



Excellence in Education

**GRADES 2-4 EXTRA-HELP
TEACHER INSTRUCTIONAL MANUAL
*REVISED 2018 EDITION***

CREATING A TEACHER CALENDAR

&

EXTRA-HELP SETUP

STEP 1:



- **SIGN-IN** to your **BLACKBOARD ACCOUNT** from the **BOTTOM** of the Plainview-Old Bethpage District homepage (www.pobschools.org)
 - *contact the Website Coordinator if you are unable to sign-in*

STEP 2:



- Navigate and **CLICK** on the **USER OPTIONS** option *after* you sign-in



- Choose the **SITE MANAGER** option to proceed

STEP 3:

A) If you **ALREADY** have a calendar embedded on your teacher webpage;
SKIP TO STEP 6

B) If you **DO NOT** have a calendar embedded on your teacher webpage;
CONTINUE TO STEP 4

STEP 4:

The screenshot shows the Blackboard workspace for Ben Wiley. The top navigation bar includes 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. The 'Current Pages' section features a 'New Page' button (highlighted with a red box), 'Organize Pages', and 'Recycle Bin' buttons, along with a 'Find Page' search box. Below these is a 'Rename that page!' input field. A 'Page Options' menu is open, with 'Page Options' circled. The main content area displays a 'How do I?' button and a message: 'Learn more about this area. Access our library of video tutorials, help articles, and other resources.' The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (All Comments, no comments), and 'Total Visits' (a line graph showing zero visits from 8/20/16 to 10/20/16).

- Click on the **NEW PAGE** button to create a new calendar

STEP 5:

* Page Name:
Visitors will see this page name in your navigation.

Wiley Calendar

Blank Page
This page type is a blank canvas, with a single column layout and no apps included.

Blog
This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.

Book List
This page type is useful for displaying recommended or required books.

Calendar
A calendar can be used for such things as homework, sport schedules, field trips and conferences.

Department Homepage
This page type allows simple creation of a department homepage.

File Library
This page type is useful for policies, forms, software updates and art projects.

Multimedia Gallery

Save & Continue Save & Exit Cancel

- Choose the **CALENDAR** option as the *type* of page, and name it appropriately
 - **CLICK SAVE & CONTINUE** when completed

STEP 6:

Summary Tools Editors & Viewers Statistics How do I...?

Current Pages

New Page Organize Pages Recycle Bin Find Page

Document Viewer App Display Issue

Document to display:
SW00000014/C2/ViewerApp.pdf Browse...

You may be experiencing intermittent display issues with the Document Viewer App. Visit [Hot Help Topics](#) to learn more.

STATUS	PAGE	Actions
ACTIVE	Mr. Wiley Calendar	Actions ▼

- Click on your 'Summary Page' tab and choose **YOUR CALENDAR NAME** to **ADD** your first event

STEP 7:

When viewing the website, you will see a pencil icon that will display here.

Calendar App

Apps Layout

Create New

Find...

Alumni Announce... Articles Assignment Blog Book List Calendar

Content Directions Divider Document Embed Code Events Files

Google Folder Heading Headlines Image Minibase MMG Podcast

Shortcuts Staff Table Teacher Twitter Videos

- **Hover over the gray Calendar App box and click on the PENCIL EDIT ICON**

STEP 8:

Calendar App

Calendar Import Events Event Queue Event Categories Rosters

New Event Print Day Week Month List Today

September 2018

Sun Mon Tue Wed Thu Fri Sat

1

2 SCHOOL CLOSED 3 Day 1 K-12 First Day of School 4 Day 2 7:45 PM Board of Ed. Mtg. 5 Day 3 6 Day 4 7

8

9 SCHOOL CLOSED 10 SCHOOL CLOSED 11 Day 5 12 Day 6 13 Day 7 14 Day 8 15

16 POB Heart Walk 17 Day 2 7:45 PM Board of Ed. Mtg. 18 Day 3 19 SCHOOL CLOSED 20 Day 4 21 Day 5 22

- **CLICK NEW EVENT to create an EXTRA HELP session**
- *Parents will be able to view and register for these sessions*

STEP 9: *Event Information*

*** DO NOT CLICK SAVE UNTIL ALL TABS ARE COMPLETED, STEPS 9-13 ***

×

New Event

* Event Title:

Event Recurrence Registration Location Contact Post to Calendars Viewers

Enter a start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.

* Start Date:

Start Time:
8 AM :35
 No End Time

End Time:
9 AM :10
 All Day

* End Date:

Description:


p

Category:
Choose a category to color-code your event.

a) Name your Extra Help session w/ DATE

b) Choose your Tuesday START DATE & END DATE (these will be the same)

c) Choose your START TIME- 8:35 a.m.

d) Choose your END TIME- 9:10 a.m.

e) Complete the description field with a custom message

STEP 10: Registration

✕

New Event

* Event Title:

Event Recurrence Registration Location Contact Post to Calendars Viewers

If you want, you can make your event registered, set the maximum number of seats, set a last day to register, and add custom registration questions.

Turn on registration for this event

* Maximum Number of Seats

Last Day to Register

mm/dd/yyyy

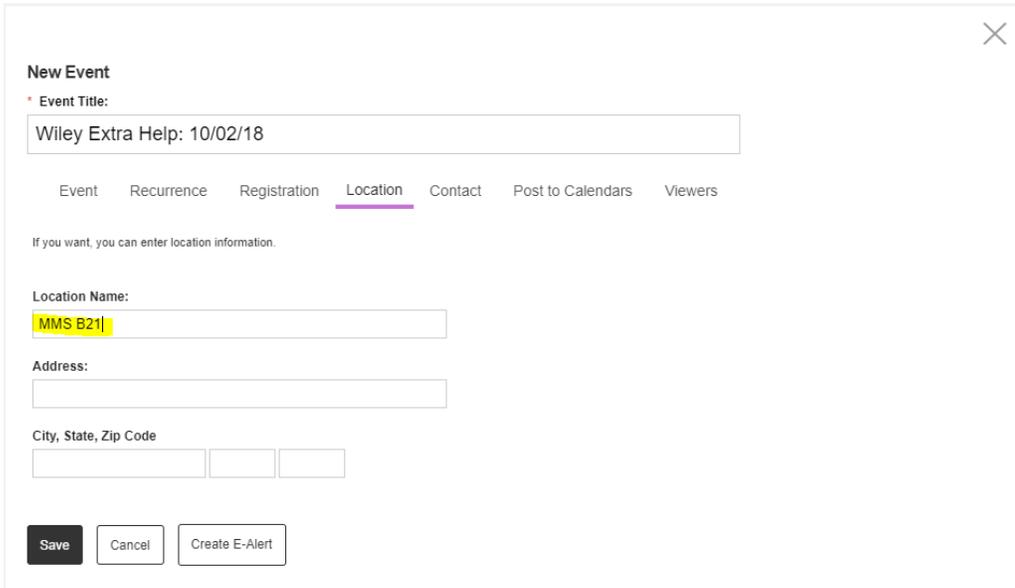
days before the event

Registration Questions ?

Question	Type	Actions
What do you need help with?	Choice	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- a) **TURN ON registration for this event (check the box)**
- b) **Enter maximum number of seats: 10**
- c) **Choose LAST DAY to register: SUNDAY prior to TUESDAY extra-help**
- d) **ADD QUESTION**
 - a. **Choose Custom Question**
 - b. **Add Question – Need for extra help:**
 - c. **Choose Question Type: CHOICE**
 - i. **READING**
 - ii. **WRITING**
 - iii. **MATH**

STEP 11:



New Event ✕

* Event Title:
Wiley Extra Help: 10/02/18

Event Recurrence Registration Location Contact Post to Calendars Viewers

If you want, you can enter location information.

Location Name:
MMS B21

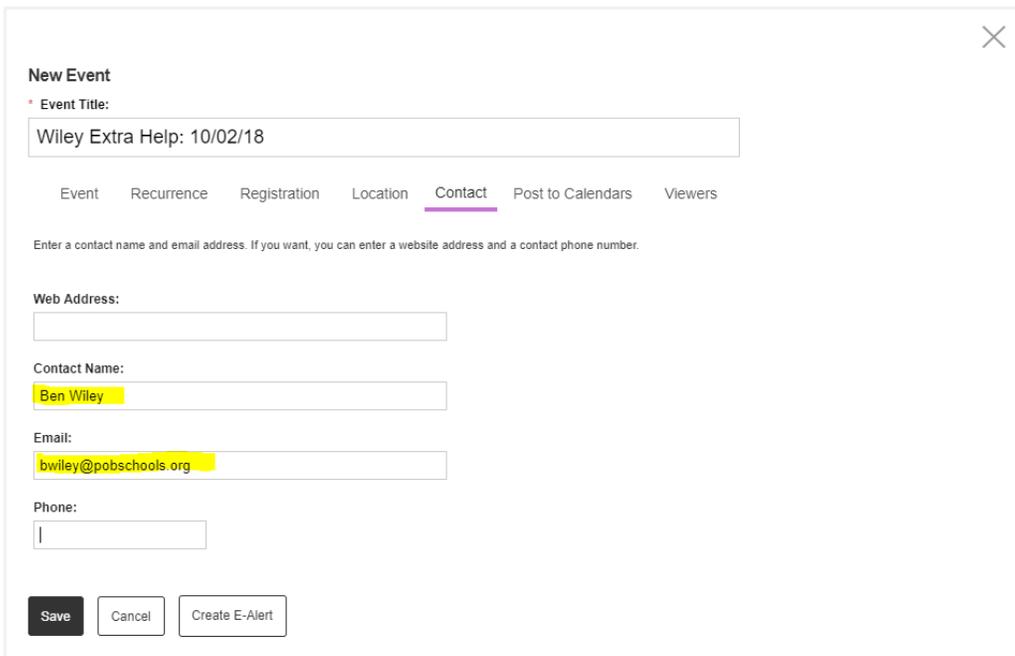
Address:

City, State, Zip Code

Save Cancel Create E-Alert

- Complete the **LOCATION NAME** for your extra-help session
 - *School & Room Number*

STEP 12:



New Event ✕

* Event Title:
Wiley Extra Help: 10/02/18

Event Recurrence Registration Location Contact Post to Calendars Viewers

Enter a contact name and email address. If you want, you can enter a website address and a contact phone number.

Web Address:

Contact Name:
Ben Wiley

Email:
bwiley@pobschools.org

Phone:
|

Save Cancel Create E-Alert

- Complete the following boxes:
 - **CONTACT NAME**
 - **EMAIL**

STEP 13:

- CLICK SAVE TO CONTINUE

- *If you made a mistake, and saved prematurely, choose your extra-help session on your calendar and choose EDIT*

Additional Information:

- **Once your extra-help session(s) are LIVE on YOUR calendar (each teacher has their own calendar), parents will be able to visit YOUR webpage and view YOUR calendar to REGISTER**
 - **Parents CANNOT view your extra-help roster, it is private (they only see information they input)**
 - **Once a parent registers for your extra help, you should receive an automated email to notify you**
 - **If you notice a parent is registering their child for extra-help unnecessarily, you have the option of removing him/her from your roster**
 - **Each week, this process will need to be repeated for your NEXT extra-help session**
 - **Complete each Tuesday for the following Tuesday**
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*If you have any additional questions or concerns,
please contact your building computer aide or
instructional technology coach for assistance*