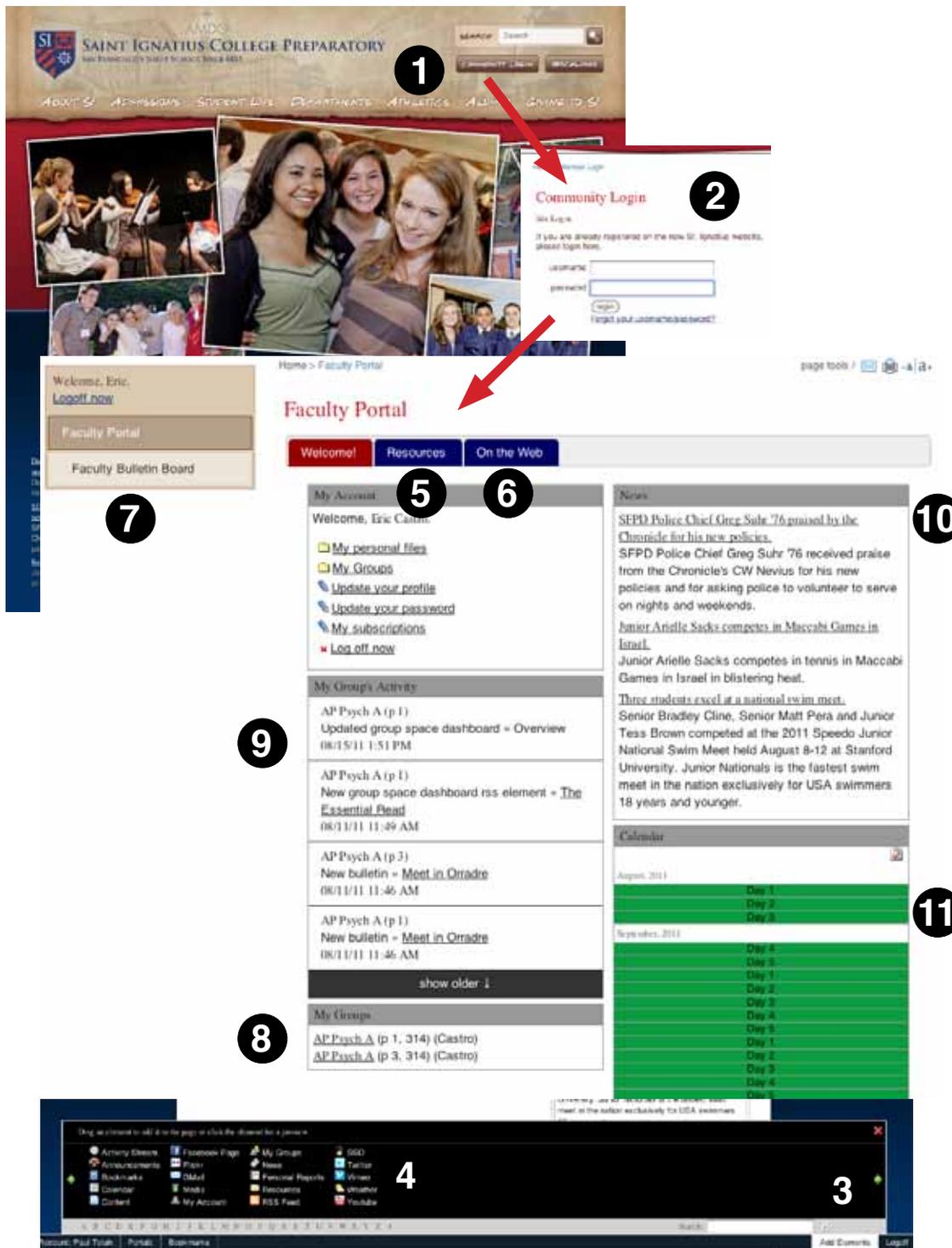


FACULTY: HOW TO LOG IN & CUSTOMIZE SI'S NEW WEBSITE PORTALS



TO LOG IN

1: Go to www.siprep.org and click on Community Login

2: Enter your SI username & current email password

TO CUSTOMIZE PORTAL

3: Click on Add Elements at Bottom of Screen.

4: Choose desired element (such as Facebook, Weather) & fill out settings information.

TO USE THE PORTAL

5: The Resource tab contains files & link of interest to faculty. Such files include Faculty handbook, email distribution lists, etc.

6: On the Web: This tab contains various bits of news and social media updates related to SI.

Note: You can add elements (Facebook, etc) to the "On the Web" tab if you like.

7. Click on the Bulletin Board to discuss topics with your colleagues. You can comment on an existing topic or add a new one. You can declare lost or found keys. You can advertise a free sofa.

8. QuickLinks to your course websites.

9. Whenever you or a student adds a file or updates a blog to the course websites (8), you'll receive a notification here.

10. SI in the News & announcements just for faculty.

11. Calendar showing school events.

HOW TO USE YOUR CLASS SITES (THIS CAN ALSO BE USED WITH CLUBS)

The screenshot shows the Blackboard interface for an 'AP Psych A' class site. At the top, there's a navigation bar with 'Home > AP Psych A' and 'page tools'. Below that, a 'Welcome, Eric...' message with a 'Logoff now' link and a 'Faculty Portal' button. The main header includes 'AP Psych A', 'Period 9', and 'Eric Castro' with a 'profile' link. A menu bar contains 'Dashboard', 'Calendar', 'Resources', 'DropBox', 'Quizzes', 'Media', 'Blog', 'Discussions', and 'Members'. The main content area has a 'hide overview' link and a message: 'You have not provided a group overview. Please edit using the blue pencil to the right.' Below this are several sections: 'Activity Stream' with a 'New bulletin - Meet in Orradre' entry; 'Media' with a message 'There is currently no media available. Please manage media to get started.'; 'optional RSS feed' with the text 'Add an RSS feed to this element by clicking settings.'; and 'optional content element' with the text 'Add content to this element by clicking settings to make it visible to group space visitors.' A red arrow points from the Bulletin section to a yellow note box on the right.

NB: If you don't want to use Finals2 for your courses, and instead want to use either CatLink or the website you used last year, this is where to type the link so your students can find that site easily.

If you want to stay with your old website, use this address formula: [http://www2.siprep.org/..](http://www2.siprep.org/)

DASHBOARD BASICS

Your dashboard gives you and your students an overview of course activity and materials. Recent file uploads are highlighted as are recently added assignments and blog posts.

- 1: Course overview -- a one sentence summary of your class (such as: Psychology is the science of human thought and behavior; or English 300, an survey of American literature.
2. This summarizes recent activity anywhere in the course page. Recent activity includes new file uploads, new blog posts, new discussion topics, etc.
3. You can, if you wish, upload photos, videos, mp3 files, etc. for your class. However, we encourage you to use Vimeo or YouTube to upload videos and Picassa or Printroom for photos to save server space.

4. You can subscribe to RSS feeds from news sites that are pertinent to your course. Students can read great stories regarding your discipline right here. There are two boxes on this sample page because each box represents one subscription.

5. This is a special news update from you to your students that they will see when they log into their portal page.

6. This is a blank canvas for you to add anything you want. It will accept HTML and embedded content (video and forms).

Dashboard
Members

Calendar

This is the Calendar Tab. This is how you add basic homework assignments or notifications about quizzes, homework or tests. In short, it replaces the part of your blackboard where you would all homework for the week or month.

Discussions

day week month year

<< < Month of August, 2011 > >>

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7

Calendar Manager

siprep.ccsc.com/cf_calendar/admin.cfm?eventid=0&editcal=404&startdate=08/29/2011

DASHBOARD CALENDARS EVENTS STYLES IMPORT EXPORT SETTINGS

Clicking on the plus sign in a day adds an assignment.

VIEW CALENDAR

SAVE SAVE AND PUBLISH

Event Type:

Event Title:

Start Date: All Day Event

Time: :

Location:

Repeat:

Attached To Calendar:

To copy an assignment to multiple class sections, use these check boxes.

Available Calendars

- My Group Calendars
 - AP Psych A (5443-11, p 1)
 - AP Psych A (5443-13, p 3)
 - Alumni Events

+ Clone to other Classes

Notes

HTML | **B** | *I* | U | | |

Description

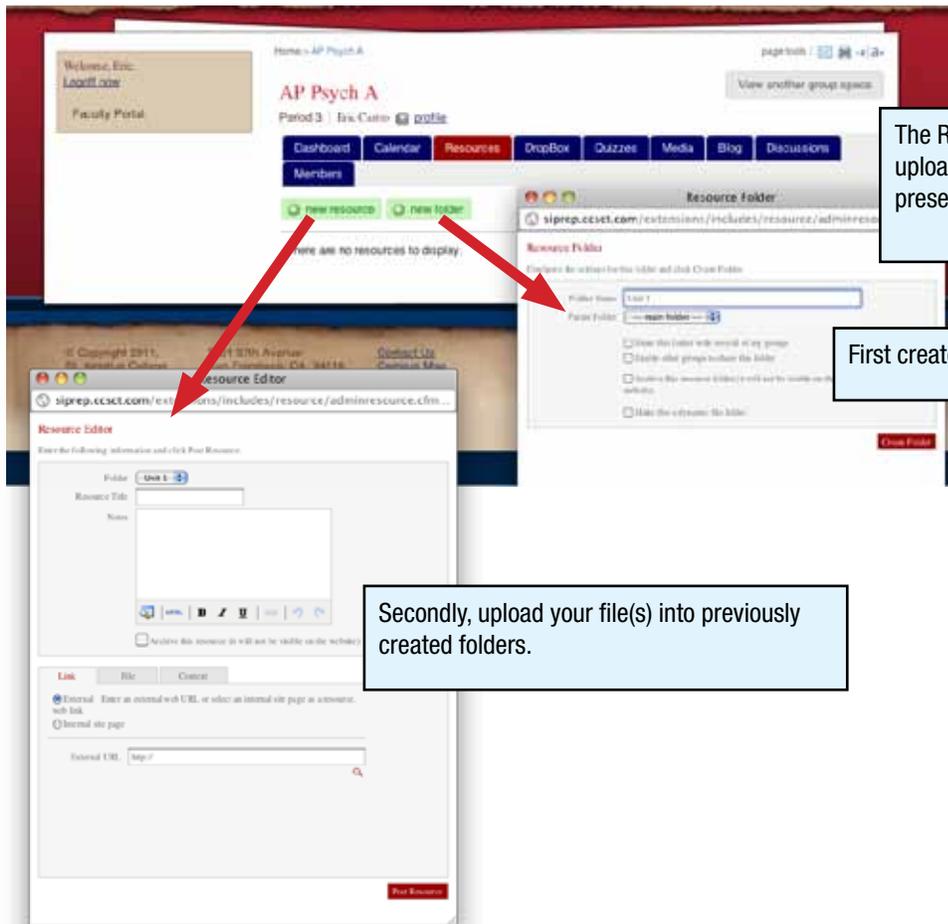
HTML | **B** | *I* | U | | |

Priority:

Include Form:

VIEW CALENDAR

SAVE SAVE AND PUBLISH



The Resources Tab is a place for you to upload files (pdfs, Word docs, PowerPoint presentations, etc.) for your students

First create a folder to organize your files.

Secondly, upload your file(s) into previously created folders.

- Dashboard
- Calendar
- Resources
- DropBox
- Members

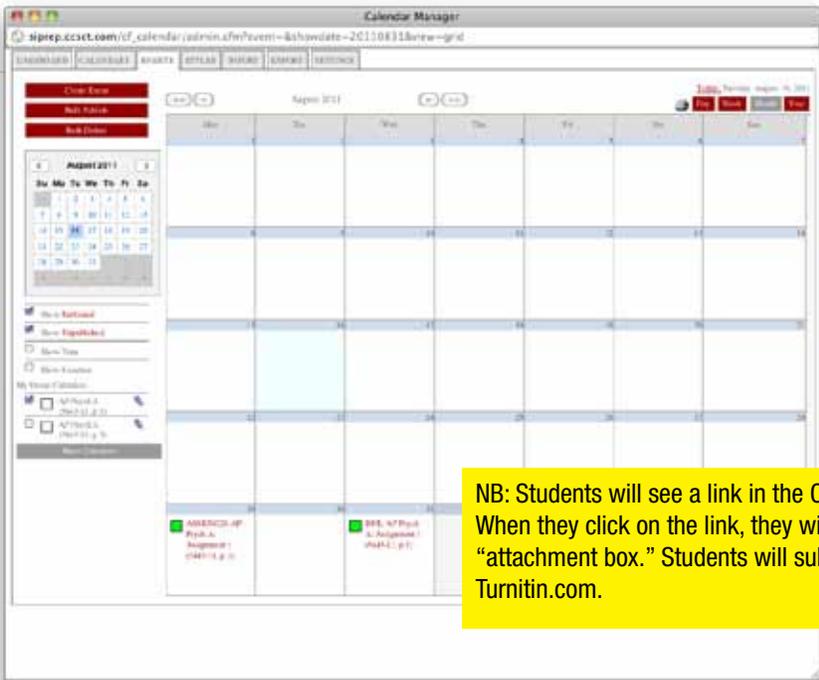
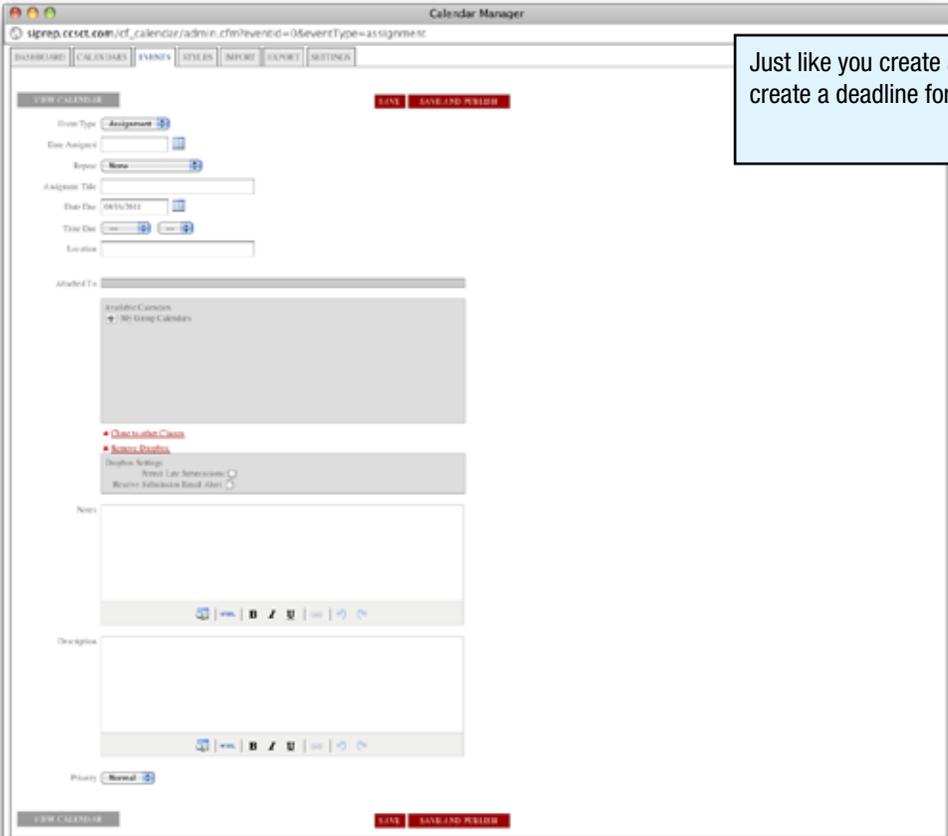
This is a place for your students to turn in homework, such as essays and other writing assignments. Think of this as like Turnitin.com but without anyone checking for plagiarism. You can also make comments and resubmit the assignment back to the student.

+ new dropbox

Open Closed

Due Date/Time Dropbox Name (# submissions)
No dropboxes found!

Just like you create a new assignment in the Calendar tab, you need to create a deadline for the assignment to be sent to the DropBox.



NB: Students will see a link in the Calendar for these due dates. When they click on the link, they will be presented with an "attachment box." Students will submit their essays, just as in Turnitin.com.

AP Psych A

[View another group space](#)

Period 3 | Eric Castro  [profile](#)

- Dashboard
- Calendar
- Resources
- DropBox
- Quizzes
- Media
- Blog**
- Discussions
- Members

If you want, you can start a blog for you to comment on anything you want pertaining to your class. Students will be able to reply to your blog posts. Note, this is different from the "Discussion" tab, which allows students to create their own topics to discuss.

New post from E. Castro

Post Title:

 | **B** | *I* | U | ABC |  |  | 

Categories and Optional Settings [hide](#) ▼

Hide User Comments: Users must post a response before seeing other published responses.

Categories  [edit categories](#)

No categories have been defined.

+ [add a category](#)

- Cancel
- Save Draft
- Publish

You or your students can start a discussion, and others can comment upon it. Imagine one student posting a discussion regarding a newspaper story she saw on genetics or a newly found poem by Robert Frost.

AP Psych A
Period 3 | Eric Castro [profile](#)

Dashboard | Calendar | Resources | DropBox | Quizzes | Media | Blog | **Discussions** | Members

New Discussion Board

There are currently no discussions.

View another group space

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This is how you create a discussion board, which is category of discussions, such as "Poetry" or "Unit 1."

Group Discussion Manager
siprep.ccscct.com/cf_group/admin/discussion.cfm?groupPageID=959&bl...

Discussion Board Settings

Enter the following information into this Discussion Board:

Discussion Board Title:

- Allow contributions to post new topics
- Moderate new topics (hidden until reviewed & published)
- Moderate replies (hidden until reviewed & published)
- Allow moderation tools later a new reply is posted
- Allow contributions to edit posts after publishing
- Reply display format: **Chronological**
- Enable other users to start this discussion

Maximum Email:

Create Discussion Board

AP Psych A

Period 3 | Eric Castro [profile](#)

Dashboard | Calendar | Resources | DropBox | Quizzes | Media | Blog | **Discussions** | Members

Discussions > Unit 1 Questions

< back | + post new topic

Forum Topics	Replies	Views	Last Post	Author
There are currently no topics within this forum. Click here to add the first topic.				

These are discussion topics within the category created above.

AP Psych A

Period 3 | Eric Castro [profile](#)

Dashboard | Calendar | Resources | DropBox | Quizzes | Media | Blog | **Discussions** | Members

Discussions > Unit 1 Questions

Topic Title:

Hide Forum Responses. Contributors must post a response before seeing other published responses.

Cancel | Save Draft | Publish

You can see all your students listed here; you can email selected students or send a bulk email to all students.

AP Psych A

[View another group space](#)

Period 3 | Eric Castro  [profile](#)

- Dashboard
- Calendar
- Resources
- DropBox
- Quizzes
- Media
- Blog
- Discussions
- Members**

-  bulk email
-  edit members

There are currently no members in this group.