

SchoolRack.com Quick-start Guide

HOW TO CREATE A FREE CLASSROOM WEBSITE IN JUST A FEW MINUTES

1. GETTING STARTED

Sign up for an account

Visit www.schoolrack.com and click the 'Sign Up' link at the top of the page. On the next page choose the option for a Free Teacher account.




Fill out the registration form


There are just a few text fields to fill out. Choose your username carefully though as this is used in your permanent website address. Also, don't forget the password you choose!

Username

Now that you're logged in...

Become familiar with your private Dashboard. On the left are your menu items, each one serves a different purpose when building your website. Here are some of the essentials:

 **Dashboard** Your private homepage for accessing account tools

 **Pages & Posts** Organize and edit all written or pictorial content on your website

 **Calendar** Organize a calendar with due dates and other activities

 **Post Files** Upload up to 100 megabytes of files for anyone to download,

 **Customize Site** Customize the appearance of your website

 **My Account** Edit your profile details and change privacy settings

Note: There are more features in your account, including discussion boards, private messaging, mailing lists, and assignments.

2. POSTING CONTENT

Congratulations, your website is now live! The next step is to publish content on these pages for students and parents to view.

Your SchoolRack website is organized into pages and posts. Think of **pages** as separate areas of your website and **posts** as the content within each page. To get a better idea of the concept, view the diagram below:



Create a few pages

Enter the **Pages & Posts** section of your Dashboard and create as many pages as you want for your website:

Period 1

Create Page

Add posts on each page

To add content to a page (text, images, videos, and more), click the Add Post button next to the page name:

ADD POST MODIFY

Create as many posts as you need, you can even copy-and-paste formatted text from Microsoft Word

Week	Reading	Homework	Solution
Jan. 18, 20	Sec. 1.1, Systems of Linear Equations 1.2 Row Echelon Form	HW #1: Due 1/25/05 1.1: a (b)(d)(f)(h), 9 1.2: 2, 2, 4(4) (b), 9, 10, 13	pdf
		HW #2: Due 2/1/05	pdf

Visit your website

View updates to your website at: www.schoolrack.com/your_username and tell all students and parents to visit!

Note: For help with these or other features in your account, view our complete User Guide at: <http://www.schoolrack.com/help>

HOW TO...

Add a link to your page

Highlight text in a post and click the button shown below to insert a hyperlink:



Change your password

Enter the *My Account* section of your Dashboard and click "Change Your Password".

Change your school

Enter the *My Account* section of your Dashboard and click "Reselect School".

Forgot your password?

Visit www.schoolrack.com/forgot and we'll email you a new password. If you don't receive an email after a few minutes, try checking your SPAM folder.

Change website design

Enter the Customize Site section of your Dashboard and click on any theme shown. It will automatically be applied to your website!

Upload a file

Enter the *Post Files* section of your Dashboard and upload any file using our form. These files will be posted on your website immediately for students and parents to download.

Upgrade your account

Want more storage space and extra features? You can upgrade to SchoolRack Plus in the *My Account* section of your Dashboard for only \$5.95/mo.

Still have questions? Visit www.schoolrack.com/help and send us a message, we always answer within a few hours!