

# Teacher Websites

## Hackensack Public Schools

### Links



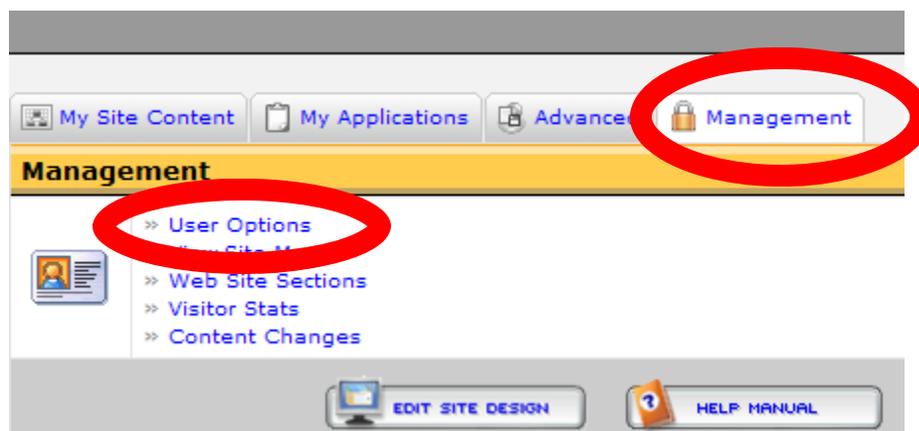
Dear Hackensack Teachers (other staff members can disregard this message),

You may have noticed that the school webpage is new ([www.hackensackschools.org](http://www.hackensackschools.org)). Along with this new website is the ability for our teachers to have their own webpages. This will replace “HomeWork Now”. Also, many of you have used Webmail Pro to create teacher webpages. While the Webmail Pro pages will still exist, the teacher webpages from our new website are much better and we are going to use these as our official teacher webpages.

Feel free to login and create your webpage (on our blue default page I added a button that says “Teacher Website Login”). It is pretty easy to use so you can get started on your own whenever you want. Some principals have scheduled me to stop in and give their school a training- but again, many of you will login and be up and running on your own. As always, be aware that when you post something to our website, it is published for the world to see.

I will show you a couple of quick things to get you started.....

**Password:** I sent you some emails with your login information, including a password (sorry to send it more than once, there was a glitch...). The password that this system created for you is somewhat long... I recommend changing it once you login. The only requirement is that it must be at least 6 characters long. If you want to change your password, once you login, click on Management and then User Options.



# Help to get you started!

Once you login, you can use their help manual to find out some of the many features that your website can have. Their instructions will be better than any tutorial I could create...

However, please read my next page about how to make sure your teacher webpage shows up on our mainpage so that our students and parents can find it!!!....

A screenshot of a web browser window. The address bar shows a URL starting with "aff//maintain.cfm?". The browser has several tabs open, including "Teacher Pages Mana..." and "Classroom Pages". The main content area shows a dashboard with a table of site content and a navigation bar at the bottom. A red arrow points from the "HELP MANUAL" button in the image above to a "HELP MANUAL" button in the browser's navigation bar, which is circled in red. The navigation bar also includes an "EDIT SITE DESIGN" button.

My Site Content		Active On Site
change icon	<a href="#">» edit My Home Page</a> <a href="#">» add a sub page</a>	<input checked="" type="checkbox"/> Always On
change icon	<a href="#">» edit My Resources</a> <a href="#">» add a sub page</a>	<input type="checkbox"/> Turn OFF
change icon	<a href="#">» edit Classroom News</a> <a href="#">» add a sub page</a>	<input type="checkbox"/> Turn OFF
change icon	<a href="#">» edit Classroom Handouts</a> <a href="#">» add a sub page</a>	<input type="checkbox"/> Turn OFF
change icon	<a href="#">» edit Handout</a> <a href="#">» add a sub page</a>	<input type="checkbox"/> Turn OFF

Add Main Section | Sort Web Site

[EDIT SITE DESIGN](#) [HELP MANUAL](#)

# Let Student's and Parents find your site!

Your site will not show up on our “teachers site” page until you set it to show up there! To check if your site is able to be found easily by students and parents, [click here](#) and then click “show”. You will see a list of every teacher in the district that has been set to show their website on our “Classroom Pages” site... If your name doesn't appear there, you should change your settings to get it there. To add it please follow these instructions...

From the main menu: click on the button that says “Edit Site Design”

Then choose “site options” and look at whether you have a check in the “show on Classroom Pages”. If you don't have this checked, your site will not show up when students look for you! It is unchecked until you come in here and check this box!!!

