

...Getting Started

Signing-in

- Go to: <u>www.dentonisd.org</u>
- Click the Sign-in button at the top right corner of the homepage
- Enter your username and password
- Click the Sign In button



Access My Info

- Click Access My Info (top right corner)
- Enter your professional information
- Update your email address
- Click Save

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Please update your	r information in the for	m <mark>below.</mark>			
	= Required Field	1			
First Name:	Carolyn				
Last Name:	Thomson				
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Address 1:	1212 Elm Street				
Address 2:					
City:	Denton				
States	TX				
Zip Coder	76201	1			
Phone					
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	cthomson@dento				

Navigate to Your Site

- Choose your school from the drop down menu located in the upper left of the screen
- Click on the Faculty and Staff channel on your campus site
- Click on Staff Directory
- Click on your name to open your section



Opening Section Workspace

- Click on Site Manager at the top right corner of the screen
- Your Section Workspace will appear



Workspace Features

- Click New Page to create a new page for your section
- Click Sort Pages to reorder your pages
- Click Hierarchy List if using this feature for page display on your site **requires additional training*
- Use the Filter option to display only Inactive or Active pages



Adding a New Page

- Article Library
- Assignments
- Blog
- File Library
- Flex Page
- Link Library
- Maps & Directions
- Podcast

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	able Page Types to the type of page you would like to add to your section, click on the title of the page type.	
o sele	ct the type of page you would like to add to your section, click on the title of the page type.	
	Article Library This page type is useful for sports highlights, newsletters, and meeting minutes.	
A+	Assignments This page type is useful for adding and displaying homework assignments.	
9		
4	This page type is useful for such things as facilitating cooperative learning experiences	
	and promoting communication with parents.	
	File Library	
	This page type is useful for policies, forms, software updates and art projects.	
	Flex Page	
	This page type is useful for all types of content.	
0	Link Library	
	This page type is useful for helpful links, fun links and homework links.	
Ø	Maps & Directions	
	This page type is useful for athletic events, field trips and other occasions when you	
	want to give detailed driving directions.	
3	Podcast This page type is useful for such things as showcasing school concerts and sharing	
	foreign language assignments.	

Flex Page

- Most popular
- Enter text, graphics, tables and more into the blank workspace
- When finished entering content, click Save
- Toggle to your open browser to view your work
 *This will display immediately on the Internet, so please be mindful of spelling and include accurate information



Working with Current Pages

- Click URL to retrieve page address
- Click Rename to give the page a new title
- Click Options to edit page options
- Click Copy to make a copy of the page
- Click Move to move the page elsewhere
- Click Delete to permanently remove the page
- Uncheck Calendar to hide it from your site
- Click on the name of the page to begin editing

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Active Afternoon Dismissal Procedures Flex Page URL... Rename Options Copy Move Delete

I Have Content on My Site - Now What?

- Attend trainings
- Add more content
- Use your site for instruction
- Enter in the Exemplary Site-ings Award

