

# STPPS Teacher Sites

Access your new teacher website by going to the STP Web address (TBA) then click on “**LOG IN**” in the upper right corner above the search box.

Enter your **STPPS username and password** and click “**Sign In**”. Accept the terms of use to proceed.

You will be back at the main page, however, it should now say “**MY ACCOUNT**” where “**LOG IN**” appeared previously.

Go to “**MY ACCOUNT**” and choose “**SITE MANAGER**” to access the ability to edit your site.

You will notice that three pages have already been created for you.

- Welcome
- Assignments
- Calendar

These pages are the required minimum standards that must remain in your site. A timeline for completion will be sent to the school principal.

You have the option of adding a Resources page for links to online resources.

Further training information will be sent to you after the start of the school year.

## Overview

Your site consists of “**Pages**”. Page content is added using “**Apps**”. Apps are the pieces that you drag and drop on to your pages to add content.

You currently have three pages created for you that include the required apps.

- You can edit these existing pages by going to the “**Actions**” button next to the page and choosing “**edit page**”.
- Click on the apps in the page individually to edit.

## Creating Welcome Page

Click on app to open edit.

---



Your Picture

Your STPSB Email  
School Phone #

## Your Name (Style – Heading 1)

*(Insert your professional information here. This section should contain approximately three short paragraphs.)*

Hello and welcome to my classroom. This is my 19th year teaching. This is my third year at ABC Elementary. I love teaching and I especially love teaching the children in St. Tammany!

I graduated from Southeastern University in 1993 with a bachelor's degree in Elementary Education. Later, I earned my Master's degree in Elementary Education and as a Reading Specialist. I have also attended professional development for \_\_, \_\_, \_\_, and \_\_.

I look forward to this new school year. We will cover many interesting topics.

Use "Preview" link in upper right corner to see what the page will look like live.

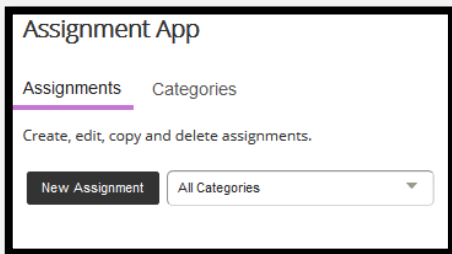
## Creating Assignment Page

### Assignment App

Click on app to open edit. Click "New Assignment" to add assignments.

Use this area to add weekly homework, projects, or class work.

- You can create categories and assign items to them (1<sup>st</sup> Hour, Math, Group A).
- Can be added to the class calendar.



**New Assignment**  
Enter a unique name for your assignment. If you want, you can enter directions, choose active.

General   Directions   Post To Calendar

\*Assignment Title:

Assignment Category:  
Unassigned

\*Date Assigned:  
07/19/2017

\*Due Date:  
07/19/2017

Activate on my page

Save   Cancel   Create E-Alert



---

Use “Preview” link in upper right corner to see what the page will look like live.

## (Optional) Creating Resources Page

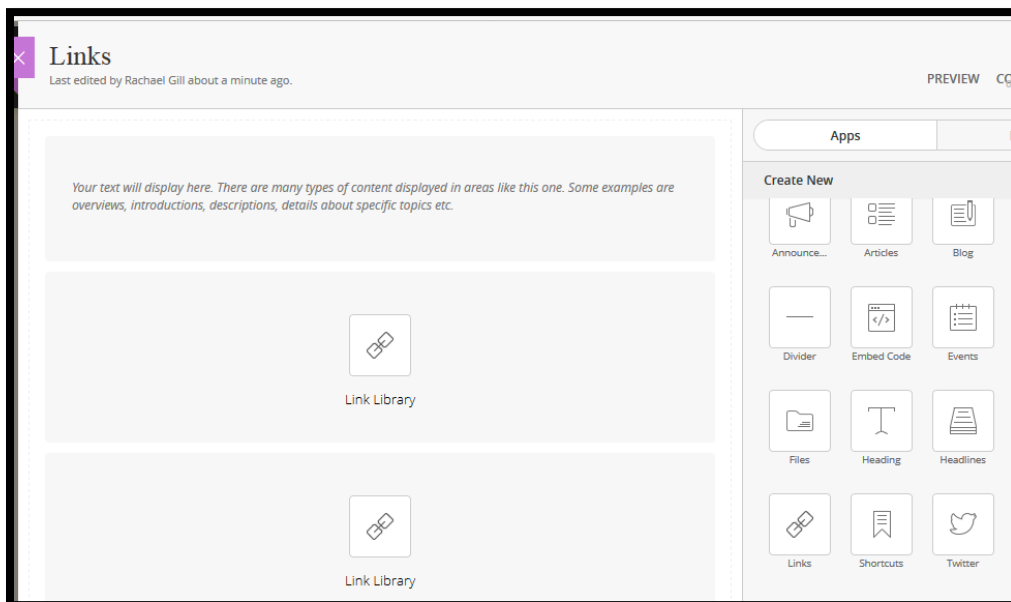
From the Section Workspace you can add new pages:

### Create Page:

- Click “New Page”.
- Name the page “Resources”
- Choose “Resources Page”. Then “Save & Continue”.

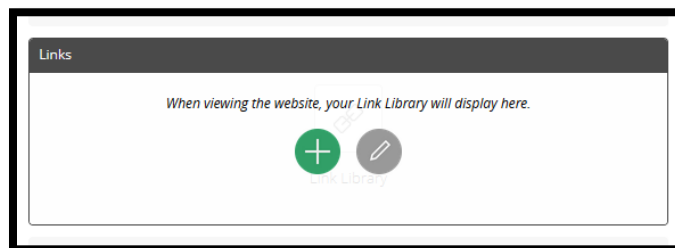
### Add Links:

- You are now editing your new “Resources” page. There is a Content App that will allow you to write some introductory information.
- To add additional “Link Libraries”, drag and drop a “Links App” to your page. You can pull a new “Links App” for each category of links.

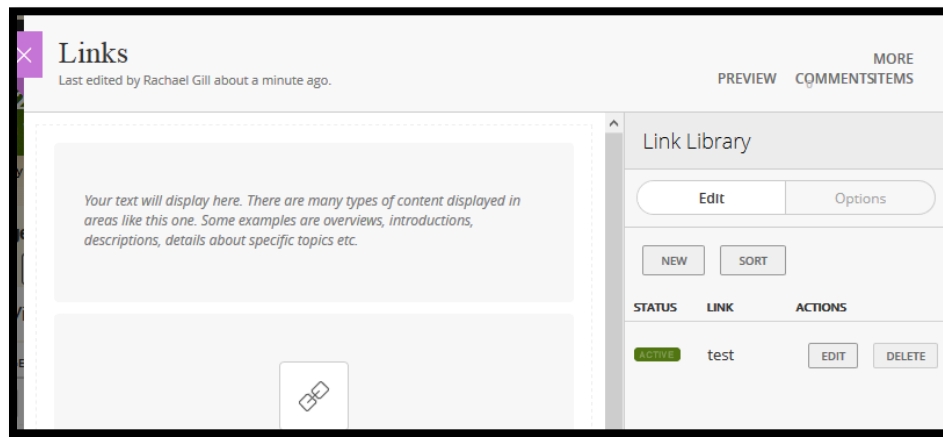


### Edit and Name Link Libraries:

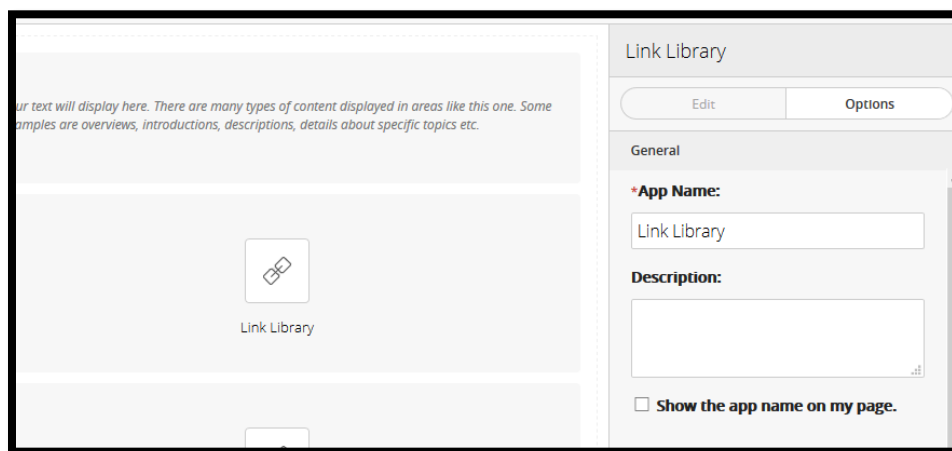
- Click on the “+” on the Link App to add a link. Add links one at a time.



- To edit or change links click on the pencil. You will see a list of your links. Choose “edit” or “delete” button to make changes.
-



- To show the name of the Link Library, click the pencil, then “options”. Name the Link Library – Example: “Math Resources”. Make sure to choose the box “Show the app name on my page.” This will label this set of links.



- Use “Preview” link in upper right corner to see what the page will look like live.

## Deleting Apps From a Page

1. Open the page you wish to edit from your main workspace either by clicking on the page name or choosing “Actions”, “edit page”.
2. Click on the trash can icon in the upper right corner of the App you wish to delete.
3. It will ask you to confirm you want to “delete” the app.