

UMD Candidate Program Portfolio

Using TeacherWeb.com to create your portfolio

Open an Internet browser (Internet Explorer or Netscape)

Enter the URL: <http://www.teacherweb.com>

Click on "*Teachers Create Your WEB*"

Click on "Create Your TEACHERWEB Site now"

Choose a state and click Submit.

Choose an Existing School (UMASS Dartmouth) or City Name, or if you could NOT find your school or city name, enter it in the space below.

Scroll down and enter your name as you want it to appear in your URL. Click "Submit"

Select the Web Type preference. Click on the underlined words to preview the background selections.

Choose Web colors or pattern for the pages of your web site. Click on the underlined words to preview the background selections.

Enter the following in the account code box: **FF78EDMASSD**. TeacherWeb has begun charging their users a small monthly fee. TeacherWeb was kind enough to give students one year free access. After that, it is up to you.

In the next field, type your name as you want it to appear on your Web pages.

In the next field, type your Current Email Address.

Enter the password that you will use to update your web site. The password can be any combination of up to 20 letters and numbers.

Remember your Password! Write it down!

Click the "Create Your TeacherWeb" button below ONLY ONCE to create your TeacherWeb.Com web site.

Print the "Your TeacherWeb has been created" page and read the instructions! This page contains the web address for your TeacherWeb site.

Click on the Your TeacherWeb URL to preview your new home page.

Click on the Teacher icon. This will take you to your announcements page.

To make a change to any page, click on the top divider of that page and type in the information. Enter your password and click submit.

To make a structural change to your web page such as change the title of a page, alter the format or graphics of any page click on the lowest divider (row of images at bottom of page) of any page. This will take you to the Update Index page. This is the page where you make all site wide changes.

Teacher page

To make changes to the teacher page, click on the top divider and enter the following information in the text boxes

Enter your name under “Your Name.” (do not alter the label box)

Enter your school name under “School Name.” (do not alter the label box)

Enter your school class/grade under “Class Name.” (alter the label box accordingly)

Enter your school phone number under “School Phone.” (do not alter the label box)

Enter a brief bio about yourself in “About the Teacher.” (do not alter the label box)
Also list your early field experiences as well as any prior teaching experiences. Include the course number and name as well as the school, location, grade/level/subject of each experience.

Alter Mission for the Class Label to “Philosophy of Education.”
Enter a brief “philosophy of education.

Enter Password.

Click Submit Teacher Page

Click View Updated Page

Your Teacher Page has been updated

Resume page

You will notice that the resume page does not currently exist. Therefore, you will need to create a new page.

Click on the bottom divider of any page to view the Update Index Page.

Click on “Add/Delete/Rename Pages.”

Since your resume will most likely be in a “WORD” document file, you will need to add a specific type of TeacherWeb page called Photos/Docs.

Scroll down the page to the first Photos/Docs Page type.

Check “Include Page in Web” to ensure that this new page will be viewable on your site.

Rename the “Page Name” to Resume at the right side of the page.

Enter Password at bottom.

Click Submit Page Changes

Click Return to Home Page

Resume will not be an option.

Click on the resume icon.

Click on the Top Divider of your Resume page.

You will need to upload your resume file to the teacherweb site before you can add a link to your resume.

Directions for adding your resume file to teacherweb.

Click the Update Index page link on current page or click on the bottom divider of any page.

Click on Add Photos/Docs

Click on Browse – locate and select your resume file.

Click open to add your file to the text box next to Browse.

Enter your password

Click Add Photos/Documents

You should receive a message confirming that your file has been uploaded.

Click Return to the Update Index page

Click View next Resume page

Click on the Top Divider to Edit the Resume Page.

In the Top Text Block, enter "Click on Resume to view my current resume as a word document."

Under Name/Description, type "Resume (word file)."

Select your resume file from the drop down box under File Name.

Enter Password

Click Submit Resume Page.

Click View Update page.

Your Resume Page has been updated

School Site Description page

Click on Home to view your current home page.

Click on Announcements

You are going to change your announcements page to School Site Description.

Click on the bottom divider to view the update index page.

Scroll down and click on Add/Delete/Rename pages

Change Page Name of Announcement to School Description

Enter Password

Click Submit Page Changes

Click return to home page

Click School Description

Click top divider to update page

You need to create 3 new Photos/Docs pages.

Click the bottom divider on any page to view the update index page.

Scroll down and click on Add/Delete/Rename pages

Scroll down and check Include Page in Web for 3 additional Photos/Docs pages.

Change the Page Names to: Lesson Plans, Unit, and Standards

Enter password

Click Submit Page Changes

Click Return to Home Page

You should now be able to view each of your newly created pages.

Editing Your Main Home Page

Click the bottom divider on any page to view the update index page.

Scroll down and click on Add/Delete/Rename pages

You will need the following pages for your main page
The first 5 are listed at the top of this page.

1. About the ... which is name **Teacher**
2. Homework which is named **School Description**
3. Links (rename **Educational Links**)
4. **Calendar**
5. Table (which named **Class Schedule**)

The next 4 are listed down the page with the Photos/Docs pages

6. Photos/Docs which is named Resume
7. Photos/Docs which is named Lesson Plans
8. Photos/Docs which is named Unit
9. Photos/Docs which is named Standards

Enter password

Click Return to Home Page

Changing your icons and graphics

Click the bottom divider on any page to view the update index page.

Scroll down and click on Change Graphics –Select from Library

To change any graphic/icon, select Library next to the appropriate page

Enter password

Click on Submit page changes

Click on Return to Home Page.