



BOX CLEVER
EDUCATION

WebGuide for Schools **eTeacher Training**

1. LOGGING IN & TOUR

- WebGuide URL:
- lose your password? Click on “I forgot my password”
- eTeacher content is divided into Pages, Blogs, Galleries and Files

2. PAGES

- 1 • add as many pages as you like
 - pages are made up of articles: title, body, image, video (all four optional)
 - “Paste from Word” button retains formatting

1. add a page “Field Trip”
2. add an article: paste in content from first paragraph of “Going to The Zoo.doc” - use Paste from Word button
3. add a second article, with the rest of the document
4. drag to reorder articles

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- 3 • pages can be set to draft

1. edit your page - change status to Draft
2. green square becomes yellow
3. reload - it’s gone!
4. edit your page - change status back to published

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- 4 • pages can be reordered

1. add another page “Blog”
2. reorder your pages

3. BLOGS (NEWS)

- chronological listing of posts
- moderated comments
- can add more than one blog
- posts are the same as articles but have dates associated
- posts can be post-dated for future publishing
- encourage comments

1. [add a new blog](#)
2. [add a post "Field Trip Volunteers Needed"](#)
3. [add two comments to the post](#)
4. [approve one, delete one](#)

4. PHOTO GALLERIES

- very popular!
- add as many galleries to your site as you like and add as many photos to each gallery as you like
- automatically resized
- galleries can be assigned to any page or blog post
- appear below the last article on a page

1. [add a new gallery titled "Zoo Pictures"](#)
2. [assign it to "Field Trip" page](#)
3. [click on the title to add photos](#)
4. [upload multiple photos at once](#)
5. [reorder photos](#)
6. [add titles](#)
7. [reassign to "Field Trip Volunteers Needed" blog post](#)
8. [click photos to view larger - use arrow keys](#)

5. FILES

- store your documents: PDF, Word, Excel, etc.
- can link to documents from any article or blog post
- when files are updated so are the links to it

1. [add two categories: Permission Forms, Homework](#)
2. [upload "Zoo Permission Form.doc"](#)
3. [edit article on Field Trip page and embed a link to a document](#)
4. [update that document](#)

6. SITE SETTINGS AND INFORMATION

1. [My Account page: change personal info and add social media links](#)
3. [Help Section - easy step by step instructions](#)
 - [Quick Tips: if everything is bold - nothing stands out](#)

1. [view My Account page](#)