

# Midway Class Pages

## Getting Your Class Connected

**FORSYTH COUNTY SCHOOLS ONLINE**

Welcome Kathy Adkins!

**Account Info:**

Username: kadkins  
School: midway  
**PASSWORD:**  
.....  
**EMAIL:**  
.....  
**POSITION:**  
(e.g. 4th Grade Teacher)  
.....  
**PHONE/EXT:**  
.....  
**ROOM NUMBER:**  
.....  
**CUSTOM BUILT SITE:**  
<http://www.forsyth.k12>  
**FULL URL REQUIRED:**  
"http://www.forsyth..."

Custom built site **MUST** be located on Forsyth County Schools' server.

**Before you edit:**

Please familiarize yourself with the School Board's Web Posting Guidelines, to ensure your pages and their content are in compliance. [Click here to view the posting guidelines](#)

**Need Help?**  
[Click here for an online tutorial on creating & updating your Forsyth County schools web pages!](#)

**Your Staff Web Pages :** (click to edit)

- [Welcome Page](#)  
Make a good first impression!
- [Class\(es\) Information](#)  
Provide a brief description of your classes and a general syllabus
- [Professional Experience](#)  
Share your professional qualifications and work experience
- [Homework Hotline](#)  
Keep parents and students informed with a schedule of assignments
- [Student Spotlight](#)  
Spotlight your students' best work

## Getting Started > Programs > Research > Teacher Web Page Editor

The URL - <http://www.forsyth.k12.ga.us/schools/edit>

### Type in Username and Password

Type in your network **username** (example: kadkins)

Type your user name again for the password if you're new to Midway.

### Part 1: General Account Information:

Your name and user name has already been entered.

Change your password! Write it down \_\_\_\_\_!

Make sure your **e-mail address** is correct.

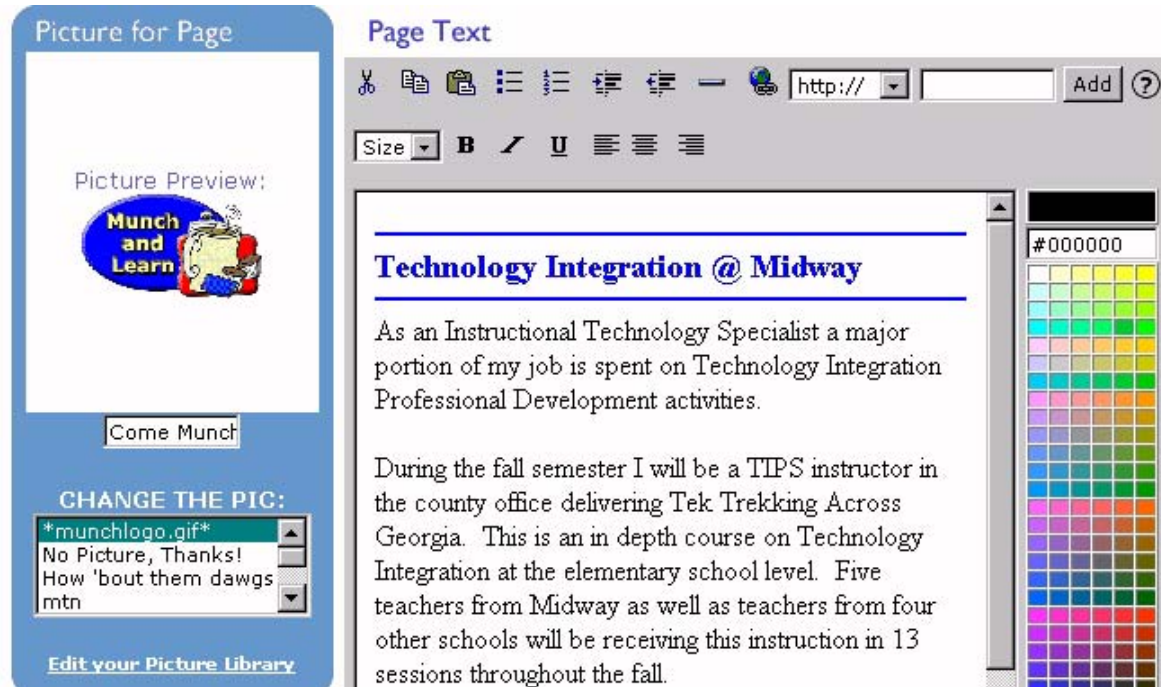
Include your **position**, i.e. **Fifth Grade**

Please type in your **phone/ext.** and **room number.**

If you have a **custom built web site** (this site **must be on the Forsyth County server**), type the complete URL in the correct field.

## Part 2:

The **Welcome Page** is what parents will see first, so this should welcome them to your class page and let them know what information they will find at your site. You can **copy** information from another document by highlighting text, i.e. newsletter, and doing a **ctrl + c**. Insert cursor into the main body field and do a **ctrl+v** to **paste** into the form.



### Features of WYSIWYG:

1. Basic Formatting (**B**, *I*, U)
2. Cut, Copy and Paste Features
3. Bullets and Justification
4. Font Size and Color
5. Insert Line Tool ( Format Color)
6. Hyper linking Tool
7. Copy and Paste from MS Word
8. Each Page Can Have One Picture ( Photo or Graphic)

### Editing Your Picture Library

1. Format your picture for the web using Microsoft Photo Editor.
2. Click on Edit Your Picture Library.
3. Locate your picture on your H drive or on a disk.
4. Name your picture for the library.
5. Go back to the web page editor and click the refresh button.
6. Your image should be in the picture library. Select it.
7. Add a caption in the field located below the picture.
8. Select the picture orientation you desire, right, left or center.

### Adding a Hyperlink:

1. Go to the hyperlink field and type in or paste the exact URL/address.
2. Type the exact name of the Link in the body of the page. Format if you desire.

3. Highlight the name of the link.
4. Click the add button by the URL. Text will now show a hyperlink.

### Changing Font and Line Color:

1. Highlight the text you want to edit or click on the inserted line to see the handlebars.
2. Select the color from the color palette.



Don't forget to click the **Save Changes** button to update your page.



### Part 3:

The **Class Info Page** should contain **current** information about your classroom. Some examples of information are:

- Upcoming Projects or Current Projects
- Newsletter information
- Spelling words
- Class Schedule
- Outline of Course or Class
- Test Dates
- Homework and Study Hints
- Class News
- Reading or other key assignments
- Highlight student accomplishments (Never use full name or picture)

**Part 4: Work Experience – Share your professional qualifications and work experience.**

### Part 5: The Homework Hotline:

PART 2: Add/Archive Class Activities/Homework Assignments			
Use this section to enter new homework/class assignments. If there is an accompanying handout for this assignment, first make sure it is in your <a href="#">document library</a> , then select it from the dropdown menu to add it to this listing.			
<b>Class Date:</b>		<input type="text" value="8/21/2001"/>	<b>Subject/Period/Class:</b> <input type="text"/>
Explain what topics were covered in class on this date		<b>Activities Covered in Class on this date:</b>	<input type="text"/>
Enter any assignments (in-class or homework) that were assigned on this date.		<b>Assignment(s):</b>	<input type="text"/>
		<b>Handout</b> ( <a href="#">add handouts to list</a> )	<input type="text" value="None"/>
If there was a handout that accompanied this assignment, select it here. (You may need to add it to your document library first). Remember that you can only attach one (1) handout per assignment entry.		<b>Assignment Due Date:</b>	 <input type="text" value=""/> (MM/DD/YYYY)

### Hints:

- The assignments will be **archived**, depending upon the **date** you put in **Class Dates and Date Due**.

- You can put in the **Assignment, Class Activities** related to the assignment, a **Handout** and the **Date Due**.
- You can add handouts from your **Document Library**:
  - Scroll to the directory where you have the handout (usually H)
  - Click the **name** of the handout and click on **Upload**
  - Type in an **appropriate name** and click **Submit**

**Part 6: Student Spotlight – A Portal to showcase students’ writing.  
See Student Spotlight Directions**

**Part 7: Education –Related Internet Sites.**

Copy URL’s from the Internet address window and past them into one of the favorite site fields. Add the site name or a short blurb about the links added. **These must be Education sites related to your curriculum.**

**Part 8: Adding Pictures to Your Pages**

- **Each page can have one picture with the exception of the student spotlight page.**
- **Browse your picture library to select your picture (save them on your H drive)**
- **Each picture should be no more than 30K (the template will not accept larger pictures)**
- **Use Microsoft Photo Editor (directions attached) to resize your picture**
- **Do not use student’s last names or singular portrait picture.**

**Dos and Don’ts**

1. Do fill in all red asterisk fields.
2. Do keep information brief and easy to read.
3. Do update your information often.
4. Do give links that correlate with your thematic studies.
5. Do try to update at least every other week.
6. Do not use student last names.
7. Do not use single student portrait photos.
8. Do inform your parents about the link in your newsletter.
9. Don’t stress yourself on this. KISS.....Keep It Simple if that is better for you. Just remember it can be a very informative tool!

**There is a HELP NOTES link you can go to if you need additional help!**

**Notes:**