Getting Started & Contact Info

LOGGING IN: Go to your YWP school site. (yourschoolname.ywpschools.net) Click LOGIN at top right. Fill in your username (generally, for teachers, FirstinitialLastname) and password (ywp2014) in the designated fields click **Log In**.

LINKS ON TOP (Primary navigation):

WRITE (with drop downs**):** Link to Create a blog, the basic content type used by students (and by teachers when they are sharing their own writing). Teachers and students can create blogs. Options in the submission form:

- **Add Audio:** User can upload a "podcast" (.mp3 or .wav audio file) or click 'audio recorder' and 'allow' on Flash box to record directly and upload to the blog (if using iPads, contact YWP)
- **Add Single Photo:** Upload any .jpg, .jpeg, .png or .gif file
    - You can add "descriptions" for any of these files, and they will appear by the file.
- **Title:** User MUST create a "Title" which, when possible, should be unique and easily recognizable.
- **Body:** Users write their piece in the Body area.
    - Users have spell check or can choose Spell Check as You Write option
    - Users can paste in a photo from another Web site
    - Users can type http://websiteaddress.com and it will appear as a hot link
- **ON THE RIGHT** are several important fields:
    - **Classroom**: Most students have no options; if in multiple classrooms, user MUST choose ONE classroom in which the post will go;
    - **Tags**: is IMPORTANT; this is where the student selects the proper tag for the exercise which will help keep things organized.
    - **Publishing options**: allows students to UNcheck the box if they are not ready to share their piece
- **BOTTOM:**
    - **Add Gallery**: Users can upload multiple images
    - **File attachment**: Users can upload any attachment (.pdf, .doc, etc.)
    - **Save and Continue**: Allows students to manually save work and continue working. (Students will be asked, if they haven't saved work and try to leave the page, whether they really want to do that.)
    - **Save**: Click this to save and close

    WRITE drop down menus include:
    - **Create Exercise**: *Teachers only*; similar to blog but should be used for all exercises or assignments; includes special sorts on classroom page (tab at top right), automatic sticky (puts at top of classroom view (NOTE: Edit and uncheck sticky when done with that exercise), and Due date which activates calendar option
    - **Create a Wiki** – *Students and teachers* can create documents that everyone, or small groups can edit. CanNOT simultaneously edit like a Google Doc but has many uses
    - **Create a Webform** – *Teachers only;* a kind of Survey Monkey that has many powerful uses for deep polling, quizzes, timed writes, etc.

MY BLOG (with drop downs): Takes user to a list of recent blog posts
- **My account:** This is where students can edit their account password. Also provides links to all other work.
- **My work**: Takes user to a table of recent content with options to look at comments and attachments

MY CLASSROOM: Takes user to a list of classrooms of which a user is a member

FIND STUFF: One easy link to find and sort material by author or classroom in table, full or portfolio views

FEEDS: (with drop downs for teachers): Takes user to news feeds set up by teachers to bring in RSS content from external news and information services or sites.
- Drop downs: List, add category of feeds and add individual feeds should be self-explanatory.

ADMINISTER (with dropdown of 'user import' and 'users'): A a link for teachers to connect with certain administrative functions; the most important being users – to edit and add single users – and import users – to upload a .csv file containing your classroom user lists.

- **NOTE:** THIS YEAR TEACHERS WILL BE SETTING UP THEIR OWN CLASSROOMS. DON'T HESITATE TO CONTACT YWP IF YOU NEED HELP BUT PLEASE CLICK ON THE HELP LINK AND SEE THE INCLUDED FAQ SHEET.

YWP (and drop downs): Links to youngwritersproject.org, weekly prompts, how to submit to Newspaper Series, the writer's library and teacher tips.

HELP: Really. It's exactly what you think it is. Help. Text and tutorials on all the basics. Really helps you get a handle on some basic functionality. We encourage you to use it, particularly in learning how to create classrooms and add users.

RIGHT SIDEBAR (Secondary navigation):
This is primarily an area with collapsible blocks for secondary and Classroom navigation.

The blocks you will see outside the classroom:
- **[Username]** (this is primarily to give students a visual to understand that they are logged in. If they see a different name, they need to log out.
  - o **Messages (2):** Link to private messages (# of new messages in parentheses). Students cannot message each other but can receive and send messages to teachers. Teachers can message students.
- **YWP News and Tips:** (teachers) Weekly tips, news and effective practices for using schools project site.
- **YWP Writing Challenges:** (students and teachers): Latest writing challenges for students at youngwritersproject.org

Blocks you will see when in classroom:
- **Class members, Class Tags, Class Deadlines, Who's online, Classroom search, Six Word Short Story** (optional)

YWP has three cool optional classroom features:

1. **Classroom Discussion Board:** This appears at the top of the classroom page only and is a kind of Facebook-like, 250-character discussion and comment board for you to talk about topics or the classroom-issues or whatever. YWP doesn't automatically put it in because it's a feature that needs some thought and direction before students before using.
2. **Six-Word Short Story Widget:** This is a fun widget in which students can post six-word stories (or longer if you wish). Lots of things can be done with this. This is not automatically enabled because students tend to use it as a chat space. Again, direction in advance helps.
3. **Hashtags:** This feature allows users to create #hashtags, or live free tags that can link similar work. This is tricky as students tend to go wild and it gets pretty messy. However, it is a feature worth using as part of exercises in digital literacy and tagging.

IF you wish any of these features, contact Doug DeMaio: ddemaio@youngwritersproject.org (324-9538).

Getting in Touch

Young Writers Project 12 North Street, Suite 8, Burlington, VT 05401	
Geoffrey Gevalt Founder, Executive Director, Coach ggevalt@youngwritersproject.org (802) 324-9537	**Doug DeMaio** Web Support, Coach ddemaio@youngwritersproject.org (802) 324-9538
Kate Stein Administrative Coordinator kstein@youngwritersproject.org (802) 324-9538	**Susan Reid** Publications Coordinator sreid@youngwritersproject.org (802) 324-9539

Teacher Coaches	
Cindy Faughnan cfaughnan@youngwritersproject.org (802) 238-5818	**Rebecca Cardone** rcardone@youngwritersproject.org 802-383-8071
Kathy Folley kfolley@youngwritersproject.org (802) 734-3604	**Nick Brooks** nbrooks@youngwritersproject.org (802) 860-9515