

# SWIFT (*Simplified Web Interface For Teachers*) Classroom Webpage



Browser to Use:



Use Firefox as the browser – SWIFT does not work in Safari or Internet Explorer

Logging in:

Go to <http://learn.shorelineschools.org/manage> to login and create/update website.

Initial login: is first initial last name for both username and password: i.e. aminer/aminer



Username:   
Password:   
[Forgot your password?](#)

Upon first logging in, SWIFT will prompt for a new password. *Be sure to enter an email address so that that the "forgot password" link will work.*

Be as descriptive as possible about your website name.

Website title:


Active sections:		
Announcements	On	Off
Contact	On	Off
Discussion	On	Off
Documents	On	Off
Grades	On	Off
Events	On	Off
Homework	On	Off
Links	On	Off
Practice Quizzes	On	Off


These are the options to add as links on your webpage:

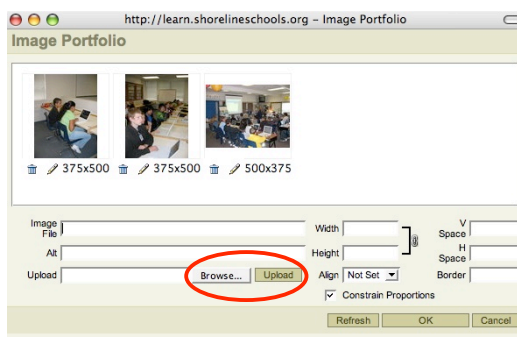
- Home Page
  - Photo of class or project or self
  - Short statement, description, philosophy, etc.
  - Daily Schedule (cut and paste)
  - Link to iCal-generated webpage
- Announcements
  - Upcoming events (short-term)

- Documents – you can post any file types
  - Complete homework assignment - PDFs
  - Newsletter – PDFs
  -
- Homework
  - Use tables to organize information
  - Enter lists of assignments then put a hard copy in Documents section
- Links
  - Links to favorite helpful websites
- Events
- Grades – link Easy Grade Pro grades

## ADD AN IMAGE TO THE IMAGE PORTFOLIO:

The toolbar includes an icon  to import images. Images are first uploaded to a photo portfolio (so you can easily reuse photos on other pages), then placed on the page. Keep images in portfolio.

1. Click on the image icon to see the image portfolio. 



2. Click on the BROWSE (button near the bottom left)
3. Find and Select an image on your hard drive (like you are opening a document in a word processor)
4. Click the UPLOAD button to add the image to your portfolio.

## ADD AN IMAGE TO A WEB PAGE:

1. Click on the image icon to see the image portfolio  
If the image is not in the portfolio already, you need to added using the instructions above.
2. Once an image is in the portfolio, select the image
3. Click the OK button
4. You can crop and resize images

## ADDING PHOTOS TO IMAGE GALLERY

Swift now has an option to place photos in an Image Gallery. This is great for pictures of class activities, field trips etc. Try to limit the amount you put in at one time, but you should be fine with up to 10 at a time.

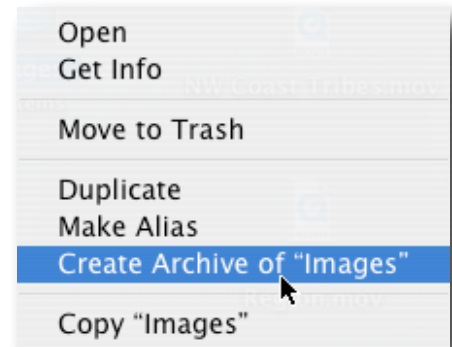
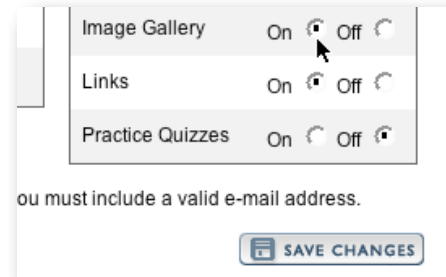
1. Launch Firefox and log in to SWIFT from <http://learn.shorelineschools.org/manage/index.php>
2. Turn on the Image Gallery section. Remember to Save Changes.
3. Click on the Image Gallery tab.
4. Give your album a title and an optional description. Click on the Add button.

### Non-iPhoto users skip to step 6

5. Now Launch iPhoto and select the image(s) you want to upload to your SWIFT album. Under the Share menu, choose Export. Click on the Export button from the File Export section. Make a new folder on your desktop, if you are exporting multiple images, and export the images into that folder. From the desktop, hold the ctrl key and click on the folder. Choose Create Archive of... On your desktop will appear a .zip file.

6. In SWIFT, click on the Browse... button and navigate to your .zip file or the image you want to upload. Click Open and then Upload. The Upload is a bit slow, so don't panic. You should now see your images. Click Save Changes.

7. Click on the View Website tab and the Image Gallery link in the left navigation link list. Choose the album and the slideshow interface loads. Remember you can always delete and edit images in your albums by clicking on the trashcan and pencil, respectively.



## USING IPHOTO WITH YOUR SWIFT IMAGE GALLERY

When you want to add a picture to your Swift page, or pictures to any website or photo gallery, it is a good idea to follow this process so that the pictures will not take up so much space on the website.

1. Open Iphoto.
2. Choose the photo, or photos you want to add to the website by clicking on them. (Choose one, then hold down the shift key to choose others)
3. Go up to the menu bar in Iphoto. Choose Share – Export
4. Choose - Scale images no larger than and change the width of the photos somewhere between 250 – 300, The height will adjust accordingly. (700 pixels is the width of the computer screen).
5. Choose – Export
6. Put the photos where you want to store them...your Swift folder on your desktop would be a great place!



## MAKING A COOL TITLE USING A DIFFERENT FONT AND COLORS

1. Go to Word
2. Using the Draw Toolbar add a text box
3. Inside your text box type your title
4. Change the size font and color to what you want
5. Adjust the background color
6. Select the text box and then “copy” it to the clipboard
7. Open Color It!
8. Paste the text box
9. You may need to resize . Go to Image and then Scale. Scale down to smaller size about 3 x 5 inches
10. Under image choose “crop to selection”
11. Save the image [Apple-S]- make sure to save it as JPEG. Save to desktop

Now you can go into your SWIFT manage page upload this “picture” into your image gallery

1. Click on the image icon to see the image portfolio  
If the image is not in the portfolio already, you need to added using  
The instructions above.
5. Once an image is in the portfolio, select the image
6. Click the OK button

## CREATE AUDIO RECORDINGS FOR SWIFT

- 1) Record the audio in iMovie (or in Audacity or Garage Band and save as Mp3 then skip to number 5)
  - a) Click File/Share
  - b) Select QuickTime Movie/CD-Rom
  - c) Save to Desktop
    - i) If you save it as an iMovie instead of a QuickTime movies and try to put it in iTunes it will come in as 3 files – not just one
- 2) Open iTunes
  - a) Pull the movie with audio into iTunes
- 3) Change a setting in Preferences
  - a) Go to Preferences / Advanced
  - b) Click Importing button
  - c) Make sure you Import Using: MP3 Encoder
  - d) Click Custom twice and set Stereo Bit Rate to 40 kpbs
  - e) Click OK and OK
- 4) Select and highlight movie
  - a) Go to Advanced / Convert to MP3
  - b) Two copies of the movie will be made
  - c) Click on each separately and hit Apple I for information to see which is smaller
  - d) The smaller of the two is the MP3 version
  - e) Pull a copy of that version to the desktop
- 5) Log on to SWIFT
  - a) Go to Documents
  - b) Browse & Upload MP3 recording onto your SWIFT Document’s page
  - c) Be sure to type in a title for it

## WHAT IS YOUR WEBPAGE ADDRESS?

URL link of teacher's webpage to be linked from school site:

Teacher's personal URL will be:

<http://learn.shorelineschools.org/schoolname/loginname>

i.e. <http://learn.shorelineschools.org/syre/aminer>

### TIPS:

-If you accidentally upload an empty file, you can delete it by clicking on the pencil icon and choose delete.

-To double-space a paragraph: It can be done with a style toolbar

-Be sure to save the changes in SWIFT before you preview. If you have the site open in a browser already, you'll need to refresh the browser.

-Background color: Click on the select all icon and then choose a background color.

-You can cut and paste text from word to your pages

-RSS 2.0 – allows for parents to subscribe. Have parents click the RSS

-To see all the SWIFT sites in the district: [www.learn.shorelineschools.org/](http://www.learn.shorelineschools.org/) (you don't need to be logged in)

An idea for grouping on your Links page- Create Topic Organizers AND give the links alphabetized names (see below)

*Literacy - Green Forest Game - Click on different areas of the picture to see what happens*

*Literacy - Nursery Rhymes - Favorite Nursery Rhymes*

*Literacy - oswego.org working with words - Word puzzle game...making words with letter tiles*

*Math - Baseball*

*Math - Funbrain Tic Tac Toe - Tic-tac-toe game for different levels of ability*

*Math - funbrain.com - All sorts of fun math games*

*Science - Fossweb.com - All sorts of cool science inquiry activities!*

*Search Engine - Nettekker - A trusted school search engine*

*Search Engine - Yahoo.com - great search site*

### ADD A COUNTER

Copy the source code below and paste to the bottom of your home SWIFT page open to source code. Make sure to change the section in pink to your own page name. e.g.: mine would be changed to **msargent**

Save changes.

Copy and Paste:

```
<table width="100" cellspacing="0" cellpadding="0" border="0"> <tbody> <tr align="center"> <td></td> </tr> <tr> <td> <div align="center"><a href="http://www.shorelineschools.org"><font size="1" face="arial,
helvetica, sans-serif">Shoreline Schools</font></a></div> </td> </tr> </tbody> </table>
```