

BCPS Webpage Teacher Guide

Welcome to the “new” Brunswick County Public Schools Webpage. Here you will find direct links to current events within the division, important documents/forms, teacher & parent resources, and an inside look at the evolving learning that is taking place here at BCPS. In order to access the BCPS website you must use the following link: <http://www.brunswickcps.org/>.

The BCPS Technology Department in collaboration with Educational Networks has created this guide which will provide you with the information you need to easily use your website to its fullest potential. Just follow the simple step by step directions to begin quickly and effectively using your site.

Accessing Your Website

- To begin working on your **Teacher Page** you must login to the Administrative Website for your school. They are as follows:
 - Brunswick High School: <http://admin.bhs.brunswickcps.org/cgi-bin/login.ssp>
 - James S. Russell Middle School: <http://jrusell-ms.enadmin.org/cgi-bin/login.ssp>
 - Meherrin Powellton Elementary School: <http://admin.mps.brunswickcps.org/cgi-bin/login.ssp>
 - Red Oak-Sturgeon Elementary School: <http://admin.ros.brunswickcps.org/cgi-bin/login.ssp>
 - Totaro Elementary School: <http://admin.tos.brunswickcps.org/cgi-bin/login.ssp>
- From here you will be able to make changes and personalize your pages.

Your Username and Password

- Your username and password will be provided to you by the Instructional Technology Team of the BCPS Technology Department. Your username and password are unique to your school website and cannot be used to access or make changes at one of the other four schools within the BCPS division.
- If you would like to ***change your password*** simply click on "Change Password", enter and confirm your new password and click "Save". You should receive a confirmation that the password has changed in your BCPS email.

Personalizing Your Profile

As the creator of your class page, you have the autonomy to modify the personal information that people see. Furthermore, the profile section is a useful feature which allows you to provide such information as your school e-mail address for students and parents to access.

- Click on the link labeled **"Update My Profile"** (located on the left navigation bar). This will open a form with a variety of possible entries.
- Enter your desired information and click "Save" at the bottom of the screen. You will see a message confirming a successful change.

Your Pages

This feature will allow you to list and your create pages for website building.

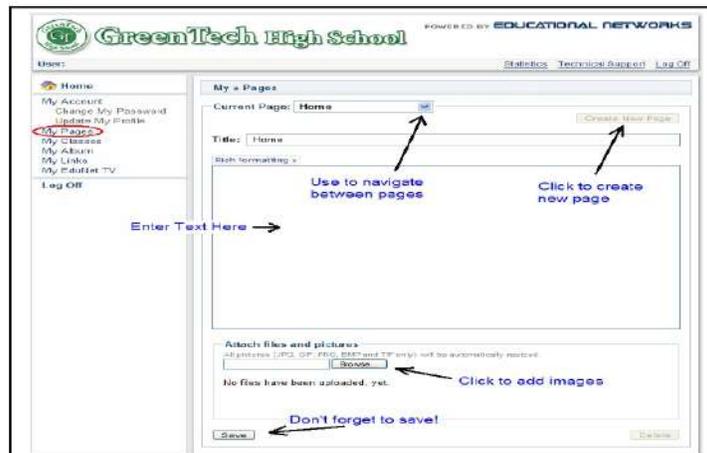
This is the space where you will be able to enter information about yourself and anything else you would like to be viewed on the school website. Here is your opportunity to express yourself and allow your students and colleagues to get to know you a little better, as well as post things like your teaching policies and rules for student reference.

The First Page

- Click on the link labeled **"My Pages"** on the left navigation bar. This will open a form that allows you to do several things. You will start off with only a **"Home Page"**. In order to format this section, you may want to click the button labeled "Rich Formatting" above the text box. This will give you the capabilities to add some stylistic features to your message.
- Would you like to upload an image to be shown on your Home Page? You can do just that simply clicking the **"Browse"** button and select a file to put on your page. (Please be mindful of the copyright laws and rules that you must adhere to. You can find more information about this is the BCPS AUP or by clicking on the following link: <http://brunswickeps.org/pdf/bcpsaup.pdf>)
- Click **"Save"** on the bottom of the page!

Creating Additional Pages

- In order to create more pages for additional information, simply click on the **"Create New Page"** button. This is an excellent tool for teachers who are instructors for multiple subjects.
- This will prompt you to name your page. Do so and then click **"OK"** to add a page.
- To navigate between your pages use the drop down menu and select the page you wish to edit/view.



Your Classes

This feature will allow you to list your classes and associated information.

- Click on **"My Classes"** in the left navigation bar.
- Click the **"Add Class"** button. This will generate a form that allows you to add all sorts of descriptive information about your class. Here you can enter the following:
 - Name of the class
 - Class code
 - Class Period and/or Section
 - School Term and Location
 - Class Description
 - Files and images
- By clicking on **"Add new period"** you can attach multiple periods (or sections) to your class.
- Once again, don't forget to click **"Save"**.

A screenshot of the GreenTech High School website's "Add Class" form. The form is titled "Add Class" and is divided into five steps: 1. Class Info, 2. Periods, 3. Class Description, 4. Attach files and pictures, and 5. Final Step. The form includes fields for Name, Code, Department (Mathematics, Social Studies), Term (Spring 2008, 2009-2010 School Year), and Location. It also has a section for adding new periods and a class description. The form is framed by a navigation bar at the top and a sidebar on the left. The sidebar contains links for Home, My Account, My Pages, My Calendar, My Classes, My Students and Parents, My Album, My Links, My EduNet TV, and Log Off. The top navigation bar includes links for Statistics, Technical Support, and Log Off. The footer of the form contains the text "Copyright © Educational Networks".

How to Create/Upload Homework Assignments

Now that you have a class (or classes) you will be able to create homework lists, class albums, links, and even audio or video (if applicable).

- To create homework assignments click on a class from the list.
- You can create a new assignment by clicking the **"Add Homework"** button (or you can view past assignments by clicking "Homework List").
- Here you can write a description of the assignment and post a due date for it, as well as add web links and files such as worksheets and documents. In case you have multiple periods or sections of the same class, you are able to assign one homework assignment to multiple classes with varying due dates. Simply write the assignment description and then check the boxes that correspond with the class you wish to assign the work to and enter the due date for each class.
- Click **"Save"**

The screenshot displays the 'Add Homework' form in the GreenTech High School system. The form is organized into four main sections:

- 1. Due Dates:** This section allows users to assign homework to multiple classes with different due dates. It features a table with columns for 'Due Date' and 'Class'. Three rows are shown, each with a date and a class name (e.g., '215-01.2 Forensics'). A note indicates that users should check the appropriate section and enter a due date (mm/dd/yyyy).
- 2. Homework Description:** This section is for writing the assignment details. It includes a text area with a 'Rich formatting' toolbar. A note points to this area, stating 'Write homework description here'.
- 3. Attach files and pictures:** This section allows users to upload files and images. It includes a 'Browse...' button and a note that says 'Upload files and Images'. Below this, it states 'No files have been uploaded, yet.' There are also two 'Link' input fields (Link 1 and Link 2) with 'test' buttons next to them. A note points to these fields, stating 'Create links to web pages'.
- 4. Final Step:** This section contains the 'Save' and 'Cancel' buttons.

The sidebar on the left includes navigation options: Home, My Account (Change My Password, Update My Profile), My Pages, My Classes (circled in red), My Album, My Links, My Ed.Nel TV, and Log Off. The top of the page shows the school name 'GreenTech High School' and the user 'User: Teachers'.

Your Albums

This section will let you create photo albums to share. You might use them to document things like field trips or other classroom activities that represent you and your class.

- Click on the link labeled **"My Album"** From here you will be able to add images to your Main Album or create subcategories for organization.
- Click the **"Upload Photos"** button located in the lower portion of the screen.
- Click the **"Browse"** buttons to find up to five images to upload at one time.
- Click the **"Upload"** button to place the images in your album. You will see the thumbnails of the images you uploaded, as well as several options for altering the pictures. To apply an action to one of the images you must first select an image by either clicking the box in the upper right corner of the thumbnail, or clicking the image itself to view it in an isolated field. Now you will be able to rotate counter clockwise, clockwise, add captions or enhance the image. You will also be able to copy, cut, revert to original, and delete.

Creating a New Album

- Click **"Create Album"** and give it a name.
- Click **"OK"** to bring you to a page where you will be able to again browse for images to upload. You have to option to create nested albums within your subcategories giving you even more organizational choices.
- Click **"Save"**.



Your Links

This section allows you to post several links to websites on your page.

1. Click "**My Links**" on the left side of the screen.
 2. Click the "**Add Link**" button. This will bring you to a form that lets you name, organize, and describe the links you are adding to your page.
 3. You can create a name for the category you wish to add a link to, or choose one from the list. This will help you organize your links into different groups.
 4. Enter the **URL** in the designated box, and describe the link.
 5. Click "**Save**" to place the link on your page.
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Having problems setting up your Webpage?

- If a problem arises please **DO NOT** create a 'Technical Support Ticket' in the Educational Networks Help Desk. Instead, you can receive assistance by contacting the Instructional Technology Team at 435-848-3138 or via email:
 - Mrs. Jalana Barner (Technology Integration Facilitator): jalana.barner@brun.k12.va.us
 - Mrs. Krystle Pearson (Instructional Technology Resource Teacher): krystle.pearson@brun.k12.va.us