



DIGITAL
SCHOOL
NETWORK

SchoolPointe OLC Manual

ONLINE
CLASSROOM

Online Classroom

The Online Classroom is available to all staff members.

At anytime you can save your information and at the top right of your OLC page you will see



Once a teacher creates the Online Classroom he/she will have the options to create numerous classrooms for each subject along with general pages. The homepage along with each classroom has its own Calendar.

Display Name will be your name or grade level whatever you wish.

Contact Information will go in this area. Basic info such as Phone #, email, name, room #.

DISPLAY NAME [Training Videos](#) [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

- Training Videos
 - District Training Video
 - Building Training Video
 - Online Classroom Training[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)

No Current Pages Available

My Homepage [Edit](#)

Teacher Contact Information:
Lauren Schultz
Customer Service Manager
866.877.3925
lauren@digitalschoolnetwork.com
[Edit Teacher Contact Information](#)

[Update Staff Photo](#) [Remove](#)

My Calendar

<< May 2012 >>

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

[Save Page >>](#)

This will save page content entered below.

Teacher Bio

Format Font Size B I U T Image Link Source

The teacher bio area is where you can tell about yourself about your class whatever. This is where you can pull all info that you want parents & students to know about your class.

Once you have created your homepage you then can start on your individual classroom pages.

Under the Display Name you can select on Add New Classroom. This is where you can add as many classrooms as you wish, so one for each subject you teach or just one.

Under your Classroom Pages you have a section called Pages this area give you a blank page where you can add info that will pertain to all classes without having to add it to each of your classrooms.

Classroom Pages

In a OLC Classroom page you have the option to add Announcements, Assignments, Blogs, Files & Links or Photo Galleries.

If you are working on a page that you do not want to make public yet you can always click on the Disable Teacher Classroom while you are working on this page and when you are ready to set it live uncheck the box.

In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in or if you want then in one Column you have that option by just dragging and dropping the box to the place you would like it.

The screenshot shows the OLC Classroom page interface. On the left, there are navigation menus for 'CLASSROOMS' and 'PAGES'. The main content area is titled 'Training Videos' and includes a 'Disable Teacher Classroom' checkbox, a 'Class Description' field, and a 'Class Calendar' for May 2012. Below these are sections for 'Class Announcements', 'Class Assignments', 'Class Files / Links', and 'Classroom Image Gallery'. Red arrows point from the text boxes to specific elements: one to the 'Disable Teacher Classroom' checkbox, another to the 'Class Announcements' section, and a third to the 'Edit Name' link in the 'Class Announcements' section.

DISPLAY NAME
Training Videos [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

Training Videos
District Training Video
Building Training Video
Online Classroom Training
[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)
10 Current Pages Available

Training Videos [Edit](#) [Manage Blog](#)

Disable Teacher Classroom (subpages are disabled if the Classroom is disabled)

Class Description:
[Edit Class Description](#)

NO IMAGE AVAILABLE

[Update Class Photo](#)

Class Announcements [Edit](#) [Edit Name](#) [Enabled](#)
[Add Announcement](#) (Click Edit above to change order)

Class Assignments [Edit](#) [Edit Name](#) [Enabled](#)
[Add Assignment](#) [View All Assignments \(includes Archive\)](#)
[view all assignments >](#)

Class Files / Links [Edit](#) [Edit Name](#) [Enabled](#)
[Add Folder](#) [Add File/Download](#) [Add Link](#)
= Hidden Folder = Active Folder

Classroom Image Gallery [Edit](#) [Edit Name](#) [Enabled](#)
[Add New Gallery Slideshow](#) [Add Images to Class Gallery](#)
No Gallery Slideshows Available

Class Calendar [Edit name](#)

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

By Clicking on the Edit Name beside Class Announcements or one of the sections you can change the name of that section to your preference you can also disable sections if you do not want to use those areas or they are a work in progress.

Class Calendar

Add/Edit Event

Event Headline *:

Class: Training Videos
this is optional, if selected, event will only display on the class calendar

Event Starts On *:

Event Starts At: Select : 00

Event Ends On:

Event Ends At: Select : 00

Location (site):

Event Information/Description:

Save Event >> Cancel * Required (in BOLD)

To add a class event you will click on Add Event under the calendar. You will enter your event Headline (Title) Choose which classroom it belongs with, when the event starts & time if there is a time, select end date and time, enter the location and then any additional information.

SAVE

This will show on that class calendar along with your main homepage calendar.

Class Announcements-

You will add your display Title and then enter in the description of your Announcement. You can also add a image to the announcement if you wish.

SAVE

Class Assignment

With the Class assignments you will add the name, the date you are assigning this on, date it is due, and the description of the assignment. You can then also choose to allow them to submit assignments online for you to look at or download.

When they submit an assignment online it will date & time stamp when they submitted it. They do have to enter their first and last name when they submit the assignment.

SAVE

- When you choose the Assign date that is the date that it will also show up on the assignments area. So if you put a future date it will not show till then.

Class Files & Links

Adding a Folder

The screenshot shows a web form titled "Add/Edit File Folder" with a blue header. The form includes a text input field for "Folder Name *:", a checkbox for "Hide Folder (Archive)" with a note "(check this box to create a hidden folder (or archive a folder), it will not be available for public viewing)", and two buttons: "Save Folder >>" and "Cancel". A red asterisk note "* Required (in BOLD)" is located at the bottom right of the form area.

When you add a Folder to your files this allows you to separate files for your students and parents to make it easy to find. You also have the option to Hide a folder if it is something that is not ready to be public.

SAVE

Adding A File

The screenshot shows a web form titled "Add/Edit File" with a blue header. The form includes a dropdown menu for "Folder *:" with the text "Select Below" and a note "if no folder is selected, the file will display on the homepage", a text input field for "Display Title:", a "File Location *:" field with a "Choose File" button and "No file chosen" text, a checkbox for "Open in New Window:", and a text area for "Brief Description:". Two buttons, "Save File >>" and "Cancel", are at the bottom. A red asterisk note "* Required (in BOLD)" is at the bottom right.

When creating a file you will select which folder you want this to be in if you want it in a folder. Enter File Name, Choose from your computer the file, if you want that file to open in a new window select the checkbox, enter a brief description if you wish.

SAVE

Adding a Link

Add/Edit Class Link

Select Folder: **Select Below** ▼
if no folder is selected, the link will display on the homepage

Display Title:

Web Site Address *:

Open in New Window:

Brief Description:

Save Link >> **Cancel** ** Required (in BOLD)*

When adding a link you again will choose which folder if you would like it in a folder, Title, Website address, Open in a new window if you wish, a brief description

SAVE

Adding a Image Gallery

Add New Gallery

You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer.
The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images.

Gallery Title *:

Upload Images *:
Browse

No Images in Upload Queue

le
ts
iv

Save Gallery >> **Cancel** ** Required (in BOLD)*

You will choose if you want a gallery or a slideshow and then select add images. You will enter your title, select browse and find images on your computer. Once image names pop up you will then select Save Gallery and that will upload your images.

PAGES

When you add a new page below the Classrooms this allows you a blank slate to put information that may apply to all classes you have. You can add school supply list, permission slips...

You will add you page and then enter your information and then click the save page at top right corner.

The screenshot displays a web application interface for managing pages. On the left side, there are two sections:

- DISPLAY NAME:** Training Videos [Edit](#)
- CLASSROOMS:** [EDIT](#) [ADD NEW CLASSROOM](#)

Below these are two lists of pages:

- Training Videos:** A list containing [District Training Video](#), [Building Training Video](#), and [Online Classroom Training](#), with an [add a sub page](#) link below.
- PAGES:** [EDIT](#) [ADD NEW PAGE](#)

At the bottom left, a legend states: "Active Pages appear Blue or Black" and "Disabled Pages appear Gray".

The main editing area on the right is titled "Test [Edit](#)". It features a checkbox for "Disable Teacher Page (subpages are disabled if the page is disabled)" and buttons for "Save Page >>" and "Cancel". Below this is a rich text editor toolbar with options for Format, Font, Size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and Source. The editor area is currently blank.