

## **Manage Teacher Website**

3 Parts in creating/updating the teacher website.

1. Create a class at the beginning of the Year.
2. Update Homework Policy, Classroom Policy, and Daily Schedule (Same as the information given to parents at the beginning of the year).
3. Update Scheduled Homework Assignments (on a weekly basis)

## Create a class at the beginning of the Year

1. Go to your school's Website <http://losaltos.swhittier.k12.ca.us/>
2. Add **“admin.”** right before losaltos... (<http://admin.losaltos.swhittier.k12.ca.us/>)
3. Under **User:** type in **“FirstInitialLastName”** (Example: isanchez for Irving Sanchez)
4. Under **Password:** type in **password** that was assigned to you
5. Click on **“Create a Class now”**



Home  
Your Stuff  
My Pages  
My Classes  
My Album  
My Links  
Pages  
Grade Levels

**My Classes - 2011-2012 School Year**

You have no classes for this term.  
[Create a class now](#) and start posting homework.

--- Class Archive---

**Recent Tickets**

No recent ticket found.

**Technical Support**

[Create a support ticket](#) if you're stuck or have a question.  
Phone: (866) 493-0800

6. Under Name: type in **Grade and Room Number** (for example: 1<sup>st</sup> Grade Room K2)
7. Under Department: Put **Check Mark** on the grade level (✓)
8. Under Term: Put **Check Mark** on the School Year (✓)
9. Click on **Save**

Within the class, you can add a **Photo Album**, **links** to websites that you want your students/parents to access, and add **homework** assignments.

## Update Homework Policy, Classroom Policy, and Daily Schedule (Same as the information given to parents at the beginning of the year)

1. Go to your school's Website <http://losaltos.swhittier.k12.ca.us/>
2. Add **"admin."** right before losaltos... (<http://admin.losaltos.swhittier.k12.ca.us/>)
3. Under **User:** type in **"FirstInitialLastName"** (Example: isanchez for Irving Sanchez)
4. Under **Password:** type in **password** that was assigned to you.
5. Click on **"My Pages"**

Los Altos School

Home  
Your Stuff  
**My Pages**  
My Classes  
My Album  
My Links  
Pages  
Grade Levels

My Classes - 2011-20212 School Year

Add Homework

Class Name	Homework
<a href="#">1st Grade Room K2</a>	0

--- Class Archive--- Add Class

Recent Tickets

No recent ticket found.

Technical Support

[Create a support ticket](#) if you're stuck or have a question.  
Phone: (866) 493-0800

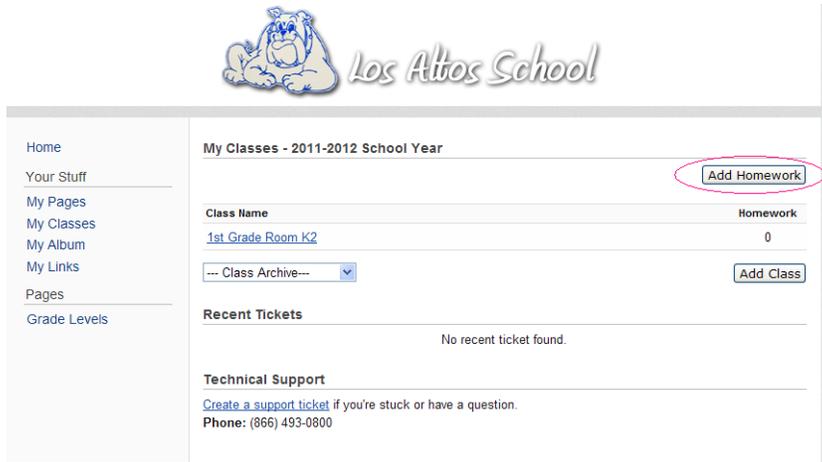
Powered by **Medlio**

6. Rename the Title from **"Home"** to **"Homework Policy"**
7. Click on **Rich Formatting**, then click inside the box and type your Home Work Policy  
-If you have this in a Word Document, you can copy and paste into the box. Some of the formatting will not copy, so make sure to fix the formatting after pasting.
8. Click on **Save**
9. Click on the **"Homework Policy"** drop down menu (on the top right)
10. Click on **Create New Page**
11. Type in the Page Title **"Classroom Policy"**, click on **Create Page**
12. Click on **Rich Formatting**, then click inside the box and type your Classroom Policy
13. Click on **Save**
14. Click on the **"Daily Schedule"** drop down menu (on the top right)
15. Click on **Create New Page**
16. Type in the Page Title **"Daily Schedule"**, click on **Create Page**
17. Click on **Rich Formatting**, then click inside the box and type your Daily Schedule
18. Click on **Save**

You can create more sections by going to the drop down menu, and adding other topic/sites that you would like your parents to see when they go to your section of the website. (Example would be website links that you would like your parents to know of)

## Update Scheduled Homework Assignments (on a weekly basis)

1. Go to your school's Website <http://losaltos.swwhittier.k12.ca.us/>
2. Add "admin." right before losaltos... (<http://admin.losaltos.swwhittier.k12.ca.us/>)
3. Under **User:** type in "FirstInitialLastName" (Example: isanchez for Irving Sanchez)
4. Under **Password:** type in **password** that was assigned to you.
5. Click on "Add Homework"



The screenshot shows the Los Altos School website interface. At the top, there is a logo for Los Altos School featuring a bulldog. Below the logo, there is a navigation menu on the left with links like Home, Your Stuff, My Pages, My Classes, My Album, My Links, Pages, and Grade Levels. The main content area is titled "My Classes - 2011-2012 School Year". It contains a table with columns for "Class Name" and "Homework". The first row shows "1st Grade Room K2" with "0" homework. There is an "Add Homework" button circled in red in the top right corner of the main content area. Below the table, there is a "Recent Tickets" section with the message "No recent ticket found." and a "Technical Support" section with a link to "Create a support ticket" and a phone number: "(866) 493-0800".

6. Click on the "Check Box", Type in the date the homework is due (or click on the calendar date)
7. Under the Homework Description, type in the homework assignment  
- If you have a Word Document with the homework assignment, you can copy/paste into the box, and/or upload the document by clicking on Browse, and select the document you want.
8. Click on "Save"  
(**Example:** Weekly Homework, and you just change the dates and info, or you can create the weekly homework, and put the due date of the last day of school, so it always shows as homework due)

### Monday

Reading Calendar-25 minutes  
English-Daily Language Review, Monday #13  
Spelling-Word Pyramids  
Math-p. 179-180  
Cursive-p. 53

### Tuesday

Reading Calendar-25 minutes  
English-Daily Language Review, Tuesday  
Spelling-ABC Order  
Math-p. 181-182  
Cursive-p.54

### Wednesday

Reading Calendar-25 minutes  
English-Daily Language Review, Wednesday #13  
Spelling-10 Sentences  
Math-p. 183-184  
Cursive-p. 55

### Thursday

Reading Calendar-25 minutes  
English-Daily Language Review, Thursday  
Spelling-5x each  
Math-p. 187-188  
Cursive-p. 56

### Friday, Saturday, Sunday

Reading Calendar-25 minutes  
Math-Practice and memorize X facts from x0-x10  
Visit [www.multiplication.com](http://www.multiplication.com) for some fun math games  
Visit [www.studyisland.com](http://www.studyisland.com) to review 3rd grade skills