

# ONLINE CLASSROOM

# Online Classroom

The Online Classroom is available to all staff members.

At anytime you can save your information and at the top right of your OLC page you will see



Once a teacher creates the Online Classroom he/she will have the options to create numerous classrooms for each subject along with general pages. The homepage along with each classroom has its own Calendar.

Display Name will be your name or grade level whatever you wish.

Contact Information will go in this area. Basic info such as Phone #, email, name, room #.

DISPLAY NAME [Training Videos](#) [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

- Training Videos
  - District Training Video
  - Building Training Video
  - Online Classroom Training[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)

No Current Pages Available

**My Homepage** [Edit](#)

 **Teacher Contact Information:**  
Lauren Schultz  
Customer Service Manager  
866.877.3925  
lauren@digitalschoolnetwork.com  
[Edit Teacher Contact Information](#)

[Update Staff Photo](#) [Remove](#)

**My Calendar**

<< May 2012 >>

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

[Save Page >>](#)

This will save page content entered below.

**Teacher Bio**

Format Font Size B I U T Image Link Source

The teacher bio area is where you can tell about yourself about your class whatever. This is where you can pull all info that you want parents & students to know about your class.

Once you have created your homepage you then can start on your individual classroom pages.

Under the Display Name you can select on Add New Classroom. This is where you can add as many classrooms as you wish, so one for each subject you teach or just one.

Under your Classroom Pages you have a section called Pages this area give you a blank page where you can add info that will pertain to all classes without having to add it to each of your classrooms.

# Classroom Pages

In a OLC Classroom page you have the option to add Announcements, Assignments, Blogs, Files & Links or Photo Galleries.

If you are working on a page that you do not want to make public yet you can always click on the Disable Teacher Classroom while you are working on this page and when you are ready to set it live uncheck the box.

In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in or if you want then in one Column you have that option by just dragging and dropping the box to the place you would like it.

The screenshot shows the OLC Classroom page for "Training Videos". On the left, there are navigation menus for "CLASSROOMS" and "PAGES". The main content area includes a "Training Videos" header with "Edit" and "Manage Blog" links, a "Disable Teacher Classroom" checkbox, a "Class Description" field, and a "Class Calendar" for May 2012. Below these are three main sections: "Class Announcements", "Class Assignments", and "Class Files / Links". Each section has an "Edit" link and an "Enabled" status. The "Class Announcements" section has an "Add Announcement" link. The "Class Assignments" section has "Add Assignment" and "View All Assignments" links. The "Class Files / Links" section has "Add Folder", "Add File/Download", and "Add Link" links. The "Classroom Image Gallery" section has "Add New Gallery Slideshow" and "Add Images to Class Gallery" links. A "No Gallery Slideshows Available" message is displayed below the gallery section.

DISPLAY NAME  
Training Videos [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

Training Videos  
District Training Video  
Building Training Video  
Online Classroom Training  
[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)  
10 Current Pages Available

**Training Videos** [Edit](#) [Manage Blog](#)

Disable Teacher Classroom (subpages are disabled if the Classroom is disabled)

Class Description:  
[Edit Class Description](#)

Class Calendar [Edit name](#)

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

[Update Class Photo](#)

**Class Announcements** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Announcement](#) (Click Edit above to change order)

**Class Assignments** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Assignment](#) [View All Assignments \(includes Archive\)](#)  
[view all assignments >](#)

**Class Files / Links** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Folder](#) [Add File/Download](#) [Add Link](#)  
= Hidden Folder = Active Folder

**Classroom Image Gallery** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add New Gallery Slideshow](#) [Add Images to Class Gallery](#)  
No Gallery Slideshows Available

By Clicking on the Edit Name beside Class Announcements or one of the sections you can change the name of that section to your preference you can also disable sections if you do not want to use those areas or they are a work in progress.

# Class Calendar

**Add/Edit Event**

Event Headline \*:

Class: Training Videos  
this is optional, if selected, event will only display on the class calendar

Event Starts On \*:

Event Starts At: Select : 00

Event Ends On:

Event Ends At: Select : 00

Location (site):

Event Information/Description:

Save Event >> Cancel \* Required (in BOLD)

To add a class event you will click on Add Event under the calendar. You will enter your event Headline (Title) Choose which classroom it belongs with, when the event starts & time if there is a time, select end date and time, enter the location and then any additional information.

SAVE

This will show on that class calendar along with your main homepage calendar.

# Class Announcements-

You will add your display Title and then enter in the description of your Announcement. You can also add a image to the announcement if you wish.

SAVE

## Class Assignment

With the Class assignments you will add the name, the date you are assigning this on, date it is due, and the description of the assignment. You can then also choose to allow them to submit assignments online for you to look at or download.

When they submit an assignment online it will date & time stamp when they submitted it. They do have to enter their first and last name when they submit the assignment.

SAVE

- When you choose the Assign date that is the date that it will also show up on the assignments area. So if you put a future date it will not show till then.

# Class Files & Links

## Adding a Folder

Training Videos' Home Page | View Site

### Add/Edit File Folder

Folder Name \*:

Hide Folder (Archive)  
(check this box to create a hidden folder (or archive a folder), it will not be available for public viewing)

Save Folder >> Cancel \* Required (in BOLD)

When you add a Folder to your files this allows you to separate files for your students and parents to make it easy to find. You also have the option to Hide a folder if it is something that is not ready to be public.

SAVE

## Adding A File

Training Videos' Home Page | View Site

### Add/Edit File

Folder \*:

if no folder is selected, the file will display on the homepage

Display Title:

File Location \*:

Open in New Window :

Brief Description:

Save File >> Cancel \* Required (in BOLD)

When creating a file you will select which folder you want this to be in if you want it in a folder. Enter File Name, Choose from your computer the file, if you want that file to open in a new window select the checkbox, enter a brief description if you wish.

SAVE

## Adding a Link

Training Videos' Home Page | V

### Add/Edit Class Link

Select Folder: **Select Below** ▼  
if no folder is selected, the link will display on the homepage

Display Title:

Web Site Address \*:

Open in New Window :

Brief Description:

\* Required (in BOLD)

When adding a link you again will choose which folder if you would like it in a folder, Title, Website address, Open in a new window if you wish, a brief description

SAVE

### Adding a Image Gallery

### Add New Gallery

You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer.  
The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images.

Gallery Title \*:

Upload Images \*:

No Images in Upload Queue

le  
ts  
iv

g

\* Required (in BOLD)

Superintendent's Me

You will choose if you want a gallery or a slideshow and then select add images. You will enter your title, select browse and find images on your computer. Once image names pop up you will then select Save Gallery and that will upload your images.

# PAGES

When you add a new page below the Classrooms this allows you a blank slate to put information that may apply to all classes you have. You can add school supply list, permission slips...

You will add you page and then enter your information and then click the save page at top right corner.

The screenshot displays a web application interface for managing pages. On the left sidebar, there are two main sections: 'DISPLAY NAME' for 'Training Videos' with an 'Edit' link, and 'CLASSROOMS' with 'EDIT' and 'ADD NEW CLASSROOM' links. Below this is a tree view showing 'Training Videos' expanded to include 'District Training Video', 'Building Training Video', and 'Online Classroom Training', each with an 'add a sub page' link. The second section is 'PAGES' with 'EDIT' and 'ADD NEW PAGE' links, showing a 'Test' page with an 'add a sub page' link. A legend at the bottom left states: 'Active Pages appear Blue or Black' and 'Disabled Pages appear Gray'. The main content area shows the 'Test' page editor. At the top, there is a checkbox for 'Disable Teacher Page (subpages are disabled if the page is disabled)' and buttons for 'Save Page >>' and 'Cancel'. Below this is a rich text editor toolbar with options for Format, Font, Size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Table, and Source. The editor area is currently blank.