

Powerhouse Campus Teacher Manual

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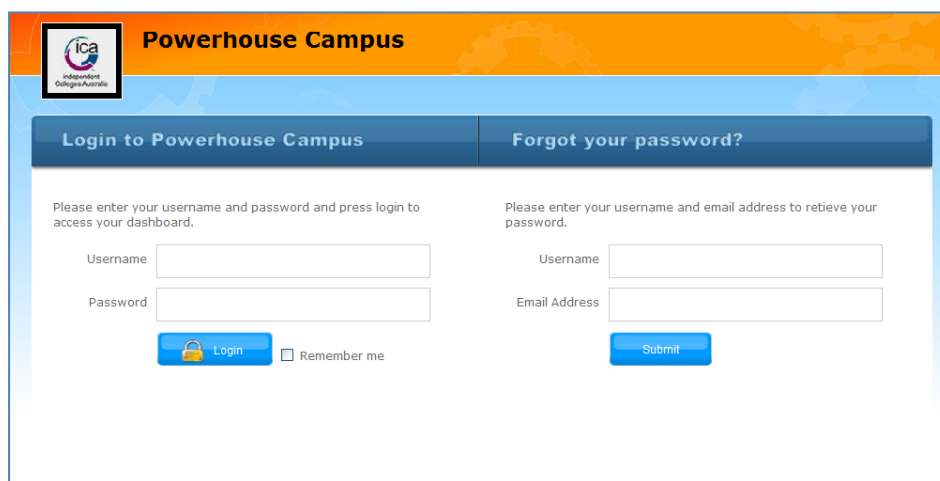
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Introduction

The purpose of this user guide is to provide an overview of using the Powerhouse Campus software for teachers. Powerhouse Campus offers many powerful features to make managing and updating your classes and activities easy. Using Campus you will also be able to keep up to date with latest school notices and submit the attendance records for your classes. Let's begin our look at Powerhouse Campus by seeing how to login.

Logging In

Logging in to Powerhouse (PH) Campus is easy. Open your Internet browser and navigate to the PH Campus site for your school. When the login screen opens enter your unique username and password into the login box fields in the spaces provided. If you have forgotten your password, you can use the Forgot Your Password feature to be sent a reminder. Just fill in your username and email address and click the Submit button. A reminder email will be sent to your email address.



Features of the Teacher Dashboard

Once you have logged in you will be presented with your Powerhouse Campus Teacher Dashboard.



This area is your home base in the Campus. From here you will be able to access the details of your classes and activities and also bookmark the classes and activities of other teachers in the school.

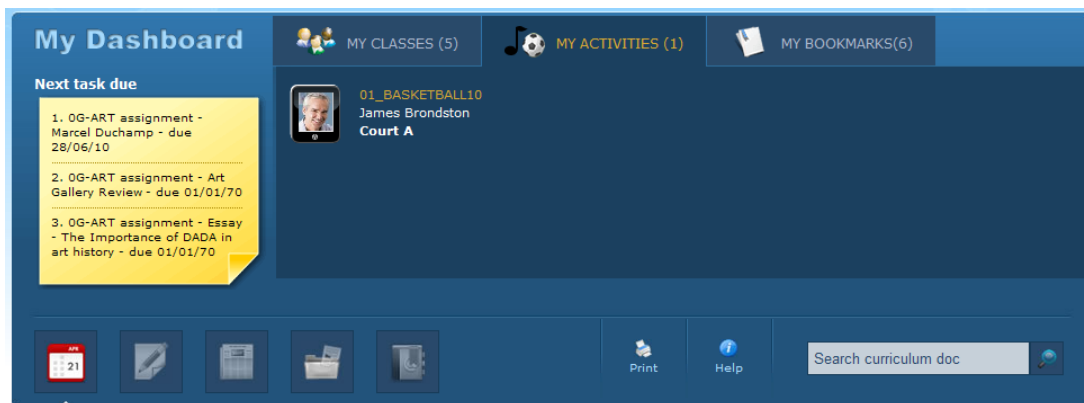
Accessing classes

Your classes are listed in the class tab of the teacher dashboard. If you are a primary school teacher you will see one class listed and if you are a secondary school teacher you will see multiple classes. To access a class, simply click on its title. This will open the class page for the selected class. The layout of the class page is very similar to the teacher dashboard and provides access to information on the selected class including a calendar, a list of homework assignments, an assignment dropbox for students to upload completed work, forums and class announcements. All of these features are updateable by you as the assigned teacher of the class.

We will look at the features of the class page in more detail later.

Accessing activities

Accessing an activity works in the same way as accessing a class. Click on the My Activities tab at the top of the dashboard and then click on the title of the activity to access the page for the selected activity.



Bookmarks

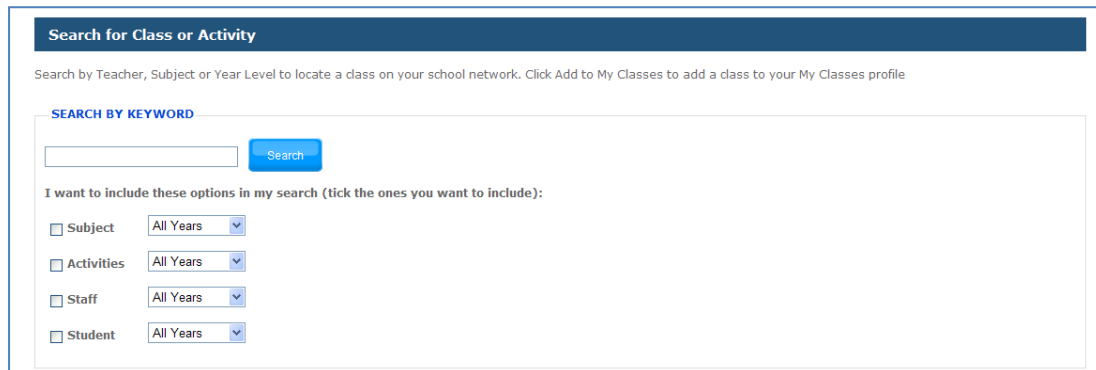
The bookmark feature works in the same way as the Favourites list in your Internet browser. You can search for the classes and activities being taught by other teachers in the school and create links to those classes and activities. This will allow you to keep track of the ways that other teachers are teaching and using resources. You will only be able to view the bookmarked classes and unlike your own classes, you will not be able to change any of the class settings.



Adding classes and activities to My Bookmarks

Click on the My Bookmark tab at the top of the teacher dashboard. This will open the My Bookmarks page. To add a bookmark, click on the bookmarks button on the right of the screen.

The Search window will open in a shadow box. To add a bookmark you will first have to find the class or activity that you want to add.



Search for Class or Activity

Search by Teacher, Subject or Year Level to locate a class on your school network. Click Add to My Classes to add a class to your My Classes profile

SEARCH BY KEYWORD

I want to include these options in my search (tick the ones you want to include):

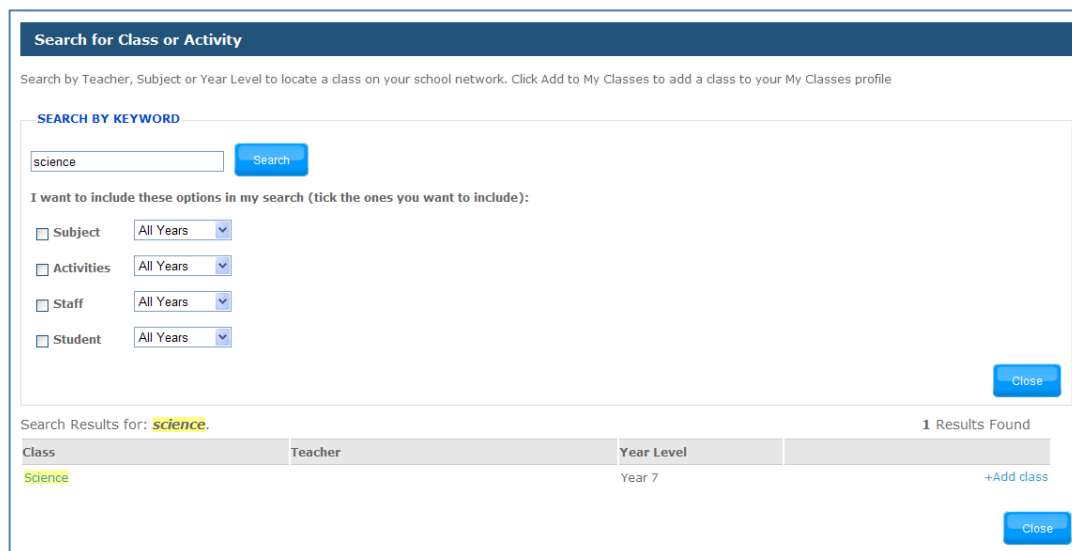
Subject

Activities

Staff

Student

You can search by keyword and you can refine your search by using the tick boxes and choosing options in the provided drop down menus. You need to select at least one search option by selecting one of the tick boxes. Click Search to begin. When the search is complete, a list of results matching your search will appear at the bottom of the window.



Search for Class or Activity

Search by Teacher, Subject or Year Level to locate a class on your school network. Click Add to My Classes to add a class to your My Classes profile

SEARCH BY KEYWORD

I want to include these options in my search (tick the ones you want to include):

Subject

Activities

Staff

Student

Search Results for: **science**. 1 Results Found

Class	Teacher	Year Level
Science		Year 7

[+Add class](#)

To add a class, click on the Add Class link beside the selected class. The class will now be added to your bookmarks list. To view the details of the bookmarked class, click on its title in the bookmarked classes list.

Dashboard Buttons

At the bottom of the dashboard you will find a set of icons that give you access to a number of handy dashboard pages. These include the Calendar, Notes, Latest Messages, Documents and Schedule.

Calendar

The calendar displays all of the homework and event items that you add to your classes and activities. It can be viewed in a monthly or weekly format by clicking on the buttons below the red title bar. You can also add an entry to the calendar by clicking on the Add Entry button at the top of the calendar widget. When you have clicked the Add Entry button a pop up will appear and you will be able to enter the details of the entry including the title, a message about the entry, a start and end date and time for the entry and the nature of the entry, personal or a class entry. Clicking the Save Entry button at the bottom of the pop up will add the entry to the calendar.

My Notes

The My Notes page can be used to add reminders or any other information that you like to the dashboard. By clicking the Edit button at the top of the My Notes page the page editing tools will be revealed. These tools are very similar to the tools in Microsoft Word and will let you add and format text, insert images and add links to documents and websites and even videos. For detailed help on the features of the My Notes editor, click on the question mark icon in the toolbar and follow the link to the CKEditor website.

Latest Messages

The Latest Messages page displays school messages uploaded by the school administration. To view the details of a message, click on the more link beside the message. For Staff Notices and Daily Notices you can add an announcement by clicking on the Add Announcement button in the title bar.

When the Add New Staff Notice pop up appears you can add the text of your new notice by typing in the provided fields. Click the Add Staff Notice button at the bottom of the pop up to add your notice to the Latest Messages. All teachers and staff will be able to see the message you have added when the login in to their dashboards.

Documents

The Documents page gives you access to documents that have been uploaded by the school administration staff. These documents are displayed in the Shared Documents section of the page. You can download and save these documents but you cannot add documents to this section. The Teacher Briefcase section is an area where you can upload and store files and documents. Only you will be able to see the things you add. The briefcase will accept a number of file formats including all Microsoft doc files and PDFs. You can also add folders to the briefcase to help keep you files and documents organised.

To add a document or folder to the Teacher Briefcase, click on either the Add Folder or Add File button at the top of the Teacher Briefcase panel. Clicking Add Folder will open the Add New Folder shadow box.

Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the Teacher Briefcase page.

To add a file to the panel, click Add New File. The Add New File shadow box will open. You can upload the file using the Upload File feature. Click the Browse button and locate the file you wish to add.

Fill in the File Details section using the Title and Description fields. You can use the Expires On feature to set a date that the file or folder will be automatically removed from the page. If you do not set a date, the file or folder will remain until you choose to delete it.

When you have finished making your selections, click the Add New File button to upload the file. The file will appear in the Teacher Briefcase page.

To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the Teacher Briefcase page.

You can also edit or remove items from the Teacher Briefcase page. To edit the title of a folder or the details of a file, click on the edit icon that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.

My Schedule

The My Schedule page offers you an easy way to keep track of the tasks, classes and activities that make up the week. To view and edit your schedule, click the Manage button in the title bar of the My Schedule page. The Schedule will open and you will see it is split into two sections. On the left is the Edit My Schedule section that allows you to add items to your schedule. On the right is My Schedule section that lists the events and activities that make up one day of your schedule.

You can scroll through the days of the schedule using the arrow buttons beside the Day text below the My Schedule title bar.

To add a new item to your schedule choose the item you wish to add from the Add New drop down and the day that you want to add the item to from the To drop down field. You can choose to add a new schedule item to just one day or to all days of your schedule. Click the Go button when you have finished making your selection.

Depending on what you have selected to add, a new section of the page will appear that will let you

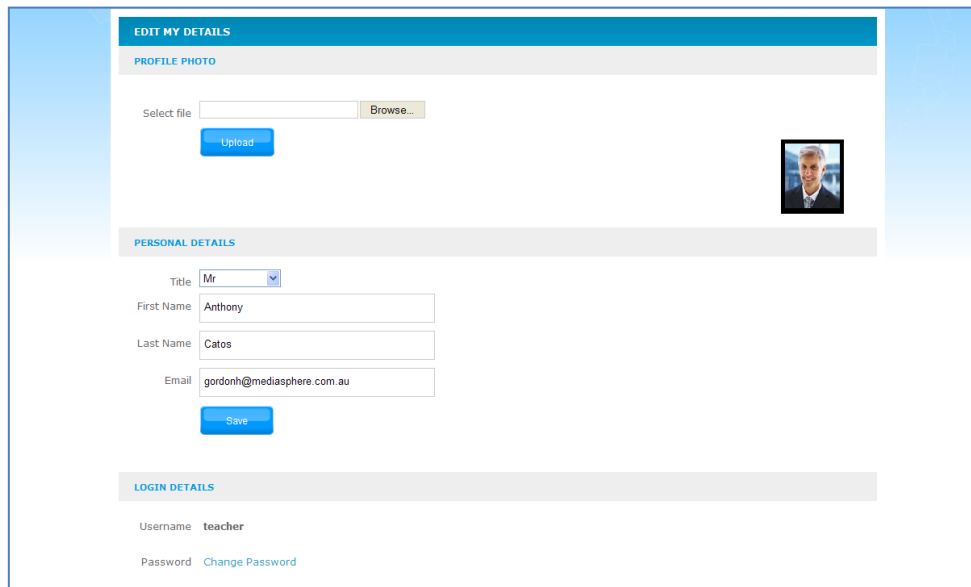
enter details of the schedule item you are adding such as a description, the periods of the school day that the item falls in or a start and end time for the item.

Once you have completed filling in the details of the new schedule item, click Insert. The new item will be added in the My Schedule section on the right.

You can edit the details of an item in your schedule by clicking on the edit link that features on all items in the schedule. The details of the selected item will appear in the Edit My Schedule section of the page. Make the changes to the item and then click Update to save the changes. Alternatively you can delete the item from your schedule by clicking Remove Item.

Updating your account details

To edit your details click on the Edit My Details tab at the top of any screen. The Edit My Details page will open and you will be able to browse and select a new profile photo, update your personal details and change the password for your account.



Click Upload to update your profile photo, Save to update your personal details and click the Submit button to update your password. You should be aware that whatever profile image you choose to use will be associated with your name and will appear as your image at the top of your classes, activities and also when you contribute to teacher and class forums.

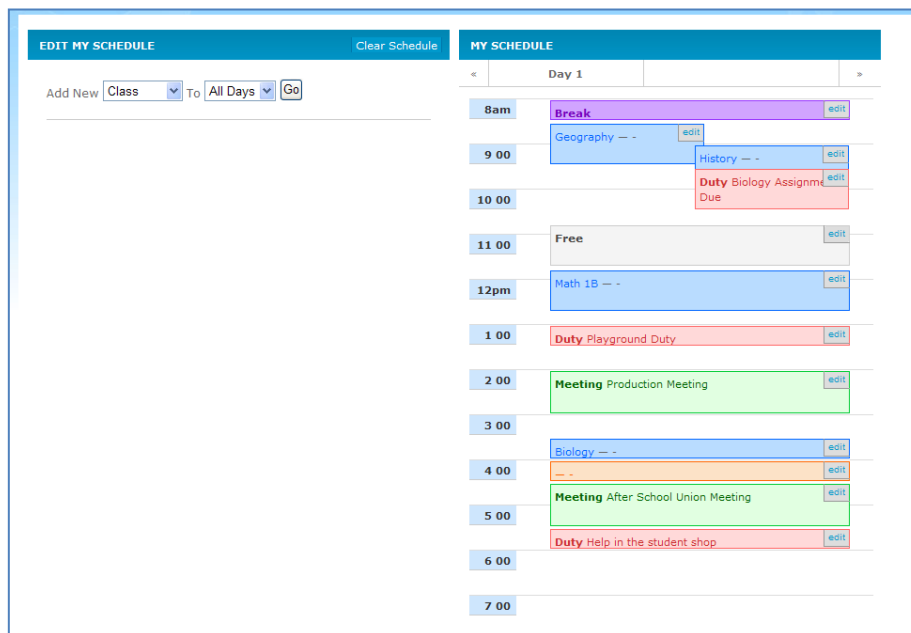
That concludes our look at accessing your activities, classes, bookmarking classes and activities and updating your account details. Next we will look at the My Widget section of the dashboard.

My Widgets

Widgets are the panels that make up lower half of the teacher dashboard. A widget is a graphical interface that displays information. Some widgets can be updated by you and others display information that has been uploaded to Campus by administration staff. In this section of the manual we will look at the widgets on the teacher dashboard and also how you can add your own widgets.

My Schedule

The schedule widget offers you an easy way to keep track of the tasks, classes and activities that make up the week. To view and edit your schedule, click the Manage button in the title bar of the My Schedule widget in the My Widget section of the dashboard. The Schedule page will open. The schedule is split into two sections. On the left is the Edit My Schedule section that allows you to add items to your schedule. On the right is My Schedule section that lists the events and activities that make up one day of your schedule.



You can scroll through the days of the schedule using the arrow buttons beside the Day text below the My Schedule title bar.

To add a new item to your schedule choose the item you wish to add from the Add New drop down and the day that you want to add the item to from the To drop down field. You can choose to add a new schedule item to just one day or to all days of your schedule. Click the Go button when you have finished making your selection.

Depending on what you have selected to add, a new section of the page will appear that will let you enter details of the schedule item you are adding such as a description, the periods of the school day that the item falls in or a start and end time for the item.

EDIT MY SCHEDULE
Clear Schedule

Add New Meeting To Day 1 Go

Meeting Details

Select Period/s
 Period 1 08:32 to 09:30
 Period 2 09:32 to 10:30
 Period 3 10:47 to 11:45
 Period 4 11:47 to 12:45

OR

Start Time 08:00

End Time 08:00

Insert »

Once you have completed filling in the details of the new schedule item, click Insert. The new item will be added in the My Schedule section on the right.

You can edit the details of an item in your schedule by clicking on the edit link that features on all items in the schedule. The details of the selected item will appear in the Edit My Schedule section of the page. Make the changes to the item and then click Update to save the changes. Alternatively you can delete the item from your schedule by clicking Remove Item.




Forum Widget

The Forum widget on the dashboard shows the latest posts that have been made by teachers and staff to the forum. To view a post, click on the *read more* link in the speech bubble. This will open forum page and you can read through the posts for the selected topic.

TEACHER FORUM


All Topics Post Reply

[Home](#) > **Distribution of payslips**
Total replies: 2

	<p style="margin: 0;">Frank Hollywood Last weeks missing payslips will be in pigeon holes by the end of today.</p>	<p style="margin: 0;">October 19, 11:02 AM</p>
	<p style="margin: 0;">Frank Hollywood Last weeks missing payslips will be in pigeon holes by the end of today.</p>	<p style="margin: 0;">October 19, 11:02 AM</p>
	<p style="margin: 0;">John Lassetter Really?? I didn't even know we hadn't got them</p>	<p style="margin: 0;">October 19, 07:56 PM</p>

[Post Reply](#)

To post a reply in the topic, click the Post Reply button at the top of the page or the Post Reply link below the post list.



John Lassetter

Really?? I didn't even know we hadn't got them

October 19, 07:56 PM

[Post Reply](#)

Post Reply

Please enter your message below

Message

Post
Cancel

The Post Reply message field will appear below the post list and you will be able to type in a message. Click Post to add your new message to the topic.

To view all of the forum topics, click on the All Topics button at the top of the forum screen. A list of the topics will be displayed along with the author. To view a topic, click on its title (blue text on the left) and the topic will open.

TEACHER FORUM

[Add Topic](#)

Staff Forum
Post questions about staff issues

Forum now opened by Panelset	Author: <i>Elizabeth Kimbles</i> 1 posts
Changes to cleaing rosters	Author: <i>Ollie Johnson</i> 5 posts
Distribution of payslips	Author: <i>Frank Hollywood</i> 1 posts


My Briefcase Widget

The briefcase widget is an area where you can upload and store files and documents. Only you will be able to see the things you add. The briefcase will accept a number of file formats including all Microsoft doc files and PDFs. You can also add folders to the briefcase to help keep you files and documents organised.


▲ MY BRIEFCASE

[Add Folder](#)
[Add New File](#)


My Briefcase




[Assignment Task](#)



[History Notes](#)

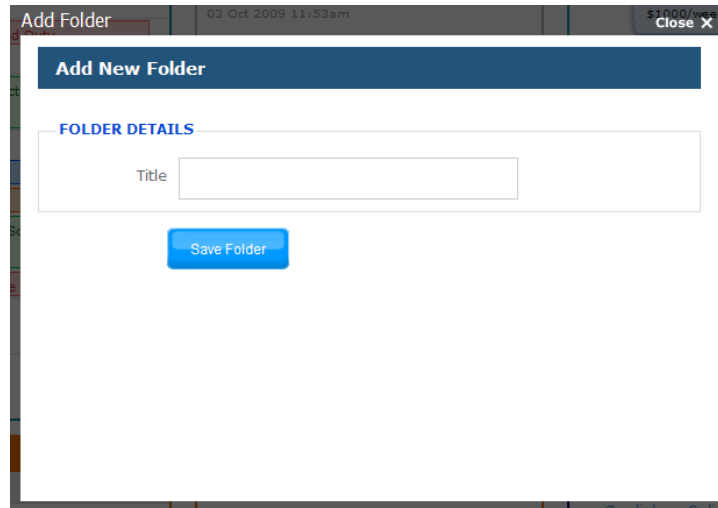


[Ancient Egypt](#)



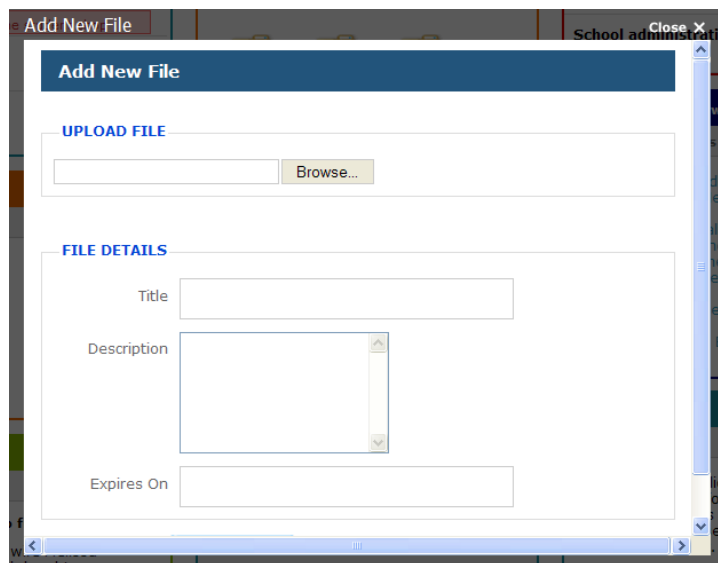
[Client Survey Web](#)

To add a document or folder to the My Briefcase widget, click on either the Add Folder or Add File button at the top of the My Briefcase panel. Clicking Add Folder will open the Add New Folder shadow box.



Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the My Briefcase panel.

To add a file to the panel, click Add New File. The Add New File shadow box will open. You can upload the file using the Upload File feature. Click the *Browse* button and locate the file you wish to add.

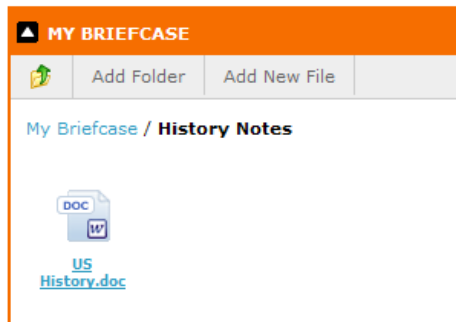




Fill in the File Details section using the Title and Description fields. You can use the Expires On feature to set a date that the file or folder will be automatically removed from the panel. If you do not set a date, the file or folder will remain until you choose to delete it.

When you have finished making your selections, click the Add New File button to upload the file. The file will appear in the My Briefcase widget.

To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your

location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the My Briefcase widget.



You can also edit or remove items from the My Briefcase widget. To edit the title of a folder or the details of a file, click on the edit icon  that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon  that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.

Features of the Class Page

Each of your assigned classes has a page. Unlike the teacher dashboard which is only visible to you, the class page is accessed by students in the class. The layout of the class page looks a bit different than the teacher dashboard. Below the title bar are a series of tabs that give you access to the features of the page. These features include a class forum for students, a list of current homework, class announcements and a calendar to list important assessment dates.

Also included is the Assignment drop box that collects together assignment submissions made by students in the class and a page for web links where you can add links to material to supplement the content presented in class. You can return to the teacher dashboard at any time, by clicking on the my dashboard link at the top of the screen.

Below the menu tabs is the My Notes section. This works in the same way as the My Notes page of the teacher dashboard. You can use this section of the page to introduce the students to the class. The My Notes section can contain text, images and links to documents and websites.

Under the My Notes section are a range of panels called widgets. There are two types of widgets, Class and Teacher widgets. Class Widgets are those added to the class page by school administration when setting up the class. Class widgets include Class Forum, Class Announcements, Class Homework, Class Files and Class Calendar. If you make changes to the class pages accessed by the tabs at the top of the class home page, those changes will be shown in these widgets.

You can also choose which class widgets are shown on the page by clicking on the Settings button beside the tabs and selecting the Class Widgets button. The Manage Class Widgets box will open and

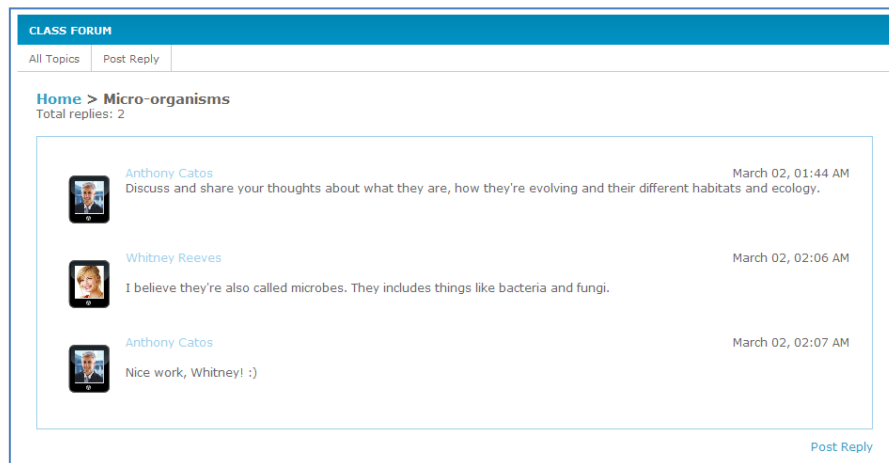
you will be able to select which widgets will be showing on the page. Click the Save Settings button when you have finished making your changes.

Teacher widgets are custom widgets that you can add to the page. There is a full range of Teacher Widgets that you can add by clicking on the Add Widget button below the tabs at the top of the page.

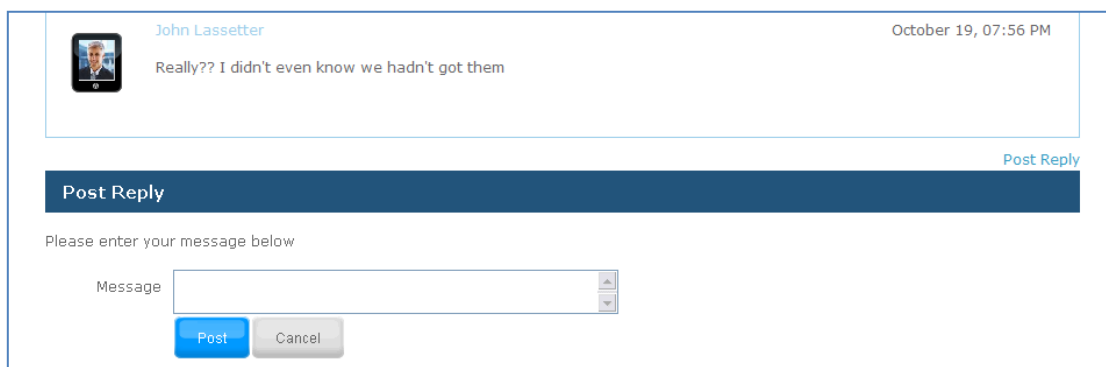
Class Forum Widget

In the class forum, students can contribute to and start new topics related to the class subject. If a class does not have a forum set up, you will see a message in the class forum widget that has a link to setup the forum. Click on the link and the Add Class Forum window will open. Enter the title and a description of the forum you wish to add and click the Create Forum button.

As with the teacher forum, to view a post, click on the *read more* link in the speech bubble shown in the forum widget. This will open forum page and you can read through the posts for the selected topic.

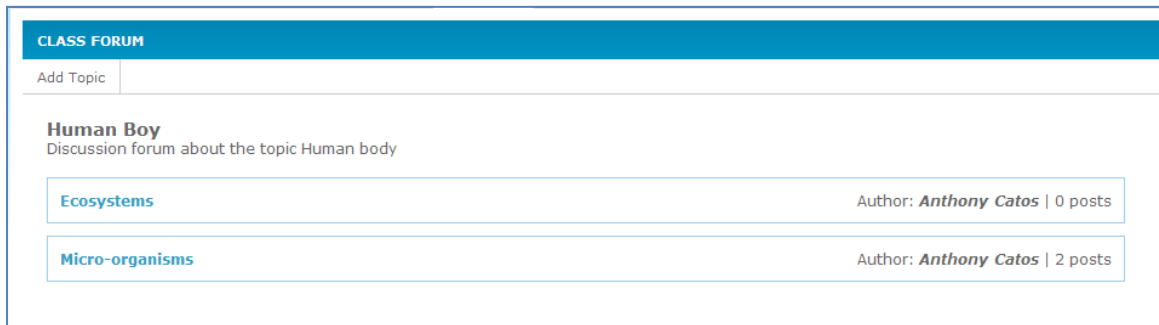


To post a reply in the topic, click the Post Reply button at the top of the page or the Post Reply link below the post list.



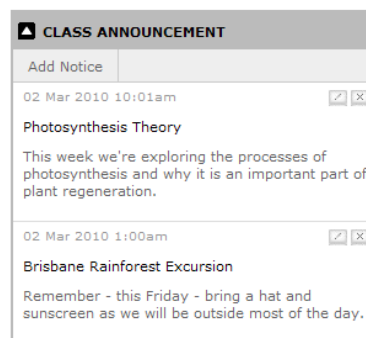
The Post Reply message field will appear below the post list and you will be able to type in a message. Click Post to add your new message to the topic.

To view all of the forum topics, click on the All Topics button at the top of the forum screen. A list of the topics will be displayed along with the author. To view a topic, click on its title (blue text on the left) and the topic will open.

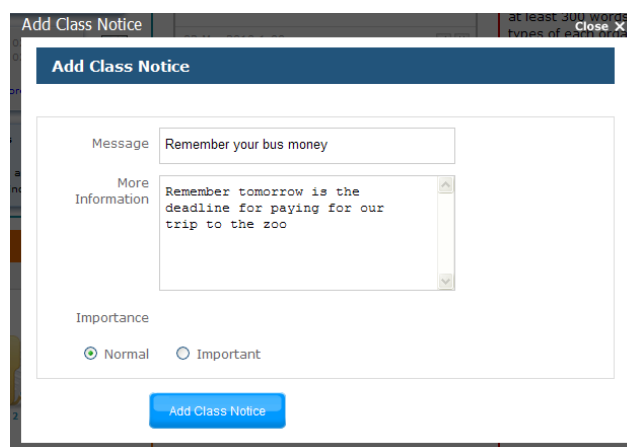


Class Announcements Widget

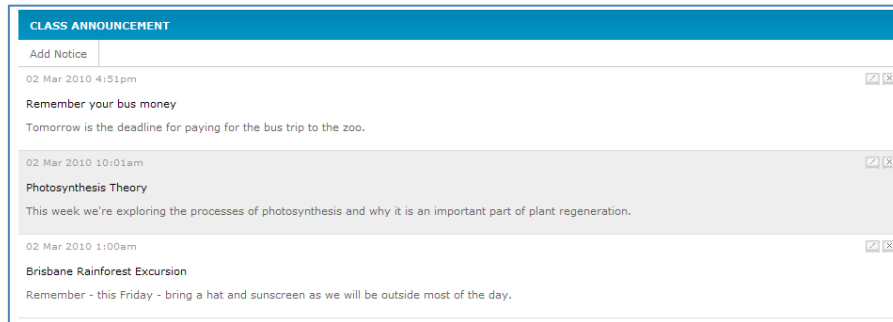
The class announcements widget lets you post important information to members of the selected class. Adding a class announcement is easy. Click on the Add Notice button below the title bar of the Class announcements widget.



In the pop up, fill in the details of the new announcement and mark it as normal or important. Click the Add Class Notice button when you have finished.



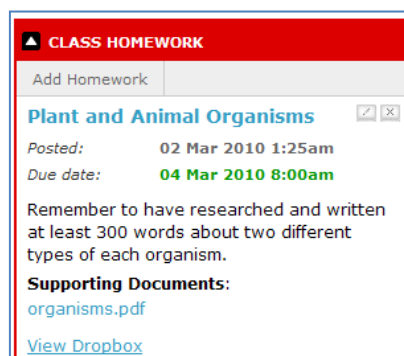
The new announcement will appear in the Class Announcement widget on the class dashboard and on the Announcements page.



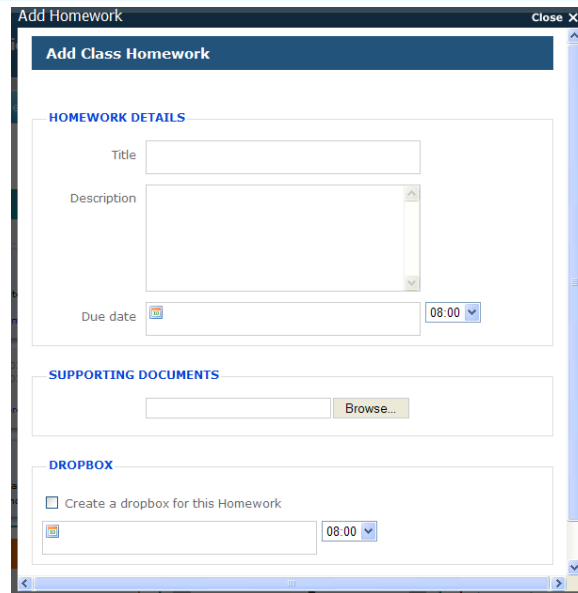
To edit an announcement, click the edit button on the right hand side of the announcement. To delete, click the delete button (a cross) that is next to the edit button (a pencil). A pop up window will ask you to confirm that you want to delete the announcement. Click OK to delete.

Class Homework Widget

The class homework widget lets students easily keep track of the assignments for a class and when the work is due. There are two ways to add a homework assignment to a class. You can click on the Add Homework button below the title bar of the class homework widget, or click on the Class homework tab at the top of the page.



The Add Homework shadow box will open. You can fill in the homework details including a title and description of the homework item and set the due date and time for the task. You can upload any supporting documentation that a student may need in order to complete the work using the Supporting Documents section.



The student will be able to download the document from the homework page of the class dashboard. Finally you can create a dropbox ready for the students to upload their completed work. If you create a drop box when you add a homework item, you will need to specify when the dropbox will close. This means that students will no longer be able to submit an assignment after this date and time. To add the homework item, click Save. The new homework will be added to the class homework widget and page and will also appear in the class calendar. You can edit the details of a homework assignment by clicking on the edit button on the top right of the item listing.

CLASS HOMEWORK

[Add Homework](#)

Plant and Animal Organisms 🔍 ✕

Posted: 02 Mar 2010 1:25am

Due date: **04 Mar 2010 8:00am**

Remember to have researched and written at least 300 words about two different types of each organism.

Supporting Documents:
[organisms.pdf](#)

[View Dropbox](#)

Ecology Essay 🔍 ✕

Posted: 02 Mar 2010 2:24am

Due date: **05 Mar 2010 8:00am**

Write at least 200 words to best explain what ecology is and about its evolution.

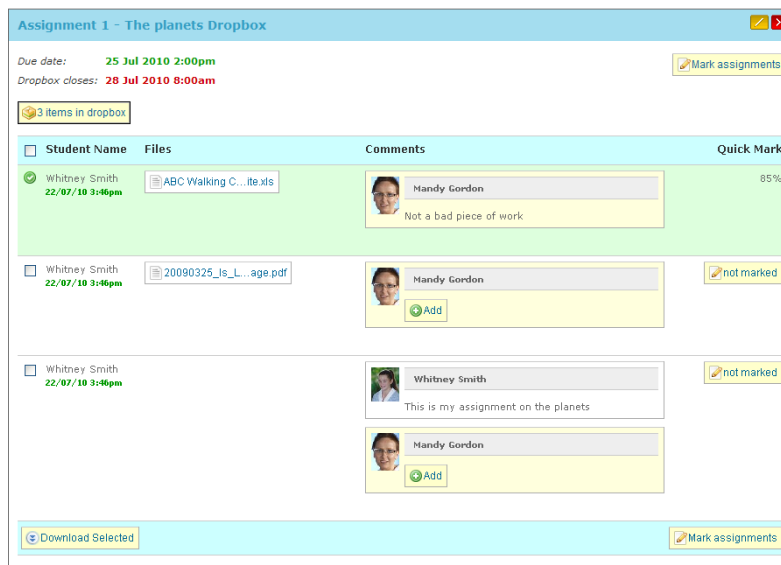
Supporting Documents:
[ecology.pdf](#)

[View Dropbox](#)

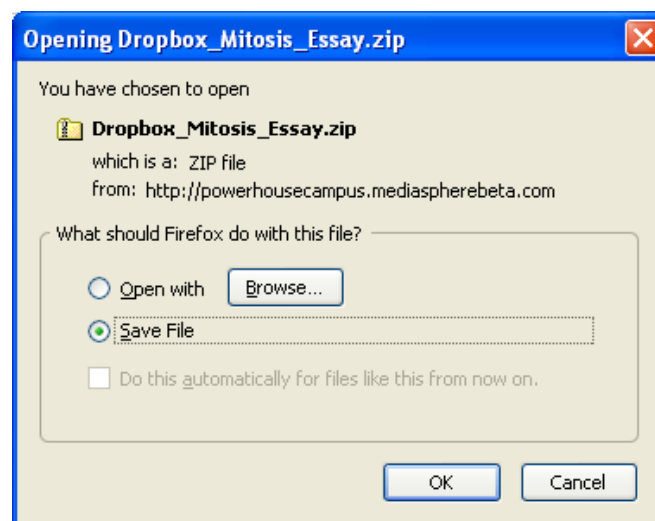
Assignment Dropbox

The assignment dropbox is the area of the class dashboard where students will upload their completed assignments and where you will download them for marking. As mentioned in the homework widget section, you can set up a dropbox when you set an assignment or you can add a dropbox by clicking on the Add dropbox button at the top of the Assignment dropbox page.

To view the dropbox for an assignment, click on the view dropbox link for the assignment in the homework widget or click on the assignment dropbox tab at the top of the class page. The selected dropbox will open.



You can download an individual assignment by clicking on the file name and choosing Save. If you want to download all of the submitted assignments in one go, select the tick box beside the Student Name text at the top of the list to select all students and then click the Download Selected button.



Click OK to download a zip file containing all of the assignments. A text file containing the details of when the assignments were submitted, the titles of the assignments and the students who submitted them will also be saved and included for your records.

The dropbox will close automatically at the time you specified when you set it up. Once closed, students will no longer be able to submit assignments. You can also choose to close the drop box at any time by clicking the Close dropbox now button above the list of submitted assignments.

After you have downloaded the assignments and reviewed and marked them you can share the marks with the students by clicking on the Mark Assignments button. The dropbox will go into mark mode. Click on the not marked button beside each student’s name to write in their mark. You can also add a comment by clicking on the Add button in the comment section for each student. To upload the corrected assignments, click on the Browse button for each student and select their marked assignment. When you have added all the assignments, click on Upload Marked Files to upload all of the marked work.

To send the assignments back to the students and share their marks with them, click on the Finalise Entire Dropbox button. If you only want to send marks back to selected students, tick the box next to their name and click Finalise Selected.

When the students login into Campus and review the dropbox they will be able to see the marks and comments that you have added as well as download the marked assignment files.

Class Calendar Widget

The class calendar shows when current homework assignments are due and automatically updates when you add a new homework item or edit the details of an existing assignment. You can view the calendar by week or month by clicking on the Weekly or Monthly buttons at the top of the widget, or you can view the details of just the items due on the current day by clicking date displayed in the middle of the widget.

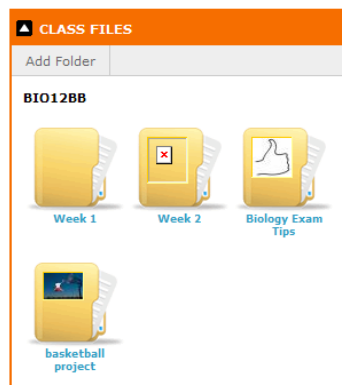
Class Calendar						
Weekly	Monthly					
« Feb 2010 March 2010 Apr 2010 »						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Homework Plant and Animal Organisms Homework Ecology Essay	3	4 Homework due Plant and Animal Organisms	5 Homework due Ecology Essay	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Click on an item listed in the calendar to view its details.

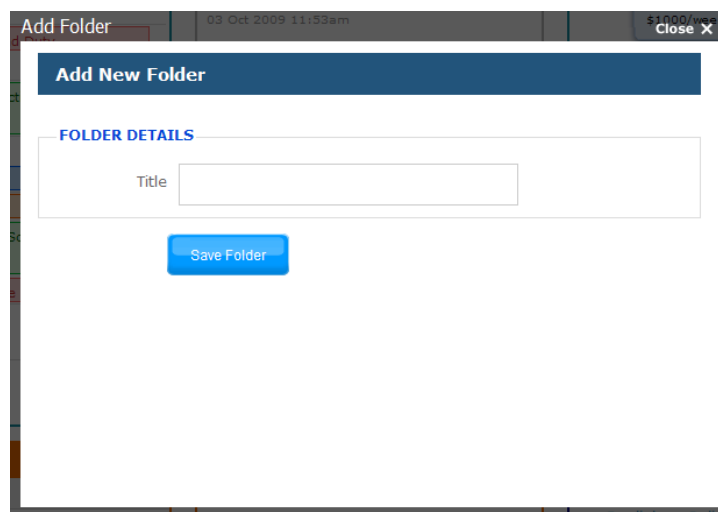
When you click on the Weekly or Monthly buttons, you will be taken to the full calendar view page. In this view you can add items to the calendar by clicking on the Add Entry button or by double clicking on a day in the calendar. The Add Entry Box will open and you will be able to fill in the details of the new item. You can select the type of entry you are adding as either Class, which will be visible to the students of the class or Personal, which will only be visible to you.

Class Files Widget

The class files widget works in the same way as the document section of the teacher dashboard. Unlike the document section, any file that you add to this widget will be accessible by the students of the class. The class files widget will accept a number of file formats including Microsoft doc files and PDFs. You can also add folders to the class files widget to help keep the files and documents organised.

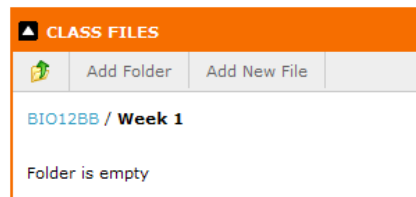




To add a folder to the class files widget, click on the Add Folder button at the top of the class files panel. Clicking Add Folder will open the Add New Folder shadow box.



Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the class file panel.

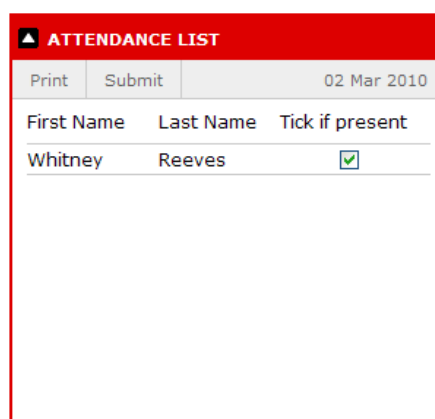
To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the class files widget.



You can also edit or remove items from the class file widget. To edit the title of a folder or the details of a file, click on the edit icon  that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon  that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.

Attendance List Widget

The Attendance List widget lists all of the students in a class. You can choose to print the attendance list to manually mark off those students present in the class on the current day. The attendance widget also lets you electronically submit the class attendance record to school admin.



Tick the box next to each student's name to mark them as present and then click the Submit button. The attendance record will be saved to the database where it can be retrieved by school admin.

Adding Teacher Widgets to the Class Page

Depending on the settings chosen by the administrator, you can add your own widgets to the class page. There are range of extra widgets that you can choose to add including news, flash, audio, learning platforms, video, custom and weather. To add a new widget click on the Add New Widget button at the top of the dashboard. The Add New Widget box will open and you will be able to pick the widget that you want to add.

Adding a News Widget

To add a news widget, follow these steps:

- 1) Click on the Add Widget button and then click News
- 2) The Add News RSS Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Add the RSS link. To do this, using you Internet browser, navigate to the site that has the RSS feed that you want to use. Subscribe to the feed. When the page of the news feed you want to use opens, copy the address from the browser address bar. Paste this address in the Widget RSS link field. An example of a RSS feed link would be http://newsrss.bbc.co.uk/rss/newsonline_world_edition/front_page/rss.xml. This link was obtained by subscribing to the news feed on the BBC website
- 4) Click the Create button. Your new News widget will be added to the page

If you have successfully added the correct link for the RSS feed, your news widget should look like the example shown below. Clicking on one of the articles listed will open a new web browser window with the selected news story.



Adding a Flash Widget

A flash widget allows you to upload a Flash SWF or FLV file to your class page. To add a Flash widget, follow these steps:

- 1) Click on the Add Widget button and then click Flash
- 2) The Add Flash/Learning Object Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Upload the SWF or FLV. Click Browse and navigate to the location of the file you wish to use. Click Open to select the file

- 4) Click the Create button. Your new Flash widget will be added to the page

Adding an Audio Widget

An audio widget allows you to upload an audio file to your class page. Supported audio formats include wav, mid, mp3 and wma. To add an Audio widget, follow these steps:

- 1) Click on the Add Widget button and then click Audio
- 2) The Add Audio Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Upload the audio file. Click Browse and navigate to the location of the file you wish to use. Click Open to select the file
- 4) Click the Create button. Your new Audio widget will be added to the page

Adding a Learning Platform Widget

A Learning Platform widget allows you to add a link to a range of popular online learning platforms to your class page. To add a Learning Platform widget, follow these steps:

- 1) Click on the Add Widget button and then click Learning Platform
- 2) The Add Learning Platform Widget screen will open. Choose a learning platform from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Enter the URL of the platform. You can get this by navigating to the site of the platform using your web browser and copying and pasting the address into the provided field
- 4) Click the Create button. Your new Learning Platform widget will be added to the page

Adding a Video Widget

A Video widget allows you to add a link to a video that has been uploaded to a number of popular online video sharing sites. To add a Video widget, follow these steps:

- 1) Click on the Add Widget button and then click Video
- 2) The Add Video Widget screen will open. Choose a video provider from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Enter the URL of the video. You can get this by opening the site that is hosting the video you wish to use. Copy and paste the URL address into the provided field. The Embedded URL field is usually supplied by the video hosting site to allow you to embed a selected video into a web page. Copy this information and paste it into the Embed URL box. Note that you will need all of these details in order for the link to work
- 4) Click the Create button. Your new Video widget will be added to the class page. To watch the video, click on the icon in the middle of the widget and a shadow box containing the video will open

Adding a Custom Widget

A custom widget is one that falls outside of the other widget categories. You might want to add a link to your dashboard to a website that you visit regularly for example. To add a custom widget, follow these steps:

- 1) Click on the Add Widget button and then click Custom
- 2) The Add Custom Widget screen will open. Choose a learning platform from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget. You can also add a short description of the Widget
- 3) Add an icon for your Custom Widget. Click browse to select an image that you would like to use to represent your new widget. You can upload jpeg, gif and png file formats
- 4) Enter the URL of the site you would like to link to. You can get this by navigating to the site using your web browser and copying and pasting the address into the provided field
- 5) Click the Create button. Your new Custom widget will be added to the class page

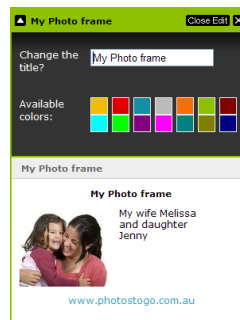
Adding a Weather Widget

A Weather widget allows you to add the latest weather information feeds to your class page. To add a Weather widget, follow these steps:

- 1) Click on the Add Widget button and then click Weather
- 2) The Add Weather Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) From the drop down, select the State or Region that you want to see the forecast for
- 4) Click the Create button. Your new Weather widget will be added to the class page. The forecasts will be updated automatically

Editing and Deleting Widgets

You can customise the widgets you have added by clicking on the edit button in the title bar of any of the widgets you have added. Clicking edit will expand the widget and reveal the edit options. Use the colour squares to pick a new colour for the top of the widget. You can change the title of the widget by typing in the change title field. The changes you make are automatically saved and applied to the widget when you click Close Edit.



If you wish to delete an individual widget, click on the cross icon in the widgets title bar. A dialogue box will appear asking you to confirm that you want to delete the widget. Click OK to delete the widget. Note that once a widget has been deleted, you cannot undelete it.

To remove all of the widgets you have added, click on the Reset button at the top of the dashboard. This will delete all of the widgets you have added.

Re-arranging the Widgets on the Class Page

The widgets that you add to the dashboard can be re-arranged into any order. To move a widget, left click with your mouse in the title bar of the widget and drag it to its new location. You will see a dotted line rectangle appear on the screen to indicate where you can move the widget to. Release the left mouse button and the widget will snap into its new location and the other widgets will re-arrange around it.

Adding Web Links to a Class

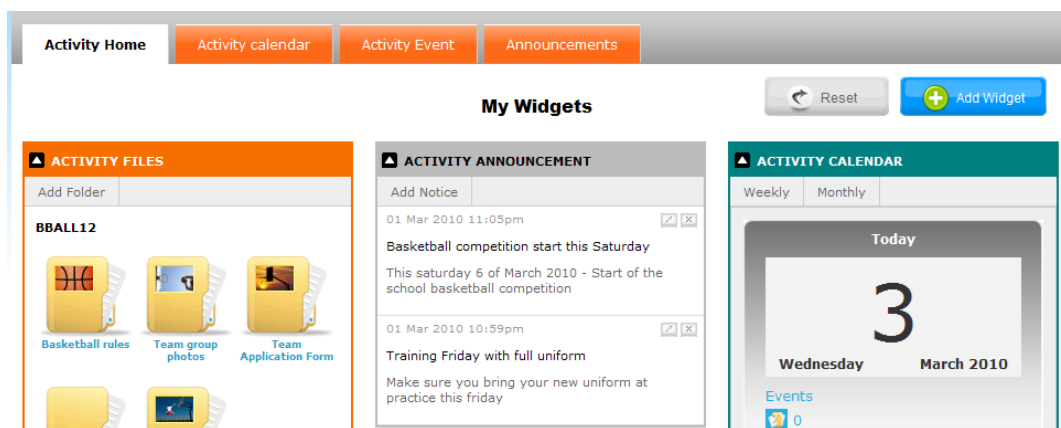
The web links feature of the class page allows you to list useful links to websites that your students may need to access as part of their studies. To add a link to the web links page, click on the Add New Links button at the top of the web links page. The Add New Class Link box will open and you can type in the title of the new link you are adding. Copy the URL address of the site you want to link to from your Internet browser and paste it into the URL field in the box. Click Create Link to add the link to the web links list.

That concludes our look at the class page. Next we will look at the activities page.

Features of the Activities Page

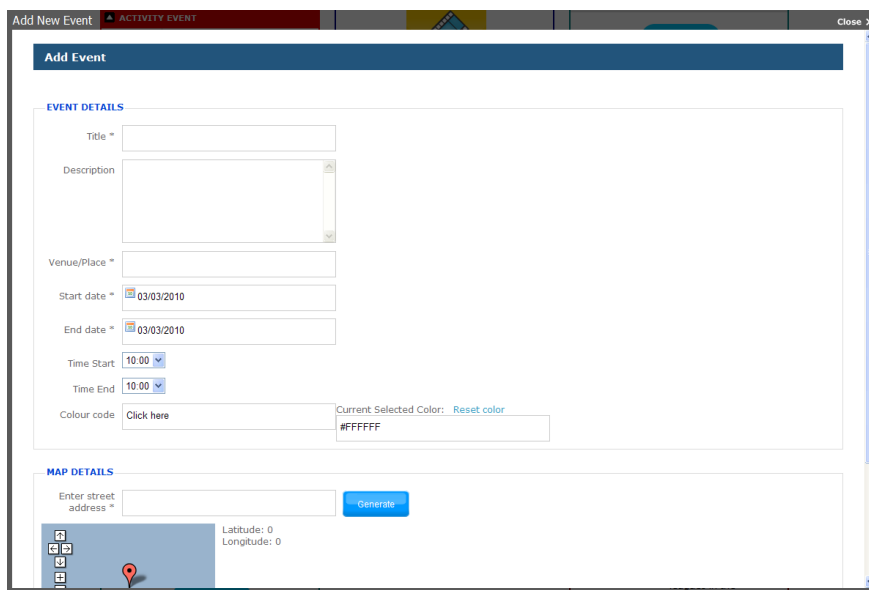
Activities are accessed from the top of the teacher dashboard in the same way as accessing classes. The activities page follows a very similar layout to the class page and most of the features work in exactly the same way. The activities page features widgets for activity files, activity announcements and an activity calendar that updates automatically when you add activity events. The activity events widget is very similar to the homework widget in the class page and we will look at adding an event in the next section of the manual.

You can also add widgets to the activities page in the same way as the class page.



Adding an Activity Event

To add an event to the activity event widget, click on the Add Event button at the top of the widget. The Add Event pop up will open and you will be able to fill in the details of the new event. The pop up is divided into two areas. The first area is for event details. Give the event a title and description and fill in the venue name, start and end dates of the event and start and end times. You can also choose the colour of the square that appears next to the listing in the event widget.



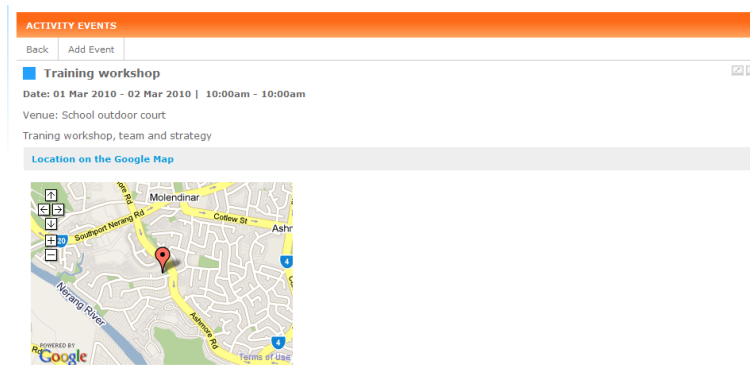
The 'Add Event' pop-up form is divided into two sections:

- EVENT DETAILS:**
 - Title:
 - Description:
 - Venue/Place:
 - Start date:
 - End date:
 - Time Start:
 - Time End:
 - Colour code: (Current Selected Color: [Reset color](#))
- MAP DETAILS:**
 - Enter street address:
 -
 - Latitude: 0
 - Longitude: 0

The second section of the page is the map details section. Type the address of the venue of the event and click Generate. A Google map will be created and this will display along with the event

details on the event page of the dashboard. When you have finished adding the details of the event, click the Save button at the bottom of the pop up to add the event to the widget.

The image below shows an event with Google map on the event page of the activity dashboard.

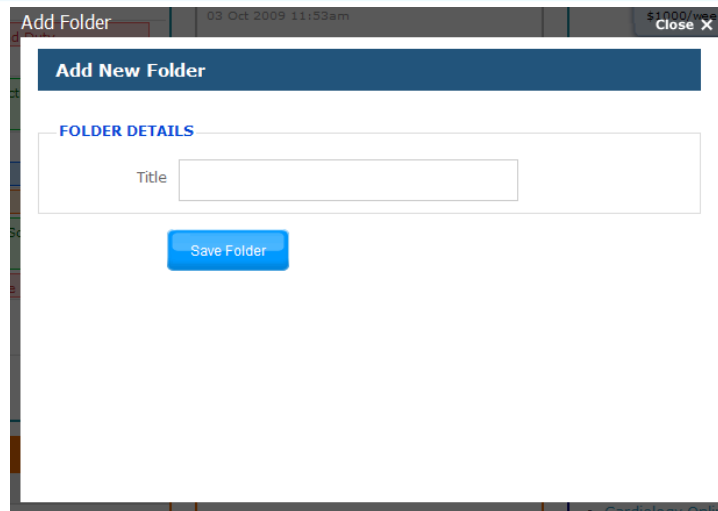


Adding files to the Activity Files Widget

The activity files widget works in the same way as the class files widget on the class pages. The activities files widget will accept a number of file formats including Microsoft doc files and PDFs. You can also add folders to the activities files widget to help keep the files and documents organised.

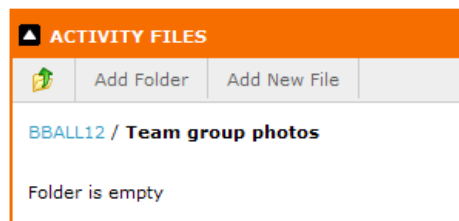




To add a folder to the activity files widget, click on the Add Folder button at the top of the activity files panel. Clicking Add Folder will open the Add New Folder shadow box.



Enter the title of the new folder you wish to create and click Save Folder. The shadow box will close and the new folder will be added to the class file panel.

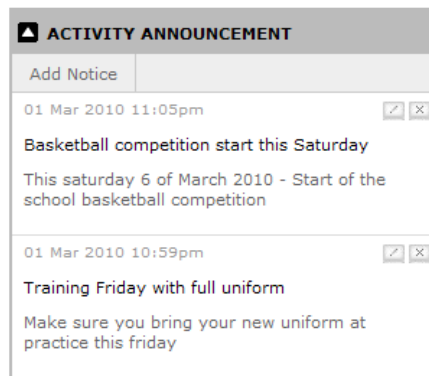
To add a file inside a folder, open the folder by clicking on it or on its title. Once inside the folder you will be able to add a sub folder or add a file. This works exactly the same way as adding a folder or file in the main panel of the widget. The breadcrumb at the top of the widget helps to show your location in the folder structure. To return to the original view of the widget, click on the back icon (a folder with a green arrow) in the top left of the activity files widget.



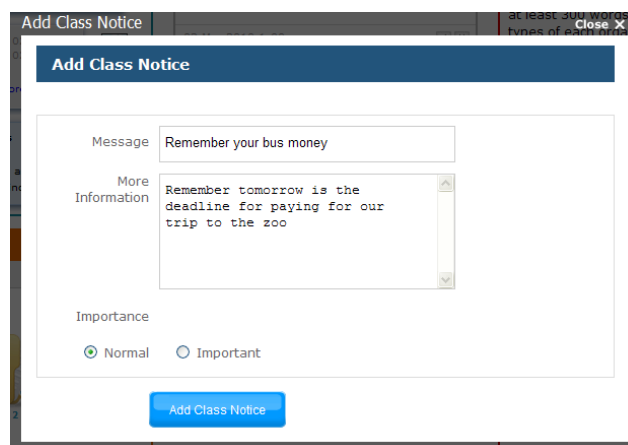
You can also edit or remove items from the activity files widget. To edit the title of a folder or the details of a file, click on the edit icon  that sits next to the delete icon. A shadow box will open and you will be able to update the details. When you have finished, click Save Folder or Edit File to save your changes. To delete a file or folder click on the delete icon  that appears when you place your mouse over the file or folder. Click OK in the message box to delete. Note that once a file or folder has been deleted it cannot be recovered.

Activity Announcements Widget

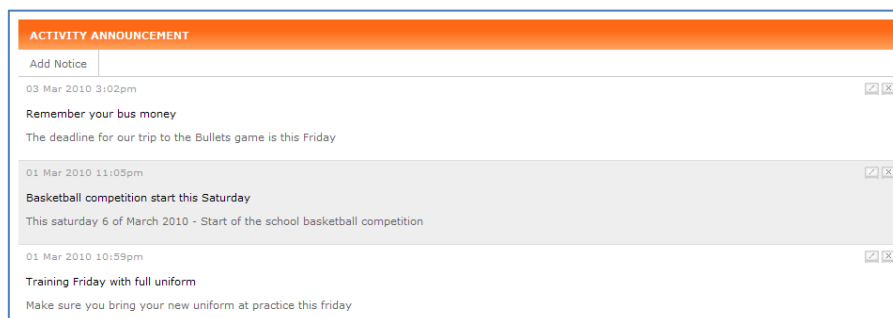
The activity announcement widget works in the same way as the class announcement widget. Click on the Add Notice button below the title bar of the activity announcement widget.



In the pop up, fill in the details of the new announcement and mark it as normal or important. Click the Add Class Notice button when you have finished.



The new announcement will appear in the Class Announcement widget on the class dashboard and on the Announcements page.



To edit an announcement, click the edit button on the right hand side of the announcement. To delete, click the delete button (a cross) that is next to the edit button (a pencil). A pop up window will ask you to confirm that you want to delete the announcement. Click OK to delete.

Adding Widgets to the Activity Page

Adding widgets to the activity page works in exactly the same way as the class page. The widgets you add will be viewable by the students enrolled in the activity. Refer to the Adding widgets to the page section of the manual for details.

Conclusion

That concludes the Powerhouse Campus Teacher Manual. Much of this information is available in the Help pages of the campus where it is easily accessible while you are online.