

Teacher Webpage Setup

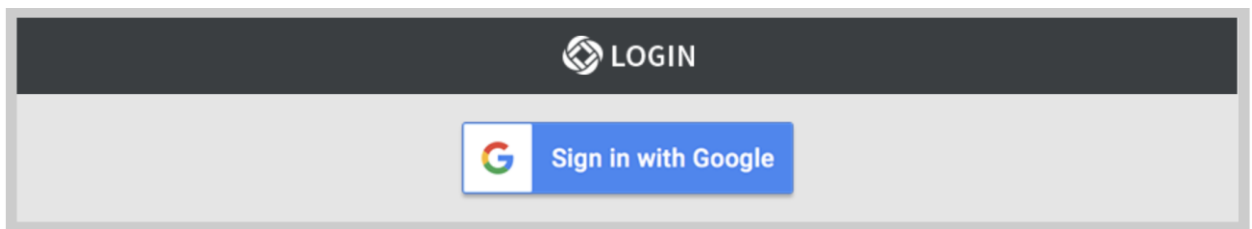
Note: Your school's website is not visible to the public until the website goes live. All updates and changes need to occur prior to Friday, January 28, 2022.

Logging in to "Presence Website:"

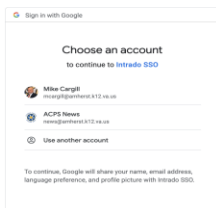
1. Go to the ACPS Website: www.amherst.k12.va.us
2. Go to the "Select a School" drop down menu on the top bar. (highlighted in yellow)



3. Select/Click on your school's name.
4. Click on the "sign in with Google" button.



5. Choose your ACPS school account and type in your password, if required.



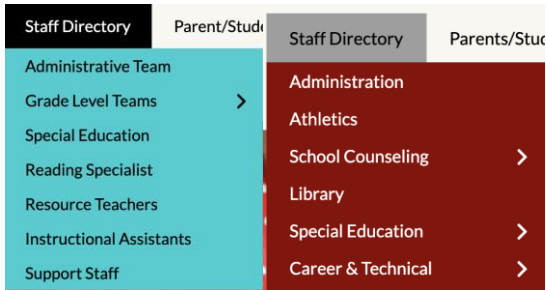
6. Now that you have logged in, contact your school's website manager to give you permissions to your page. In other words, this is a multistep process. Step one is to log in and only after that does your account appear in Presence. Once your account appears in Presence, your school's website manager can now give you access to your page.
7. Once you have logged in one time, you will access to edit your teacher page.

8. Once logged in, your user name will appear in the bar next to "select a school".



Accessing your teacher webpage:

1. Select "Staff Directory," and choose:
 - a. grade level (Elementary) department (Secondary).



2. Click on your name.
3. The information on your page should be as follow: **(Required)**

Elementary	Secondary
Teacher Name	Teacher Name
Email and voice contact number	Email and voice contact number
Classes Taught	Classes Taught and Syllabus for each

MS. BROWN

Email:
cbbrown@amherst.k12.va.us
Phone:
434-946-9700
Classes Taught:
1st Grade



Please click the picture below to go to our class Canvas Course.



MS. CAMDEN

Email:
bcmaden@amherst.k12.va.us
Phone:
434-846-1307
Classes Taught:
7th grade Physical Science and 8th Grade Science

Click on the one of the below links to find out more

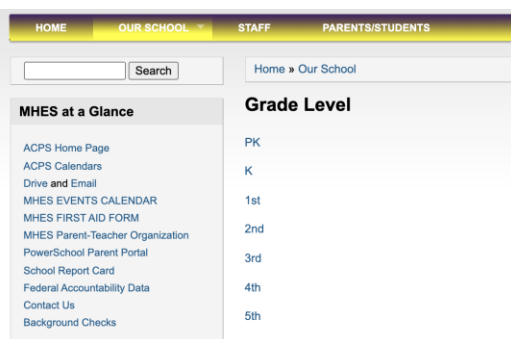


4. Additional Information that may be added: (optional)
 - a. Bio/self-portrait.
 - b. External website links (i.e., razkids, IXL, epic, Newsletters, etc.).

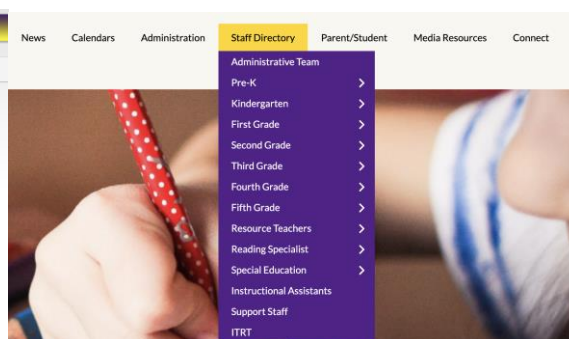
Moving any needed information from the Drupal (Old) Website to Presence (New) Website:

1. Open your teacher page in both the Drupal (Old) and the Presence (New) Webpages to copy and paste information.

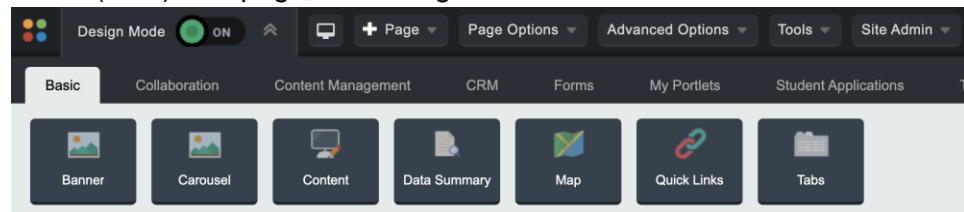
Drupal (Old) Website



Presence (New) Website



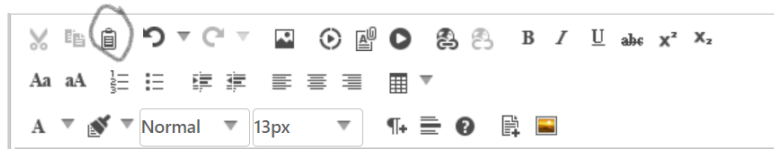
- a. On Presence (New) Webpage, turn design mode “on.”



- b. Click the “edit” tool on the content page. (This will allow you to paste information from step “c.”)



- c. From your page on Drupal (Old) Webpage, login, click “Edit”, highlight and copy the information to transfer.
- d. On the Presence (New) Webpage, (for text) place your mouse in the **opened content page** where you want to place the information and “click”.
- e. Select the “paste plain text” icon. (a pop up window will appear)



- f. Use the “control” key and the “v” key together to paste the content. Select “Paste.”
- g. Confirm the information, then click the “publish” button.
- h. Images. If you are moving an image, just “paste” into the content page.

Google Classroom and your Presence Teacher Page:

Note: While class is in session, instruct your students to join your class in order to have access now and in the future. **Only students will be able to access the google classroom with the class code that you provide them.**

On your teacher webpage, let students know that they can access your google classroom from their chromebook.

Instead of sharing out an invite code to parents for Google Classroom:

- Here is a link to instructions on how parents can get guardian summaries: [Guardian Summaries](#)
- Currently there is no way to hide the “People” tab in Google Classroom so I would not recommend adding parents/guardians to teacher Google Classrooms for confidentiality

reasons.

Additional Canvas and Google Security Information to add to your Webpage.

Canvas users

Students

Class information can be found in [Canvas](#). If you do not see the class listed on Canvas please contact your teacher.

Parents & Guardians

If you would like to check on your student's progress you can become an Observer in Canvas. Click [here](#) for the instructions.

Google Classroom users

Students

Class information can be found in [Google Classroom](#). You will need to get the join code or link from your teacher.

Parents & Guardians

If you would like to check on your student's progress you can sign up for Guardian Summaries weekly newsletter. Click [here](#) for the instructions.