

**Pupil Pages User Manual  
DISTRICT ADMINISTRATOR**

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## INTRODUCTION

Pupil Pages is a web based application that enables students to produce professional looking websites without having to know HTML or web design skills. These sites allow students to publish samples of their school work so that they can develop a stylized and organized online portfolio. While Pupil Pages sites can be used for a variety of purposes, they have been designed with the online portfolio in mind. To this end, they include the ability to categorize and present samples of work. There are optional features that can be enabled or disabled by site administrators, such as a resume page, commenting utility and web journal page.

Pupil Pages has been developed with security in mind. There are many levels of security built into the system, along with utilities that allow schools a high level of control.

There are several types of users. Each type of user will login to the system and have varying levels of control. Types of users include:

1. District Administrator
2. School Administrator
3. Teacher Administrator
4. Student Administrator
5. General Viewer

There are User Manuals available for all of these users with the exception of the General Viewer. General Viewers are the people who can view student sites and submit comments if this feature has been enabled.

User Manuals are available on our website at [www.os4e.com/support/documentation.html](http://www.os4e.com/support/documentation.html).

## LICENSES AND HOW THEY WORK

When you purchase Pupil Pages, you purchase a specific number of licenses. These licenses are purchased by annual subscription. Licenses are ONLY ASSIGNED TO STUDENT USERS and NOT to schools or teachers. Each student site that is created uses one license. When you add a student, one license is subtracted from the total licenses available to your district. When you delete a student, a license is then added to the available number. In this way, licenses are transferable between students.

As you manage accounts within your district, you will see information relating to number of licenses used and number of licenses available by district, school and teacher. This information is useful when determining where and how your licenses are being used.

## LOGGING INTO THE SYSTEM AS THE DISTRICT ADMINISTRATOR

The District Administrator has the highest level of access and control over the system.

You will have received a Username and Password when you purchased Pupil Pages. To log into the system, go to this web page:

<http://www.pupilpages.com/login.aspx>

Enter your username and password and click the **GO** button. You will be redirected to your admin console.

## THE DISTRICT ADMINISTRATOR CONSOLE

The District Administrator (DA) has the ability to manage all schools, teachers and students in their school district from this one console. When the DA logs in for the first time, they may not have any schools, teachers or students in their system. It is the responsibility of the DA to create schools within the district. Once schools are set up with School Administrators (SA) assigned, the SA can be delegated the tasks of managing teachers and students within their school. However, the DA can also perform any tasks that a SA can.

When the DA logs in, the first screen they see is the CURRENT SCHOOL LIST screen. This screen provides information about the number of licenses purchased by the district, as well as a list of any schools set up in the system.

The DA can edit or delete schools and school information from this screen as well as access additional information about teachers and students in each of the schools.

The menu on the left of the screen gives the DA access to the following features:

1. **District Information** – Clicking the EDIT link will open the screen for modifying school district information. Some of this information will be pre-filled on your first visit, and some may not.
2. **Schools**

- a. **Add** – This link directs you to the screen that allows you to add schools to your district
  - b. **View All** – Allows the DA to view and access all information related to the schools in their district
- 3. **Teachers**
  - a. **Add** – This is where the DA will add Teacher Accounts to the system
  - b. **View All** – Allows the DA to view and access all information related to the teachers in their district
- 4. **Students**
  - a. **Add** – This is where the DA will add Student Accounts to the system
  - b. **View All** - Allows the DA to view and access all information related to the students in their district
  - c. **Unassigned Students** – Unassigned students are students that have accounts, but are not associated with a teacher. These accounts are not visible to the public or accessible to the student (more on this below).
- 5. **Language Filter** –Enter words that students will be prohibited from publishing on their sites.
- 6. **Disk Usage** – Information about disk space usage can be found here.
- 7. **Support** – Clicking this link brings you to the Online Solutions For Educators Support Area on our website where you can find documentation, FAQ's and other information.
- 8. **Email Help** – A quick way to send technical support your questions.
- 9. **Student and Visitor Welcome Page** – This page allow for a simple way of linking your student sites to your district or school websites. This is the page that students and site visitors will enter from.
- 10. **Change Password** – Click this link to change your login password.
- 11. **Request Additional Licenses** – If you would like to purchase additional licenses, you may contact our sales department via this link

You will notice that clicking on a link on the left panel, brings up different screens on the right side of the page. You will find information about each of these screens within this document.

## EDIT DISTRICT INFORMATION

### EDIT DISTRICT INFORMATION

Click the **EDIT** link on the left navigation menu under DISTRICT INFORMATION. You will see the ADD/EDIT DISTRICT screen appear on the right side of your screen.

You can change any information about your school district by simply typing over the existing information on the top half of the screen.

### INFORMATION ABOUT LICENSES, USERS AND DISK SPACE

This screen also includes information pertaining to the licenses available in your district, amount of remaining disk space available to the district and the number of schools, teachers and students in the district.

### HIDE EMAIL AND DISABLE COMMENTING, JOURNALS AND RESUMES

**NOTE:** Disabling any of the features on the **EDIT DISTRICT** screen will disable these functions for the ENTIRE district. Individual schools and teachers will not be able to override these settings. These settings can be set individually by each school or by individual teachers for each of their students, rather than globally for the entire district. In this way, you can allow these features for older students and disable them for younger students.

Students can enter their email addresses on their website. If you would like to disable the display of student emails on their websites, check the HIDE EMAIL box. Click the **SAVE DISTRICT** button.

Student websites have a COMMENTING feature enabled by default. This feature allows site visitors to comment on student work on their sites. Commenting by site visitors is controlled by using the Language Filter (more on this later), but if you prefer, you can disable this feature district wide. To disable commenting, check the DISABLE COMMENTING box. Click the **SAVE DISTRICT** button.

The JOURNAL is a page that allows a student to keep a running dialogue of any topic they wish. If you would like to disable this feature DISTRICT WIDE, check the **DISABLE JOURNAL** box here.

If you would like to disable the **RESUME** page district wide, check the DISABLE RESUME box.

### Edit District Admin

The DISTRICT ADMIN is the person who has access to the DISTRICT ADMINISTRATOR console. In this area, you can change the District Administrator information. Simply change the information and click the **SAVE DISTRICT** button.

## MANAGING SCHOOLS

You can add an unlimited number of schools to your system. Before adding Teachers and Students you will want to add a school so that you can assign teachers and students to the appropriate school. Each school also has its own SCHOOL ADMINISTRATOR (SA). The SA is given their own username and login and can manage all teachers and students within their school.

### TO ADD A SCHOOL

To **ADD** a school to the system, click the **ADD** link beneath **SCHOOLS** on the left navigation menu. The screen on the right will change to the ADD/EDIT SCHOOLS screen.

Fill in the following information for the school (some of this information will appear on the students Pupil Pages websites).

Fill in:

- School Name
- Phone Number
- School Address
- City
- State
- Zip
- Website – This is the school's web address. Enter this in this format <http://www.sitename.com>

The **LICENSE** section is there for your information. It tells you how many licenses were purchased by the district and how many are in use and the number currently available.

***Note:** Since this is the same screen you will see for an existing school, you will see placeholders for the Number of Teachers and the Number of Students. For now, there will be no numbers here.*

### DISABLING FEATURES FOR A SCHOOL

Note: Disabling these features on this screen will disable them for all students in that school. You may also disable or enable these features for individual students. In this way, you can customize settings for different aged students.

**Hide Student Emails** – If you would like to hide student emails addresses so that they don't appear on the student sites, check this box.

**Disable Commenting** – Check this box to disable commenting for student sites within this school.

**Disable Journals** – Checking this box will disable the Journal page for all students in this school.

**Disable Resume** - Checking this box will disable the Resume page for all students in this school.

## **ADD/EDIT SCHOOL ADMIN**

The School Administrator (SA) has their own username and password. The SA can manage teachers and students within their school. The SA cannot change any district information or make changes that affect other schools in the district. The SA will be able to change their password when they log in.

Fill in the requested information for the School Administrator. You must assign a unique username for the SA. If you attempt to assign a username that is already in use, you will be prompted to choose another.

When all the information has been entered, click the **SAVE SCHOOL** button.

## **TO EDIT A SCHOOL**

To **EDIT** a school, click the **VIEW ALL** link under **SCHOOLS** on the left navigation menu. The school's current information screen will appear on the right. Make any desired changes and click the **SAVE SCHOOL** button at the bottom of the screen.

## **TO DELETE A SCHOOL**

Click the **DELETE** button next to the school you want to delete on the **CURRENT SCHOOL LIST** page. You can access this page by clicking the **VIEW ALL** link under **SCHOOLS** on the left navigation menu.

**DELETING A SCHOOL WILL DELETE ALL TEACHERS ASSOCIATED WITH THAT SCHOOL.** Students in that school do not get deleted, but rather become **UNASSIGNED** and can be reassigned (more on **UNASSIGNED STUDENTS** later). If you do not want to delete teacher accounts when deleting a school, reassign teachers to another school before deleting the school account.

## **VIEWING SCHOOL INFORMATION**

Once your schools are set up within your district, you can view information about them by using the **CURRENT SCHOOL LIST** page. This is the default page that you will see when you initially log in. You can also access this page by clicking the **VIEW ALL** link under **SCHOOLS** on the left navigation menu.

Each of the schools in your district appears on this page along with the following information:

1. Total licenses in district
2. Total licenses remaining in district
3. School name
4. Total licenses used in each school



You will also see EDIT and DELETE links next to each school. Clicking the EDIT link will allow you to edit the school's information. Clicking DELETE will delete the school from the system. NOTE: DELETING A SCHOOL WILL DELETE ALL TEACHERS ASSOCIATED WITH THAT SCHOOL. Students in that school become UNASSIGNED and can be reassigned. If you want to delete a school without losing the teacher accounts, reassign teachers before deleting a school.

## MANAGING TEACHERS

You may add an unlimited number of teachers to your system. Teachers are assigned to a school when they are created, however, you may reassign teachers at any time. Students are assigned to teachers, and they too can be reassigned to other teachers at any time.

When you create a school account, you also create a School Administrator (SA) for each school. You may give the responsibility of adding teachers to the system to the School Administrators or you may create them as the District Administrator (DA).

### ADD A TEACHER ACCOUNT

To **ADD** a teacher to a school, click the **ADD** link beneath **TEACHERS** on the left navigation menu. The screen on the right will change to the **ADD/EDIT TEACHER** screen.

Fill in the following information for the teacher:

Fill in:

- First Name
- Last Name
- Email
- Username – This is the username the teacher will use to log into the system.
- Password – This is the password the teacher will use to log into the system. You will be asked to enter the password twice.
- Select a School – Choose the school this teacher will be assigned to from the drop down menu

The **LICENSE INFORMATION** section is there for your information. It tells you the name of the school the teacher is currently assigned to and the number of students currently assigned to this teacher. This information will be blank when you are first creating a new teacher account.

### EDIT A TEACHER ACCOUNT

To **EDIT** a teacher account, click the **VIEW ALL** link on the left navigation menu under **TEACHERS**. You will see the **TEACHER LIST** appear on the right screen. Locate the teacher you wish to from the list. You can also find a teacher account by clicking **VIEW ALL** under the **SCHOOLS** menu and then clicking the **TEACHERS** link next to the school the teacher is assigned to. Click the **EDIT** link next to this teacher to open the **ADD/EDIT TEACHER** screen. Make any changes desired on this screen and click the **SAVE TEACHER** button.

### MOVE TEACHER BETWEEN SCHOOLS

To move a teacher to a different school, simply select the school you wish to move the teacher to on the **SELECT A SCHOOL** drop down menu on the **ADD/EDIT TEACHER** screen. All students assigned to this teacher, will become **UNASSIGNED**.

**DELETE A TEACHER ACCOUNT**

To delete a teacher, simply click the DELETE link next to the teacher's name on the TEACHER LIST page. Deleting a teacher will NOT delete the student accounts assigned to that teacher. Students will become UNASSIGNED.

## MANAGING STUDENTS

Student accounts can be added, deleted and managed by School Administrators (SA) or Teacher Administrators (TA) as well as by the District Administrator (DA). When student accounts are created, students are assigned to a school and to a teacher.

### UNASSIGNED STUDENTS

Student accounts that have been created and are not assigned to a teacher are called UNASSIGNED students. This happens if a teacher account is deleted or if a teacher is moved to another school. That teacher's students become UNASSIGNED. An UNASSIGNED student account is NOT accessible to that student until it is assigned to a teacher. You will find a list of UNASSIGNED students from the left navigation menu under STUDENT ACCOUNTS. Clicking this link will bring up a list of UNASSIGNED STUDENTS in the entire district. You may then EDIT these student accounts and assign them to schools and teachers.

### ADD A STUDENT

To add a STUDENT ACCOUNT, click the **ADD** link on the left menu under **STUDENT ACCOUNTS**. This will display the **ADD/EDIT STUDENT** screen. Enter the following information for the student:

- First Name
- Last Name
- Email
- Username – This is the username the student will use for logging into the system. It must be a unique name. If the name you select is already in use, you will be prompted to choose another. Usernames should not contain spaces or special characters. Only letters and numbers are permitted.
- Password – You will be asked to enter the password twice. Students will be able to change their passwords when they are logged into their accounts. For security reasons, there is no password retrieval system to email forgotten passwords. Students will need to ask their teachers or School Administrators to retrieve or change forgotten passwords.

### VIEW PASSWORD

If you would like the student's site to be accessible for viewing by password only, enter a password. This keeps the site password protected to the public.

### MAKE STUDENT INACTIVE

Checking this box will make a student inactive. An inactive account is not accessible to the student or visible to the public. Use this feature if you wish to temporarily disable a student account without changing any of the student settings.

## **DISABLE STUDENT FEATURES**

Changing these features on the ADD/EDIT STUDENT screen will change them for this student only.

**Hide Student Email** – If you would like to hide student's email addresses so it does not appear on the student site, check this box.

**Disable Commenting** – Check this box to disable commenting for this student.

**Disable Journals** – Checking this box will disable the Journal page for this student.

**Disable Resume** - Checking this box will disable the Resume page for this student.

## **SELECT STUDENT'S SCHOOL**

You **MUST** assign the student to a school by selecting the school from the drop down menu. You can reassign students once they are assigned by editing their account.

## **SELECT STUDENT'S TEACHER**

You **MUST** select a teacher from the drop down menu. You can easily reassign students by editing the student account. Students who are not assigned to a teacher are **UNASSIGNED**. These student accounts are not accessible to the student.

## **EDIT A STUDENT**

To edit a student account, you must navigate to find the student. There are several ways to locate a particular student account. You can view schools or teachers in the system and click the **STUDENT** link next to the name of the school or teacher to list only those students associated with that school or teacher, or you can locate a student by clicking **VIEW ALL** on the left navigation menu under **STUDENT ACCOUNTS**.

Click the **EDIT** link next to the name of the student you wish to edit. Make any changes desired on this screen and click the **SAVE STUDENT** button.

## **MAKE A STUDENT INACTIVE**

To temporarily disable a student account, check the **MAKE STUDENT INACTIVE** box on the student edit screen.

## **ASSIGNING AN UNASSIGNED STUDENT**

Unassigned students are students that are not associated with a teacher or school. Students become unassigned if you delete a teacher account, or move a teacher to a new school. Any student assigned to a teacher will become **UNASSIGNED** if that teacher account is moved.

To locate **UNASSIGNED STUDENTS**, simply click the **UNASSIGNED STUDENTS** link on the left menu under **STUDENT ACCOUNTS**. You will see a list of all students that are not assigned to a teacher. Click the **EDIT** link next to the student you wish to assign. From the drop down menus at the bottom of the screen, select the school and the teacher you wish to assign the student to.

**NOTE:** **UNASSIGNED STUDENTS** cannot access their accounts until they are assigned.

## **DELETE A STUDENT**

To delete a student, click the DELETE link next to the students name on the any student list page. You will be asked to confirm the action. Deleting a student will delete any files associated with that student.

**NOTE:** If you accidentally delete a student, and you wish to reinstate the account, you must contact our support department within 30 days of deleting the account. There is a small fee to reinstate a deleted student. Contact support at [support@os4e.com](mailto:support@os4e.com) .

## **STUDENT LISTS**

Teachers can create and manage lists of students within their school. This utility is only available to TA users when they are logged in. Please see the Teacher User Manual for more information about this feature.

## **PASSWORD LISTS**

As the District Administrator you have the ability to create list of students' usernames and password for printing. You can create these lists by clicking CREATE PASSWORD LIST on the left menu. Select a school or teacher to create a list for. Selecting a school will give you all students that are assigned to that school. Selecting a teacher will display a list of all students assigned to that teacher. You can VIEW LIST or DOWNLOAD CSV LIST depending on what you need to do with the list. VIEW LIST displays the information on the screen. You can print this list using your browsers print function. DOWNLOAD CSV LIST will display the list with commas separating the values. This is useful if you would like to copy and paste the information into a spreadsheet.

## **DISK USAGE**

The DISK USAGE links give you general information about how your district and schools are utilizing the system. Here you will find information about the number of accounts used and remaining, as well as information about disk space usage by your district.

### **DISTRICT STATS**

Click the VIEW link next to DISTRICT STATS to see the following information:

- Maximum Licenses – This is the number of licenses purchased by your district.
- Student Count – This is the number of students currently in the system.
- School Count – This is the number of schools currently in the system.
- Teacher Count – This is the number of teachers currently in the system.
- Disk Space Used – This is the amount of hard disk space in megabytes currently being used.
- Disk Space Left – This is the amount of hard disk space in megabytes the district has available.

**NOTE:** Your purchase includes a total of 10 megabytes of hard disk space per student account. If you exceed the allotted amount of space, you will be charged for the additional disk space usage.

### **SCHOOL STATS**

Click the VIEW link next to SCHOOL STATS to see the following information for each school in your district:

- Student Count – This is the number of students assigned to each school.
- Teacher Count – This is the number of teachers assigned to each school.
- Disk Space Used – This is the total amount of hard disk space in megabytes for each school.

## **UTILITIES**

Here you will find additional utilities to help you manage your sites.

### **LANGUAGE FILTER**

The LANGUAGE FILTER allows the District Administrator to prohibit publication of selected words. Any word entered into the LANGUAGE FILTER will not be permitted to be published on any page within a student site. It will NOT filter language on file uploads, however, it will prohibit the publication on the Biography, Resume, Journal, Commenting ,Category and file description pages of student sites.

### **ADD A PROHIBITED WORD**

To add a word to the LANGUAGE FILTER, click the LANGUAGE FILTER link in the UTILITIES menu. Type in the disallowed work and click SAVE. You will see a list of words currently prohibited in the CURRENT WORD LIST.

It is important that you begin and follow certain words with a space so that you do not prohibit words in error. For example, to prohibit the word "ass", but not the word "class" you would enter the word " ass " with a space preceding and following (no quotes are entered).

When a student attempts to publish a prohibited word, they will see a red message on their screen and the page will not be able to be published.

### **DELETE A PROHIBITED WORD**

To delete a prohibited word from your list, simply click the DELETE link next to that word.

**NOTE:** The LANGUAGE FILTER affects ALL schools in your district. It cannot be customized for each individual school. Only the District Administrator has LANGUAGE FILTER administrative controls.

### **CHANGE PASSWORD**

To change your DISTRICT ADMINISTRATOR password, click this link. Enter your current password and the new password you wish to change to. Click SAVE PASSWORD to change your password.

### **SUPPORT**

Clicking the SUPPORT link will direct you to the support area of the Online Solutions For Educators™ website.

### **EMAIL SUPPORT**

This is a quick link for sending email to our support department.

### **USER MANUALS**

This is a quick link to all the Online Solutions For Educators™ user manuals section of our website.

### **STUDENT AND VISITOR WELCOME PAGE**

<http://www.pupilpages.com/welcome.aspx>

This page is the login page that you will use for site visitors. Students may also enter from this page or directly from the LOGIN page. Visitors must enter a students username to be redirected to their website. If the individual student site is password protected for viewing, the visitor will be prompted for a password. You may want to link to this page from your school or district website.

### **LOGIN PAGE**

<http://www.pupilpages.com/login.aspx>

Use this page to log into all administrator accounts. This page can also be used for students to log into their sites when they wish to edit.



**REQUEST ADDITIONAL LICENSES**

If you would like to request additional student licenses, you may use this link to contact us.

**LOGOUT**

Use this link to logout of the system.