Creating a Webpage in My Site

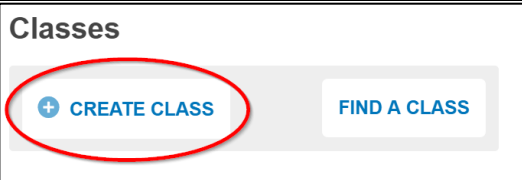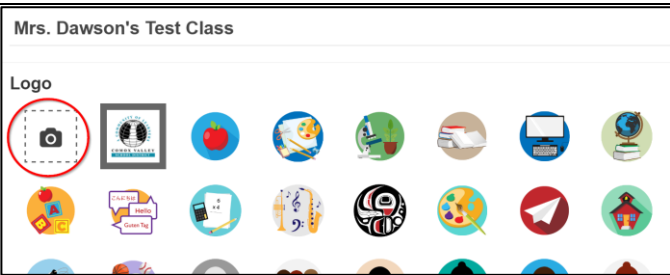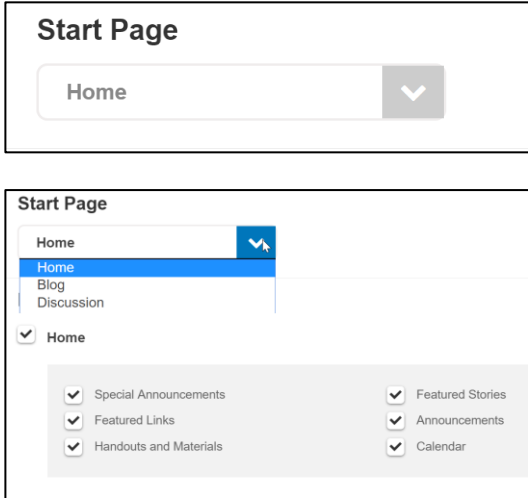It is great for teachers to have a webpage to help parents and students get to know them. Webpages in My Site can have many different features: a basic profile, managing student's assignments, creating a blog, ePortfolios, a picture gallery, posting homework and more. Teachers can take or leave any of these features and can add or delete them any time.

Finding My Site		
1	Open your web browser and navigate to the school district website (www.comoxvalleyschools.ca).	
2	Click on **Utility Links** in the top right corner and then click on **Portal.**	
3	Use the same username and password that you use to log into the school computers. When you are at school you will go in automatically.	
4	Here you will find some helpful links. Click on **My Site** at the top right.	

Creating a Class Site		
1	Click on **Create Class.**	
2	Give your site a name. This is the name people will see. Then click **Create**.	
3	Choose a logo that you would like to appear in the top left of your site. If you do not see one you like here, click on the **camera icon** and navigate to a picture that you like on your computer.	

4	Choose a **Theme** colour for your website. The colour that you choose will determine the navigation bar colour of your site and the colour of many other features.	
5	Click on **Next** at the bottom right.	

Choosing your Features:

Now you get to choose what special features you would like on your page. You can add and/or remove these at any time so do not feel like you are locked in.

1	You have the option of choosing your **Start Page**-this will be the page that opens first when people visit your site. Some like it to be their Blog or you can have a fun welcome page. As you choose the options for your page, your options here will change.	

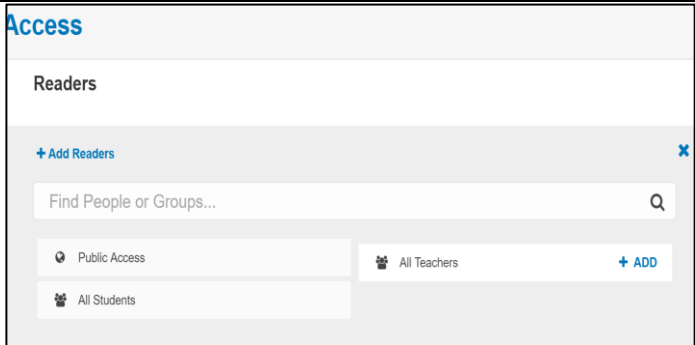Here is an explanation of the features you can include on your class page:

Feature	Description
Home	Create a site home page with your choice of the following features:
Special Announcements	Special announcements are a way to display temporary and urgent notices (Bus delays, animal warnings). They are displayed at the top of the home page. Site followers will see items under their My Announcements.
Featured Stories	Featured stories are a great way to showcase initiatives or photos. Stories must contain a picture and you can add a title, link and summary text.
Featured Links	Add a list of useful or important links to resources or other important information.
Announcements	A list of news and announcements. Site followers will see items under their My Announcements.
Handouts & Materials	Share and edit course handouts or reading materials.

Calendar	Adds an event calendar to your home page. List events, milestones, due dates, or any dates you want to highlight. Users can subscribe to your calendar using their computer or mobile device.
Student List	The Student List allows teachers to access student resources such as blogs, OneDrive, or Portfolios. Teachers can update student profile photos and easily add new students. Students and teachers can use the Student List to access other student blogs. Students are also linked to their MyEducation BC information.
Student Blogs	Create and access blogs for each student in your class. Teachers can contribute to and edit content with students. Students can work together on group projects and comment on each others' public posts.
Assignments	Teachers can display a list of assignments ordered by due date. Assignments can be set to expire or go live on a specific date. Students can hand-in files for each assignment.
Shared Documents	Shared documents is a space to share and collaborate on documents. Files can only be edited by contributors or students. On class sites a folder is created for each student which only they can access. Users can edit documents simultaneously in the browser, Word, Excel or PowerPoint.
Gallery	A media gallery for pictures.
Blog	A blog to share relevant topics, pictures, videos and links.
Discussion	A discussion board where students and staff can discuss the class or relevant topics.
Portfolio	Access students' portfolios where they can collect assignments, showcase their best work and reflect on their learning.

2	After you have chosen the Features that you would like on your page, click **Next** at the bottom right.	

Giving People Access

You now need to decide who will be able to see your site and if you are using it with students, you can add your students.   You can also add other teachers and share your site with them.

1	**Readers:** Click on **+Add Readers**. If you click on **Public Access** then anyone with the website address (URL) will be able to access your page (they will **NOT** be able to see portfolios or students lists without logging in). If you click **All Students**, then all students in our district will be able to access your site but no one else.	 **STUDENT LIST, PORTFOLIOS AND ASSIGNMENTS CAN ONLY BE SEEN BY LOGGING IN AND STUDENTS CAN ONLY EVER SEE THEIR OWN.**

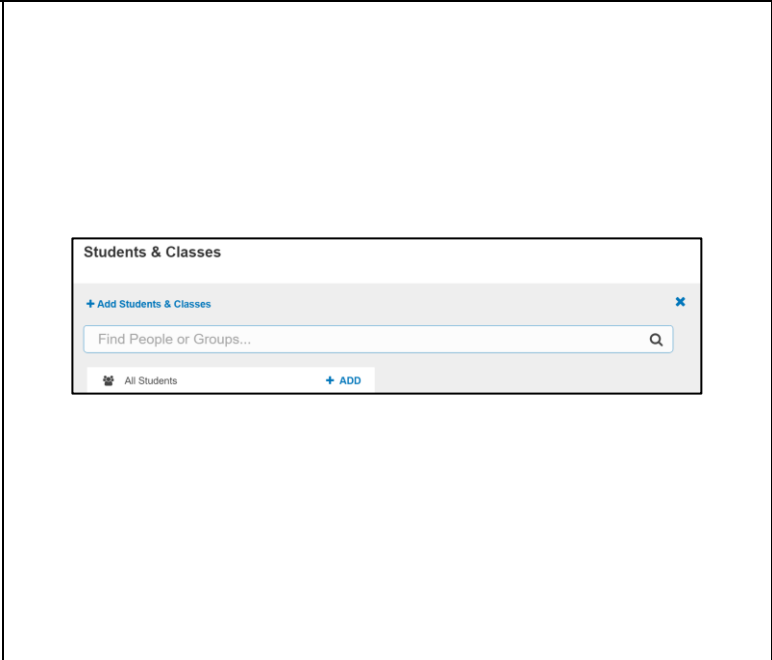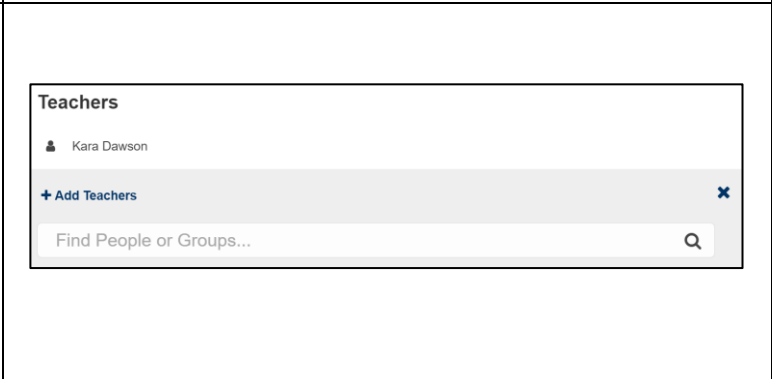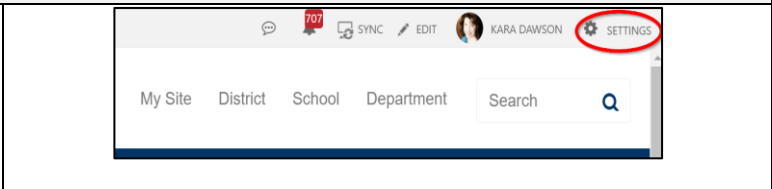|		
2	If you click **All Teachers**, then only teachers in our district will be able to access your site. Can also make a site and allow only specific people or groups within our district to ready it by using the **Find People or Groups** line.	
2	**Students & Classes:** Click Add Students if you would like to add students to your class. Then look for your classes underneath. You only need to add one of your classes unless you have a split class (make sure that you add both grades). You only need to do this if you are using: -Assignments -Portfolios -Student Blogs -Student List Click on **+Students & Classes** …	
3	**Teachers:** You can also give teachers access to your site to see it and/or work on it with you. Click on **+Add Teachers**. Type in the name(s) of the teacher(s) you would like to add.	
4	Click on **Save** on the bottom right. Now hang tight while your site is being created.	
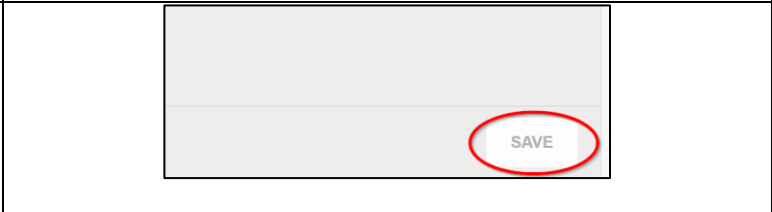
Adding or Deleting Features From Your Site

1	Click on **Settings** in the top right of your screen.	
2	Click on **Features**.	

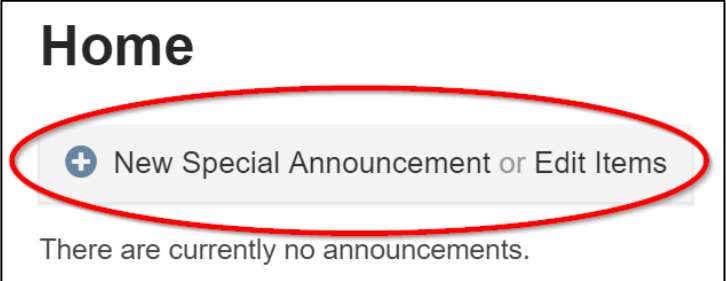|		
3	Click on the boxes in front of the features to add them to your site or click on the check mark in front of features to make them disappear.	
4	Click on **Save** in the bottom right corner.	

How to Use the Features on your Site

1	Most of the features on your new website work in a similar way. When you look at your page, under each special feature headline you will see a **+** and the choice of either adding a new entry or editing. Clicking on the **New** command will allow you enter a new picture/announcement… Follow the instructions on the popups that come up. If you would like to make a change to your entry, click on the **Edit** Items text and you will be brought in the edit your feature.	**Home** ⊕ New Special Announcement or Edit Items There are currently no announcements.

💡 Tip…

For a more in depth explanation and help for any of the Features of your web page, visit the Scholantis web site, their videos and instructions are excellent!

http://bit.ly/2xpQRXu or https://docs.scholantis.com/display/PUG2013/2013+Portal+User+Guide

and find videos at:

https://www.youtube.com/c/scholantis

and find more information at Learn71.ca (Click on Assessment and Reporting then ePortfolios)