

## Connect 6: Log In

### Log In

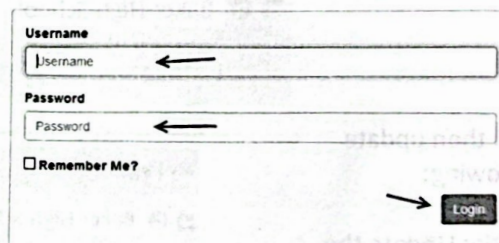
Once you have been added as a user and assigned the Site Admin role, you will receive a 'Set Your Password' email that will indicate your Username and provide a link to set your password. You will select the 'Click Me To Set Your Password' link and be directed to change your password and confirm. You will then be set to log into the website.

- Click the Login link in the upper right-hand corner.





- Enter your user name.
- Enter your password.
- Select Login.

#### Login













**Note:** You may select the Lost or Forgotten Password at any time to receive an email with a link to update your password.

 Login Tools

 Lost or Forgotten Password

- Select the dropdown menu beside your Username to display your User Menu. Your User Menu will display options according to your permissions.

 JTaylor ▾

-  My Profile
-  My Library
-  Notifications
-  Connection Groups
-  Site Admin
-  Manage My Announcements
-  Manage My Blogs
-  Manage My News
-  Manage My Alerts
-  Log Out



## Connect 6: My Library

### My Library

Every user has their own Library for storage of documents, images, videos, etc. to store that they wish to use to populate their pages. The library uses a high speed multi-file uploader with drag and drop functionality. The Library also includes the ability to share files among your users.

#### My Library:

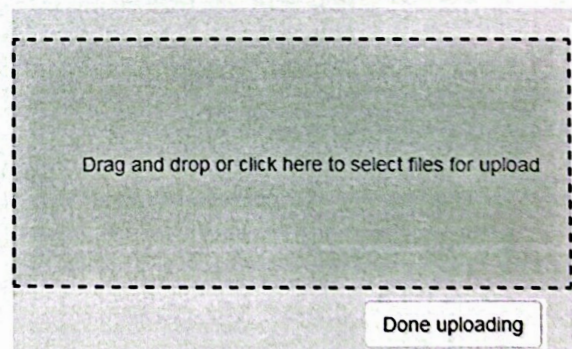
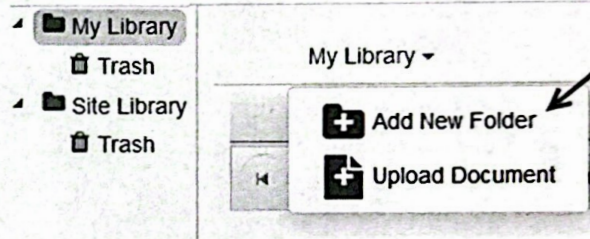
This library is user specific. It allows you to create folders and subfolders to upload and store your files.

- To create a new folder:
  - Select My Library
  - Select Add New Folder
  - Enter the new folder name
  - Select Create
  
- To add files to the folder:
  - Select the folder
  - Select Upload Document
  - You then have the option drag and drop files from your computer into the resulting window 'or' you can select the 'Click Here to select files for upload' link to select files from your computer to add.
  - You will then select Done Uploading

You have the following options once you have selected a file that has been uploaded:

- Download
- Move
- Copy
- Rename
- Delete

#### My Library





- Share (with user)
- Share with Groups
- Information
- Tile View
- List View




## Site Library:

This library allows the Site Admin to store files for site users to view and use them to populate their pages. Unless otherwise specified, site users do not have editing permissions to these files and can only view and use them to populate their pages.

**Note:** A Site Admin has full access to this library and the same options as in My Library.

## My Library

- ▶ My Library
- ▶ Site Library
- ▶ Trash


Site Library ▼	
	File Name
	marching band.jpg
	demoslideshow6.jpg
	demoslideshow2.jpg

## Shared with Me:

If files have been shared with a user, they will see this folder within their My Library area. They only have permissions to view the file and use to populate their pages.

## My Library

- ▶ My Library
- ▶ Site Library
- ▶ Shared With Me
- ▶ Document

Shared ▼	
	File Name
	Procedural Safeguards.pdf

\*\*\*Strongly recommend that you create folders within "My Library" before starting to add content. This will make it much easier to organize and find needed files once you start adding content to your pages. Create a folder for pictures, lesson plans, study guides, handouts, permission slips or forms, etc. You can also create folders within these folders if you need to further organize your materials.




## Connect 6: Populating Your Teacher Page

Your page was created from a Teacher Page Template which determined the page layout and added some predefined Content Apps to your page for editing purposes.

Once you have navigated to your Teacher page, to populate the page you will:

- Select the Edit Page link in the upper left-hand corner of the site.
- Select Create New Draft from the Page Designer – Version Selector: This creates an editable copy of the current published version.

 Edit Page

Page Designer - Version Selector

Create New Draft

Existing Drafts

Create from Archives

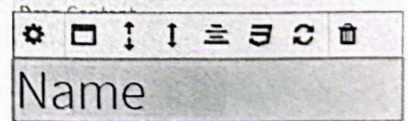
Version Label

Create

### Name:

To edit your Name, you will:

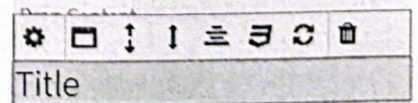
- Hover over the Title App which has the word 'Name' added.
- Simply click the word and you can replace with your name.



### Title:

To edit your Title, you will:

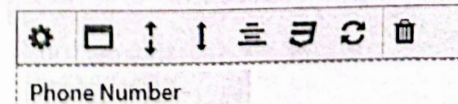
- Hover over the Title App which has the word 'Title' added.
- Simply click the word and you can replace with your job title.



### Phone Number:

To edit your Phone Number, you will:

- Hover over the HTML Editor App which has the word 'Phone Number' added.
- Simply click the word and you can replace with your phone number.

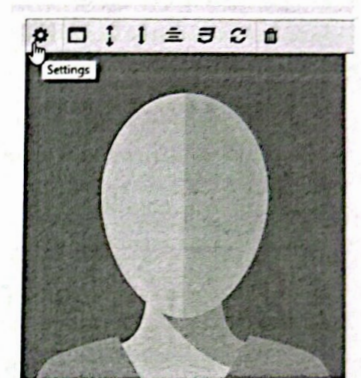




## Updating your Image:

To add your Image, you will:

- Hover over the Image App which has a generic image added.
- Select the Settings icon. This will open the Image Content Settings area.

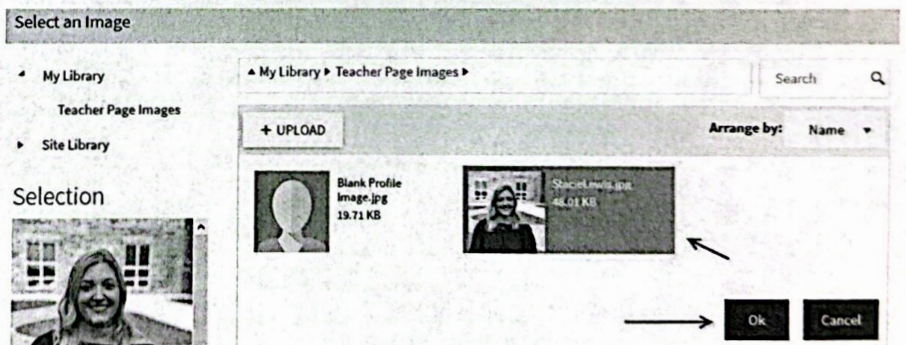


- Select the File Browse button.

Url

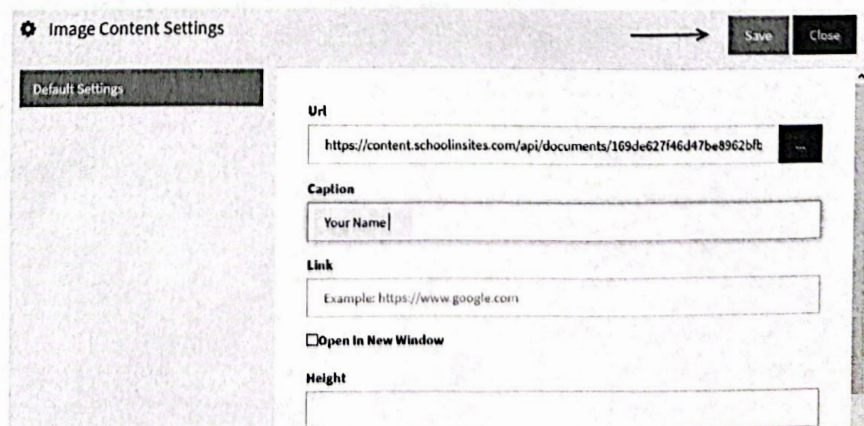
<https://driveqa.schoolinsites.com/api/documents/2b23df0810b841538d4a35f>

- You will then open the folder containing your staff image from My Library 'or' you may select the Upload button to upload your staff image and select. You will click OK.



- Update the Caption area to your name.

- Select the Save button. This replaces the blank image with your own.

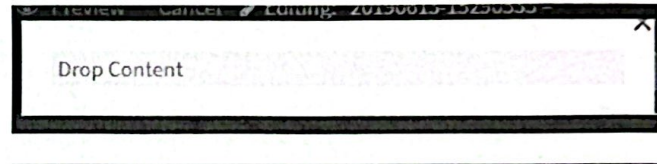
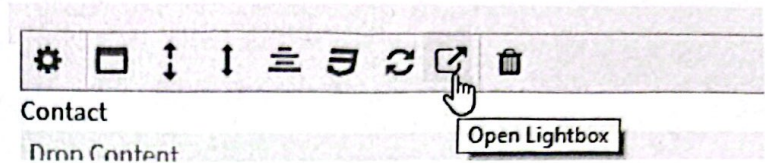




## Contact Link:

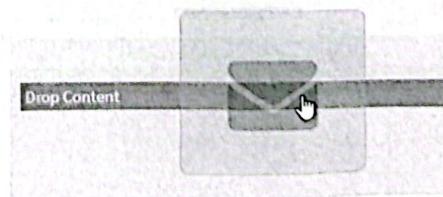
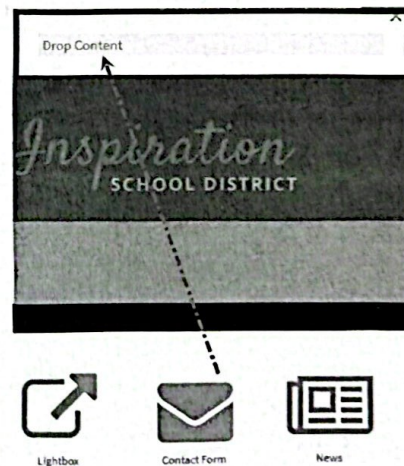
To populate your Contact link:

- Hover over the Lightbox app containing the hyperlinked text (Example: Contact) so that the Styling Toolbar displays.
- Select the Open Lightbox icon. This will open up the Lightbox modal window at the top of the page for you to add your Contact Form app.



To add the Contact Form to the modal window, you will:


- Click on the Contact Form app with your left mouse button.
- Then without releasing the button, drag the app to the lightbox modal window's Drop Content bar.
- When the Drop Content bar turns orange, you will release the mouse button to drop the Content Form app into the content area.



Once the Contact Form is added to the Drop Content bar, it will display the Contact Form Settings.

You will:

- Enter the Contact Form Name. (This is used to distinguish messages sent from different contact forms.)
- Enter the Recipient Email Address(es). (Use a semicolon to separate addresses when specifying multiple recipients.)
- You will need to select the box beside Allow Anonymous Users for the public to be able to contact the recipient(s) via the form.
- Then select the Save button.


**Contact Form Settings**
→
Save
Close

Default Settings

**Contact Form Name**

Example: Jane Doe Teacher Page

Used to distinguish messages sent from different contact forms

**Recipient Email Address(es)**

Example: janedoe@emailaddress.com

Use a semicolon (;) to separate addresses when specifying multiple recipients  
Email addresses are stored securely and cannot be accessed by users or bots

**Allow Anonymous Users**

☒

Turning this on significantly increases the risk of spam from automated bots

- You will then see the Contact Form accordingly within the area and will select the blue 'X' in the upper right-hand corner of the modal window to close the window.


Drop Content → X

**Your Name**

**Your Email Address**

**Subject**

**Message**

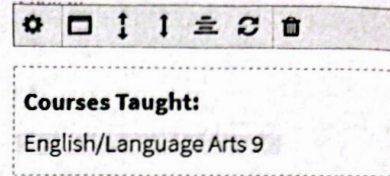
☐ I'm not a robot
 
Send



## Courses Taught:

To update your courses taught, you will:

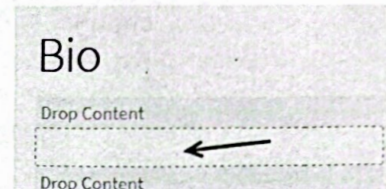
- Click inside of the HTML editor and remove the sample courses and type your courses taught.



## Bio:

To update your courses taught, you will:

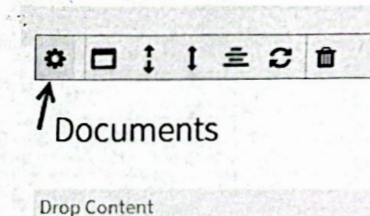
- Click inside of the HTML editor and type your bio information accordingly.



## Documents:

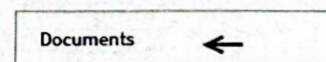
To add documents to your Documents app, you will:

- Hover over the Documents app until the Styling Toolbar is displayed. You will select the Settings option from the Styling Toolbar.

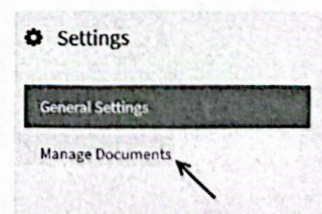


- Within General Settings, the Document List Title displays the 'Documents' title by default. To change that title, you may edit by clicking inside the box and updating the title accordingly.

## Document List Title



- You will then select the Manage Documents link within the Settings window.



- To add files, you will select the Add File button.

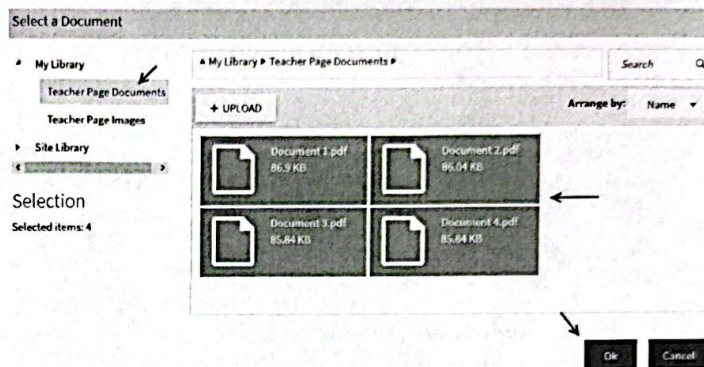
## Document List



\*\*\*Suggestion - Make folders for your documents before adding files  
Also don't try to put all files into one document list...separate based on types of documents (i.e. lesson plans, forms, study guides)

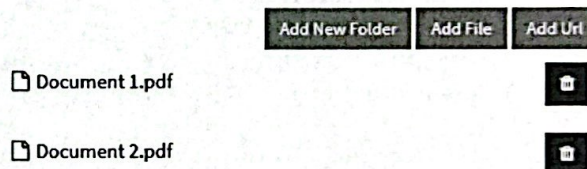


- You will then open the folder containing your documents from My Library 'or' you may select the Upload button to upload your documents and then select the files you wish to add to your app. You will then click OK.



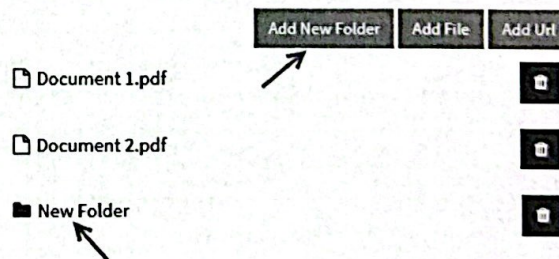
- You will then see your documents displayed within the Document List.
  - If you wish to change the list order, you can simply click the document with your left mouse button and drag/drop into the order you wish for it to display.

## Document List



- To add a folder, you will select the Add New Folder button. Your New Folder will then appear in the Document List. To name the folder, you will simply click the folder and type the name accordingly.
  - To move documents to display within a folder, you can simply click the document with your left mouse button and drag/drop under the folder.

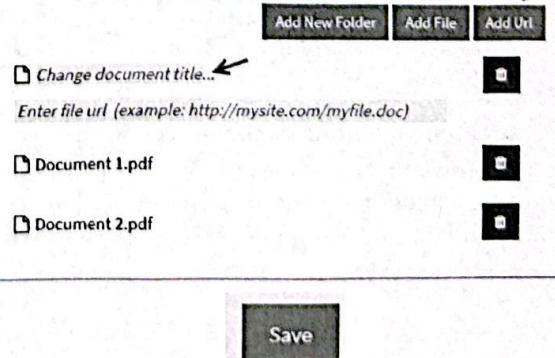
## Document List



To enter a file URL from a third party that is viewable to the public, you will:

- Select the Add URL button
- This will add a title area within your Document List. You will click on 'Change document Title' and enter the title of your document.
- You will then enter the public file URL to the area underneath the title.
- Once complete, you will select the Save button.

## Document List

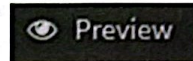




## ➤ Previewing and publishing your page

You are able to preview your page in public view prior to publishing the page.

To preview your page, you will:



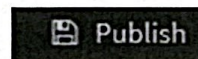
- Select the Preview link in the upper left-hand corner. The page as it appears on the public side will open in a new tab.



- Once you have viewed, you will close the Preview tab.

To publish your page, you will:

- Select the Publish button.



## ➤ Editing a published page

You have different options available when you edit a previously published page.

To edit a previously published page, you have the following options:

- **Create New Draft:** This creates an editable copy of the current published version.
- **Existing Drafts:** Select the Edit link to continue designing an existing draft version.

### ⚙ Page Designer - Version Selector

Create New Draft

Existing Drafts

Create from Archives

Version Label

Create

### ⚙ Page Designer - Version Selector

Create New Draft

Existing Drafts

Create from Archives

Edit

Version

20190410-16284791

Label