

# Getting Started with My Site

## How to get into My Site:

(Some of these notes are from [docs.scholantis.com](https://docs.scholantis.com). This is an excellent place to go for help anytime you get stuck. Also visit [Learn71.ca](https://www.learn71.ca) and click on **My Site Help** on the right for additional handouts.)

1. Go to an internet browser preferably **Google Chrome**.
2. Type in the address: **portal.sd71.bc.ca** – this is the private portal. You can work on public sites here too, just remember to sync to the web if you would like it public and share your pages with everyone.
3. To log in use your regular computer log in or:  
Username= **first name.last name**  
Password=**employee number without the zeros at the front**  
When you are at school you will be automatically signed in but at home you will need to use these.
4. When you are signed in, your name appears at the top right

(When students log in they will type in **www3.sd71.bc.ca** and use the same log in that they use to get on to the school computers. They click on **Utilities** and then sign in to get started and then click on the **Portal** to get to **My Site**.)

## Now What?

### My Site

The My Site page is your personal page on the portal. It connects you to your documents, classes, profile information, announcements, newsfeed, OneDrive, blog and so on. It is easily customized with contact information and has a library for documents being worked on. Everybody with a login to the Portal has their own My Site page, and it is the starting point for many things.

### Home

The Home page is your default My Site landing page. It includes links to your public site, your Classes, Groups, Announcements, and Assignments. The Left Navigation is also available from the Home page.

### My Public Site

Click this button to view your public page on your School or District site. You can edit this page using the edit content easy buttons.

### Classes and Groups

This is a list of the Classes (teachers and students) and Groups (all staff and students) you are involved in or a member of.

### Newsfeed

This is a social newsfeed that allows you to stay connected to your organization's social pulse. Use it to:

- Keep up with your colleagues' latest posts and comments
- Create new posts to share updates or ask questions

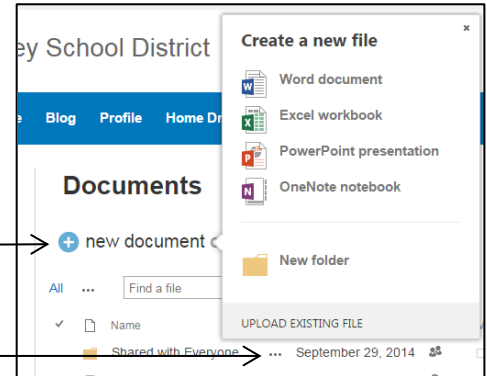
- @mention a colleague or include #hashtag in your posts
- Upload pictures
- Discover the profile of anyone from your feed
- Follow along with the newsfeed while staying productive in other apps by snapping to the side of your screen.
- Share from other apps to your newsfeed.

## OneDrive

OneDrive is a personal library intended for storing and organizing work documents. You can open documents that you create here on any device, anywhere!

Tips on using OneDrive:

- To upload a document, drag a file (or files) from your computer onto the My Content area of this page.
- Click on **New Document** to get started and choose the type that you would like to make.
- Documents can be shared to allow invited people to View or to Edit Documents.
- Clicking on the **elipsis (...)** beside the name of the document shows the editing menu for that document. Choose one of these options to View/Edit, Delete or Share the document.
- When reopening a document to work on it again, choose **EDIT DOCUMENT** at the top and then click to **Edit in Web App** in order to keep the document on the school district server and be able to open it on any device.



## Blog

Anyone with a My Site has the ability to have a Blog, which can be useful for providing update information in a particular area. Students can be asked to use a blog as a journal. Others can post comments about the blog entry. Blogs are created and managed using the Blog Tools menu on the right side.

### Create a Blog Post:

- Click the **Create a post** link under the Blog tools menu.
  - On the Posts page, enter a title for your post in the **Title** field.
  - Write your blog post in the **Body** field.
  - Choose a **Category** for your blog post:
  - Select a category from the column on the left
  - Click the **Add >** button to add the category. It will be added to the column on the right.
- Similarly, you may remove a category by clicking the category on the right and clicking the **< Remove** button. Categories make it easier to organize your blog posts and find them later. Categories are listed on the bottom right of each blog page.
- If you would like to publish your blog automatically on a specific date, choose the date and time for the **Published** field. By default, the current date and time will be selected upon publication.
  - To save your blog post for later, click **Save as Draft** or click **Publish** to publish your post.

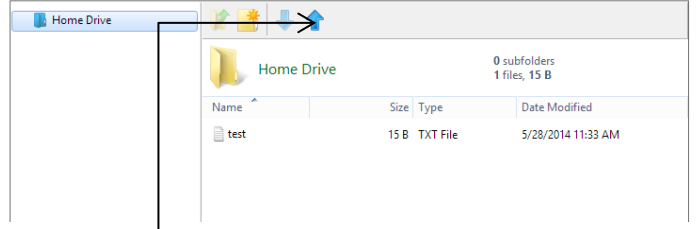
## Profile

This is the central repository of information about each person with a login to the system. There are three levels, Basic, Contact Information and Details. Each person is free to add as much detail as they feel is needed or appropriate.

## Home Drive

This is your L drive (My Documents) and yes, you can open it on any computer anywhere! You will be asked for your password. It is the same one that you used to get in (probably the same one you use to get on to the computers. Your L drive resides on the school district server so you will need to save your work to your own computer in order to work on it and then upload it back to the server to get it when you get home:

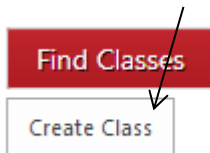
1. Go to your **Home Drive** and find the document that you would like to work on at home.
2. Double click on the document to download it.
3. Save it to your home computer (**File-Save As**)
4. Work on it until finished and then save it one last time. Then close your document.
5. Go back to **My Site** and then to **Home Drive**.
6. Click on the **Upload** arrow.
7. Click on **Add** and then find the document that you would like to upload back on to the school district server.
8. Click **Upload**. Now you should be able to open this on your computer at school.



## Creating your Class in My Site

### 1. Go to My Site

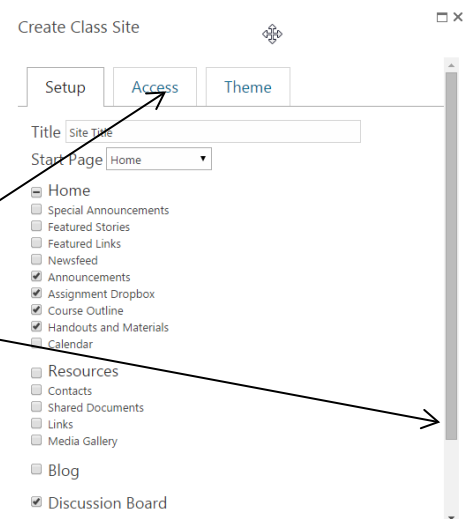
Click the **Create Class** button to create a class site.



A wizard will pop up with three tabs: **Setup**, **Access**, and **Theme**. Use this wizard to create your site. Tip: you can access this wizard again from within your new site by clicking the **Manage Site** link.

### 2. Set up your class

You need to give your class a title. Then choose the options that you would like to see on your class web site. If you would like portfolios for your students, make sure that you choose it-you will need to scroll down farther on the screen.

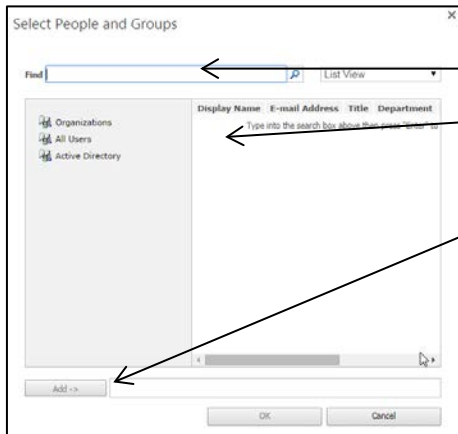


### 3. Give students Access

Now click **Next** at the bottom or on **Access** at the top. You will need to add people to each section:

- **Readers** have read-only access, meaning they can view the page if they have the URL to see it. Click on **All Students** so your class can read the page. If you would like to share this page with your parents by sending them the address (they won't be able to see portfolios) make it public.

- **Students or Contributors** can add content to the site, submit assignments, blogs, wiki articles (if applicable), or participate in discussions. You can add your class here. Click on **Add**, then click on the tiny little book at the bottom, right corner:



- Type in student name here and press enter,
- Then name will appear.
- Click on the correct name here, then click on **Add**. When your whole class is selected, click on **OK** down at the bottom of box. After that, click on **OK** on the next screen.



- **Teachers or Owners** have full editing ability for the site. Not only can they contribute content, but they can also format the site, add web parts, or create new sections. This is useful for substitute teachers, or co-taught classes.

#### 4. Themes

You can choose your theme colour and select a picture here to show on your webpage.

5. When you are done make sure you hit **Create!** If you forgot the title and need to add it at the end, **make sure you hit "Create"-not "Enter" on your keyboard.**

Here is an explanation of the parts your page can include:

Page / Web Part	Description
<i>Home</i>	<i>A Home page with your choice of the following web parts:</i>
<b>Special Announcements</b>	Select this checkbox to add a special announcement section at the top of the home page. Note: this is different from regular announcements that appear lower on the page. These announcements are used for one day, urgent information (Bus delays, bear in parking lot).
<b>Featured Stories</b>	Select this checkbox to add a Featured stories section with images to make the web page look good. Here you can add a story about a picture to make them stand out.

<b>Featured Links</b>	Select this checkbox to add a section on the right-hand side of the home page for any links you'd like to stand out. Use it for things like Provincial Government links, or important topics, such as bullying.
<b>News and Announcements</b>	Select this checkbox to add a section for News and Announcements on the Home page.
<b>Assignment Dropbox (Class sites only)</b>	Select this checkbox to create a section on your home page where you can list assignments by date. These assignments can also be set to expire or go live on specific dates set by you (the Teacher). (enabled by default). An Assignment Hand In is also available.
<b>Course Outline (Class sites only)</b>	Select this checkbox to create a section on your Classroom home page to display the course outline.
<b>Handouts and Materials (Class sites only)</b>	Select this checkbox to upload any course handouts or reading materials.
<b>Calendar</b>	Select this checkbox to add an event calendar to your home page (Web, Portal or Classroom), where you can list events, milestones, due dates, or any dates you want to highlight.
<b>Resources</b>	<i>A Resources page with your choice of the following web parts:</i>
<b>Contacts</b>	Select this checkbox to add a place where you can list contact information on the Resources page.
<b>Shared Documents (Class sites only)</b>	Select this to add a Shared documents section to the Home page (for a Class site) or the Resources page (for a Group site).
<b>Links</b>	Select this to add a section for links on the Resources page.
<b>Media Gallery</b>	Select this to add a media gallery of pictures, videos, and audio recordings.
<b>Blog</b>	<i>Adds a Blog page, where you can share relevant topics, pictures, videos and links.</i>
<b>Discussion Board</b>	<i>Adds a Discussion board where students and staff can discuss the class or relevant topics. (Default Setting)</i>
<b>Wiki</b>	<i>Adds a document library where users can add content and easily edit any page. (Default setting)</i>