

# Getting Started with Scholantis

## How to get into the Scholantis site:

(Most of these notes from docs.scholantis.com)

1. Go to an internet browser.
2. Type in the address: portal.sd71.bc.ca – this is the private portal. You can work on public sites here too, just remember to sync to the web if you would like it public.
3. To log in:  
Username= first name.last name  
Password=employee number without the zeros at the front
4. When you are signed in, your name appears at the top right

## Now What?

### My Site

The My Site page is your personal page on the portal. It connects you to your documents, classes, profile information, announcements, newsfeed, OneDrive, blog and so on. It is easily customized with contact information and has a library for documents being worked on. Everybody with a login to the Portal has their own My Site page, and it is the starting point for many things, such as creating [Class or Group Sites](#).

## Navigation

My Site is your Home Site with connections to most things you need to work on a daily basis. The Site Navigation bar across the top of the page may include tabs for the My Site Home Page, Classes and Groups, OneDrive, your Blog, your Profile and a Home Drive connecting to your own computer.



Scholantis School District

Home Newsfeed OneDrive Blog Profile Home Drive

The page is accessible from anywhere within your school and district site, by clicking the My Site tab on the top right of the page.

SHARE SEYMOUR SKINNER (MPL) ▾

My Site District School Department Search

## Left Navigation

The left navigation provides links to Search, your Documents, Profile (same page as About Me), Classes, and your Blog. It also gives you access to Apps for the site and a Task list.

Documents

Profile

Blog

Apps

Tasks

 EDIT LINKS

## Home

The Home page is your default My Site landing page. It includes links to your public site, your Classes, Groups, Announcements, and Assignments. The Left Navigation is also available from the Home page.

### My Public Site

Click this button to view your public page on your School or District site. You can edit this page using the edit content easy buttons.

### Classes and Groups

This is a list of the Classes (teachers and students) and Groups (all staff and students) you are involved in or a member of.

## Newsfeed

This is a social newsfeed that allows you to stay connected to your organization's social pulse. Use it to:

- Keep up with your colleagues' latest posts and comments
- Create new posts to share updates or ask questions
- @mention a colleague or include #hashtag in your posts
- Upload pictures
- Discover the profile of anyone from your feed
- Follow along with the newsfeed while staying productive in other apps by snapping to the side of your screen.
- Share from other apps to your newsfeed.

## OneDrive

Sometimes also called My Content or Documents, OneDrive is a personal library intended for storing and organizing work documents.

Tips on using OneDrive:

- To upload a document, drag a file (or files) from your computer onto the My Content area of this page.
- Documents can be shared to allow invited people to View or to Edit Documents.
- Clicking on the elipsis (...) beside the name of the document shows the editing menu for that document. Choose one of these options to View/Edit or Delete the document.

## Blog

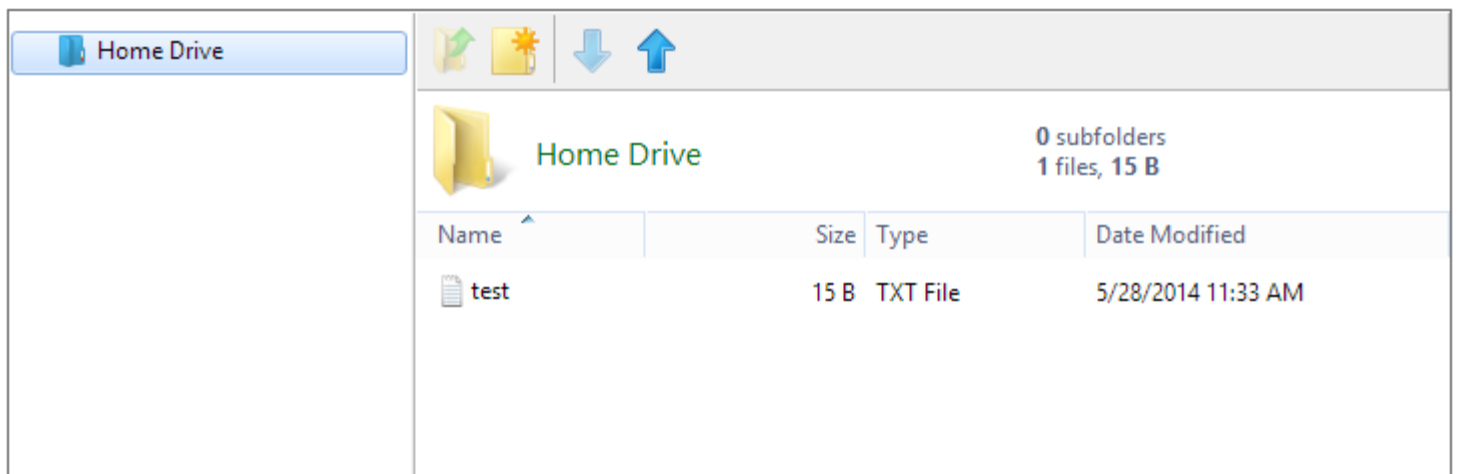
Anyone with a My Site has the ability to have a Blog, which can be useful for providing update information in a particular area. Students can be asked to use a blog as a journal. Others can post comments about the blog entry. Blogs are created and managed using the Blog Tools menu on the right side.

## Profile

This is the central repository of information about each person with a login to the system. There are three levels, Basic, Contact Information and Details. Each person is free to add as much detail as they feel is needed or appropriate.

## Home Drive

Connection to your My Documents folder using the portal.



## How do I put my Class in?

### About Class Sites:

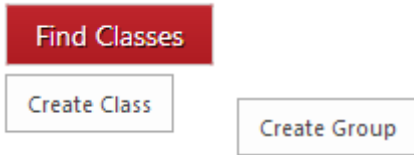
Class sites support classroom learning. Teachers create their Class sites, and add students into their class or students can ask to join online. Only teachers can create class sites.

A Class site allows teachers to:

- Post news and announcements and highlight featured stories and links via the Home page
- Share links, documents, media files, and contacts via a Resources Page
- Display a course outline
- Distribute course handouts via an online folder
- Post assignments, receive homework from students, and mark assignments online
- Conduct group discussions via a discussion board
- Work with others to create a Wiki library of topics related to the group
- Create a blog to share relevant topics, videos, or images.
- Create Student Portfolios.

## Create your Site

- Click the **Create Class** button to create a class site.  
Or,
- Click the **Create Group** button to create a group.



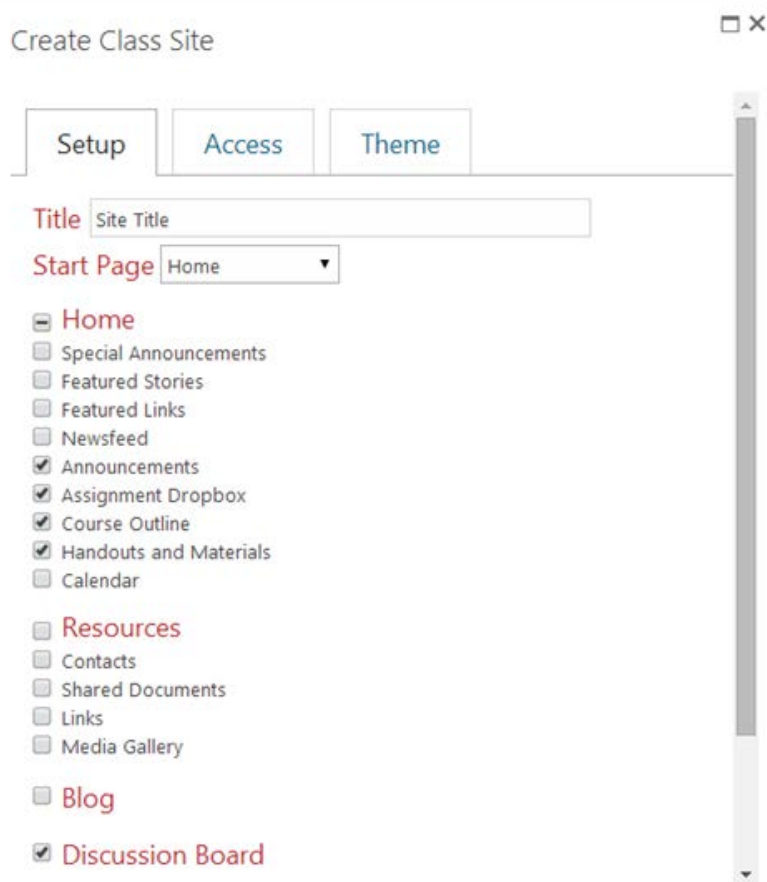
A wizard will display with three tabs: **Setup**, **Access**, and **Theme**. Use this wizard to create your site. Tip: you can access this wizard again from within your new site by clicking the **Manage Site** link.

## Setup Tab

The **Setup** tab is the first tab displayed by the Create a Class or Create a Group wizard. The content web parts look similar, except the Class Site will have content web parts for Assignments, Class Outline, and Handouts and Material. These particular content areas have instructions further down this page.

- In the **Title** field, enter an appropriate name for the Group or Class. **Note:** You want it to be easy for others to find (for example, Grade 8 boys baseball, Grade 9 Chemistry - Section 2). Consider in the naming whether you want classes sorted by grade year or by course name
- In the **Start Page** drop down, choose what page the site should open on.
- For Classes, your choices are the **Home** page, a **Discussion** board page, or a **Wiki** page.
- For Groups, your choices are: the **Home** page, a **Discussion** board page, or a **Resources** page.

**Note:** You can decide after you have created the site and/or add additional pages later.



## Features Tab

The Setup tab also offers many Web Parts that can be added to your page(s). Edit the fields as follows:

<b>Page / Web Part</b>	<b>Description</b>
<i>Home</i>	<i>A Home page with your choice of the following web parts:</i>
<b>Special Announcements</b>	Select this checkbox to add a special announcement section at the top of the home page. Note: this is different from regular announcements that appear lower on the page. These announcements are used for one day, urgent information (Bus delays, bear in parking lot).
<b>Featured Stories</b>	Select this checkbox to add a Featured stories section with images to make the web page look good. Here you can add a story about a picture to make them stand out.
<b>Featured Links</b>	Select this checkbox to add a section on the right-hand side of the home page for any links you'd like to stand out. Use it for things like Provincial Government links, or important topics, such as bullying.
<b>News and Announcements</b>	Select this checkbox to add a section for News and Announcements on the Home page.
<b>Assignment Dropbox (Class sites only)</b>	Select this checkbox to create a section on your home page where you can list assignments by date. These assignments can also be set to expire or go live on specific dates set by you (the Teacher). (enabled by default). An Assignment Hand In is also available.
<b>Course Outline (Class sites only)</b>	Select this checkbox to create a section on your Classroom home page to display the course outline.
<b>Handouts and Materials (Class sites only)</b>	Select this checkbox to upload any course handouts or reading materials.
<b>Calendar</b>	Select this checkbox to add an event calendar to your home page (Web, Portal or Classroom), where you can list events, milestones, due dates, or any dates you want to highlight.
<i>Resources</i>	<i>A Resources page with your choice of the following web parts:</i>
<b>Contacts</b>	Select this checkbox to add a place where you can list contact information on the Resources page.

<b>Shared Documents (Class sites only)</b>	Select this to add a Shared documents section to the Home page (for a Class site) or the Resources page (for a Group site).
<b>Links</b>	Select this to add a section for links on the Resources page.
<b>Media Gallery</b>	Select this to add a media gallery of pictures, videos, and audio recordings.
<b>Blog</b>	<i>Adds a Blog page, where you can share relevant topics, pictures, videos and links.</i>
<b>Discussion Board</b>	<i>Adds a Discussion board where students and staff can discuss the class or relevant topics. (Default Setting)</i>
<b>Wiki</b>	<i>Adds a document library where users can add content and easily edit any page. (Default setting)</i>
<b>Portfolios (Class sites only)</b>	<i>Adds a page for students to gather all their assignments over the years to use as college application portfolio. For more information, see <a href="#">Student Portfolios</a>.</i>

When done, click the **Next** button to proceed to the Access tab.

## Access Tab

On the Access tab, you can set the different permission levels for the site. Permission levels allow you to determine who can do what on your site.

For class sites, you can have: **Readers, Students, and Teachers**. For group sites, you can have **Readers, Contributors, and Owners**.

- **Readers** have read-only access, meaning they can view the page if they have the URL to see it.
- **Students or Contributors** can add content to the site, submit assignments, blogs, wiki articles (if applicable), or participate in discussions.
- **Teachers or Owners** have full editing ability for the site. Not only can they contribute content, but they can also format the site, add web parts, or create new sections. This is useful for substitute teachers, or co-taught classes.

Create Class Site

Setup Access Theme

Readers Add

Public (Anonymous)  All Students  All Teachers

Students Add

All Students

Teachers Add

Dewey Largo (BCH)

## Readers

In this section, you can set who can view or read your site. Here you can add individual account names or you can grant access to a user group based on their role. There are three levels of Reader permission for Class sites and four levels of reader permission for Group sites:

- **Public (anonymous)** - Selecting this checkbox gives permission to anyone who has the URL for the site to access it and read the public parts. This is useful for parents, e.g., The reader can see announcements, events and assignments, but not any of the students' private contributions.
- **All Students** - If this is clicked, all students can view or read the class or group site.
- **All Teachers** - If this is clicked, all teachers are able to read all the announcements, events and assignments, but not the contributions made by contributors.
- **All Staff (Groups only)** - If this is clicked, all staff are able to read all the announcements, events and assignments, but not the contributions made by contributors.

To add individual users as readers, click the **Add** button to access a text area where you can add individual email addresses or user names who can view your site.

## Students (Class sites) / Contributors (Group sites)

In this section, set who you would like to be able to contribute to your site. Contributors can participate in discussions and blogs, and can submit assignments.

For class sites, select **All Students**, or enter the names of specific students by clicking the **Add** button.

**Tip:** We recommend that when a Teacher is creating a class site, that **All Students** be selected as **Students**. The students can then click the **Find Classes** button, and follow the class. (See [Student Access to a Class Site](#) for details.) The students will then become contributors, thus making less work for the individual teachers than adding each student names.

Students can be deleted from a class if they end up signing in to the wrong class.

For group sites, we recommend adding individual users to group sites, so they will be able to automatically follow the group and have the group display on the My Site - Home page, under **My Groups**. You can also add: All Teachers, or All Staff, if required, but you will need to send them the exact group address.

## Teachers / Owners

This level allows specific teachers' or staff members' names to be added. Your name is automatically included as creator of the site. Any other people you add will become co-owners of the site, with full editing ability. This is useful for substitute teachers, or co-taught classes. To add individual teachers or owners, click the **Add** button to access a text area where you can add individual email addresses or user names who can edit your site.

Once you have set permissions for your site, click the **Next** button to continue to the Theme tab.

## Theme Tab

In the Theme tab, you can upload a logo for the class or group by browsing and uploading a picture and selecting a colour scheme to personalize your class or group site.

When you click a colour, the bar at the top of page changes immediately so you can judge if it is a good choice for your group. Your changes will not take effect until you click the **Create** button. You may also choose to leave the default colour scheme and image and edit it later.

Setup Access Theme

Home Documents Blog

Heading

This is the paragraph Link Text

Customize Theme

Browse Reset

Once you have chosen your color scheme and uploaded an image, click **Create**, to create your site.

You will receive an email link to your site once it has been created. Keep this email as it will assist you in finding the class or group.

This process may take several minutes.

After a class or group site is created, you need to add content.