Manage Teacher Website

3 Parts in creating/updating the teacher website.

1. Create a class at the beginning of the Year.
2. Update Homework Policy, Classroom Policy, and Daily Schedule (Same as the information given to parents at the beginning of the year).
3. Update Scheduled Homework Assignments (on a weekly basis)

Create a class at the beginning of the Year

1. Go to your school's Website **http://losaltos.swhittier.k12.ca.us/**
2. **Add "admin."** right before losaltos… (**http://admin.losaltos.swhittier.k12.ca.us/**)
3. Under **User**: type in "**FirstInitialLastName**" (Example: isanchez for Irving Sanchez)
4. Under **Password**: type in **password** that was assigned to you
5. Click on "**Create a Class now**"

6. Under Name: type in **Grade and Room Number** (for example: 1st Grade Room K2)
7. Under Department: Put **Check Mark** on the grade level (✔)
8. Under Term: Put **Check Mark** on the School Year (✔)
9. Click on **Save**

Within the class, you can add a **Photo Album**, **links** to websites that you want your students/parents to access, and add **homework** assignments.

Update Homework Policy, Classroom Policy, and Daily Schedule (Same as the information given to parents at the beginning of the year)

1. Go to your school's Website **http://losaltos.swhittier.k12.ca.us/**
2. **Add "admin."** right before losaltos… (**http://admin.losaltos.swhittier.k12.ca.us/**)
3. Under **User**: type in "**FirstInitialLastName**" (Example: isanchez for Irving Sanchez)
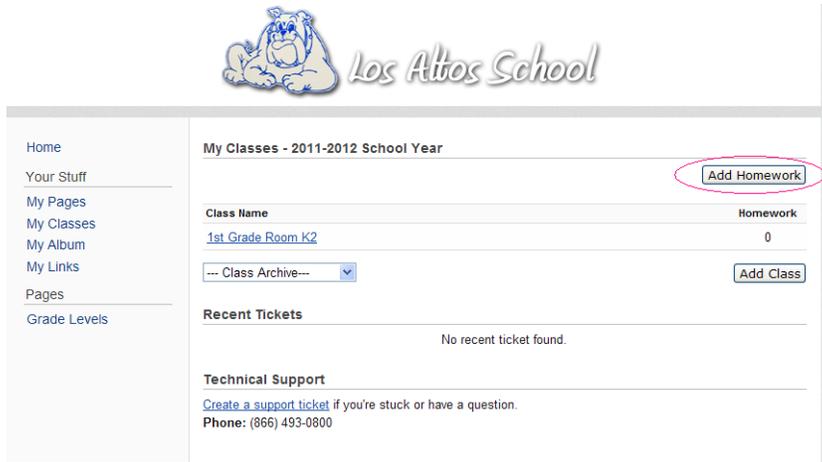4. Under **Password**: type in **password** that was assigned to you.
5. Click on "**My Pages**"

6. Rename the Title from "**Home**" to "**Homework Policy**"
7. Click on **Rich Formatting**, then click inside the box and type your Home Work Policy
-If you have this in a Word Document, you can copy and paste into the box. Some of the formatting will not copy, so make sure to fix the formatting after pasting.
8. Click on **Save**
9. Click on the "**Homework Policy**" **drop down menu** (on the top right)
10. Click on **Create New Page**
11. Type in the Page Title "**Classroom Policy**", click on **Create Page**
12. Click on **Rich Formatting**, then click inside the box and type your Classroom Policy
13. Click on **Save**
14. Click on the "**Daily Schedule**" **drop down menu** (on the top right)
15. Click on **Create New Page**
16. Type in the Page Title "**Daily Schedule**", click on **Create Page**
17. Click on **Rich Formatting**, then click inside the box and type your Daily Schedule
18. Click on **Save**
You can create more sections by going to the drop down menu, and adding other topic/sites that you would like your parents to see when they go to your section of the website. (Example would be website links that you would like your parents to know of)

Update Scheduled Homework Assignments (on a weekly basis)

1. Go to your school's Website **http://losaltos.swhittier.k12.ca.us/**
2. **Add "admin."** right before losaltos… (**http://admin.losaltos.swhittier.k12.ca.us/**)
3. Under **User**: type in "**FirstInitialLastName**" (Example: isanchez for Irving Sanchez)
4. Under **Password**: type in **password** that was assigned to you.
5. Click on "**Add Homework**"

6. Click on the "**Check Box**", Type in the date the homework is due (or click on the calendar date)
7. Under the Homework Description, type in the homework assignment
- If you have a Word Document with the homework assignment, you can copy/paste into the box, and/or updload the document by clicking on Browse, and select the document you want.
8. Click on "**Save**"
(**Example**: Weekly Homework, and you just change the dates and info, or you can create the weekly homework, and put the due date of the last day of school, so it always shows as homework due)

Monday	**Tuesday**
Reading Calendar-25 minutes	Reading Calendar-25 minutes
English-Daily Language Review, Monday #13	English-Daily Language Review, Tuesday
Spelling-Word Pyramids	Spelling-ABC Order
Math-p. 179-180	Math-p. 181-182
Cursive-p. 53	Cursive-p.54

Wednesday	**Thursday**
Reading Calendar-25 minutes	Reading Calendar-25 minutes
English-Daily Language Review, Wednesday #13	English-Daily Language Review, Thursday
Spelling-10 Sentences	Spelling-5x each
Math-p. 183-184	Math-p. 187-188
Cursive-p. 55	Cursive-p. 56

Friday, Saturday, Sunday
Reading Calendar-25 minutes
Math-Practice and memorize X facts from x0-x10
Visit www.multiplication.com for some fun math games
Visit www.studyisland.com to review 3rd grade skills