Creating your Class in My Site (Scholantis)

Introduction
In order to create your eportfolios, you will need to create a webpage you will use to access them. This page can also serve as a class webpage. If you decide to use the webpage features you can:

- Share announcements
- Organize assignments
- Share pictures in a class gallery
- Share student blogs

It is not necessary to use the webpage features if you are not interested but you will need to set the page up to use the eportfolio.

Learning Objectives
Completion of this tutorial will give you experience with the following:

- Create a class webpage in My Site.
- Add students to the class.

This tutorial assumes

- You have a Scholantis Username and password.
- You have logged into your My Site account

Case Study

Students can be greatly motivated by having a clear understanding of where they are at and what they need to work on. Eportfolios allow students and parents to take a role in the student’s learning journey.

A grade 4 student needs support in writing. At the beginning of the year she posts a story that she wrote as a writing sample. With the guidance of her teacher she evaluates it herself and sets goals for how she would like to improve her writing. Her teacher looks at her goals and adds some tips to help her get there. At home her mom looks at the post and they talk about her goals. In a couple of months the student posts another writing sample. She can see if she has met her goals and her teacher and parents can support her further by discussing her progress.
Creating Your Class Webpage in My Site

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| **1** | Navigate to My Site (ex) portal.sd71.bc.ca.  
Click on Create Class.  
A screen will pop up with three tabs: Setup, Access, and Theme.  
Tip: you can access this screen again from within your new site by clicking the Settings link. |
| **2** | You need to first give your class a title.  
Then choose the options that you would like to see on your class web site. If you would like portfolios for your students, make sure that you choose it. You may need to scroll down farther on the screen to this option as it is on the bottom.  
For an explanation of the features visit: [https://docs.scholantis.com/display/PUG2013/Site+Features](https://docs.scholantis.com/display/PUG2013/Site+Features) |
Click on the **Access** tab at the top of the pop up box to give people access to your page.

**Readers** can view the page if they have the web address. Click on **All Students** so your class can read the page. If you would like to share this page with parents send them the website address (they won’t be able to see portfolios until they log in) and make it **Public**.

**Students or Contributors** can add content to the site, submit assignments, blogs, wiki articles (if applicable), or participate in discussions. You should add your class here in order to get access to their portfolios. Click on **Add**.

To begin selecting student names, click on the little book in the bottom right hand corner.
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<tr>
<td><strong>5</strong></td>
<td><strong>Type your student’s name</strong> in the box beside ‘Find’ and press the magnifying glass.</td>
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<td>Find the student name in the list that appears and click on it.</td>
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<td>Click <strong>Add</strong>.</td>
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<td>Add about 5 names and then click <strong>Ok</strong>.</td>
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<tr>
<td><strong>6</strong></td>
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<td></td>
<td>Click <strong>Ok</strong> again.</td>
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<td></td>
<td>Repeat steps 3 to 6 until you have added all the students in your class.</td>
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<td>NOTE: Do not attempt to add more than 10 names at a time or it may not work.</td>
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Click on the Theme Tab at the top.

Click on a colour to choose the theme colour for your pages.

Click on Browse and navigate to a picture of your choice for a thumbnail picture for the right hand corner of your page.

When you are finished, click on Create and your page will be created.