

PUPIL PAGES™

electronic student portfolios

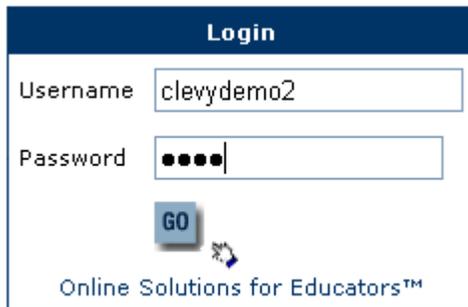
Welcome to Pupil Pages, your online portfolio application. With Pupil Pages you can create a professional and organized portfolio of your work. Using Pupil Pages, you can share your portfolio with anyone who has a computer with a current web browser and an internet connection or download your portfolio to share on a CD.

The purpose of this guide is to get you up and running quickly. Please refer to the complete Student User Manual for information about all Pupil Pages features.

LOGGING IN

To log in to your site, go to www.pupilpages.com/login

Enter your Username and Password and click GO

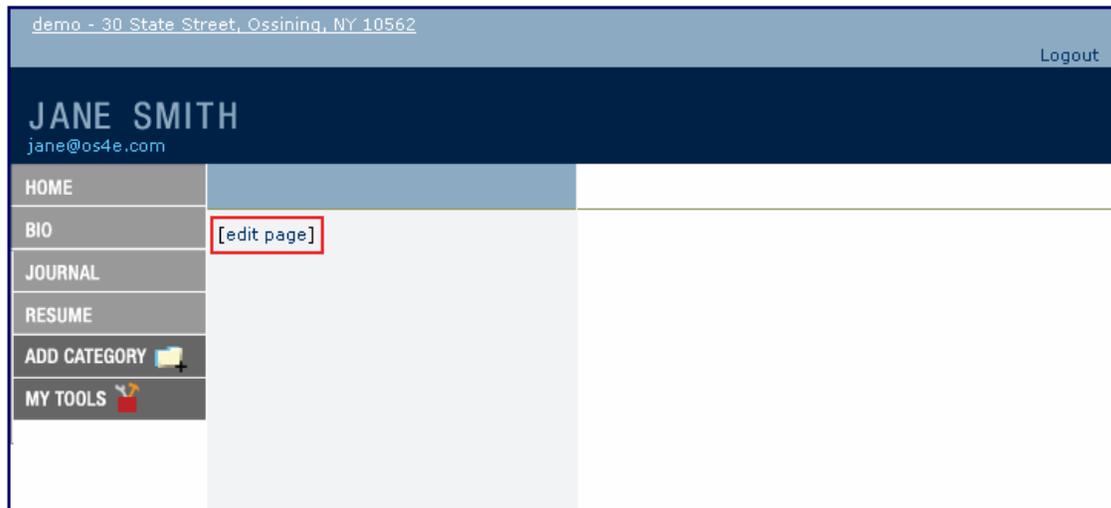


The screenshot shows a login form titled "Login" with a dark blue header. It contains two input fields: "Username" with the text "clevydemo2" and "Password" with five black dots. Below the fields is a blue "GO" button with a mouse cursor pointing at it. At the bottom, it says "Online Solutions for Educators™".

UPDATING YOUR HOME PAGE

.When you first login to your site, there will not be any content. You may want to add some material to your home page first so that it is more welcoming.

Click EDIT PAGE on the home page.



The screenshot shows a user profile page for "JANE SMITH" with email "jane@os4e.com". The page has a dark blue header with "demo - 30 State Street, Ossining, NY 10562" on the left and "Logout" on the right. A sidebar on the left contains menu items: HOME, BIO, JOURNAL, RESUME, ADD CATEGORY (with a folder icon and a plus sign), and MY TOOLS (with a wrench icon). The main content area is mostly blank, with a red box highlighting the text "[edit page]" next to the BIO menu item.

Type your home page text. You may want to upload an image of yourself or something of interest. To do this, click the BROWSE button to find an image file on your computer. Image files must be either GIF or JPG formats. Click SAVE YOUR HOME PAGE.

demo - 30 State Street, Ossining, NY 10562 Logout

JANE SMITH

jane@os4e.com

- HOME
- BIO
- JOURNAL
- RESUME
- ADD CATEGORY
- MY TOOLS

Edit Home Page

Select an image to use as your site's main image.

Use the editor below to edit your biography.

Paragraph Font Size Color

B *I* U

TYPE YOUR TEXT HERE

TO ADD CATEGORIES TO YOUR PORTFOLIO

All work and artifacts in your portfolio are organized by categories. You will first need to create a category to hold your work.

To create a category, click the ADD CATEGORY link. You will see a screen like the one below. Type in the name of the new category. This is what will appear on your left side navigation menu. Next, type in a description of the kinds of work you will be sharing in this category. Click SAVE CATEGORY.

JANE SMITH

jane@os4e.com

HOME

BIO

JOURNAL

RESUME

ADD CATEGORY 

MY TOOLS 

- Photography
- Paintings
- Creative Writing
- Architectural Drawings
- Music
- Videos
- Mathematical Explorations

Add/Edit Category

Title

Description

Paragraph Font Size Color

B *I* U           

WRITE A DESCRIPTION OF THE WORK YOU WILL INCLUDE IN THIS CATEGORY HERE.

Save Category

This is what your category page will look like before you add your work to it.

demo - 30 State Street, Ossining, NY 10562 Logout

JANE SMITH
jane@os4e.com

HOME		Math Explorations [add page] [delete category]
BIO	[edit]	
JOURNAL	<p>This is a collection of my math work from grade 6. In this section you will find a representation of the best work from each quarter.</p>	
RESUME		
ADD CATEGORY		
MY TOOLS		
<input type="text" value="Photography"/> <input type="text" value="Paintings"/> <input type="text" value="Creative Writing"/> <input type="text" value="Architectural Drawings"/> <input type="text" value="Music"/> <input type="text" value="Videos"/> <input type="text" value="Math Explorations"/>		

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ADD WORK TO YOUR CATEGORY

To add a piece of work or an artifact, click the ADD PAGE link at the top of your category page. You will see a screen like the one below.

1. Select the category you want to add the page to from the drop down list.
2. Give your page a title.
3. Browse to find the actual work file on your computer.
4. If your work is a GIF or JPG file, you will not need to upload an image to represent it. If your work is not a GIF or JPG file, the system will assign an icon to it. Alternately, if you want to upload an image to represent your work, you can browse to find an image on your computer. Be sure you upload only GIF or JPG files.
5. Write a description or reflection about your work.
6. Click SAVE YOUR PAGE.

demo - 30 State Street, Ossining, NY 10562 Logout

JANE SMITH

jane@os4e.com

- HOME
- BIO
- JOURNAL
- RESUME
- ADD CATEGORY
- MY TOOLS

Photography

Paintings

Creative Writing

Architectural Drawings

Music

Videos

Math Explorations

Add/Edit Page

[Add From Archive]

Add To:

Title:

Upload Work:

Upload Image to Represent Work: (optional)

Description:

Paragraph Font Size Color

B *I* U

Enter your reflection about this work here.

Select the category you want to add your work to.

Find your file. If your file is a GIF or JPG, you do not need to upload an image to represent it.

The system will select an icon for you if you choose not to upload an image to represent your work.

When you return to your category you will see your work file represented by a small image on the category page, as seen below.

JANE SMITH

jane@os4e.com

HOME

BIO

[\[edit\]](#)

JOURNAL

RESUME

ADD CATEGORY MY TOOLS [Photography](#)[Paintings](#)[Creative Writing](#)[Architectural
Drawings](#)[Music](#)[Videos](#)[Math Explorations](#)**Creative Writing** [\[add page\]](#) [\[delete category\]](#)

The Tempest



Technical Writing



Writing

Macaws
Cindy

My new work



Tempest 5

Here is a collection of my written work. These works span my entire high school career. I have chosen the works of which I am the most proud, my new text.

You can continue to add pages to your category or create new categories and add new work to them. In this way you can organize your work any way you like.

Please see the complete STUDENT USER MANUAL to find out how to use all the features of Pupil Pages.