

Classportal.net

MyTeacher Web Tools Instructions and User Manual



California Education Alliance
www.unitedpurpose.org

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DESCRIPTION

Classportal.net is a service provided by California Education Alliance, a nonprofit educational organization. 100% of our revenue goes towards our nonprofit mission and related operations. It is our goal to promote technology integration with education by making web tools available to teachers, students, and parents.

The MyTeacher web tool allows teachers to share with students and parents classroom information, contact information, office hours, recommended web sites and books, assignments, syllabi, and other teacher-posted materials.

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FEATURES

For teachers

- ❖ Manage yearly coursework, assignments, syllabi and materials through instantly-updatable content management system.
- ❖ **Facilitates parent communication** and **encourages parent involvement**
- ❖ Attach pdf, doc, jpg, PowerPoint or other files (up to 2mb) to each entry - **eliminates paper waste and printing costs!**
- ❖ Design classes with detailed class descriptions.
- ❖ Create categorical listings of books and internet resources.
- ❖ Provide students and parents a general brief statement or letter to students, optional contact information, photograph and office hours.
- ❖ Share book and internet resources with the community.
- ❖ Free online technical support.
- ❖ **On-line personal portfolio** complete with biography and resume upload.

For students and parents

- ❖ Students and parents can access teacher and class information from home, work, or anywhere with internet access.
- ❖ Flash and non-Flash versions are available.
- ❖ Contact teacher via built-in form mail without having to log in to a separate email service.

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The screenshot shows the MyTeacher website interface for Dr. Smith at Mira Mesa High School. The page features a navigation menu with links for Send Mail, Books, Links, Office Hours, Biography, Resume, and Help. A mission statement is displayed, followed by a section for Homework Assignments and Materials. This section lists assignments for AP Biology (01/30/2006 - Week 1 Reading, 01/31/2006 - Review Plant Cell Anatomy) and AP Calculus (03/09/2006 - Life Skills). A link is provided for a plant cell anatomy diagram, which is shown as a detailed cross-section of a plant cell with various organelles labeled. The footer of the page includes the California Education Alliance logo and the date Monday 5/8/2006.

REGISTRATION

To take full advantage of Classportal.net services and tools, you must have a valid CEA Educator Membership account.

- ❖ To get started, simply visit <http://www.unitedpurpose.org> and click on “register” in the top menu bar.
- ❖ Fill out the membership application and select the appropriate type of membership.
- ❖ Remember to write down your username and password in a secure location.
- ❖ Please note that the address and contact information will be posted on your MyTeacher website, so many teachers choose to enter their school address.
- ❖ Read the Terms and Conditions and click on “Submit Application”.

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ACTIVATING YOUR ACCOUNT (EDUCATORS ONLY)

After you created your educator account, you must activate it to access MyTeacher and other web tools.

- ❖ Click on “Member Log in” on the top menu bar.
- ❖ Log in using your username and password.
- ❖ Click on “Teachers” under account activation
- ❖ Click on PayPal logo to submit membership dues
- ❖ Follow instructions to pay either through PayPal or credit card.
- ❖ Exit and log in again.
- ❖ Congratulations! You have activated your educator account and have access to MyTeacher web tools.

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RESUME UPLOAD

Complete your professional portfolio with a downloadable resume with this function. We recommend uploading your resume using a PDF format to protect your document from being modified. Download CutePDF as a free PDF converter if you do not own Adobe Acrobat. Only 200 KB or less PDF uploads are allowed.

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HOMEWORK MANAGEMENT

Now to everyone's favorite part. MyTeacher's homework management system make it easy for your to keep track of and post multiple homework assignments and class announcements, all automatically organized by classes. No more costly handouts and messy Xerox copies. To get started, click on "Homework Management" under membership area.

ADDING CLASSES

The first step is to add new classes to your account. Simple click on "add/update a class". Input the class name and a brief description and click "Insert New". Continue until you have finished adding all of your classes. You may return to this section to change/update your classes at any time.

The screenshot shows the 'Homework Management Tool' interface for a user named John Smith. The page header includes the CEA logo and navigation links like 'Member Log in', 'Registration', and 'Search'. A sidebar on the left lists various site sections such as 'About CEA', 'Programs', 'Resources', and 'Member Area'. The main content area is titled 'Homework Management Tool (for John Smith)' and contains instructions for updating profile information. Below this, there is a 'Teacher's Profile' section for 'Mira Mesa High School' with a 'Public Listing' checkbox checked. The primary section is 'Insert New Material, Assignment, Syllabus', which features a form with fields for 'Title*', 'Date Due', 'Class* (add/update a class)', 'Description*', and 'Attach File:'. A red arrow points to the 'Class*' dropdown menu. An 'Insert New' button is located at the bottom right of the form.

CREATING ASSIGNMENTS/SYLLABI

Upon returning to the Homework Management section, you may immediately add content to your account. You will also notice that the classes you have just created are available in the pull-down menu for creating new assignments.

To add an assignment/announcement, simple fill in the title, due date (optional), and description after choosing the proper class. You many also choose to attach a file to the assignment by browsing for and uploading a file from your computer.

Posting class syllabi is as easy as posting a homework assignment with our 'smart' content management system. Simply include the word "Syllabus" or "Syllabi" anywhere in the title and the system will automatically direct the file into the Syllabus section of your website.

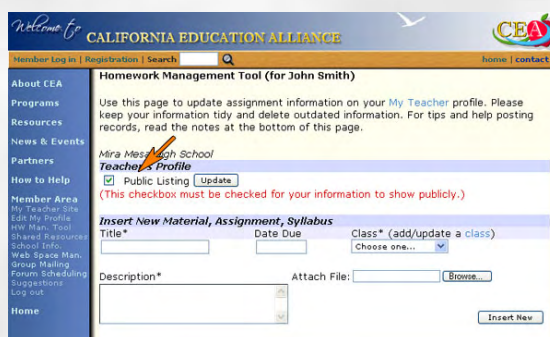
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ADDING BOOKS AND LINKS

Your MyTeacher web tool allows you to add depth to your MyTeacher website by adding and sharing books and internet resources. To start, click on [shared resources](#). You may add to your website books and internet resources in the shared CEA educator resource database with a simple click of a button. We encourage you to contribute to the community by adding resources of your own.

MAKING YOUR MYTEACHER WEBSITE PUBLIC

For your teacher's profile to show in the school listing, the *Public Listing* checkbox must be checked. This can be done from the Homework Management Tool or My Membership Profile. Congratulations! You now have an active online presence built on cutting-edge technology. Please contact us if you have any further questions.



MEMBERSHIP REFERRAL REWARDS PROGRAM

Classportal.net is a service provided by California Education Alliance, a nonprofit educational organization. 100% of our revenue go towards our nonprofit mission and related operations. It is our goal to promote technology integration with education by making web tools available to teachers, students, and parents.

In line with our nonprofit outlook, we believe in reinvesting back into the educational community instead of employing conventional marketing. From now until May 2007, CEA educator members can take part of our Membership Referral Rewards (MRR) Program.

Through the MRR Program, CEA educator members can earn \$20 per new paying membership referred.*

- ❖ To take part in the MRR Program, one must have an active CEA educator membership.
- ❖ Help us promote technology integration in education by helping a fellow educator set up a new CEA educator membership and MyTeacher website.
- ❖ To receive credit, have the new member enter your CEA username as the Referrer when paying.
- ❖ Have a valid PayPal account to receive referral rewards (allow up to 30 days for processing).

*MRR Program and referral rewards are governed by our Terms and Conditions and are subject to change.

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CHANGING PASSWORDS/USERNAME

- ❖ Passwords must be changed through the Forum. Click Forum and then Profile (at top) to change your password. Usernames must be changed by the CEA web administrator.
- ❖ If you are using these tools in school, remember to logout when you have completed your work.

TECHNICAL SUPPORT AND TROUBLESHOOTING

- ❖ The main versions of these tools are produced in Flash. If you do not have Flash 7.0 or greater installed, there are alternative versions. Click non-Flash for simple HTML.
- ❖ A technical support forum is available. Click Forum and choose the CEA Web Site Technical Support in the General Topics forum.

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