

## SchoolWorld Teacher Pages Website Training – Quick Reference

Add this site to your favorites on your laptop: [www.bloomfieldcsd.org/staff](http://www.bloomfieldcsd.org/staff) OR  
Click on the BCS Homepage and add “/staff” to the end of the web address.

Remember your password: \_\_\_\_\_

### Getting Started:

- Click on **Management** Tab (right most tab) in **Main Menu** section:
  - **User Options:**
    - **Login Info** Tab:
      - Change Password.
    - **Contact Info** Tab:
      - Change Friendly Website Name.
    - **Site Options** Tab:
      - Activate website by placing “✓” next to “Show on Classroom Pages”.
    - **Design** Tab:
      - Choose Template:
      - Template may be changed anytime without losing content.

### Get your bearings:

- Click on **Main Menu** in the upper right hand corner.

### View changes you just made:

- Click on **View Site** in the upper right hand corner:
  - This opens a separate window. After viewing your site, close out this window and your Teacher Page Login will still be active.

### WebSite Sections (items that run down left hand side of your website):

- When in Main Menu, choose the **My Site Content** tab.
  - Click on **Add Main Section** at bottom:
    - Customize by adding as many sections as you like.
  - Click on **Sort Web Site** at bottom:
    - Turn on or off main sections quickly.
    - Re-order main sections:
      - Use the decimal places to help re-order.
- When in Main Menu, choose the **My Applications** tab.
  - Take advantage of the built-in easy to use SchoolWorld applications:
    - My Calendar
    - My Links
    - My Slide Shows
    - My Blog
    - My Polls
    - My Homework
    - My Booklist
    - Forms
    - Puzzles-Word Searches

### Add documents:

- Convert documents to \*.pdf:
  - Office 2007 has a built in \*.pdf converter:
    - Go to File => Save As => In drop down box (Save as Type), choose PDF.

### Stay Organized:

- Store your website documents in a folder on your laptop desktop.