



RenWeb Training

Creating Your Classroom Website

October 2013

RenWeb Training Manual

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RenWeb Survey

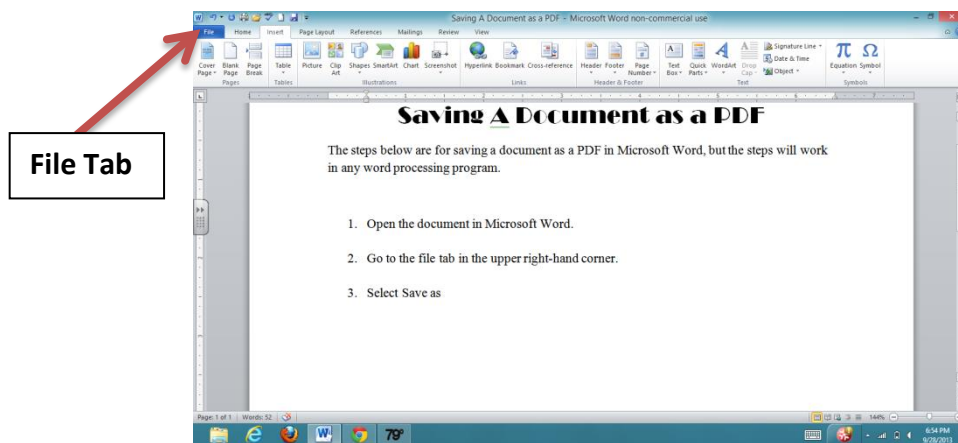
Based on you knowledge of RenWeb right now, please answer each of the following questions.

1. What do you feel most comfortable using on RenWeb?
2. What do you feel least comfortable using on RenWeb?
3. What areas of RenWeb do you feel you need more instruction on to use effectively?

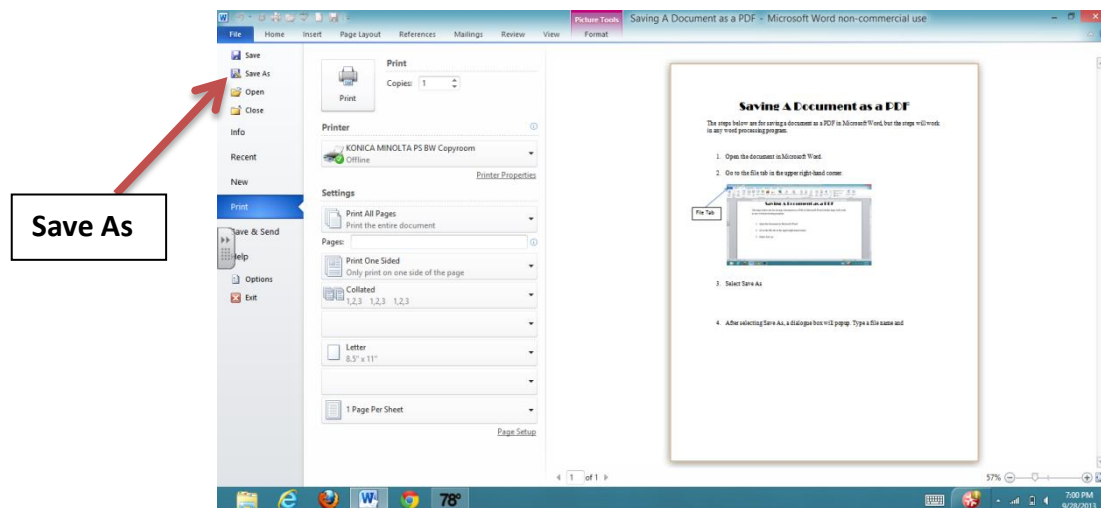
Pre-Training Handout: Saving a Document as a PDF

The steps below are for saving a document as a PDF in Microsoft Word, but the steps will work in any word processing program.

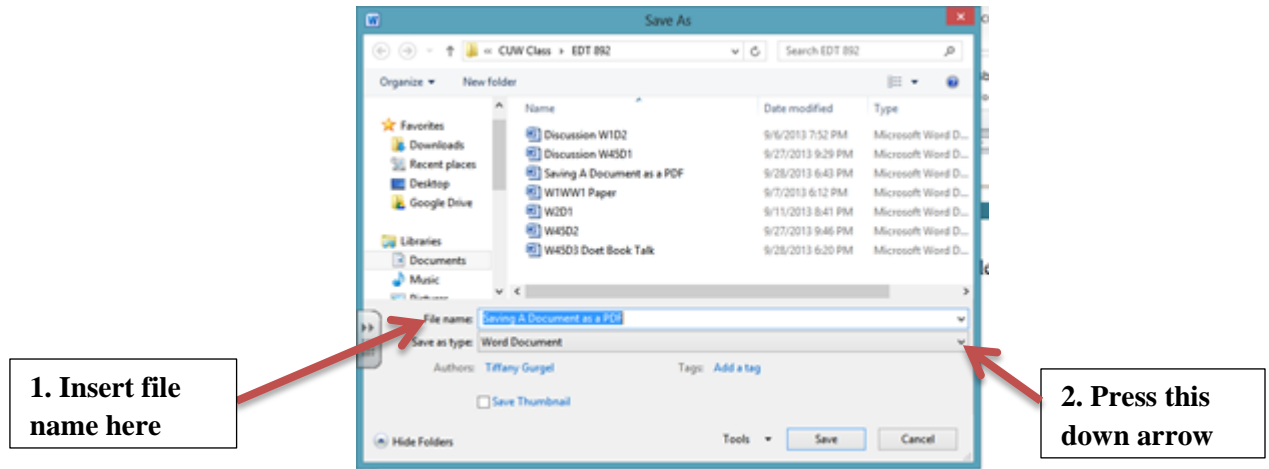
1. Open the document in Microsoft Word.
2. Go to the file tab in the upper right-hand corner.



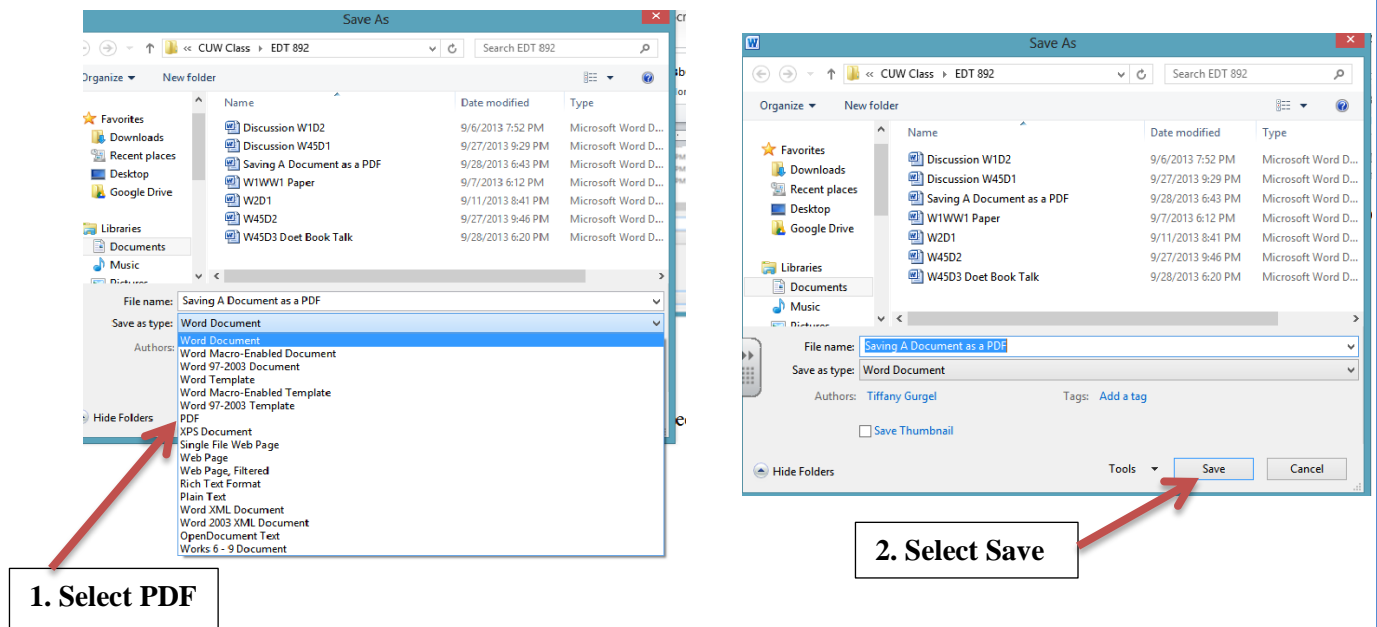
3. Select Save As



4. After selecting Save As, a dialogue box will popup. Type a file name and then press the down arrow in the Save as type box.



5. On the drop down menu that appears, select PDF and then select save.



6. You have now successfully saved a document as a PDF.

Lesson 1: Adding Homework Assignment & Web Document

Objectives:

- Teachers will be able to add homework assignments to their class website.
- Teachers will be able to navigate to the Faculty Web to add homework assignments to their class website.
- Teachers will be able to add a Web Document that is linked to an added homework assignment.

Materials:

1. Laptop
2. Document that has been saved as a PDF that is linked to a homework assignment.

Resources:

1. Handout about Adding Homework Assignments and Web Documents section on the faculty web page.
2. <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Home](#) > [Faculty](#) > [Managing Your Classroom](#) > Create Lesson Plans)

Content:

1. Please have out the homework assignments that you have for your class that can be added to your class website.
2. Login to RenWeb and access the Faculty Web Homepage. The directions for adding homework assignments can be found in Handout 1A.
3. Click on the Lesson Plan button. (Please note that we will not be using the lesson plan box. The homework assignment box will only be used on this page.)
4. Select the class for which you will be adding the homework assignment.
5. Make sure that the correct date is selected on the top of the window.
6. Click inside the homework box and type the assignment. The homework assignment should be one that has a document linked to it (worksheet, note sheet, etc.).
7. Once the homework assignment has been added, be sure to save the lesson plan at the bottom of the window.
8. To add the document to the assignment click on the **Details** button at the upper right hand corner above the dated homework box.
9. In the **Details** box, find the **Documents** box and click on the **My Web Documents**.
10. Click on **Add Web Document**. Click **Browse** button and locate the document on your hard and then click **Open**.
11. Click **Submit** to add the document to the web.

12. Once the document has been successfully uploaded, select the document and click the **OK** button.
13. The document will appear in the Documents box. Click Save on the left-hand side of the page.
14. Click **Back**.
15. Click **Web Preview** button to see what parent will see on the site. Handout 6A can be followed to navigate the Parents Web Page.
16. Add another assignment to a class on your own.
17. When you have added all of your assignments you can logout of RenWeb.

Evaluation:

1. As teachers are putting their homework assignments on the site, walk around the room to see that steps are being followed.
2. As teachers are adding the document to the homework assignment on the site, walk around the room to see that steps are being followed.
3. Teachers will add another homework assignment to their class site on their own. Walk around to check for completion of task.

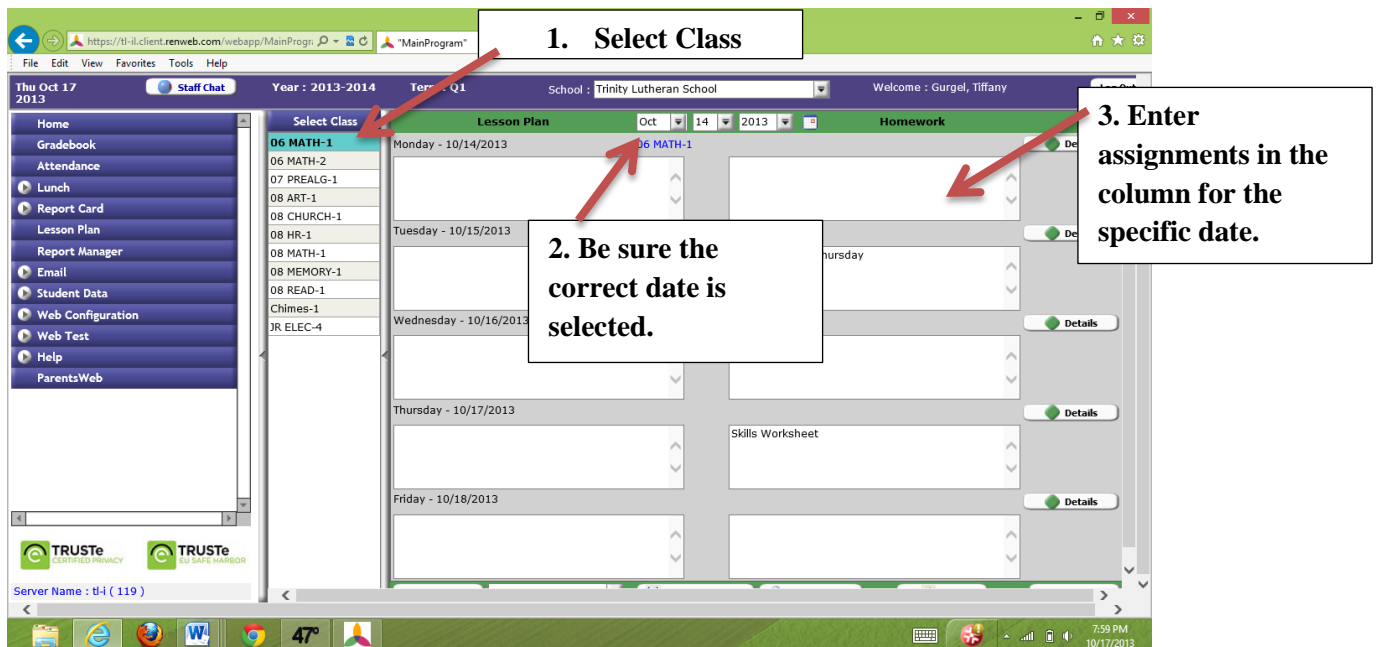
Handout 1A: Adding Homework Assignment & Web Document

Login into RenWeb and access the Faculty Web page.

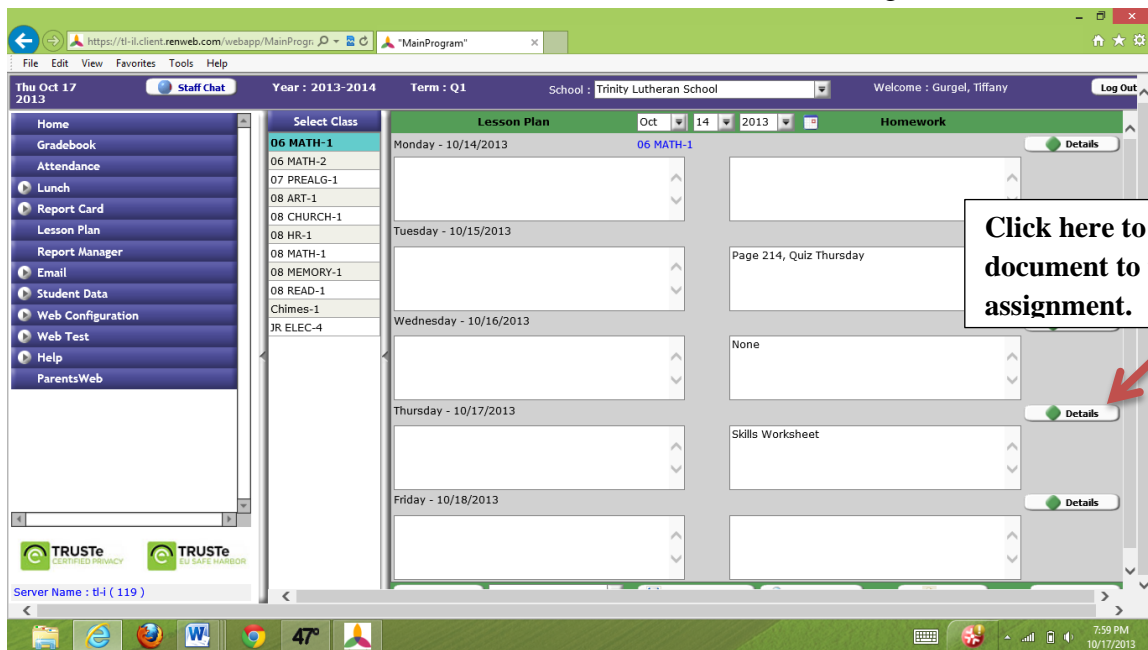
1. Click on Lesson Plan



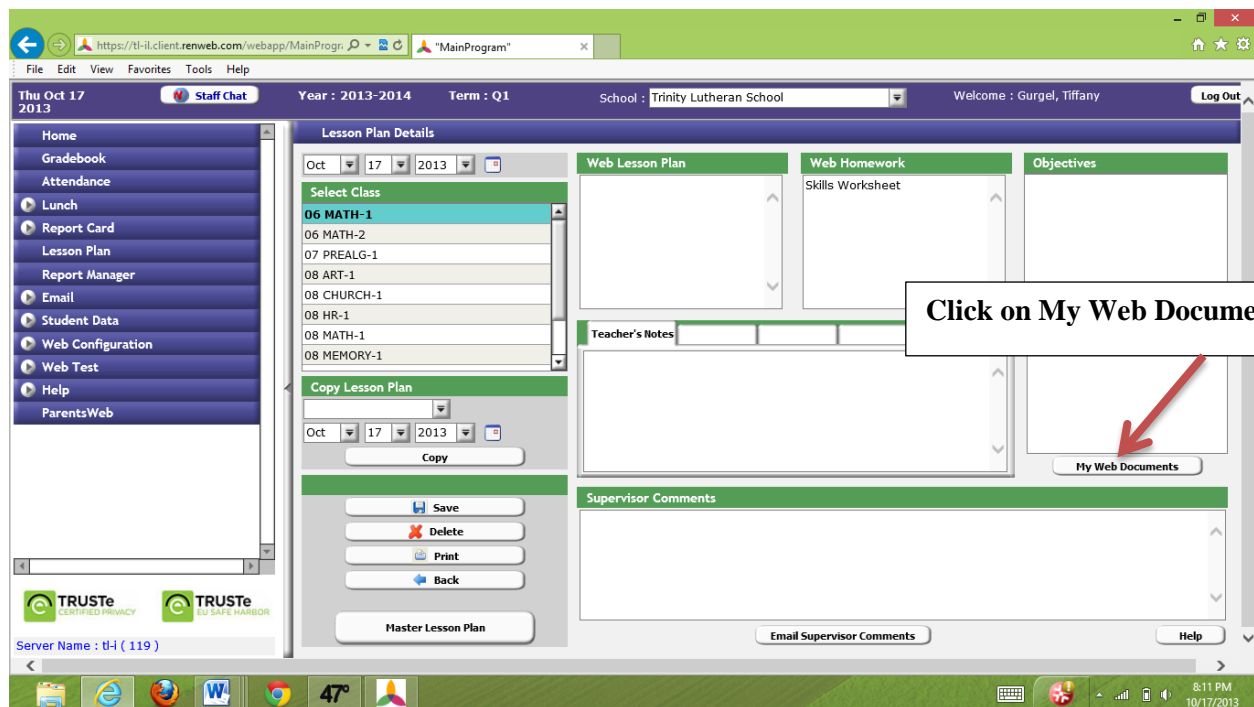
2. Select the class you wish to add a homework assignment for. Then in the boxes for homework, enter the assignment for the specific day. Be sure the correct date is selected. Homework assignments can be entered for the entire week.



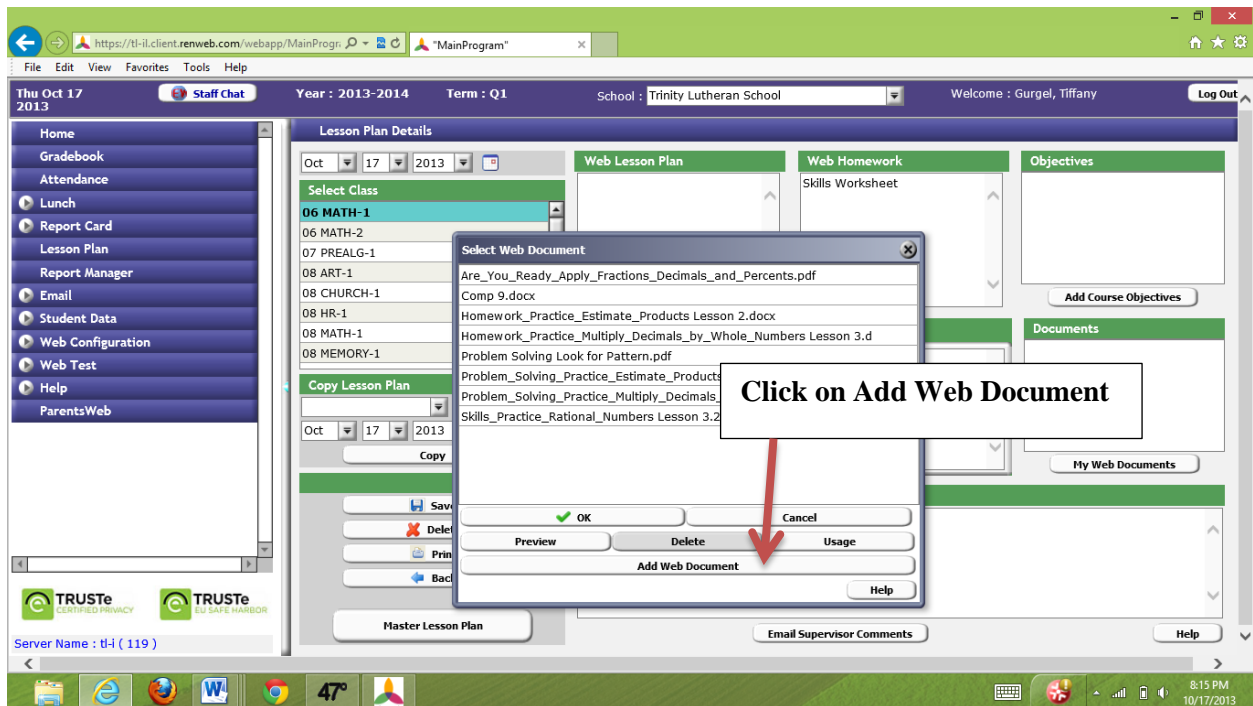
3. If there is a worksheet that goes with the assignment, this worksheet can be uploaded to website. Click on Details above the homework box with the assignment.



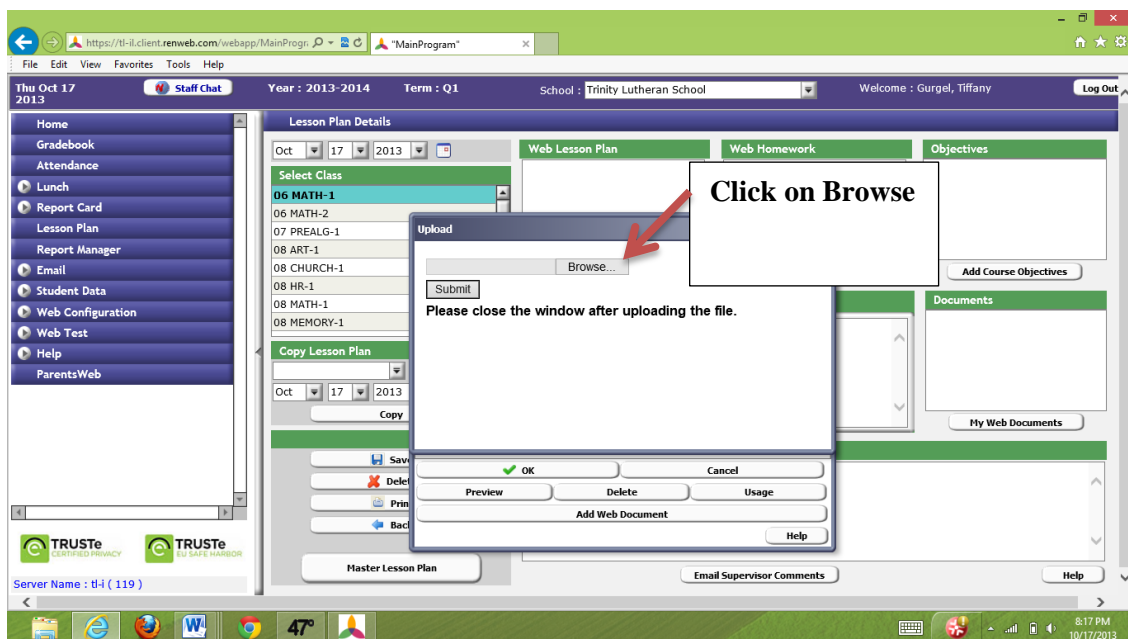
4. Click on My Web Documents Button.



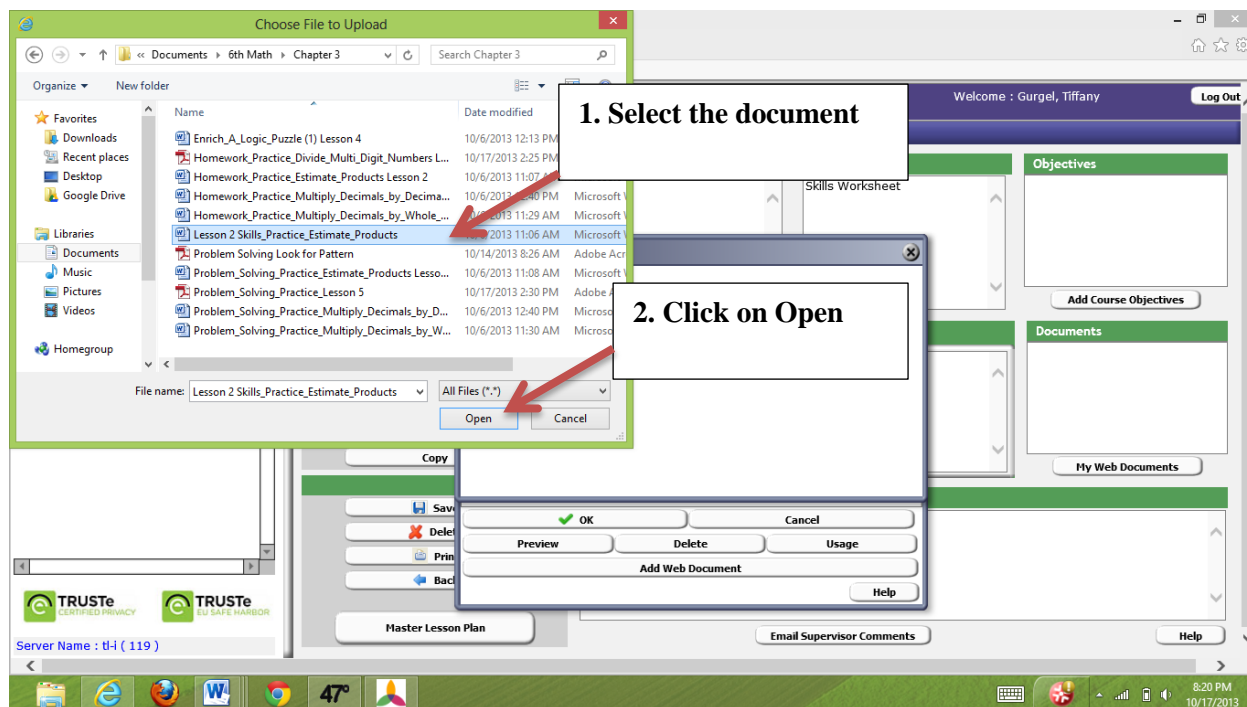
5. Click on Add New Document.



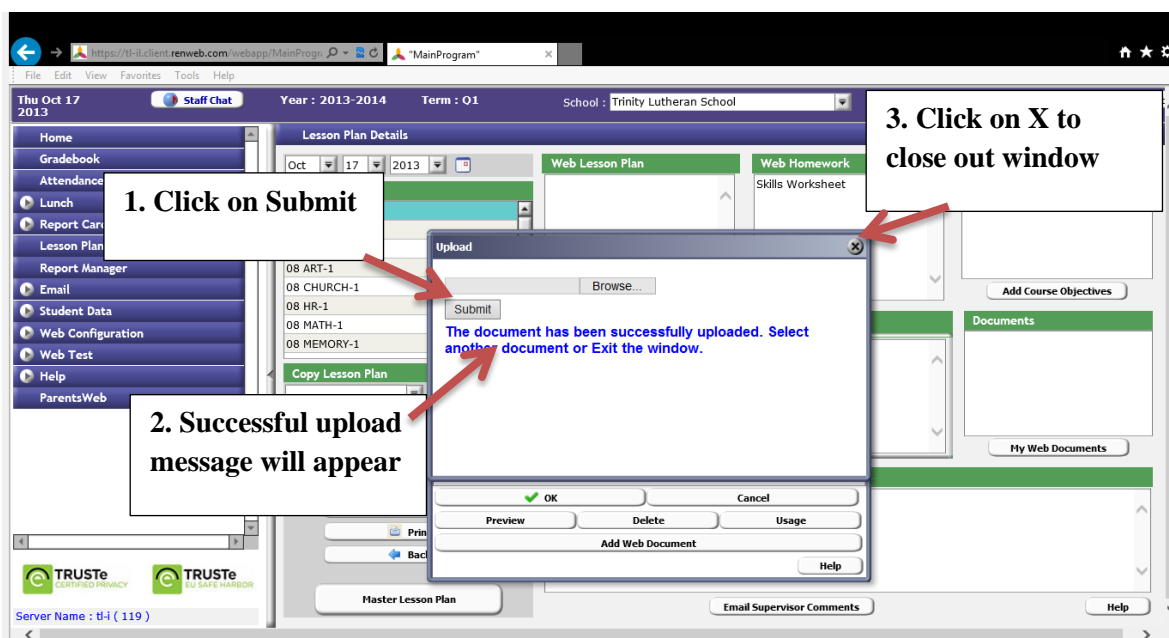
6. Click on Browse to find the document on your computer's hard drive.



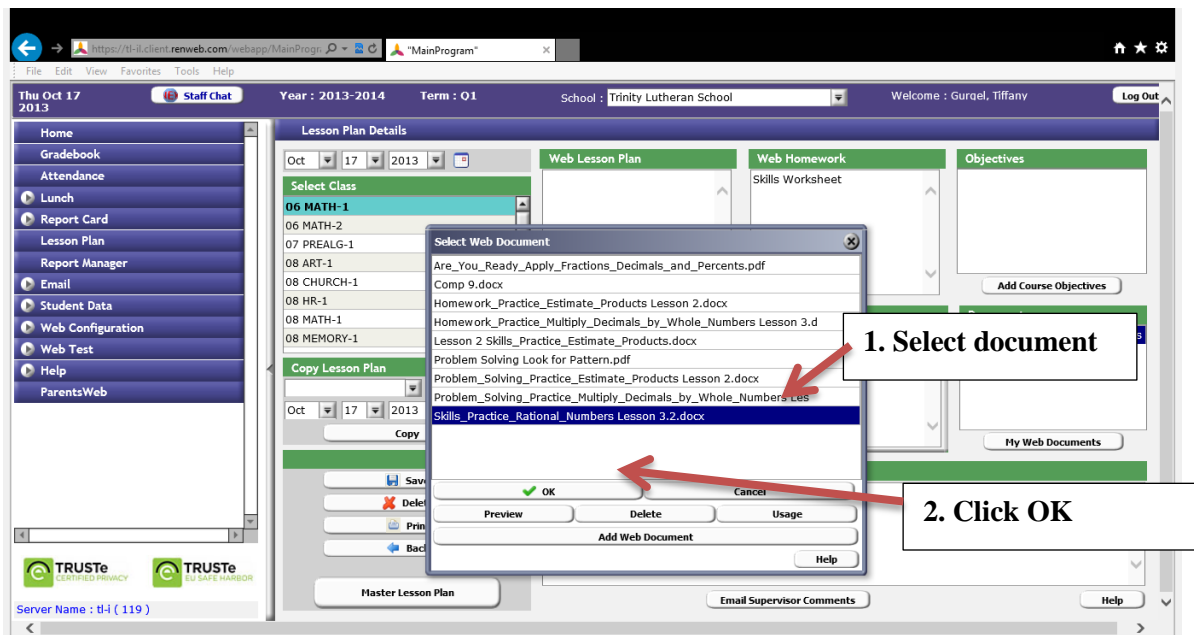
7. Find the document on your computer's hard drive. Select the document and then select open.



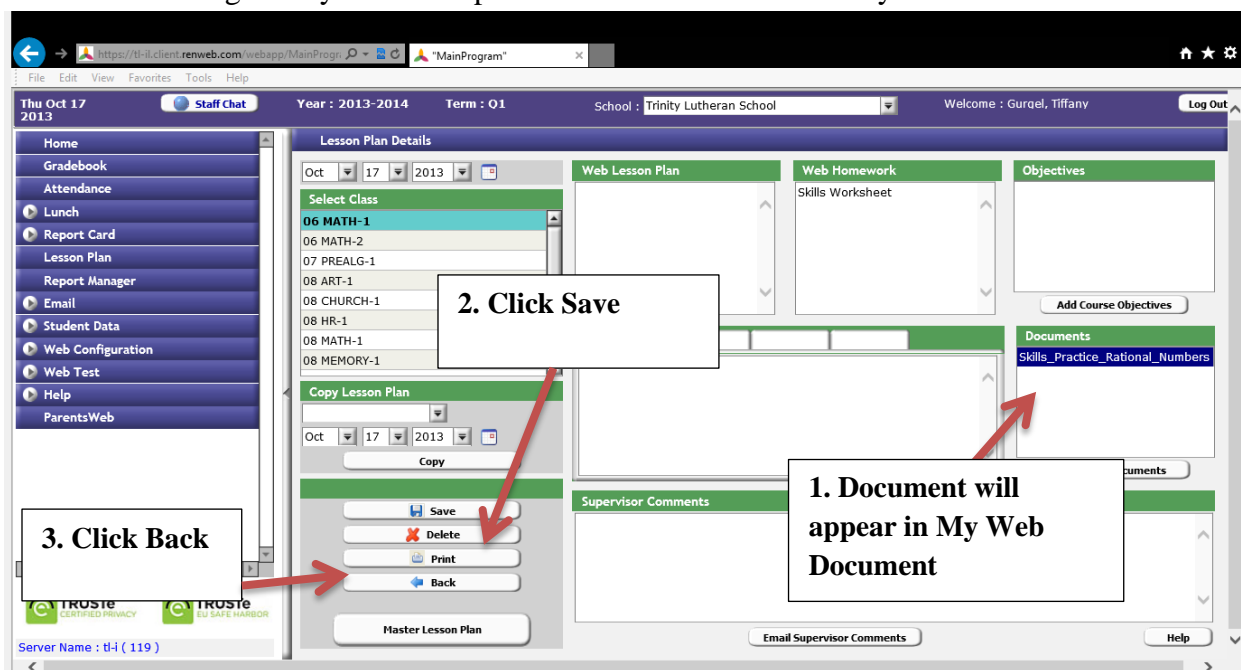
8. Click on Submit. Once the document has been uploaded you will get a successful upload message. Then close out of window.



9. Select correct document from list (if this is your first upload, you will only have one document in the window). Click OK.



10. Your document will appear in the Documents box. Click on Save. Once you have seen the message that your lesson plan has been saved successfully then click on Back.



11. Repeat steps 3 through 11 if you need to add an assignment to another class. If you do not need to add another assignment, click on Parents Web to see what the parent will see. Follow Parents' Web View Handout. Then logout.

Lesson 2: Creating Announcements

Objectives:

- Teachers will be able to navigate to the Faculty Web to add announcements to their class website.
- Teachers will be able to add announcements to individual classes or general announcements meant for general information for their homerooms.

Materials:

- Laptop
- Information for what announcements will be added to the classroom site.

Resources:

- Handout about accessing announcements section on faculty web page
- <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Faculty](#) > [Communications](#) > Announcements)

Introduction:

1. Discuss what will be covered today. Discuss the following questions: What items do you want posted on the website? What do you want parents to have access to on your class site?
2. Most of this information was covered in the survey that was completed before the training but it allows them to discuss what they want out of this training and may bring up other concerns not thought of during the completion of the survey.
3. Explain that we are going to start with adding announcements to classroom sites and that there are two different types of announcements that can be placed on the site. One type of announcements are specific to a particular class. For example on Thursday you will need to bring an apple for science class. This announcement would go on the science class page. The second type of announcement is a general announcement that applies to your homeroom class. This would include an announcement about field trip forms, or hot lunch forms are due today or tomorrow is red day.

Content:

1. Please have the announcement examples out that you were supposed to have brought with you to this training.
2. Login to RenWeb and access the faculty web. Once the faculty web has been accessed, follow the directions on Handout 2A to access the web configuration tab. This is the tab we will continually come back to throughout the training.

3. Creating announcement steps are on handout 1 but we will go through these steps together.
 - a. Select the class that you wish to create the announcement for. If the announcement not class specific, choose your homeroom.
 - b. Select the date that you wish the announcement to begin to appear and the date when it can come off of your class site. (Note: This would be the day after the event has occurred)
 - c. Type in a title for the announcement (Supplies, Field Trip, Color Day, etc) and then in the larger box type in the needed information.
 - d. Click save. The announcement will appear on the left-hand side of the screen.
 - e. If changes need to be made to the announcement, double click on the announcement from the left-hand side of the screen.
 - f. Be sure to always click save.
 - g. Click on Parents Web Tab on the faculty Web homepage to see how announcement will appear for parents. See Handout 6A for the steps and what each screen should look like in the Parents Web.

Evaluation:

- As teachers are putting their first announcement up, walk around the room to see that steps are being followed.
- Teachers will place a second announcement up on their class site on their own. Walk around to check for completion of task.

Handout 2A: Creating Announcements

1. Login into RenWeb and access the FacultyWeb homepage.
2. From the Main Menu, click **Web Configuration**. Click the **Announcements** button.

The **Web Configuration (Announcements)** screen displays.

3. From the **Class** drop-down list, select the class for which the announcement is intended.

FacultyWeb Version Appearance

Web Configuration (Announcements)

Class : YBK-A

| GLBL | BEGIN | END | TITLE |
|------|-------|-------|----------|
| Y | 02/06 | 02/13 | Supplies |

Begin Date : Feb 6 2010

End Date : Feb 13 2010

☒ Global

Supplies

Notebook, pen, inspirational item and a snack are all needed upon entering class on 2/12

New Save Delete

Creating Announcements

1. Select the **Begin Date** for the announcement. This is the first date the announcement is displayed.
2. Select the **End Date** for the announcement. This is the last date the announcement is displayed.
3. Type a title for the announcement.
4. Enter any additional information in the larger text box below the title.
5. Select the **Global** option to make the announcement viewable by all classes taught by the teacher.
6. Click **Save**.

The announcement displays in the announcement list on the left side of the **Web Configuration** screen.

Editing Announcements

1. Navigate to the **Web Configuration (Announcements)** screen.
2. Double-click the announcement in the left column to edit.

The announcement information displays in the text fields on the right.

3. Edit the announcement information.
4. Click **Save**.

Deleting Announcements

1. Navigate to the **Web Configuration (Announcements)** screen.
2. Double-click the announcement in the left column to delete.

The announcement information displays in the text fields on the right.

3. Click **Delete**.



Lesson 3: Placing Calendar Events on Class Website

Objectives:

- Teachers will be able to navigate to the Faculty Web to add calendar events to their class website.
- Teachers will be able to add calendar events to individual classes or to all classes taught by the teacher.

Materials:

- Laptop
- Information for important dates that will be added to the classroom site.

Resources:

- Handout about calendar events section on faculty web page
- <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Faculty](#) > [Communications](#) > Calendar Events)

Content:

1. Teachers will return to the Faculty Web homepage to access the Calendar Events tab under the Web Configuration. This is the same start as in Lesson 2.
2. Handout 3A contains the step-by-step directions. Select the class that the calendar date should appear. For primary grades this should be in your homeroom class.
3. Select the date for the calendar event.
4. Type the information for the date selected.
5. If the date is something that applies to all classes, check the global box.
6. Click Save.
7. To change or alter the date if a mistake has been made, double click on the event in the left-hand side of the calendar events window. The event will appear in the right-hand side of the window and can then be altered.
8. Click on Parents Web Tab on the Faculty Web homepage to see how calendar event(s) will appear for parents. See Handout 6A for the steps and what each screen should look like in the Parents Web.

Evaluation:

- As teachers are putting their first calendar event on the site, walk around the room to see that steps are being followed.
- Teachers will place a second calendar event up on their class site on their own. Walk around to check for completion of task.

Handout 3A: Creating Calendar Events

1. Login into RenWeb and access the FacultyWeb homepage.
2. From the Main Menu, click **Web Configuration**.
3. Click the **Calendar** button. The **Web Configuration (Calendar)** screen displays.
4. From the **Class** drop-down list, select the class for which the calendar item is intended.

FacultyWeb Version Appearance

The screenshot shows the 'Web Configuration (Calendar)' interface. At the top, there is a 'Class' dropdown menu set to 'YBK-A'. Below this is a table with columns 'GLBL', 'DATE', and 'TITLE'. The table contains two rows: one for 'Projects Due' on 9/30/2009 and another for 'Every Friday is a Vocabulary Test' on 1/28/2010. To the right of the table is a 'Date' picker set to Jan 28, 2010, and a 'Global' checkbox which is checked. Below the date picker is a text area containing the text 'Every Friday is a Vocabulary Test' and 'Study, Study, Study'. At the bottom of the screen are three buttons: 'New', 'Save', and 'Delete'.

| GLBL | DATE | TITLE |
|------|--------------------------|-----------------------------------|
| Y | 9/30/2009 12:00:00 AM | Projects Due |
| Y | 1/28/2010 12:00:00 AM | Every Friday is a Vocabulary Test |

Date : Jan 28 2010 ☒ Global

Every Friday is a Vocabulary Test

Study, Study, Study

Check out your planner to see what vocabulary lesson is being tested this week.

New Save Delete

Creating Calendar Events

1. From the **Date** drop-down list, select the date of the event.
2. In the title text field below **Date**, enter a title for the event.
3. Enter any additional information in the larger text box below the title.
4. Select the **Global** option to make the event viewable by all classes taught by the teacher.
5. Click **Save**.
The event appears in the calendar list (left) of the **Calendar** screen.

Editing Calendar Events

1. Navigate to the **Calendar** screen.
2. Double-click the event in the left column.
The event information appears in the text fields in the right column.
3. Edit the event information.
4. Click **Save**.

Delete Calendar Events

1. Navigate to the **Calendar** screen.
2. Double-click the event in the left column.
The event information appears in the text fields in the right column.
3. Click **Delete**. It is not necessary to click the **Save** button.

Lesson 4: Placing Resources or Web Documents onto the Class Website

Objectives:

- Teachers will be able to explain the difference between a Resource and a Web Document.
- Teachers will be able to navigate to the Faculty Web to add Resources or Web Documents to their class website.
- Teachers will be able to add Resources or Web Documents to individual classes or to all classes taught by the teacher.

Materials:

- Laptop
- Documents that have been previously saved as a PDF that will be added to the classroom site.

Resources:

- Handout about accessing Resources and Web Documents section on the faculty web page.
- <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Faculty](#) > [Communications](#) > Resources)
- <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Faculty](#) > [Communications](#) > Web Documents)

Introduction:

1. What is the difference between a Resource and a Web Document? Discussion will be had that a resource is a website that you would like the class to go to practice skills or to learn about a topic being covered in class. A web document is a PDF, Word, Excel, PowerPoint, etc. that you have created on your computer and want it made available to your students.

Content:

1. Adding a resource link will be looked at first. At this time none of the teachers have links that they want made available to their class. We will show how it is done with a generic link to a math website. Once they have a link they want to add they can follow the handout directions and seek out help if needed.
2. Give out Handout 4A which will cover the steps for adding a resource to the class website.
3. Teachers will return to the Faculty Web homepage to access the Resource tab under the Web Configuration. This is the same start as in Lesson 2 and 3.
4. Select the class that we would like the link associated with. Since we are going to practice with a math link, please select your math class.

5. In the Resource Window the first box is “Sort Order.” Since this is the first link we are adding, there is no sort order. As you add more links to the list you can place them in a specific order by placing a number in the “Sort Order” box.
6. In the description box you will write a brief statement about the website that we are linking to. In this case let’s put, “A math site to help students work on their math skills.”
7. In the URL box we are going to put the website: <http://www.aplusmath.com/>.
8. Since this site is only dealing with the subject of math we will not check the global box. If the website covered more than one subject you can check the global box and it will show up for every class the teacher teaches.
9. Be sure to click save and then test the link just to be sure the URL is correct.
10. To see how it will look to the parents, click on the Parent Web and click on the resource tab. See Handout 6A for more detailed directions On the Parent’s Web view.
11. After the resource has been entered, web documents will now be looked at and added to the class site. Every teacher should have brought at least two documents to load to their site. One should be their class newsletter.
12. Return back to the Faculty Web homepage and click on Web Configuration and then Web Documents.
13. We will first add your class newsletter and then have each teacher upload a different document on their own. Handout 4B is a step-by-step guide to what completed in the training class.
14. Since the newsletter is going to be uploaded to the class site, everyone should select their homeroom class.
15. Near the bottom of the window, click on the button that says “Add New Document.” Handout 4C will show screenshots for uploading a new document to the site.
16. Browse your computer for the specific document to be uploaded. Click **Open** and then **Submit**. A successfully uploaded message will appear. Once this message comes up, close out of the browse window.
17. Double Click on the newly uploaded document.
18. Add a caption, a begin date and an end date for this document.
19. Click Save and then Preview to see the uploaded document.
20. To see the page as the parents will see it, click on Parents Web and follow Handout 6A.

Evaluation:

- As teachers are putting the resource up on the site, walk around the room to see that steps are being followed.
- As teachers are putting the web document up on the site, walk around the room to see that steps are being followed.
- Teachers will upload a second web document up on their class site on their own. Walk around to check for completion of task.

Handout 4A: Creating Resource Links

1. Login into RenWeb and access the FacultyWeb homepage.
2. From the Main Menu, click **Web Configuration**.
3. Click the **Resources** button. The **Web Configuration (Resources)** screen displays.
4. From the **Class** drop-down list, select the class for which the resource link is intended.

FacultyWeb Version Appearance

Web Configuration (Resources)

Class : YBK-A

| ORDER | GLBL | NAME |
|-------|------|--------------------|
| 0 | Y | Watch this program |
| 0 | Y | MLA Format |

Sort Order : 0

Description : (http://www.yahoo.com)

URL :

☐ Global

New Save Delete

Test Link

Adding a Class Resource Link

1. From the **Class** drop-down list (top left), select the class.
2. Click **New**.
3. In the **Sort Order** field, insert the order that this link should have in the list of Resources.

Order defines the order in which the resources are displayed on the web page.
4. In the **Description** field, type a description of the link.
5. In the **URL** field, type the website address following the address convention shown above the field.

Example `http://www.yahoo.com`
6. Click the **Global** check box to make the resource viewable by all classes taught by you.
7. Click **Save**. Recommended: Test the resource link.

Testing a Class Resource Link

1. Navigate to the **Resources** screen.
2. Click the web site listing you want to test (left).
3. Click **Test Link**.

If the link is entered correctly, the web site opens in a new browser window.

4. Close the newly opened browser window.
5. Click **Save**.

Editing a Class Resource Link

1. Navigate to the **Resources** screen.

2. Double-click the web site listing to edit (left). The web site information displays in the text fields on the right.
3. Edit the information.
4. Click **Save**.

Deleting a Class Resource Link

1. Navigate to the **Resources** screen.
2. Double-click the web site listing to delete (left).
The web site information displays in the text fields on the right.
3. Click **Delete**. Confirm the deletion.
4. Click **Save**.



Handout 4B: Uploading Web Documents

1. Login into RenWeb and access the FacultyWeb homepage.
2. From the Main Menu, click **Web Configuration**.
3. Click the **Web Documents** button. The **Web Configuration (Web Documents)** screen displays.
4. From the **Class** drop-down list, select the class for which the calendar is intended.

FacultyWeb Version Appearance

Web Configuration (Web Documents)

Class : ENG H 1-A

| FileName | Caption | Global | StaffID | Begin Date | End Date |
|-------------------------------|--------------------------|--------|---------|------------|------------|
| Make up work.docx | Make Up Work | N | -1 | 01/28/2010 | 03/28/2010 |
| Persuasive speech rubric.docx | Persuasive Speech Rubric | N | -1 | 01/28/2010 | 04/28/2010 |

Document Properties

File Name :

Caption :

Document ID : 0

Begin Date : Jan 28 2010

End Date : Jan 28 2010

☐ Global

Add New Document

New

Save

Delete

Preview


My Web Documents

Help

Uploading a Web Document

1. Click **New** (right).
2. Click **Add New Document** to access the folders containing your documents on your computer.

The **Open** folder directories dialog box displays.

3. From the displayed folder directory, select the folder and the document to upload.
4. Click **Open**, then click the  button to exit the screen.

The file name of the uploaded document appears in the **FileName** grid.

5. Double-click the recently added file name in the **FileName** grid.

The file name displays in the **File Name** text box.

6. In the **Caption** text box, type a title describing the document.
7. The **Document ID** is automatically assigned to each uploaded document.
8. From the **Begin Date** and **End Date** drop-down lists, select the time frame to make the document available for download.
9. Select the **Global** option to make the document available to all classes you teach.
10. Click **Save** to save the document.
11. To preview a document download screen, double-click the file name. Click **Preview**.
12. Click **Save**.

Delete a Web Document

1. Navigate to the **Web Documents** screen.
2. Double-click the document to be deleted (left).

The document information appears in the text boxes to the right of the screen.

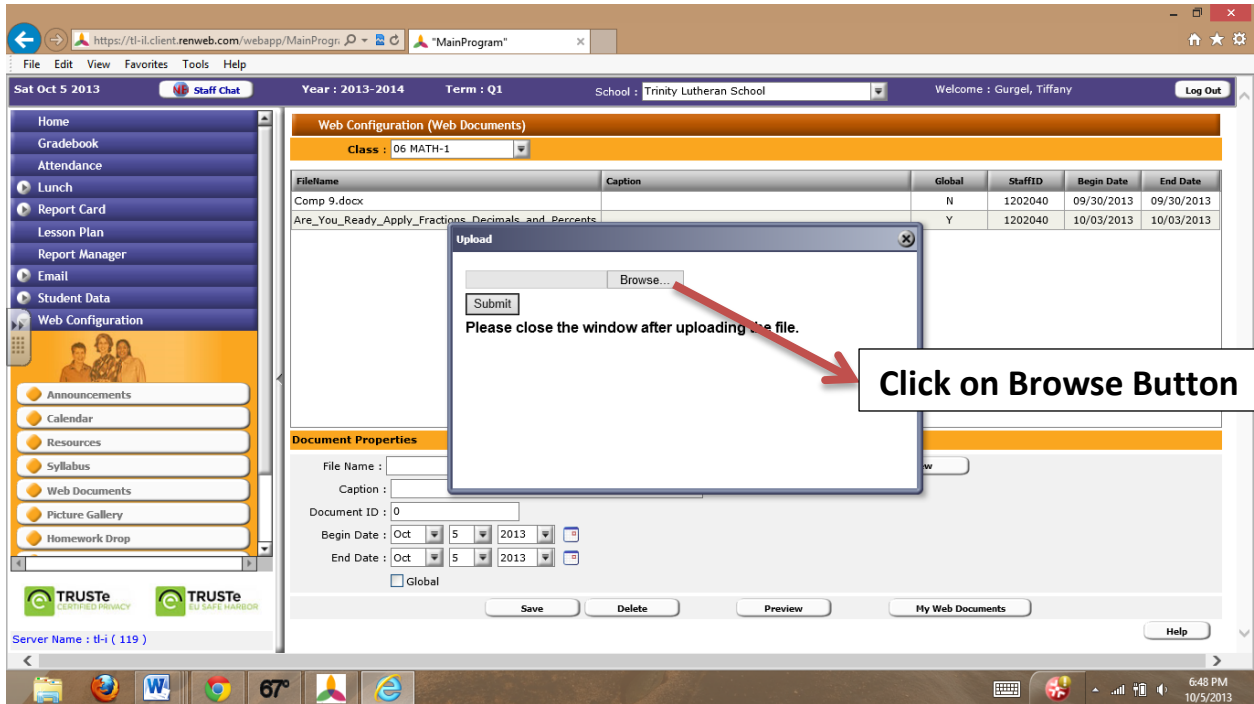
3. Click **Delete**. Confirm the deletion.

Updated 4/17/2012

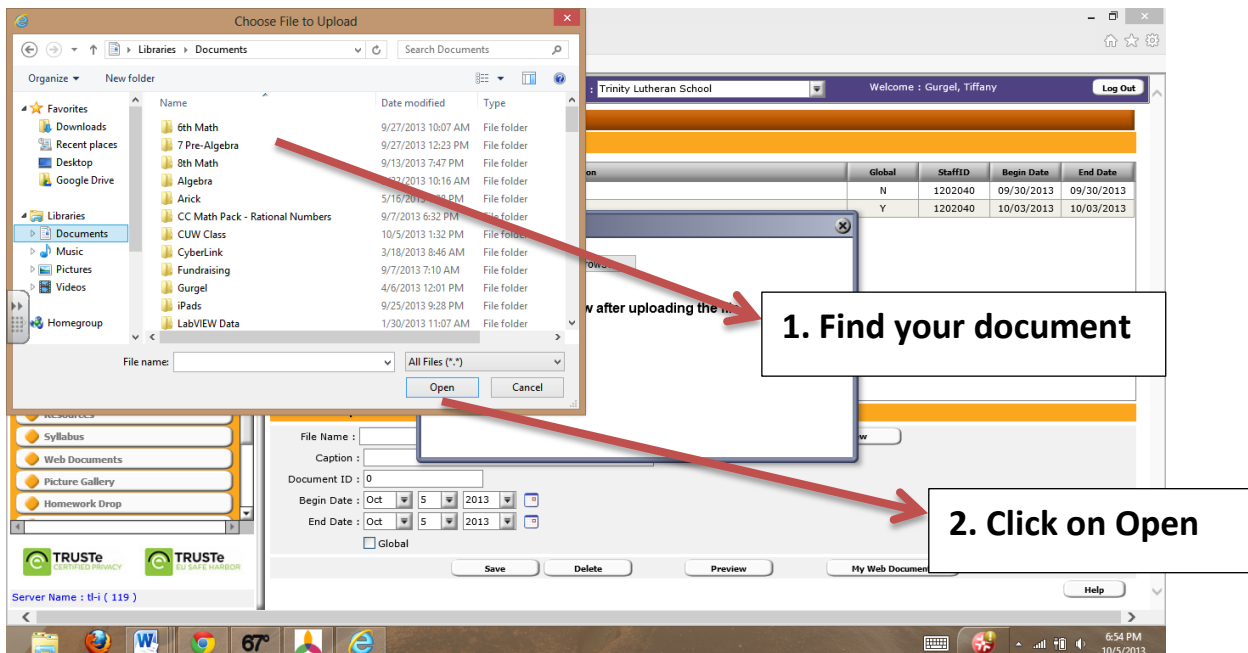


Handout 4C: Uploading a Web Document with Screenshots

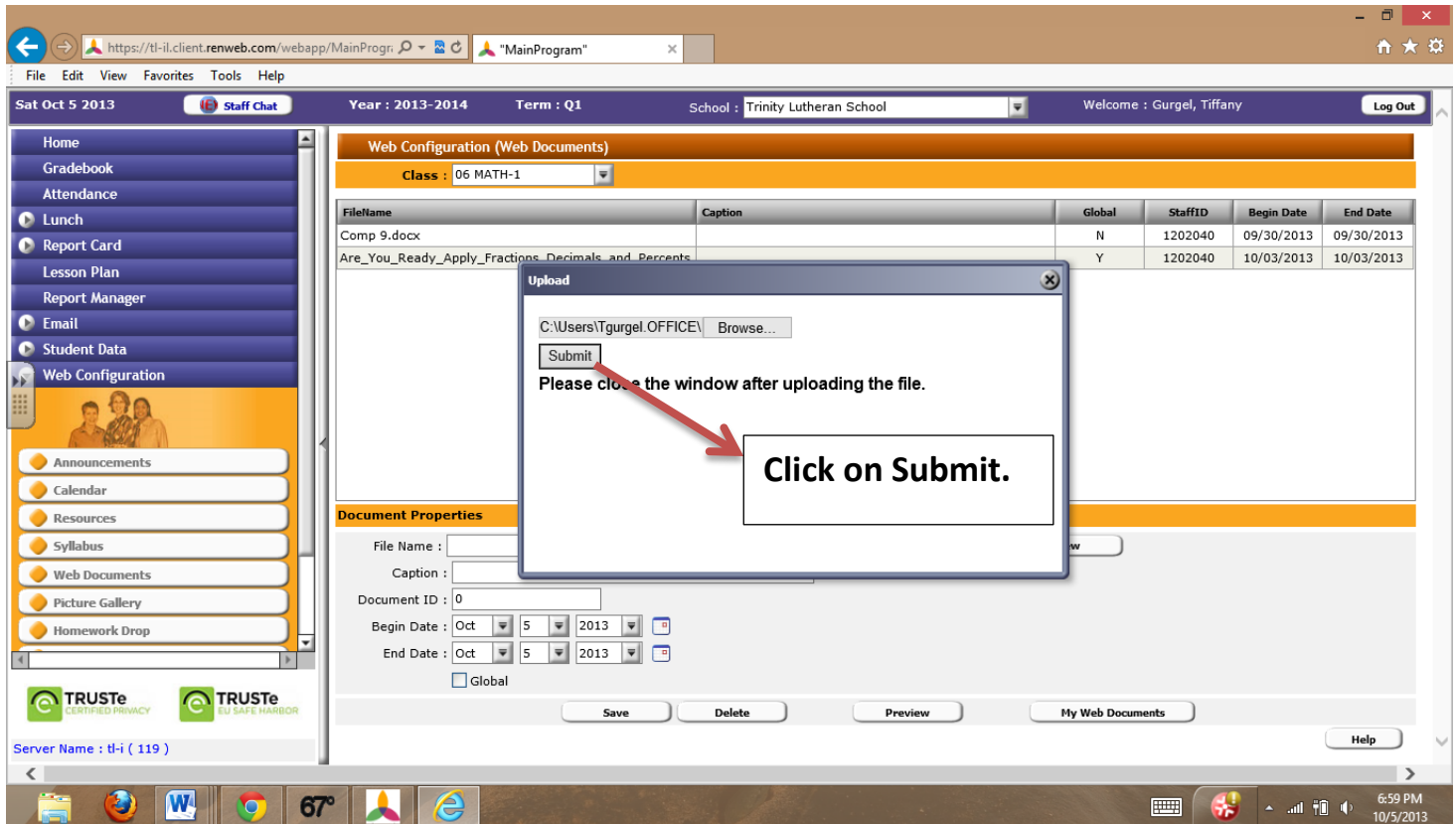
1. Click **Add a New Document**.
2. Click **Browse** to access the folders containing your documents on your computer.



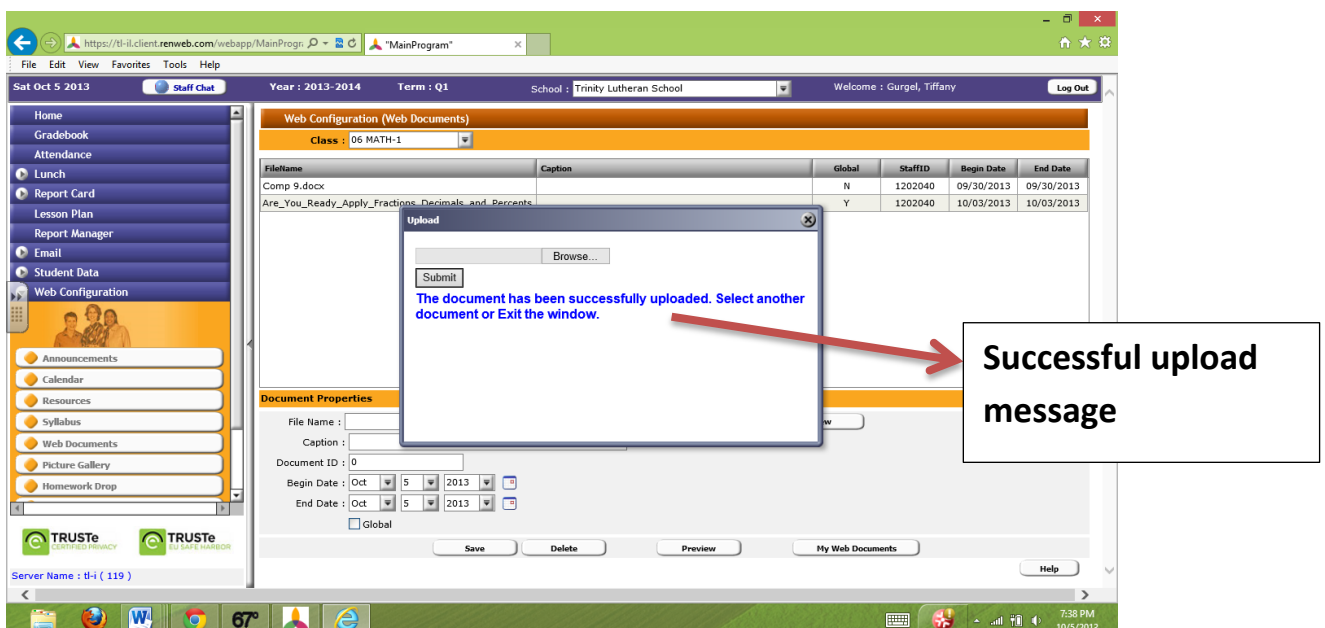
3. Find the document that you wish to upload to your site. Then Click on **Open**.



4. Click on **Submit**.



5. You will get the following message when your document has been successfully uploaded.



6. Exit window and double click the document that was just added. You will then add a tile in the **Caption** box. The **Document ID** is automatically assigned to the document. From the **Begin Date** and **End Date** lists, select the dates that you would like this document available to your parents. Click Global if this document applies to all classes that are taught. Click **Save**. Click **Preview** to see the document.

The screenshot shows the 'Web Configuration (Web Documents)' page in a web browser. The interface includes a sidebar with navigation links like Home, Gradebook, Attendance, Lunch, Report Card, Lesson Plan, Report Manager, Email, Student Data, and Web Configuration. The main content area shows a table of documents for 'Class: 06 MATH-1'. The table has columns for Filename, Caption, Global, StaffID, Begin Date, and End Date. The document '5 Test Review.pdf' is highlighted. Below the table is the 'Document Properties' section, which includes fields for File Name, Caption, Document ID, Begin Date, End Date, and a Global checkbox. There are buttons for 'Add New Document', 'New', 'Save', 'Delete', 'Preview', and 'My Web Documents'. Red arrows point from numbered callouts to specific elements: 1. Double Click the document (points to '5 Test Review.pdf'), 2. Type a description of document (points to the Caption field), 3. Document ID will already be in box (points to the Document ID field), 4. Select the begin and end date from the drop-down list (points to the Begin Date and End Date fields), 5. Click only if you want this document to appear on every class (points to the Global checkbox), 6. Click Save (points to the Save button), and 7. Click Preview (points to the Preview button).

| Filename | Caption | Global | StaffID | Begin Date | End Date |
|--|---------|--------|---------|------------|------------|
| Comp 9.docx | | N | 1202040 | 09/30/2013 | 09/30/2013 |
| Are_You_Ready_Apply_Fractions_Decimals_and_Percents. | | Y | 1202040 | 10/03/2013 | 10/03/2013 |
| 5 Test Review.pdf | | N | 1202040 | 10/05/2013 | 10/05/2013 |

Document Properties

File Name : 5 Test Review.pdf Add New Document New

Caption : 2. Type a description of document

Document ID : 40 3. Document ID will already be in box

Begin Date : Oct 5 2013 4. Select the begin and end date from the drop-down list

End Date : Oct 5 2013

☐ Global 5. Click only if you want this document to appear on every class

Save Delete Preview My Web Documents Help

6. Click Save 7. Click Preview

Lesson 5: Placing Pictures onto the Class Website

Objectives:

- Teachers will be able to navigate to the Faculty Web to add pictures to their class website.
- Teachers will be able to add Pictures to individual classes or to all classes taught by the teacher.

Materials:

- Laptop
- Pictures of their class that are loaded on their computers

Resources:

- Handout about accessing Picture Gallery section on the Faculty Web page.
- <http://www.renweb.com/robohelp/sg1116dgh/renweb.htm> (Follow these links once on the help page: [Faculty](#) > [Communications](#) > Picture Gallery)

Content

1. Give out Handout 5A which will cover the steps for adding pictures to the class website.
2. Teachers will return to the Faculty Web homepage to access the Resource tab under the Web Configuration. This is the same start as in Lesson 2 through 4.
3. For primary grades (pre-k through 5th) pictures should be attached to the homeroom class. In the upper left-hand corner of window, select the homeroom class.
4. In the right-hand side of the window click on the “Get Picture” button to load picture onto website. Handout 5B will show screenshots for uploading a picture to the site.
5. Browse the computer for the specific picture to be uploaded. Click **Open** and then **Submit**. A successfully uploaded message will appear. Once this message comes up, close out the browse window. (Note: It may take up to 1 minute for this message to appear.)
6. Double Click on the newly uploaded picture.
7. Add a caption, the location, and group for the picture. (Caption- brief description, location – cover or gallery, and group – what group or album it belongs to)
8. Click Save and the Preview to see the uploaded picture.

Evaluation:

- As teachers are putting the picture up on the site, walk around the room to see that steps are being followed.
- Teachers will upload a second picture to their class site on their own. Walk around to check for completion of task.


Handout 5A: Uploading Picture Gallery

1. Login into RenWeb and access the FacultyWeb homepage.
2. From the Main Menu, click **Web Configuration**.
3. Click **Picture Gallery**. The **Web Configuration (Picture Gallery)** screen displays.
4. From the **Class** drop-down list, select the class for which the picture is intended.

FacultyWeb Version Appearance

Web Configuration (Picture Gallery)

Class : ENG H II-a



Picture Properties

Get Picture

New

ybk pic.jpg

Caption : Mrs. Wendt

Picture ID : 95

Staff ID : 242

Location : GALLERY

Grouping :

Hyperlink :

☒ Global

Save

Delete


Preview

Note: If the image is larger than the specified size it will be resized to 400 x 400 pixels before uploading

| FileName | Caption | Location | Group | HyperLink | Share | StaffID | ClassID | PictureID | System |
|-------------|---------|----------|-------|-----------|-------|---------|---------|-----------|--------|
| ybk pic.jpg | | | | | N | 242 | 2501 | 95 | N |

Help

Upload a Picture

1. From the **Picture Gallery** screen, click **New** (top right).
2. Click **Get Picture** to access the folders on your computer that contain your pictures.
The folder directory dialog box displays.
3. From the folder directory, select the folder and picture to upload.
4. Click **Open**.
5. Click **Submit**. Click  to exit after you receive the **Successfully Uploaded** message.
The file name displays in the picture file list (bottom).
6. From the picture file list (bottom), double click the uploaded file name.
The picture file name displays in the text box below **Picture Properties** (top).
7. In the **Caption** text box, type a title for that picture.
The **Picture ID** and **Staff ID** are automatically assigned to each uploaded picture.
8. From the **Location** drop-down box, select the location where the photograph will be displayed.
 - a. **Cover** The image displays on the front page of the **Classroom** web site, below the banner and above **Announcements**.
 - b. **Gallery** – The image displays in the selected gallery.
9. In the **Grouping** text box, select the group, or album, to which the photograph belongs, or type a name in (i.e., athletics, student life, our graduates, etc.).
10. If you want to hyperlink the picture to another web site, type the URL in the **Hyperlink** text box.
11. If the picture should be viewable by all classes, check the **Global** check box or leave

blank for the current class only.

12. Click **Save** to upload the image.



Notes:

- Often images scanned or taken from digital cameras are saved in a very large format.

Uploading large photographs can be time-consuming, and use a great deal of space on the server. It is better to load the images into photo editing software (Paint Shop Pro, Adobe Photoshop, Corel, etc.) and reduce them in size before uploading them to your web site.

- For ease of viewing and uploading, horizontal photos will be automatically re-sized to have a width of 400 pixels and vertical photographs resized to have a height of 400 pixels.

Edit a Picture

1. Navigate to the **Picture Gallery** screen.
2. From the picture file name list (bottom), double-click the file name to edit.
3. Edit the information.
4. Click **Save** to save your changes.

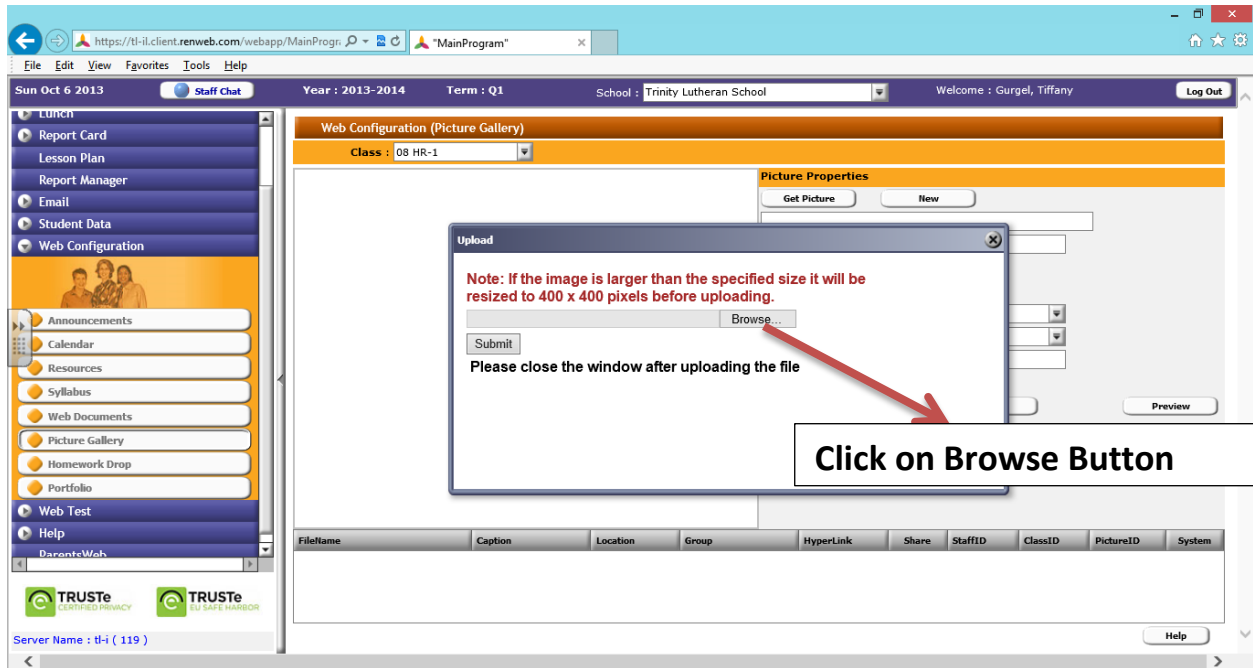
Delete a Picture

1. Navigate to the **Picture Gallery** screen.
2. From the picture file name list (bottom), double-click the file name to delete.
3. Click **Delete**. Confirm the deletion.

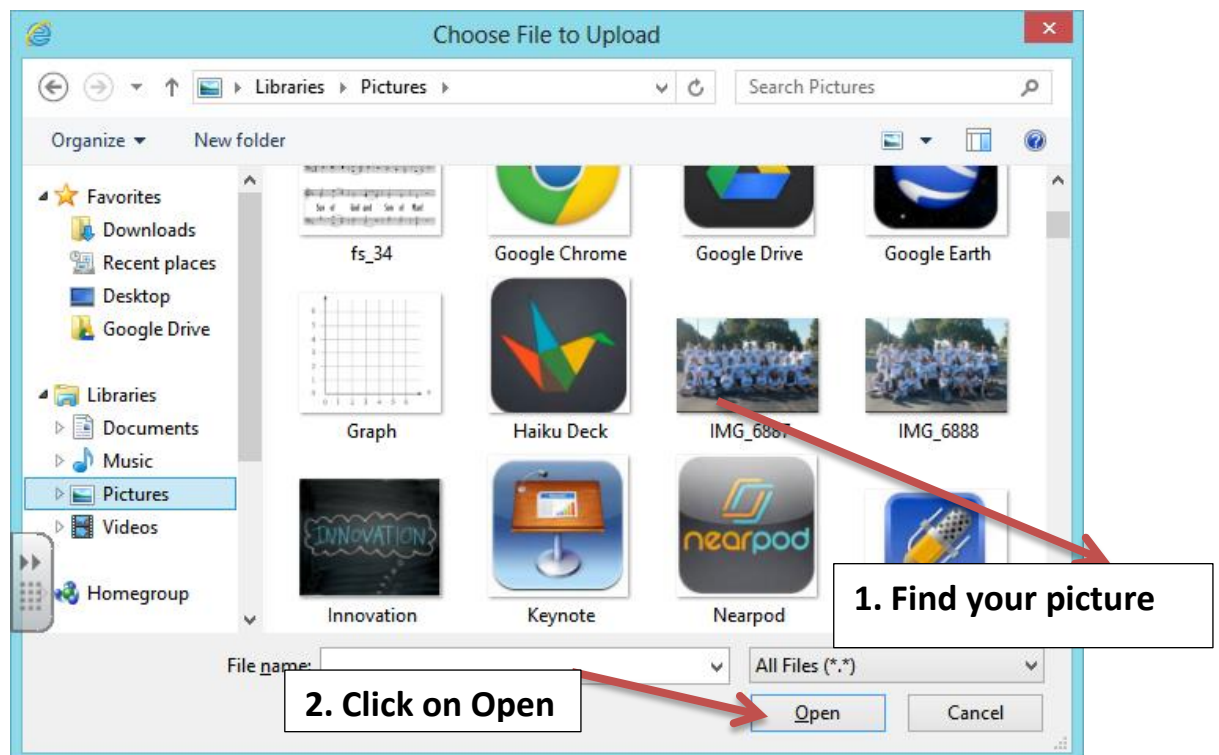
Updated 5/8/2012

Handout 5B: Uploading a Picture with Screenshots

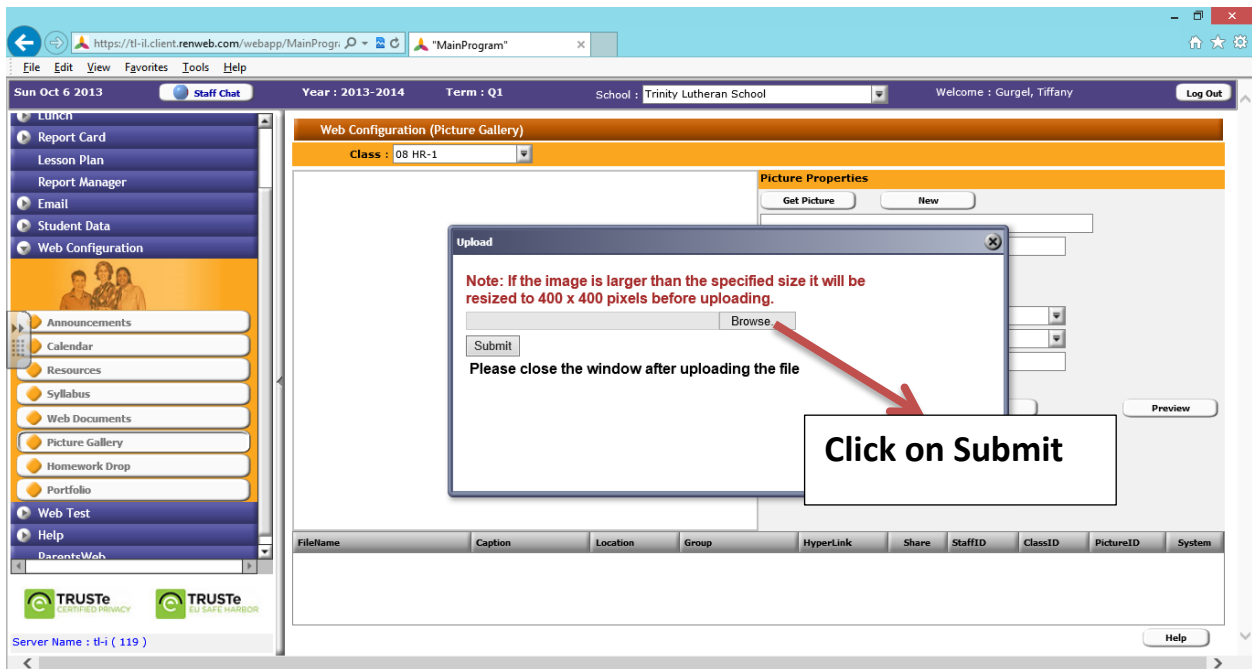
1. Click **Get Picture**.
2. Click **Browse** to access the folders containing your documents on your computer.



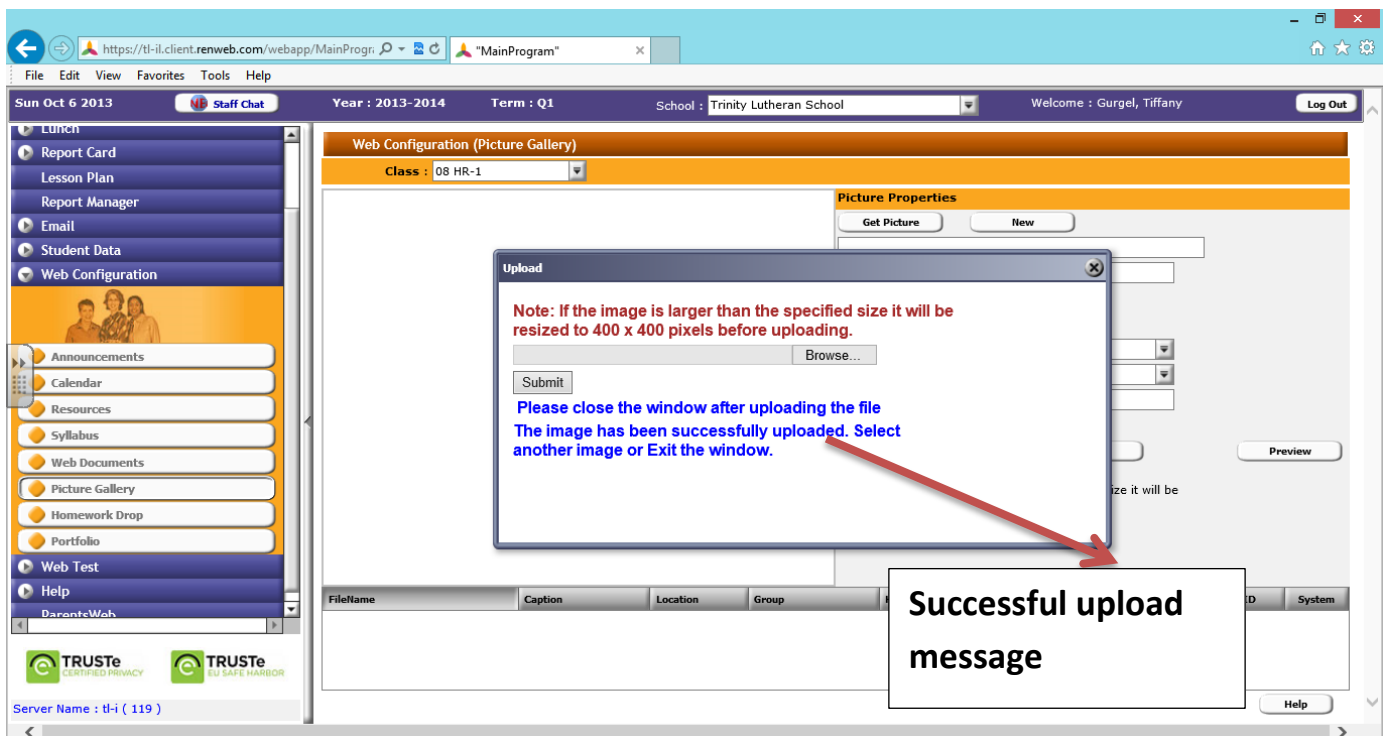
3. Find the picture that you wish to upload to your site. Then Click on **Open**.



4. Click on **Submit**.



5. You will get the following message when your picture has been successfully uploaded. Once this message appears, close out the window (hit the x in the top right corner of window)



6. Double click the document that was just added. You will then add a tile in the **Caption** box. The **Photo ID** and **Staff ID** are automatically assigned to the document. From the **Location** list select either **cover** or **gallery**. Cover means it will be on the front page of the website and gallery means it will display within the gallery you select to your parents. In **Grouping**, select the group the picture belongs or type the title for the new group you are creating (Apple Orchard, Chapel, etc.). Click Global if this document applies to all classes that are taught. Click **Save**. Click **Preview** to see the document.

The screenshot shows the 'Web Configuration (Picture Gallery)' page in a web browser. The interface includes a sidebar menu on the left with options like 'Email', 'Student Data', 'Web Configuration', 'Announcements', 'Calendar', 'Resources', 'Syllabus', 'Web Documents', 'Picture Gallery', 'Homework Drop', 'Portfolio', 'Web Test', and 'Help'. The main area displays a large photo of a group of students in white t-shirts. To the right of the photo is a 'Picture Properties' form with fields for 'Caption', 'Picture ID', 'Staff ID', 'Location', 'Grouping', and 'Hyperlink'. Below the form are 'Save' and 'Delete' buttons. At the bottom of the page is a table with columns: 'Filename', 'Caption', 'Location', 'Group', 'HyperLink', 'Share', 'Staff ID', 'ClassID', 'PictureID', and 'System'. The first row of the table shows 'IMG_6887.JPG' and 'N 1202040'. Red arrows point from numbered callout boxes to specific elements: 1. Double click photo (points to the sidebar menu), 2. Type a description of photo (points to the Caption field), 3. Photo ID and Staff ID will already be in box. (points to the Picture ID and Staff ID fields), 4. Select Cover or Gallery for location of picture (points to the Location dropdown), 5. Select previous name or add title for picture group (points to the Grouping field), 6. Click Save (points to the Save button), and 7. Click Preview (points to the Preview button).

1. Double click photo

2. Type a description of photo

3. Photo ID and Staff ID will already be in box.

4. Select Cover or Gallery for location of picture

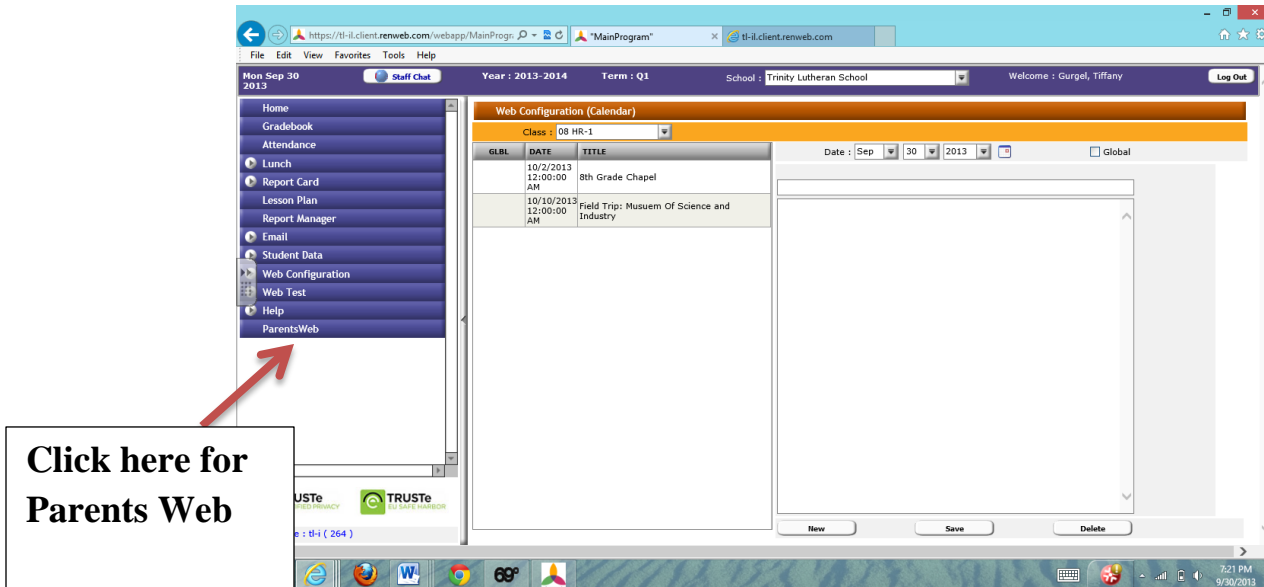
5. Select previous name or add title for picture group

6. Click Save

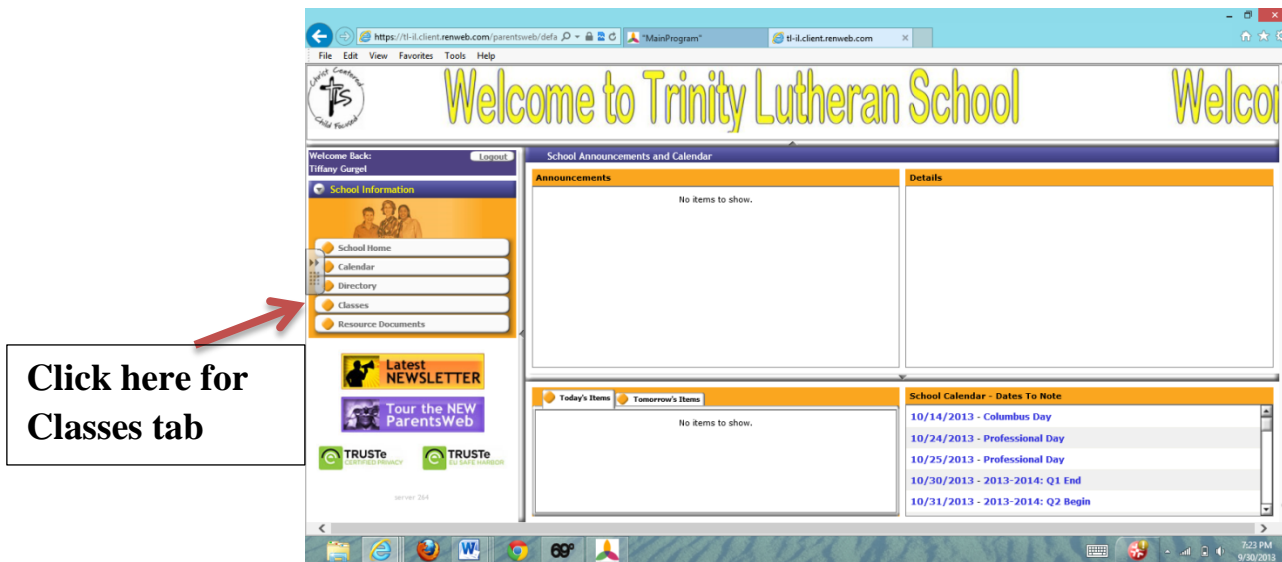
7. Click Preview

Handout 6A: Parents Web Views

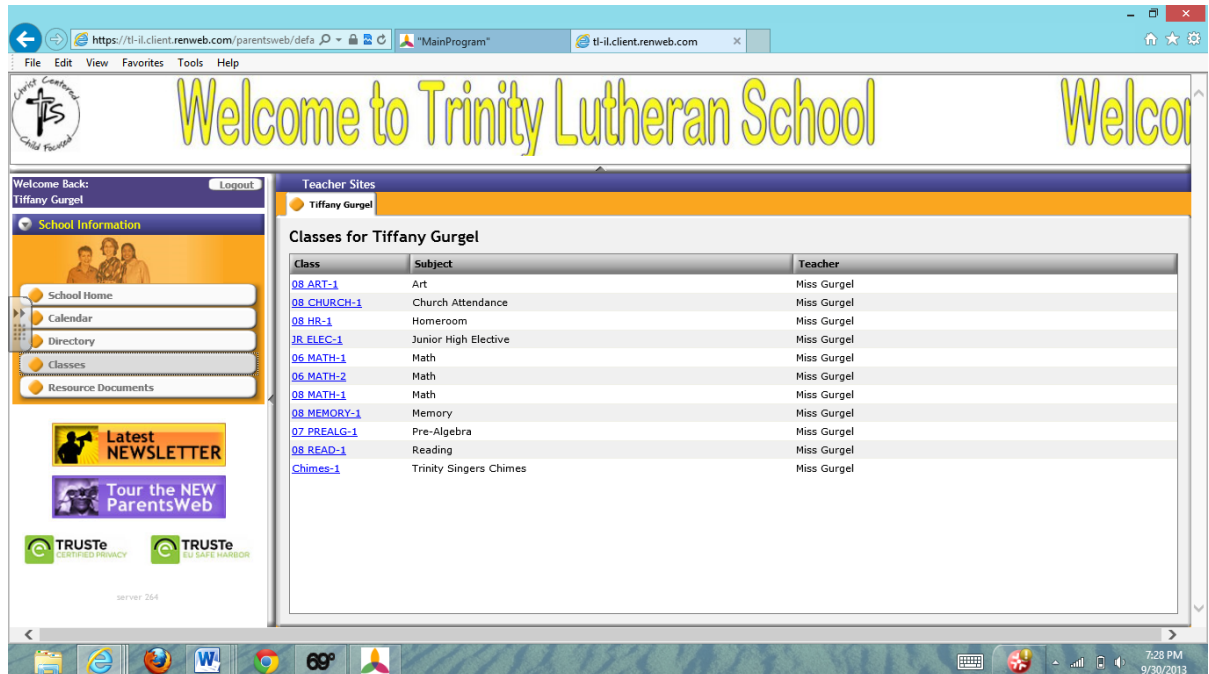
1. Click on Parents Web from the Faculty Web homepage.



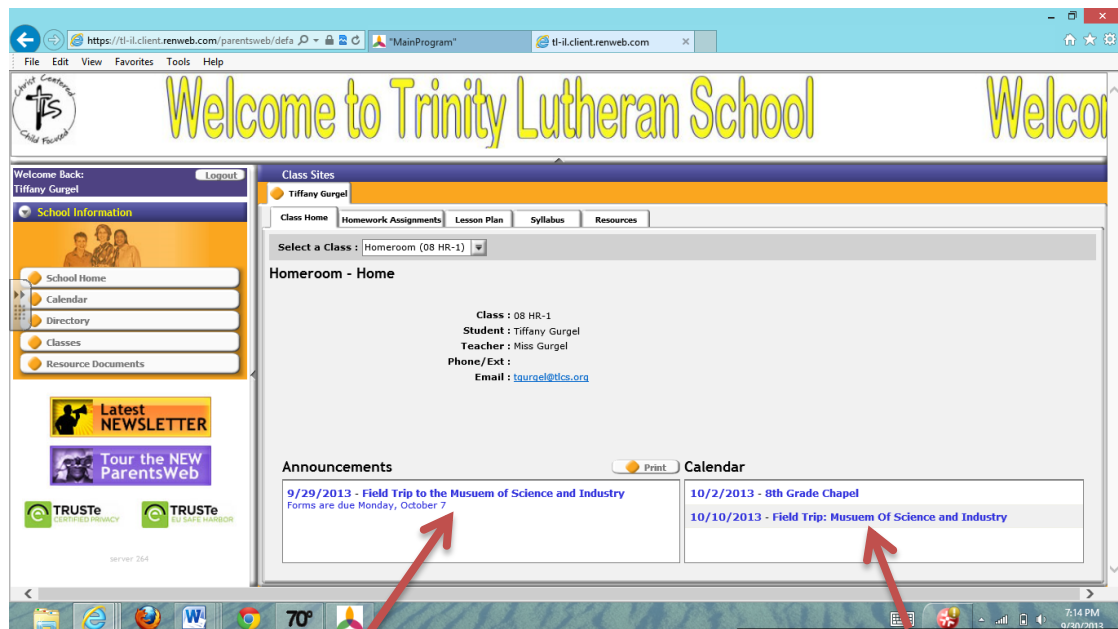
2. Click on Classes tab.



3. All classes that you teach will appear. Click on your homeroom class (or any class that you have added material to).



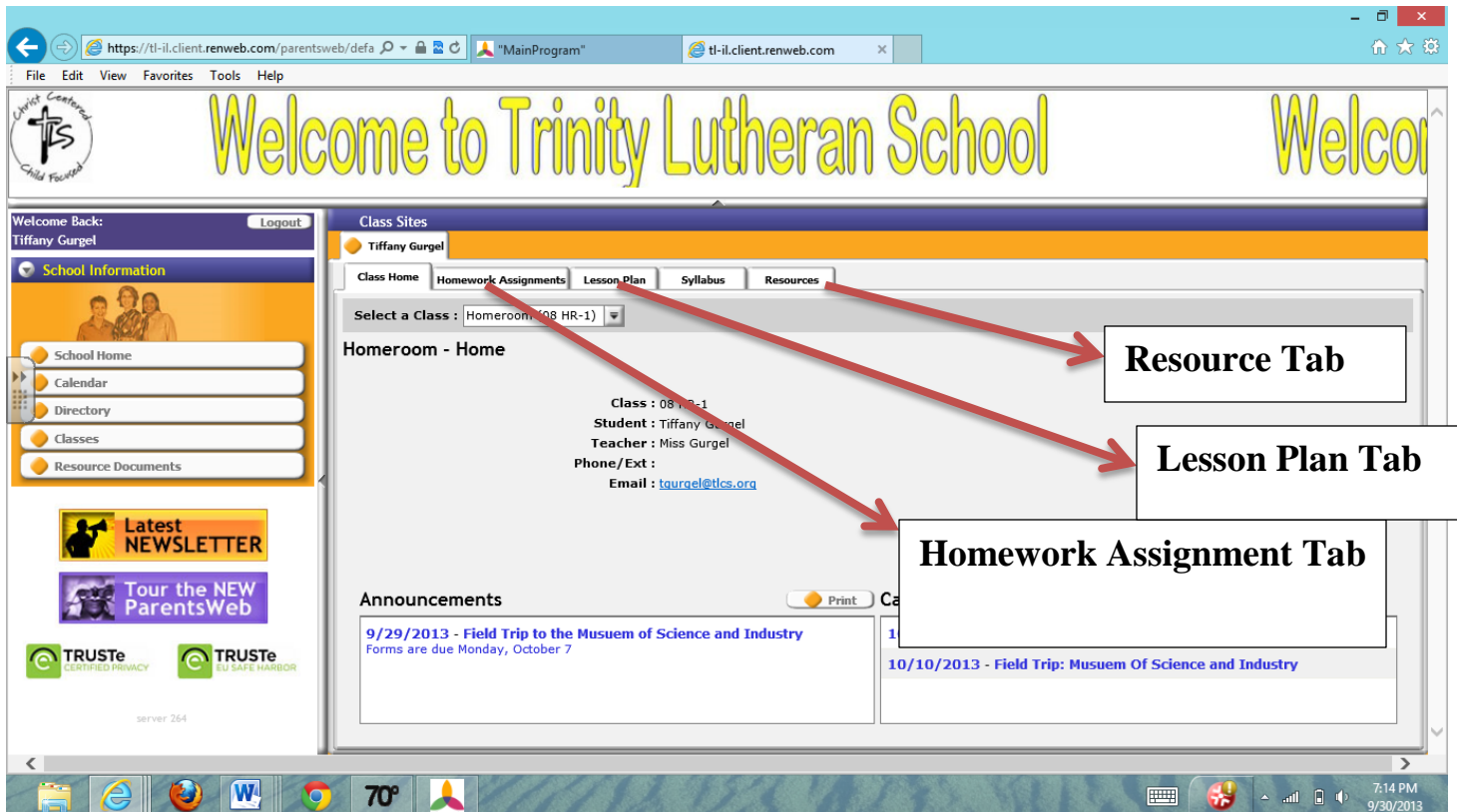
4. Once you have clicked on your homeroom you will be able to see any announcements or calendar events that have been added.



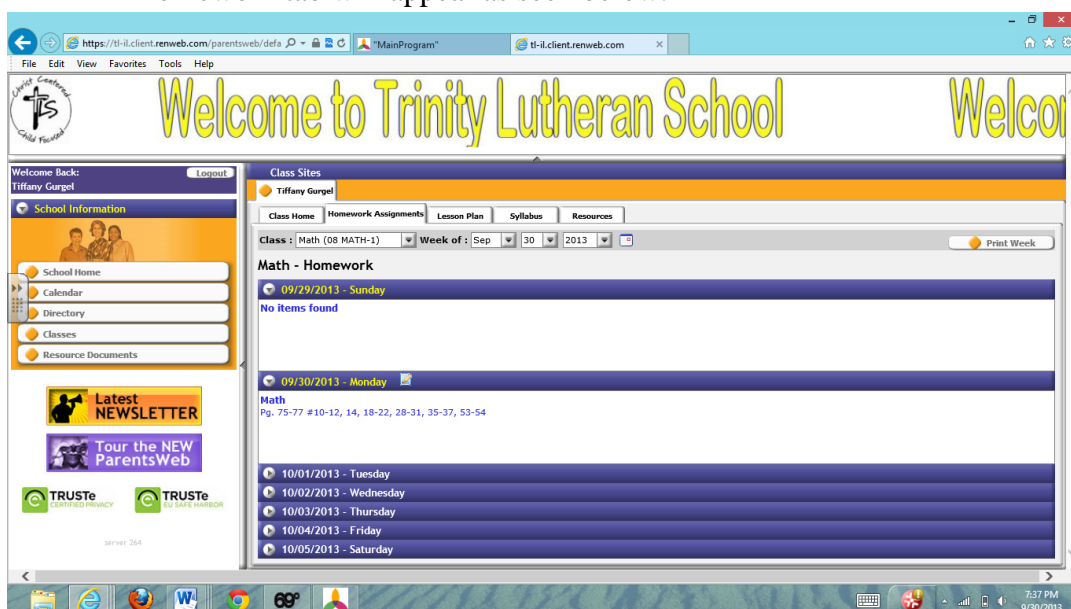
Announcements are shown here.

Calendar events are shown here.

5. By clicking on the Homework tab and Resources tab, you will be able to see the homework that has been added and the documents and web links that you have added to your site. The lesson plan tab will show any worksheets that are associated with a homework assignment. We do not use the syllabus tab.



Homework tab will appear as seen below.



Resource tab will appear as seen below.

The screenshot shows the Trinity Lutheran School ParentsWeb interface. The main header says "Welcome to Trinity Lutheran School". On the left, there's a sidebar with "Welcome Back: Tiffany Gurgel" and a "Logout" button. Below that, there's a "School Information" section with links to "School Home", "Calendar", "Directory", "Classes", and "Resource Documents". There's also a "Latest NEWSLETTER" and a "Tour the NEW ParentsWeb" button. The main content area is titled "Class Sites" and shows "Tiffany Gurgel" as the selected class. Below this, there are tabs for "Class Home", "Homework Assignments", "Lesson Plan", "Syllabus", and "Resources". The "Resources" tab is active, showing a table with columns "View", "Name", and "Description". A red arrow points from a text box to a document named "Comp 9.docx" in the "Documents" section. The text box says: "This is a web document that has been added for this class."

If a document has been added to a homework assignment it will be found in the lesson plan tab as shown below.

The screenshot shows the Trinity Lutheran School ParentsWeb interface, similar to the first one, but with the "Lesson Plan" tab active. The "Lesson Plan" section shows a list of dates from 09/29/2013 to 10/05/2013. A red arrow points from a text box to a link titled "Supplemental Document: Are You Ready Apply Fractions Decimals and Percents.pdf" under the date 10/03/2013. The text box says: "This is a web document is associated with an added homework assignment."

Post-Training Survey

Please rate your confidence on the skills presented during this training session on a scale of 1 through 5 (5 being very confident and 1 being not confident at all)

1. Adding homework to your classroom website

1 2 3 4 5

2. Adding a web document to a homework assignment

1 2 3 4 5

3. Adding announcements to your classroom website

1 2 3 4 5

4. Adding calendar events to your classroom website

1 2 3 4 5

5. Adding resources to your classroom website

1 2 3 4 5

6. Adding web documents to your classroom website

1 2 3 4 5

7. Adding a picture gallery to your classroom website

1 2 3 4 5

| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
|--|-----------------------|--------------|----------------|-----------------|--------------------------|
| The training met my expectations. | | | | | |
| The topics covered were relevant to me. | | | | | |
| The content was well organized and easy to follow. | | | | | |
| The handouts were well organized and useful. | | | | | |
| Time was given for questions and discussion. | | | | | |
| The time allotted for the training was sufficient. | | | | | |

8. What was most helpful about the training?

9. What could have been improved with the training?

10. Is there any area of the RenWeb program that you feel you need additional training with? Explain.

11. Any other comments?