

Manzano Cluster Intranets



MHS Classroom Connection

Summer, 2007

New Communication Tools

Schools in the Manzano Cluster have embarked on a new path of web communications. Instead of the static information page that tends to become stale quickly, we have implemented a dynamic and interactive cluster-wide communication system. Still web-based, this Family Connection site allows you the family member to register on the site, and enroll in the schools and areas of interest to you. Information is then delivered directly to your e-mail box when new information is available and posted. In addition to the real-time nature of the e-mail information, other customized characteristics include a calendar, resource area, and the ability to provide feedback quickly to school personnel. This document will provide the instructions for using these new sites.

Getting Started

The screenshot shows a login form with the following elements: a title 'Login', a 'Username:' label followed by a text input field, a 'Password:' label followed by a text input field, a 'Login' button, and two links: 'Create new account' and 'Lost password?'.

In the upper-right-hand corner of the page, you will find the Login Form. Since you do not yet have an account, you will need to set one up.

To do this:

1. Click the “Create new account” link under the login form on the front page of the site.
2. Pick a username and password. We suggest you use a username and password combination you already have somewhere else. It makes it easier to remember. Also NO SPACES in the username.
3. Enter your Email address. You must have an active email account before signing up for Family Connection. In fact, you cannot confirm your account without one. If you do not have an email address, hit your browser’s Back button until you return to Family Connection’s front page and click the

Email Clients link in the Main Menu. Here you will find links to the most popular free online email providers.

4. Enter your Email address again.
5. Type in your First Name and Last Name.
6. Enter your City and Country.
7. Press the Create my new account button.

Extra Resources

[View the Site Policy Page](#)
[Get an Email Account](#)

Confirming Your Account

If everything worked properly, you should see a message telling you to check your email. Clicking Continue will only return you to the main page. You are unable to enter the site until you click a link in the email that was sent to you.

To confirm your Family Connection account:

1. Check your email by logging into your email account (i.e. hotmail, yahoo, etc.).

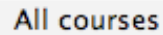
2. Open the email from Admin Guy and the Family Connection.
3. Click the link sent in your confirmation email. If for some reason this link does not work, copy the address and paste it in your browser's address field.

Picking Courses (Schools)

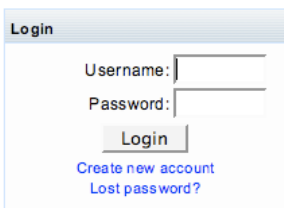
Clicking the link in your email will send you back to the Family Connection. You are now officially in the system and ready to enroll in courses (schools) in the Family Connection.

To enroll in a course:

1. Click the All Courses button. You can access the course list by clicking "All Courses" wherever it appears.
2. Select the name of the school you want to sign up for. You can sign up for multiple schools if you have interest in those schools.
3. Agree to the enrollment.
4. This course will automatically appear in your course list until you unenroll from the course.



Your First "Real" Login



Now that you have enrolled in at least one school, briefly logout of the Family Connection by pressing the Logout link at the very bottom of the page (next to where it

reads "You are logged in as "Your Name"). You will be automatically redirected to the front page and should see the login form in the upper-right-hand corner once again.

To login:

1. Enter your username. Note that if you used CAPS when you set up your account, you will need to use CAPS here as well. The same applies to your password.
2. Press Login. If everything worked properly, you will be automatically If you could not login due to "cookies not being enabled..." return to the front

page of the site and select Enabling Cookies from the "Main Menu." Cookies are small data files that must be accepted by your computer.

The Course Page

Ok. You're a registered user, you're enrolled in at least one school(s), and you can login

correctly. Now, to get some information! You can enter a course page by clicking on its name wherever it appears.

You can't necessarily break anything by clicking around. The site is setup to be pretty user friendly. Feel free to click on items that are new to you. It will help you to gain comfort with the software.

You should now familiarize yourself with the layout of the course

-  **Schools**
 - [A. Montoya Elementary](#)
 - [Acoma Elementary](#)
 - [Apache Elementary](#)
 - [Chelwood Elementary](#)
 - [Collet Park Elementary](#)
 - [Jackson Middle School](#)
 - [Kennedy Middle School](#)
 - [Manzano High School](#)
 - [McCollum Elementary](#)
 - [Roosevelt Middle School](#)
 - [San Antonito Elementary](#)
 - [Tomasita Elementary](#)
-  **Groups**
 - [All Cluster Families](#)
 - [Parents Educating Parents](#)

News and Announcements posted by the school administration to the "News Forum" will be displayed in the Latest News block. Messages seen here should be automatically sent to your email also.

The Recent Activity block shows a list of all activity since your last login.

You will see a list-view of all Upcoming Events in your calendar regardless whether they were created by an administrator or you.

Editing Your Profile

To edit your personal profile:

1. Click on your name in the upper right corner of the page. Then click on the Edit Profile tab.



There are a series of very important settings you need to give your attention before going any further. If an item is not listed below, please do not change it.

Important items in need of your attention:

1. Check that you have spelled your First and Last Name correctly and make changes if necessary. Check also for capitalization. Use upper and lower case. Check the City as well. And spell out Albuquerque.
2. You might want to change the Email digest type to "Complete daily email with full posts." To see this option, click on Show Advanced. This will send all emails to you once a day, instead of as they are posted.
3. Change Forum auto-subscribe to "No." This prevents the site from automatically deciding that you should receive an individual email for every post added to forums in courses you are enrolled in.
4. Write a short (or long) description of yourself in the Description field. Make it as fun or serious as you like. Descriptions should reflect who you are and must be school appropriate. Note you must enter something in this field.
5. OPTIONAL: Change your user picture by pressing the Browse button and finding your desired image on your computer's hard drive. The best pictures are close-ups of your face, but you can use any image you like. The picture must be in JPG or PNG format (the names will usually end in .jpg or .png) and files cannot be larger than 100KB. Again, this field is OPTIONAL.
6. Press Update Profile to save changes. If you do not press this button, your changes will not be saved!!!!

Site Navigation

Wherever you are in the Family Connection, you can easily navigate from page to page using the "bread-crumb" links that appear in the upper-left corner. They are referred to as "bread-crumb" links because

they provide a trail to the pages that lead to the page you're currently viewing.

Forums

The organization structure of the site is through Forums. There's a News Forum, where important and critical information will be posted. The Social Forum is where other information will be posted. This is also where parents can post questions and participate in discussions. Depending on the school, they may be other Forums listed down the left side of the screen. These Forums will be specific to a group. It could be for the Parent Organization, or even a specific teacher.

Forum	
Daily Announcements	Daily Monarch Ar
MPA Forum	For Manzano Par
News forum	General news an
Social forum	An open forum fo

Anything posted to the News Forum will automatically be emailed to you. You can control whether you receive emails on all the other forums. To check the status, navigate to a forum, and look for the words subscribe to this forum, or unsubscribe to this forum. These links toggle to the other status when clicked. To receive emails, you need to subscribe (unsubscribe will be showing) and to not receive emails you need to unsubscribe (subscribe will be showing).

You may feel that you are receiving a lot of email that is not relative to your. What is happening is, you are subscribed to the Social Forum and receiving via email, all the posts to that forum. You can stop the emails by logging into the site, and clicking on the "unsubscribe from this forum" link as mentioned above.

Depending on the school, there may be other forums added that you can subscribe or unsubscribe to. One of those you may want to subscribe to would be the daily announcements. These are the announcements being read at school each day. The goal is for the school to post those shortly after they are read to students.