Name	Description	Link	Date
VIEW	Group Project	The project is due 3-31-06. The class will meet in the library 3-24 and 3-27-06. It is VERY IMPORTANT that your group comes prepared to work and that all of your questions are written out so that I can move around the classroom easily.	Project.doc	03/22/10

Homework:				
View?	Name	Description	Link	Date
VIEW	Homework	The homework assignment follows the focus question. If you are absent please proceed with your homework.	sheet.doc	03/22/09

Grades:				
View?	Name	Description	Link	Date

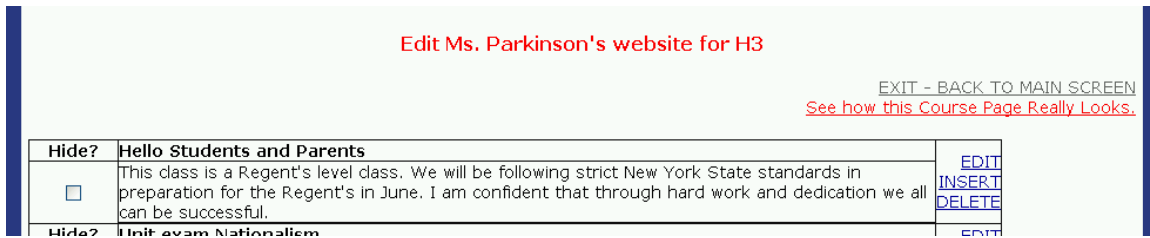
Other:				
View?	Name	Description	Link	Date

CHANGE DATES

Simply change the dates and click the button labeled 'Change Dates' at the bottom of the screen. No date can be blank, and all date must fit the format **dd/mm/yy** in order to be changed.

What do Course Websites Look Like to Website Visitors?

From the course website editing page you can click on the link that reads ‘See how this Course Page Really Looks.’ in the upper right hand corner, or alternatively you can click on the website link from the faculty homepage (as if you were simply a visitor).

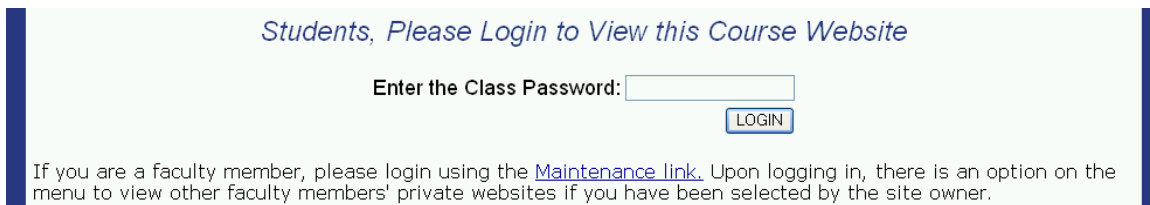


Edit Ms. Parkinson's website for H3

[EXIT - BACK TO MAIN SCREEN](#)
[See how this Course Page Really Looks.](#)

Hide?		
<input type="checkbox"/>	Hello Students and Parents This class is a Regent's level class. We will be following strict New York State standards in preparation for the Regent's in June. I am confident that through hard work and dedication we all can be successful.	EDIT INSERT DELETE
<input type="checkbox"/>	Unit exam Nationalism	EDIT

You will see what the course website actually looks like from a visitor’s perspective. If the course is private, it will first prompt you for the class password:



Students, Please Login to View this Course Website

Enter the Class Password:

If you are a faculty member, please login using the [Maintenance link](#). Upon logging in, there is an option on the menu to view other faculty members' private websites if you have been selected by the site owner.

Students must provide the password that you assigned the course website.

Once you have submitted the proper password, (or for public course websites) you will be taken to the course website:

It should look similar to the way it looked when you were editing the course website, but any items that you selected to hide will not be seen:

Welcome to Ms. Parkinson's website for H3

[Back to Ms. Parkinson's Homepage.](#)

Hello Students and Parents
 This class is a Regent's level class. We will be following strict New York State standards in preparation for the Regent's in June. I am confident that through hard work and dedication we all can be successful.

Unit exam Nationalism
 This power point will allow you to retest yourself on the last unit.

[Nationalism.ppt](#)

This was Unit 2 exam
 There are no longer make ups for this test. Please look over the questions and your answers. This will reinforce good test taking skills.

[nationalism.doc](#)

Textbook: World History Connections Today
 Textbook Website: <http://www.phschool.com/atschool/worldhistory/index.html>

Nationalism
 the power point from class review
[point2.ppt](#)

List of Focus Questions that will be covered in the following year.
[AIMS.doc](#)

Notes:			
Name	Description	Link	Date
Notes for Unit One	THE FOLLOWING NOTES ARE FOR LAST WEEKS' LECTURES. I DO STILL WANT YOU TO TAKE NOTES IN CLASS. THIS SKILL WILL HELP YOU IN YOUR FUTURE ACADEMICS.	CPI.doc	03/22/06

Assignments:			
Name	Description	Link	Due Date
Imperialism	hand out and overhead with worksheets	lessons_02.tif	03/21/06
		lessons_03.tif	03/22/06
		lessons_04.tif	03/22/06
		lessons_05.tif	03/22/06
		lessons_07.tif	03/22/06
		lessons_08.tif	03/22/06

Projects:			
Name	Description	Link	Due Date
Group Project	The project is due 3-31-06. The class will meet in the library 3-24 and 3-27-06. It is VERY IMPORTANT that your group comes prepared to work and that all of your questions are written out so that I can move around the classroom easily.	Project.doc	03/22/06

Homework:			
Name	Description	Link	Due Date
Homework	The homework assignment follows the focus question. If you are absent please proceed with your homework.	sheet.doc	03/22/06

Email Ms. Parkinson: jparkinson@campuspostit.com

Maintenance (faculty login required)

3. Change Privacy Status

To change the privacy status of a course website, you must go to the main menu and click on 'Edit the course website(s)' which takes you to the following page:

EXIT - BACK TO MAIN SCREEN
VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW

Edit the Site	Privacy Status	Viewing Status	If this Course is Private
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status	
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members
American History	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members

[Click Here](#) to Add/Delete the Courses that you teach.

From here, you would simply click on the 'Change Privacy Status' link next to the course you want to change.

This takes you to the following screen:

BACK TO COURSE WEBSITES
EXIT - BACK TO MAIN SCREEN

Course: American History

Choose whether you want to make this website Private (you provide a password to students you choose).

If you choose Private, you will have an opportunity on the next screen to set your password. The site will be accessible to only those students that you have given the password.
If you choose Public, your course website will be publicly viewable by anyone who visits the school website.

PRIVATE (dropdown menu)
Public
Private

SUBMIT

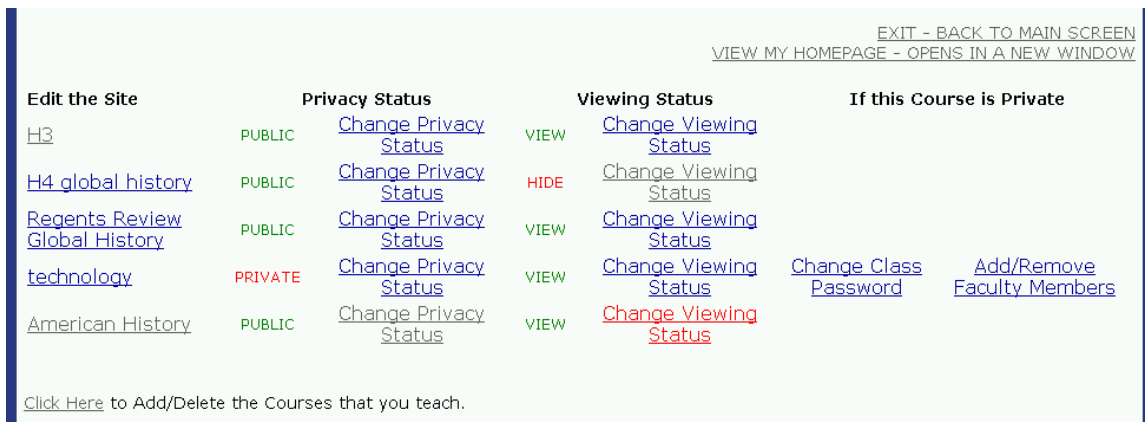
If you make the course website public, anyone can view it. If you make it private, you will then be asked to provide a password. Upon creating the password, you must provide the password to your class(es) so that your students can access the site.

[Click here to see the steps associated with creating a password.](#)

[Click here to see what public versus private course websites look like to school website visitors.](#)

4. Change Viewing Status

If you want to hide the course website (making it inaccessible to everyone) you can choose to hide the course website by going to the main menu and clicking on 'Edit the course website(s)' which takes you to the following page:



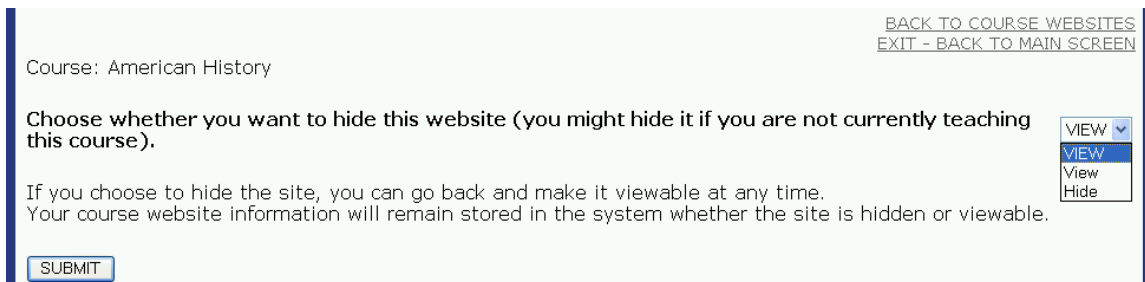
EXIT - BACK TO MAIN SCREEN
VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW

Edit the Site	Privacy Status	Viewing Status	If this Course is Private
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status	
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members
American History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	

[Click Here](#) to Add/Delete the Courses that you teach.

From here, you would simply click on the 'Change Viewing Status' link next to the course you want to change.

This takes you to the following screen:



BACK TO COURSE WEBSITES
EXIT - BACK TO MAIN SCREEN

Course: American History

Choose whether you want to hide this website (you might hide it if you are not currently teaching this course).

If you choose to hide the site, you can go back and make it viewable at any time. Your course website information will remain stored in the system whether the site is hidden or viewable.

VIEW
View
Hide

What do Hidden/Viewable, Public/Private, Course Website Links Look like to School Website Visitors?

To see what hidden verses viewable, and public verses private, course websites look like to the public, go back to the instructor homepage by clicking the link from the ‘Edit the course website(s)’ menu which opens the homepage in a new window (or alternatively, visit the school website and click on the faculty page and then click on your name from the list of faculty):

Edit the Site	Privacy Status	Viewing Status	If this Course is Private	
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	Change Class Password	Add/Remove Faculty Members
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status		
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status		
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password	Add/Remove Faculty Members
American History	PUBLIC Change Privacy Status	HIDE Change Viewing Status		

[Click Here](#) to Add/Delete the Courses that you teach.

Opens the homepage:

Faculty

[Back to faculty](#)

Ms. Parkinson, Social Studies
 Primary Email Address: jparkinson@campuspostit.com

[Personal Website](#) - Course Websites listed Below

Phone 631-331-8024
 Office Location: 4th floor

Welcome to my site.

Courses I Teach/Have Taught:

Course Website: [H3](#) PUBLIC

Course Website: [Regents Review Global History](#) PUBLIC

Course Website: [technology](#) PRIVATE

H4 global history

American History

These three courses have the viewing status ‘View’.
 Anyone can visit ‘H3’ and ‘Regents Review Global History’, but ‘technology’ visitors must have the password (because it is private).

These two courses have the viewing status ‘Hide’
 There is no link to a course website.

5. For Private Sites Only: Change Class Password

If you want to change the password on a private course website you can go to the main menu and click on 'Edit the course website(s)' which takes you to the following page:

EXIT - BACK TO MAIN SCREEN
VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW

Edit the Site	Privacy Status	Viewing Status	If this Course is Private
H3	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
H4 global history	PUBLIC Change Privacy Status	HIDE Change Viewing Status	
Regents Review Global History	PUBLIC Change Privacy Status	VIEW Change Viewing Status	
technology	PRIVATE Change Privacy Status	VIEW Change Viewing Status	Change Class Password Add/Remove Faculty Members
American History	PUBLIC Change Privacy Status	HIDE Change Viewing Status	

[Click Here](#) to Add/Delete the Courses that you teach.

From here, you would simply click on the 'Change Class Password' link next to the private course that you want to change. Public courses do not require passwords to access them.

This takes you to the following screen:

BACK TO COURSE WEBSITES
EXIT - BACK TO MAIN SCREEN

Please set the new password for students to access your course website.

Password

Your current password should be shown and you can make changes and then click the 'Submit' button. If you want to remove the password restriction entirely, you must [change the privacy restriction](#) on the course website by visiting the 'Change Privacy Status' link from the 'Edit course website(s)' menu.

[Click here to see what public versus private course websites look like to school website visitors.](#)

6. For Private Sites Only: Add/Remove Faculty Members

If you want to allow other faculty members to see your private course website go to the main menu and click on 'Edit the course website(s)' which takes you to the following page:

[EXIT - BACK TO MAIN SCREEN](#)
[VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW](#)

Edit the Site	Privacy Status	Viewing Status	If this Course is Private	
H3	PUBLIC	VIEW	Change Class Password	Add/Remove Faculty Members
H4 global history	PUBLIC	HIDE		
Regents Review Global History	PUBLIC	VIEW		
technology	PRIVATE	VIEW	Change Class Password	Add/Remove Faculty Members
American History	PUBLIC	HIDE		

[Click Here](#) to Add/Delete the Courses that you teach.

From here, you would simply click on the 'Add/Remove Faculty Members' link next to the private course that you want to change. Faculty members can already access any public course so there is no need to add them to those.

This takes you to the following screen:

[BACK TO CLASSES](#)
[EXIT - BACK TO MAIN SCREEN](#)

**THE FOLLOWING FACULTY MEMBERS CURRENTLY HAVE ACCESS TO YOUR COURSE WEBSITE
CHOOSE WHICH FACULTY MEMBERS YOU WOULD LIKE TO DELETE FROM THE LIST**

Delete?	Faculty Member's Name	ID
<input type="checkbox"/>	Jennifer Parkinson	Social Studies
<input type="button" value="DELETE THESE FACULTY MEMBERS"/>		
<input type="button" value="ADD MORE FACULTY MEMBERS"/>		

Generally, the only faculty member that will have access by default is you. If you want to remove access for any of the faculty members in the list, simply click the checkbox next to their names and then click the 'Delete these Faculty Members' button. They will no longer have access to your private course website.

If you want to allow other faculty members to see your private course, simply click the 'Add more Faculty Members' button. This takes you to a list of all faculty members who do not have access:

[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)

GIVE THE FOLLOWING FACULTY MEMBERS ACCESS TO YOUR COURSE WEBSITE

Add?	Faculty Member's Name	ID
<input checked="" type="checkbox"/>	Cara Marshall	Math
<input type="checkbox"/>	Jim Smith	Physical Education
<input type="checkbox"/>	James Zwilliger	Social Studies
<input type="button" value="ADD THESE FACULTY MEMBERS"/>		

To add faculty members, simply click the checkbox next to their names and then click the 'Add these Faculty Members' button. They will now have access to the private course website.

Support

For further assistance, contact the technology coordinator at your school. He or she has the ability to change all components that you have access to, and he or she can add/remove faculty members, and departments. He or she can also schedule training sessions with a member of our staff.

If you require more help, contact our sales and training consultant: Jennifer Parkinson via email: jparkinson@campuspostit.com or phone: 631-886-1186.

For technical support (if you see an error message), contact our support staff via email: support@campuspostit.com or phone: 631-886-1186.