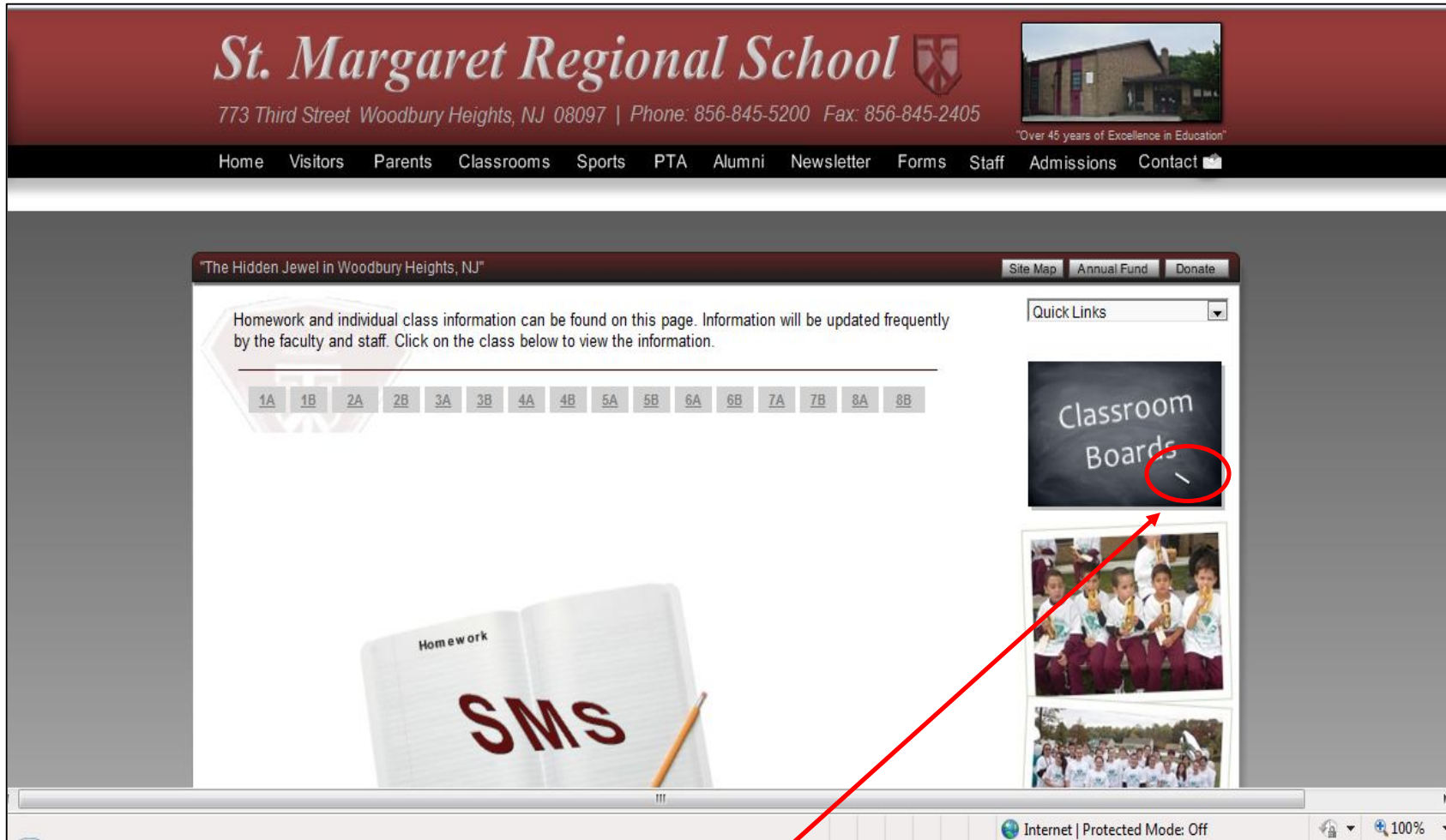


Login instructions to access “Classrooms” pages.



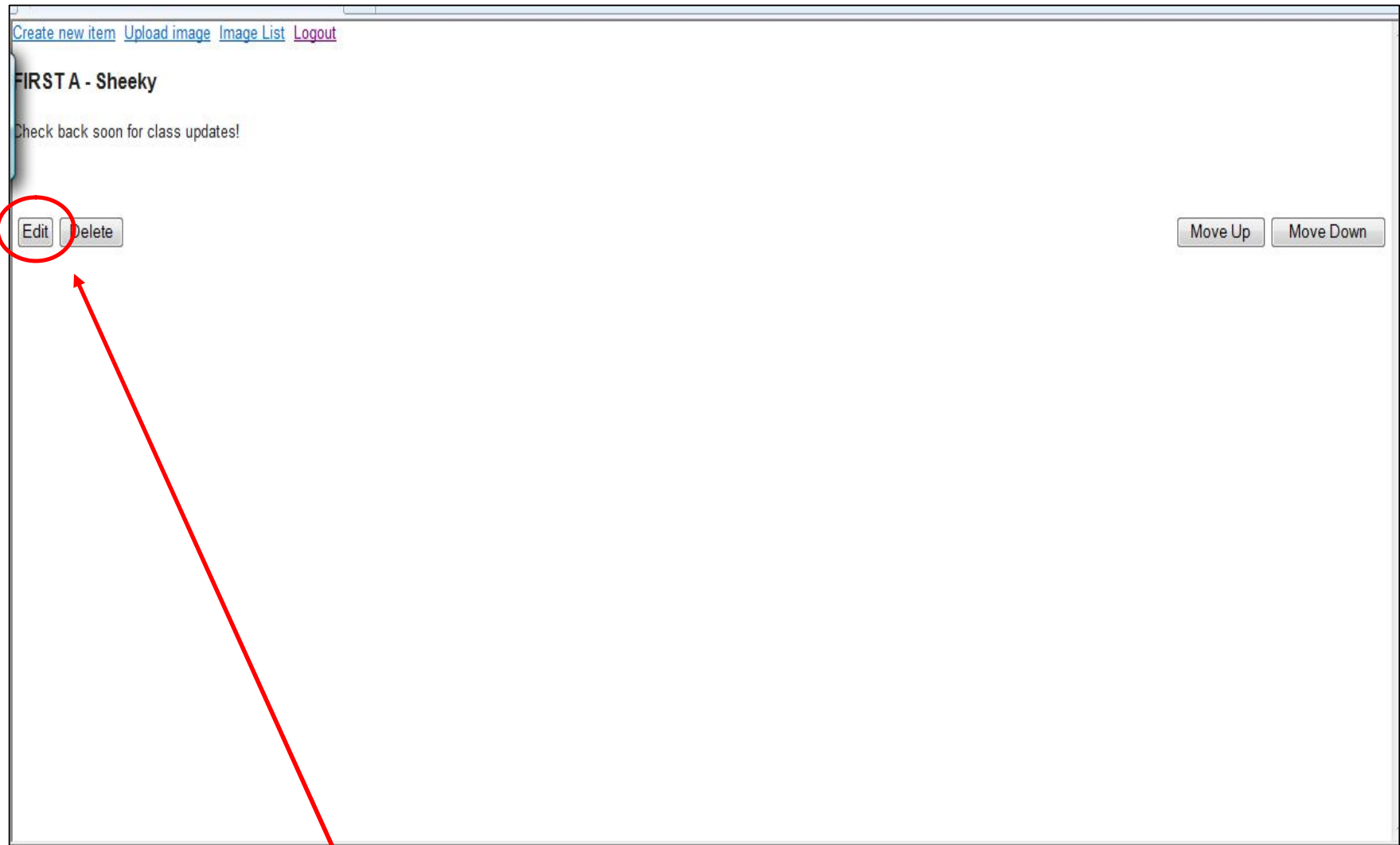
Click on the “chalk” image.

The screenshot shows the St. Margaret Regional School website. At the top, the school's name is displayed in a serif font. Below the name is a navigation menu with links for Staff, Admissions, and Contact. A sidebar on the right contains a 'Quick Links' dropdown menu with 'Classroom Boards' selected, and two photographs of students. In the foreground, a Windows Internet Explorer browser window is open, displaying a 'ClassLogin' page. The browser's address bar shows the URL 'http://smswh.readyhosting.com/clas'. The page content includes a row of buttons labeled 1A through 8B, which are circled in red. Below the buttons, there is a text box with instructions: 'After you select your class from the above, a new window will open where you will enter your password.' and a 'NOTE' regarding password errors. A red arrow points from the bottom of the browser window towards the 'Classroom Boards' link in the sidebar. In the bottom left corner of the browser window, there is a graphic of an open notebook with 'Homework' written on it and 'SMS' in large letters, with a pencil resting on it.

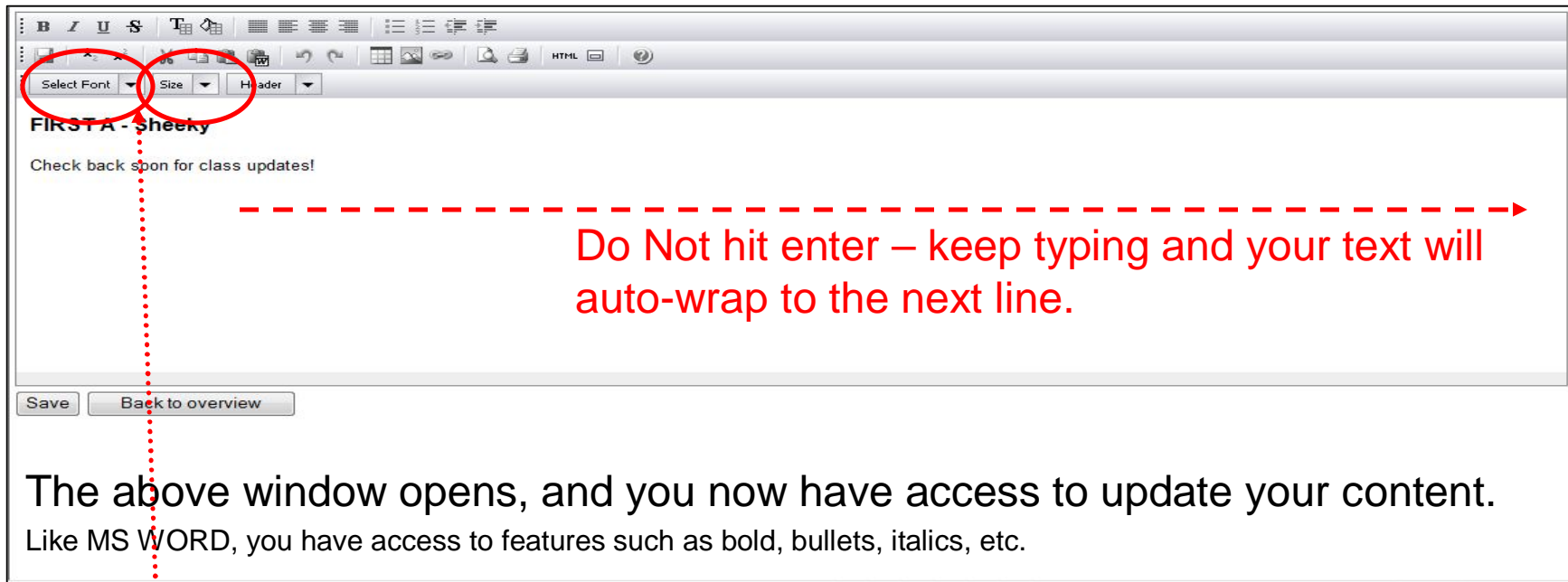
Click your grade from those listed in the popup window.  
Please read the notes in the box! 😊

Administrator login

Enter your password in the login area and hit the login button.



Select the EDIT button.



The screenshot shows a web editor window with a toolbar at the top. The 'Select Font' and 'Size' dropdown menus are circled in red. A red dashed arrow points from the 'Select Font' dropdown to the text 'Do Not hit enter – keep typing and your text will auto-wrap to the next line.' Below the editor window, there are two buttons: 'Save' and 'Back to overview'. Below the buttons, there is a paragraph of text explaining the editor's functionality.

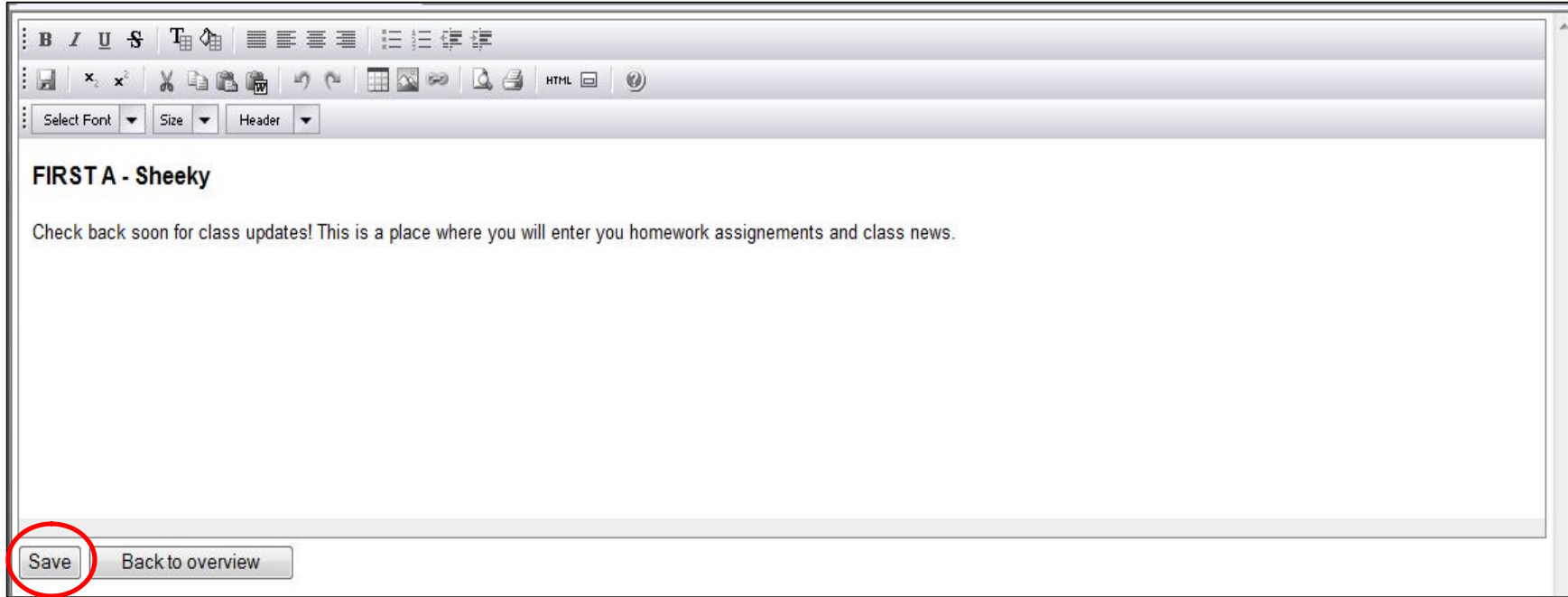
**Do Not hit enter – keep typing and your text will auto-wrap to the next line.**

The above window opens, and you now have access to update your content. Like MS WORD, you have access to features such as bold, bullets, italics, etc.

**NOTE:** Classroom pages are for you to provide home work and short text regarding class information. DO NOT write long letters or use to keep any type of historical information. Ideally, you should update daily or weekly and clear out the prior week's content!!

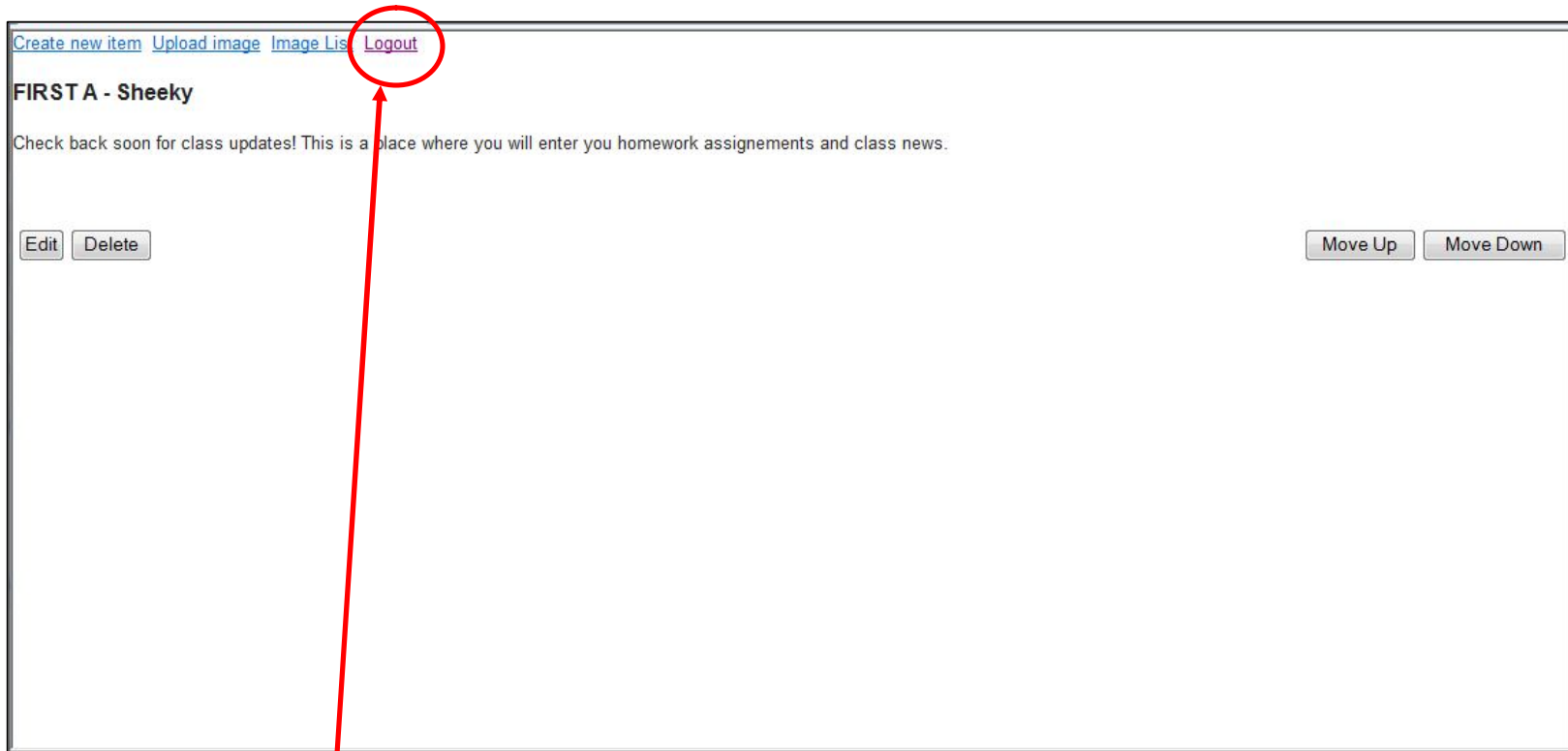
Please ensure that the font type and size are consistent with the rest of the site. It must be **SELECT FONT = ARIAL / SIZE=2**

**Before saving, you should highlight all your content that you typed and the choose the FONT and SIZE listed above.**



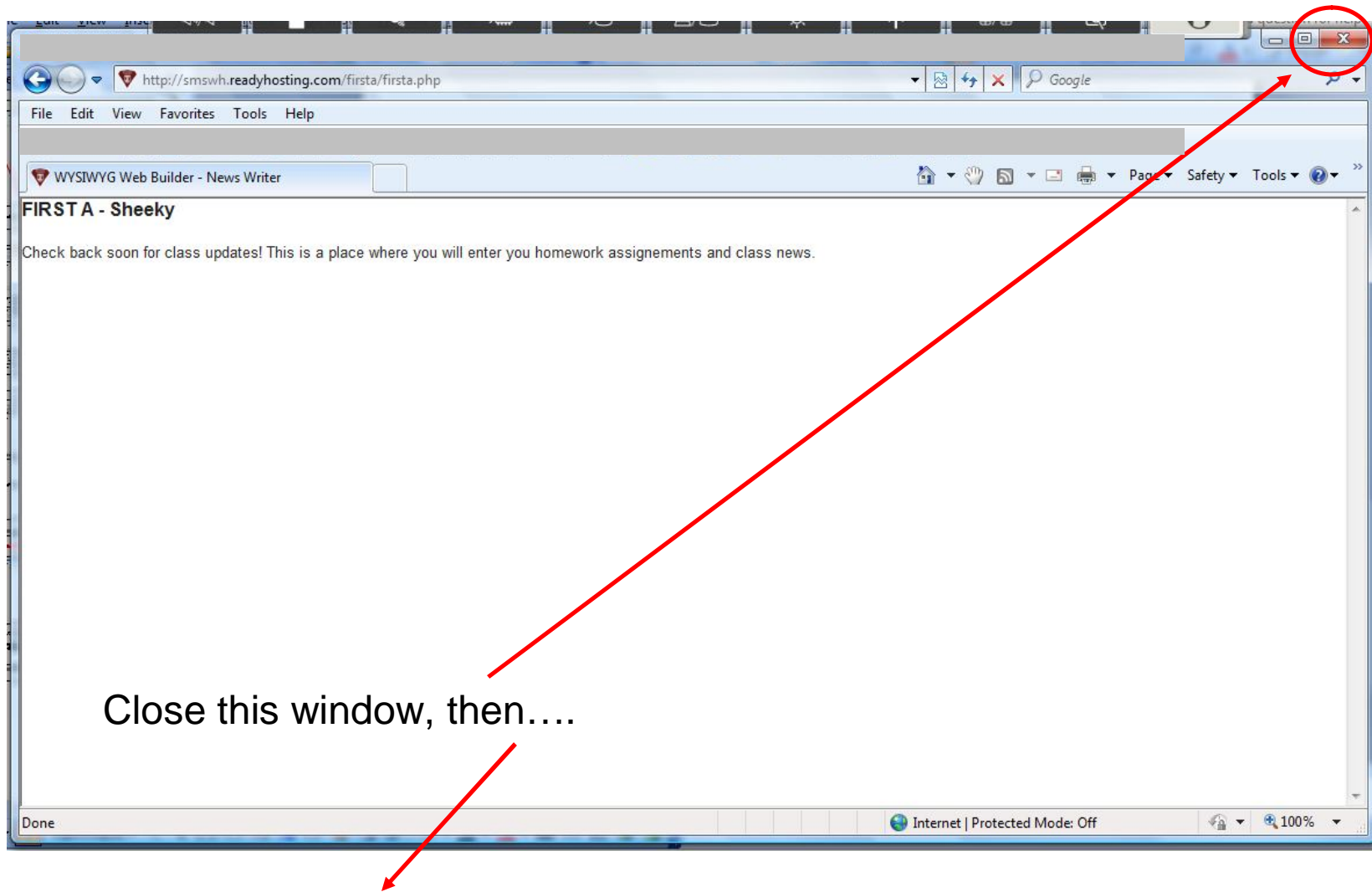
Press SAVE when you are finished entering your content.

# VERY IMPORTANT STEP!!



You MUST click on the LOGOUT button!!!!

If you forget to do this, the above screen will show LIVE ON your classroom page and ANYONE can click on the EDIT button to enter/alter your content!!!!



Close this window, then....

If you have the actual school website still open in another browser window, Hit the “REFRESH/RELOAD” button to see the content you entered.

If you do not have the school website open in another window, open the site again to view your updates.

## Notes & Reminders:

- Update your content as necessary, but please delete old content weekly.
- Do not type in large amounts of content (eg. Letters to parents)
- Keep information to brief notes/updates and homework.
- Please ensure that you keep this font type and size consistent so that it matches the overall website.

**SELECT FONT = ARIAL / SIZE=2**

- Please DO NOT forget to hit the LOGOUT link after SAVING.
- These instructions can also be found via a link from the CLASSROOMS page. Click on the “NJ” text on the line where it says “The Hidden Jewel in Woodbury Heights, **NJ**”.