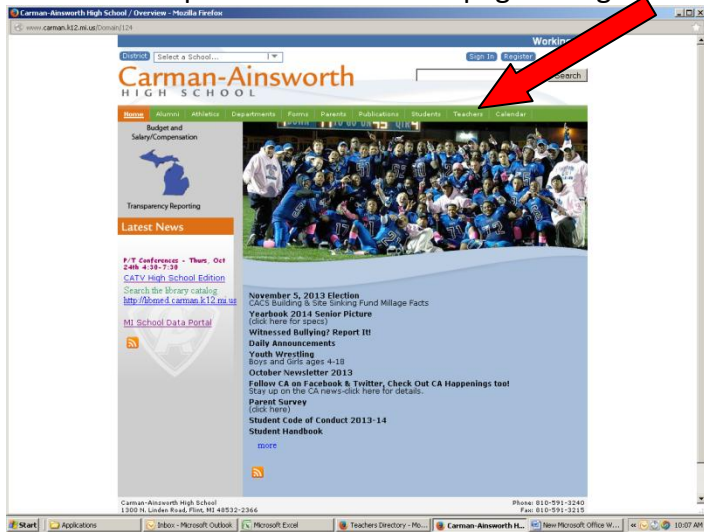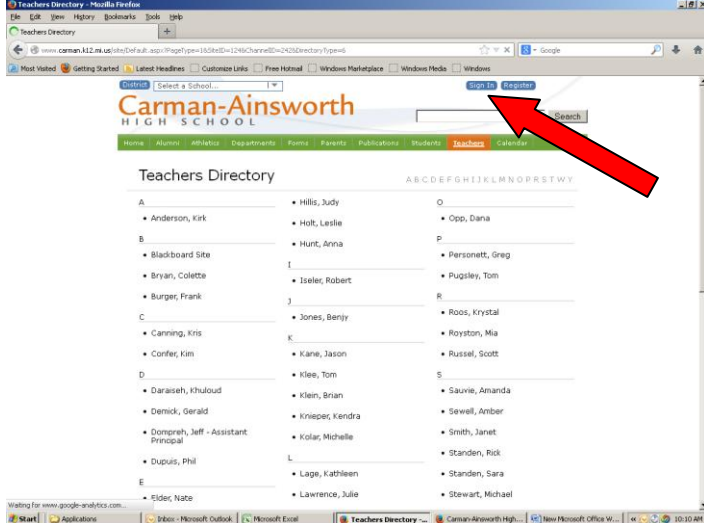To create or update a Teacher web page: navigate to the Teachers section of your site.


At the Teachers Directory, click the blue/white Sign In button.

Enter your user name and password and click Sign In. This is information you selected when you registered for an account on the site. If you have forgotten your User Name, contact Sue Allen or Jennifer Coon. If you forgot your password, enter your User Name and click the Forgot My Password box (green arrow). One will be emailed to you within seconds.

Once you have signed in and navigated to your teacher site, you will see the green and white Site Manager button in the upper right. Click this button to access your teacher page work space.
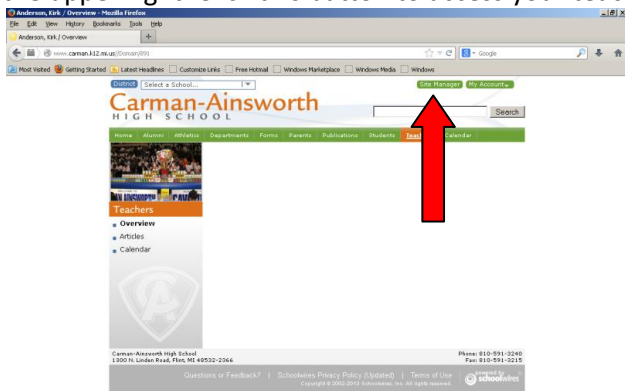

You will see the teacher page work space screen shot below. Please disable pages not being used, such as Articles and Calendar by clicking once on the green Active button. The pages will now read Inactive with a white background.
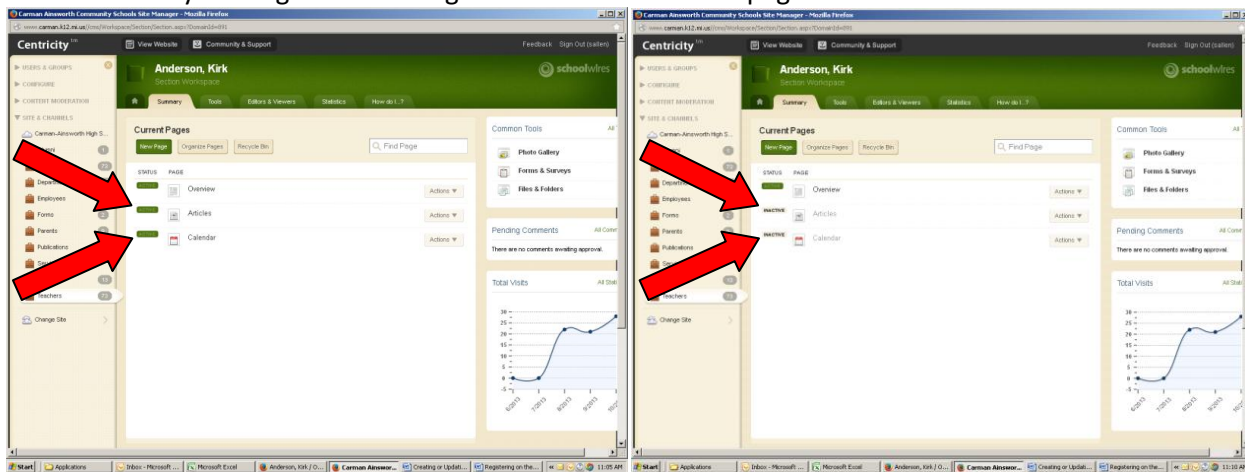

To change the word Overview to something more appropriate, such as Contact Information & Syllabus, click on the drop down Actions button. Select Page Options in the menu.
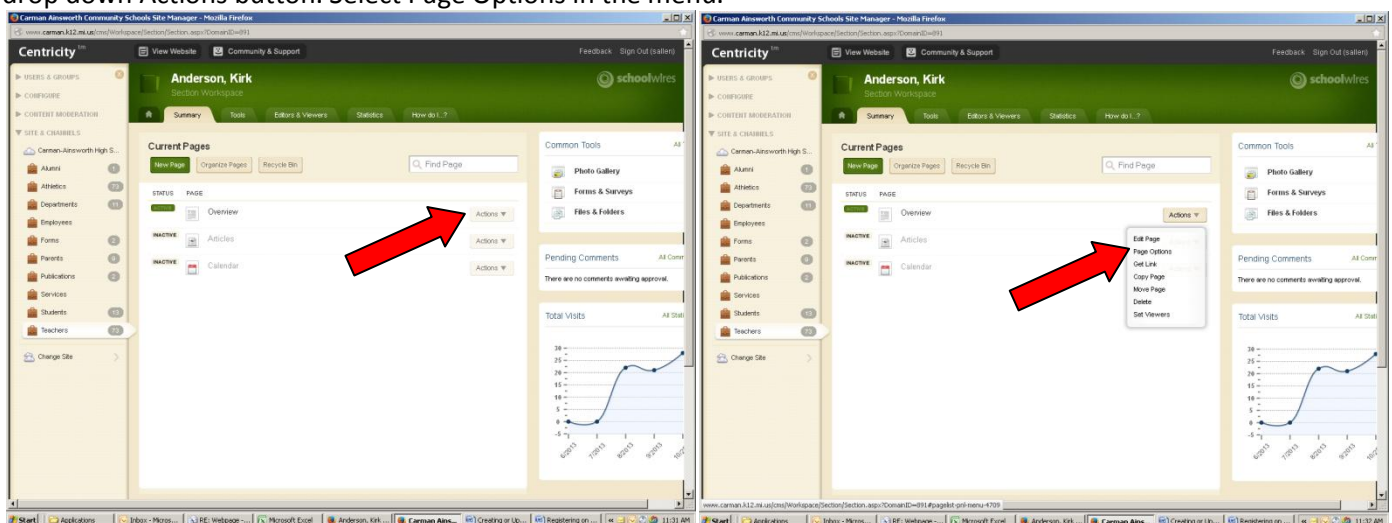
Delete Overview and type Contact Information & Syllabus. Click the Save button. You have renamed your page.
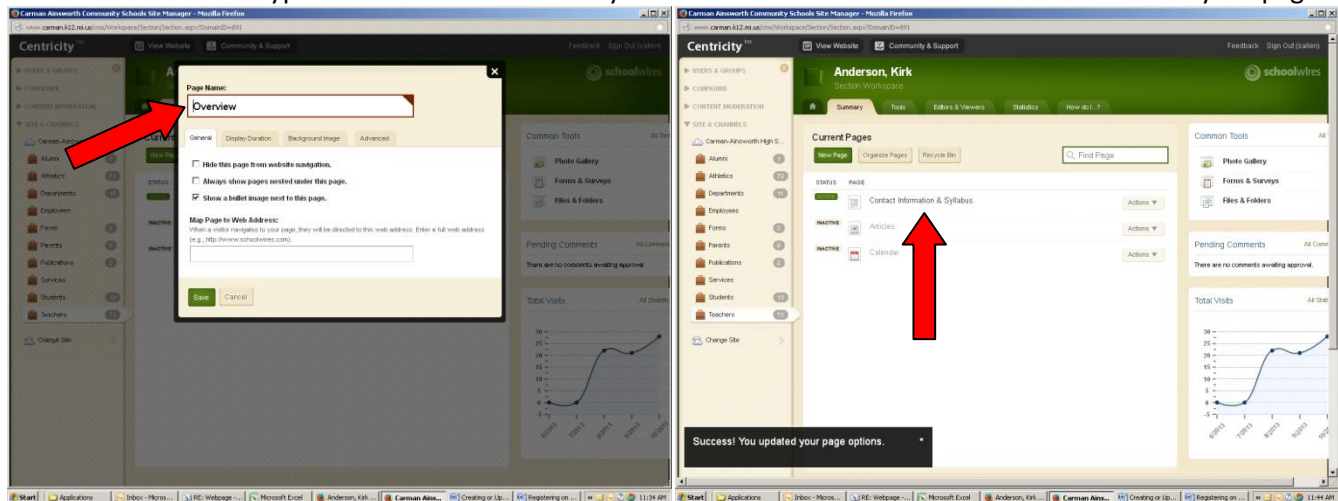
To update your required teacher information, click on the Contact Information & Syllabus link (was Overview).
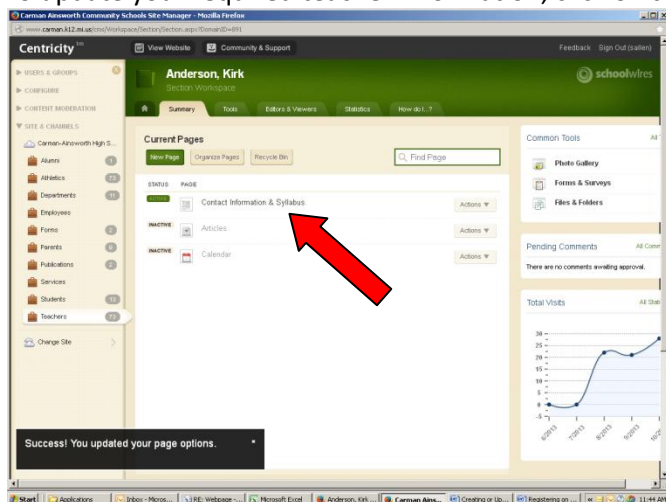

You will see the work space (Content Widget) below. Use it much like a Word document space with similar buttons above. **Keep your site simple** if you will not be updating regularly. Minimum required information includes: Teacher Name; Classes Taught; Grades Taught (if secondary); Planning Period to include Time in hours/minutes, ex., 2nd Hour, 9:03-9:47 a.m.; Phone Number; Email; Syllabus and a link to ParentVue. (For the email and syllabus and ParentVue link instructions, see below.) Type or copy/paste your information in the work space. Use the Paste from Word button. Make changes as necessary. Remember to SAVE your information by clicking the green Save button.
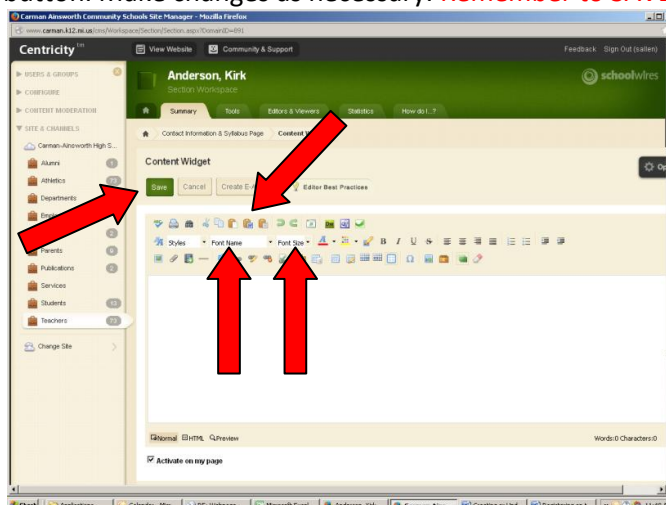

Website Tips:
- Verdana font (in the drop down Font Name) is voted the best for websites - Font Size 2 or 3 works well.
- Underlining confuses people.
- All capital letters indicates you are "yelling."
- Bold can be useful, if not over done.
- Be courteous of the viewer's experience.
- Always view your website for necessary changes after you have saved. Do words "cut off?" Can you reduce scrolling?
- Always test your links to make sure they work.
- Use the Paste from Word feature if you are copying text from a Word document to remove codes.

To add your email address to the work space, place your cursor where you want the address to appear. Click on the link button (green arrow). Select Email Address on the screen. Key your email address in the box and click Insert Link.
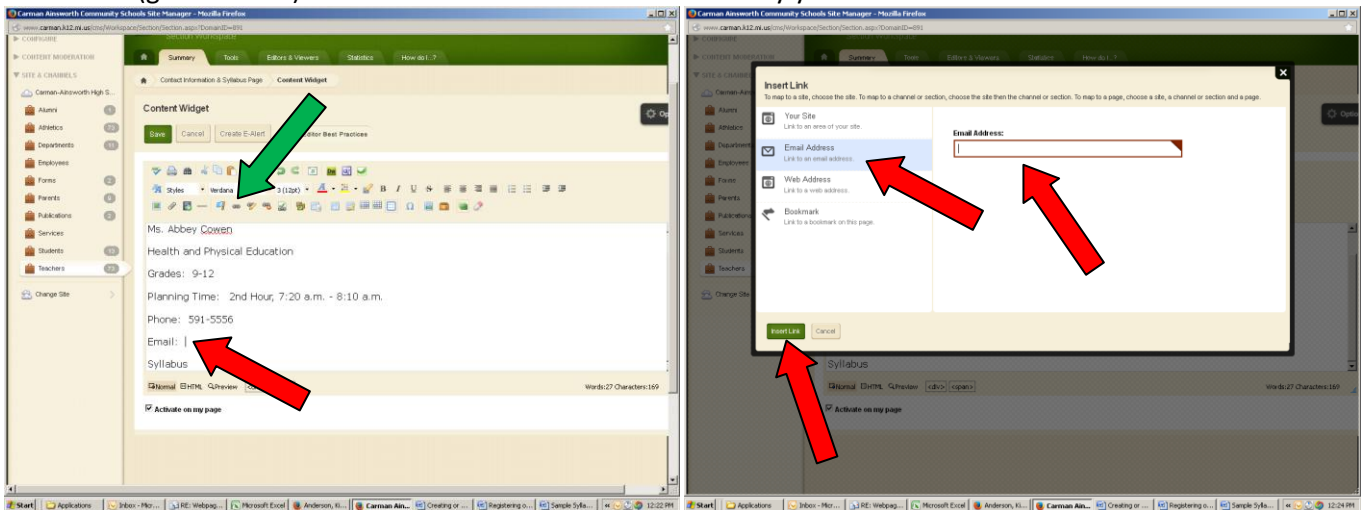

To attach your syllabus in a link, place your cursor in the work space where you want the link to appear. Click on the attach file button (paper clip/green arrow). Search for your file on your computer using Upload File, Browse.
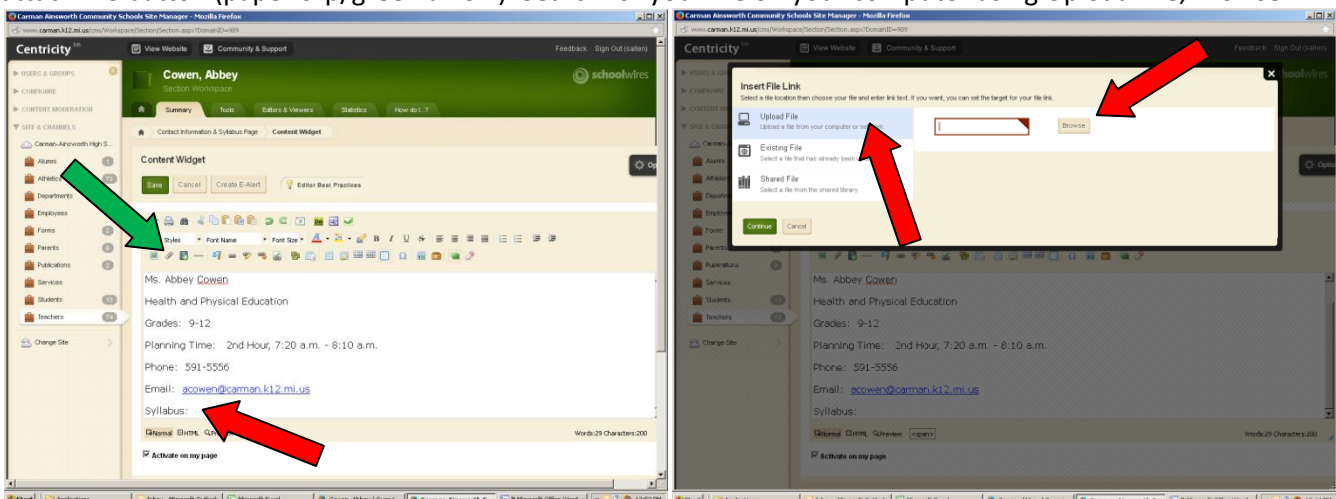

Type Syllabus in the Link Text box noted below. In the Target drop down menu, choose Open link in new window (_blank). Then click on Insert File.
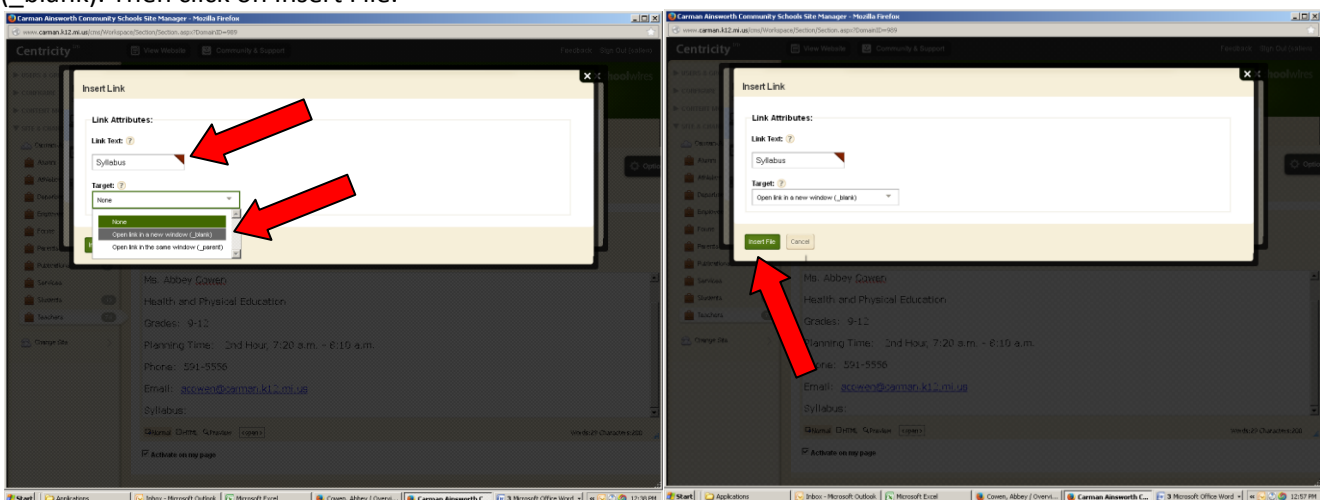
To add the ParentVue link, type Link to ParentVue and highlight the word ParentVue. Click the insert link icon (green arrow). Select Your Site (2nd green arrow). Click Choose a Site drop down menu and select Carman-Ainsworth Community Schools.
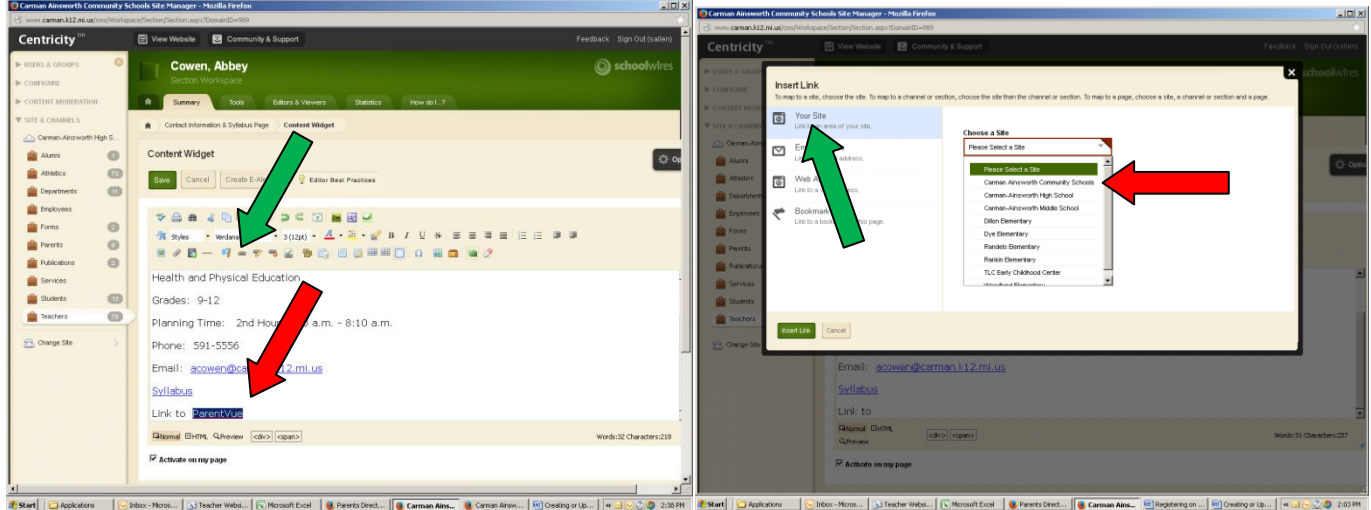

In the Choose a Channel drop down menu, select Parents. Select ParentVue from the Choose a Section drop down menu.
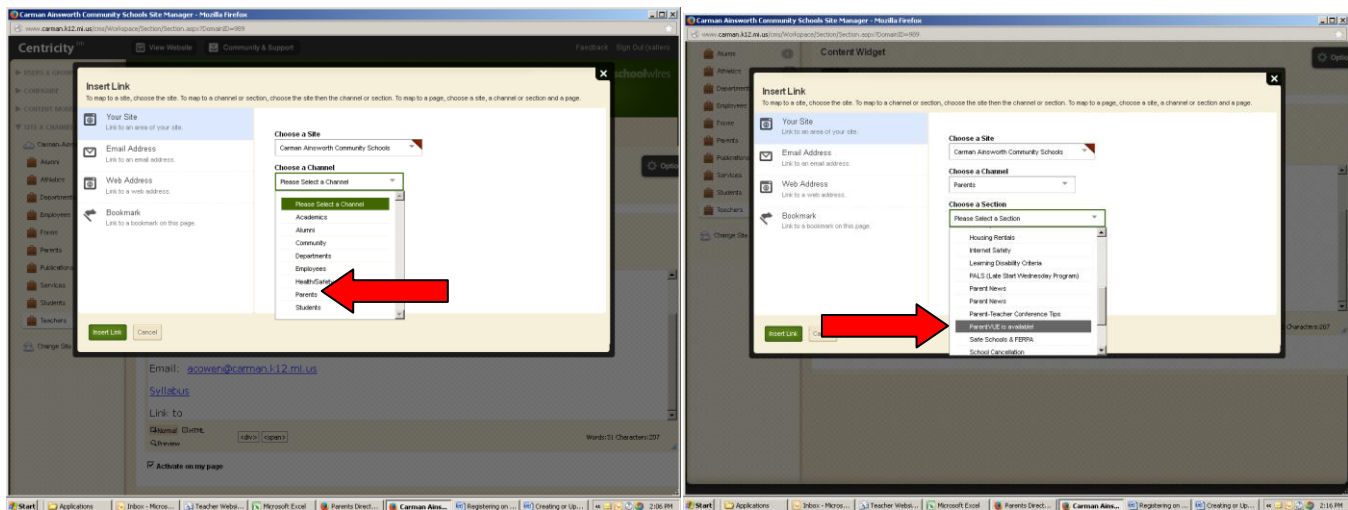
In the Choose a Page drop down, select ParentVue. Click the Insert Link button. The link should appear. Click Save.
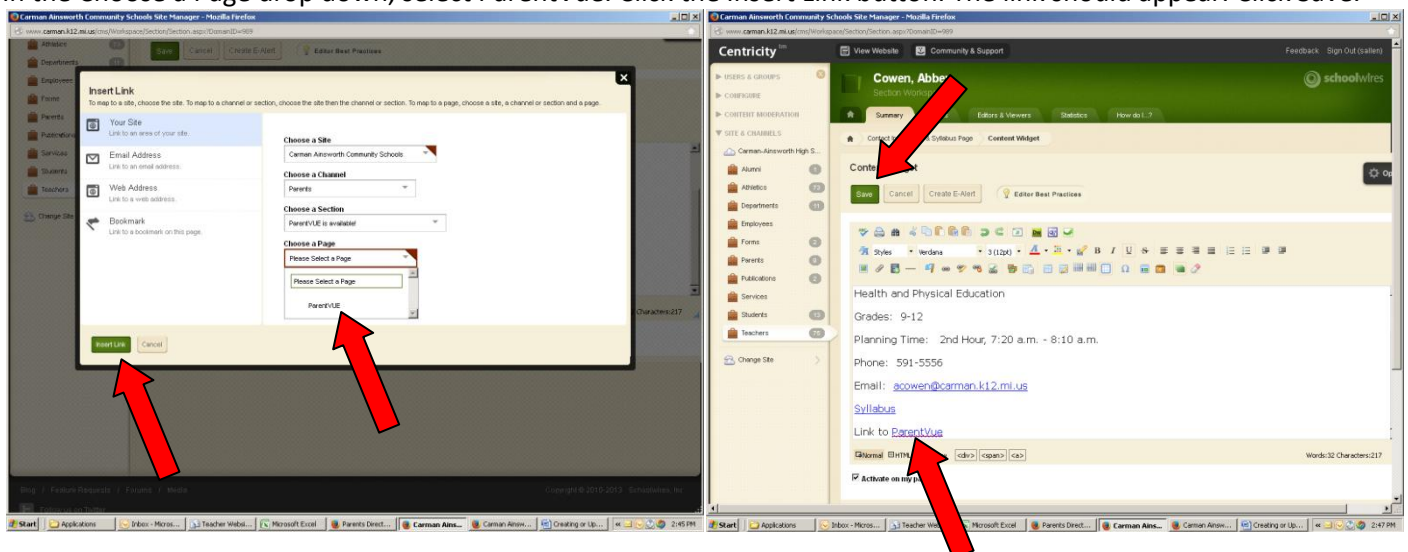
Review your website by clicking the View Website black button at the top. Test your links, check for ease of use, readability, and uniformity. To return to the work space, click the X in the upper right.
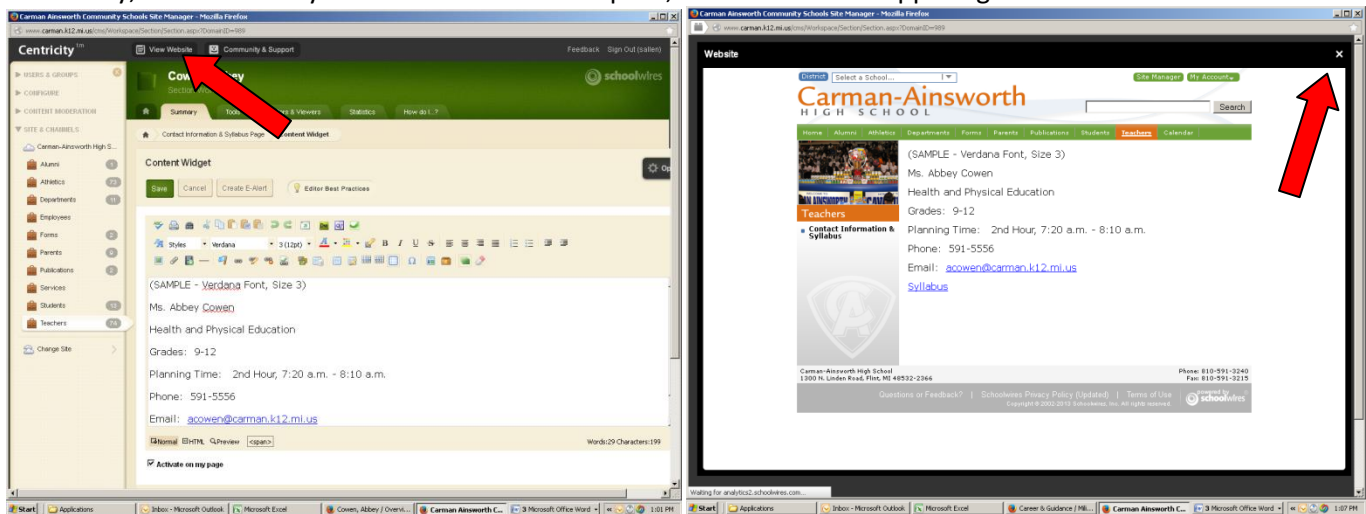
Make adjustments/corrections as necessary and always save your work before leaving the work space.

Additional "help" resources are located on the Carman-Ainsworth district website, under the Employees channel, under "W" or Website Pages 101.

Need additional help? Contact your local building site designee or:

Sue Allen	Jennifer Coon
3205	3208
sallen1@carman.k12.mi.us	jcoon@carman.k12.mi.us