

School Loop Standard: Easy Start Guide For Teachers

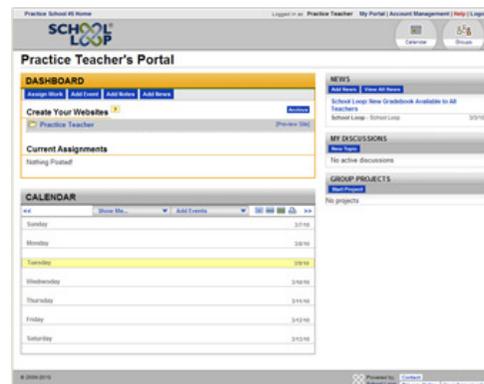
Welcome to School Loop! Your teacher Portal enables communication and collaboration with your colleagues and the community in new and exciting ways. This guide introduces you to all of the basic functions of your account.

Your Portal Homepage

The top portion of your portal contains icons for news and groups and links to access help and account management. The **My Portal** link returns you to this homepage.

The **Dashboard** has links to your personal site, publishing tools for your site, and a list of your current assignments.

Your **Weekly Calendar** is located just below the dashboard on your Portal homepage. Your assignments, group events, and personal events are listed on the calendar.



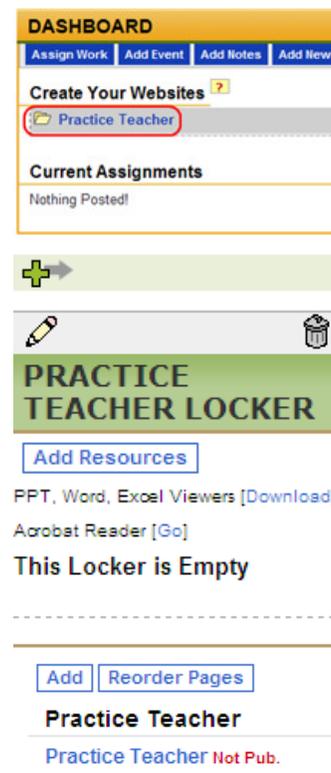
My Websites

School Loop Standard provides you with a complete website. With minimal effort you can create and publish your teacher website. For advanced users, we offer you the tools necessary to fully customize your site, but let's first look at the basics.

From your Portal Homepage, look for the "Create Your Websites" section of the Dashboard. Click the link with your name next to the folder icon. Doing so will take you to the default page, which contains many elements such as a locker, calendar, notes and news.

The first thing you should do is to remove the elements you do not wish to keep. Click the **Trash Can** icon in the upper right corner of an element to delete it from your page. Add additional elements by clicking the **Plus Sign** icon where you wish to insert the content. A new window will appear with options for 11 different Elements (types of content).

For the elements you wish to keep, use the **Pencil** (edit) icon and **Add** (content) buttons to change options and add new content. When ready, Click the **Publish** button. If you'd like to finish building your site at a later time, click the blue **Save** button.



Create Course Sites

If one page is not enough for your teacher website, use the **Add** menu in the left navigation bar to add new pages or mini-sites (folders). The use of mini-sites allows you to separate course sites from one another.



Publish To Your Website

The easiest way to publish content to your website is to use the blue buttons located just under the yellow title bar of the Dashboard. You may also add content directly on the page by using the Add buttons within the elements.

Your teacher page comes with a calendar to which you can **Assign Work** and **Add Events**. You may also **Add Notes** (blog style) or **Add News** to your website. When adding content to your site, be sure to check the box for “Your Personal Site” in the Audience section of the simple publishing forms.



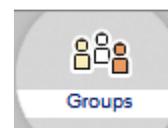
New Event

AUDIENCE

- Website
 - Your Personal Site
- School
 - Associates
 - Principals
 - Staff
 - Sys Admins
 - Teachers

Groups

All Administrators, Teachers, and Staff have the ability to view, create, and join groups in School Loop. Groups are made up of any number of registered users. Each group shares a common calendar, news, and resource locker. Group members may start and participate in online discussion boards.



Using the pre configured **School Loop Help** Group is a great way to connect with other users. Members can post questions and suggestions for other users to see.

If your district has purchased the optional **Unified** version of School Loop, group membership is open to users across all of the schools in your district.

Beyond The Easy Start Guide

When you're ready to learn more about your School Loop account, visit our **Help Website** and **Support Center** where you will find a searchable knowledge base, document library, and online instructions.

Use the red **Help** link at the top right of any page in your portal to access these resources. If you can't find the help you need, fill out a help ticket and our School Loop Support Team will quickly get you the answers you need.