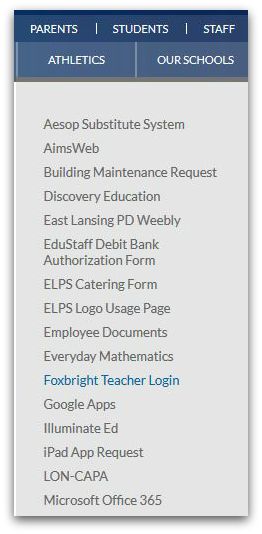
Foxbright Teacher Training

Overview

* Introduction to our new website teacher pages
* Logging in
* My pages preview
* What am I editing?
* Contact information
* Weebly or Planbook or Foxbright or…. ?
* Teacher page content
* Adding & editing pages

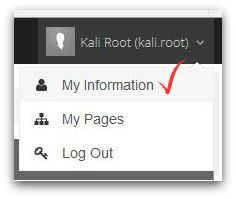
Log in

* Go to ELPS.us > Staff Links > Foxbright Teacher Pages
* Enter your East Lansing username and password & click Login or press enter





Edit Contact Information

* To change contact information listed on the profile page click on the My Information drop-down in the upper-right corner where your name is displayed
* Update password, contact information in staff directory/on your profile page, add profile photo

Your Teacher Page

* Click on the My Pages link at the top

Preview

* Click Preview in the upper-right corner of your page to preview what your page will look like to the public
* If you have issues with Preview, make sure pop-up blockers are disabled (pop-up blockers can prevent your Preview from appearing)



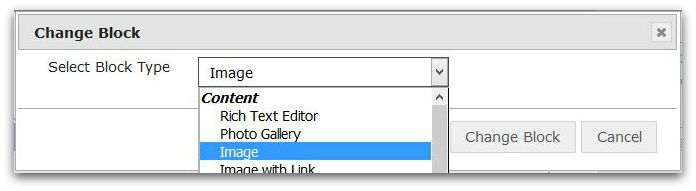
Edit pages (add or edit content after creating a new page)

* Click on the My Pages link at the top
* Edit your pages by clicking the page name under My Pages
* When you open a page, you will see content blocks – these are what you will edit
* To edit these blocks, hover over the block and click edit
* Use the predefined styles to edit your block (similar to the toolbar in Word)
* Click Save when done

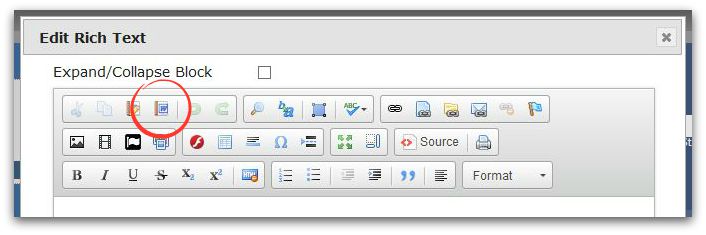


Change content block

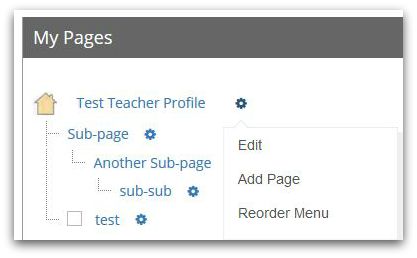
* You can change content blocks to things such as photo galleries, calendars, expandable sections and more



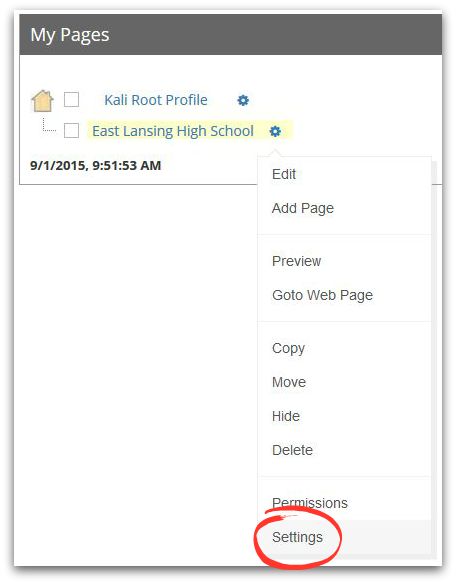
Paste from Word

* There is a specific paste from Word option that allows you to copy/paste in from Word without losing your formatting

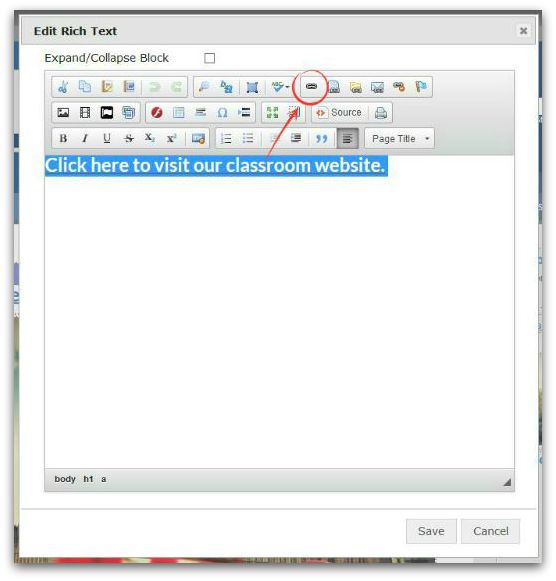
Add a new page

* Click on the My Pages link at the top
* Click on the settings gear next to your main profile page and select add page to add a new page to your site
* Type the name of your page
* Click save

To rename page

* Click the settings gear next to the page name and select Settings to rename the page
* Can rename all pages but profile page

To link to pages outside your teacher page

* In the Rich Text Editor, title your link (ex. Click here to visit our classroom website!)
* Open your website & copy the URL
* Highlight your text
* Select the link icon in the toolbar
* Paste the URL into the space provided and click OK
* Select Save

To add a calendar

* Step 1
  + Select the Calendar tab on the left-hand side of your Home screen
  + Select Add Calendar
  + Name your Calendar
    - IMPORTANT: be sure to include YOUR name in the title. This is important for when you select to add the Calendar to your teacher page
  + Select Save
* Step 2
  + Go to your teacher page
  + Add a block
  + Select Mini Calendar
  + Select the your calendar from the available list

To add a calendar event/assignment

* Select the Calendar tab on the left-hand side of your Home screen
* Select Add Calendar Event
* Enter event/assignment information
* Select Save (event automatically shows on your teacher page calendar)

To add images and files

* Step 1 – for both images and files
  + Select the Images/Files tab on the left-hand side of your Home screen
  + Select Bulk Add Files
  + In Category drop-down select My Files
  + Select + Add files
  + Select images & files from your PC
  + Select Start Upload
* Step 2 – for images
  + Go to your teacher page
  + Add an Image block
  + Select Change to add image
  + Select image (added in Step 1)
  + Select Save
* Step 2 – for files
  + Go to your teacher page
  + Add a Rich Text Editor block
  + Select the Link to file icon in the toolbar
  + Select Save

To hide a page

* Click the settings gear next to the page you would like to hide
* Select Hide
* Click Publish Selected to publish your change
* Once your publish your change, the page will be hidden from the public

To un-hide a page

* Click the settings gear next to the page you would like to hide
* Select Show
* Click Publish Selected to publish your change
* Once your publish your change, the page will reappear to the public

Publish

* If everything looks good after editing and previewing your page, click Publish (this makes your changes visible to the public)

How do I get back to my teacher page?

* Go to ELPS.us > Staff Links > Foxbright Teacher Pages
* Enter your East Lansing username and password & click Login or press enter

More help

* For more help on creating and editing teacher pages, go to www.eastlansingPD.weebly .com > PD Topics > Foxbright
* You may also visit support.foxbright.com