

New Prague Area Schools – Staff Database/Web Pages

Quick Reference Guide:

For all users:

1. Go to the web address: <http://www.np.k12.mn.us/classpages/admin/>
2. a. Click on the button “Go To Short Form” if you are a TeacherWeb user or would like to use any other external web site as your home page. Continue with the TeacherWeb user instructions.

b. Click on the button “Go To Long Form” if you want to use the district staff webpage. Continue with the district staff page user instructions.

For TeacherWeb users (or to use any external web site as your home page):

3. Log in with your username and password.
4. Edit any of the Contact information in the top section and choose your Style (Theme).
5. Enter your Link Name (i.e. Visit My Home Page).
6. Enter your Link URL without the http:// part (i.e. teacherweb.com/MN/NewPragueHS/MrBell/h0.stm).

For users of the district staff page:

3. Log in with your username and password.
4. Edit any of the Contact information in the top section and choose your Style (Theme).
5. Add content in the 3 text areas.
6. Add up to 6 links.

For more detailed information please see next page.

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Instructions:

Location: <http://www.np.k12.mn.us/classpages/admin/>

- Choose the short form if you want to link to a site outside of the district such as TeacherWeb. Use the long form, if you want to use your district Staff Webpage.
- Username should be the first initial of your first name and your full last name. Some users will have usernames that are the first initial of your first name and the first seven letters of your last name. If this username does not work contact Bob Bell at 952-758-1785 or bbell@np.k12.mn.us.
- The default password should be the same as the password you use to log on to your computer, to log in to SquirrelMail, or Paperless Forms. You will be given the option to change this password after you have logged in. Please remember your new password if you do change it. If you do forget contact Bob Bell at 952-758-1785 or bbell@np.k12.mn.us.
- Your Phone, Email, and Password can be changed using the text boxes.
- Your photo can be left blank, in which case your web page will not display your photo. This is also the photo that would be shown from the link on the staff directory.
- **The photo should be 150 pixels in width.** The height of the photo doesn't matter much. An image that is wider than 150 pixels will throw off the formatting of the page.
- When uploading a new photo there is no need to erase the current one if one exists. It will be erased automatically. **.jpg FILES ONLY!**
- All html tags are removed from the title text fields if any exist and are placed within `<h3></h3>` on the display page.
- In the text areas, use html tags (see sample HTML tags) to ensure proper formatting. For example, a line feed in the text area will not produce a line feed on the display page. To produce a line feed on the display page you must use the tag `
`.
- The link name field shows up on the display page as a description for the link you set.
- The link url field is the web address of the site you want to link to.

CAUTION: Don't put "http://" in the link url field since the display page does this automatically.

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Easy HTML tags:

`
` Creates a line return (break). Use 2 to double space between paragraphs.
`<hr>` Horizontal Rule (a divider line).
`` Bold. example: I `LOVE` pizza! = I **LOVE** pizza!
`<i></i>` Italics. example: I `<i>LOVE</i>` pizza! = I *LOVE* pizza!

Bulleted list:

```
<ul>
  <li>the first list item</li>
  <li>the second list item</li>
  <li>the third list item</li>
</ul>
```

Numbered list:

```
<ol>
  <li>the first list item</li>
  <li>the second list item</li>
  <li>the third list item</li>
</ol>
```

Special Characters (Entities): <http://www.ncdesign.org/html/021ent.htm>

<i>Result</i>	<i>Description</i>	<i>Character Code</i>
	non-breaking space	
<	less than	<
>	greater than	>
&	ampersand	&
“	quotation mark	"
'	apostrophe	'

Some Other Commonly Used Characters (Entities):

<i>Result</i>	<i>Description</i>	<i>Character Code</i>
¢	cent	¢
£	pound	£
€	euro	€
¥	yen	¥
§	section	§
©	copyright	©
®	registered trademark	®
×	multiplication	×
÷	division	÷
°	degrees	°