

School Center Training Agenda-Norfolk Public Schools

- 1. Logging into the software(Internet)** <http://ww2.nps.k12.va.us/admin>
(Intranet) <http://sbo2.nps.k12.va.us/education/admin>
Logins and passwords (User name is your email name, your password will be given to you in training) Lost password?
(On login page)
- 2. Start Page/Desktop page**
Login Info (User name is your email name)
Changing Passwords – Click the Edit link next to your user name on the Desktop page (Do this right after login during the training session)
Personal Info – If your name is spelled incorrectly, you can change it here
Recently Visited Pages – gets you back to your pages quickly
My Sites (Your name will appear here – this is how you enter your web site)
- 3. Edit/View Page** – this switches you between the Edit and View page modes. You must be in Edit mode to work on the pages
- 4. Page Settings** – This is where you can change the page title and hide link in navigation to turn page off.
IMPORTANT Page Design – you cannot change the shell of the page. It is locked down for consistency. You can only make changes to the interior section of the web pages. You must follow the American Disabilities Act Section 508 Web Standards – the three rules we follow are: White backgrounds on all pages (No background colors or images), black text in Arial or Times ONLY, and ALT Tags on ALL images. You **MUST** add Alt tags when you add images to your web pages.
- 5. Start Page** – At the Top Left of the page Gets you back to the Start Page/Desktop page
- 6. Add a Page/Sort Lists** – Use the Add a Page and Sort Links buttons found in the Edit pull down tab or at the bottom of the navigation list on the left-hand side (while you are in Edit Mode Only)
- 7. Turning a Page Off from Navigation** – In the Page Setting box (Tab at the top of the page next to the Edit/View tab) click the “Hide Link in navigation” check box. This will turn the link in the navigation list off. The link will appear only while you are in Edit mode, allowing you to navigate back to the page. You can make the page available by unchecking that option.
Scrapbook – This is the page type you will use the most for placing general text and images
There are three separate types of Scrapbook pages. Consult the Online tutorials to see what they do.
- 8. Add Picture - GREEN + Add (image upload)** **All images must have an Alt tag**
Edit/Rpl/Del Alt Tag, Link (importing your own pictures -sizes - 300 pixels max dimension)
Consult the NPS tutorial movies available from the Login page and Desktop page for more information.
- 9. Adding Text –“Add text here” area - Pencil/Edit** – This takes you to the Simple Text Editor. From here, click on the “Advanced Content Editor” (ACE) button at the top of the box. This is where you will be pasting your text you developed in a Microsoft Word document. Do not write in either SchoolCenter text editor – no spelling or grammar checking to speak of. Develop all content in MS Word. Copy your text in Word and Paste it into the ACE window. Keep the formatting very simple in Word. Apply your formatting once text is in the ACE window. **(Fonts - either Times or Arial ONLY and a font size of 2 or 3 for body text and a font size of 4 or 5 for headers only!)(Do not use font sizes 1,6 or 7)**
(Do NOT check "Background color" ever - 508 compliancy)
(Font color must remain black for all body text, except for headers, which can have a dark color.)
Do not use “web link blue” which is 0033CC (hexadecimal) for anything other than a link.
- 10. Keyboard Shortcuts** – Review the Keyboard Shortcuts on the second sheet of this handout
- 11. Calendar** – You can add events at your school or share other calendars using “Show Other -> Browse”
- 12. Contact Form** - add email address in “Page Settings” box, header text optional, and change setting in Email Options to "Email -Contents of message."
- 13. Log Off** – Most important! Make sure you log off after working in SchoolCenter.
- 14. Support** – this is where you go to get online tutorials on how to work in SchoolCenter
- 15. Support Options and How to get Help - www.schoolcenter.net (Help and support→ Web tools→component tutorials**
Online Training Tutorials and Videos
http://manuals.schoolcenter.net/default.php?manDir=SchoolCenter_Webtools_Tutorial
Email - help@schoolcenter.net
Live Chat (Support -> Help and Support tab -> Contact us for email, Live Chat for Instant Messaging with tech support)
- 16. Have fun working with this exciting online tool to improve teacher-parent communication.**
- 17. For help with any part of the training, be sure to consult the online tutorials!**

Help Template for SchoolCenter:

Type this in MS Word and keep it available when you have to email or use Live Chat. That way, you will not have to retype the information. Just paste in your URL (web address) for the page you are having a problem with and put in what the problem is. After that, copy and paste the entire message either into the email window on the SchoolCenter help page or paste it into the "LIVE CHAT" window.

Hello. My name is (Name here). I teach (subject here) at (school here) in Norfolk Public Schools in Norfolk Virginia. I'm having a problem with (problem here)

The page I'm having a problem with is: (paste URL from SchoolCenter page here)

Contact Form Template:

Use the template below to construct a message at the top of your Contact Form page to inform your user on what to do on that page. Place it at the top of the Contact Form page.

Please use the form below to contact me with any concerns or questions you may have concerning classroom activities. I can be reached Monday - Friday between the hours of (hours here) at (phone number here). In your form, please let me know what is the best way to get back to you on your question. If by email, I will email you at my earliest convenience. If you do not have an email address, you can get a free email account from Yahoo. If by phone, please give me a phone number and the best time and date to reach you.
I look forward to hearing from you.

Keyboard Shortcuts: These work in most word processors and other programs. These are just a few simple ones. If you find yourself doing a mouse task repeatedly, look to see if there is a keyboard shortcut next to the item you are choosing in the menu. If so, you can use the shortcut and save yourself lots of time.

CTRL is the Control key at the far left bottom of the keyboard + means you hold the CTRL key down first and then the letter

Select all	CTRL+A	Italic	CTRL+I
Copy	CTRL+C	Print	CTRL+P
paste	CTRL+V	Open	CTRL+O
Undo	CTRL+Z	New Page	CTRL+N
Bold	CTRL+B		

The four steps to making a web link:

1. Open up a new web browser window and navigate to the page you want to send the visitor to
2. Copy the web address (URL) from the address bar window
3. Go back to the Advanced Content Editor or picture window on the page where you are sending them from
4. Use the web address to paste into the link window to create the web link.
Use the "Create a link" in the picture box or the link symbol next to the T with the brush in the Advanced Content Editor)

Images for your web pages – Where to get them and where NOT to get them:

You can place images on your web pages from the following sources:

Images you take with a digital camera (make sure you have photo releases for every person in the photo)

Images you get from the SchoolCenter gallery – accessible from the Add Media window

Images from Government web sites (those with a .gov ending)

Images obtained from Microsoft Word Clipart may be used

ClipArt CD collections that are licensed for web use and that are purchased with NPS funds – Make sure you save the proof of purchase

You cannot place images on your web pages from the following sources:

Other web sites, other than the government sites mentioned above – this is called copyright infringement.

Free ClipArt Sites (or any site that says "Free" – these sites can infect your computer with spyware and viruses

Stock Photography sites - this is called copyright infringement and is against the law.

ClipArt collections from other software – they are probably not licensed for web use, just print.

Document Manager: The formats for documents that are uploaded to a document manager page are rich text format (.rtf) or an Adobe Acrobat file (.pdf). These two formats ensure that the material that is uploaded will be available to the public. To save a document as an (.rtf), Take your existing Microsoft Word (.doc) document and save as an (.rtf) file. In drop down menu next to file type select rich text format. **NOTE: Rich text format does not support images.** You can not open a .doc file in anything but Microsoft Word. Rich text format can be opened in any word processing program. To save it as an Adobe Acrobat file (.pdf) you will need a full version of the Adobe Acrobat to create the document. Your building should have a copy of the full version of Adobe Acrobat for you to use. For further information contact your building network engineer. When uploading any audio/video files the max allowed file size is 30 mb.

Blog: A blog may be used as long as the manually approve posts box is checked in the page settings window

Deleting a page: When deleting a page in your web site you must follow the following procedure. You can not delete a page that still has material on it. You must remove all images and text and text boxes and all links created for your navigation bar before you delete the page. By not doing so you will leave the information on the server with no way to recall it.

Web Technologies Department: The Web Technologies Department aside from training, monitoring, and implementing policy for the Norfolk Public Schools web site can also assist you in creating custom graphics and images. We are also available to assist you with any questions that could not be answered through the support link. We are located in the Central Administration Building 800 East City Hall Ave. Norfolk, VA 23510. You may contact the Web Technologies Department Monday-Friday 8AM-4PM at (757)628-3840.