LaGrange District 105

Technology Procedures

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Process	Website: Quick Startup Guide for Teachers
Date Created	August 8, 2017
Created By	Jim McMahon
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Revised By	

Purpose: This procedure is directed to teachers to give them a quick overview of the startup process to initialize their classroom web page(s).

Logging in to the website:

After signing and returning the AUP (Acceptable Use Policy) form, teachers will receive a Username and Password to access the network, PowerSchool and the district website.
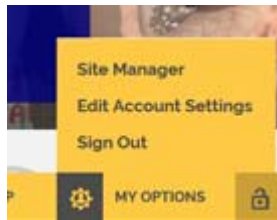
To login to the website, navigate to www.d105.net

On the lower left click on SIGN IN and enter your assigned USERNAME and assigned PASSWORD and then click SIGN IN.
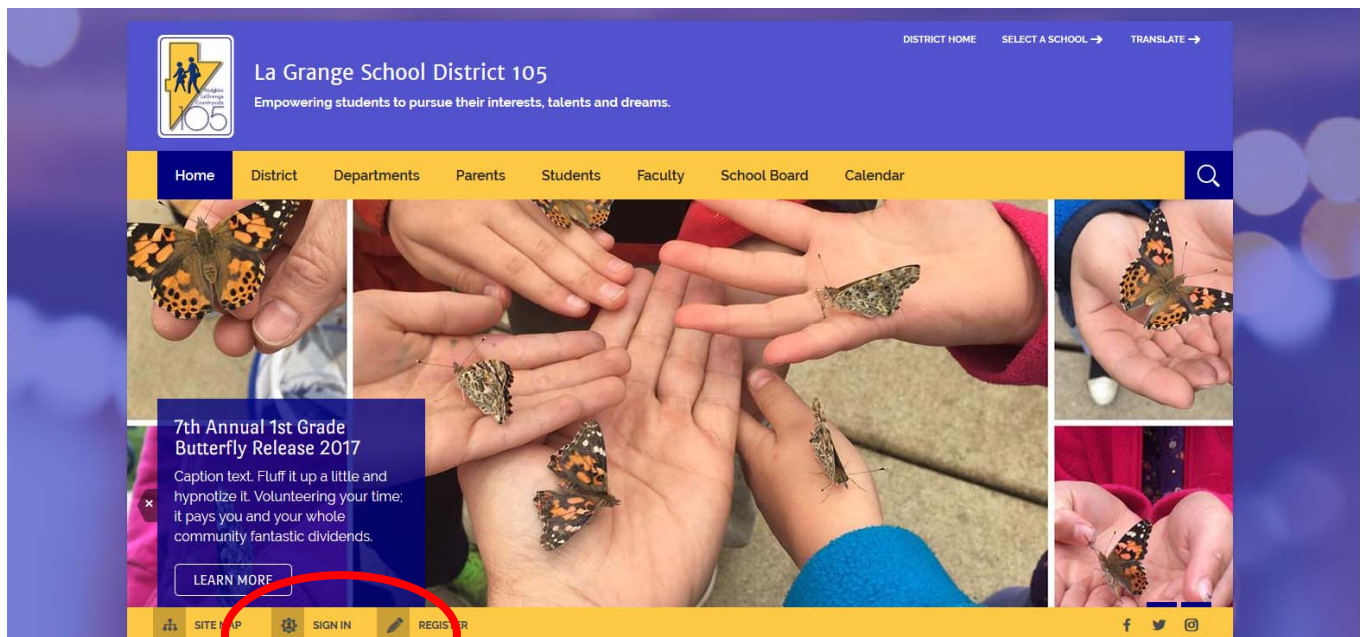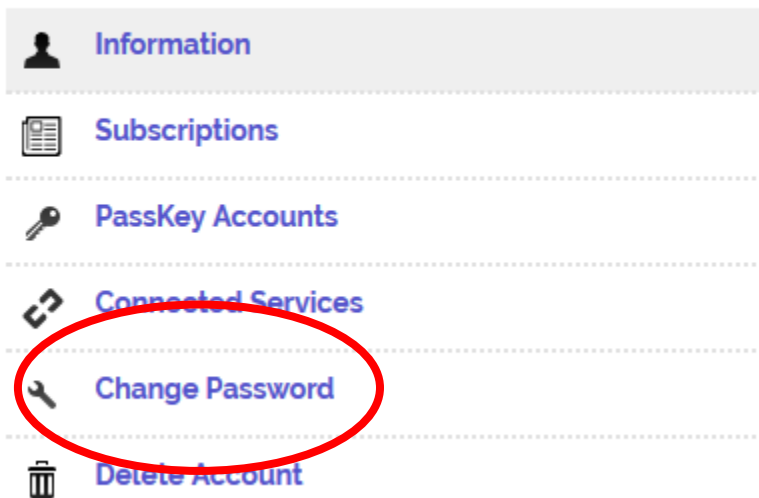
Changing your Password:

If you wish to change your password or any other account settings, click on the MY OPTIONS in the lower left and then select EDIT ACCOUNT SETTINGS.

Click on CHANGE PASSWORD and enter in the new password and confirm.

Next logout and then re-login using your new password. The SIGN OUT option is at the lower left of the screen.

Accessing your school:

In the upper right is a drop down link called Select a School. Click on it to show all the schools. Find and select the school you need.
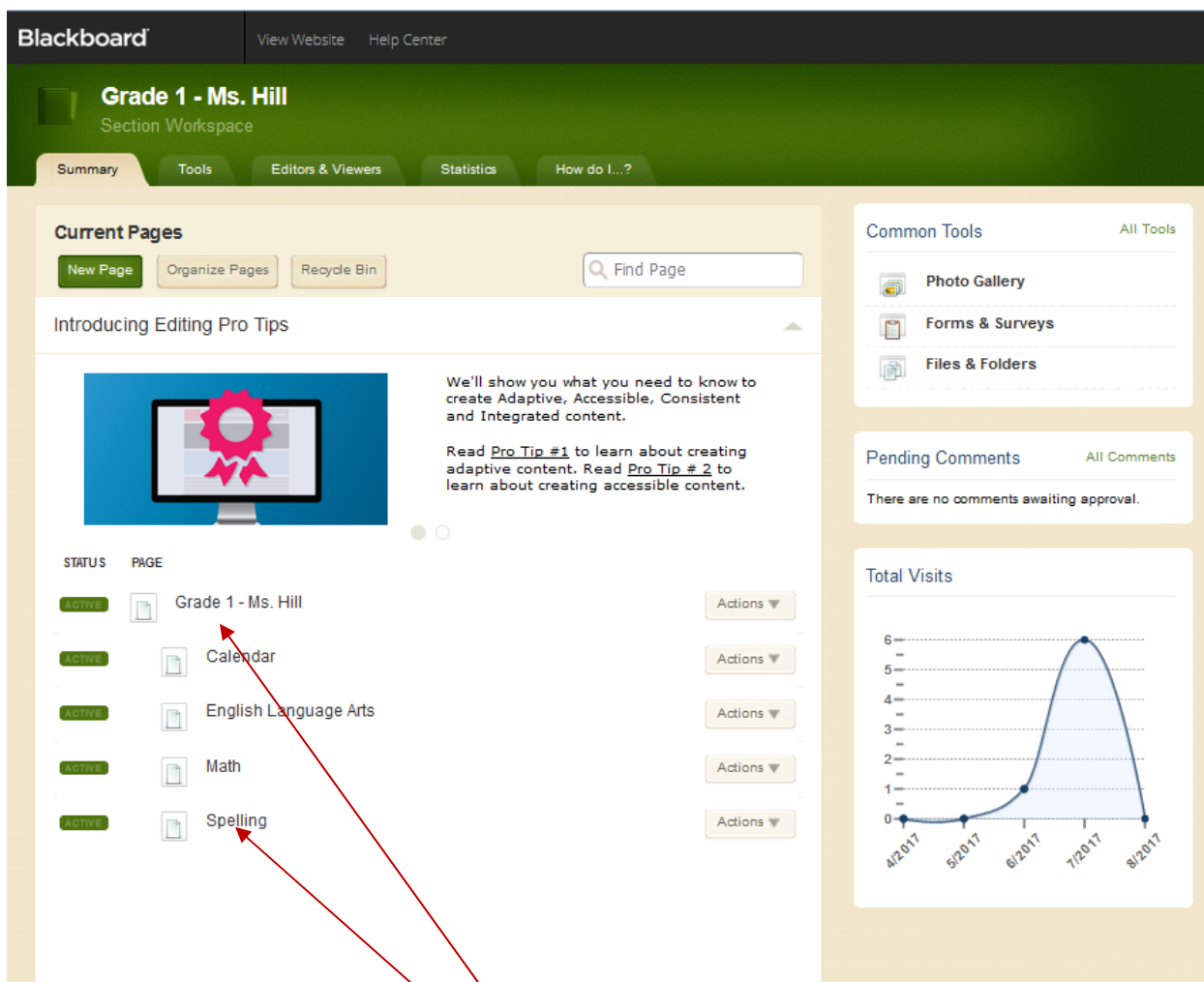

Accessing your classroom(s):

Once logged in to the website click on MY OPTIONS, SITE MANAGER. This will present a list of all the pages that you have access to edit. If you have multiple pages it will list the different pages on the left of the screen under SITE & CHANNELS. Click on the site you wish to edit.
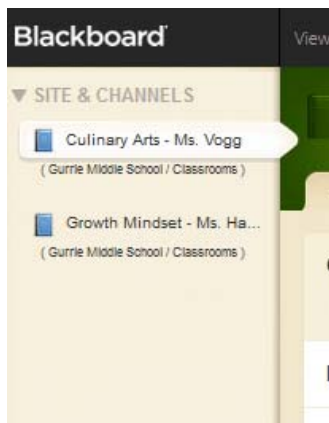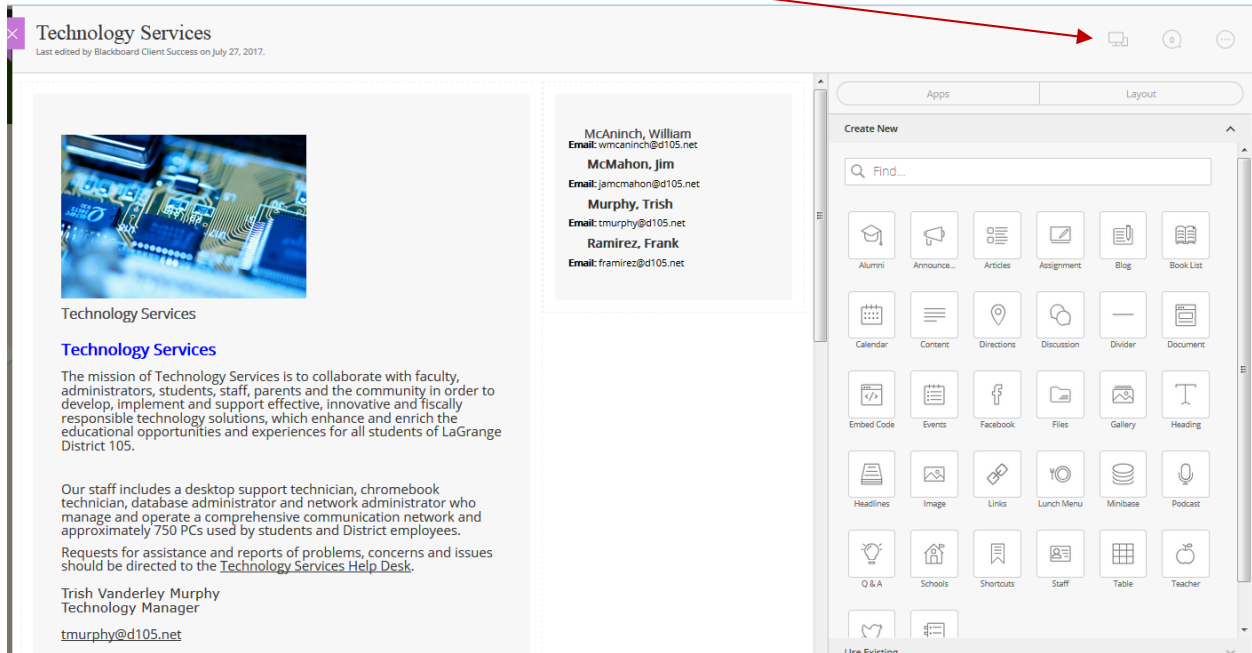

If you only have one page then it will go directly to the page.

You now can select any of the page link(s) to get into edit mode for the page.

Click on the monitor if you want to to preview the website on a computer or phone/tablet as you are editing.

The data migration from the old site was inserted into Apps that closely coorespond to the type of data migrated. Contacts go to the Contacts App, Calendars to the Calendar App and so forth. On the right side of the page, you can click on LAYOUT to change the overall layout of the page. Under the APPS section you can drag and drop any of the Apps to any part on the left hand side of the screen. Once there, hover your mouse pointer over the App and then select the Green Pencil or Plus Sign to add/edit existing content or in some Apps the Grey Pencil to edit existing content. It all depends on the App.

Depending on the App, you also may have a full text editor which allows for inserting images and active links. You can also embed YouTube videos in the Embed App. See APPS and PAGE TYPES help card for descriptions on all the available APPS.

Once you are done editing, click on the SAVE button and close out of the Editor by selecting the X in the upper left corner.

Once done, close the Site Manager Window.

Your school Library Media Specialists can also assist you should you have questions.

Or, enter a HELP DESK ticket and a member of the Technical Services will respond to your request.

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