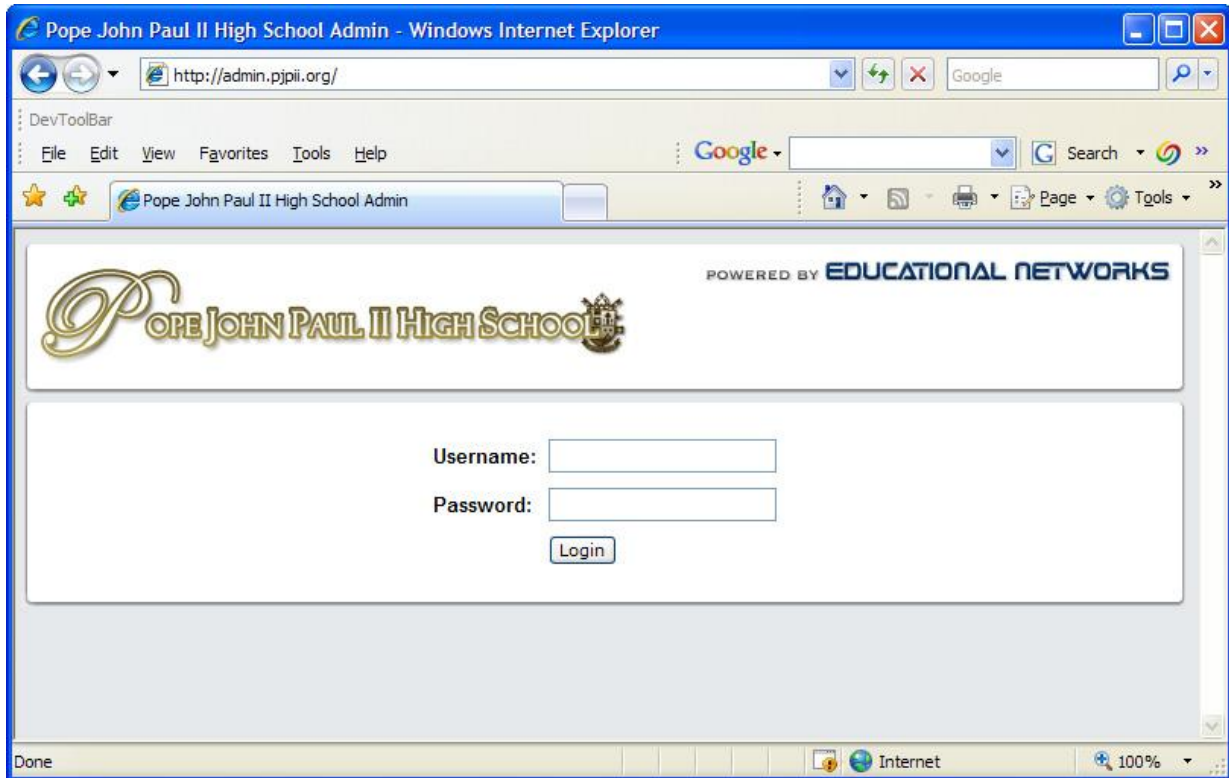


Instructions for posting homework assignments

Public website of Pope John Paul II High School can be reached at <http://www.pjpii.org>
To post information to your teacher web pages, you need to login to <http://admin.pjpii.org>



Follow the steps below to post your teacher information to your web pages.

- 1) Login to your account using your username and password. Your username is your **first initial + last name**. The initial password is abc!23. Once you login, change your password by clicking on "Change my Password".
- 2) You need to give your Main page a title and save it.
- 3) To add pages, click on the "Add New Pages" button.
- 4) To add homework assignments, simply click on the "Add New Homework" button.
- 5) Open your syllabus in MS Word. Then copy it (CTRL+C) from there and paste it (CTRL+V) into the appropriate page. I suggest one page per course. You may want one page per section.
- 6) Enter the "due date(s)" and your "homework assignment text", if you like, you can also add links and upload worksheets as well. Click on "save" and the homework will be posted on the website www.pjpii.org immediately.

Note: If you forget your password, or need technical support, please contact Mrs. Patricia Youngross first by e-mail (pyoungross@pjpii.org) or leave a voice message at 561-314-2309. If we can't handle it we will call Educational Networks at (866) 526-0200 or send an email to support@educationalnetworks.net