



Getting Started With TeacherWeb:

To create a web, go to <http://TeacherWeb.com> and click on "Sign-Up".

Step 1: Choose your state

Step 2: Choose your school and enter your teacher or classroom name. Our schools are listed as follows:

HarvardHighSchool

HarvardJrHighSchool

HarvardJefferson

HarvardCentralSchool

HarvardWashington

Step 3: Enter the code PO943HCUS (please note that's the letters PO, not P zero)

Using TeacherWeb:

Below you will find a brief description where your site controls are located in the administrative section and from the update index. To go to your update index just click the bottom divider line on classic designs or simply click the "Copyright TeacherWeb, Inc 2009" text in your footer for new template designs.

Here are some tips to help get you started: There are 5 tabs at the top of your screen that control all of your site updating:

- a. **My Home** – Takes you back to your website homepage as reflected in your update index.
- b. **Update Index** – Allows for adding, deleting and reordering your TeacherWeb pages. One of the new features allows you to easily drag and drop your pages for reordering. You may also view or update individual pages here. We have moved many of the options that were previously scattered throughout the site directly into each page selection. The new page settings includes the ability to have top/bottom graphics, media files, hide pages, and have alternate users for almost all page types. Some of this capability will be released as the week goes on – but you can get started setting your graphics, media files, and choices today.
- c. **Page Settings** – Upload and manage files and images to your site. Manage and Update your Calendar page, create word searches and number puzzles
- d. **Site Settings** – Change the look and feel of the site. Add design templates or alter colors. Customize Web allows you to change overall settings such as your site name, email address and school links. This page will show different options based on the look and feel of your site – making it easier to only work with options that you are able to use.
- e. **My Account** – Allows you to change passwords including your alternate password, or create handouts for your parents and students.

You may also access further help at the link below:

<http://support.teacherweb.com>