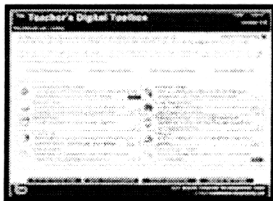


The Classroom Creator

The Classroom Creator allows you to select from pre-made templates. Listed Below are the template options.



Each Template can be shown on your website or hidden. You have the option to click the Show / Hide button so that it will appear or not appear on the site menu.

show ▶

hide ▶

Announcements Page

This page allows you to add, edit or delete announcements. Click on the Add a New Announcement Button to get started.

show ▶

+ ADD A NEW ANNOUNCEMENT

Bookmark Maker

You can make a set of folders to organize weblinks with this template. Simply create the folders and then add URL's by editing that folder.

hide ▶

Calendar Maker

Create Calendar Events (make sure to enter the date as specified). Once you have events, you can edit them or delete them.

hide ▶

Email Me Link

With this turned on, visitors to your site can send you an email directly through the system. You can specify and alternate email address for summer time.

hide ▶

FlashCard Maker

Create a new flash card deck. Edit the deck so that you can add individual cards. Hide the deck if that unit is passed and still have it for next year.

hide ▶

Homework Finder

Create a class, then add assignments to that class. You can upload files for a given assignment that students can download from anywhere!!

hide ▶

Image Gallery Builder

Create an image gallery and then edit it to add pictures. Add important information about that image. (no student names please)

hide ▶

Spelling List Manager - now includes Master Spell

You can create spelling lists. These words will be read to the student and they will have a chance to spell them correctly. (French, German and Spanish too!!)

hide ▶

Mailing List

Users can add themselves or request to be added to a mailing list. You can have multiple lists and manage who is in which list. Then, one email will go to everyone!!!

hide ▶

Message Board - hidden

You can set up a place for visitors to post messages. You have the power to edit or delete these messages. Talk with your Web Master before using this option.

show ▶

Always get back using the lower, right-hand corner of the screen!!

Back to the Classroom Creator

AccelerateU

The Teacher's Digital Toolbox
version 3.0

QuickCard for SCT BOCES's Toolbox through Project Accelerate Consortium and AccelerateU

Basic Website Tools

Logging In

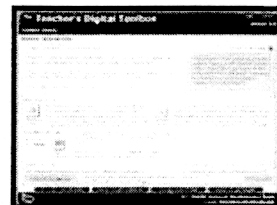
1. Go to <http://www.sctboces.org/toolbox>
2. Enter Username and Password
3. Click the Classroom Creator Button.



Classroom
Creator

Toolbox Home

From the Toolbox home, you have access to three different tools as well as the possibility to activate your website.



The Toolbox

Webfolder Manager: This allows you to upload files to share with the world or keep private for your use.

Digital Storyteller: This tool allows you to create online presentations, complete with multimedia.

Classroom Creator: This is the tool that the rest of this QuickCard addresses. Read on for more.

Activating your Site

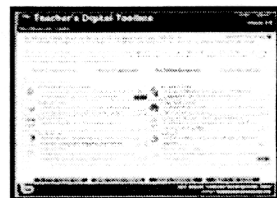
Before activating your site, make sure you are aware and following your district's web and copyright policies. Once you are ready for the world to see your website, you can activate it.

Activate My Classroom

After logging in, click on the Active My Classroom link at the bottom of the page. You can now let your district webmaster know that it is a live site.

The Classroom Creator

The Classroom Creator allows you to select from pre-made templates or create your own pages.



Top Menu Choices

Choose A Classroom Style

This option allows you to select a color scheme and background picture for your website. Once you find the scheme you like, SET the theme by clicking on the Set My Classroom to this Style button.

Edit Home Page Content

This button provides you with a large box where you can edit your home page for your site. You can use the menu at the top of the box for formatting your text, inserting graphics or adding hyperlinks.

Edit Custom Linked Pages

If you don't see the type of page that you want in the templates section, you can add your own blank page here. You can then edit it using a similar 'edit box' as that seen on the Home Page.

Preview Classroom Site

Clicking this button will launch a new window displaying what your website currently looks like.