# Website Instruction Manual

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Getting Started - Creating An Account

Creating your account
To create a new account on K12LessonPlans.com follow the steps below:

1. Visit http://www.k12lessonplans.com
2. Click on the “Create an Account” button
3. Enter your email address and choose a password
4. Click “Create an Account”

Configure your initial settings
After you create you account, you will need to enter some additional information.

![Quick Settings Form](image)

**Personalize Your URL**: This will be your website name.

**Your Name**: This does not display anywhere and is only for auditing purposes.

**Site Title**: This will display on every page of your website in the master header, and also as the browser title.

**Email Address**: The address you used when registering.

**Zipcode**: Used for auditing purposes and geo-targeting. This does not display anywhere.
Control Panel Overview
The control panel is the central hub for your teacher website. The control panel is always accessible from any page by clicking on the “Control Panel” icon in the toolbar.

Website Tools

Classes
Classes enable you to enter in the classes you are currently teaching. By entering in your classes, you are able to tag announcements, globs, calendar events, galleries, documents and quizzes for a specific class. Users are then able to filter by class on your public website.

Adding a Class
To add a class: Click on the “Classes” icon in the control panel. On the “My Classes” page, click “+New Class”
Enter in the Class Name and click “Save Class”

Your Class list has been updated.

**My Classes**  
Use this area to create the classes you will be teaching for the year.  

<table>
<thead>
<tr>
<th>Class Name</th>
<th>Edit</th>
<th>Archive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Science</td>
<td>edit</td>
<td>archive</td>
</tr>
</tbody>
</table>

**Editing a Class**  
To Edit a class, click the “Edit” link next to an existing class, update the name and click “Save Class”

**Archiving a Class**  
Click the “Archive” link to archive a class. The class will disappear from the list.
Classes and Your Public Website
Once you have entered in your classes, your public website becomes filterable based on these classes. Below is an example of the announcements page. As you can see, there is now a dropdown list available that will allow your users to filter based on class.

Announcements
You can post an unlimited number of announcements to your website. Your public website will automatically display the 5 most recent announcements on the homepage. If the user clicks the “Announcements” link, they can see all announcements.

Adding an Announcement
To add an announcement, click on the “Announcements” icon from the control panel, then click “+New Announcement”.

Select a class, enter the title and description, then click “Save”.

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Select a class, enter the title and description, then click “Save”.

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Announcements
You can post an unlimited number of announcements to your website. Your public website will automatically display the 5 most recent announcements on the homepage. If the user clicks the “Announcements” link, they can see all announcements.

Adding an Announcement
To add an announcement, click on the “Announcements” icon from the control panel, then click “+New Announcement”.

Select a class, enter the title and description, then click “Save”.
Your Announcement has been saved.

**Editing an Announcement**
To edit an announcement, click the “Edit” link.

**Deleting an Announcement**
To delete an announcement, click the “delete” link

**Announcements on Your Public Website**
The 5 most recent announcements will display on your homepage in the right-hand column.

All announcements can be viewed by clicking the announcements link
Homepage
Use the “Homepage” tool to edit the text and images on your homepage. Just enter a page title and the content and click “Save”. To see the changes, click the “Preview Site” icon in the toolbar.
Calendar
The calendar enables you to post calendar events to your website.

Adding a calendar event
To add a calendar event, click the “Calendar” icon from control panel, then click “+New Calendar Event”

Fill in the fields for Class, Title, Date, and Description, and click “Save”

Your calendar event is now saved. It will display on your public homepage in the right-hand column, and on the “Calendar” page.

Editing a calendar event
To edit a calendar event, click the “edit” link, make your changes and click “save”

Deleting a calendar event
To delete a calendar event, click “delete”
Calendar Events and Your Public Website
Calendar events automatically display on your public website. The 5 closest events will display in the right-hand column. All future events can be viewed on the “Calendar” page. Calendar events automatically “fall off” your public page when the date passes, however, the event will still show up in your control panel.

Photo Galleries
You are able to create an unlimited number of photo galleries. You can tag each gallery for a class to make it easy to view galleries related to a particular class.

Creating a photo gallery
Before you can add any photos, you need to first create a gallery. Click on “image galleries” from the control panel, then click on “+New Gallery”

Enter the gallery name and select a class (if it pertains to only one class), otherwise select “general gallery” then click “Save”
Your gallery has been saved and you can now add photos to it. You can edit the name of your gallery by clicking “edit” and you can delete your gallery by clicking “delete”. Note: you can only delete empty galleries. If you want to delete a gallery that has photos in it, you first need to remove all the photos. See “Deleting Photos” in this document for instructions.

Adding Photos
To add a photo to a gallery, click the “add/view photos” link, then click “+add photo”.

Enter a caption, choose a gallery, select the photo, then click “Next”. Note, only jpg and gif images are supported.
Your photo is now saved to the gallery.

**Editing Photos & Captions**
K12LessonPlans does not allow you to edit photos. If you want to “replace” a photo, you will have to delete the original, then upload a new one.

To modify a photo caption:

1. Click on photo galleries from control panel
2. Click on “add/edit photos” next to the gallery that contains the photo
3. Enter in the new caption next to the photo and click “save”

**Deleting Photos**
To delete a photo:

1. Click on photo galleries from control panel
2. Click on “add/edit photos” next to the gallery that contains the photo
3. Click “[x] delete” under the photo you want to delete
**Photo Galleries on your public website**

Photo galleries are displayed on your public website. To access the galleries, click on “Photo Galleries” to see a list of all the galleries you have added. Then you can click on a gallery to view all the photos in a single gallery.

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**Documents**

You can add documents to your “downloads” area via the document manager. Click on the “Documents” icon from the control panel to see your document list.

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**Adding a Document**

To add a new document, click “+add new”. Enter a title, select a class, enter a description, and select the file to upload, then click “Next”
My Classroom Website

Deleting a Document
To delete a document, just click the “delete” link next to the document you want to delete. It will be removed from the system and your public website.

Mailing List
Your website is equipped with a mailing list. People can join your list by clicking on the “Join my mailing list” link on your public website. You can also add people to your list in the same manner. You have the ability to mail ALL or part of your list.

Viewing your mailing list
To view your list, click on “mailing list” from the control panel. From here you can view your list members and delete them.
Sending mail to the list
To send mail to the list, click the “+Email Your List” link. Select the recipients, enter a subject and a message and click “Next”.

Blog
Your website comes with a blog for you to post your thoughts, news stories, or anything you want to share. To view your blog postings, click “Blog” from the control panel.
Add a Blog Post
To create a new blog post, click “+new post”. The blog editor is exactly the same as the homepage editor, so enter a blog title, and write your blog! You can also tag the post for a specific class if it relates to an event or activity you did in class. When you’re done writing, be sure to click “Save”.

Deleting a Blog Post
To delete a blog post, just click the “delete” link next to the post you want to delete.
Viewing your blog
Blog entries are automatically rolled-up on your “Blog” page on your public website. The rollup displays your 5 most recent blog postings with paging links to view older posts.

Web Pages
You can create an unlimited number of additional webpages. The webpages will show up as links in your left-hand navigation.

Creating a new web page
To create a new webpage, click on “Web Pages” from the control panel, then click “+ New Page”
Enter in the page title and content for the page and click “Save”.

Your webpage has been saved and will display in your left-hand navigation now on your public website.

**Editing a Web page**
To edit a web page, click the edit button. You can modify the title and body content. When you’re done, click “Save”.

**Deleting a Web page**
To delete a web page, click “delete”.

**Setting Web page display order**
You can determine the order in which your custom web pages display. Just pick a number from the “Sort Order” column then click “Save Sort Order” at the bottom of the web page list.

**Inserting Pre Defined Templates**
One unique feature of K12LessonPlans is the ability to insert pre-defined templates into webpages. This makes it easy to have more advanced table layouts or contact forms. To insert a pre-defined template:
1. Position the cursor in the webpage editor where you want to insert the template
2. Select the template from the list
3. Click “insert”

Below is an example of what happens when you insert the “Contact Form”. The advanced form is inserted for you and you can receive emails when someone fills it out!

Web Pages and My Public Website
Your webpages are now linked via the left navigation, and visitors can view the pages by clicking on the links.
Colors & Settings

The colors and settings area lets you control several aspects of your site.

**Changing your website title**
You can change the title that displays in the header of your website. Just enter the new title and click “Save”

![Website Settings](image)

**Pick a custom header image**
There are several different header images broken out into categories for you to choose from. To pick a custom image, click on “Pick a banner image”

![Banner Image](image)

Filter by category, and click on the banner of your choice.

![Your Banner Image](image)

Your webpage banner is now set and will display on your public website.
**Customize my colors**
There are several colors you can customize on your website. On the settings page, scroll down to the “Custom Color Settings” area. From there, pick a color for each customizable area and then click “Save Color Settings”. Your color settings are now available on your public website.

![Custom Color Settings](image)

**Navigation settings**
You have the ability to turn on/off the built-in areas of your website. On the settings page, scroll down to the “Navigation Settings” area. You can check/un-check the areas as you choose. Your changes will be reflected on your public website.

![Navigation Settings](image)
My Quizzes
Online quizzes enable you to administer quizzes to your students. They are protected by a “quiz code” and all submissions are stored in your control panel.

Creating a quiz
To create a new quiz, click on “My Quizzes” from the control panel, then click the “+ New Quiz” link.

Fill out the form to create the new quiz.

Quiz Title: the title that displays on your main website
Quiz Instructions: instructions for the quiz
Class: which class the quiz is for (for filtering purposes)
Active: when checked, the quiz will appear on your public website. Un-check to hide
Access Code: students enter this code on your public website to gain access to the quiz

Click “Save” to save your quiz
Adding questions
To add questions to a quiz, click the “questions” link, then click “new question”.

Enter the question text and up to 4 answer choices (empty answer choices will not display). Then mark the correct answer and click “Save”.

Your question has been saved to the quiz. You can add an unlimited number of questions by repeating the process.

Editing questions
To edit a question, click “edit” and make your changes. Note, shuffling answers around on a quiz that already has submissions may result in errors in scoring. It’s a best practice to NOT edit a quiz once there are submissions.

Deleting questions
To delete a question, click the “delete” link. You may not delete questions once there have been submissions for the quiz.
Deleting a quiz
To delete a quiz, click the “delete” link next to the quiz. Deleting a quiz will wipe out the quiz, questions, and all submissions, so be careful!

Viewing results
To view quiz results, click the link under the “submissions” column. From the screen below, we can see one person has taken the quiz.

We can now get a quick overview of who all has taken the quiz, and their score.

Viewing and Printing individual quizzes
To print or view an individual quiz along with all the questions and which ones were right and wrong, click the “view quiz” link next to the student. The quiz will open in a new window.
Accessing quizzes on the public website

Your students can access quizzes on your public website by clicking on “Online Quizzes” in your left-hand navigation, then by clicking on a quiz name.

After you click the quiz name, you will be prompted to enter the “quiz code” to gain access to the quiz.

If the code is correct, the user can then take the quiz. Note, that the second you change your quiz code, even if a user is in the process of taking the quiz, it will not be saved. This can be useful if you want everyone to submit the quiz at a certain time. Just change the code.

Note: Name and Email address are required fields.
My Account
Use this area to update your contact information.

Advanced Topics

Inserting Images into web pages
To insert an image into your webpage, blog, or homepage:

1. Click the “Insert Image” icon on the editor toolbar

2. Click the “Upload” tab from the image properties tab...type a caption and select your jpg or gif file
3. Your file is now uploaded to the server and ready to insert into your web page. Click “OK”

4. To insert an image you have already uploaded, simply select it from the list below the “URL” title and click “OK”