

## ACADEMIC GROUPS

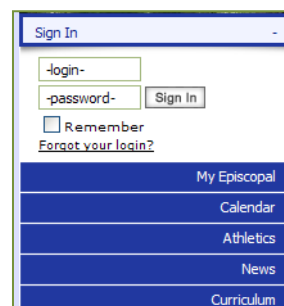
Academic Groups communicates course information by giving you the ability to create class-specific pages that feature, assignments, announcements, downloads, links, syllabi, grading rubric, expectations and photos. Students and parents can then view this information for a specific class or all relevant classes at once from their portal.

To access the new website go to <http://www.alumni.ehsbr.org>.

\*Note: (This will change in August when the website will go back to the original <http://www.ehsbr.org>.)



Click on any of the links across the top to get to the *Sign In* screen. Click on the + sign to expand the window. Enter your login and password and click Sign In.



Upon logging in, you will arrive at the school portal called **My Episcopal**. This portal is the school-wide information hub. Everyone will go there when they log on. From there you will have the option to go to 4 other portals:

- Academic Portal – contains all course information
- Lower School Portal – displays all LS divisional information
- Middle School Portal - displays all MS divisional information
- Upper School Portal – displays all US divisional information

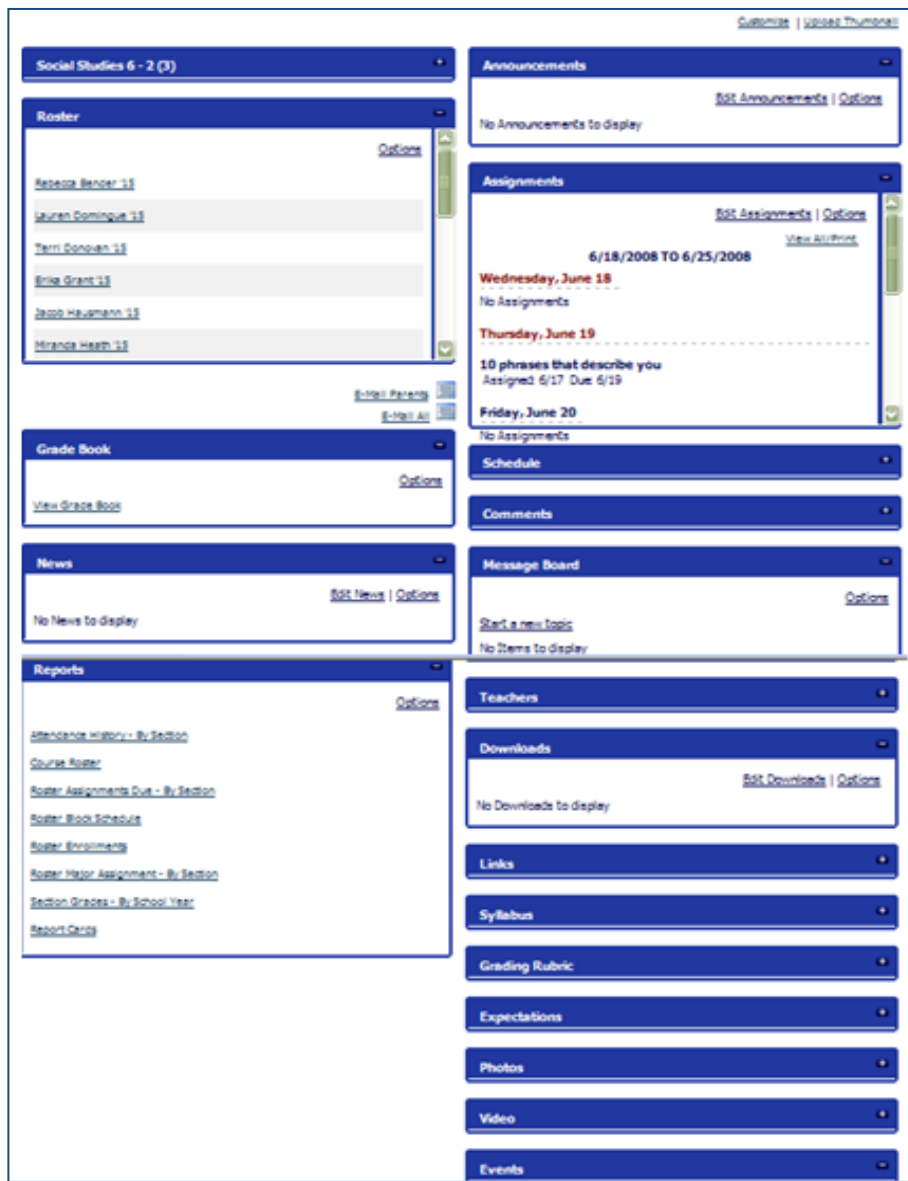
The content of the portals is organized into specific content categories called "channels". It is from these "channels" or the blue left-hand navigation that you can access your course sections and other valuable information. Managing content is done by clicking on the Add or Edit button on the top right of the different channels.

The WhippleHill database organizes information based on user relationships with the school. This is done through Roles and Groups.

- **My Roles** – what tasks and channels users are allow to access based on their affiliation with the school, (alumni, teacher, student, etc.)
- **My Groups** (Summer 08 software release)– personalized listing of the groups each user belongs to based on his or her Roles (Teacher, Parent, Alumni, etc.) and Associations (parent of girls' varsity volleyball player)

## SECTION PAGE

The following instructions explain the general information that can appear on your section page.



**Customize** – The customize link appears on the upper right hand corner of the section page and allows you to choose the content items that are to appear on the section page. By clicking on this link you are directed to a new screen where you can select the content that you wish to display.

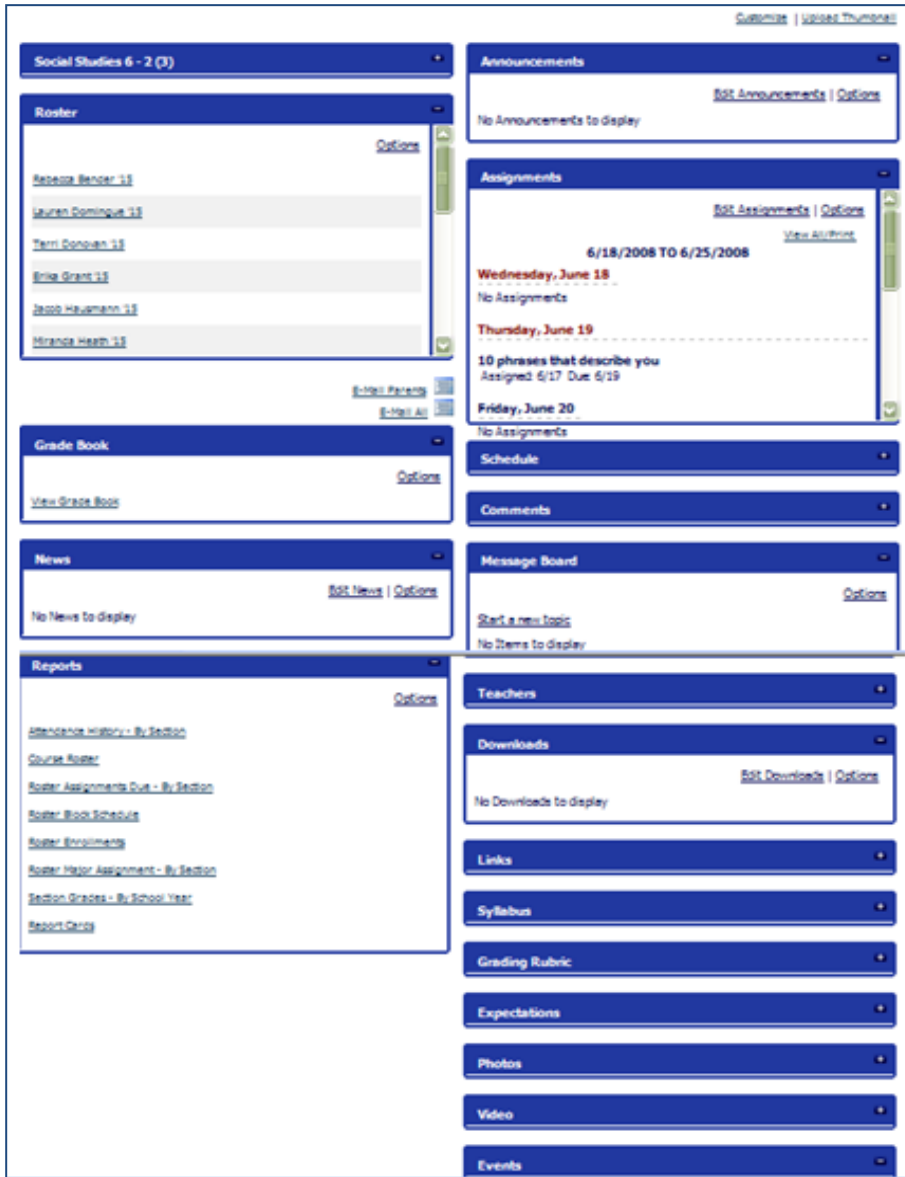
**Course Information** – appears with the *Anatomy and Physiology* title; this channel is collapsed by default. When opened (clicking on the plus sign) the channel shows the teacher, the terms, the school level, the block (if attached to one), the room number (if attached to one), and the course description.

**Roster** – The roster will display all students who are enrolled in the section along with the e-mail link for each student (if they have an e-mail address). You have an *E-mail Parents* and *E-mail All* link that will create an e-mail using all of the students' and parents' addresses in the BCC of the e-mail. However, if you want to copy and paste the e-mail addresses using another e-mail program, the icon to the right of the links opens a window where you can select the appropriate delimiter that is used in the e-mail program and copy and paste the information into their e-mail program. Finally, depending on your publish rights, you can obtain more information about the student's parent information and home phone number by clicking on the student's name.

**Grading**– Grading is the program that we will use at the end of a grading cycle when it is time to post report card grades. It is a separate product from *Grade Book* and it allows us to create and deliver online report cards to parents and students. The links to access the grading screens will only appear when it is time to enter quarterly or semester grades.

**Grade Book** – The Grade Book channel is where you will access your grade books for your course sections. The Grade Book product provides you with the flexibility to manage grade recording, assignment preparation and teacher comments anytime, from anywhere that you have Internet access. This product will replace our current Blackbaud FaWeb.

SECTION PAGE



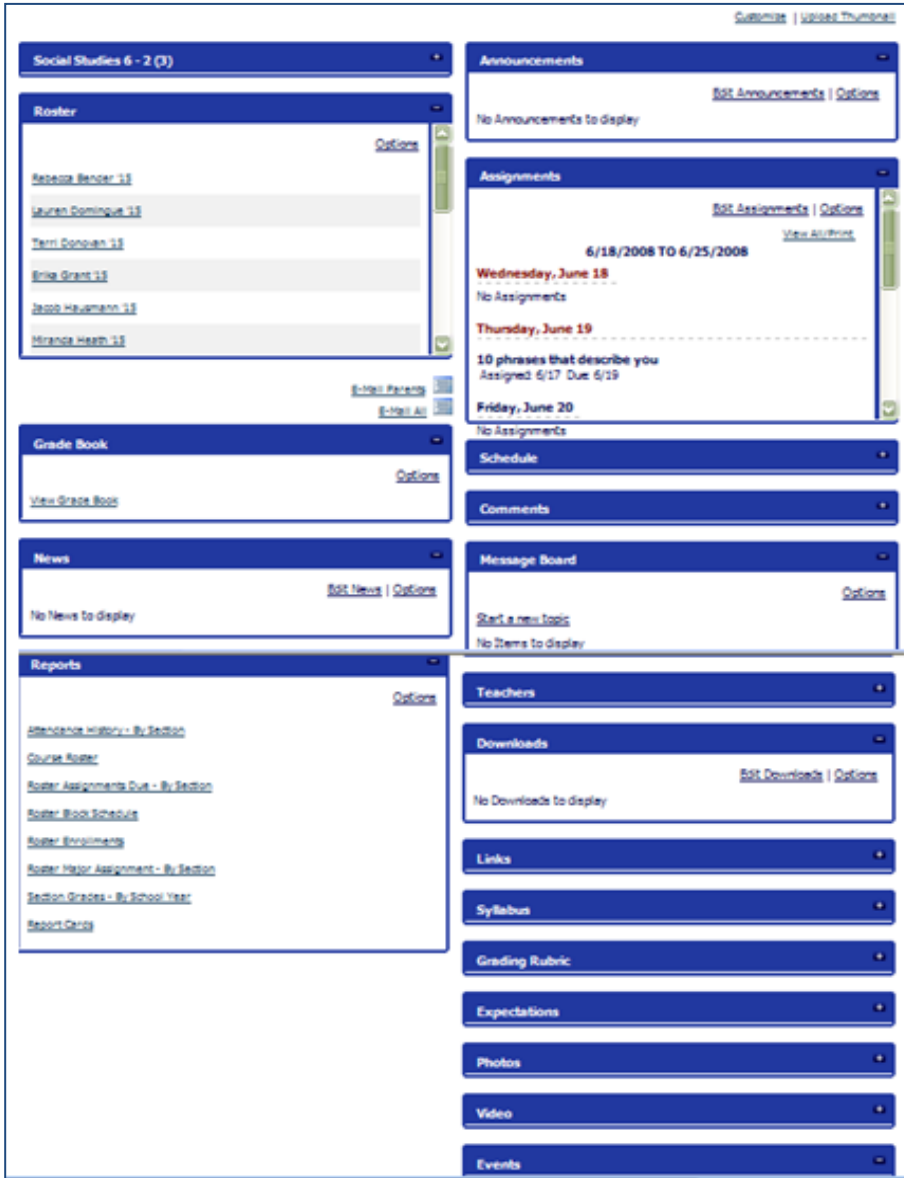
The screenshot displays a section page for 'Social Studies 6 - 2 (3)'. The page is organized into several columns and rows of widgets. On the left, there is a 'Roster' widget listing students: Reese Bender, Lauren Domingo, Terr Donnan, Eric Grant, Jacob Hausmann, and Miranda Heath. Below it is a 'Grade Book' widget with a 'View Grade Book' link. The 'News' widget shows 'No News to display'. The 'Reports' widget lists various report types: Attendance History, Course Roster, Roster Assignments Due, Roster Book Schedule, Roster Enrollments, Roster Major Assignment, Section Grades, and Report Cards. On the right side, there are 'Announcements' (No Announcements to display), 'Assignments' (No Assignments for the period 6/18/2008 TO 6/25/2008), 'Message Board' (No Items to display), 'Teachers', 'Downloads' (No Downloads to display), and a vertical stack of menu items: Links, Syllabus, Grading Rubric, Expectations, Photos, Video, and Events. Each widget has an 'Options' link in its top right corner.

**Top Story and News** - The top story and news content type gives you the ability to enter a news item about the section or a particular article that may be useful to the section. Additionally, these News stories can be copied from other sections or previous years, and they can also be displayed on the portals. In order to add or manage your news stories click the Edit button on the top right of the content channel. By default the active news stories that are displayed, but you can view previous and future stories by selecting the appropriate radio button. Top Story channel will display the most recent news story with a photo. ***If the News channel is removed from the page, the Top Story channel will be removed as well.***

**Reports** – The reports are generated by clicking on the link to the report. Many of these reports can be exported to Excel, Word or PDF for printing. *(You also have the ability to generate grading or attendance reports for your classes. These are defined in the Grade Book training materials.)* Three of these are described below:

1. **Course Roster** – This report generates the names of all students on the roster along with their phone number and advisor's name.
2. **Roster Enrollments** – This report displays the student's name and enrollments for the academic year. This information shows the block, course name, teacher name, building and room number.
3. **Roster Major Assignment Report** – This report is for the section only; using the section roster the report returns all Major Assignments for the student's week.

SECTION PAGE



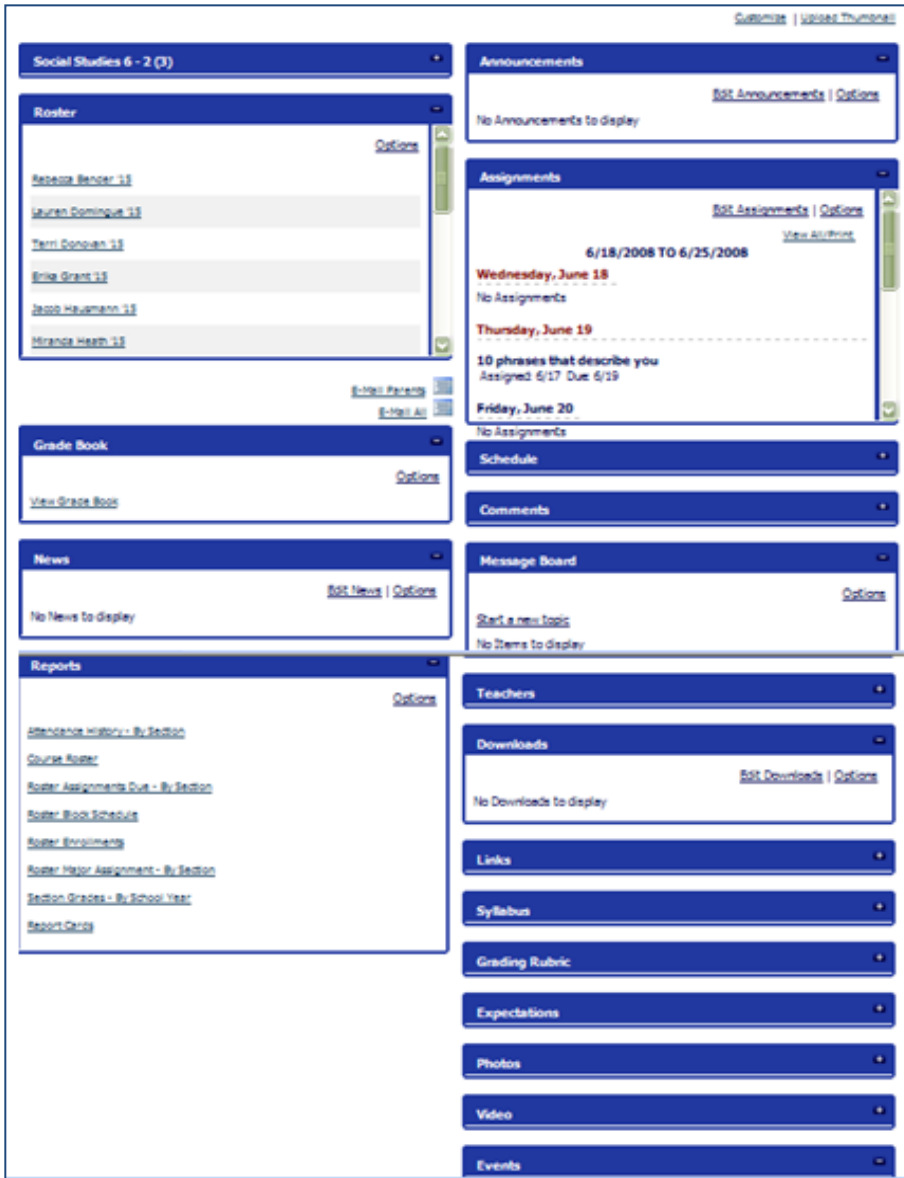
**Announcements** – The first of the content items on the right-hand side. These are used to remind students of a field trip or perhaps a reminder to bring a calculator to class. You simply enter the text you want to display, along with the publish and expire dates. Additionally, these announcements can be copied from other sections or previous years, and they can also be displayed on the portals. In order to add or manage your announcements click the Edit button on the top right of the content channel. By default active announcements are displayed, but you can also view previous and future announcements by selecting the appropriate radio button.

**Assignments** - The Assignment Channel that appears on the Section Page and the Portal are essentially the same.

- **Rolling 7 Day** - Shows the assignments that are due within a "Rolling 7 Day" time frame.
- **View/Print** – Click here to scroll back to last week or see assignments that were assigned or due on a specific week.

- **Long-Running Assignments** – The long-running assignments portion of the channel only appears when a teacher has an assignment that falls outside the range of the Rolling 7 Days and appears there until it comes into the 7-day time frame.

## SECTION PAGE



**Schedules** – This channel shows your daily schedule for the course section.

**Comments** – Comments are primarily used to create narratives regarding a student's progress or behavior at the school, these comments are then displayed or emailed to specific people who have a relationship with the student. For example, you may want to create a comment for a particular student's behavior out of class that alerts the advisor, parent and other teachers for that student. (*This is not to be confused with the comments that appear on a report card.*)

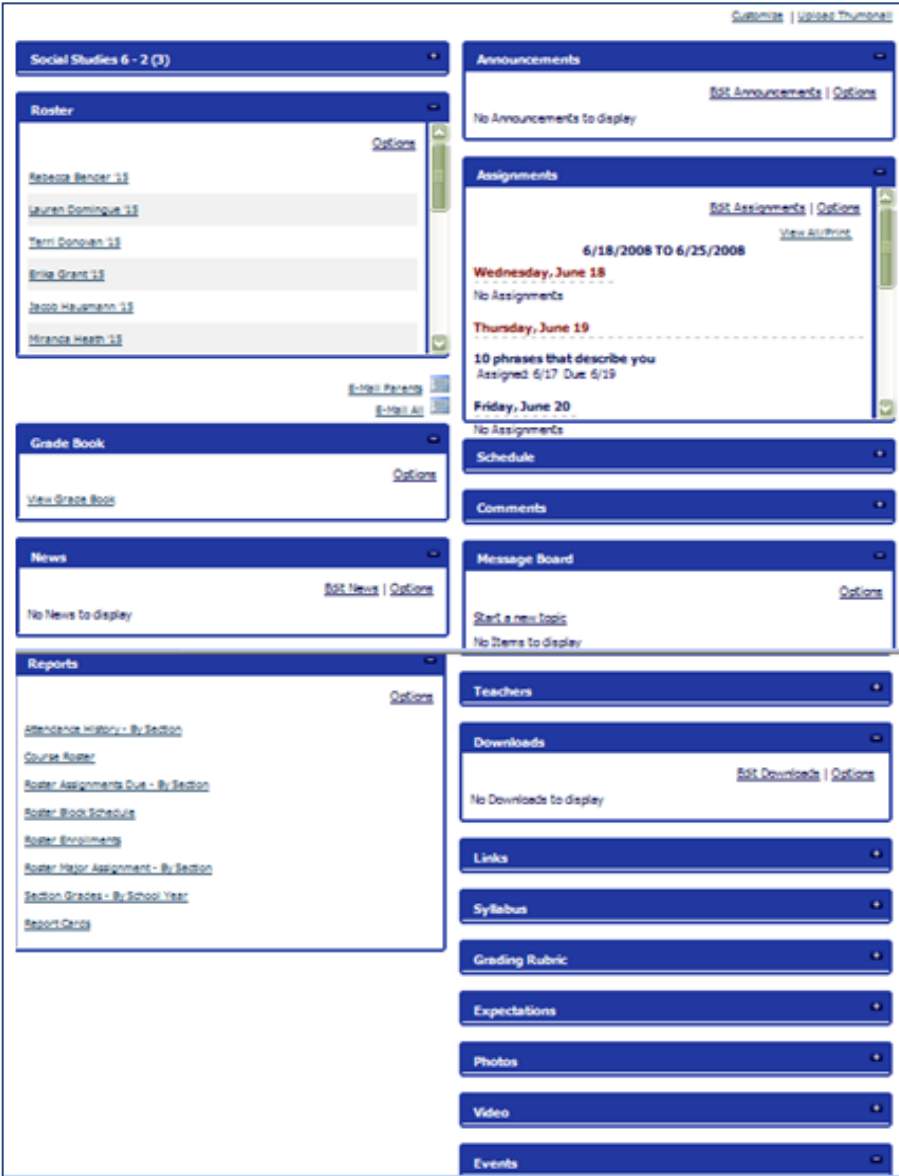
**Message Board** – Provides the section roster members with an open discussion forum. To start a message, click the "Start a new topic" link and enter a Subject and Message Text; this message will then appear on the Message Board and anyone who accesses this section page will be able to respond to the message. The author of the message can edit their own comment, while the teacher can edit all of the comments entered on the message board.

**Teachers** – This simply displays the teacher of the course; the email link for the teacher appears which enables parents and students to contact the teacher.

**Downloads** – These are files that you might want to include on your section pages. An example of this could be: The MLA format that the students should use when quoting papers. Furthermore, these attachments can appear and be accessed from the portal. In order to add or manage your attachments, click the Edit button on the top right of the content channel. By default, active attachments are displayed, but you can also view previous and future attachments by selecting the appropriate radio button. To upload attachments simply browse the files that are on your computer, select the file and give it a description.

**Links** – Links allow you to give students access to other helpful resources. For example: Maybe a teacher has an SAT Prep course and there is a good SAT prep website. Furthermore, these links can appear and be accessed from the portal. In order to add or manage your links, simply click the Edit button on the top right of the content channel. By default, active links are displayed, but you can also view previous and future links by selecting the appropriate radio button. To add a link, copy and paste the address of the website in the appropriate field and give it a description.

SECTION PAGE



The screenshot displays a section page for 'Social Studies 6 - 2 (3)'. The page is organized into several content channels:

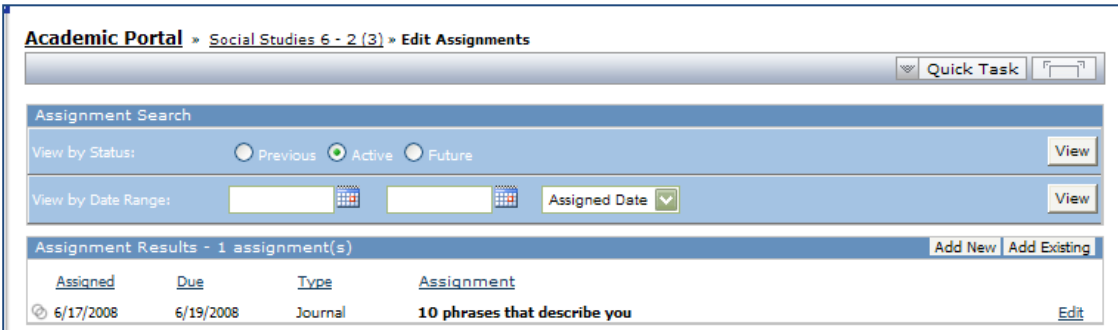
- Router:** Lists teachers: Rebecca Bender, Lauren Domingo, Terri Condon, Erin Grant, Jason Hausmann, and Miranda Heath.
- Announcements:** No announcements to display.
- Assignments:** No assignments for the period 6/18/2008 TO 6/25/2008.
- Grade Book:** View Grade Book link.
- News:** No news to display.
- Reports:** Attendance history, Course Roster, Router Assignments Due, Router Block Schedule, Router Enrollments, Router Major Assignment, Section Grades, Report Cards.
- Message Board:** Start a new topic link.
- Teachers:** Channel for teacher information.
- Downloads:** No downloads to display.
- Links:** Channel for external links.
- Syllabus:** Channel for syllabus information.
- Grading Rubric:** Channel for grading rubric information.
- Expectations:** Channel for expectations information.
- Photos:** Channel for photos.
- Video:** Channel for video content.
- Events:** Channel for events.

**Syllabus, Grading Rubric, and Expectations** – These three content types have been separated out from attachments and links due to their importance to the section teacher. Often these content items span terms or even the school year and we do not want to lose these in the piles of content that may be added. So by creating separate content items for this information, teachers can ensure this information will not get lost on their section pages. Each of these content channels can roll their content to the portal for easy access by the teacher, the students and their parents who are associated with the class. In order to add or manage your Syllabus, Grading Rubric and Expectations click the Edit button on the top right of the content channel. By default, active content items are displayed, but you can view previous and future content items by selecting the appropriate radio button.

**Photos** – Teachers can also add photos to their section page, which can prove to be very useful for an art teacher who wants to display art work or similar media. In order to add or manage your Photos, click the Edit button on the top right of the content channel. By default, active photos are displayed, but you can also view previous and future photos by selecting the appropriate radio button.

## ADDING ASSIGNMENTS

From the group (section) page you can add assignments by clicking on the Edit button on the right-hand side of the channel title. By default, active assignments are displayed, but you can also view previous and future assignments by selecting the appropriate radio button and clicking View.



**Academic Portal** » [Social Studies 6 - 2 \(3\)](#) » [Edit Assignments](#)

Quick Task

Assignment Search

View by Status:  Previous  Active  Future [View](#)

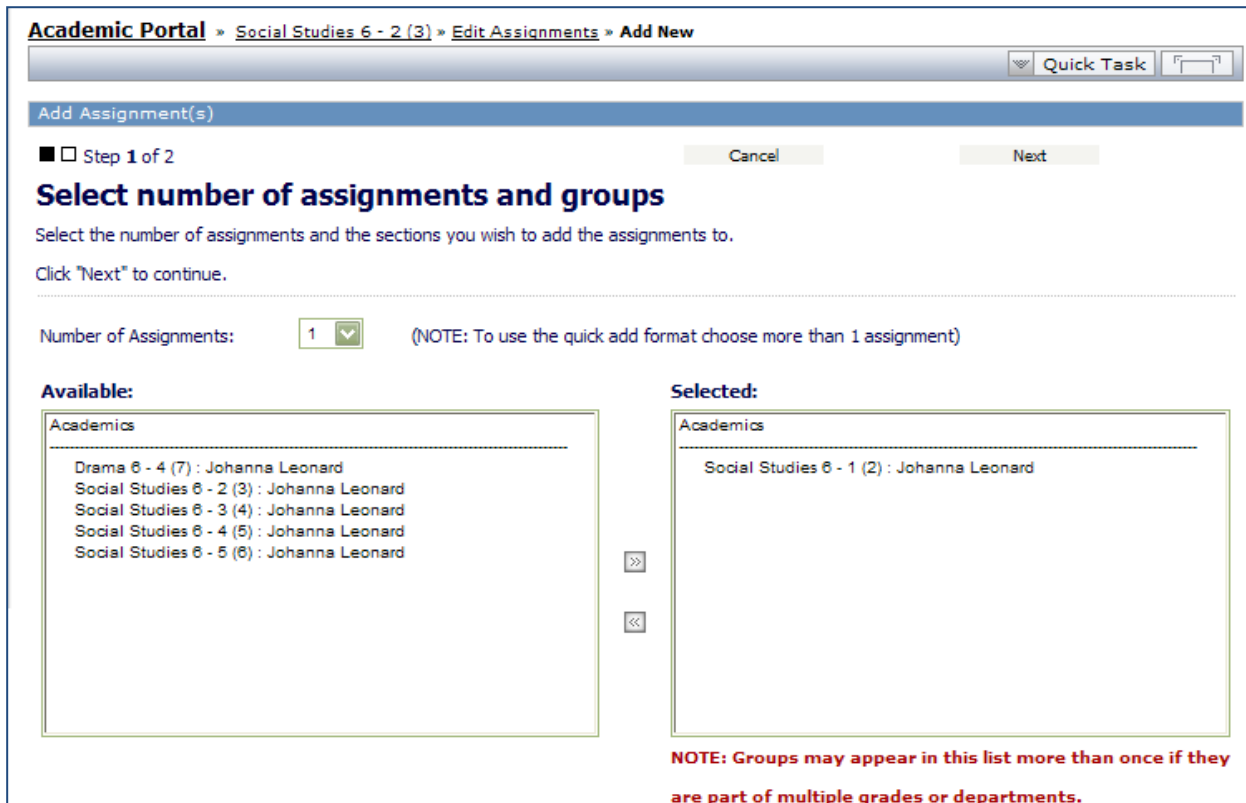
View by Date Range:   Assigned Date [View](#)

Assignment Results - 1 assignment(s) [Add New](#) [Add Existing](#)

Assigned	Due	Type	Assignment	
6/17/2008	6/19/2008	Journal	10 phrases that describe you	<a href="#">Edit</a>

**(Add New) - Add Multiple** – You can add up to 10 assignments in one sitting by choosing the number of assignments you want to add from a drop-down list box. However, by choosing more than one assignment you cannot add links, downloads or long descriptions to these assignments until after the assignments are added. By default, the same course sections that you also teach appear in the selected box (on the right), but by clicking on the section either on the left or the right and then clicking the left or right arrows the sections can be selected/ deselected.

**(Add New) - Add One Assignment** – Allows you to add more information to one assignment.



**Academic Portal** » [Social Studies 6 - 2 \(3\)](#) » [Edit Assignments](#) » [Add New](#)

Quick Task

Add Assignment(s)

Step 1 of 2 [Cancel](#) [Next](#)

**Select number of assignments and groups**

Select the number of assignments and the sections you wish to add the assignments to.

Click "Next" to continue.

Number of Assignments:  (NOTE: To use the quick add format choose more than 1 assignment)

**Available:**

Academics

- Drama 6 - 4 (7) : Johanna Leonard
- Social Studies 6 - 2 (3) : Johanna Leonard
- Social Studies 6 - 3 (4) : Johanna Leonard
- Social Studies 6 - 4 (5) : Johanna Leonard
- Social Studies 6 - 5 (6) : Johanna Leonard

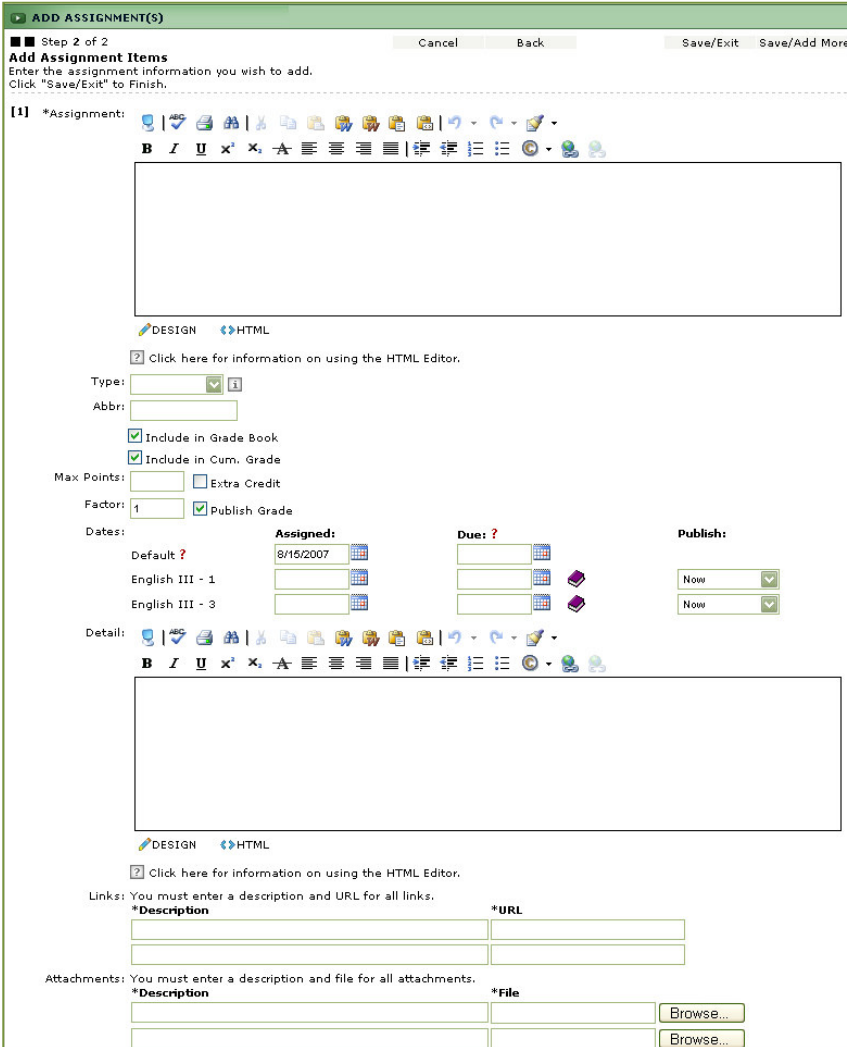
**Selected:**

Academics

- Social Studies 6 - 1 (2) : Johanna Leonard

**NOTE: Groups may appear in this list more than once if they are part of multiple grades or departments.**

**Add Assignment** – Depending on the number of assignments chosen to be added in step 1, you will either have the ability to add additional information (one assignment added) or you won't have the ability to add additional information (2 or more assignments added). However, the procedures for applying that assignment to the Grade Book are the same. **(This image is for adding 1 assignment.)**



**ADD ASSIGNMENT(S)**  
Step 2 of 2  
Cancel Back Save/Exit Save/Add More

**Add Assignment Items**  
Enter the assignment information you wish to add.  
Click "Save/Exit" to Finish.

[1] \*Assignment:

DESIGN HTML

Click here for information on using the HTML Editor.

Type:  1

Abbr:

Include in Grade Book  
 Include in Cum. Grade

Max Points:   Extra Credit

Factor: 1  Publish Grade

Dates:

Default ?	Assigned:	Due: ?	Publish:
English III - 1	8/15/2007	<input type="text"/>	Now
English III - 3	<input type="text"/>	<input type="text"/>	Now

Detail:

DESIGN HTML

Click here for information on using the HTML Editor.

Links: You must enter a description and URL for all links.

*Description	*URL
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Attachments: You must enter a description and file for all attachments.

*Description	*File
<input type="text"/>	<input type="text"/> Browse...
<input type="text"/>	<input type="text"/> Browse...

**Assignment (brief description)** – This is a required field and must be completed for all assignments that are being created (255 is the maximum number of characters allowed).

**Type** – By attaching the assignment type to the assignment it will allow the proper calculation to take effect.

**Assignment Abbreviation** – This will show up in the Grade Book header and should be a short description of that assignment (10 characters is the maximum number of characters allowed).

**Include in Grade Book** – Select this option if you want the assignment to appear in the Grade Book.

**Include in Cum Grade** – This checkbox will make the grade that is recorded affect the overall cumulative grade for the students.

**Maximum Points** – This text box will indicate the points that this assignment is worth.

**Factor** – The number of times that this assignment will be counted towards the cumulative grade. (If the calculation is **total points**, this number will be 1.)

**Extra Credit** – If this checkbox is checked then this assignment will only affect the cumulative grade in a positive way.

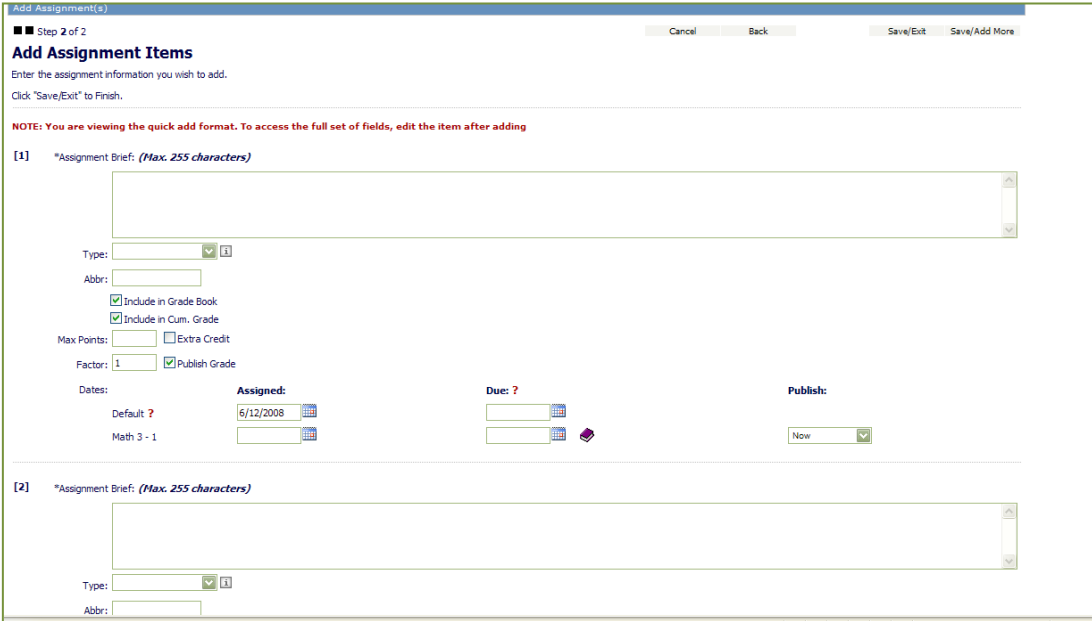
**Publish Grade** – If the grades are being published to other roles in the community (Advisor, Parent, Student), that assignment that has been indicated to publish grades will display the grades to others.

**Assigned Date and Due Date** – The assigned date defaults to the day you are entering the assignment while the date the assignment is due is required to be entered. Default will give the same assigned and due dates for all sections.

**Detail** – Additional detail can be added; it supports an unlimited amount of text. When this field is populated the user will be able to click on the assignment brief description from the assignment channel.

**Links** – Assignment specific links can be added to each assignment; when the user clicks on the assignment brief they will be able to access the link.

**Attachments** – Assignment specific files can be uploaded to the assignment; when the user clicks on the assignment that file can be opened.



**Add Assignment(s)**  
Step 2 of 2  
Cancel Back Save/Exit Save/Add More

**Add Assignment Items**  
Enter the assignment information you wish to add.  
Click 'Save/Exit' to Finish.

**NOTE: You are viewing the quick add format. To access the full set of fields, edit the item after adding**

[1] \*Assignment Brief: (Max. 255 characters)

Type: [v] [i]

Abbr: [ ]

Include in Grade Book  
 Include in Cum. Grade

Max Points: [ ] Extra Credit

Factor: 1  Publish Grade

Dates: **Assigned:** Default: 6/12/2008 Math 3 - 1 **Due: ?** **Publish:** Now

[2] \*Assignment Brief: (Max. 255 characters)

Type: [v] [i]

Abbr: [ ]

**(This image shows adding more than one assignment.**

When the assignment information has been entered and the assignment settings for Grade Book have been completed, click Save and Exit. This adds the assignment to the Grade Book and depending on the date range selected, it will appear in the column with the rows where you can enter grades for the students on the roster.

## EDITING AND ADDING CONTENT QUICKLY

If an assignment, link, download or other type of content for your course appears on the portal, that content can be edited quickly from the channel. Furthermore, you can also add and manage that content type from the channel. To do this, click on the box to the left of the content and then select the appropriate link to 'Edit', 'Manage' or 'Add' that content type for the sections. For example: In this screen shot of the Assignment channel, the user clicked on the blue box that appears to the left of the assignment (Chapter Two Test). This causes a new region to appear that displays the links to 'Edit this item', 'Manage' or 'Add'.

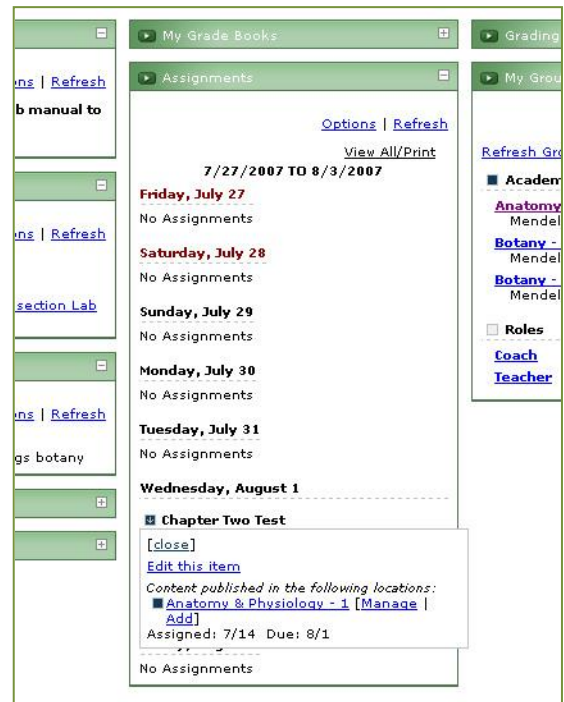
**Edit this item** – Clicking on this link allows the teacher to edit that content item. In this case clicking on *Edit this item* the teacher will be able to edit that assignment.

**Manage** – Clicking on this link allows you to manage the content items. In this example clicking on *Manage* will direct them to the Manage Assignment screen for that section.

**Add** – Clicking on this link allows you to add that content item. In this example, clicking on *Add* will direct them to step 1 of adding an assignment.

### Organizing Content

Content such as Attachments and Links can be organized into categories. This organization is useful especially to those teachers that have a lot of this type of content. Within the content channel, these categories will appear with the content that is associated with them. To create a category simply go to the Attachment or Link content type and click on the Organize button, there you can create sub-categories and later associate these categories with your content. **Note: This categorization of content only appears on the section page.**



My Grade Books | Grading

Assignments

Options | Refresh

View All/Print

7/27/2007 TO 8/3/2007

Friday, July 27  
No Assignments

Saturday, July 28  
No Assignments

Sunday, July 29  
No Assignments

Monday, July 30  
No Assignments

Tuesday, July 31  
No Assignments

Wednesday, August 1

**Chapter Two Test**

[close]

[Edit this item](#)

Content published in the following locations:

- Anatomy & Physiology - 1 [Manage | Add]

Assigned: 7/14 Due: 8/1

No Assignments

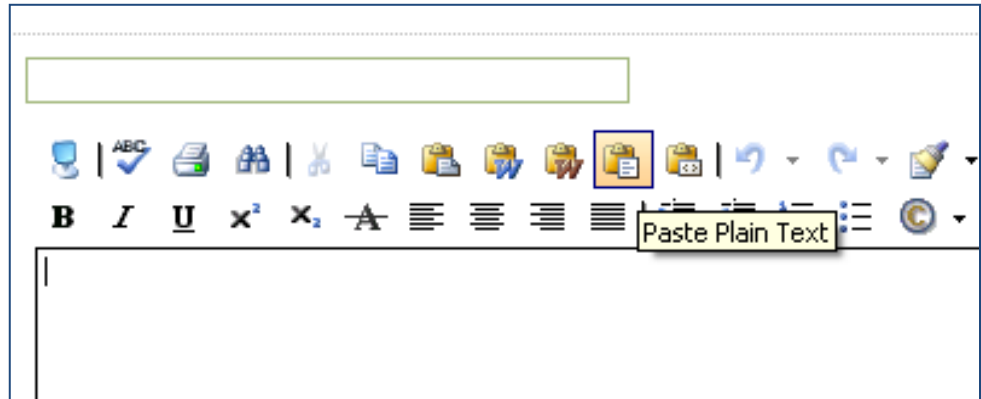
Refresh Gr...  
Academ...  
Anatomy - Mendel  
Botany - Mendel  
Botany - Mendel  
Roles  
Coach  
Teacher

## TIPS AND TRICKS

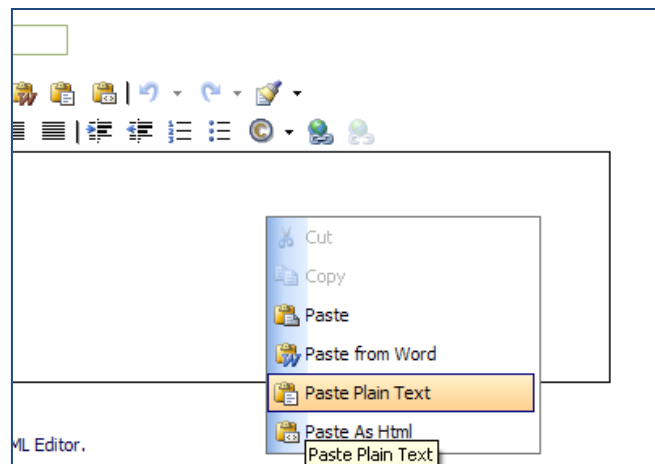
### Copying and Pasting Content

When copying content from other sources it is very important to paste it into WhippleHill in a special way so that the formatting will remain consistent. Otherwise your channel appearance could have irregular and sometimes illegible text. If you are copying from your current Dreamweaver website or other content sources you will need to select **Paste Plain Text** when you paste into the WH product. There are 2 ways to do this. First copy the content that you want to add to your new webpage. Then choose one of the following paste options:

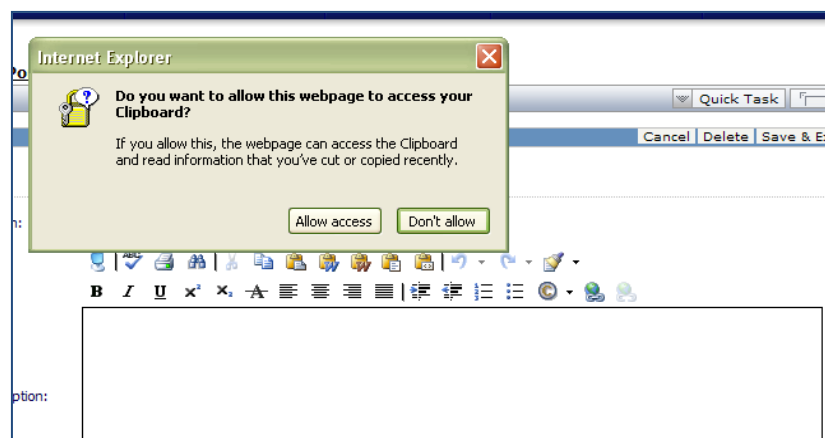
1. Choose the **Paste Plain Text** icon on the toolbar to paste it into the Description box ....*or*



2. Right-click and choose **Paste Plain Text**.



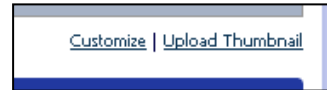
3. When you use one of the paste options, you will get this message asking if you will allow this content. Click **Allow access**.



## Customizing your Course Pages

WhippleHill allows you the ability to customize the layout of your course pages.

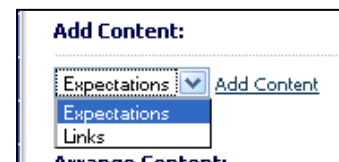
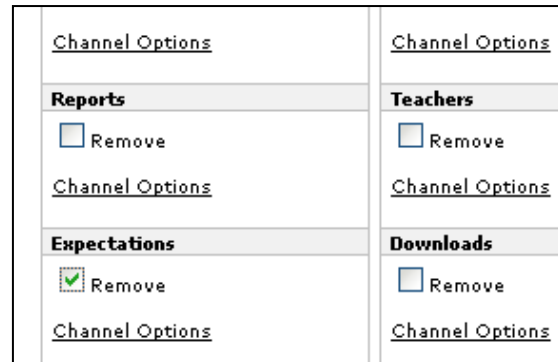
1. First, navigate to the course page you would like to change.
2. Click the **Customize** link in the top right corner of the page.



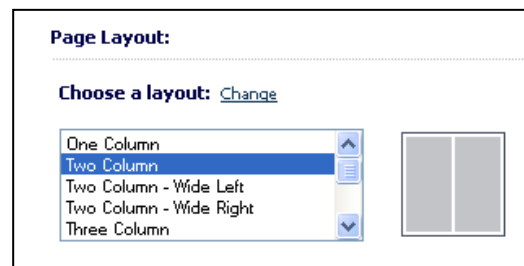
3. This screen allows you to drag and drop the different elements of your page to reorder them. Simply click and hold on the grey title bar, then move it to the desired location.

If you'd like to remove a certain channel, just check the **Remove** box. The channel will be removed when you save.

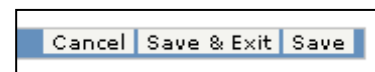
If you remove something and decide later you would like it back, no problem. When you remove a channel it is added to a drop-down box at the top of the screen. To add the channel back just select it from the drop-down list and click the **Add Content** link. The channel will be added at the bottom of your page.



4. Towards the bottom of the page is a section which allows you to change the layout of the page. When you select an option, a small preview is displayed to the right. Once you have selected a layout you like, click the **Change** link to apply the new layout to your page.



5. And don't forget to save your work by clicking on either the **Save** or **Save & Exit** buttons in the top right corner of the screen.



## Adding Photos

Adding photos to your course pages is not difficult, but it does require a bit of preparation. The first thing to do when adding photos is to resize your images to the appropriate size. Once they are sized properly, you may upload them to your course page through WhippleHill.

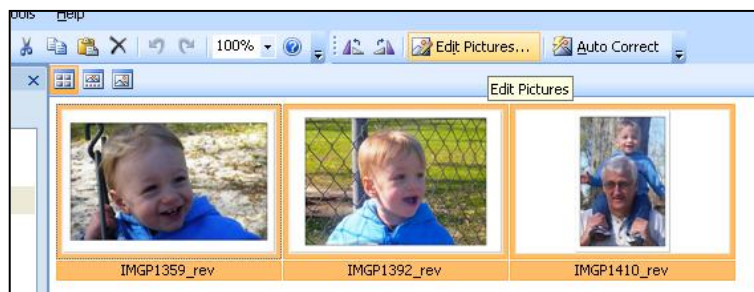
### Resizing

1. The tool we will use to resize images is Microsoft Office Picture Manager. Open it by going to **Start > All Programs > Microsoft Office > Microsoft Office Tools > Microsoft Office Picture Manager**.

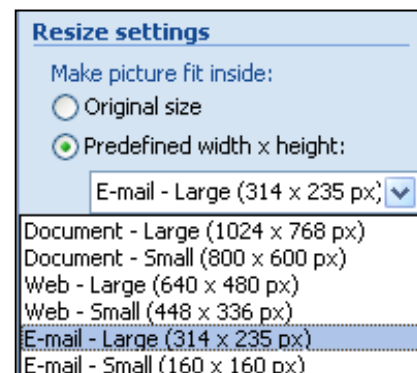
The first time you use Picture Manager you will have to *Add a Picture Shortcut*. Do this by clicking the **Add Picture Shortcut...** on the top left hand side of the screen. Browse to the folder where you store your images and click **Add**. This creates a shortcut on the left hand side of the screen, so you don't have to do this step again in the future.



2. Click your newly made shortcut on the left hand side of the screen and navigate to the album you want to add. Once there, select all the images you want to add and click the **Edit Pictures...** button on the toolbar. This will open a frame on the right hand side of the screen.



3. In this frame, click the **Resize** option, the second from the bottom.
4. Click the **Predefined width x height** radio button and select **E-mail – Large (314 x 235 px)** from the dropdown menu. Click **OK**. This will resize all your images to fit within this width.
5. **\*\*IMPORTANT\*\*** Do not forget to save your newly sized images! All you need to do is click the save icon in the upper left corner of the window. This will save every photo you have selected.



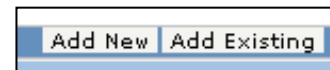
## Adding Photos into WhippleHill

Now that our photos are resized, we are ready to add them to our course page.

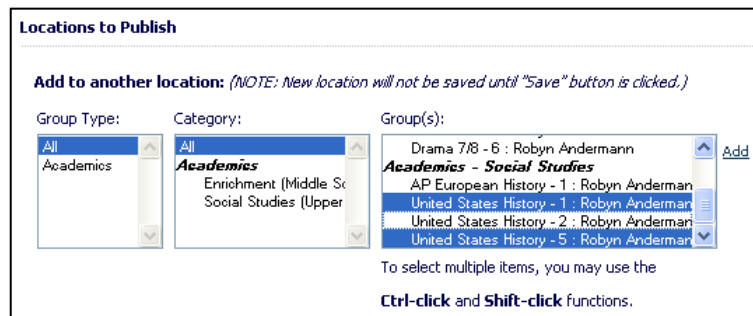
1. Go to your course page you want the photos to be added to. Find the *Photos* channel and click the **Edit Photos** link on the top right.



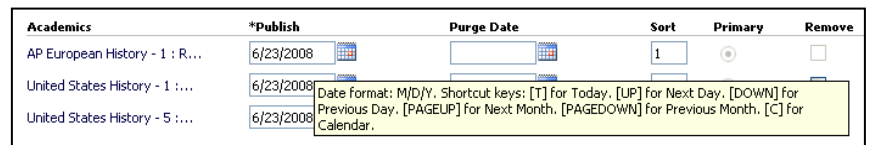
2. Click the **Add New** button in the top right.
3. Add a title for your album.



4. If you want to publish these photos to other course pages as well, the **Add to another location** box is where this can be taken care of. Navigate through the groups and select which additional page(s) you would like the photos to be added to, then click **Add** to the right of the display.

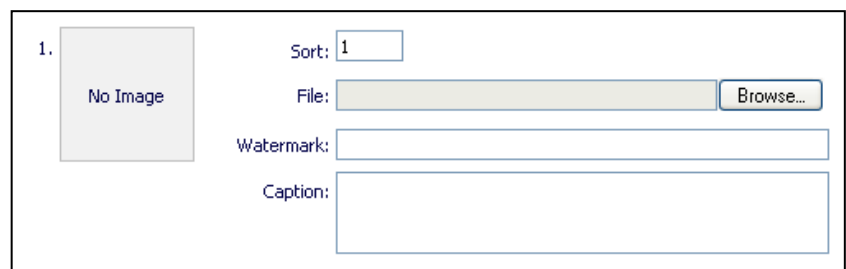


5. Next, enter a *Publish* date for each page. You can enter today's date using a shortcut by hitting 't' while in the publish box. For other shortcuts, hover your cursor over the date box to bring up more information.



You may also enter a *Purge Date* if you would like the album to expire automatically at a certain date.

6. Now we upload the photos to WhippleHill. You may upload 25 photos per album. The *Sort* box is used for ordering your pictures; the lowest number shows up first in your album. For each photo, you need to click the **Browse...** button and select your picture. You may enter a caption for the photo at this point.



- Once you are done, in the top right corner of the screen click either the **Save & Exit** button to finish or the **Save/ Add Another** button if you'd like to add another album. Your photos should appear on your course page!

## Adding Video

To add video to your course page, you first need to send the video to a *Multimedia Library Manager*. The manager will add the video to the Multimedia Library for you. After that, these steps will add the video to your course page. NOTE: (To date, the *Multimedia Library Manager* has not been designated. Please contact the Help Desk if you wish to add video.)

- Go to the course page you want to add video too, and find the *Video* channel. Click on the **Options** link in the top right corner of the channel.
- Find your video in the list by using the name the Multimedia Library Manager gave you. If you want the video to start automatically, mark the checkbox underneath the list of videos.
- \*NOTE: The administration has chosen to block *YouTube* at EHS, therefore this video option will only work from off campus.
- Once you are finished, click the **Save & Exit** button in the top right corner of the page.

