

# Working with New SchoolNotes

Welcome to working with [Http://New.SchoolNotes.Com](http://New.SchoolNotes.Com)

## Background Information:

The New SchoolNotes program has a separate area for Teachers, Students and Parents which you will notice has been divided into individual tabs for each audience at [Http://New.SchoolNotes.Com](http://New.SchoolNotes.Com) . Our parent company, Education World, has provided content under each area specific to which tab you click on. The teachers will be working under the teacher tab and when their site is up and running students and parents can locate their teacher's site by clicking on the 'Students' or 'Parents' tab. The only information your students/parents will need to locate your page(s) is your last name and your school zip code. Now let's get started!

## Registering a New Account

If you currently do not have a SchoolNotes account on the old SchoolNotes site, here are the directions for registering a new account on the new site.

1. Visit [Http://New.SchoolNotes.Com](http://New.SchoolNotes.Com) and click on the "Register for free Account" button
2. Enter in the Account Name and Password you would like to use (\*Note: if the username you are attempting to sign up for is already in use on the new site, you will be requested to choose a different one) **Remember to write down the username and password you just registered for as this information will not be included in your verification email.**
3. Enter in your Email address (\*This step is very important, you must enter in a valid email address or you will not receive your account verification email)
4. Place a check in the box to agree to our 'Content/User Guidelines'
5. Click 'Save'

Once you have completed the above steps, you will receive an email in your inbox - **\*BE SURE TO ALLOW EMAIL FROM [CustomerCare@Edgate.Com](mailto:CustomerCare@Edgate.Com) IN YOUR MAIL PROGRAM OR YOU MAY MISS YOUR VERIFICATION MESSAGE** - Once you have received this email there will be a link within the message you will click on to verify the account you just registered for. If you are not able to click on the link, please copy/paste it into your internet browser window. You will see a message "Your account

has now been activated, please login and fill your account data and preferences before you continue”.

## Migrating an Existing Account

You will need the following information for **each current** SchoolNotes page on the old site:

Zip Code:

Account Name:

Password:

To migrate an existing page from [www.schoolnotes.com](http://www.schoolnotes.com) please start at <http://new.schoolnotes.com>

At the top of the page you will see a box containing the following:

If you have an old SchoolNotes account, [click here](#) to migrate your account into New SchoolNotes. This free upgrade to your account will only take a couple of minutes.

Click on the link inside the box to begin the migration process.

Enter in the zip code, account name and password for your **main account on the new site** (this is only applicable if you have more than one old SchoolNotes account. If you only have one, your old account will become your main login). Once you have entered in this information click “Next.” Please be sure you fill in all fields on the following page. This information is important for your students/parents to locate you on the new site. **To gain the full benefits of the new site, click the “Choose New SchoolNotes” button on the next page.** On the next page is the area where you will enter in the zip code, account name and password for any other pages you want to migrate over to the new site under your new main login. Please enter in the correct information for each page and click “Add”. If you do not have any other pages you will click the “Skip This Step” button. You will then be directed to the login page to enter in your **main username and password.**

## Logging In to Your New Account

Now you can go to the login area found at [Http://New.SchoolNotes.Com](http://New.SchoolNotes.Com) , enter in your new username and password and explore your new account. When you first login, you will be logged in on the “Account Management” area of your new account. It is very important to fill out this information from top to bottom. Once you have finished filling in this information you can move to the left side of the page where you should see the following links:

- Manage/Edit Pages
- Manage Favorite Links
- Images & Attachments
- Flashcards
- Calendar
- Notification Lists
- Account Management
- Logout

All of these areas will take you to a different part of your account to work with. Below I will touch on each area and what its functionality is.

### **Manage/Edit Pages**

When you first click on this area you will not see much as you do not yet have any pages to work with. To add a page to work with you will simply click on the [Add a New Page](#) link. Once you click on this link, a box will appear where you will type in the Title for this new page (You may manage up to ten pages under this single account). Once you have finished typing in your title, click on the “Add New Page” button and it will be added to your list.

After you have added all of your pages you will see the following options listed after each one:

View – click to view your page

Edit – click to open it for making changes

Delete – click to delete page and all contents from your account

Visible – click to make page visible or invisible to your students/parents (this comes in handy when you are making changes and are not yet ready for people to view your page)

Under the edit area for each page you will see a row of functional buttons at the top of the page. I want to bring your attention to the one that says “Restore”. This button has been placed there so you can restore your page from a previous save point. Your changes in your account will auto-save every five minutes and will store the last five save points. If you are ever editing your pages and you (heaven forbid) lose the power, you will have at least five recent save points to restore your page to if you lose any information. This restore feature only applies to the content in your text box area. From the edit area on a page you can also work with other areas such as Favorite Links, File Attachments and Flashcards. If you have set up items under each of these categories, you can select to “assign” them to the page you are currently editing.

### **Managing Favorite Links**

In this area of your account is where you will add all of your links to your favorite websites for your students to access. All you do to add your links is click on [Add a New](#)

[Link](#) and enter in the information for each website. When you are adding your links there are two very important things to make note of:

### **Show this link on these pages: (click to show/hide list)**

When you click on the show/hide list link, it will show you the list of the pages you have in your account and you will want to put a check in the box next to each page you want this link to show on.

### **Make Link Active Yes/No**

Be sure to select “Yes” if you want the link active to use on a page. If you don’t want to use it on a page at this time but you want to save it for later use, you will want to choose “No”.

Once you have made all of the decisions for the link you have just entered click “Save” and it will begin your list. Once you have a link on your list, you will have the option to either edit it or delete it.

### **Images & Attachments**

This area of the account should actually only state “Attachments”. This is not an area to upload images to your page (we apologize for the confusion). In this area you will upload any documents you would like for your students/parents to have access to from home or elsewhere. To add a file you will click [Add A New Image/Attachment](#) fill in the title of your document and browse for the file located on your computer. When you are adding files to your account there are two things you need to be sure you do:

### **Show this file on these pages: (click to show/hide list)**

This works the same as it did when you added your favorite links. In order for your files to appear on your page(s), it is necessary to “assign” them to your page(s). Put a check in the box next to each page you want the file to appear on and then click the “Add A File” button. When you have finished these steps you will see your list of documents and you will also have the ability to “edit” or “delete” the document.

### **Flashcards**

The flashcards on the new SchoolNotes site is pretty great. You can manage multiple “decks” of flashcards. For example, if you teach multiple classes (math, science, and spelling) you can have a flashcard deck for each subject. How to do this is by clicking on [Add A New Flashcard Deck](#). Give your flashcard deck a name and then just as you have done in your links area you will need to state if you want this deck to be “active” (for use now) or if you want it to be “inactive” (create but save for later use). You must also -

**Show this file on these pages: (click to show/hide list)** – select the pages you want this deck to show on. Once you have entered all of this information click the “Save” button and your deck will appear in the list below.

## **Adding/Editing Flashcards**

When you have completed adding all of the different types of decks you wish to use, you can now add cards to each deck. To add cards to your deck click on the icon under “Add/Edit Flashcards.” It will first tell you “No flashcards found” but above this box you will see [Add A New Flashcard](#) click on this link. Type the information in each box for the front and back of each card (you do not have to use the front and back of each card if you do not wish to) and then click the “Save” button. Once you have entered in all of your flashcards, you can edit, delete, preview or even arrange the order they fall in.

## **Calendar**

When you click on the link to edit your calendar, you will notice this opens up in a new window. Be sure you click on the “Close Window” link when you have finished working with your calendar. The first step is to select the Month/Year you want work with. You can change it by using either the yellow arrows or the drop downs in the boxes. Once you have found the month/year you want to work with, click on the underlined number for the date you wish to enter you event on. Give your event a title and then type the specific information for that event in the text area provided. When you have finished filling in your information, you will need to be sure you click the **“Show this on all pages”** button located under the text box area you have just typed in. This will post this event on every page you have listed in your account. If you wish select the “Everyone” option, you must select specific pages from the list below to post the event on only the pages you had select (to pick more than one page hold the ctrl key while you click the pages). **If you do not select one of these options your event will not show on any of your pages.** Be sure you click the “Save” button when you are finished updating your event.

## **Notification Lists**

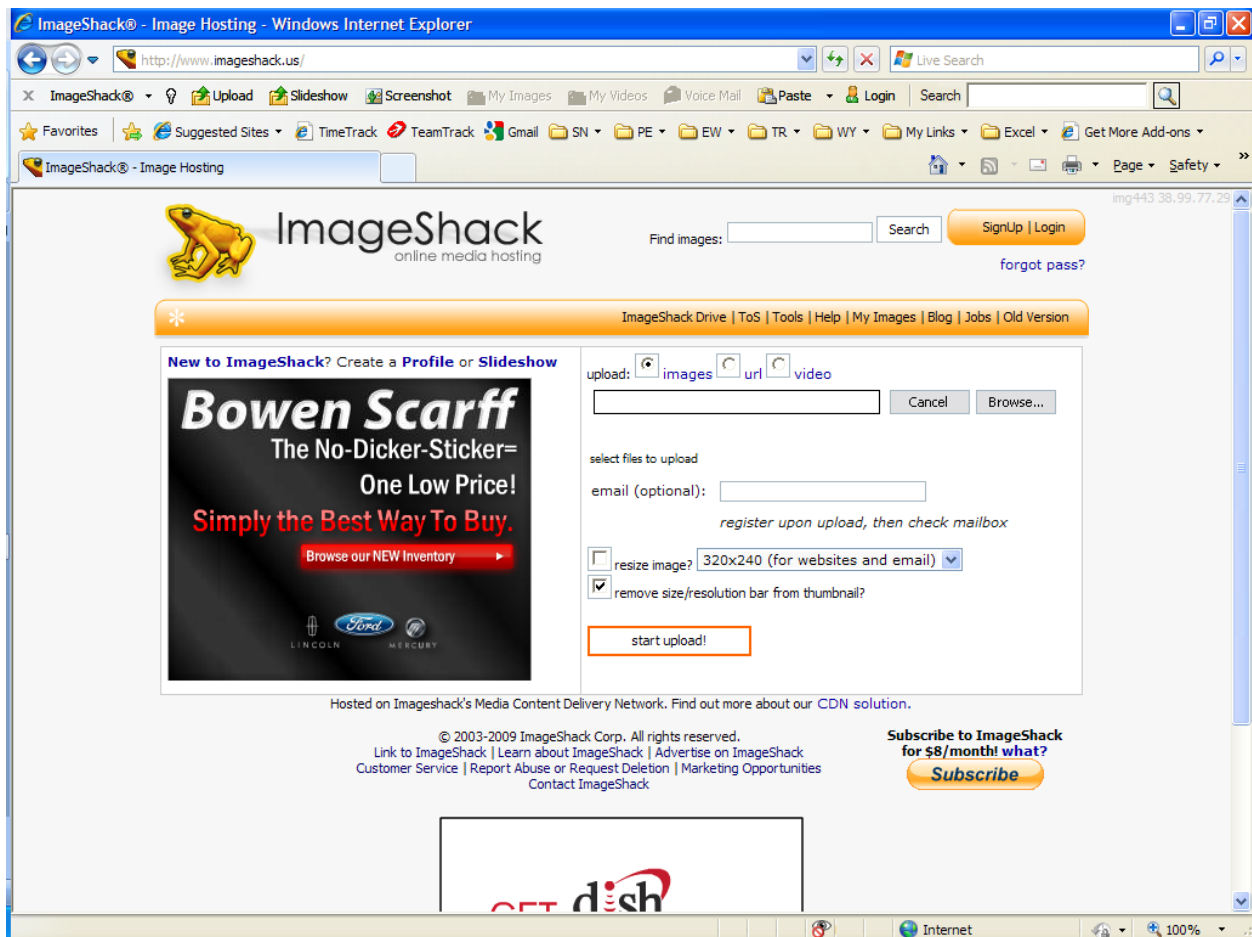
This is where you can either manually add the email addresses for your students/parents who you want to notify or email updates to by clicking on [Add A New Email Address](#) and entering the information for each person (you will need to be sure you assign them to a specific page to receive the notification). This is also where the email addresses of students/parents are stored who have signed up to be notified of changes to your page(s) through your [Notify Me](#) link on your page(s). You can chose to email individual people, multiple selected people (put a check next to each name you want to email) or you can send a mass email to all of them. You can also delete one email address or delete them all and start over.



## ADDING IMAGES/GRAPHICS TO YOUR WEB PAGE(S)

When you are working with images and graphics in your SchoolNotes page, there is one very important thing you must remember – **Be sure you have permission to use other people’s graphics.** There are many websites out there that will allow you to directly link to an image on their site as long as you provide the proper information for the graphics when you use them on your page(s). However, there are many sites that require you to download these images to your computer and give them your own internet space. This can be done easily with a free online program called “Image Shack”. You can download this free image hosting website at <http://my.imageshack.us/registration/>

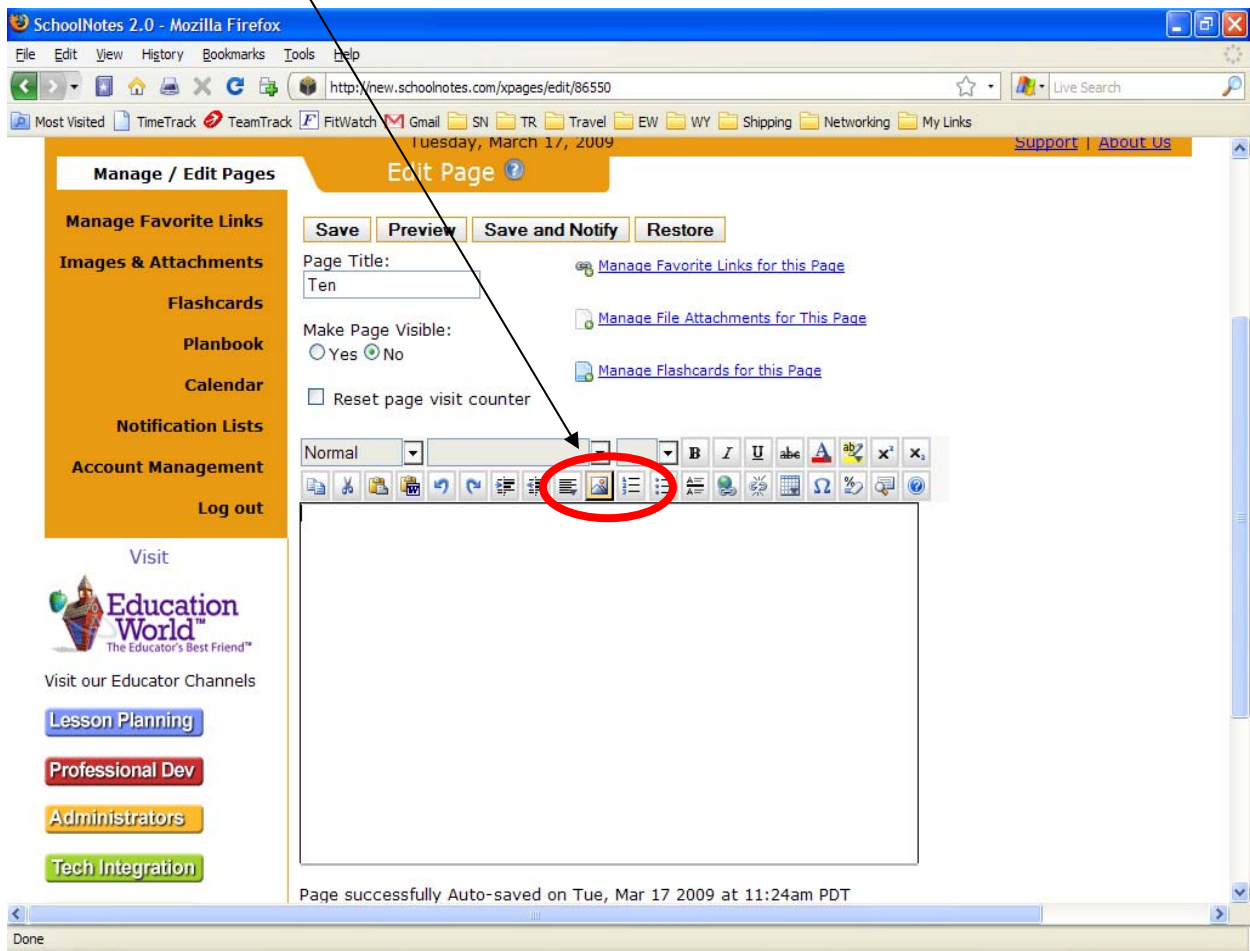
There is a free and a subscribing version of this online program and I have used the free one for a few years now. What this program does is allows you to upload pictures from your computer onto this website to give them the “web space” needed to insert them into your SchoolNotes page(s). Just follow the directions to download this program onto your computer and upload your images.



## NOW LET'S GET STARTED WITH INSERTING IMAGES INTO YOUR SCHOOLNOTES PAGE!

In the below image, you will notice in the HTML Text Editor Tool Bar there is an icon that looks like a picture of a mountain. This icon represents the “Insert Image” tool you will use to add images and graphics to your web page(s).

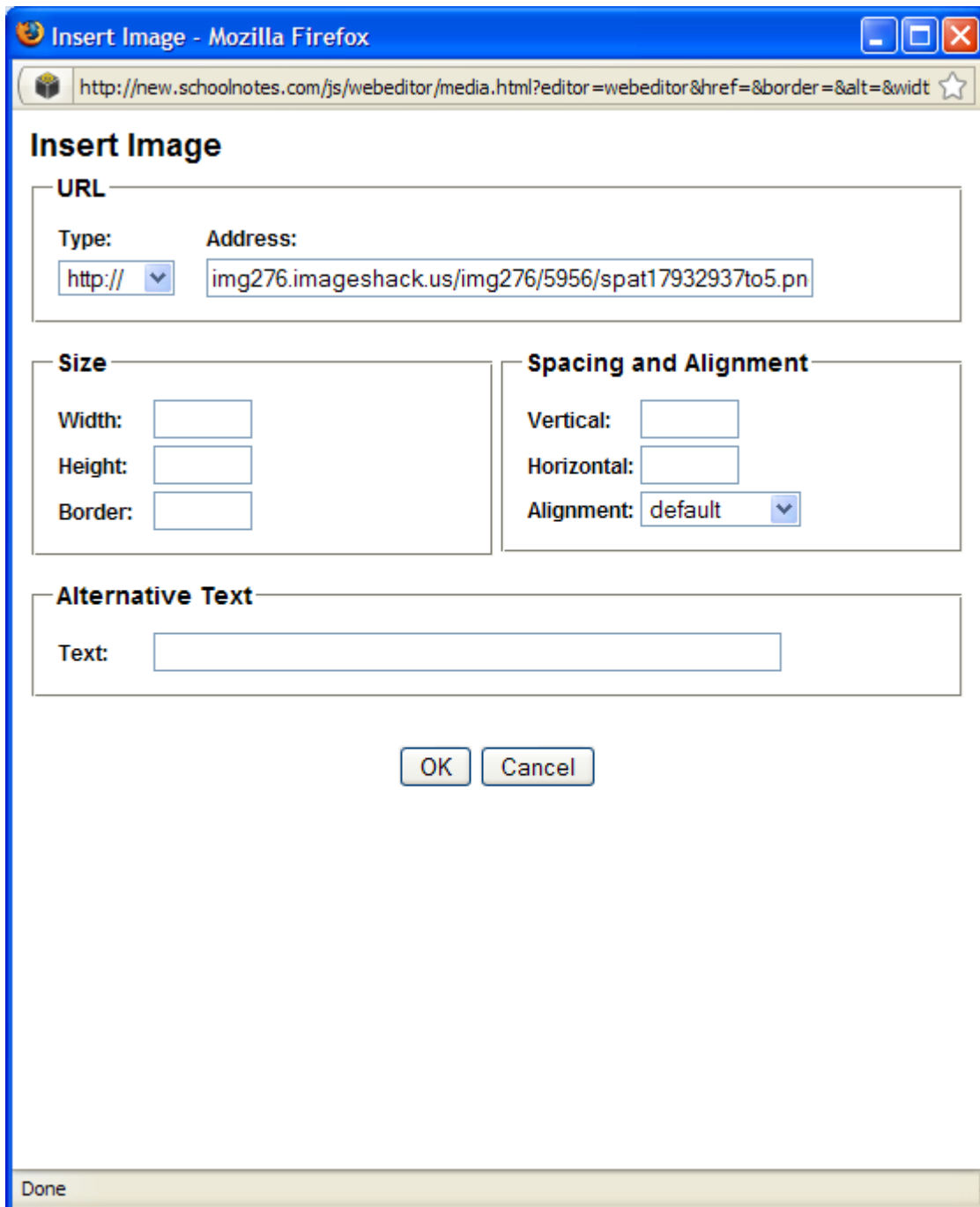
### This is the insert image icon in the tool bar



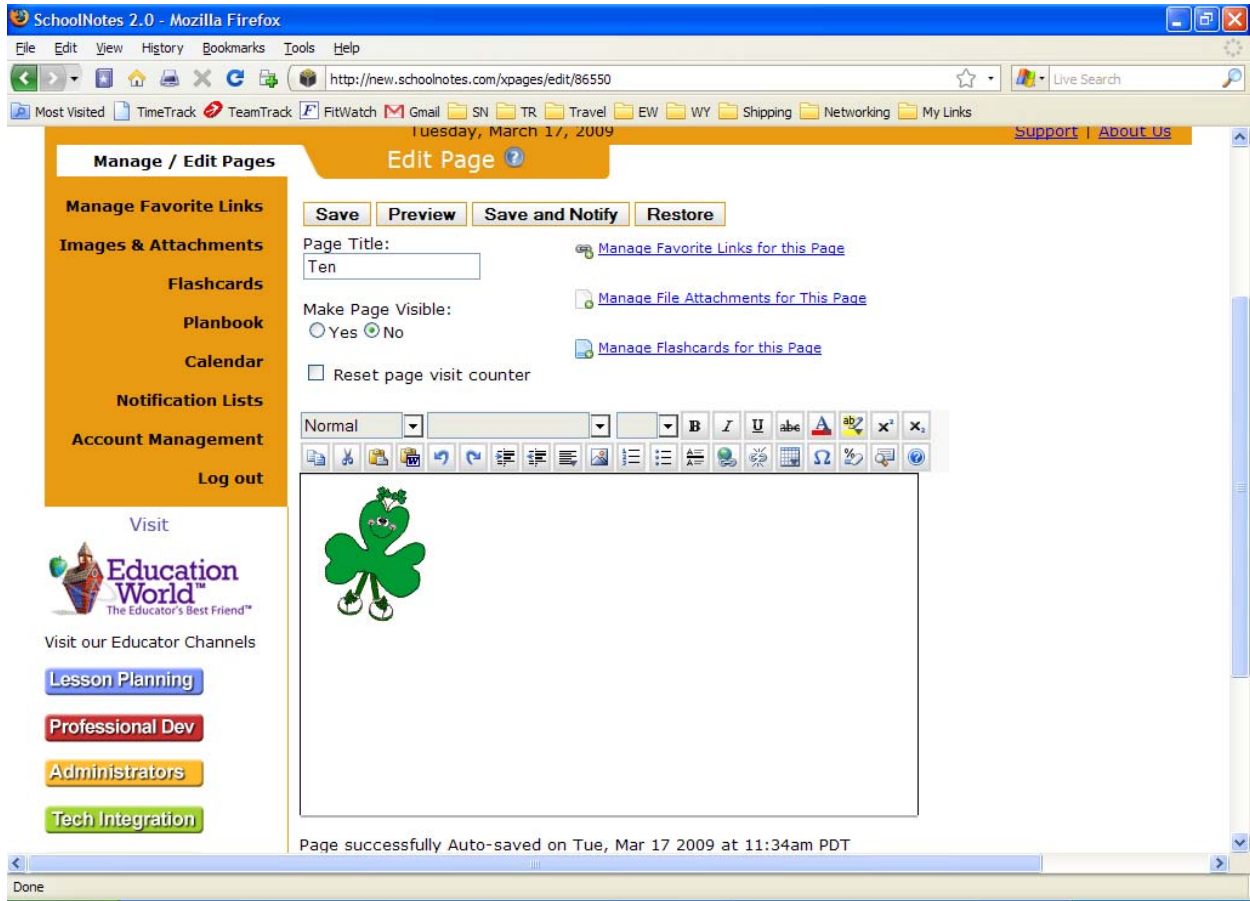
Once you have clicked on this icon, the below window will pop open. The only area you will need to work with in this window will be the very top box titled “**URL.**” In this box for the **type** you will always select the **http://** choice from the drop down menu. For the **Address** you will need to enter in the URL for your image location (in the **Address** box you will be leaving off the **http://** at the beginning of the link of your image URL). You

can acquire the address of an image by placing your cursor over the image, right mouse click and then select “properties”.

After you have added the information in for the image you are working with, it should look like the example below.



Now that all of the correct information has been entered in for your image/graphic, click the “OK” button. You should be able to see the picture you have just inserted on your page.



After the images have been inserted into your page, you can cut and paste each one to position them any way you would like to in your page. To insert more images, just follow the same steps as above for each one. Have fun!!

We hope you have found this information helpful. Please feel free to email us any questions at the following page:

<http://new.schoolnotes.com/help/support>

Or call us toll free at 877-705-1084