

# Teacher Websites Survival Guide

This guide contains the following:

1. How to View your Website.
2. How to Remove and/or Delete Pages from your Site.
3. How to Rename Pages.
4. How to Edit to your Homepage.
5. How to Add to your Calendar.
6. How to Clean Up Navigation from the Document Manager Migration

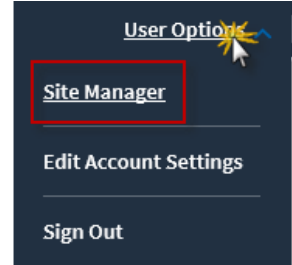
**LOGIN:** <https://teachers.bluevalleyk12.org>

Click: Sign In (upper right)

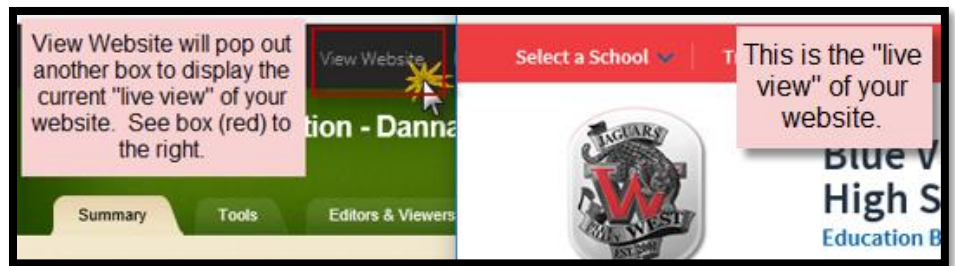
Click: Teacher Websites Login (scroll to bottom - under the Sign In).

Click: Login using BV credentials. Then I Accept.

Click: User Options/Site Manager (drop down in upper right)



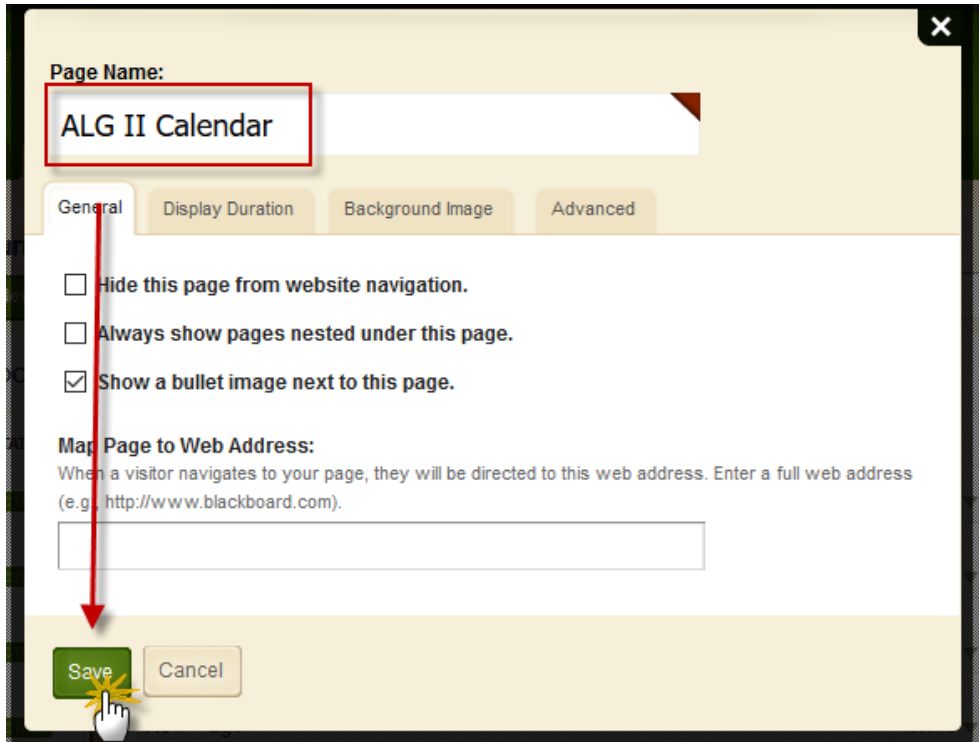
1. **How to View your Website.** Click View Website at the very top of the page. You will edit in the "green pages", and view from the "red pages".



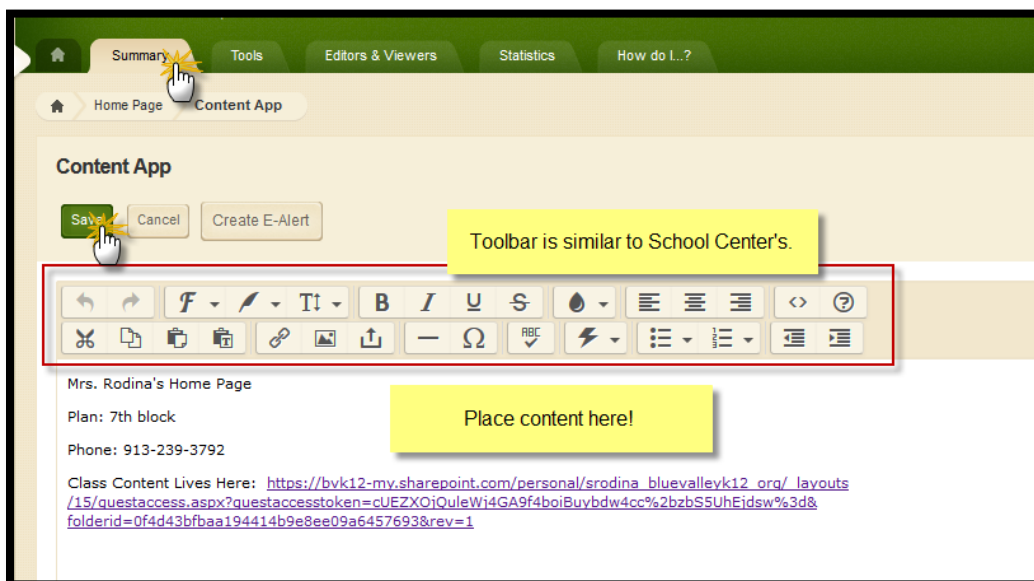
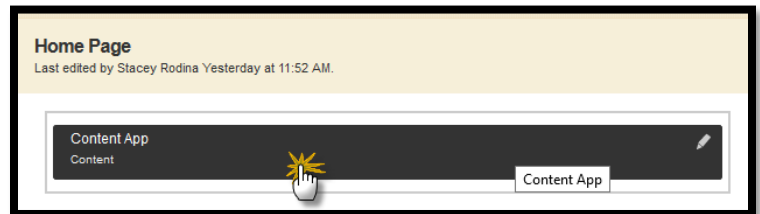
2. **How to Remove and/or Delete Pages from your Site.** Summary Tab / Click ACTIVE to toggle to INACTIVE makes it hidden. Actions / Delete to delete the page.



3. **How to Rename Pages.** Summary Tab / click Actions / Page Options/ Rename in the Page Name box, then Save. Click View Websites to see it live.



4. **How to edit your Homepage.** Summary Tab/ Click on your Home Page / Click Content App (grey box – anywhere in that box). Make your edits / Save. Click View Websites to see it live.



5. **How to Add to your Calendar.** Summary Tab / Click your Calendar Page / Click the Grey Box to edit that page. To edit an assignment, click on the assignment and choose edit. To add a new event, double click on a date or click on New Event. Make edits, Save and “View Website” to see it live.

The screenshot shows the Blackboard event creation interface. Key elements and annotations include:

- Event Title:** A text box containing "Mar 8 & 9" is highlighted with a red box. A yellow callout box points to it with the text: "This is the name of the event that will show on the calendar."
- Event Tab:** The "Event" tab is selected and highlighted with a red box.
- Start Date:** A date picker showing "3/7/2017".
- Start Time:** A time picker showing "8 AM" and ":00".
- End Time:** A time picker showing "9 AM". A red box highlights the "9 AM" selection. A yellow callout box points to it with the text: "Click All Day to make it non-time driven - Like School Center." Below the time picker is an "All Day" checkbox with a green checkmark.
- Description:** A rich text editor area. A red box highlights the text "Your notes are attached!". A yellow callout box points to it with the text: "This is what they will see when they open the event." Another red box highlights the "Insert File" button in the toolbar. A yellow callout box points to it with the text: "This is where you will add files."

6. **How to Clean Up Document Manager Migration Files.** The migration of your document manager pages comes in as individual files. Luckily, it indents them; but unfortunately, it makes your navigation very long. You can handle this like this. Summary / Actions / Page Options on the “parent folder”, then uncheck this “Always show pages nested under this page”, then Save. When you view your website, it will put a “+” symbol in front of that parent folder. This allows the user to click it to expand it.

The screenshot shows the "Page Options" dialog box for a page named "ALG II Calendar". Key elements include:

- Page Name:** A text box containing "ALG II Calendar".
- General Tab:** The "General" tab is selected.
- Navigation Options:**
  - Hide this page from website navigation.
  - Always show pages nested under this page. This checkbox is highlighted with a red box, and a yellow callout box points to it with the text: "Uncheck this."
  - Show a bullet image next to this page.
- Map Page to Web Address:** A section with a text box for entering a full web address.
- Buttons:** "Save" and "Cancel" buttons at the bottom.

**Full Document Support:**

<http://www5.bluevalleyk12.org/techsource/?p=8374>