

West Shore School District eSchoolView Teacher Page Help Sheet

This handout is designed to review the basics and give you a start on setting up your new website.

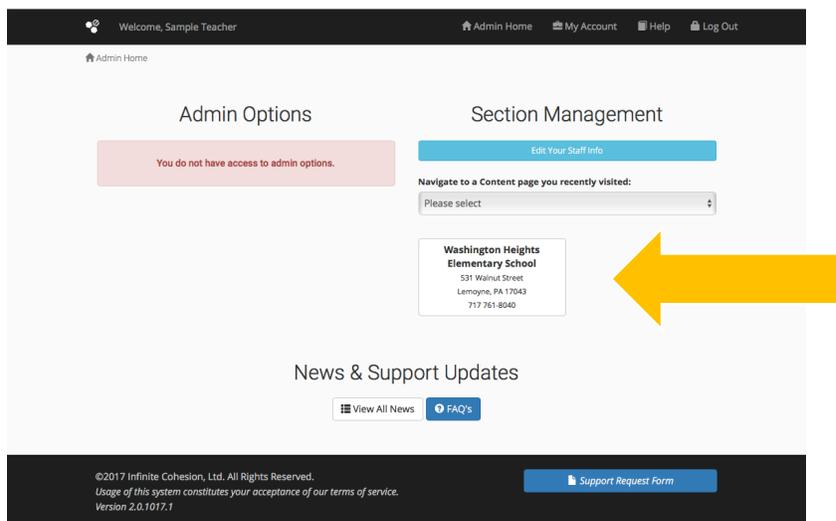
Additional trainings will be available after the first of the year. Please don't be afraid to experiment with the different options available and to customize your page however best suits your needs.

You will receive an email with your log in information and a link to the following URL: <https://esvadmin9.eschoolview.com/login.aspx>

After logging in the first time, you will be prompted to change your password. Please select a password that is not easy guessed by those who know you. ☺

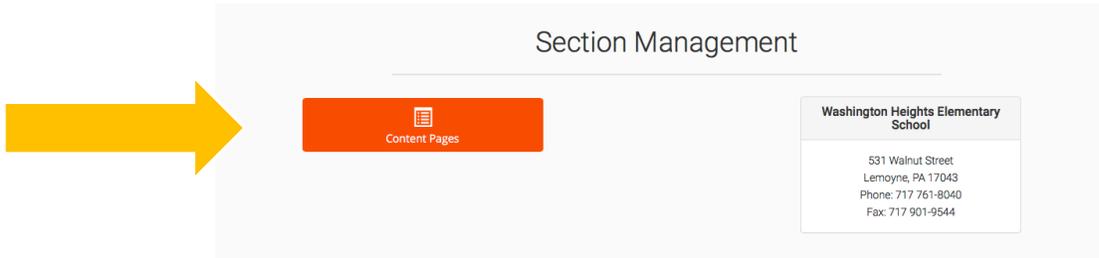
This is the first screen you will see after logging in.

Our Sample Teacher works at Washington Heights so that is the building shown below the Section Management header.



Click on the school box, in this case Washington Heights.
To access the following page.

Next click on the **orange Content Pages** box to get started.



Section Homepage:

[Washington Heights Elementary School \[washingtonheightselementaryschool_home.aspx\]](#)

Interior Pages:

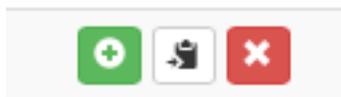
Drag and drop pages to reorder how they will appear in navigation.



Page Count: 7



Teachers will be able to see all the Interior Pages of the school site but will only be able to edit their own teacher page. To see your page click the **open all button**.



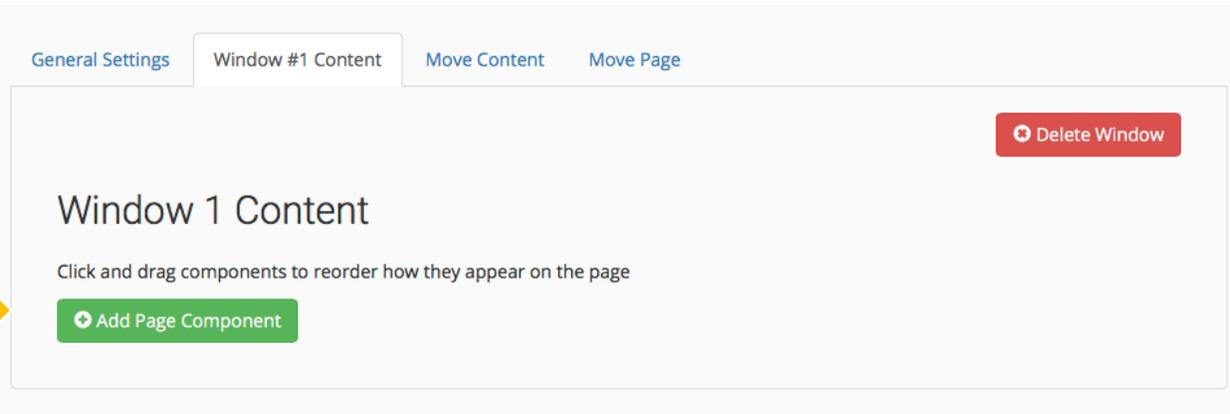
You will notice three boxes next to your name.

The green box will create a new subpage for you.

The white box allows you to make a copy of a page (you will seldom need to do this) and the red box will delete your page.

For now we are going to ignore the boxes and click on our name "Sample Teacher." (you should see your name when you log in)

The following screen will be generated. And we are ready to start adding information to our website. Click the **green Add Page Component** button to bring up the following screen.



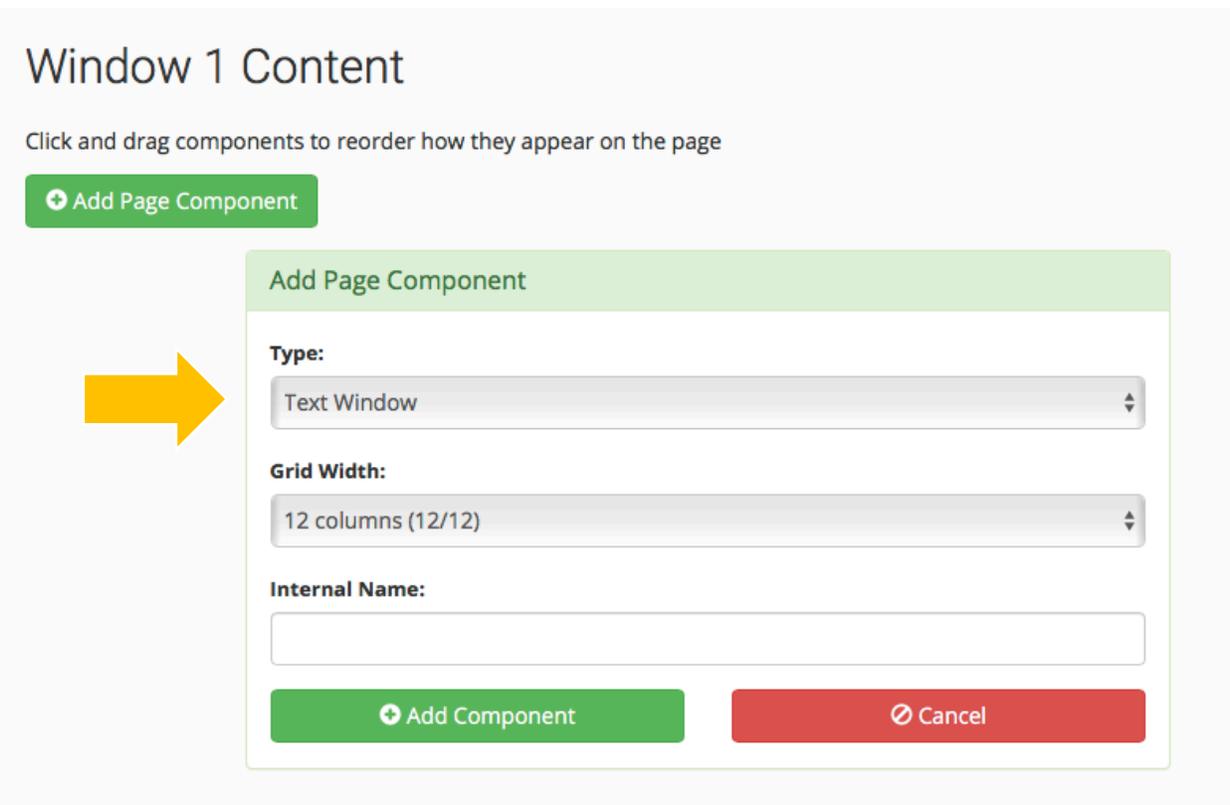
General Settings Window #1 Content Move Content Move Page

Delete Window

Window 1 Content

Click and drag components to reorder how they appear on the page

Add Page Component



Window 1 Content

Click and drag components to reorder how they appear on the page

Add Page Component

Add Page Component

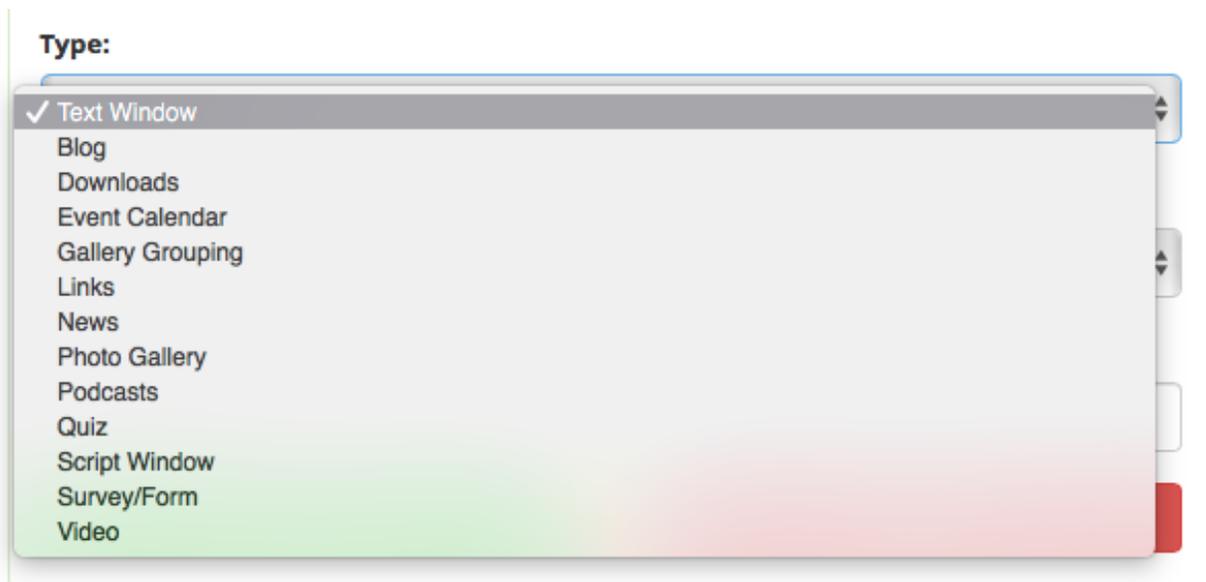
Type:
Text Window

Grid Width:
12 columns (12/12)

Internal Name:

Add Component **Cancel**

In most cases you will want to keep the Type as Text Window, however there are several other options available. Click to access the following drop down menu.



Text Windows – what you will use the most

Blogs (still being developed)

Downloads - Usually Documents (Word, PowerPoint, PDF, etc.)

Event Calendars – you can pull district or building events on to your teacher page.

Gallery Groupings - display more than one Photo Gallery on a page. Can only be used after you have added multiple photo galleries.

Links – you can use to add links to your page. You can also use the text window to do this if you are copying and pasting them from a word document or pdf file that you saved from your SchoolWorld (old) website.

News – use to create your own news item section. This is a great choice for class announcements or information on upcoming events.

Photo Gallery – upload photos from your desktop to be viewed on your page in a variety of display modes, slide timing settings, and with different transition effects. The gallery options are clearly labeled. Play around to see what you prefer.

Podcasts (not available at this time)

Quiz (still being developed)

Script Window - embed youtube videos, twitter feeds, etc

Survey/Form (still being developed)

Video – upload videos to be streamed on your page

Before hitting the **green Add Page Component** button be sure to enter an **Internal Name** in the field provided. Only you will see this name, but it will help organize your site and make future edits easier.

Window 1 Content

Click and drag components to reorder how they appear on the page





Add Page Component

Type:
Text Window

Grid Width:
12 columns (12/12)

Internal Name:

Our Sample Teacher is going to select Text Window and create a Class Rules Page. After hitting Add Component the following screen is generated.

General Settings | Window #1 Content | Move Content | Move Page

Delete all components to remove this window 

Window 1 Content

Click and drag components to reorder how they appear on the page



 **Class Rules**
Text Window

12 columns (12/12) 

Update  



Select the **green Edit button** to manage the page.

Here is an example of how you may want to set up your page.

The screenshot displays the 'Manage Text Window' interface, which is organized into several sections:

- Component Header Options:** This section has a blue header bar. It includes a checked checkbox for 'Show Component Header', a text field for 'Header Text' containing 'Classroom Rules', an 'OR Header Image' section with a 'Choose File' button and 'no file selected' text, a 'Remove Existing' checkbox, an 'Item Spacing' text field, and a green 'Save' button.
- Edit Text Window Content:** This section contains a text editor. The 'Title' field has 'Please review these with your child.' The 'Text' field contains a rich text editor with a toolbar and the text: 'We Rule! Eyes are watching! Ears are listening! Mouth is quiet! Hands are to myself! Hearts are caring!'. A yellow callout box points to the toolbar, stating: 'Very similar editing tool bar to Word.'
- Embedded Image Options:** This section includes a 'Photo Resize Width' field set to '200' (with a note 'Optional, in Pixels'), a checked 'Resize Uploaded Photo' checkbox, an 'Embedded Image/Image Upload' section with a 'Choose File' button and 'sun2_medium.png' text, an 'Image Position' dropdown set to 'Left Align', and an 'Image Alternative Text' field containing 'yellow sun'. A yellow callout box explains: 'Photos can easily be added to your text. Be sure to use the image alternate text so your page meets ADA requirements.'
- Other Text Window Options:** This section has a 'Make Window Collapsible' checkbox (unchecked) with a note: 'This will remove the Component Header and use the Title as the collapsible item's header. You must enter a title to use this option.' Below are 'Date Visible' and 'Expiration Date' text fields, both containing 'mm/dd/yyyy'.

At the bottom of the window are 'Save' and 'Cancel' buttons.

Additional callouts include: 'By clicking the blue bar this window will open. Be sure to place a check in the Show Component Box and hit the green save bar if you would like to use.' and 'Pages can be set to show and disappear by date.'

The previous page resulted in the following.

The screenshot shows the West Shore School District website. The header includes the district logo, the name 'West Shore SCHOOL DISTRICT', and navigation links for 'STUDENTS', 'PARENTS', and 'STAFF'. Below the header is a menu with 'ABOUT US', 'SCHOOLS', 'DEPARTMENTS', 'CURRICULUM', 'SCHOOL BOARD', and 'COMMUNITY'. The main content area is titled 'Sample Teacher' and contains two sections: 'Sample Teacher' and 'Classroom Rules'. The 'Classroom Rules' section features a yellow sun icon and the text: 'Please review these with your child. We Rule! Eyes are watching! Ears are listening! Mouth is quiet! Hands are to myself! Hearts are caring!'.

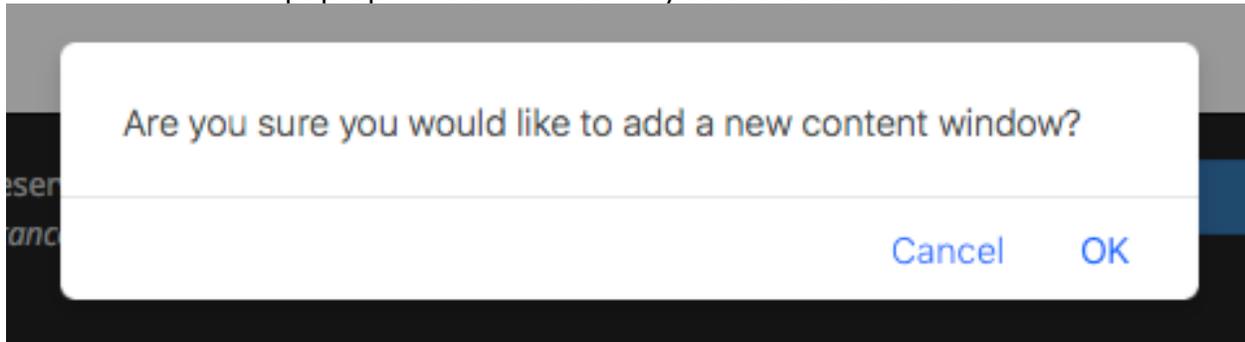
Pages can be one or two windows.

To add a second window.

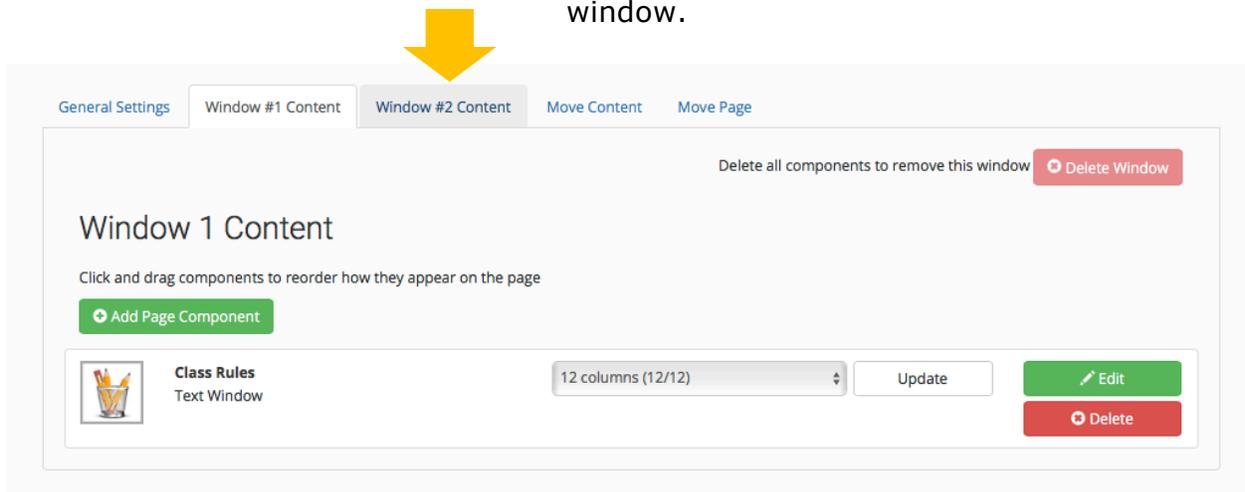
Go back to the **Edit page** and select the green **Add Window button**.

The screenshot shows the 'Edit Sample Teacher' page. At the top, there is a breadcrumb trail: 'Admin Home / Washington Heights Elementary School Home / Content Pages / Edit Sample Teacher'. The main heading is 'Edit 'Sample Teacher''. Below the heading are four buttons: 'View Page', 'Delete Page', 'Copy Page', and 'Add Window'. A yellow arrow points to the 'Add Window' button. Below the buttons, it says 'Created on 12/14/2017 at 9:16 AM by [Fourhman, Rhonda]' and 'Last Modified 12/14/2017 at 9:19 AM by [Fourhman, Rhonda]'. There are tabs for 'General Settings', 'Window #1 Content', 'Move Content', and 'Move Page'. The 'Window #1 Content' tab is active, showing a 'Delete all components to remove this window' button and a 'Delete Window' button. Below this is the 'Window 1 Content' section, which contains a 'Class Rules' text window. The window has a '12 columns (12/12)' dropdown, an 'Update' button, an 'Edit' button, and a 'Delete' button. A yellow arrow points to the 'Add Window' button in the previous screenshot.

A pop up window will ask if you are sure...click OK.



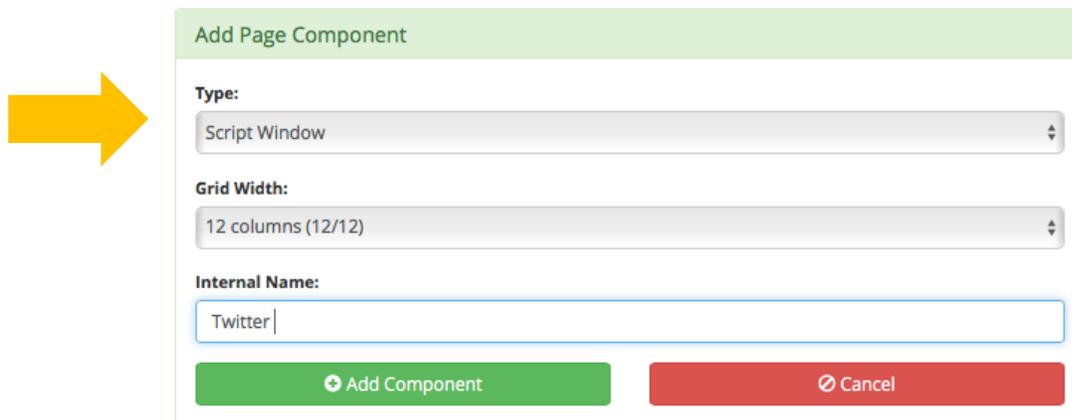
Click the **Window #2 Content** tab (shown in gray below) to add content to this window.



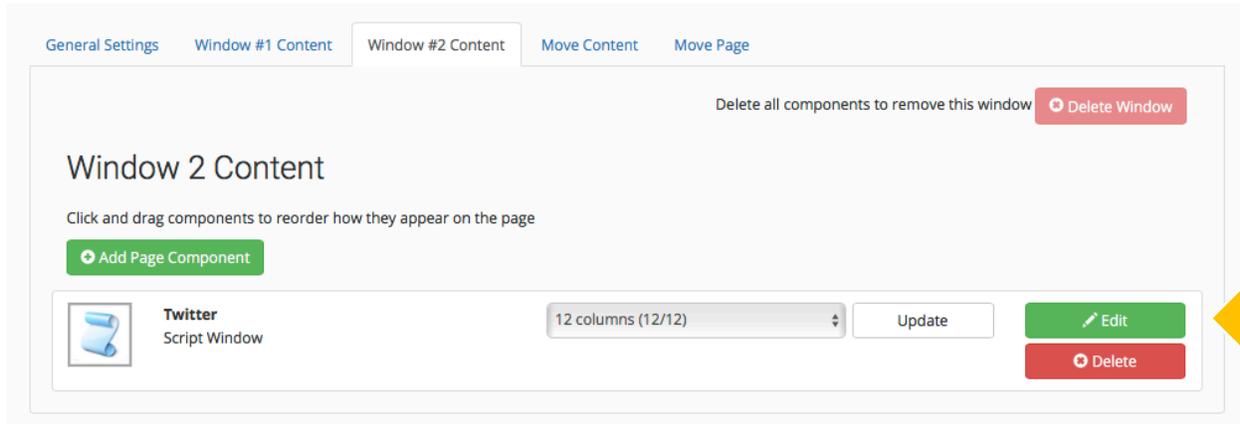
Repeat the same process of adding a page component for this window.

Our sample teacher is going to add a link to her twitter page.

She selects **Script Window**, gives it the Internal Name Twitter, and clicks the green button.

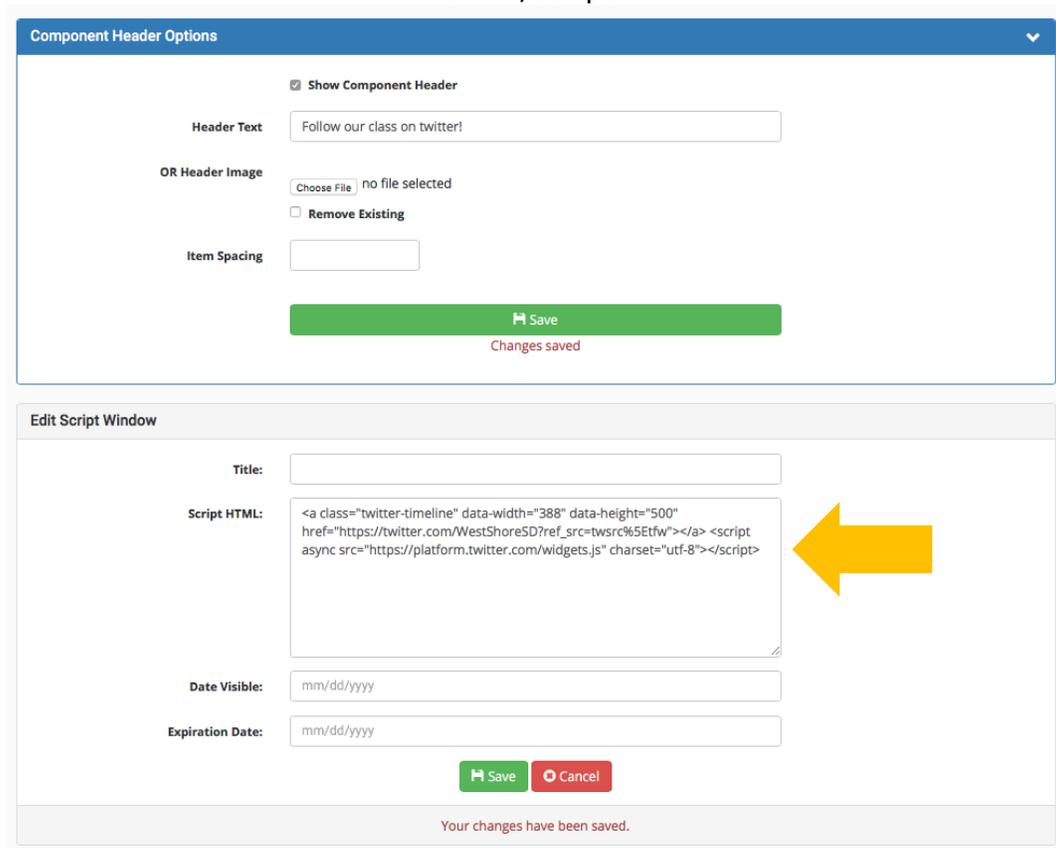


Now we are ready to edit this component by select the **green Edit** button.

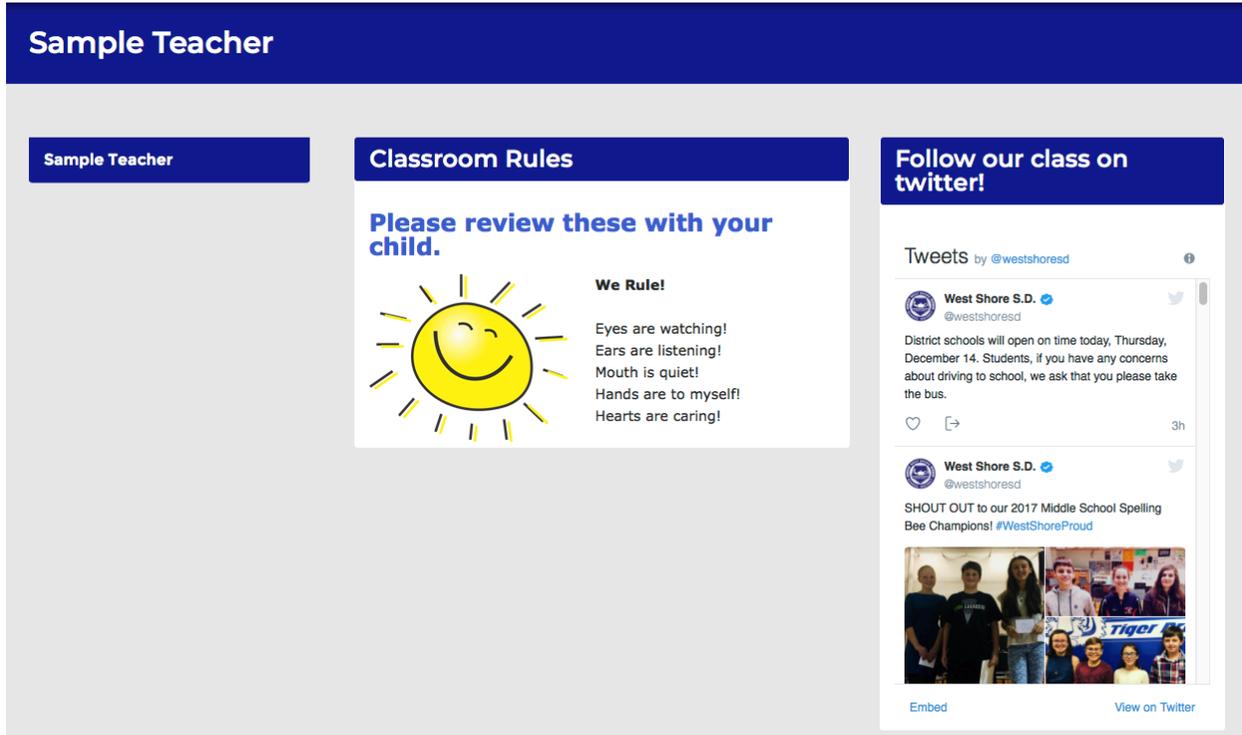


For twitter, use the following script (do not include @ with twitter name):

```
<a class="twitter-timeline" data-width="388" data-height="500"
href="https://twitter.com/TwitterAccountNameHere?ref_src=twsrc%5Etfw"></a>
<script async src="https://platform.twitter.com/widgets.js" charset="utf-8"></script>
```



Now your page looks like this.



The screenshot shows a sample teacher page layout with three main components:

- Sample Teacher:** A blue header bar with the text "Sample Teacher".
- Classroom Rules:** A white box with a blue header "Classroom Rules". Below the header, it says "Please review these with your child." and features a yellow smiley sun icon. To the right of the icon, under the heading "We Rule!", are the following rules:
 - Eyes are watching!
 - Ears are listening!
 - Mouth is quiet!
 - Hands are to myself!
 - Hearts are caring!
- Follow our class on twitter!:** A blue header bar with the text "Follow our class on twitter!". Below the header, it shows a list of tweets from "West Shore S.D." (@westshoresd). The first tweet is about district schools opening on Thursday, December 14. The second tweet is about a spelling bee and includes a photo of students holding a "Tiger" sign.

Repeat adding as many components as you would like to each window.

You can also add subpages to your page.

Select Content Pages at the top of the edit screen to go back to the **Interior Pages** screen.



The screenshot shows the "Edit 'Sample Teacher'" screen. At the top, there is a breadcrumb trail: "Admin Home / Washington Heights Elementary School Home / Content Pages / Edit 'Sample Teacher'". Below the breadcrumb trail, the title "Edit 'Sample Teacher'" is displayed. At the bottom of the screen, there are four buttons: "View Page" (blue), "Delete Page" (red), "Copy Page" (light blue), and "Add Window" (green).

Just as before, click open all to see your page.

Section Homepage:

[Washington Heights Elementary School \[washingtonheightselementaryschool_home.aspx\]](#)

Interior Pages:

Drag and drop pages to reorder how they will appear in navigation.



Page Count: 7

Principal's Message [Restricted]

About Our School [Restricted]

Washington Heights Newsletter [Restricted]

Elementary Parent & Student Handbook [Restricted]

Teacher Pages [Restricted] 

 [Sample Teacher \[SampleTeacher.aspx\]](#)



Now click the **green plus button** to add pages which will appear to the left.

Our sample teacher is going to create a Homework page.

Add a New Content Page

Add a New Content page

Page Title:

Show Page in Dynamic Nav

Number of Windows: One Window Two Windows

Select Tout Group:

Content Page Templates

[Manage Your Templates](#)

Select Template

Save As Template

After clicking save you will be prompted to add pages in window 1 and will have all the same options which were available on your main page.

The screenshot shows the West Shore School District website. At the top left is the school district logo. To its right is the text "West Shore SCHOOL DISTRICT". Further right are links for "Aesop", "Contact Us", and a "Select Language" dropdown. Below these are three buttons: "STUDENTS", "PARENTS", and "STAFF". A navigation bar contains links for "ABOUT US", "SCHOOLS", "DEPARTMENTS", "CURRICULUM", "SCHOOL BOARD", and "COMMUNITY", along with a search icon. The main content area is titled "Daily Homework" and features two buttons: "Sample Teacher" and "Daily Homework". A "Reading Homework" section is highlighted with a blue header, containing the text: "Read chapters 1-2 and write a summary of what you read. Due: January 16".

In addition to these directions, at the top of the main page in the black bar you will find a Help button. There are additional, more detailed directions and videos there to assist you.

This screenshot shows the administrative interface of the website. A yellow arrow points to a black navigation bar at the top right, which contains icons and text for "Admin Home", "My Account", "Help", and "Log Out". Below the navigation bar, the "Admin Options" section displays a message: "You do not have access to admin options." The "Section Management" section includes a button for "Edit Your Staff Info", a dropdown menu for "Navigate to a Content page you recently visited:" (currently showing "Please select"), and a card for "Washington Heights Elementary School" with the address "531 Walnut Street, Lemoyne, PA 17043" and phone number "717 761-8040". A "News & Support Updates" section at the bottom features buttons for "View All News" and "FAQ's". The footer contains copyright information: "©2017 Infinite Cohesion, Ltd. All Rights Reserved. Usage of this system constitutes your acceptance of our terms of service. Version 2.0.1017.1" and a "Support Request Form" button.