Half Hollow Hills
CENTRAL SCHOOL DISTRICT

A Learning Community
Privileged to Build Futures
One Child at a Time

School Web Lockers

Please log in.

Login Name: [   ]

Password: [   ]

[Login]

SCHOOL WEB LOCKERS
WWW.SCHOOLWEBLOCKERS.COM

"Quick Start" Guide for School Web Lockers
Teacher log-on is the same as for Infinite Campus
Student log-on is the same initial log on to the network except
no school year is required before their user name

Tips for using your "Home" directory
Your home directory is the location for storing personal and classroom data to be accessed from any location with an internet connection. You can copy files from your network account into this directory, and then access them later, from another computer at school or anywhere else you access the Internet. Teachers can store almost limitless amounts of files; however no programs, games or executables can be uploaded to the directory. You can sort the files by clicking on the blue column headings: "File Name," "File Size," and "Date."

To create sub-directories…
You can create as many sub-directories as necessary to manage your files within your home directory.
To create a new sub-directory
1. Click on the link: "Click here to add a directory"
2. Give your new directory a name

To organize folders…
The directory can be organized and navigated just like the "my documents" folder on your computer.
1. Click on the name of the directory to navigate into that directory
2. Click on the link "Back to parent directory" to navigate back up the directory structure

To upload files…
1. Create you want to upload on your computer
2. Click on the "Browse…" button
3. Find the file you want to upload and select the file
4. Click the "Upload File" button. The file should now appear at the bottom of the screen

To download / save files…
1. Click on the "Download" link next to the file name
2. Save the file to a location on the computer

To view a file…
1. Click on the file name of the file you want to view

2. Your computer will download the file and open it in an HTML window using the appropriate application (if recognized by your computer)
3. <u>You cannot view files created by programs that you do not have on the computer you are using</u>

To copy files…

You can copy one or many files from their current location, to another directory:
1. Check the box next to the filename
2. Click on the "Copy Selected Files button"

To copy files to multiple directories…
1. Check the box to the left of each filename you want to copy
2. Scroll down to the bottom of the screen and click on the "Copy Selected Files" button. This will open a new window with your entire directory structure, including your class's homework and assignment folders.
3. Select the folder(s) into which you wish to copy the file(s)
4. When giving assignments to students; remember to copy assignments to the class <u>Assignments</u> directory.

<u>Note</u>: Remember, anytime you modify a file downloaded from your Web Locker onto your computer, you must re-upload the file in order to have the most recent copy returned to your Web Locker. It is a good idea to add v2, v3, v4 etc to the end of the file name to denote version 2, version3, version 4, etc.

Tips for using your "My Classes" directories
1. Click on "My Classes" on the left-side navigation bar to view your current classes. This will display the classes you teach, the section number, Teacher Name, and period number.
2. Click on the class name to display the class root directory and two sub-directories for each class: "Homework Due," and "Assignments."
   a. The "Assignments" subdirectory is where you upload files for students to download, and complete. Students cannot upload or change any files in this directory.
   b. The "Homework Due" subdirectory is where your students turn-in completed homework assignments. They will turn-in homework by Uploading your completed assignments into the Homework Due directory.
      i. Students will only be able to view their own files within this directory.
      ii. You will be able to view all student files within this directory.
   c. Below the directory listing is a listing of the students enrolled in the class. This view also shows the last time the student logged in, the total number of times the student has logged in, the most recent file uploaded by the student, and the number of message posts left by the student.

To reset a Student's Password…(**we are currently working with the company to not allow students to change log ins or passwords)
1. Click on the student's name
2. Change the login and password to something the student can remember
3. Click on the update button.

<u>Note</u>: You may lock a student out of the system by changing their login and password to something else.

To give assignments (to students)…

1. Click on "My Classes" on the left-side navigation bar
2. Clicking on the Assignments directory for the appropriate class
3. Click the "Browse…" button
4. Select the file you wish to give to your students from your computer—it is a good idea to place it in your home directory first.
5. Click the "Upload File" button. The assignment will now appear in the each student's Assignment directory for your class.

To give multiple assignments…
Many teachers may want to give multiple files to more than one class. For instance, lecture notes, and lab assignments, to be given to students in periods 1, 2 and 3. To do this, the files must be in your Home Directory. Students cannot access or download files from the root Class directory folder or the Homework Due directory.
1. First upload the assignments into your home directory (or a sub-directory of your home directory)
2. Check the box to the left of each filename you want to copy
3. Scroll down to the bottom of the screen and click on the "Copy Selected Files" button. This will open a new window with your entire directory structure, including your class' homework and assignment folders
4. Check the boxes next to the Assignments directories you want to copy to
5. Click the "Copy Files to Selected Folders" button

To get completed homework…
If a red star (asterisk) appears by the Homework link on the left-sited navigation bar, a student has uploaded a file to one of your Homework folders. When a student turns-in a homework file, it will be date-and-time-stamped by the system. You will be able to view all student files in these directories, while students can only view their own.
1. Click on "My Classes" on the left-side navigation bar
2. Select the class
3. Click the Homework Due directory
4. Open the file by clicking on the filename
5. You may also download the file directly to your computer before opening it by clicking on the "Download" link next to the filename.

Note: You can change the sort order of the files by clicking on the blue column headings: "File Name," "File Owner," "File Size," and "Date." Sorting by File Owner will bring student files together by name. Sorting by Date will bring the most recently turned-in files to the top. Clicking a second time on the heading will reverse the sort order.

Tips for using your "Assessments" directory
After a student has uploaded a completed homework assignment, you may view or download the homework. Assessments are grades and comments that you can record in a private message thread to your students. This private dialogue can be used to assist students in improving their work prior to a final submission date or to explain to a child why their work has been assessed as it has.

The red star (asterisk) next to the Assessments link on the left-side navigation bar tells the user that an assessment has been made or the teacher that a student has replied.

To make assessments…
1. Click on the "Make Assessment" link next to the Student's name
2. This will open a message thread with a field for a grade (alpha or numeric) and comments
3. Make your mark and enter any number of comments in the box

4. When the student logs in, they can read the assessment and reply back.

Note: The Assessment thread is not limited to number of replies.

Tips for using "Message Boards"
(This feature is currently disabled for elementary students)

The message boards are a public message forum for all to view. Students and teachers name, school, time and date are stamped on any message posted. All messages should be related to school and are subject to the district's appropriate use agreement. If a red start (asterisk) appears by the Message Boards link on the left-side navigation bar, a new message has been posted since your last login.

To read messages…
1. Click on the name of the message board you wish to view
2. Click on the subject of the message

Note: All teachers have access to administration functions over the message boards. Teachers can delete and edit messages and threads.

To start a message thread…
1. Clicking on "Start a new thread" link at the top right of a message board
2. Follow the prompts to title the thread
3. Click "OK" when finished

Note: Teachers can create "Sticky" messages that will stay at the top of the message board until they are deleted or un-stickied.

Tips for using "Calendars"
Each user can make private entries to their personal calendars while teachers can make entries to the class calendar. School and district administrators can make entries to the calendars in the upper hierarchies.

To make Calendar entries…
1. Choose the calendar for which you want to add an event
   a. Select "My Calendar Only" if this is a personal item
   b. Select "Class Calendar" to post on all student calendars
2. Click on a date on the calendar - A new window will open
3. Click on the "Add Item" link
4. Enter a heading and details for the event and click "OK"
5. Refresh the Calendar screen after making changes
6. The heading will appear in the calendar view
7. The details will appear when the heading is clicked

Tips for using "My Profile"
This is where you may change your login and/or password. Teachers can add their website addresses to their profiles so that students will be able to access a direct link from Web Lockers. Teachers can also add their email address so that students and parents can communicate with them via email.

To add your website…
1. Click on "My Profile" on the left-side navigation bar
2. Click on the link "Add Website url" (example: http://www.xusd.k12.ca.us)
3. Enter the url of your website in the box
4. Click the "Save" button
5. Close the window

Note: The link to your website will appear next to your name in the student's "My Classes" listing

To add your email…
1. Click on "My Profile" on the left-side navigation bar
2. Click on the link "Add email address"
3. Enter your email address in the box (Example: teacher@xusd.k12.ca.us)
4. Click the "Save" button
5. Close the window.

Note: The link to your email will appear next to your name in the student's "My Classes" listing