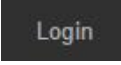
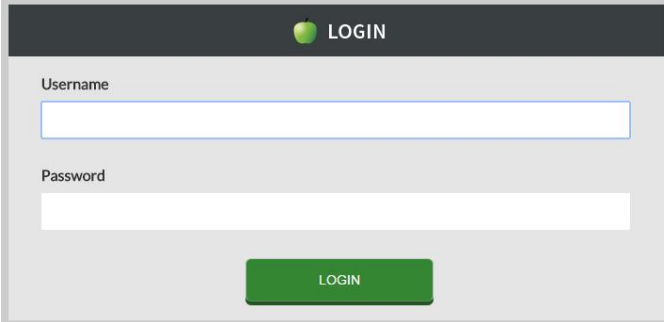


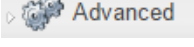
# Common Tasks on SchoolMessenger

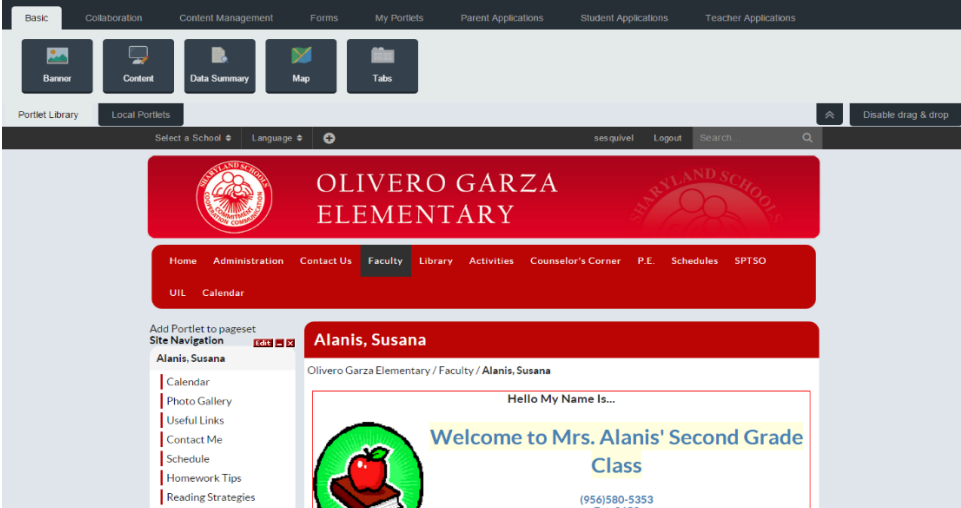
You will need to log in to the website to be able to make changes to your page.

To do so, navigate to our main district webpage and on the top gray bar, click on . Use your computer's credentials to log in.



*Login screen*

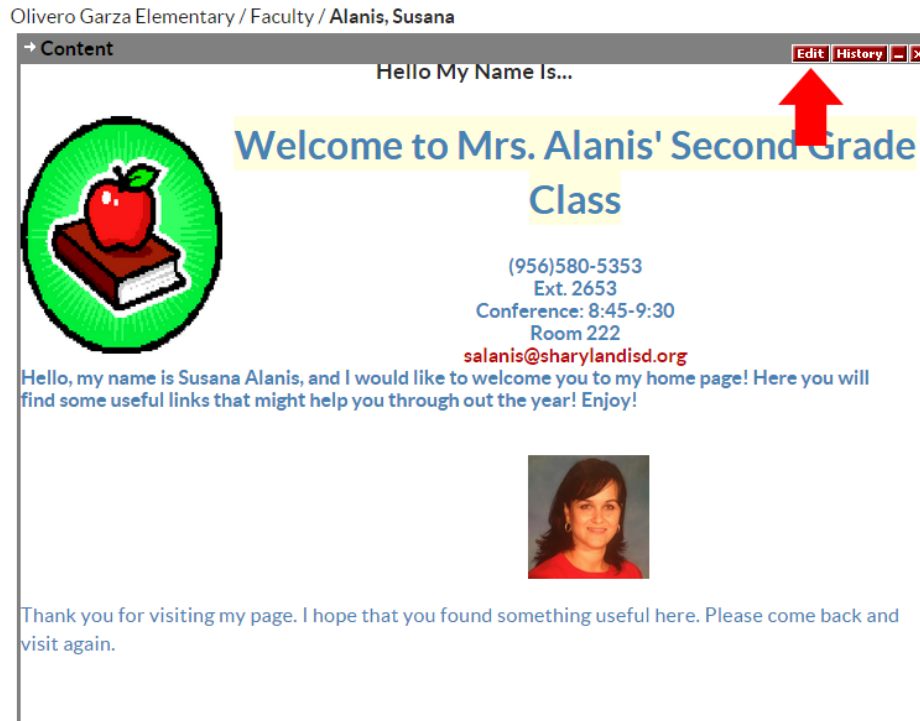
Once you are logged in, navigate to  and click on “Switch to Design Mode”.



*Example of a teacher page on Design Mode*

## *Editing or Adding content to a Page*

Design Mode allows you to modify or create content inside a page. Using the following example, click on “Edit”.





You will see the following toolbar:




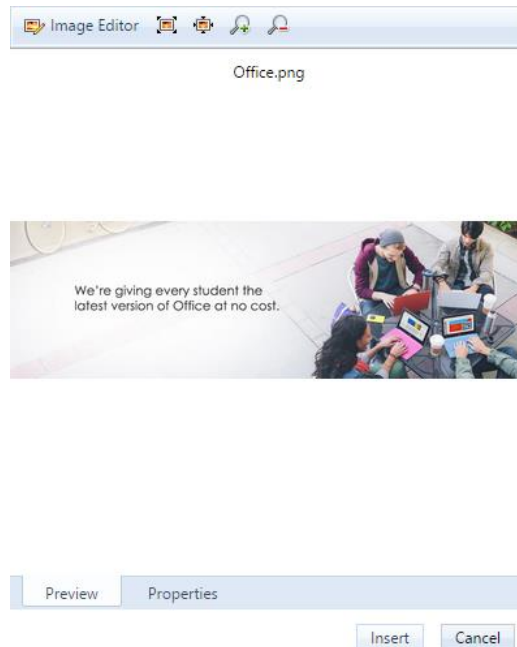
*This toolbar has the most basic functions that will be used on Sharp School.*

## *Icons on the Toolbar*


**The paste icons**  allows you to paste text or content directly from a word document, keeping the same format it has. Or we can select “Paste as plain text” and get the content formatted to simple plain text.


**Undo and redo**  will let you go back in case you make any kind of error while working with the content. The redo icon lets you do the opposite. This works for text, links, images or whatever your content is.

**Image manager**  inserts images into your page. When you click it a new window will appear and you will be prompted to upload an image. You can also create custom folders here to keep your images better organized.

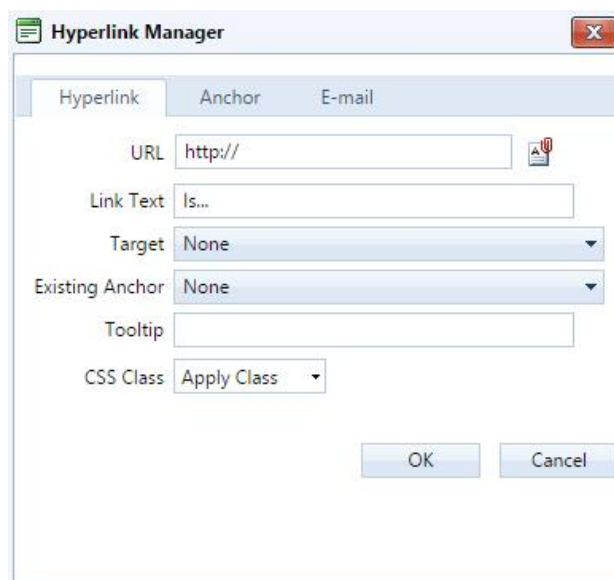


*Once you have selected an image, click on “Insert” to place it on your page. Avoid high-resolution images or images with very big dimensions to keep loading times faster.*

**Media manager**  allows you to do the same as image manager and works the same way, using videos instead of images. We can also create custom folders here for your videos. Maximum upload size is **100 mb**. Be sure to use **common video file formats** such as **AVI'S, MP4'S or WMV'S** to avoid playback problems.


**Hyperlink manager**  will let you insert website links on an image or text. To do this, you will simply need to highlight the desired image or text, and then click on the hyperlink manager icon.


You will be prompted to enter a web address (URL). You can also navigate to “email” in case you want to insert an email address.



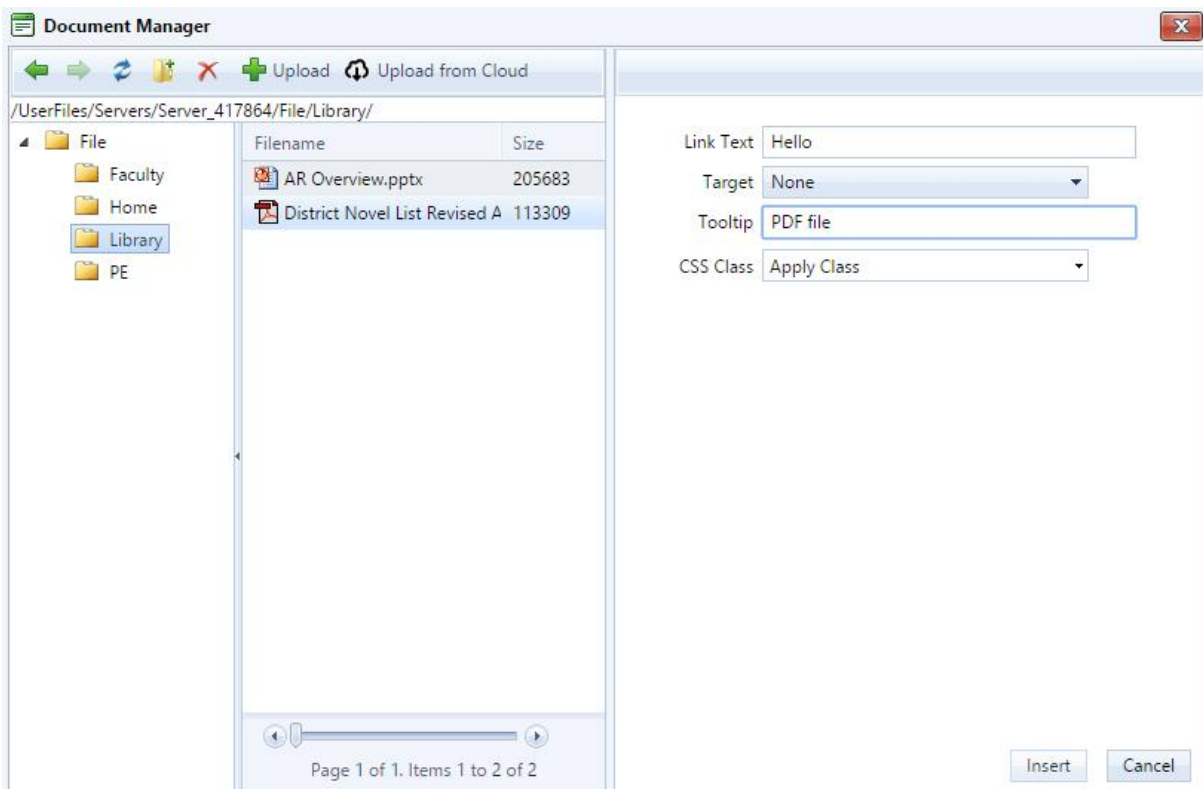
*Hyperlink manager window showing URL field. Navigate to “Email” if you wish to insert an email address instead of a web address.*

Once you are finalized, click ok and your hyperlink will be ready. Users that click on your image or text, will be taken to the webpage you inserted. If you inserted an email address, their email client will open pointing to that email address.


**Remove hyperlink**  will let you erase any hyperlink inserted. Just highlight the text that contains the hyperlink, and select the previously mentioned icon.

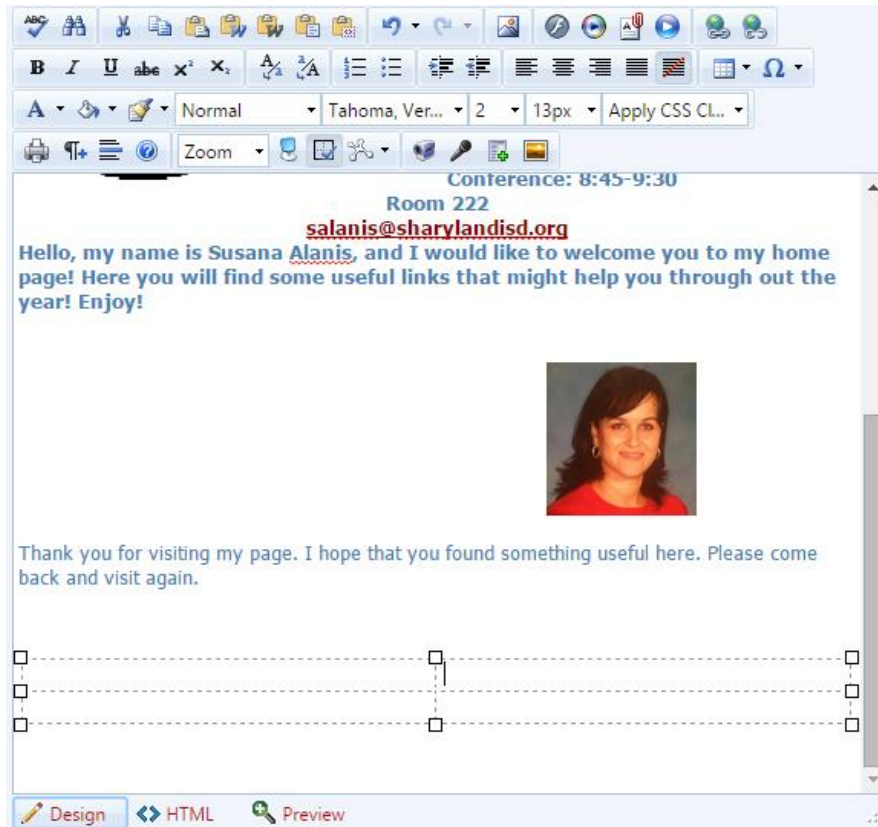
**Document manager**  uploads documents/files to your page. You can create custom folders here to keep your files organized. You have two options:

- 1- Highlight text or an image, click on document manager and upload a document, you will be prompted to enter a “tooltip” (this is a short text description of the file being uploaded). Then click Insert to place your file.
- 2- You can upload your files and leave them in your document manager. They will be available for you anytime later if you need to place them in your page.



*Document Manager window with a PDF file about to be inserted. Notice how the “Tooltip” field has a basic description of what the file is.*


**Insert table**  creates tables in your page. Simply select it, and then choose how many rows and columns you want. Text and images can be placed inside a table for a more organized look.

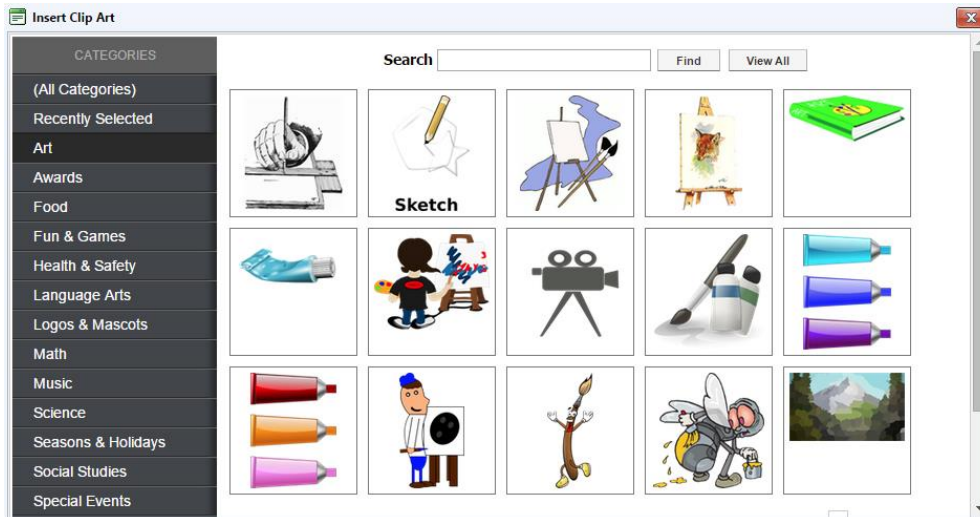


*Example of a 2x2 table created on a page. You can resize the tables, simply by drag and dropping them from a corner.*

**PageLink**  will let you insert a web URL from another section in your campus webpage. One example is:

*You are a teacher at O. Garza Elementary, and you see information that you like in the "Counselor's Corner" section of the website. With pagelink you can browse to that specific location that you want and then insert it into your page (on text or an image). Users will be taken to that section of the campus website when they click on your link.*

**Clipartmanager**  opens a window of stock clip arts that you can use for your page. Simply select the one you want to insert it to your page. Remember to avoid using very large images, so that your webpage can load fast for users.



*Clip art window.*

## General Tips

- 1- Remember, when making a change to your webpage to always click “Publish” so that your content goes live. If you don’t want it to go live yet, you can “Save draft” and your changes will be saved without going live.
- 2- When logging in, remember to use just your username and not your whole email address. A traditional email address would be “sesquivel@sharylandisd.org”, in this case the username is just “sesquivel”. Also verify that you are using the same password from your computer/email account to log in.
- 3- Avoid using personal content on your webpage. This includes Facebook pictures, sharing social networks that don’t have anything to do with the district/campus or any other kind of sensitive information.
- 4- Can’t log in or having issues with your password after you verified you are using the right one? Give me a call or send me an email and I’ll be glad to help you. This is my contact information:

**Sergio Esquivel**

Webmaster | New Media

(956) 580-5200 ext 1017

[sesquivel@sharylandisd.org](mailto:sesquivel@sharylandisd.org)

- 5- Do you have any other problem or you don’t know how to do something on your website? Contact me for that or any other question that you might have. I’m here to help!



## Classroom Website Requirements

- Teacher Web Page Minimum Requirements:
  - Overview - picture (optional), short bio to include education, room number, email address, phone number with extension, classroom assistance time (HS teachers)
  - Daily Schedule - include which block (or period) and actual time - (ie. 1st Block 8:00- 9:35)
  - Syllabus (HS) and Grading Policy (all)