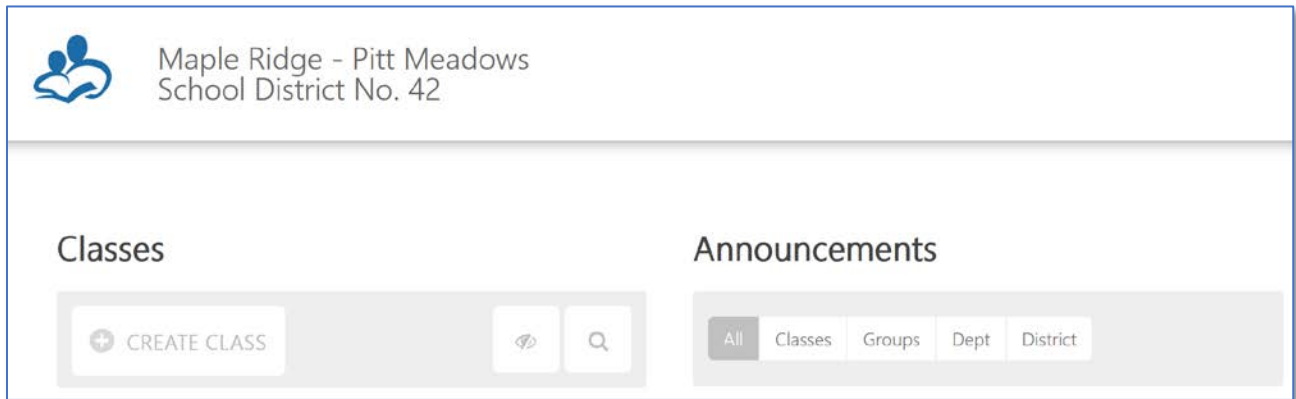


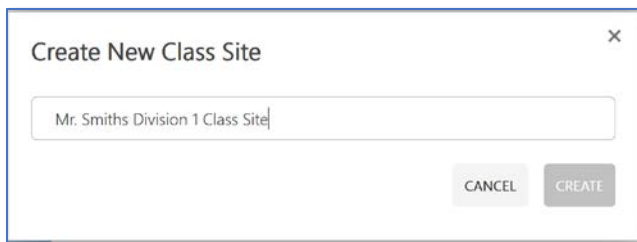
Creating New Class Site – Scholantis ePortfolio and Class Site Solution:

Follow these steps to create a class site in our Scholantis ePortfolio and Class Site solution.


1. Navigate your computers web browser to <https://myportfolio.sd42.ca> and after logging in, you will see the Hub Page load. Click the CREATE CLASS button found under Classes heading.

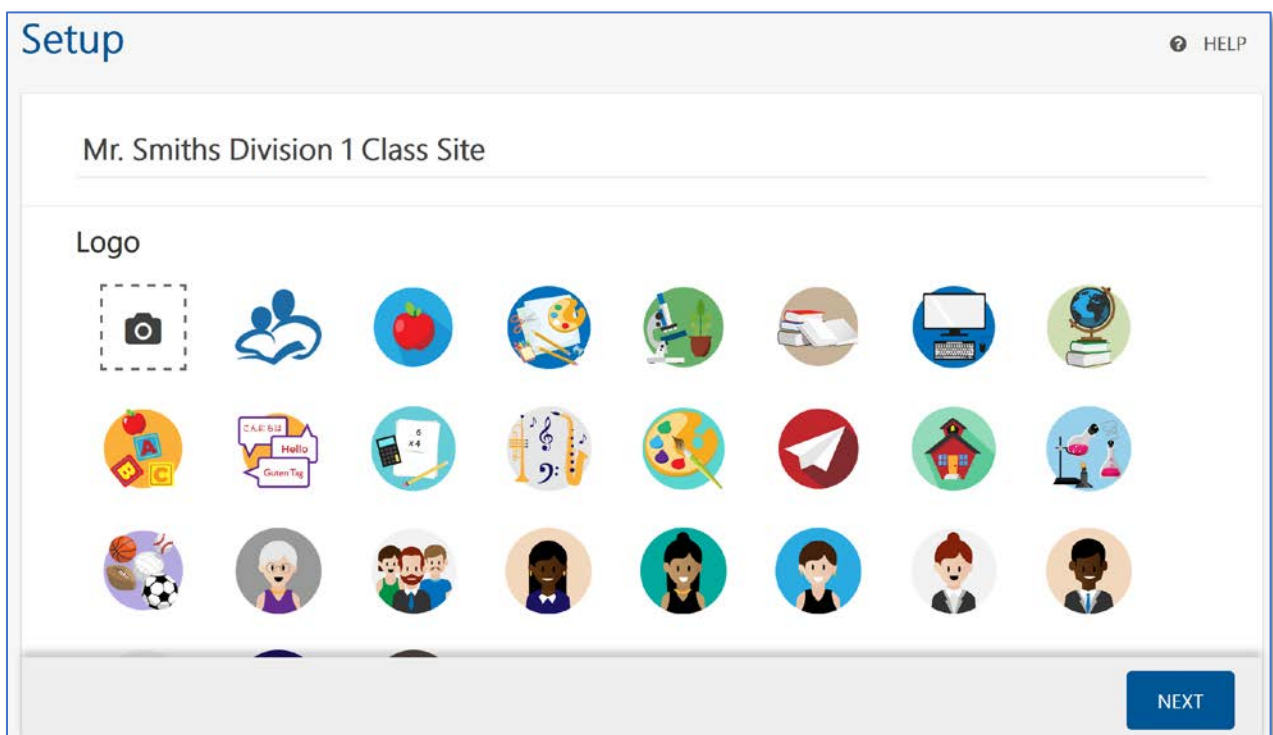


2. A dialogue similar to below will appear asking for Title for new class site. Enter Title and click CREATE.



3. The class site Setup screen will appear asking you to choose a logo and color scheme for your site. Select those or leave default values, and choose NEXT.

Note that all of these choices/selections can easily be changed later from gear icon/menu  found top right of class site window once site created, so do not worry too much about being locked into choices made now.



4. A screen will now appear asking you to choose Features that you want enabled for your new class site. The screen will default with only student portfolios selected. If that is all you are needing in your class site, click NEXT, otherwise, choose the additional features you want your class site to have enabled, select the page/feature you want to be your class sites home page from Start Page drop-down, and click NEXT.

In my example, I am going to enable the additional site features shown selected below and I am choosing the page Home to be the sites home page so that those five items selected under home will be what my students see when they log into site and choose my class site. I now click NEXT.

The screenshot shows a 'Features' configuration page. At the top left is the title 'Features' and a 'HELP' icon. Below the title is a 'Start Page' section with a dropdown menu currently set to 'Home'. The main 'Features' section contains a list of checkboxes. The 'Home' feature is checked, and it is expanded to show sub-features: 'Special Announcements', 'Featured Links', 'Handouts and Materials', 'Featured Stories', 'Announcements', and 'Calendar'. 'Special Announcements', 'Featured Links', 'Handouts and Materials', 'Announcements', and 'Calendar' are all checked, while 'Featured Stories' is unchecked. Below this, 'Assignments', 'Shared Documents', and 'Student List' are checked, while 'Student Blogs' is unchecked. At the bottom, 'Gallery', 'Blog', and 'Discussion' are unchecked, and 'Portfolio' is checked. At the bottom right, there are two buttons: 'PREVIOUS' and 'NEXT'.

NOTE: An online help page that describes each feature and how it works is found [HERE](#).

5. At this point, I'm taken to the Access screen for my new class site with the Students and Classes section expanded. Here I tell the system which Teachers/Students should have access to my class site.

Adding Your Students:

As this system has access to Division/Class group data from My ED BC, which it downloads each morning, teachers should see classes/divisions they are teacher for in My ED listed as available to be added to class site in

Add Students and Classes section of screen shown below. When you hover over desired class or division you want to add to site, a + Add icon should appear to allow you to add it. Note that students can also be added individually to class site by searching for them and adding them by name, but if your class/division is listed, that is the better approach as system will then add/remove students automatically in your class site in the future if someone is added to your class via My ED BC later.

Adding Other Teachers:

If you co-teach a class, add the other teacher that needs access to your class site via the Teachers section of screen below. A search box will be provided for you to search for that teacher by name.

Once you're done adding students/teachers to your class site, click FINISH.

The screenshot shows a web interface titled "Access" with a "HELP" icon in the top right corner. The interface is divided into three main sections:

- Readers:** Contains a "+ Add Readers" link.
- Students & Classes:** Features a "+ Add Students & Classes" link and a search box labeled "Find People or Groups...". Below the search box, there are two items listed: "Division 1" and "Biology 11", each with a "+ ADD" button next to it.
- Teachers:** Shows "Teacher 1" with a "+ Add Teachers" link below it.

A note box is present in the "Students & Classes" section, containing the following text:

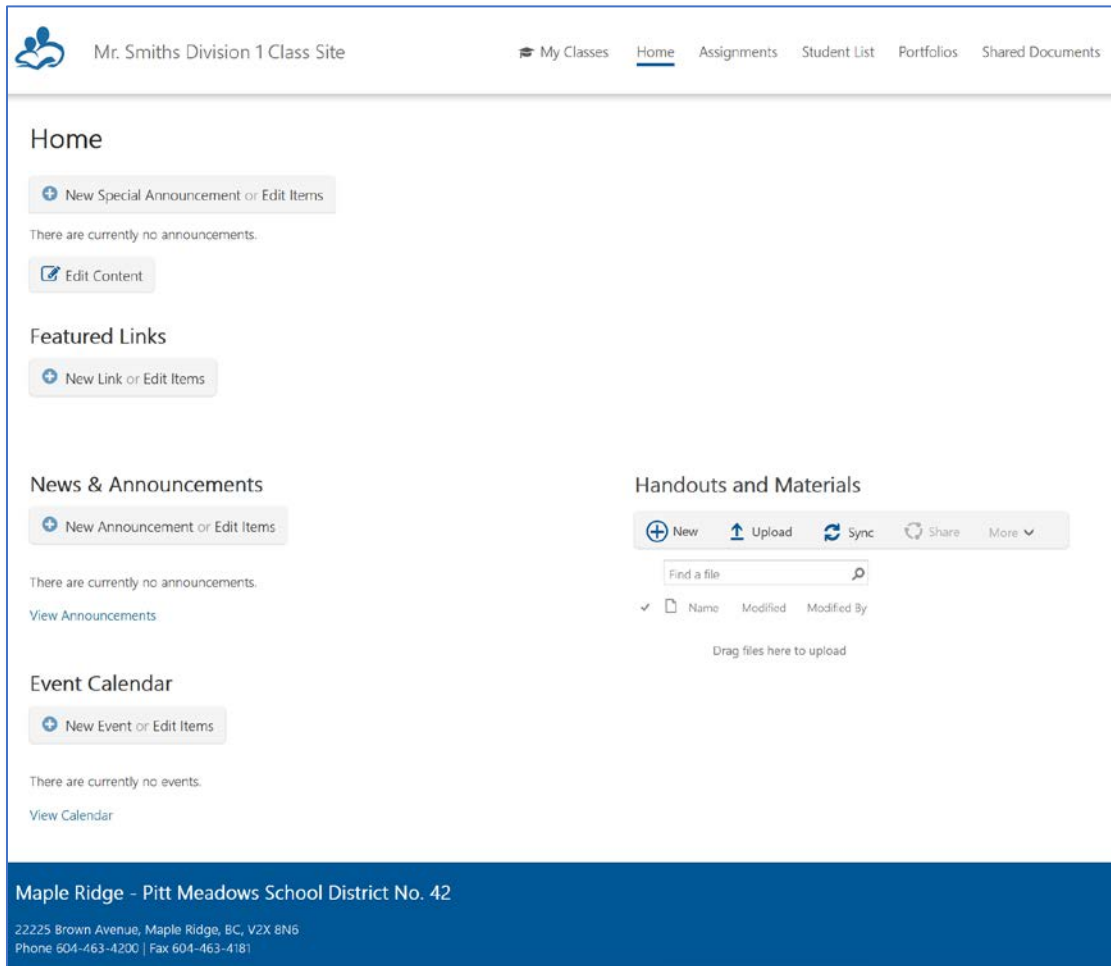
NOTE: Teachers should see their classes or divisions listed here to select from.
Elementary Teachers: Select your division that class site is being created for by clicking + Add icon that appears when you hover over division listed.
Secondary Teachers: Select your class this class site is being created for by clicking the + Add icon that appears when hover over that class listed.

At the bottom right of the interface, there are two buttons: "PREVIOUS" and "FINISH".

6. Your class site should now be created. If you're not taken to the sites home page, simply click the icon next to site name in top left of screen shown to return to sites home page.



7. Your site home page should look like below, and should have navigation along the top where you/students can view the various sections/functions added to site.



8. Students and teachers that have been granted access to this new class site, should be able to view/access it by navigating their web browser to <https://myportfolio.sd42.ca> and selecting the class site from listing of class sites they have access to via that Hub Page.

