

School Loop Standard: Easy Start Guide For Staff

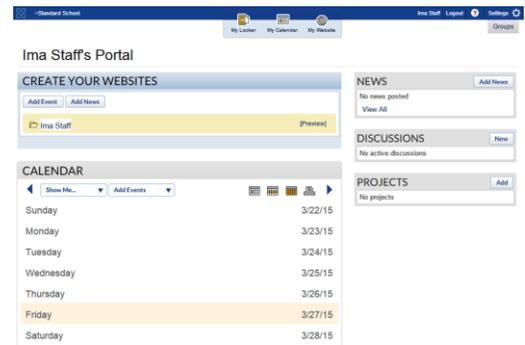
Welcome to School Loop! Your staff Portal enables communication and collaboration with your colleagues and the community in new and exciting ways. This guide introduces you to all of the basic functions of your account.

Your Portal Homepage

The top portion of your portal contains icons for your calendar and groups and links to access help and account management. Clicking on your name link in the upper right corner returns you to this homepage.

The **Create Your Websites** section has links to your personal site and publishing tools for your site.

Your **Weekly Calendar** is located on the lower left side of your Portal homepage. Your group events and personal events are listed on the calendar.



My Websites

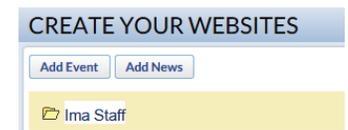
School Loop Standard provides you with a complete website. With minimal effort you can create and publish your staff website. For advanced users, we offer you the tools necessary to fully customize your site, but let's first look at the basics.

From your Portal Homepage, look for the "Create Your Websites" section. Click the link with your name next to the folder icon. Doing so will take you to the default page, which contains many elements such as a locker, calendar, notes and news.

The first thing you should do is to remove the elements you do not wish to keep. Click the **Trash Can** icon in the upper right corner of an element to delete it from your page. Add additional elements by clicking the **Plus Sign** icon where you wish to insert the content. A new window will appear with options for 10 different Elements (types of content).

For the elements you wish to keep, use the **Pencil** (edit) icon and **Add** (content) buttons to change options and add new content. When ready, click the **Publish** button. If you'd like to finish building your site at a later time, click the blue **Save** button. To add additional pages or sub-sections to your site use the **Add** menu in the left navigation bar. Click **Reorder Pages** to see the status of your pages as well as drag and drop them into a new order within your sub-sections.

If you want to go back to an earlier version of your page, click **History** then select the date in the list that you wish to publish.



Publish To Your Website

The easiest way to publish content to your website is to use the buttons located just under **Create Your Websites**. You may also add content directly on the page by using the Add buttons within the elements.

Your staff page comes with a calendar to which you can **Add Events**. You may also **Add News** to your website. When adding content to your site, be sure to check the box for “Your Personal Site” in the Audience section of the simple publishing forms.

CREATE YOUR WEBSITES

Add Event

Add News

AUDIENCE



Website



Your Personal Site

Groups

All Administrators, Teachers, and Staff have the ability to view, create, and join groups in School Loop. Groups are made up of any number of registered users. Each group shares a common calendar, news, and resource locker. Group members may start and participate in an online discussion board or a group project.

Settings 

Groups

Using the pre configured **School Loop Help** Group is a great way to connect with other users. Members can post questions and suggestions for other users to see.

If your district has purchased the optional **Unified** version of School Loop, group membership is open to users across all of the schools in your district.

Beyond The Easy Start Guide

When you're ready to learn more about your School Loop account, visit our Help Website and Support Center where you will find a searchable knowledge base, document library, and online instructions.

Use the red **?** link at the top right of any page in your portal to access these resources. If you can't find the help you need, fill out a help ticket and our School Loop Support Team will quickly get you the answers you need.