WEBSITE INSTRUCTIONS

1) Login: Under "staff" on the T.R. Schools home page, click "Edit Staff Website."

2) Enter your login and password. This is the info that was emailed to you from the sender, "DoNot Reply." "4Schools Login" is the subject line.

3) On the left-hand side, click "Edit My Profile."
    a. This is the page where you can check to be sure your title, etc., is listed correctly. You can edit/delete from this screen.
    b. Once you have verified your contact information, scroll down towards the bottom, where you will see a screen that looks very similar to Microsoft Word.
    c. Click in the screen and type your bio information.
        i. Profile, educational background, "did you know"
    d. When everything is correct, click "Update."

4) Now, to add links to your webpage, click "Navigation Builder Home."

5) Click "Add Page" at the top of your screen.

6) Name your document in the Navigation Link Box.

7) Click internal webpage.

8) Physical file name: Something short…no characters, numbers, or dashes. Only lowercase letters. This is NOT the name that will appear on your site.

9) Enter your page title.

10) Navigation Order: My Home Page.

11) Navigation Level: 1

12) Click Add.

13) Click "Main Body" on the Navigation Builder Page.

14) Select "Resource/News." "Place at top of page." Click Add.

15) Click "Add Resource News Item"

16) Type in the title of your Resource News item.

17) Documents must be saved in pdf form before you can upload them. Choose "link to file" option, click "browse," and choose your pdf file. Click ADD.

Homework calendars:
GO TO "MY HOMEWORK ADMIN." YOU WILL NEED TO ADD YOUR COURSE NAMES HERE. CLICK ADD CLASS/SECTION. Name your class or section and pick the appropriate grade level. Click ADD. Repeat for all courses. Middle and high school would add the name of the class and hour of the class.

1) My Navigation Builder Home. Click "Add a Page."
2) Navigation Link Name: Homework Calendar
3) Internal web page. Same process….like adding a pdf.
4) Choose your order.
5) Navigation Level: 1
6) Click ADD.
7) When new screen comes up, click "Main Body." Select "Homework Listing" from the choices. Click ADD.
8) A new page comes up. Click "Edit This Homework Listing's Properties."
9) Choose the classes you would like to display on your calendar and click "update."
10) Go to "My Homework Admin", choose a date, and add assignment name, the class it should be attached to, the assignment date and due date, and choose "homework type." Then you can add a description if you so choose. You can also attach a document if you choose. Click "submit new assignment."
11) Go back to "My Navigation Builder Home" on the left column and click "preview" on the homework calendar page.