

Edlio Teacher Webpages

Intro Tutorial

Objectives:

- Login the Edlio site
- Change your profile picture
- Create your landing page
- Create a link to an external web page
- Upload a file attachment
- Review personal calendar options in Edlio
- Discuss the subscription feature and benefits

Success Criteria:

- I can login Edlio at school and know the process for logging in at home
- I can create a new page and share information with parents and students

Bell Work

Open two tabs in Chrome

- Open the new school web page at this link
<http://oms.rcschools.edlioschool.com/>
- Open the admin login page at this link <https://rcschools-oms.edlioadmin.com/>
- Use the Login with Office 365 link on this page
Select About Us and the Staff Directory on the live page
<http://oms.rcschools.edlioschool.com/>
- Open the page linked below for an example of a page representing completed tasks from today's agenda
http://oms.rcschools.edlioschool.com/apps/pages/index.jsp?uREC_ID=693423&type=u
- How can teachers communicate?
- How can parents receive communication from the teacher?

Task 1: Login and update your Profile Picture

- Login with Office 365 from the admin login page <https://rcschools-oms.edlioadmin.com/>
- Select Account- Profile- My Photo- pencil
- Select from your computer- browse and locate your faculty picture in Teacher Apps
- Select Crop and Save

Task 2: Create a Blank Page

- Select the menu at the top left (pancake) or dashboard
- Select the Pages option
- Select Add Page
- Select Blank Page
- Title the Page- Welcome
- Review Side Panel Alignment- do not select full width on the first page- select right aligned
- Select Add Content- Add a short bio or welcome message
- SAVE

Task 3: View your Page

- Go to second tab opened and view your page
<http://oms.rcschools.edlioschool.com/>
- Select About Us- Staff Directory and view your page

Task 4: Upload a File

- **Go to the tab with your working page**
- **Select Files, then Upload**
 - Navigate to Your Computer, Teacher Apps, Webpage Resources Folder, and select the Middle_Online_Textbooks PDF
- SAVE
- Review your page in the live page tab "Refresh"

Notice you can add files on the page or on your side menu under your profile picture.

Task 5: Add Page and Link to Weebly

- Select Pages from the dashboard
- Add Page- Link to another page
- Title the link
 - Example: Class Weebly Page
- Add the link to the webpage web page
- Select Open in New Tab
- Save
- Check the page in the second tab "Refresh"

Now you will see links in the side menu for each of the two pages you created. As you add additional pages to your site, those pages will continue to be added to this side menu.

Task 6: Review the Calendar

- Demonstrate how the calendar works
- Select Plan from the dashboard

- Plan- Calendar- Add Event
- Choose Category
- Name the Event- add directions- add a web link- add an attachment
 - Be very deliberate with the example
- SAVE
- Check the page in the second tab “Refresh”
- Notice how it appears in the navigation tab on the right
- Notice the calendar views

Remember that you can update your webpage from any device!