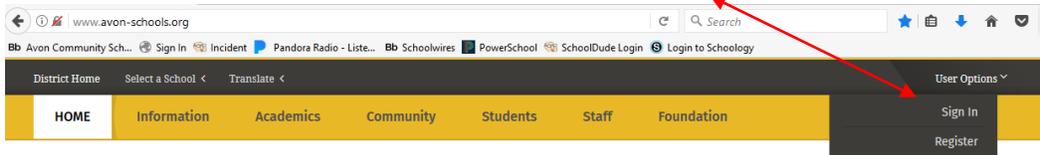


# SCHOOLWIRES TEACHER WEBPAGE

Avon Community School Corporation

- Open Browser and go to ACSC Webpage: <http://www.avon-schools.org/>
- On top right side (black bar) click on User Option/Login/Sign in with network credentials.



## ENTER YOUR USER NAME AND PASSWORD TO SIGN IN.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

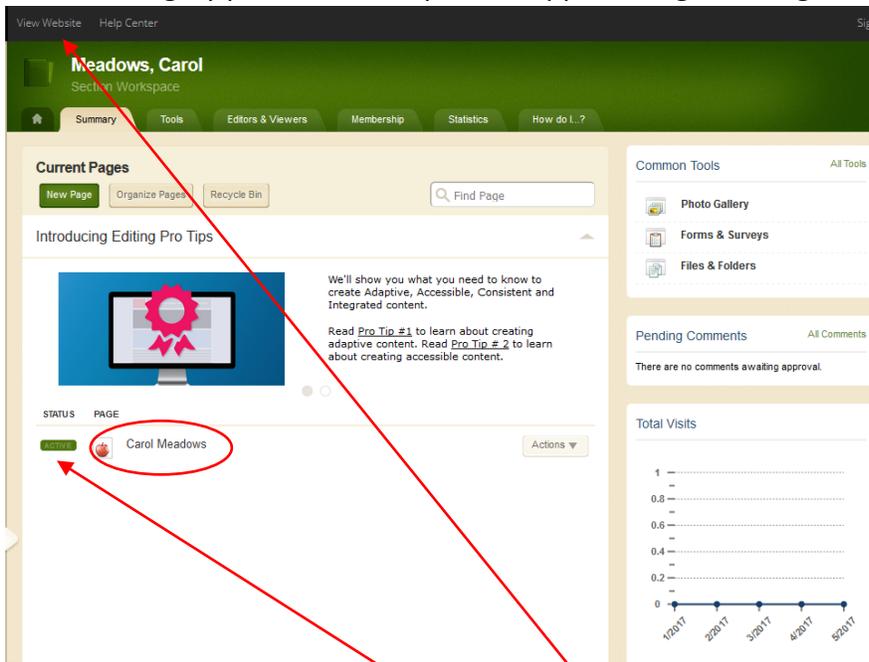
User Name:

Password:

- Go back up to User Options and click “Sign Out”. Contact Cynthia Gaddy so she can assign you editing permissions.

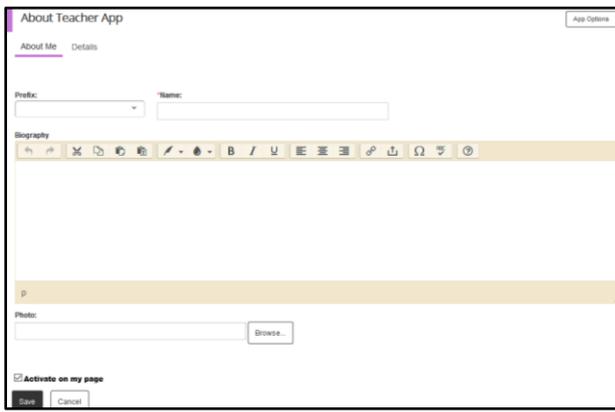
## ONCE YOU HAVE EDITING PERMISSION:

- Click again on top black bar “User Options” and choose “Site Manager” to go to your webpage.
- Click on your name to open the app.
- Click on the grey pencil icon to open the app and begin editing.



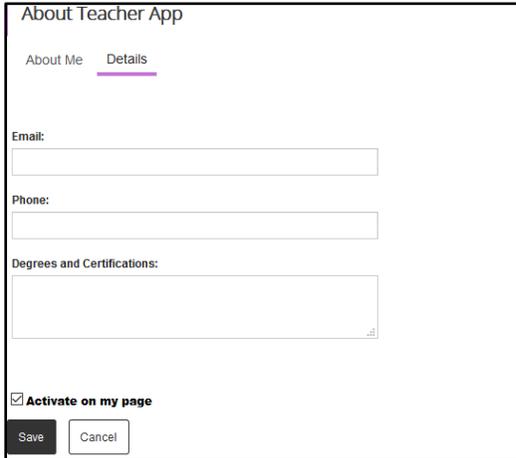
Notice “total visits”  
You can check this from time to time to see how often your parents and students are visiting your page.

- You can click on the green “active” status button to place in inactive mode while you are creating your bio page (but you will not be able to click on “view website” in this mode).



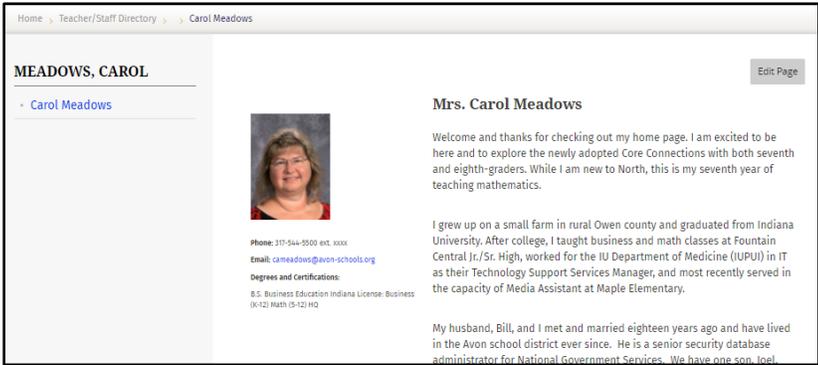
1. Fill in all the blanks and create a short bio about yourself.
2. Upload a picture of yourself. It can be of just yourself or your family or you in the classroom. The default height and width can be changed if you like.
3. Be sure to click on "Insert Image"

- When you are finished be sure to click on the "SAVE" button.
- If you want to work on this in hidden mode, uncheck the box "activate on my page" ready to publish.



Complete the second section of the webpage "Details" by clicking on the the tab on top of the app.

Great example of completed teacher webpage



- When you are done, "sign out" on top right side.
- If you want to share your page with students or parents, you can click on the Actions button (to the right of your name) and choose "get link" (copy the full web address).
- Or you can tell them to go to the school webpage/click on Select a School in top black bar/click on the "Teacher/Staff Directory" tab in the top yellow bar and then find your name in the directory.

