

# Mount Gilead School District

## Logging in

### Initial logging in

1. Log on and go to the following website:

<http://gilead.web1.schoolpointe.com/login.aspx>

2. Also open a separate internet explorer window and log in to your e-mail and minimize

3. If you're a New User Select "New Online Classroom User"

- Current Classroom User enter your email and current password

4. Type in your e-mail address (usually school e-mail address)

5. Check your e-mail and look for the new confirmation message sent to you. This will contain

your password (you will be able to change your password after your initial log in.

### To log in to your online classroom:

1. Go to the following site: <http://gilead.web1.schoolpointe.com/login.aspx>

Scroll to the bottom and click on CMS Login which is located in the bottom right hand corner

3. Log in using your e-mail and then use the password you received in your e-mail.

4. Once you are logged in you can change your password. (MAKE SURE YOU WRITE DOWN YOUR PASSWORD)

5. Click on "Online Classroom Management"

6. This takes you to your homepage

# Home Page

## **To upload or change teacher picture:**

1. Click on the picture box on the homepage
2. Click browse
3. Find the picture of your choice
4. Click upload image (**images must be in jpg format**)

## **To edit teacher information on the homepage:**

1. Click edit teacher information
2. Type in the information you want listed
3. There are buttons in the dialog box that allow you to bold, italicize, underline, number, bullet, and/or link (How you format it here is how it will look on the webpage. If you do nothing, then it will look as it does on your screen.)
4. Once you have your information typed in, click save teacher description  
There is an additional dialog box on the homepage. This can be used for class schedule, detailed information about teacher, announcements, etc.
5. You can type the information into the box and edit it using the bottoms located at the top
6. If you put your mouse over the button a box will pop up describing what the button is for
7. Notice that you can insert links and pictures to this portion of the homepage
8. If you log out and back in the bottom text box will appear blank. This does not mean that information is gone. If you want to change the content, you will have to re-enter the data.

## **To edit calendar information:**

1. Click on the date, "Add Event", or "View Full Calendar"
2. Enter the information you want to display. You do not have to fill in every box.
3. The description will display on the homepage calendar.
4. You have the option in the "Class" box to select if you want it to be added to the classroom calendars.

# Classrooms

## **To add new classroom:**

*(This will allow you to add announcements, links, assignments, and photo galleries for each class)*

1. Click on "ADD NEW CLASSROOM"
2. Type in classroom title
3. Click save classroom
4. You will notice the title now appears on the left side of your screen under CLASSROOMS

## **To edit classroom information:**

1. Refer to "To edit teacher information on the homepage". The steps to insert description and picture are the same.

## **To edit class calendar:**

1. Refer to "To edit calendar information". The steps are the same for class calendar
2. The dates put on the homepage calendar will also show up on the class calendars.

## **To add announcements:**

*(This can be field trips, permission slips, student of the week, etc.)*

1. Click on the classroom you want to add announcements to. These will be found listed on the far left side of the screen.
2. Click "Add Announcement"
3. Type in title
4. Type any additional details or description necessary
5. Notice you have optional formatting buttons
6. There is also a place for a picture if preferred
7. Click "Save Announcement".
8. Once the announcement is listed under Class Announcements you have the option to edit or delete.
9. The announcements do not delete when it has passed. You must manually delete the announcements.

### **To add class assignments:**

1. Click "Add Assignments"
2. Type in assignment name
3. Due date, if preferred
4. Type brief description if preferred.
5. Click "Save Assignment"

### **To link assignment:**

1. Follow steps 1-4 in "To add class assignments" (above)
2. Highlight the text you wish to link.
3. Click the button that looks like a world with a chain. If you mouse over it, it says "Insert/Edit Link".
4. Click the Upload tab
  
5. Click Browse and find the file you wish to link.
6. Click "Save it to the Server"
7. Click "OK"
8. Click "Save Assignment"

### **To allow students to submit assignments online:**

1. Follow steps 1-4 in "To add class assignments" (above).
2. Make sure there is a check mark in the box labeled "Allow Students to Submit Assignment Online"
3. Under the Classroom assignment section of your classroom page you will see a link that says "View Submitted Assignments"

### **To add class files & links:**

*(This can be used for the class syllabus, powerpoints, website links, etc.)*

#### **To add folder:**

1. If you didn't set up a classroom for each class you can set up folders for each class here.
2. Click "Add Folder"
3. Type in folder name
4. Click "Save Folder"

### To add file/download:

1. Click "Add File/Download"
2. If you set up folders, then you can select the folder here
3. Type in title
4. Click "Browse" to select you the file you want to attach.
5. NOTE: All files must be in pdf format!!!
6. Type brief description if preferred.
7. Click "Save File"

### To add link:

1. Click "Add Link"
2. If you set up folders, then you can select the folder here
3. Type in title
4. Insert link (this can be copied and pasted or manually typed in
5. Type brief description if preferred
6. Click "Save Link"

### **To add classroom image gallery:**

*Note: Class Slideshow will be seen on the classroom homepage under the gallery section.*

#### **(Images must be in jpg format)**

1. Click ""Add gallery"
2. Type in a name for that particular gallery
3. Click "Browse" to upload images
4. If you will notice you can only upload 5 images at a time.
5. You can only type in one caption, so if you type in a caption it will be on all five pictures.
6. There is an opportunity in another step to type captions for each individual picture.
7. Click "Add Slideshow"
8. You will see a list of the pictures you uploaded
9. There is an edit button next to each picture
10. If you click on this picture you will be able to add or edit the caption
11. There is also a red X next to each picture. By clicking this you will delete the picture.
12. If you want to add more images you click "Add Images at the top of the

displayed pictures.

13. You can reorder the pictures by clicking and dragging the pictures.

14. Make sure if you do this you click "Save Order" at the bottom of the page.

### **To add images to an already existing gallery:**

**(Images must be in jpg format)**

1. Click on the existing gallery you wish to add images to.
2. Click add images
3. Remember you can only upload 5 images at a time.

### **To add a new page or subpage:**

(This allows you to add content to a blank content area, you are still capable of adding images, files, and links within the text area)

To Add a new page under the "My Pages" area, click the "ADD NEW PAGE" link.

-Type the title of the page

-Click the "Save Sub Page" button

Sub pages can be connected to a specific classroom or to particular page.

-click the add a sub page underneath which class or page you like it located

Click the Page Title once it's added to edit the page content

-Make sure you click "Save Page >>" when you're finished editing