30MIN™
WEBSITES

User Manual
for
School Administrators

OS4E
Online Solutions for Educators™

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Introduction

The materials provided in this booklet are designed to help ensure that you get the most out of the 30-Minute Websites for Teachers™. We have included comprehensive documentation that explains how to create and maintain your classroom website.

Online Solutions for Educators is committed to delivering a user-friendly informative online resource for educators. Please contact us at support@os4e.com should you have any questions or comments.

Cindy Penchina
President
Online Solutions for Educators™

Website Overview

30-Minute Websites for Teachers™ lets you create your own classroom website quickly and easily. It allows you to…

- Create a fully-functional, robust website in minutes
- Customize your site with your own colors and images
- Easily create a Class Calendar
- Post News and Announcements for the class
- Post assignments and related resource materials
- Create "mini-sites" for special projects and events
- Create and publish webquests and other lessons
- Administer and maintain your site from any computer with an Internet connection

The website contains 5 main sections off the Home Page plus an unlimited number of "Special Pages" and Webquests. *Note: Websites for "Specialists" offer different top-level sections that are more appropriate to that particular role. See below for more information.*
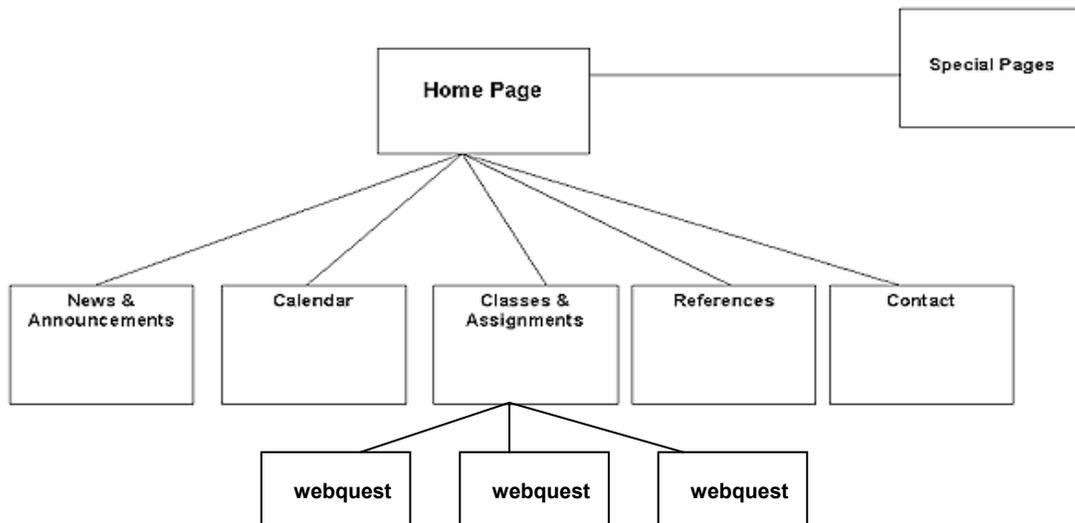
News/Announcements - Publish news and announcements for your classroom. This page includes the ability for you to upload two images.

Calendar - Display events on a Calendar. Upon opening this page, events appear in the format of a monthly calendar. Events are linked to a complete description. Previous and Next buttons appear on the page and enable you to navigate through additional months and their associated events.

Classes & Assignments - This section opens to a listing of your class schedule. You can add the topic of the day or week for discussion along with a description. You can also enter an assignment for the class.

Webquests – Webquests are separate assignment templates that can be used for a variety of purposes. These templates create "mini websites" that concentrate on a single assignment or lesson plan.

References – Add web links and documents that may be helpful to complete homework assignments. This area can also be used for forms and other documents that you want to make available for download. Links and documents can be organized within categories that you can define.

Special Pages – With Special Pages, you can create mini websites (each mini website is one page) that will be linked off of your Home Page. These pages can be used for class projects, field trips, student showcases, or for any purpose you wish.

Design Elements
When the district or school administrator first sets up the teacher accounts, he/she can assign certain design elements. Each website within a school building can share an image on the home page. This image cannot be changed by the individual teacher. Usually, a photograph of the school, or an image of the school mascot is used here.

At the onset, templates for your website are chosen by the school or district website administrator according to the grade level you teach. For example, templates specifically designed for the elementary school age will be offered to elementary school teachers. A more "mature" design will be offered to high school teachers. Teachers can change these templates if they wish, by going to Preferences and selecting a different template.

End-User Requirements

30-Minute Websites for Teachers™ was built with the following browser specifications in mind. If you are having technical difficulties or are not seeing page layouts correctly, please check to see that your browser meets the specifications outlined below.

IE/Netscape Browser 6.x or higher for PC
Netscape/IE 6.x or higher for Mac
AOL 8.0 or higher for PC
AOL 6.0 or higher for Mac
Connection speed of 56K or higher
800 x 600 screen resolution

Administration - Overview

There are 4 levels of access available to the site. They are:

- District Site Administrator
- School Site Administrator
- Teachers
- Users

District Site Administrator
The District Site Administrator has the ability to perform the following functions:

- Add/Edit/Delete School Site Administrator accounts
- Add/Edit/Delete Schools
- Add/Edit Delete Teacher accounts
- Add/Edit/Delete district and school information that appears on all pages
- Check hard disk space usage
- View the date of last login for each teacher account
- View license usage
- Request additional licenses

School Site Administrator
The School Site Administrator has the ability to perform the following functions:

- Add/Edit Delete Teacher accounts
- Add/Edit/Delete Teacher passwords
- Add/Edit/Delete school information that appear on all pages
- Check hard disk space usage
- View the date of last login for each teacher account
- View license usage

School Administration

The School Website Administrator is responsible for creating user names and passwords for all the teachers within their particular school.

The School Website Administrator will go to the following website address to begin configuring the system for the individual school:

www.os4e.com/30

The login page for the School Administrator is the same as the District Administrator. However, the information that is displayed on the page after login is dependent on the UserName and Password and is not the same information displayed for the District Site Administrator.

Login

To log in as the School Administrator, type in your username and password* then select the radio button next to School Admin.

School Administrator: Login Opening Screen

*The username and password is given to the School Administrator by the District Administrator.

Statistics View

Site Summary
After login, the School Administrator will see the Site Summary view *for their school only*. This screen gives an overview of the teachers entered in the system as well as license information.

School Administrator: Site Summary

Disk Usage
The disk usage view lets you see usage statistics for each teacher in your school. Information lists in alphabetical order by teacher ID.

School Administrator: Disk Usage

School Management
In the School Management section, you can add your school contact information as well as set up teachers to use the system.

Edit School Information
Selecting the Edit link next to School Information will allow you to add or edit information pertaining to the particular school. The UserName field is the only data you cannot change. This is created by the District Administrator. You can, however, change the school password. **This password is case sensitive and should have no spaces.**

The URL field allows you to enter a website address for the school that will appear as a link on every classroom website where the school name is displayed. If you do not enter a URL in this field, the school name on all the classroom websites will not be linked.

From this screen, the School Administrator can choose to upload a graphic or photograph to be displayed on all the teacher websites throughout the school. If the School Administrator does not upload a picture here, a default picture will appear on the Home page in its place. As the School Administrator, you can change this picture as often as you like.

School Administrator: Edit School Information

<u>Add Teachers</u>
The School Administrator can set up all the teachers within a school in the system. The Teacher ID and Password will be the information the teacher needs to log in to their own site. The Teacher ID is also a part of the teacher's website address.

Example: www.os4e.com/district_ID/school_ID/teacher_ID

Information in the Display Name field will appear as the teacher's name on their website. This field is separate from the Teacher Name field so that you do not have to display the teacher's first name on their website if you don't want to. The Teacher Name field is the teacher's full name (last, first) and is used for reporting purposes.

Assign the teacher a password by typing it in the appropriate field. **Passwords are case sensitive. There should be no spaces in the password.** The teacher will use this password along with Teacher ID to log in to their website.

Select the corresponding school in the pull-down menu. As the School Administrator, you can designate the template you want the teacher to initially use. 30-Minute Websites for Teachers™ ships with templates specifically designed for each grade level. You do not, however, have to use the intended template. You can choose to use a high school template for a middle school teacher, etc. The teacher, however, will be able to change this template choice when they set up their own website.

Note: You must first add schools to the 30-Minutes system BEFORE you add any teachers.

School Administrator: Add Teacher to School

When finished, select the Add Teacher button to save this information to the database. You will be taken to a screen that lists all the teachers in your school that have been created in the 30-Minutes system. You can view each teacher website by selecting the View link, next to the teacher's name. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; It is where they will go to log in to begin creating their site.** Teachers can send website visitors to this address, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. For more information, see Extended Services below.

View Teachers

To view all the teachers entered in the system by school, select the View link next to Teachers in the School Management section. Here you can see, at a glance, all the teachers in that particular school that have been entered into the 30-Minute Websites system. The Teacher ID information is the teacher's login username for their website. To view the password or change any teacher information, select the Edit link next to the corresponding teacher. You can also choose to delete teachers from the system by selecting the Delete link next to each teacher name. *Note:* Once a teacher site is deleted, all content within that site is also deleted.

INFO
The Teachers view lets you see, at a glance, the teachers you have set up within your school. The Teacher ID information is the login Username for the Teacher. To view the password or change any teacher information, select the edit link.

Admin Menu

Statistics View
- [view] Site Summary
- [view] Disk Usage

School Management
- [edit] School Information
- [add][view] Teachers

Teacher Sites Index
- [view] Teacher Listing

[change password] [logout]

[email help] [user manual]

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	Teacher ID	Full Name	Date Created	Last Login
[edit][delete][view]	dipen	Mehta, Dipen	9/5/2002	9/6/2002
[edit][delete][view]	teacher1	O'Donnell, Michelle	9/5/2002	9/11/2002
[edit][delete][view]	teacher2	Smith, Micheal	9/6/2002	9/6/2002
[edit][delete][view]	teacher3	Doe, John	9/11/2002	
[edit][delete][view]	teacher4	Jones, Missy	9/11/2002	
[edit][delete][view]	teacher5	Penchina, Cindy	9/6/2002	9/6/2002
[edit][delete][view]	teacher6	Mohatt, Veronica	9/11/2002	
[edit][delete][view]	teacher7	Stanley, Ellen	9/11/2002	
[edit][delete][view]	teacher8	Jack, Freddie	9/6/2002	9/6/2002
[edit][delete][view]	teacher9	Grimes, Anita	9/11/2002	
[edit][delete][view]	teacher10	Grisem, Nat	9/11/2002	
[edit][delete][view]	teacher11	Michaels, Dana	9/6/2002	9/6/2002
[edit][delete][view]	teacher12	Nelson, Rob	9/11/2002	
[edit][delete][view]	teacher13	Dorn, Fran	9/11/2002	
[edit][delete][view]	teacher14	Statler, Butler	9/6/2002	9/6/2002
[edit][delete][view]	teacher15	Roberts, Julia	9/11/2002	
[edit][delete][view]	teacher16	Nile, Tia	9/11/2002	
[edit][delete][view]	teacher17	Gates, Macdonald	9/6/2002	9/6/2002
[edit][delete][view]	teacher18	Lombard, Carol	9/11/2002	
[edit][delete][view]	teacher19	Bently, Peter	9/11/2002	

School Administrator: View Teachers

To view the actual teacher website, select the View link. A new browser will open to display the corresponding teacher's website. Notice the URL in the browser address window. **This is the website address you will give the teacher; It is where they will go to log in to begin creating their site.** Teachers can send website visitors to this address, or they can send visitors to a central location that lists all the teacher websites in the 30-Minutes system. For more information, see Extended Services below.

Teacher Sites Index
Selecting to view the Teacher Sites Index will bring up the page, as shown below, in a separate browser. This page lists all teachers alphabetically, by school. Clicking on the teacher link will open that particular teacher's website, as seen by all users, in a new browser window.

Note: The URL that appears in the Browser's web address window is the website address you will give the teacher; it is where they will go to log in to begin creating their site and it is what the teacher can use as their own website address to give parents and students. Teachers can also send users to their school or district website if there is a link to all the teacher pages. For more information, see Extended Services below.

The Teacher Sites Index is a handy way to locate URL's for teachers when you are linking to them from other pages. OS4E offers customization of this page for inclusion in your school or district website. For more information, see Extended Services below.

School Administrator: Teacher Sites Index

Change Password
Clicking the Change Password link will allow you to change the School Administrator login password. **This password is case sensitive. There should be no spaces in the password.**

School Administrator: Change Password

Hardware and Hosting

A Turnkey Solution

With our turnkey solution, OS4E hosts the application and offers you access to the application based on the purchased number of subscriptions. In this model, we maintain the server, the operating system, maintain availability, administer the database server and keep the application up and running. This enables you to concentrate on allowing your teachers access to the site, without having to worry about hosting and technical issues. The school or the district can still continue to host their current website wherever they choose and simply link to 30-Minutes Teacher Sites Index. OS4E can help you integrate this tool with a current website if you so choose. See Extended Services below for more information.

Extended Services

Configuration of the 30-Minutes System
OS4E offers you services to extend the value of your purchase. To get you up and running faster, OS4E will configure the entire 30-Minutes system for every school in your district and every teacher in each school who is using the 30-Minute Website for Teachers. This saves you valuable time and enables your teachers to get up and running quickly and easily.

Integration With One School or District Website
To make your teacher websites more accessible, OS4E offers integration of the 30-Minute Website for Teachers with one school or district website. All teachers in the 30-Minutes system will be listed on a dynamically-generated page designed to fit seamlessly with your current website. The page will automatically be updated each time a new teacher site is created.

Please see www.os4e.com for pricing information or give us a call at us at 914-762-0687 for more information.

Technical Support

30-Minute Website for Teachers™ offers an extensive online support section that includes Frequently Asked Questions (FAQs), user support forums, user manuals, and more. Please visit us online at www.os4e.com/support for additional product information and helpful user tips.

As the District Administrator, you are the first point of contact for technical support. Most technical issues from teachers can easily and quickly be solved by referring to this manual or accessing our online support section.

With the purchase of this product, you are entitled to unlimited phone and email technical support for a period of one year. Teachers are entitled to unlimited email support only. Should you need to contact technical support directly, please contact us at the following:

<div align="center">

support@os4e.com
Phone: 1-914-762-0687

</div>

Summary

30-Minute Website for Teachers™ provides you with an easy way to connect and communicate with students and parents. You can create a robust, fully functional website in minutes and the best part is you don't need to know HTML to do it.

If you have any questions regarding the 30-Minute Website for Teachers™ or are interested in any of our other educational products, please contact us…

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