

teacherPlace v4.0 > Lesson 2: Logging in to teacherPlace

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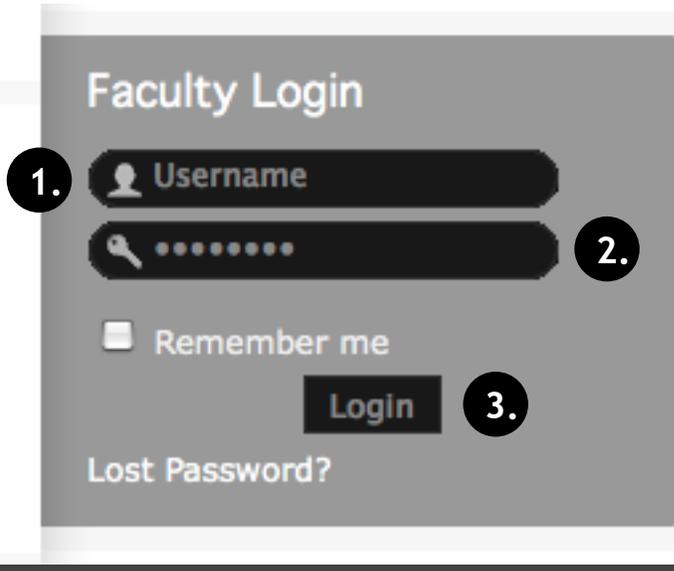


Figure 1

In order to update your teacherPlace pages, you must log into your school web site. You are required to have a valid site ID/Password in order to log in. *Please contact your site administrator if you are not approved or have forgotten your access information.*

Figure 1 - Login Area

Locate the login link or area on your site.

1. Enter your assigned "Username"
2. Enter your assigned "Password"
3. Click the "Login" button

Figure 2



Figure 2 - Home Page Menu

4. Locate and click your "Class Web Pages" link on your main menu. NOTE: This link may be named differently. Ask your web administrator if you can not locate it.

TIP: In many sites, the class web page link may be located below the academics or classrooms menu.

Figure 3

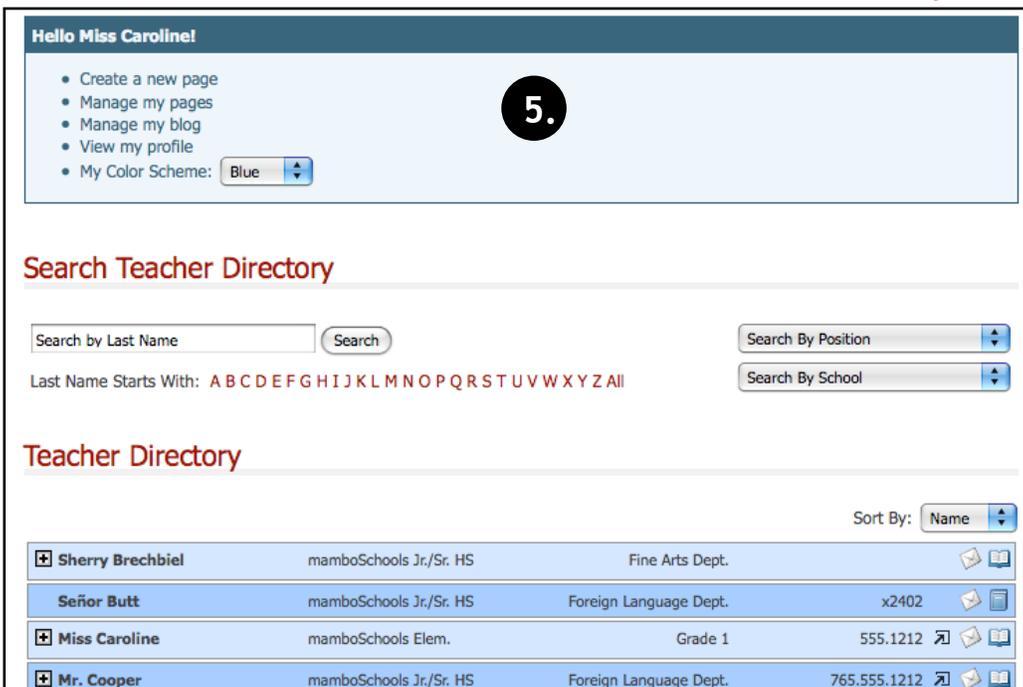


Figure 3 - The teacherPlace Directory with User Panel

5. When accessing the teacherPlace directory while a user is logged in, the User Panel is active.

NOTE: Remember to always log out of your school site when you complete your teacherPlace session.