

## Subscribe to a website

To enable a teacher to send you an e-alert about website updates, subscribe to that site.

To subscribe:

Click *My Account* in the top right, and select *Edit Account Settings*.



Information

E-Alert Settings

Subscriptions

Subscriptions

If you want to, you can subscribe to let you know that content in a particular area is a subscriber. To subscribe to a particular area, click the arrow next to the area name.

Manage Subscriptions

Click *Manage Subscriptions* to add a teacher's site:

Manage Subscriptions

Search for each area you wish to subscribe to. Be sure to click *Other Areas of Interest*.

Homepages and Calendars Other Areas of Interest

Search for a specific area using the search box on the right, or use the dropdown menus to create interest.

Gateway Middle School Teachers

Select the school.

Gateway Middle School / Teachers

Select Teachers.

Gateway Middle School / Teachers / Aran

Baker, Hayden

Gateway Middle School / Teachers / Baker, Hayden

Blakey, Kristin

Gateway Middle School / Teachers / Blakey, Kristin

Brandt, Amanda

Gateway Middle School / Teachers / Brandt, Amanda

Bus, Nina

Gateway Middle School / Teachers / Bus, Nina

Craig, Lois

Place a checkmark beside each teacher's site to subscribe.

I'm Done

Click *I'm Done*.

## The planner

With this integrated calendar, you can add events as you do with other traditional computer calendars. Districtwide events will automatically appear on your calendar.

To add a school calendar:

Click the arrow beside *calendar*.

Click *Add Calendars*.

Select the school.

Click *Save*.

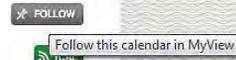
After clicking *Add Calendars* you can click *Other Areas*. Select the school, then locate the teacher calendars you want to add.

If you are on a teacher's calendar page and are signed in,

Click the *follow* icon.

The calendar will automatically be added to your planner.

The planner also has a *category* area to filter what kinds of events you see.



Categories

- Unassigned
- Academic - Quiz
- Academic - Test
- Academic Event
- Assembly
- Athletic Event
- Athletic Practice
- Classwork
- Club Activities
- Early Release

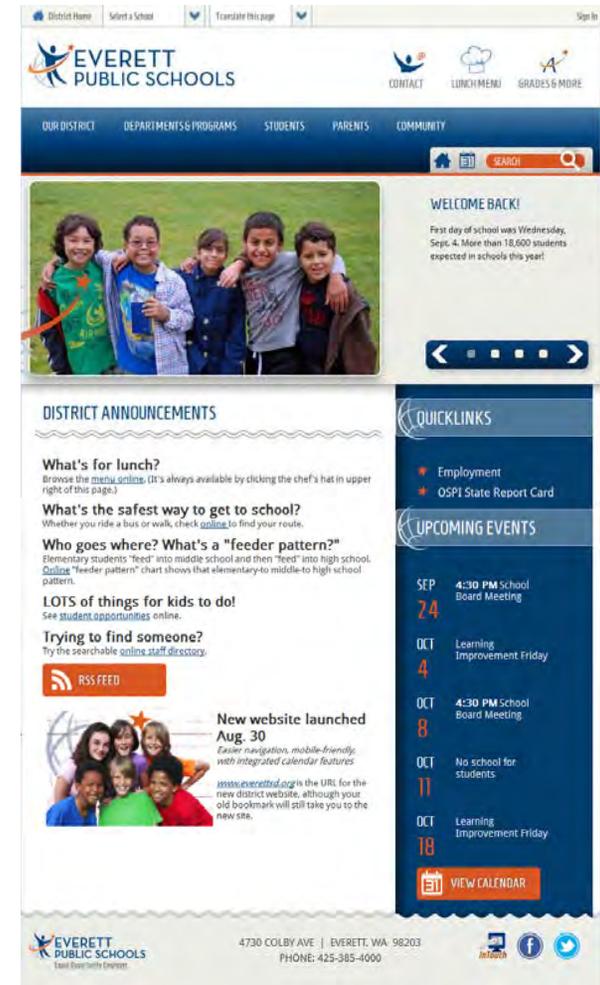


Technical difficulties?

Email [webmaster@everettsd.org](mailto:webmaster@everettsd.org)

Website made possible by voter support of 2006 Educational Technology Levy

## MORE for parents on new district website



The screenshot shows the Everett Public Schools website dashboard. At the top, there is a navigation bar with links for District Home, Select a School, Translate this page, and Sign In. Below this is a header with the district logo and icons for Contact, Lunch Menu, and Grades & More. A main navigation bar includes links for Our District, Departments & Programs, Students, Parents, and Community. A search bar is also present. The main content area features a 'WELCOME BACK!' message with a photo of students and a 'DISTRICT ANNOUNCEMENTS' section with various news items. On the right, there is a 'QUICKLINKS' section with links for Employment and OSPI State Report Card, and an 'UPCOMING EVENTS' section with a calendar view for September and October. The footer contains the district's address, phone number, and social media links.

New website sign-in feature gives parents and guardians their own *dashboard* and *planner*.

You can now integrate your *planner* with teacher assignment calendars.

The new website helps you support student learning and success.

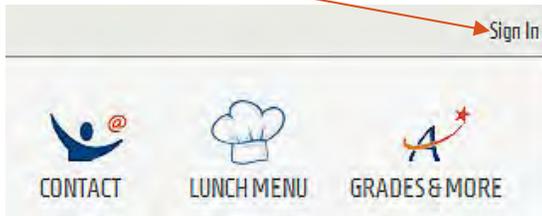
## Personal dashboard

You can set up a personal dashboard, called *MyView*, to display just information you want to see. You can add tabs and gadgets, then sort and rearrange the gadgets any way you want – as often as you want.

## Planner

*MyView* makes it easy for busy families to keep track of school events and activities all in one place. You can filter events from the website and add your own events.

## Sign in



Part of the process is associating your account with your student's school. Select all the schools that are of interest to you.

This uses your LMS (Grades & More) login.

1. Confirm with your child's school that you have Web access and the correct email on file.
2. Email [lms@everettsd.org](mailto:lms@everettsd.org) to request a login and password (include your student's name, ID # and date of birth) and your name and relation.
3. LMS will confirm your Web access rights and that your email is in the student database from your child's school.
4. LMS will email you your login/password.

## Add announcements

To add a school announcement to your dashboard:

**Sign in.**

**Mouse over** the *Announcements* gadget.

**Click** on the *gear* when it pops up.

**Select Settings.**



**Click Add Content.**

**Choose** a *Site* (school).

**Click Continue.**

**Click Save.**

Reorder the announcements by left clicking then dragging so they are in the order you want.

**Click Save.**

## Make a favorite

You can move one or more gadgets into the favorites area. (left side)

**Mouse over** the gadget you want to move.

**Click** on the gear.

**Select Make a Favorite.**



Technical difficulties?

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## Add Tabs

If you have more than one student you may want to keep information about each on separate tabs.

To add a tab:



**Click** the + symbol beside the *My Gadgets* tab.

**Type** in your student's name

**Click Save.**

To rename a tab:

**Click** the arrow by



## Add teacher websites

In the dashboard click your student's tab if you want links there.

**Select Add** in the top right of the dashboard.

**Select Global Shortcuts Gadget.**

**Click Continue.**

**Type** in *Teacher Websites*.

**Click Continue.**

**Click Yes.**

**Click Add Content.**

**Choose** a site.

**Click Teachers.**

**Select** a teacher.

Under *You can add* **Click** on *Welcome* (homepage).

**Repeat** process.

**Click** continue after all teachers have been selected.

**Name** the selections.

