

TECHNOLOGY DEPARTMENT

**MONTROSE COUNTY  
SCHOOL DISTRICT**

TECHNOLOGY DEPARTMENT

# **School Web Lockers Manual**

Information provided by  
[schoolweblockers.com](http://schoolweblockers.com)

**TECHNOLOGY  
DEPARTMENT**

**Instruction Manual**  
School Web Lockers

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## **General Information**

### **Logging On**

- Go to [mcsd.schoolwebblockers.com](http://mcsd.schoolwebblockers.com) and type in your username and password.
- For teachers and employees, your login is firstname.lastname and your password is Pass.Word.
- For students, your login is the first letter of your first name, the first four letters of your last, and your student ID. So John Smith with the ID # 1234 would have a login name of jsmit1234. Your password is your POS number.
- When you log in the first time, you will get a screen allowing you to change your password and add your email address.

### **Training Folder**

- After you log in you will see a folder called Training. This holds documents and Powerpoint presentations for training teachers and students to use schoolwebblockers.

### **Changing My Login Name and Password**

- Click on My Profile on the left hand side. You can click in the box next to login name and/or password and change them to something you will remember and make sure you click update user.

### **Adding an Email Address to My Account**

- Click on My Profile on the left hand side. You will see a box that says email next to it. Go ahead and enter your email address in here and click update user. Teachers and administrators can view student email addresses, but other students cannot. If a teacher posts an email address, all her students will be able to view it.

### **Uploading a Document**

- To upload a document, you want to click on home. Then click on the link that says Home Directory for (Your Name). On a PC you will see a button that says browse, on a MAC it will say choose file, click that, find your file, open it, and click the upload file button. Now the file name should appear down below in your home directory.

### **Downloading a Document**

- To download a document, click the file name or the download link. If you click the download link, the computer will prompt you to either save the file or open it. If you choose to save the file, make sure you put it on the desktop or in my documents otherwise it will be saved in a temporary internet folder that is extremely difficult to find.

## **Re-uploading an Edited Document**

-First off, make sure you click file-save as and save the document on the desktop or somewhere you will be able to access it. If you don't, the file will be saved in a temporary internet folder that will be extremely difficult to find. If you want a copy of the original document and the new document, change the name of the document. Then save it, login to your home directory, click the browse or choose file button, find your file and click upload. If the document name was not changed, it will ask you if you want to override the existing file. Click yes if you do.

## **Deleting Documents**

-Click on the box to the left of the file name, scroll to the bottom of the page, and click delete selected file. It will ask you if you're sure you want to delete. Click yes if you do. You can delete as many files as you want to all at once. Just click on multiple boxes.

## **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, click on the link, "click here to add a directory."

-The directory structure can be organized just like your ZDrive.

\_Click on the name of the directory to navigate into that directory.

-Click on the link "Back to parent directory" to navigate back up the directory structure.

## **Teacher Information**

### **Sending a document to your Students**

- If you haven't uploaded the file into your home directory yet, do that first. Then find your file in your home directory, click on the box to the left of the file name, scroll to the bottom of the page, and click copy selected files. A new window will open for you with a list of all the classes you teach. Choose the folder Homework Due for the class you wish to send the document to, click on the box to the left of the folder name, scroll to the bottom of the page, and click copy files to selected folders. You have just sent the document to all the students in that class. You can click on as many Homework Due folders as you'd like.

- You can also send a document to your students by clicking on Assignments in the left column, find the class you wish to send the document to and click on the class name, and upload the file. As long as the file appears in that directory, it means it's been sent to your students. Note: at the end of the term when your classes change, everything but your home directory gets deleted, so if you want to save a copy of it for yourself, make sure you have a copy in your home directory.

### **Adding a Student to your Class**

-Click on My Classes over on the left hand side. You'll see a list of all the classes you teach. Click on the class you want to add the student to. Now you should see a list of all the students enrolled in that class. Scroll to the bottom of the page and click add students to this class. Search for the student by first or last name. When you find the student, click on the box to the left of the student's name under add as student. You've just added the student to your class. He/She now has access to the files you have sent to the other students. Note: If the student is new and not yet in the system, you will have to get an administrator to add the student into the system before adding him/her to your class.

### **Deleting a Student from your Class**

- Click on My Classes over on the left hand side. You'll see a list of all the classes you teach. Click on the class you want to delete the student from. Now you should see a list of all the students enrolled in that class. Find the student's name and click on the box to the left of the name. Scroll to the bottom of the page and click delete students from this class. You've just deleted the student from your class.

### **Looking up Student Login Info**

-You can look up any of your student's login information. Click on My Classes on the left hand side. Click on the class that student is enrolled in. You will get a list of all the students enrolled in that class. Find the student's last name and click on it. Here you will be able to see login information and an email address if the student has chosen to add one. You can even change login information here.

### **Teacher Talk- How to activate and how to use**

-Teacher talk allows teachers to have discussions with only the students in their classes. There is an individual discussion area for each class and a general discussion for all the students in all that teacher's classes.

-To activate this, click on My Profile on the left hand side. You'll see in the right hand column a bunch of buttons that say update talk channel. Click active for the class/classes you want to have discussions with and click update talk channel.

-To use teacher talk, click on My Classes over on the left hand side. Now over towards the right hand side you should see a link that says talk. Depending on which ones you activated, you may see a talk for general and a talk for class only. Again general lets you have a discussion with all the students in all your classes and class only is only with the students in that particular class.

### **Teacher Blogs-How to activate and how to Use**

- Teacher Blogs allow teachers to post images and website links within text. Anyone can view a teacher blog, but only students enrolled in the teacher's class can comment on it. Teachers are the only ones that can start blogs. Students only have the ability to comment on existing blogs.

- To activate this, click on My Profile on the left hand side. At the bottom of the page after all the buttons that say update talk channel, you'll see a button that says update blog status. Click active and the update blog status button.
- To use the Teacher Blog, click on My Classes over on the left hand side. Now over towards the right hand side you will see a link in blue that says blog. Click on any of the blog links, and it will take you to the same place. Then you will be able to see any blogs you have already posted along with any comments. You can also start a new blog by clicking on start a new blog. Once you click save, the blog will be available for anyone to view along with any images or website links you have added.

### **Inserting an Image on a Blog**

- To insert an image, click on the button that says add image. You have to upload an image or insert a previously uploaded image. To upload an image, click on the browse button, find your picture and upload it. It should now appear down below. Now click on the button that says insert image. Only click the button once and then exit out of the new window that opened for you. Now there will be some text that indicates what image you inserted.

### **Inserting a Website Link on a Blog**

- You can also add a website link on your comment by clicking on add website link. A dialogue box will open for you so you can type in the address. When done, click ok. Now you will see some text that will reference your website address making it so people can click directly on the link and it will take them to the site.

### **Starting a Thread**

- You can start a thread on the message boards or through teacher talk. To do this, click either on My Classes for Teacher Talk or Message Boards for general talk. For teacher talk, click on the talk link next to the class name and for the message boards click on the subject you wish to post something for. Click on Start a new thread. Make sure you enter a subject line otherwise it won't post. Keep in mind your name is posted next to the comments you make so be careful about what you post.

### **Replying to a Thread**

- You can reply to a thread on the message boards or through the teacher talk. To do this, click either on My Classes for Teacher Talk or Message Boards for general talk. For teacher talk, click on the talk link next to the class name and for the message boards click on the subject you wish to post something for. Then, click on the thread you wish to reply to. Click the link that says reply to thread. Then you can post a comment about that thread that will appear below it once the thread is opened. Make sure you enter something in the subject line otherwise it won't post. Keep in mind your name is posted next to the comments you make so be careful about what you post.

### **Making a Thread Sticky**

-If you make a thread sticky, it will appear at the top of the list on all your student's threads. Making it sticky makes it a priority and that will be the first one everyone sees. To do this, start a new thread, type in a subject and message, and click the box to make it sticky. This thread will work the exact same way any other thread would. There's no limit to the amount of sticky threads or messages you can create, but if you have multiple sticky messages, they will appear on the top of the list arranged by date.

### **Retrieving Turned in Assignments**

-Click on Homework on the left hand side. You'll see a list of the classes you teach. Click on the class you wish to view assignments for. If any assignments have been turned in for that class, they will appear in this folder. You'll notice in this folder, you can see the file owner (the student who turned in the work) and the date it was sent. The best thing about this folder is files don't override one another. So if 5 of your students turn in a file with the exact same name, you'll just have 5 documents that are named the same. Now you can view the assignment by clicking on the file name or download.

### **Grading An Assignment**

-Once you have reviewed the file and you are ready to give it a grade, click on the link assessment next to the file name. You'll see a spot to enter the grade. It can be letters, percentages, point out of points, or however your grading system works. Then you have the ability to make any comments about the assignment here. Once you send it, it is sent only to the student who turned in the assignment and the student will have the ability to respond if he/she so chooses. Once you give the assignment a grade, it gets transferred from your homework folder to your graded assignments folder.

### **Viewing Graded Assignments**

-Click on Graded Assignments on the left hand side. Click on the class folder you wish to view graded assignments. To view the original document, you can click on the file name or download. Or you can click on assessment next to any of the file names to view any comments that have been made by both the teacher and the student. This is where you can reply to the message.

-You can also view comments and grades by clicking on Assessments over on the left hand side. Click on the class you wish to view assessments for and you will get a list of all the assignments that have been graded sorted by most recent. To view any comments that have been made back and forth, click on the file name. Here you can reply to the message too.

### **Posting Something on Your Calendar**

-Click on Calendar on the left hand side. Choose the month you wish to post something on. Click on the date you need to make a note on. A new window will open. Click on Add Item and the box that says My Calendar Only. Make sure you enter a subject in the subject line otherwise it won't show up on your calendar. You can add a description if you'd like. Now click add item. You can exit out of that window. You'll have to refresh your browser to see the new calendar item.

### **Posting Something on Your Students' Calendars**

- Click on Calendar on the left hand side. Choose the month you wish to post something on. Click on the date you need to make a note on. A new window will open. Click on Add Item and check the box or boxes for the class or classes you want to post the item to. Make sure you enter a subject line otherwise it won't show up on their calendars. You can add a description if more information is needed, and then click add item. Then you can exit out of that window. It will also show up on your calendar after you refresh your browser.

### **Deleting a Calendar Item**

-You can only delete calendar items you have added. Click on the date you need to remove the item from. A new window will open. Check the box to the left of the item you wish to erase and click delete selected items. You can exit out of that window when you're finished.

### **Viewing a Calendar Item**

-If you want more information on an item that has been posted on your calendar, click on Calendar over on the left hand side. Choose the date you want to view calendar items for and a new window will open for you showing you the description of the item if one has been added.

## **Student Information**

### **Sending a Document to your Teacher**

-If you haven't uploaded the file into your home directory yet, do that first. Then find your file in your home directory, click on the box to the left of the file name, scroll to the bottom of the page, and click copy selected files. A new window will open for you with a list of all the classes you are enrolled in. Choose the class you wish to send the document to, click on the box to the left of the folder name, scroll to the bottom of the page, and click copy files to selected folders. Once you do that, it is sent to your teacher. You can now exit out of that window.

-You can also send a document to your teacher by clicking on Homework Due in the left column, find the class you wish to send the document to and click on the class name, and upload the file. As long as the file appears in that directory, it means it's been sent to your teacher. Note: at the end of the term when your classes change, everything but your home directory gets deleted, so if you want to save a copy of it for yourself, make sure you have a copy in your home directory.

### **Retrieving an Assignment from your Teacher**

- Click on Assignments on the left hand side. You'll see a list of the classes you are enrolled in. Click on the class you wish to view assignments for. If any assignments have been posted for that class, they will appear in this folder. You can sort the files by date. Note: In this folder you only have the ability to download files. You can't make changes to any of these files and re-upload them. To view a file, just click on the file name or the download link.

### **Viewing Graded Assignments**

-Click on Graded Assignments on the left hand side. Click on the class folder you wish to view graded assignments. To view the original document, you can click on the file name or download. Or you can click on assessment next to any of the file names to view any comments that have been made by both the teacher and the student. This is where you can reply to the message.

-You can also view comments and grades by clicking on Assessments over on the left hand side. Click on the class you wish to view assessments for and you will get a list of all the assignments that have been graded sorted by most recent. To view any comments that have been made back and forth, click on the file name. Here you can reply to the message too.

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enter a subject line otherwise it won't post. Keep in mind your name is posted next to the comments you make so be careful about what you post.

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### **Commenting on a Teacher Blog**

- You can only comment on a teacher's blog if you are enrolled in his/her class. Only teachers can start a blog. To access your teacher's blog, click on My Classes and you will see a link in blue that says blog. Click on the blog link. Scroll down to the bottom of the Blog, click on the link add a comment. Make sure you enter a title in. You can type in the box labeled content and insert appropriate images and url's at the beginning, middle, or end of text. When you click save, you will be taken back to the teacher blog and your new comment will be posted along with any images or website links. You will also be able to see all the comments that have been posted for the blog.

### **Inserting an Image on a Blog**

- To insert an image, click on the button that says add image. You have to upload an image or insert a previously uploaded image. To upload an image, click on the browse button, find your picture and upload it. It should now appear down below. Now click on the button that says insert image. Only click the button once and then exit out of the new window that opened for you. Now there will be some text that indicates what image you inserted.

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subject line otherwise it won't show up on your calendar. You can add a description if you'd like. Now click add item. You can exit out of that window. You'll have to refresh your browser to see the new calendar item.

### **Deleting a Calendar Item**

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