

Tech Tips for New Teachers

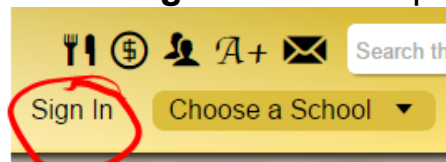
Teacher Webpages (Schoolwires)

Schoolwires is the platform used to maintain your teacher webpage. In addition to your students and parents, those seeking to move to our beautiful valley also frequently visit the district webpages. For this reason, it is important to keep your site up-to-date with relevant, copyright free information. Your resource for other content you should add to your website include your mentor, your collaborative team, and your building's instructional coach.

Instructions

1. Logging In

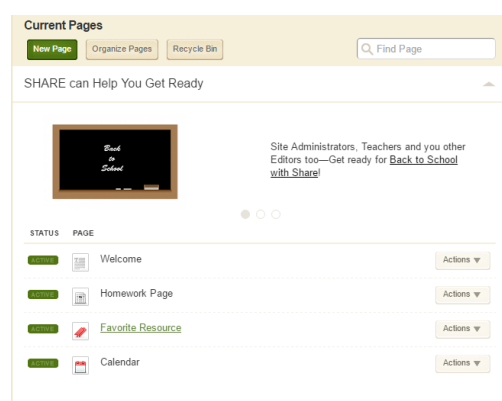
- a. Go to www.wasatch.edu
- b. Click on “**sign in**” at the top of the page.





- c. **Login**- using computer username: first initial, last initial, ##### (aa12345)
Password: district password
- d. Scroll to the **very bottom** of the page and click the “**Site Manager**” button



- e. You should see a page that looks like this:



2. Things that you should have on the page for the beginning of the school year:

- a. Information about you.
 - i. Click on **Welcome** and then edit the page to add your info.
- b. Add a photo
 - i. In the same place that you add your info, you can click on the little mountain icon to upload a picture. 
- c. Nice to have: disclosure, newsletters, links to useful websites or Canvas 

3. You can add and delete pages to customize your website.

4. Be sure to press the green **SAVE** button



Do you still need help?

Call the Help Desk (4444) or contact the
Tech or Coach in the school.

