User's Guide to Your School Website

This guide will provide you with the information you need to easily use your website to its fullest potential. Just follow the simple step by step directions to begin quickly and effectively using your site.

Accessing Your Website

First things first. In order to do anything, you must be able to access the site.

- View your website:
- Edit your website:

CHE - http://www.che.TASD7.net   http://admin.che.TASD7.net

FV - http://www.fv.TASD7.net   http://admin.fv.TASD7.net

KP - http://www.kp.TASD7.net   http://admin.kp.TASD7.net

TR - http://www.tr.TASD7.net   http://admin.tr.TASD7.net

UN - http://www.un.TASD7.net   http://admin.un.TASD7.net

CM - http://www.chm.TASD7.net   http://admin.chm.TASD7.net

NH - http://www.nh.TASD7.net   http://admin.nh.TASD7.net

AHS - http://www.ahs.TASD7.net   http://admin.ahs.TASD7.net

TACTC - http://www.cc.TASD7.net   http://admin.cc.TASD7.net

WACS - http://www.wtd.TASD7.net   http://admin.wtd.TASD7.net

Tip: REPLACE "www" with "admin" (not just add "admin" to the URL.) Here you will be able to make changes to, and personalize your pages.

Your Username and Password

- Your username is: firstname.lastname and your password syncs with your district computer login and will be the same password you use to access your computer.

Personalizing Your Profile

You are able to modify the personal information that people see. The profile is a useful feature which allows you to provide such information as your school e-mail address and classroom extension for students and parents to access.

- Click on the link labeled "Update My Profile" (located on the left nav bar).

- This will open a form with a variety of possible entries. Enter your desired information and click "Save" at the bottom of the screen.

- Again, you will see a message confirming a successful change.

Your Pages

This is the space where you will be able to enter information about yourself and anything else you want to be viewed on the school website. Here is your opportunity to express yourself and allow your students and colleagues to get to know you a little better, as well as post things like your teaching policies and rules for student reference.

The First Page

- Click on the link labeled "My Pages" on the left nav bar.

- This will open a form that allows you to do several things. You will start off with only a "Home" page.

Begin to edit this page by adding text to the large box in the center of the page.

- In order to format this section, you may want to click the button labeled "Rich Formatting" above the text box. This will give you the capabilities to add some stylistic features to your message.

- Also, you may want to upload an image to be shown on your Home Page. Simply click the "Browse" button and select a file to put on your page.

- Don't forget to click "Save" on the bottom of the page!

Creating Additional Pages

- In order to create more pages for additional information, simply click on the "Create New Page" button.

Note that this button will not show up until you save your first page.

- This will prompt you to name your page. Do so and click "OK" to add a page.

- You will now be able to navigate between your pages by using the drop down menu and selecting the page you wish to edit.

Your Classes

This feature will allow you to list your classes and associated information.

- To add a class, first click on "My Classes" in the left nav bar.

- Now, click the "Add Class" button.

- This brings up a form that allows you to add all sorts of descriptive information about your class. You can enter the name of the class, class code, period (or section) it meets, term, location, description, and even files or images. By clicking on "Add new period" you can attach multiple periods (or sections) to your class.

- Once again, don't forget to save!

- *Homework*

Now that you have a class (or classes) you will be able to create homework lists, class albums, links, and even audio or video (if applicable).

- To create a homework assignment click on a class from the list.

- You can create a new assignment by clicking the "Add Homework" button (or you can view past assignments by clicking "Homework List").

- Here you can write a description of the assignment and post a due date for it, as well as add web links and files such as worksheets and documents.

- In case you have multiple periods or sections of the same class, you are able to assign one homework assignment to multiple classes with varying due dates. Simply write the assignment description and then check the boxes that correspond with the class you wish to assign the work to and enter the due date for each class. And don't forget to save!

Your Albums

This section will let you create photo albums to share. You might use them to document things like field trips or other classroom activities that represent you and your class.

- Click on the link labeled "My Album"

- From here you will be able to add images to your Main Album or create subcategories for organization.

- To add an image click the "Upload Photos" button located in the lower portion of the screen.

- Click the "Browse" buttons to find up to five images to upload.

- OR choose to use our advanced upload applet (you can download java for free from the link provided) to upload multiple images at once.

- Now, click the "Upload" button to place the images in your album.

- You will see the thumbnails of the images you uploaded, as well as several options for altering the pictures.

- To apply an action to one of the images you must first select an image by either clicking the box in the upper right corner of the thumbnail, or clicking the image itself to view it in an isolated field. Now you will be able to rotate counter clockwise, clockwise, add captions or enhance the image. You will also be able to copy, cut, revert to original, and delete.

Creating a New Album

- To create a new album simply click "Create Album" and give it a name.

- Click "OK" to bring you to a page where you will be able to again browse for images to upload.

- Our system allows you to even create nested albums within your subcategories giving you even more organizational choices.

- Again, make sure to save.

Your Links

This section allows you to post several links to websites on your page.

- Click "My Links" on the left side of the screen.

- Click the "Add Link" button. This will bring you to a form that lets you name, organize and describe the links you add to your page.

- Either create a name for the category you wish to add a link to, or choose one from the list. This will help you organize your links into different groups.

- The name you give your link will appear on the school website. Enter the URL in the designated box, and describe the link.

- Click save to place the link on your page.

What to do When You Have a Problem With Your Site

Whenever you encounter a problem with the site, just let us know; we're here to help!

- If a problem arises please create a 'Technical Support Ticket' by clicking the "Technical Support" link on the top of the page.

- Click "Create a new ticket" to bring up a simple to use form that lets our team know what is wrong.

- Select the applicable category for your ticket and proceed. Fill out the form and click "Submit". Our team will remedy your problem or fulfill your request as soon as they can.

If your problem persists, feel free to call the tech team toll free at (866) 493-0800.