

User Manual for Campus Post It Website Template System

Campus Post It is a system which allows you to update your homepage 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, you can quickly and easily create websites for each course that you teach. You 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:



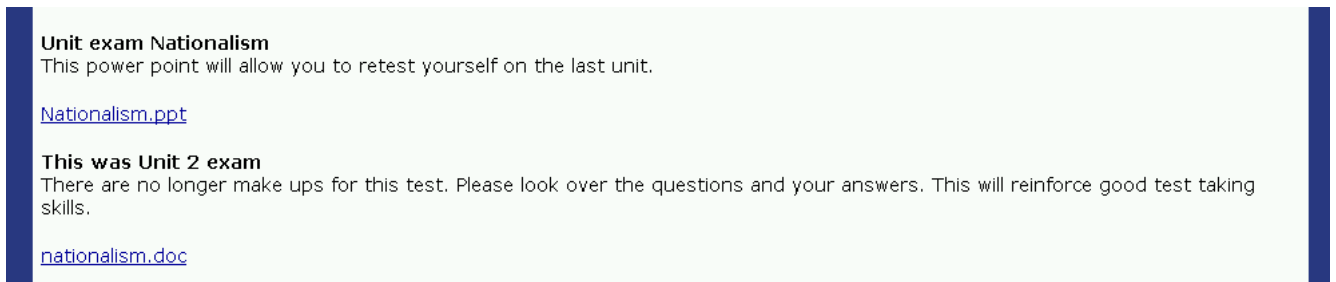
The screenshot shows a website header with a red book icon and the text "Demo High School". Below the header, the main content area has a light green background and contains the following text:

Welcome to Ms. Parkinson's website for H3

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

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 a website post with a light green background and a dark blue border. The text is as follows:

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](#)

Posting links to other websites:



The screenshot shows a website post with a light green background and a dark blue border. The text is as follows:

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

You can make your course websites publicly available or make them private (password-protected) in which case, you would provide your 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 teachers, students, and guardians.

Table of Contents

| | |
|--|----|
| How does it work? | 3 |
| Main Menu..... | 5 |
| Edit your Homepage..... | 6 |
| Upload/Remove your Photo..... | 7 |
| Edit the Course Website(s) | 8 |
| 1. Add/Delete the Courses that you Teach or Have Taught | 9 |
| 2. Edit the Site | 10 |
| What if you want to Change all of the Due Dates at Once?..... | 18 |
| What do Course Websites Look Like to Website Visitors?..... | 20 |
| 3. Change Privacy Status | 22 |
| 4. Change Viewing Status | 23 |
| What do Hidden/Viewable, Public/Private, Course Website Links Look like to School Website Visitors? | 24 |
| 5. For Private Sites Only: Change Class Password | 25 |
| 6. For Private Sites Only: Add/Remove Faculty Members | 26 |
| View Your Colleagues' Websites..... | 28 |
| Support..... | 29 |

Note:

This manual is intended for users only. If you are the administrator for your school, you should use the [administrator 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. You will not have the ability to change colors or fonts on your homepage or course websites. **What you type is what you will see.**

To begin, go to the faculty page on your school website. Click on your name.



The screenshot shows a website header for "Demo High School" with a logo of a red apple on a green book. Below the header, the page is titled "Faculty by Department". Under the "Math" department, there is a profile for Ms. Marshall, including a small photo of her and her email address camarshall@mtaglobal.com. The "Physical Education" department lists Dr. Smith with the email support@campuspostit.com. The "Social Studies" department lists Ms. Parkinson with the email jparkinson@campuspostit.com and Mr. Zwilliger with the email camarshall@fordham.edu.

This opens your homepage.

Demo High School

Faculty

Your name and Department get posted here. If you have uploaded a photo, it will be posted here too.

Ms. Parkinson, Social Studies

Primary Email Address: jparkinson@campuspostit.com

Your email address gets posted here. You want to list a professional address as your primary email address.

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

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

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

Welcome to my site. Your (optional) welcome message gets posted here.

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](#)

If you list courses that you 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.

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

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

To make changes, you 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):

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

Enter Password: [Forgot your Password?](#)

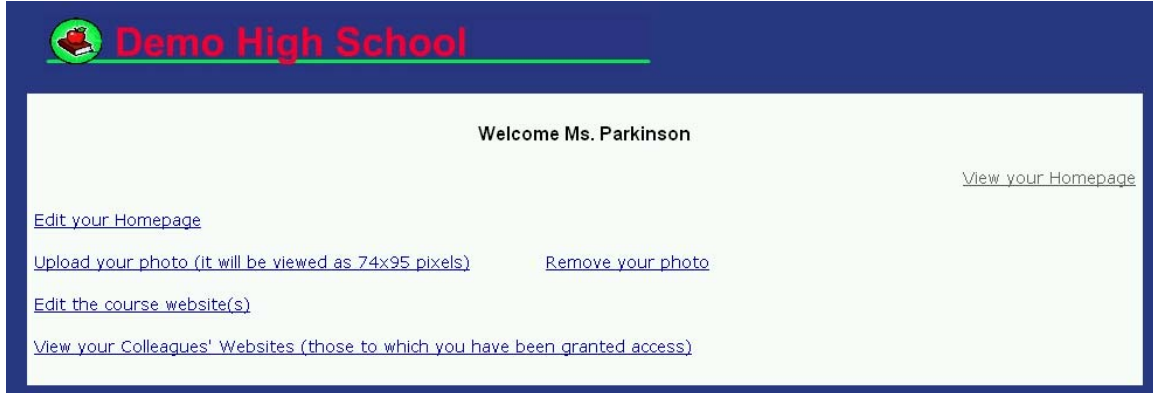
The email address you should use is the one listed as your primary email.

The password should have been given to you in an email. If you lost your password, simply click on the 'Forgot your Password?' link and it will be emailed to you.

If at any point you need to change your username (primary email address) you can do so by logging in and changing the primary email address listed on your homepage.

Main Menu

Upon logging in, you 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 you 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="Cara"/> | |
| Last Name | <input type="text" value="Marshall"/> | |
| Department | <input type="text" value="Meth"/> | |
| 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 you upload your 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 your 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 is organized into 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 | 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 |

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 bottom link; 2 points to the course name 'H3'; 3 points to the 'Change Class Password' link; 4 points to the 'Change Privacy Status' link; 5 points to the 'Change Viewing Status' link; 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:

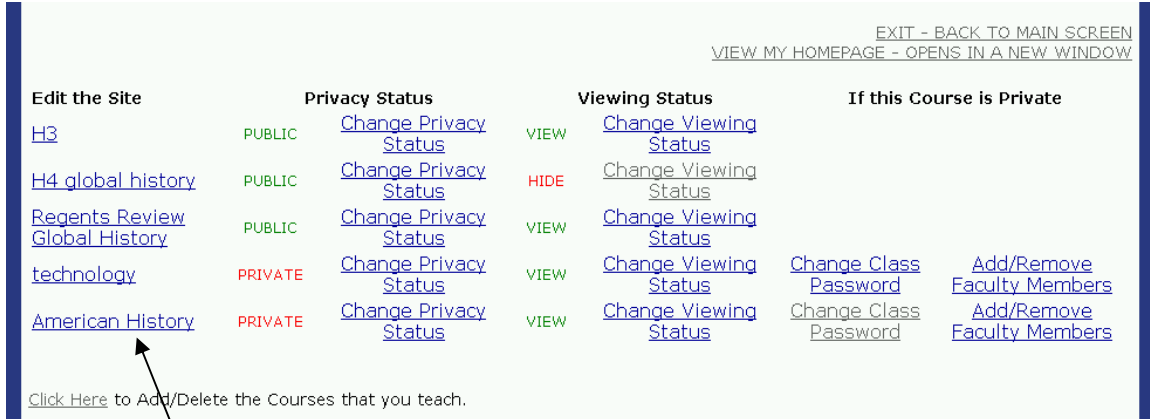
[BACK TO COURSE WEBSITES](#)
[EXIT - BACK TO MAIN SCREEN](#)

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:



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

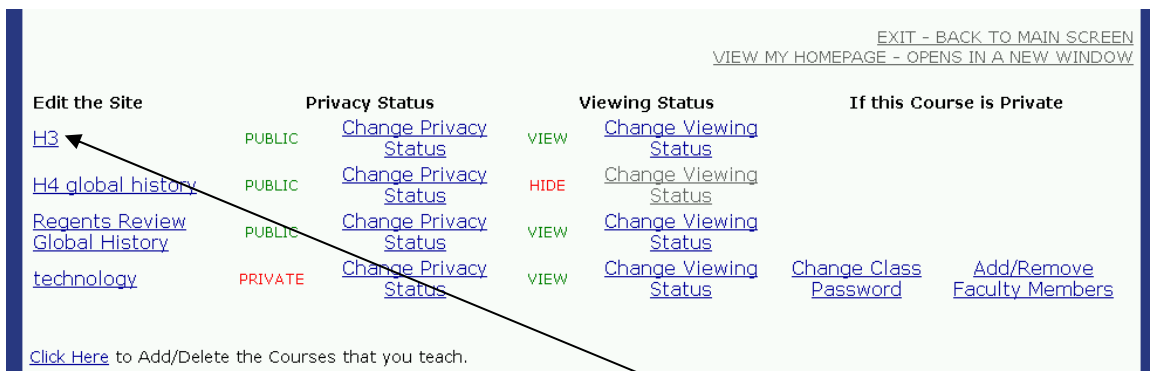
| Edit the Site | Privacy Status | Viewing Status | If this Course is Private |
|---|---|--|--|
| H3 | PUBLIC Change Privacy Status | VIEW Change Viewing Status | |
| H4 global history | PUBLIC Change Privacy Status | HIDE Change Viewing Status | |
| Regents Review Global History | PUBLIC Change Privacy 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.

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:



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 |

[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 | | | | |

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

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

Description

Due Date or Date of Posting (you MUST input a date mm/dd/yyyy)

Hide this Item?

Link (starting with http:// or www.) or LEAVE BLANK if uploading a file

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

Description

Due Date or Date of Posting (you MUST input a date mm/dd/yy)

Hide this Item?

Link (starting with http:// or www.) or LEAVE BLANK if uploading a file

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 | <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> |
| 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 |
| | INSERT WELCOME MESSAGE | DELETE |

[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 | | | | |

HIDE CHECKED ITEMS

[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 | EDIT |
| | Welcome to my American History class. | INSERT |
| | | DELETE |

UNHIDE CHECKED ITEMS

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).

| Hide? | Content | Actions |
|--------------------------|---|--|
| <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 | Change Privacy Status | Viewing Status | Change 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 (selected)
PRIVATE
Public
Private

SUBMIT

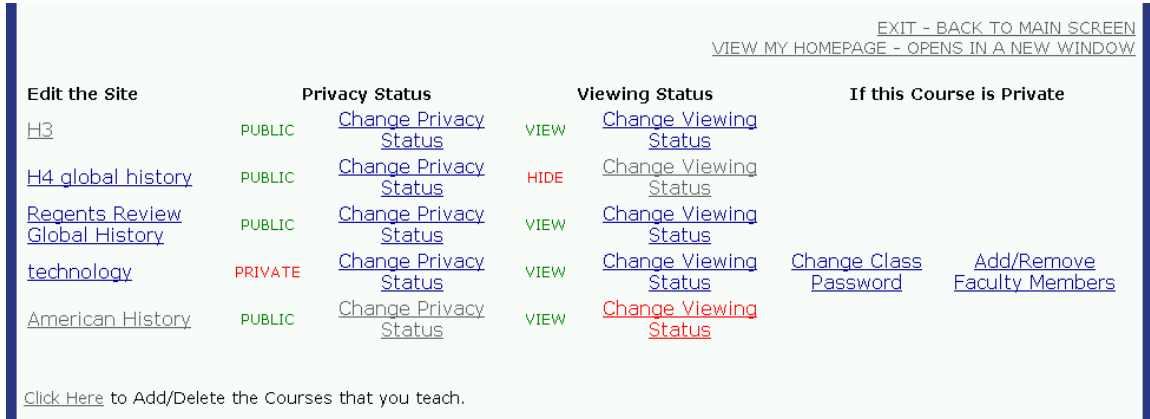
If you make the course website public, anyone can view it. If you make it private, you will then be asked to provide a password. Upon creating the password, you must provide the password to your class(es) so that your students can access the site.

[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:



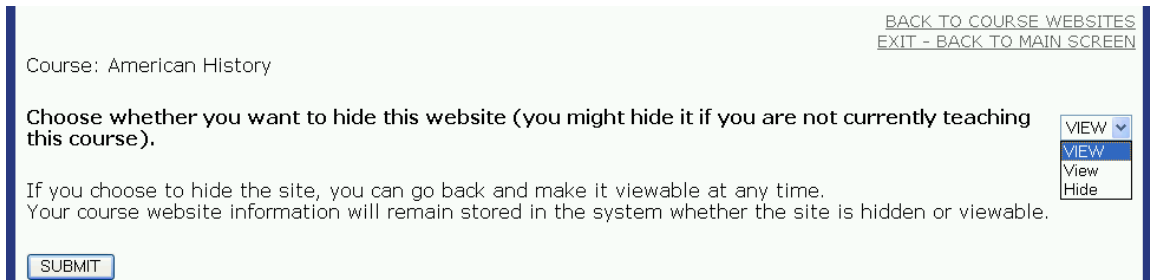
EXIT - BACK TO MAIN SCREEN
VIEW MY HOMEPAGE - OPENS IN A NEW WINDOW

| 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
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 | | |
| 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 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 '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 |
| DELETE THESE FACULTY MEMBERS | | |
| 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](#)

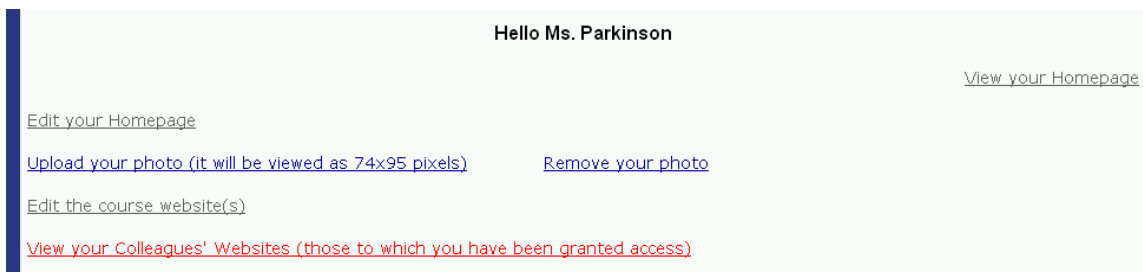
GIVE THE FOLLOWING FACULTY MEMBERS ACCESS TO YOUR COURSE WEBSITE

| 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 |

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.

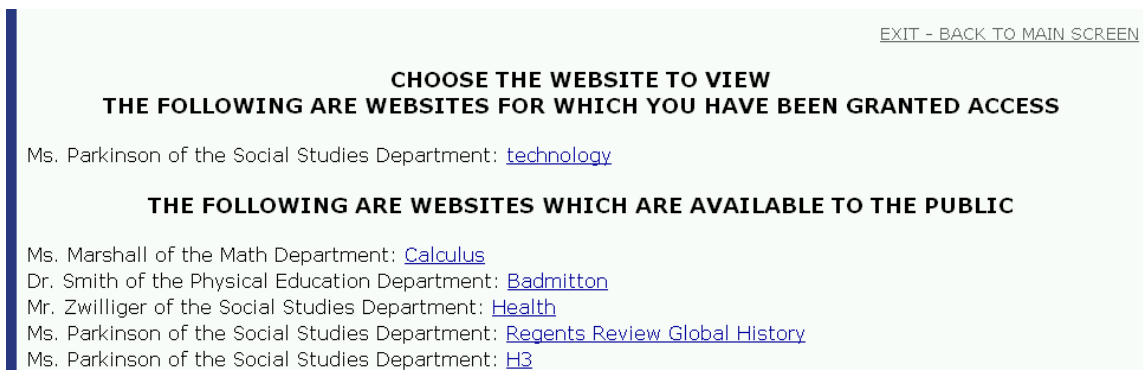
View Your Colleagues' Websites

To view the course websites that you, as a faculty member, have access to, from the main menu you must click on 'View your Colleagues' Websites (those to which you have been granted access):



A screenshot of a user profile page. At the top, it says "Hello Ms. Parkinson". On the right side, there is a link "View your Homepage". Below this, there are several links: "Edit your Homepage", "Upload your photo (it will be viewed as 74x95 pixels)", "Remove your photo", "Edit the course website(s)", and "View your Colleagues' Websites (those to which you have been granted access)".

This will bring up the following screen:



A screenshot of a website selection screen. At the top right, there is a link "EXIT - BACK TO MAIN SCREEN". The main heading is "CHOOSE THE WEBSITE TO VIEW" followed by "THE FOLLOWING ARE WEBSITES FOR WHICH YOU HAVE BEEN GRANTED ACCESS". Below this, it lists "Ms. Parkinson of the Social Studies Department: [technology](#)". Another heading is "THE FOLLOWING ARE WEBSITES WHICH ARE AVAILABLE TO THE PUBLIC". Below this, it lists several other faculty members and their website links: "Ms. Marshall of the Math Department: [Calculus](#)", "Dr. Smith of the Physical Education Department: [Badmitton](#)", "Mr. Zwilliger of the Social Studies Department: [Health](#)", "Ms. Parkinson of the Social Studies Department: [Regents Review Global History](#)", and "Ms. Parkinson of the Social Studies Department: [H3](#)".

The list contains those private course websites that you have been granted access to (by the owner) and all of the course websites that are publicly viewable.

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 error messages), contact our head developer: Cara Marshall, via email: support@campuspostit.com or phone: 631-886-1186.