**Teacher Webpage**

**Logging In**

- Visit the website: [http://www.lcisd.org/login.aspx](http://www.lcisd.org/login.aspx)
- Log in using your district credentials.
- You must click “Login”. Hitting enter will not work.

**The Dashboard**

After logging in you will be taken to the Dashboard.

Use the Tabs to view:
- Dashboard - your normal landing spot
- Pages - see all activity in LCISD
- Modules - where you will write your blog posts
- Live Site - see the LCISD site live

Use the links in the upper right to access:
- My Preferences
- My Profile

**My Preferences**

<table>
<thead>
<tr>
<th>My Preferences</th>
<th>The Dashboard</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>Start Screen: choose what page you land on when you log in</td>
<td></td>
</tr>
<tr>
<td>FAQs: choose whether you see Frequently Asked Questions on each page</td>
<td></td>
</tr>
<tr>
<td><strong>My Profile</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Important Notice:**
- What you type here will appear in bold, red text on your page toward the top right under “Important Notice”.

**Additional Info:**
- This text will appear below your picture and Profile info. The areas have a line to separate your additional information from your profile bio.

**Profile Info:**
- Click “Change Photo” to open a browser window. Browse to where you have the picture saved on your desktop and add it. **You must upload your picture to the library first. Your picture must not be more than 200 pixels wide to fit the column. Refer to the Office 2010 Picture Manager cheat sheet to help with this process.**

- Type a short bio for the blog in the text box located below the picture. Remember it is on-line to view.
Creating a Blog Post

**Teacher Webpage**

### Modules and Blogs

- **Project:** www.lcisd.org
- **Explore blogs module:** From here you can define who is allowed to read, edit and delete blogs.

### Creating/Editing a Post

- **Click here to create a new post.**
- **View and edit past blog posts here.**

Your blog landing page gives you these options:
- Click **Create a post** to work on a new blog post
- View your past blog posts
  - Click on the post title to view and edit the post
  - Click on the trash can next to a blog post to delete it

### Title and Content

- **After choosing the “Create a post” option, begin creating your blog post by entering a title.**
- **Next, work on the body of your blog post.**
- **Use the blog editor tool bar for many options including:**
  - Insert pictures and/or video - **must upload to library first!**
  - Insert tables
  - Link to documents you have uploaded
  - Change font type, size, and color
    - Keep in mind that you want your font style and color clear and easy to read

**Refer to the “Blog Editor” cheat sheet to help you with the different options available in the tool bar.**

### Other Setting Options

- **Below the text box you have some other setting options:**
  - **Category:** Assign a category (subject) to blog posts so readers can search for specific subject or class posts on your blog.
  - **Tags:** You can tag posts with specific key words. This will also benefit someone searching for specific posts.
  - **Publication Date:** Control when the blog post will be published. Do it right away or set it to post at a later time/date.

**Don’t forget, click Create this post before you exit!**

***To preview your teacher page, use the following url...***

http://www.lcisd.org/Teachers/(you username).aspx - substitute your username for the area in parentheses

Bookmark this website in your favorites so that you can easily visit to preview a new post.
# Teacher Webpage

## Font Style and Alignment

- **Bold**, *italics*, underline, and strikethrough

## Copy/Paste Options

- Spellcheck and Find/Replace
- Cut, Copy, Paste Options
- Undo and Redo

## Media Tools

- Insert images into your post
- Image Properties - change size, add border
- Flash Manager - insert and work with Flash files
- Media Manager - insert and work with videos
- Insert a document - supports many formats
- Hyperlink Manager - insert/remove web sites

## Tables and Symbols

- Convert to lower/upper case - highlight text and it will convert all characters at once
- Insert Table - choose number of columns and rows or open the Table Wizard for options
- Show/Hide Border - allows you to hide the lines in your table
- Insert Symbols - choose from options in a drop down box

## Font Size and Color

- Change your font color
- Change background color of objects

## Exponents and Help

- Highlight a character to create a superscript
- Highlight a character to create a subscript
- Horizontal Rule - creates a horizontal line
- Access the help feature