

Teacher Webpage Training

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Logging In

The screenshot shows the homepage of the Upper Darby School District website. At the top, the browser address bar displays `upperdarbysd.org`. The navigation bar includes links for [District](#), [Our Schools](#), [Log in](#), and [Register](#). A red arrow points to the [Log in](#) link, with a text box below it stating: [Click here to log into the website](#).

The main header features the Upper Darby School District logo on the left and a large [ADVERTISE HERE](#) banner on the right. Below the header is a horizontal menu with links: [Home](#), [About UDSD](#), [Departments](#), [School Board](#), [Staff Directory](#), [Athletics](#), and [Calendar](#).

The main content area is a large image of children dancing with colorful scarves. Overlaid on the right side of this image is a vertical sidebar containing social media icons for search, Messenger, Twitter, Facebook, and YouTube. At the bottom center of the image, there is a [SCROLL DOWN](#) button with a downward arrow.

User Name/Password

The screenshot shows the login page of the Upper Darby School District website. The browser address bar shows `upperdarbysd.org`. The page has a dark blue header with navigation links: District, Our Schools, Log in, and Register. Below the header is a banner with the UDSD logo and an "ADVERTISE HERE" section. A secondary navigation bar contains links: Home, About UDSD, Departments, School Board, Staff Directory, Athletics, and Calendar. Below this is a row of buttons: Parents, Students, Staff, and Community. The main content area has a heading "Enter your user name and password to sign in." followed by a note: "You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive." The login form includes a "User Name:" field with the text "dspino" and a "Password:" field with masked characters. Below the fields are "Sign In" and "Forgot My Password" buttons. Two red arrows point from the text "Type in user name and password here" to the respective input fields. To the right of the form is a vertical sidebar with social media icons for search, chat, Twitter, Facebook, and YouTube. The footer contains the district name, location (4611 Bond Ave., Drexel Hill, PA 19026), telephone (610) 789-7200, and a "Scroll to Top" button. A dark blue footer bar contains links: Sitemap, Disclaimer, Acceptable Use, Contact, and Staff Login. The Blackboard logo and copyright information are at the bottom.

upperdarbysd.org

District Our Schools Log in Register

Upper Darby School District

{ADVERTISE} HERE

EDGEclick {ADVERTISE} HERE

Home About UDSD Departments School Board Staff Directory Athletics Calendar

Parents Students Staff Community

Enter your user name and password to sign in.

You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that your password is case-sensitive.

* User Name:

dspino

* Password:

Sign In Forgot My Password

Type in user name and password here
*user name is first initial last name
*password is same as network password

Search Chat Twitter Facebook YouTube

Upper Darby School District
Built On A Tradition of Quality

Location 4611 Bond Ave.
Drexel Hill, PA 19026
Telephone (610) 789-7200

Scroll to Top

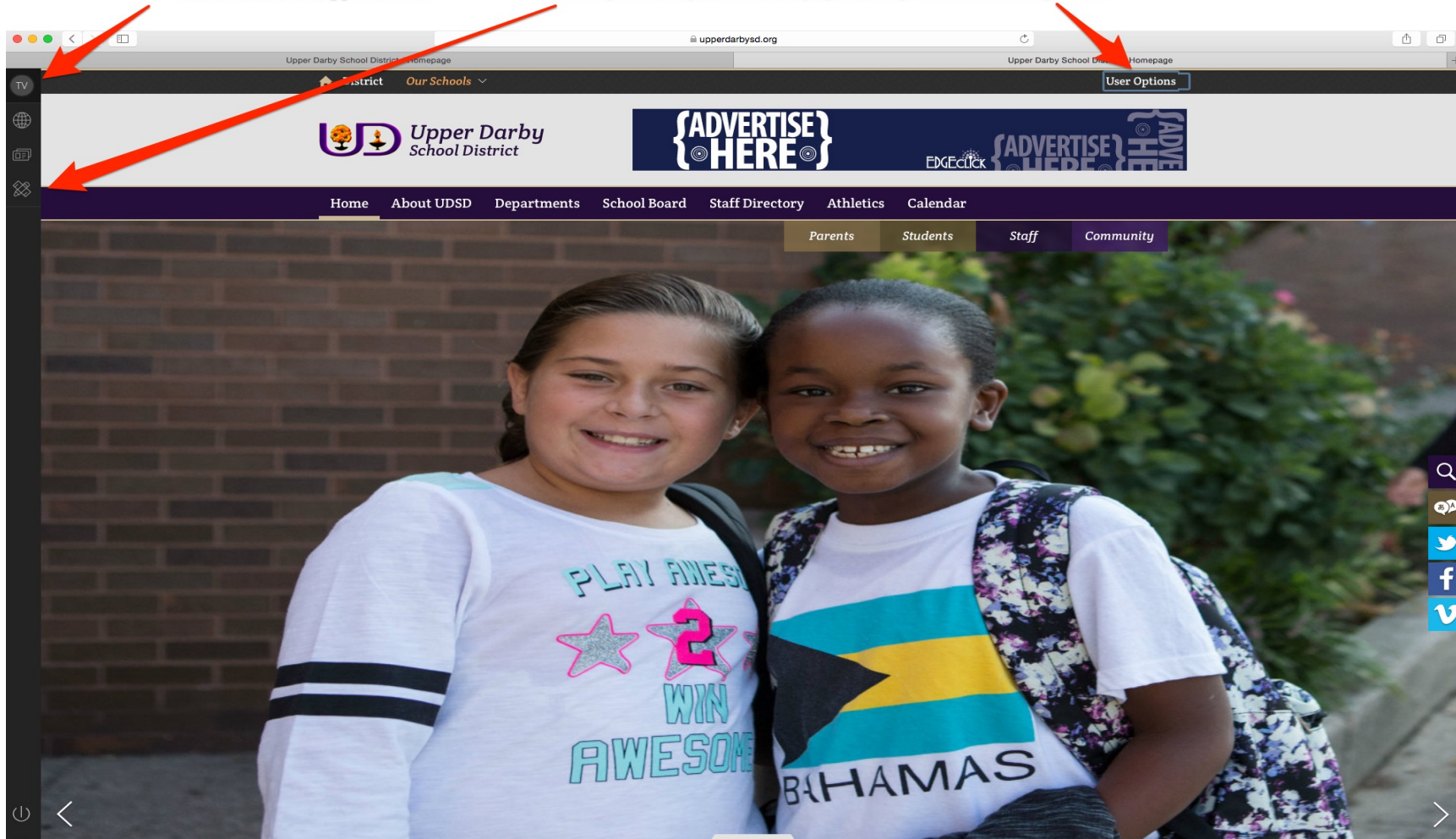
Sitemap Disclaimer Acceptable Use Contact Staff Login

Blackboard Questions or Feedback? - Terms of Use - Blackboard Web Community Manager Privacy Policy (Updated)
Copyright © 2002 - 2017 Blackboard, Inc. All rights reserved.

Teacher Page Access

Your initials will appear here

You may access your teacher page through the site manager here



Adding Content

Blackboard View Website Help Center Sign Out (tvanhorn)

VanHorn, Tori Section Workspace Summary Tools Editors & Viewers Statistics How do I...?

Current Pages New Page Organize Pages Recycle Bin Find Page

Introducing Editing Pro Tips

We'll show you what you need to know to create Adaptive, Accessible, Consistent and Integrated content.

Read [Pro Tip #1](#) to learn about creating adaptive content. Read [Pro Tip #2](#) to learn about creating accessible content.

STATUS PAGE

Active	Welcome	Actions
Active	Class Calendar	Actions

Common Tools All Tools

- Photo Gallery
- Forms & Surveys
- Files & Folders

Pending Comments All Comments

There are no comments awaiting approval.

Total Visits

Every teacher page contains two default pages, a Welcome Page and a Class Calendar page. Teachers may add additional pages but may not delete the two default pages.

Your Welcome Page

The image shows a Blackboard interface. On the left is a sidebar with the user's name 'VanHorn, Tori' and a 'Current Pages' section. The main area displays a 'Welcome' page template with three default app slots: 'Welcome' (with an apple icon), 'Class Announcements' (with a megaphone icon), and 'Upcoming Events' (with a calendar icon). Three red arrows point from the 'Create New' app menu on the right to these three slots. The 'Create New' menu is a grid of various app icons including Alumni, Announcements, Articles, Assignment, Blog, Book List, Calendar, Content, Directions, Discussion, Divider, Document, Embed Code, Events, Facebook, Files, Gallery, Google Fol..., Heading, Headlines, Image, Links, Lunch Menu, Minibase, MMR, Podcast, Q & A, Schools, Shortcuts, Staff, Table, Teacher, Twitter, and Wiki.

Blackboard

VanHorn, Tori
Section Workspace

Summary Tools

Current Pages

New Page Organize Page

Introducing Editing Pro T

STATUS PAGE

Welcome

Class Calend

Apps

Layout

Create New

Find...

Alumni Announce... Articles Assignment Blog Book List Calendar

Content Directions Discussion Divider Document Embed Code Events

Facebook Files Gallery Google Fol... Heading Headlines Image

Links Lunch Menu Minibase MMR Podcast Q & A Schools

Shortcuts Staff Table Teacher Twitter Wiki

There are three default apps added to each teacher's Welcome Page.

- * The welcome app is an about the teacher app that is to be used for biographical information. A picture can be added here, as well.
- * The class announcements app is an announcement app that is to be used for highlighting important information on your teacher page.
- * The upcoming events app is an events app that will list important dates/events directly from your class and/or school calendar.

Welcome App

App Options

About Me Details

Choose a prefix from the dropdown menu (not required)

Prefix:

Name:

Type your first and last name (required)

Biography

Type in your welcome message and biographical information here. Stay away from mentioning specific dates or times of year so that your message won't need to be replaced throughout the school year. You may include personal information here, contact information, and/or just a statement about your educational beliefs and expectations.

Photo:

SELECT FILE

You may upload a photo of yourself here, preferably the ID photo taken by Barksdale at the start of the school year. Those photos will be available through a shared folder soon. Remember that a large photo can always be reduced in size but a small photo cannot be increased in size.

☒ Activate on my page

Save

Cancel

This button must be checked in order for your information to appear on your teacher page. The default is to activate on your page.

You must click Save

Special Features

The screenshot displays the Blackboard 'Welcome' page for a user named VanHorn, Tori. The page is titled 'VanHorn, Tori' and 'Section Workspace'. It features a sidebar on the left with 'Current Pages' and a main content area with a 'Biography' section. The 'Biography' section has a text editor with a toolbar containing various icons for text formatting and editing. Red arrows point to specific icons in the toolbar, each with a text annotation explaining its function. The annotations are: 'copy as plain text * use whenever copying and pasting from an outside source' pointing to the 'copy' icon; 'link to a URL' pointing to the 'link' icon; 'upload a file' pointing to the 'upload' icon; and 'Click here if you want the title of the App to appear as a heading on your page' pointing to the 'App Options' button in the top right corner. The page also includes a 'Photo' section with a 'SELECT FILE' button and an 'Activate on my page' checkbox.

Blackboard

VanHorn, Tori
Section Workspace

Summary Tools

Current Pages

New Page Organize Pages

Introducing Editing Pro T

STATUS PAGE

Active Welcome

Active Class Calend

welcome

About Me Details

Prefix: Name: Tori VanHorn

Biography

cut copy paste styles colors bold italics underline justification special characters link to a URL upload a file spell check

Photo: SELECT FILE

☒ Activate on my page

Save Cancel

App Options

Click here if you want the title of the App to appear as a heading on your page

copy as plain text * use whenever copying and pasting from an outside source

link to a URL

upload a file

Uploading Image from Desktop

The screenshot shows the Blackboard interface with a 'Welcome' sidebar on the left and a main content area. A modal dialog titled 'Insert Image' is open in the center. The dialog has a close button (X) in the top right corner. It contains four options for image selection:

- Upload Image**: Upload an image from your computer or network. This option includes a text input field and a 'Browse' button.
- Cloud Image**: Upload a image from your cloud storage provider.
- Existing Image**: Select an image that has already been uploaded.
- Shared Image**: Select an image from the shared gallery.

At the bottom of the dialog are 'Continue' and 'Cancel' buttons. Two red arrows point from text instructions to the 'Browse' button and the 'Shared Image' option.

To upload an image from your desktop, click browse and select the image. Then click Continue at the bottom of the window.

To upload your Barksdale ID photo, click on the Shared Image.

Uploading a Shared Image

The screenshot shows the Blackboard interface with a modal dialog titled "Insert Image". The dialog has four options: "Upload Image", "Cloud Image", "Existing Image", and "Shared Image". The "Shared Image" option is selected. A "Choose Folder" dropdown menu is open, showing a list of folders: "Top Level Folder", "Top Level Folder", "News and Headlines 388x380", and "staff photos 2016-17". A red arrow points to the "staff photos 2016-17" folder. A text box on the right says: "When selecting your photo from a Shared Image folder, first locate the shared folder. The folder will have Staff Images, the year, and your school's name (UDHS Staff photos 17-18).". The background shows the Blackboard interface with a sidebar on the left and a main content area on the right.

Insert Image
Select an image location then choose your image.

- Upload Image**
Upload an image from your computer or network.
- Cloud Image**
Upload a image from your cloud storage provider.
- Existing Image**
Select an image that has already been uploaded.
- Shared Image**
Select an image from the shared library.

Choose Folder:

- Top Level Folder
- Top Level Folder
- News and Headlines 388x380
- staff photos 2016-17

When selecting your photo from a Shared Image folder, first locate the shared folder. The folder will have Staff Images, the year, and your school's name (UDHS Staff photos 17-18).

Continue **Cancel**

Uploading a Shared Image

The screenshot shows the Blackboard interface with a sidebar on the left containing navigation links like 'VanHorn, Tori', 'Summary', 'Tools', 'Current Pages', and 'Introducing Editing Pro T'. The main content area displays a 'Biography' section with a 'Prefix' field, a 'Photo' field, and a 'Save' button. A modal dialog box titled 'Insert Image' is open in the center, providing options to upload or select an image. The dialog includes sections for 'Upload Image', 'Cloud Image', 'Existing Image', and 'Shared Image'. A 'Choose Folder' dropdown is set to 'staff photos 2016-17', and a checkbox for 'Copy image to my files & folders' is present. A grid of 14 portrait photos is displayed, with the top-right photo selected. A red arrow points from the text 'Select your photo and click Continue at the bottom of the window.' to the selected photo. Another red arrow points from the same text to the 'Continue' button at the bottom of the dialog. The dialog also features a 'Cancel' button and a 'Photo' slider at the bottom.

Insert Image
Select an image location then choose your image.

Upload Image
Upload an image from your computer or network.

Cloud Image
Upload a image from your cloud storage provider.

Existing Image
Select an image that has already been uploaded.

Shared Image
Select an image from the shared library.

Choose Folder:
staff photos 2016-17

☐ Copy image to my files & folders

Select your photo and click Continue at the bottom of the window.

Continue Cancel

Sizing the Image

Blackboard

VanHorn, Tori
Section Workspace

Summary Tools

Current Pages

New Page Organize Pages

Introducing Editing Pro T

STATUS PAGE

Welcome

Class Calend

About Me Details

Prefix:

Biography

Photo:

☒ Activate on my page

Save Cancel

Insert Image

Set your image attributes.

Height (pixels): 325

Width (pixels): 229

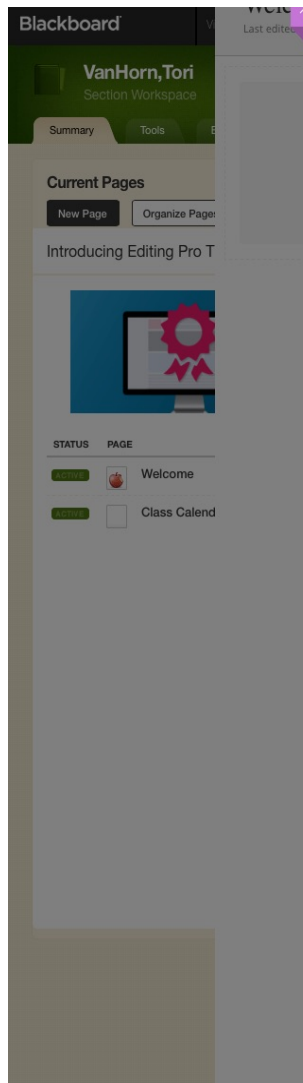
Back

Insert Image Cancel

Click Insert Image

Pictures will default to a specific size depending on the size of the original. Changing the height will automatically adjust the width (and vice versa). Keep 325 height as the standard for any photo you choose.

Additional Details



Blackboard

VanHorn, Tori
Section Workspace

Summary Tools

Current Pages

New Page Organize Pages

Introducing Editing Pro T

STATUS PAGE

WELCOME Welcome

Class Calend

About Me Details

Email:

Phone:

Degrees and Certifications:

☒ Activate on my page

Save Cancel

Using the Details tab, you may fill in the fields for email, phone number, and what you teach. None of the fields are mandatory.

If you include this information in your biography on the About Me tab, you do not need to include it here.

If you do include it here, the information will appear under your photo.

If you wish for the information to appear on your page, you must have this box checked and click Save.

Class Announcements App

The screenshot displays the Blackboard interface for a user named VanHorn, Tori. The main workspace shows a 'Class Announcements' app icon. A red arrow points from the '+' icon in this app to the 'New Announcement' form on the right. The form includes a 'Title' field, a rich text editor for the announcement body, and a 'Display Duration' section with 'Start Date' and 'End Date' fields. A red arrow points from the 'Save' button at the bottom of the form to the text 'Click Save to save your announcement.' Another red arrow points from the 'Start Date' field to the text 'You may set a start and stop time for your announcement but it is not necessary.' A third red arrow points from the 'End Date' field to the same text. A fourth red arrow points from the 'Viewers' section to the text 'Leave the default setting if you wish for all to see your announcement.'

Clicking on the + in the Class Announcements App will allow you to create a new announcement. Clicking on the pencil icon will allow you to edit existing announcements.

A title for each announcement is mandatory but the title will not appear on your teacher page.

The body of your announcement will be what appears on your teacher page.

You may set a start and stop time for your announcement but it is not necessary.

Click Save to save your announcement.

Leave the default setting if you wish for all to see your announcement.

Editing Existing Announcements

The screenshot shows the Blackboard interface for a user named VanHorn, Tori. The main workspace contains three app tiles: 'Welcome', 'Class Announcements', and 'Upcoming Events'. The 'Class Announcements' tile is highlighted with a red arrow pointing to a text box. To the right, the 'Class Announcements' editing screen is shown, featuring a table of announcements and a list of actions. Red arrows point from text boxes to specific elements: the 'Class Announcements' tile, the 'NEW' button, the 'SORT' button, the 'EDIT' and 'DELETE' buttons for 'Test One', and the 'I'M DONE' button at the bottom.

Blackboard

VanHorn, Tori
Section Workspace

Summary Tools Editors & Viewers

Current Pages

New Page Organize Pages Recycle Bin

Introducing Editing Pro Tips

STATUS PAGE

Welcome

Class Calendar

WELCOME
Last edited by Tori VanHorn Yesterday at 11:56 AM.

Welcome

Class Announcements

Upcoming Events

Class Announcements

Edit Options

NEW SORT

Clicking sort will allow you to sort your announcements in any order by dropping and dragging them into place.

STATUS	ANNOUNCEMENT	ACTIONS
ACTIVE	Test Three	EDIT DELETE
ACTIVE	Test Two	EDIT DELETE
ACTIVE	Test One	EDIT DELETE

Clicking the pencil icon on the Class Announcements App you will be able to edit, delete, sort, or make inactive your announcements.

Clicking the green box next to an announcement will turn it from active to inactive, meaning it will not appear on your page but will still remain in your announcements list for editing purposes.

Clicking edit will allow you to make changes to an existing announcement.

Clicking delete will delete the announcement from both your teacher page and your announcements list.

You must click I'm Done to close out the editing screen.

I'M DONE

Options for Classroom Announcements

The screenshot displays the Blackboard interface for a user named VanHorn, Tori. The main workspace shows a 'Welcome' app and a 'Class Announcements' app. The 'Class Announcements' app is selected, and its 'Options' tab is active. The 'Options' tab contains several settings:

- App Name:** A text field containing 'Class Announcements'. A red arrow points to this field with the annotation: 'App name can, but doesn't need to, be changed.'
- Description:** A text field. A red arrow points to this field with the annotation: 'Description can, but doesn't need to, be added.'
- Show the app name on my page:** A checkbox. A red arrow points to this checkbox with the annotation: 'Checking here will have the App name appear on your page.'
- Display Settings:** A section with two radio buttons: 'Display all active app records' (selected) and 'Display a specific number of active app records'. A red arrow points to the 'Display a specific number of active app records' option with the annotation: 'Defaults to show all active announcements but can be limited to a certain number.'
- Sharing:** A dropdown menu. A red arrow points to this menu with the annotation: 'You can share an App that you created with another user, but only the original App can be modified or edited.'
- Social Settings:** A dropdown menu. A red arrow points to this menu with the annotation: 'Default is set to be have all content visible to everyone and should stay that way.'
- SAVE OPTIONS** and **CANCEL** buttons. A red arrow points to the 'SAVE OPTIONS' button with the annotation: 'Click Save when options are set.'

On the left side of the interface, there is a sidebar with 'Current Pages' and 'Introducing Editing Pro Tips'. The 'Current Pages' section shows a 'Welcome' page and a 'Class Calendar' page. The 'Introducing Editing Pro Tips' section shows a gear icon.

On the Options tab, you can adjust the App name, set the name of the App to appear on your page, share the App with others, and choose who can view your App.

Upcoming Events App

The screenshot displays the Blackboard user interface. On the left, the 'VanHorn, Tori' workspace is visible with a 'Current Pages' sidebar containing 'Welcome' and 'Class Calendar'. The main content area shows a 'Welcome' app and an 'Upcoming Events' app. The 'Upcoming Events' app configuration panel is open on the right, showing settings for the app name, description, calendar selection, and display options. Red arrows and text provide instructions for configuring the app.

Annotations:

- Check box to show App name on page.** (Points to the ☐ Show the app name on my page.)
- Choose Calendar App from the dropdown menu.** (Points to the **Calendar:** dropdown menu.)
- Click Save to save options.** (Points to the **SAVE OPTIONS** button.)
- Change numbers to what works best for your page. Suggested: 5 (number of days) and 10 (max)** (Points to the **Number of days in the future to include:** and **Maximum number of events to display:** input fields.)

Class Calendar App

Blackboard

VanHorn, Tori
Section Workspace

Summary Tools Editors & Viewers

Current Pages

New Page Organize Pages Recycle Bin

Introducing Editing Pro Tips

STATUS PAGE

Welcome

Class Calendar

Calendar App

Calendar Import Events Event Queue Event Categories Rosters

New Event Print Day Week Month List Today

October 2017

Events in purple are District events that will appear on all calendars (District, School, Teacher) - pushed down from District calendar to school calendars to teacher calendars

School events will appear on teacher calendars in the color associated with the school - pushed down from school calendar to teacher calendars

Double click on any date to add your own event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 12:30pm Elementary Early Dismissal	5 Elementary Theme Test #1: Grade K	6 Elementary Theme Test #1: Grade K	7
8	9 Columbus Day - Schools Closed/Offic...	10 6:00pm Bywood's Title 1 Information Night 7:30pm School Board Meeting	11 Middle School Early Dismissal	12	13	14
15 6:00pm Parent Information Night	16	17	18 1:00pm High School Early Dismissal	19 Elementary Theme Test #1/2: Grade 1 Elementary Theme Test #1: Grades 2-5	20 Elementary Theme Test #1/2: Grade 1 Elementary Theme Test #1: Grades 2-5	21 9:00am Upper Darby Community Day
22 Red Ribbon Week 6:30pm Parents as Leaders Workshop (Parent...	23 Red Ribbon Week 6:00pm School Board Committee Meetings	24 Red Ribbon Week	25 Red Ribbon Week	26 Middle School Early Dismissal Red Ribbon Week	27 Red Ribbon Week	28

Class Calendar will take you to the Calendar App

Adding a Calendar Event

The screenshot displays the Blackboard 'Calendar' app interface. A 'New Event' modal window is open, overlaid on a calendar grid. The modal has several tabs: 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. The 'Event' tab is active. Red arrows point to various fields with explanatory text:

- Event title is mandatory.** (points to the 'Event Title' field)
- Recurring events can be entered once and set to appear on multiple dates.** (points to the 'Recurrence' tab)
- Registration for your event can be required (i.e. parent-teacher conferences)** (points to the 'Registration' tab)
- You can request that your event be posted to a school's calendar** (points to the 'Post to Calendars' tab)
- Description of your event goes here.** (points to the 'Description' text area)
- Start and end dates are set for the date you've clicked on. Select start and stop times or choose No End and/or All Day.** (points to the 'Start Date' and 'End Date' fields)
- Click Save** (points to the 'Save' button)
- No category is selected for a teacher calendar entry.** (points to the 'Category' dropdown menu)

The background calendar shows dates from Sunday to Saturday. Events listed include 'Elementary Theme Test #1: Grade K', 'Elementary Theme Test #1/2: Grade 1', 'Elementary Theme Test #1: Grades 2-5', 'Upper Darby Community Day', 'Red Ribbon Week', 'Middle School Early Dismissal', and 'School Board Committee Meetings'.

Finished Product


Home

District

Our Schools

Log in

Register

Bywood
Elementary School

{ADVERTISE}
HERE

EXGEClick

{ADVERTISE}
HERE

Home

About Us

Programs & Services

Forms & Documents

Home & School

Teacher Webpages

Calendar

Parents

Students

Staff


Community


VanHorn,Tori

Home > Teacher Webpages

Welcome

Class Calendar





Ms. Tori VanHorn

Welcome to my teacher page! I am thrilled to be teaching second grade at Bywood this year. I am a graduate of the Upper Darby School District, and I am so happy to be starting my teaching career here. If you need to contact me, please call the school office or email me at **tvanhorn@upperdarbysd.org**. I'm looking forward to a wonderful school year!

Class Announcements

Summer Scholars Packets are due on September 8th

Schools are closed on Friday, September 1st and Monday, September 4th. Enjoy the Labor Day weekend!

Welcome Back! School begins on August 28th!

Upcoming Events

Sep1

all day






District Holiday -
Schools/Offices Closed

Sep4

all day

District Holiday -
Schools/Offices Closed

Sep5



What Else Can I Do?

- Adding Pages
- Adding Apps to Pages
- Changing Page Layouts
- Create a Survey
- Review Statistical Reports
- To Learn More, Visit the How Do I? Tab or Contact Media Services with Questions
 - 610-622-7000 x2317 or webmaster@upperdarbysd.org