

How to Add Class Web Pages

1. Log into <http://admin.pjpii.org> using the Internet Explorer on any machine. If you need your password reset, please send an email to pyoungross@pjpii.org telling me so, and I will let you know when I've completed the task. At this point, you see no classes. You will need your class listing that was sent from the school that has your course numbers, sections, and titles. Click on the "Add Class" button.
2. Using the information from school, type in the course name, the code, and the section. The code is our three digit course number and the section is our section numbers, separated by commas or hyphens. For example, I teach two sections of Honors' Visual Basic. Our course number is 261, which I've typed into the Code. For the Section, I entered "1,2" with NO SPACE BETWEEN. You may want to enter "1-3" if you teach sections 1, 2, and 3. There isn't much room, so just leave off the spaces. Location is the room number where the course is to be taught. This may be different if you are one of our "traveling teachers" who teach in more than one classroom during the school day.
3. In section 2 labeled "Text", you add information about your class. Some of us chose to post out syllabus to this page in text form. This is still a good way to do this. There is another option below, in step 5.
4. In section 3 labeled "Link", you can include any appropriate Internet page link. You need to remember to add the "http://" in front. It is highly advisable to first visit the page on the Internet and copy the URL address directly from the address bar to avoid typographical errors.
5. In section 4 labeled "Pictures/Files", some of us uploaded .PDF versions of our syllabi. This is the only other way to include this information. You MUST choose one method to present your syllabus. Please make sure that any uploaded text documents are in .PDF format.
6. SAVE! Now is the time to click on the "Save" button. You can always change the information at any time during the school year.
7. That was one course. For those who teach five sections of the same course, you are finished. For those who teach other courses, click on the "More Classes" button and repeat from step #2 above.

OR Once you have added the first class, you will be given an opportunity to COPY from last year's pages!

To copy from a previous semester, change the "Current Term" to either "Fall 2006" or "Spring 2007" (whichever you prefer), and click on "Copy to Another Term". This will bring up a list of that term's pages. At this point, READ THE DIRECTIONS:

1. Uncheck the classes you DO NOT want to copy from.
2. Choose the target term (Fall 2007).
3. Click on the "Copy Selected Classes" button.

If you choose to copy, please remember to edit the pages that you copied to:

- Change dates ('06 to '07)
- Change textbook information or editions.
- Update your syllabus information ('06 to '07)
- Add any NEW information

If you run into any problems, please email questions to pyoungross@pjpii.org. I will be able to help during the Instructional/Classroom Preparation times starting on Friday, 08/17/07. You can find me in room 106.

Good Luck!

Patricia Youngross, Web Content Manager

Pope John Paul II High School