

PUPIL PAGES™

electronic student portfolios

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INTRODUCTION

Pupil Pages is a web based application that enables students to produce professional looking websites without having to know HTML or web design skills. These sites allow students to publish samples of their school work so that they can develop a stylized and organized online portfolio. While Pupil Pages sites can be used for a variety of purposes, they have been designed with the online portfolio in mind. To this end, they include the ability to categorize and present samples of work. There are optional features that can be enabled or disabled by site administrators, such as a resume page, commenting utility and web journal page.

Pupil Pages has been developed with security in mind. There are many levels of security built into the system, along with utilities that allow schools a high level of control.

There are several types of users. Each type of user will login to the system and have varying levels of control. Types of users include:

1. District Administrator
2. School Administrator
3. Teacher Administrator
4. Student Administrator
5. General Viewer

There are User Manuals available for all of these users with the exception of the General Viewer. General Viewers are the people who can view student sites and submit comments if this feature has been enabled.

User Manuals are available on our website at www.os4e.com/support/documentation.html.

LOGGING INTO THE SYSTEM AS A STUDENT ADMINISTRATOR

Your teacher should have given you a username and password to login to the system. To login go to this URL:

<http://www.pupilpages.com/login>

Enter your username and password and click the **GO** button. You will be redirected to your portfolio and ready to begin editing your site.

The URL that you will give out for viewing your site is:

<http://www.pupilpages.com/welcome>

USERNAME, LOGIN PASSWORD AND VIEW PASSWORDS

Your site visitors will need to know your username in order to access your portfolio. **DO NOT GIVE YOUR LOGIN PASSWORD TO ANYONE.**

In addition, it is possible that your teacher has set a VIEW PASSWORD for your portfolio. If this is the case, your visitors will need to know your USERNAME and your VIEW PASSWORD. Your VIEW PASSWORD is not the same as your password. NEVER GIVE YOUR LOGIN PASSWORD TO ANYONE.

You can change your password from the PREFERENCES page (see instructions below).

HOME PAGE

Your home page is the first page visitors see when accessing your portfolio. Your home page contains an area for text as well as an area of one image.

EDIT YOUR HOME PAGE

When you are logged into your portfolio, click the EDIT link on your home page. Enter the text into the text box. You can format your text using the formatting tools above the text box.

To include an image on your Home page, click the BROWSE button to locate the image file on your computer. NOTE: You can only use GIF or JPG images on your Home page. The system will resize your image if needed.

Click SAVE YOUR PAGE when you have completed your changes.

BIOGRAPHY PAGE

Your biography page can have text and one image. You can archive your biographies so that you can keep them from year to year and access them at any time. Only one biography can be active at a time. The active biography is the only one that visitors to your portfolio can view. Archived biographies are not editable.

EDIT YOUR BIOGRAPHY PAGE

When you are logged into your portfolio, click the EDIT BIO link on the biography page. Enter the text into the text box. You can format your text using the formatting tools above the text box.

To include an image on your Biography page, click the BROWSE button to locate the image file on your computer. NOTE: You can only use GIF or JPG images on your biography page. The system will resize your image if needed.

Click SAVE YOUR BIO when you have completed your changes.

ARCHIVE YOUR BIOGRAPHY PAGE

To archive your biography page, click the [MOVE BIO TO ARCHIVE](#) link at the top of the page. You will be directed to your archive page. You need to give your BIO a title and add it to your archive. Your biography will then be available on your archive page under the heading "BIOS".

You may delete an archived biography by clicking the [DELETE](#) link next to the title of the archived biography.

To [VIEW](#) an archived biography, simply click the title. You cannot edit an archived biography.

CATEGORIES

You can organize your work by creating categories. Categories can contain an unlimited number of pages. The left side navigation menu on your site lists the categories that you have created. For example, you can create a category titled "Photography" and then showcase several examples of your photography work. You can also create a second category called "Creative Writing" and showcase different writing samples.

CREATE A CATEGORY

To create a category, click the [ADD NEW CATEGORY](#) link on the left hand navigation menu. You will be taken to the [ADD/EDIT CATEGORY](#) page. Enter a title for your category. This is the text that will appear in your navigation menu. Next, enter some text to describe this category. Click the [SAVE CATEGORY](#) button to save your category. Your new category will now appear on the left menu.

EDIT A CATEGORY

To edit an existing category, click the category on your left menu. Now click the [EDIT](#) link at the top of the category text. Make your changes to the category and click the [SAVE CATEGORY](#) button.

DELETE A CATEGORY

To delete a category, click on the category you wish to delete. Click the [DELETE CATEGORY](#) link at the top right side of the category page. Confirm that you wish to delete.

PAGES

Pages are associated with a category and used to present the work that you want to showcase in your portfolio. You can create as many pages as you like and organize them by using your categories. Pages can also be archived so that they are not visible to the public, but remain accessible to you. Read about archiving later in this manual.

Pages consist of the following elements:

- Title
- Reflection or description
- File Upload
- Image to represent the file

CREATE A PAGE

To create a page, first click on the category that you want to add the page to. Click **ADD NEW PAGE** at the top right side of the category page.

ADD TO: Select the category that you want to add this page to from the drop down menu.

TITLE: Enter a title for your work. This title will appear on the category page under your image.

UPLOAD WORK: Browse for your work file. You can include most types of files including Word documents, scanned or digital images and photographs, sound and video files, Power Point files, Excel files, etc. Click the **BROWSE** button and locate the file on your hard drive. Select the file and click **OPEN** on your **CHOOSE FILE** screen. You will then see the path to your file on the **ADD/EDIT PAGE** screen.

UPLOAD IMAGE TO REPRESENT YOUR WORK: This is optional. If your work file is a GIF or JPG file, Pupil Pages will automatically use that image file to create an image to represent your work.

If you upload a non-image file for your work, such as a Word document, Pupil Pages will assign an icon to represent your work.

You may choose to upload an image to represent your work. Click the **BROWSE** button to find the image file (GIF or JPG only) on your computer. Click **OPEN** on the **CHOOSE FILE** screen. You will then see the path to your file on the **ADD/EDIT PAGE** screen.

DESCRIPTION: Use this area to write a description of your work file or to write a reflection about the work. Format the text using the formatting bar above the description field.

Click **SAVE YOUR PAGE** to save your new page. Click the category you added the page to on the left navigation menu. You will now see your work file represented by an image or icon and the title below.

You may add as many pages to each category as you like.

EDIT A PAGE

To edit a page, navigate to your page and click the EDIT PAGE link above the description. Make any edits or corrections. You may also upload a new file and a new image to represent your work. Click SAVE YOUR PAGE to save your changes.

DELETE A PAGE

To delete a page, navigate to the page and click DELETE PAGE at the top right of your page, above the image. Confirm that you want to delete.

ALLOWED FILE TYPES

While Pupil Pages allows for a good variety of file types to be uploaded, there are some types of files that are not allowed. Pupil Pages will filter files by their file extensions. The allowed file types extensions are:

CWK
DOC
GIF
HTM
HTML
JPG
PPT
MOV
MP3
PDF
QTW
RTF
SWF
TXT
WAV
WP5
WPS
XLS

If there is a file type that you need to upload that is not allowed, you may contact us at support@os4e.com to request assistance.

MY TOOLS

The MY TOOLS section of your portfolio contains your site preferences and your archive.

MY ARCHIVE

Pupil Pages allows you to archive your pages so that they are not visible to the public on your portfolio, but are stored within the system so that you can use them at a later date. You can archive both your pages and your biographies. Archived pages are organized by creating categories. You can create as many categories as you need and move pages from one category to another. You can also move your archived pages back to your portfolio for public viewing at any time. Biographies are always contained in the biography category and cannot be moved to other categories.

ARCHIVE YOUR PAGES

CREATE AN ARCHIVE CATEGORY

All student accounts have one archive category preset by default. This category is called UNFILED and cannot be deleted. You can create as many categories as you wish. Use archive categories to organize your archived work.

To create a new archive category, click the VIEW ARCHIVE link on your left menu. This brings you to your MY ARCHIVED WORK page. Enter the name of your new category in the field and click ADD. Your new category will appear in the list below in alphabetical order.

DELETE AN ARCHIVE CATEGORY

To delete an archive category, click the DELETE link next to the category name on the MY ARCHIVED WORK page. NOTE: If you delete a category that has files in it, those files will be moved to the UNFILED category.

MOVE A PAGE BETWEEN ARCHIVE CATEGORIES

To move a page from one archive category to another, click the MOVE button next to the page name on the MY ARCHIVED WORK page. Select the archive category you wish to move the page to from the drop down box at the top of the page. Click the SAVE button.

ADD A PAGE TO YOUR ARCHIVE

You may add any page to your archive. Pages that are archived are not visible to visitors to your site. You can move pages in and out of your archive at any time. To add a page to your archive, simply navigate to the desired page and click the ADD TO ARCHIVE link. Select the archive category you wish to add your page to and click SAVE. Your page will appear beneath the selected archive category on your MY ARCHIVED WORK page.

VIEW AN ARCHIVED PAGE

To view an archived page, click [VIEW ARCHIVE](#) on the left menu to access your [MY ARCHIVED WORK](#) page. Click the title of the page you wish to view. This will open the page. When you are finished viewing, you can click [BACK TO ARCHIVE](#) to return to your [MY ARCHIVED WORK](#) page.

DOWNLOAD AN ARCHIVED FILE

You can download the file associated with an archived page by clicking the [DOWNLOAD](#) link next to the title of the page on the [MY ARCHIVED WORK](#) page.

MOVE A PAGE BACK TO YOUR SITE FROM THE ARCHIVE

To move a page back to your portfolio from the [MY ARCHIVED WORK](#) page, select the category you wish to add the page to. Click the [ADD PAGE](#) link as you would if you were creating a new page. On the [ADD/EDIT](#) page, click the [ADD FROM ARCHIVE](#) link. Select the category from the first drop down, and then select the page you want to add from the second drop down. Click the [MOVE FROM ARCHIVE](#) button. Your page will now be in the category you chose and visible to your site visitors.

ARCHIVE YOUR BIOGRAPHIES

To archive your biography page, click the [MOVE BIO TO ARCHIVE](#) link at the top of the page. You will be directed to your archive page. You need to give your [BIO](#) a title and add it to your archive. Your biography will then be available on your archive page under the heading "[BIOS](#)".

You may delete an archived biography by clicking the [DELETE](#) link next to the title of the archived biography.

To [VIEW](#) an archived biography, simply click the title. You cannot edit an archived biography.

BLOGGING

If your teacher has enabled this feature, it will allow visitors to your portfolio to post comments about your work. On each work page, visitors can enter their name and a short message to your portfolio.

EDIT AND DELETE BLOGS

When you are logged into your portfolio, you can edit or delete comments on your pages. Simply navigate to the blog and click the [EDIT BLOG](#) link next to the comment you wish to edit. Make your changes and click the [SAVE BLOG](#) button. To delete a comment from your page, click the [DELETE](#) button next to the blog and confirm that you want to delete the blog.

DISABLE BLOGGING

You can disable this page by using your EDIT PREFERENCES found on the MY TOOLS page. You may enable it again at any time (see PREFERENCES section below). Note that you can only disable for your entire site and not for individual pages.

JOURNAL

If your teacher has enabled the Journal page, you will see the Journal button at the top of your left menu. Click this button to access your journal. You can add, edit and delete journal entries. Journal entries are published to your page with the newest posting at the top.

ADD A JOURNAL ITEM

To add a Journal item, simply click your JOURNAL button at the top of the left menu when you are logged into your portfolio. Type the title of your entry. Type your journal entry and format your text using the formatting toolbar. Click the SAVE JOURNAL ENTRY button to publish your entry to your site.

EDIT A JOURNAL ITEM

Click the EDIT link next to the entry you wish to edit. Make your edits and click the SAVE JOURNAL ENTRY button to publish.

DELETE A JOURNAL ITEM

Click the DELETE link next to the journal entry you wish to delete. Confirm the deletion.

DISABLE JOURNAL PAGE

You can disable this page by using your EDIT PREFERENCES page. You may enable it again at any time (see PREFERENCES section below).

RESUME

If your teacher has enabled the Resume page for you, you will see a RESUME button at the top of your left menu. Click the RESUME button to access your resume page.

EDIT YOUR RESUME

To edit your resume page, click the RESUME button above the left menu. Click the EDIT RESUME link at the top of the Resume page. Enter your text and format using the formatting toolbar. Click the SAVE YOUR RESUME button to save your edits.

DISABLE YOUR RESUME PAGE

You can disable this page by using your EDIT PREFERENCES page. You may enable it again at any time (see PREFERENCES section below).

PREFERENCES

To access your portfolio preferences, click the MY TOOLS link on your left menu. The Preferences page gives you access to change your email address, password and the ability to disable your biography, resume and journal page as well as the blogging feature.

ENABLE AND DISABLE PAGES

To enable or disable your biography, journal or resume page, or your blogging feature, simply check or uncheck the box next to it on the preferences page. Remember to save your changes.

CHANGE YOUR EMAIL ADDRESS

From the PREFERENCES page, type your new email address. Click the SAVE PREFERENCES button to save your changes. NOTE: Your teacher may have disabled the display of your email on your website. If this is the case, your email will not appear on your portfolio page.

CHANGE YOUR PASSWORD

Your teacher has set up a password for you. You can change your password at any time from the Preferences page. Type in your new password in both boxes and click the SAVE PREFERENCES button to save.

You cannot change your VIEW PASSWORD (the password that users may need to access your portfolio). If you need to change this password, consult your teacher.

It is a good idea to change your password often. If you have forgotten your password, you will have to request it from your teacher. For security reasons, Pupil Pages does not automatically email forgotten passwords to student's email accounts.

DOWNLOAD MY SITE

You can download your entire site to your computer so that you can save it to a CD and share it with others offline. To download your portfolio please be certain to TURN OFF the BLOGGING feature using the PREFERENCES screen. If you do not turn off the blogging feature, your offline portfolio will contain the form to submit blogs, but it will not function. You can turn blogging back on after you download your site and you will not lose any of the blogs that had been submitted.

To download your site, follow these steps.

1. TURN OFF BLOGGING on the PREFERENCES page in MY TOOLS
2. Click DOWNLOAD MY SITE
3. You will be prompted to save your file. You can save it to your desktop or to any location on your computer.
4. Your site will be downloaded as a ZIP file which will need to be extracted before viewing.
5. When the download is complete, unzip the file using either Windows XP extract function, or with a third party application such as WINZIP or STUFFIT.
6. Copy all the unzipped files to a CD using your CD recording software.

Note: The extracted files contain an autorun program. Once your portfolio is saved to a CD, it should automatically open to your home page when the CD is inserted in the drive. Your home page is titled HOME.HTML if you would like to open it manually.

DISK SPACE USAGE

Each student portfolio is allotted 5 MB of disk space by default. You may be able to upload larger files, but you should ask for permission from your teacher to upload them. Since your school has only a specific amount of disk space available to them, it is a good idea to delete pages and files that you do not want or need to keep in your portfolio.