

SchoolPointe OLC Manual

3248 W. Henderson Rd Columbus, OH 43220

ONLINE CLASSROOM

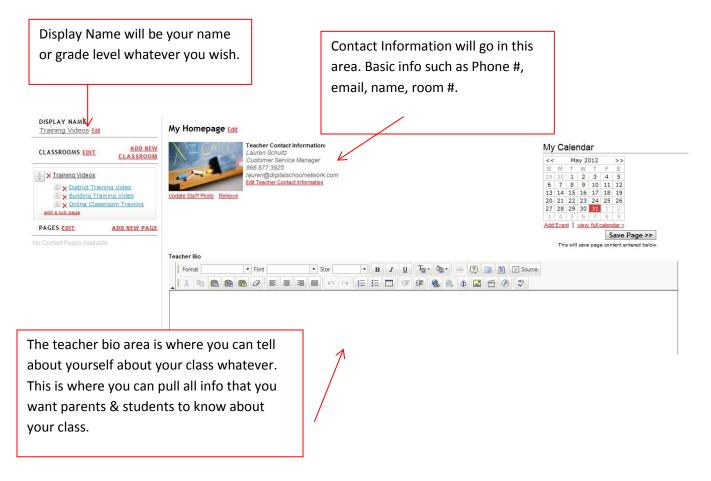
Online Classroom

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.



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.

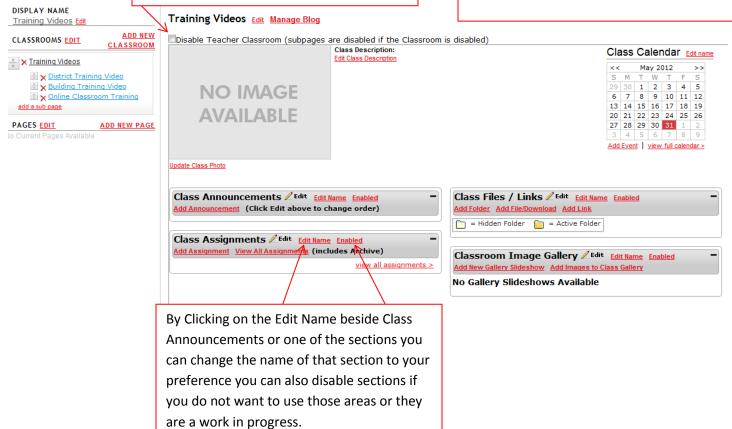
Classroom Pages

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

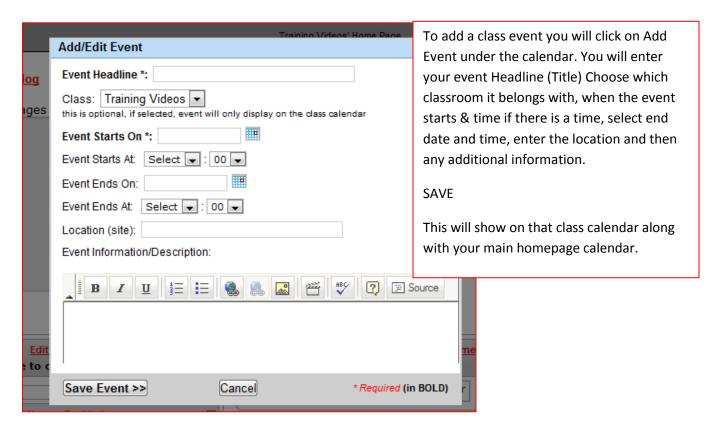
Photo Galleries.

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.

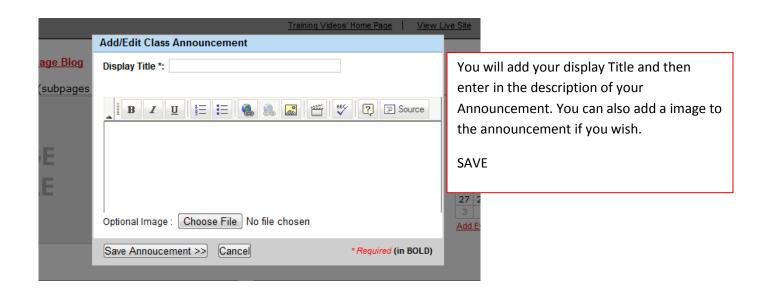
In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in or if you want then in one Coulmn you have that option by just dragging and dropping the box to the place you would like it.



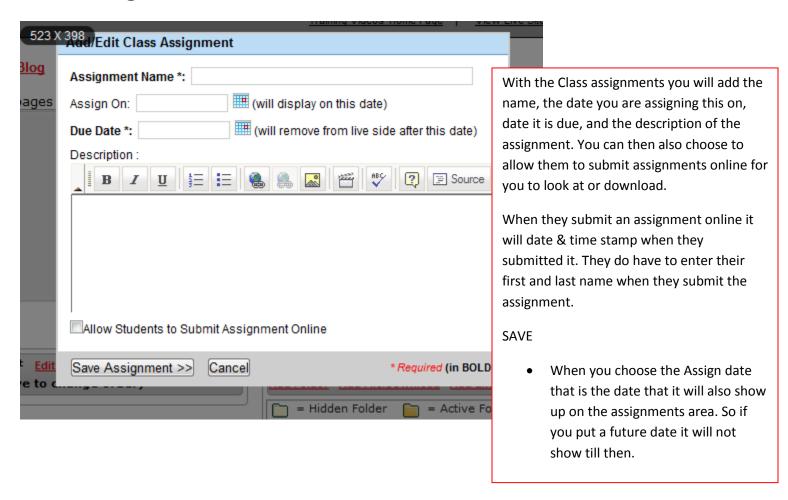
Class Calendar



Class Announcments-

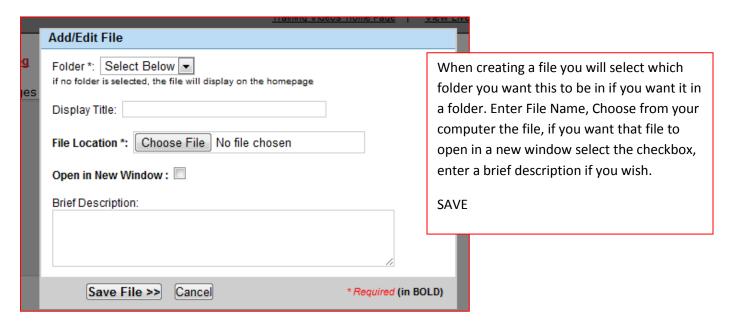


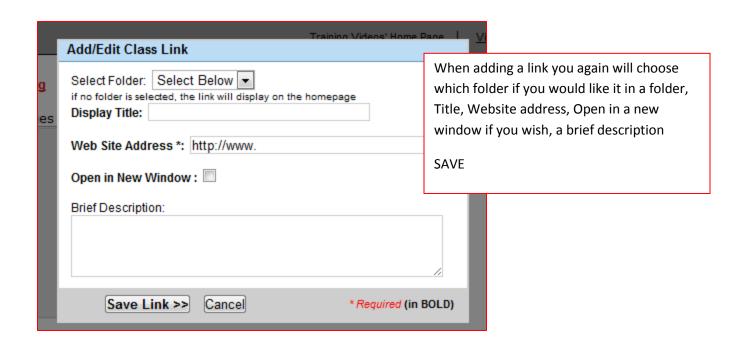
Class Assignment



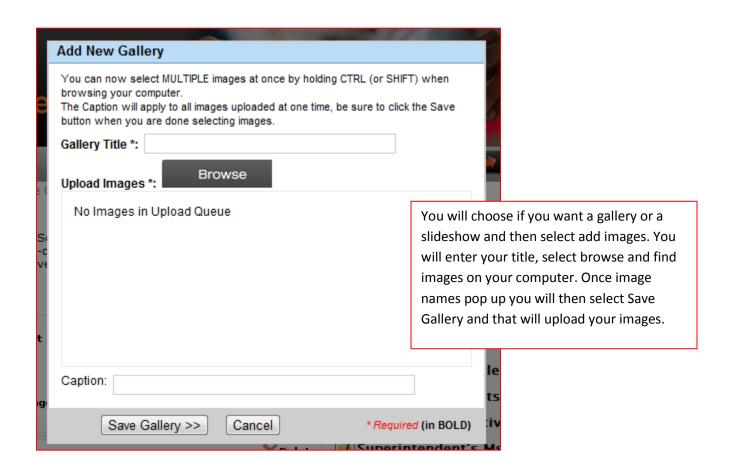
Class Files & Links When you add a Folder to your files this allows you to separate Adding a Folder files for your students and Training Videos' Home Page parents to make it easy to find. Add/Edit File Folder You also have the option to Hide a folder if it is something that is Folder Name *: not ready to be public. Hide Folder (Archive) es (check this box to create a hidden folder (or archive a folder), it will not be available for public viewing) **SAVE** Save Folder >> Cancel * Required (in BOLD)

Adding A File





Adding a Image Gallery



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.

