

Table of Contents SMJK Web Portal

1	Introduction	3
1.1	Design & Layout Familiarization	3
1.2	User Login	4
1.2.1	User logging in using Google Apps Accounts	4
1.2.2	For SMJK Schools	4
1.3	Password Change	5
1.4	The System Page – School Portal Administrator	5
1.4.1	The System Administrator Page	6
1.4.2	The Principal’s Page	7
1.4.3	The Student’s / Alumni Page	7
1.4.4	The Student’s Admin Page	8
1.4.5	The Teacher/School Page	8
2	User Management – School Portal Administrator	9
2.1	Creating User Account	9
2.2	View / Edit /Delete User Account	11
2.3	Reissue Password	15
2.4	User Profile Uploading	17
2.4.1	Data Extractions from School Management Systems	17
2.4.1.1	SMS Users – Staffs/ Students Profile Extractions	17
2.4.2	Non-School Management Systems Users	18
2.5	Upload the User Profile	19
2.6	Account Notification Letter Printing and Dispatch	20
3	The Mailing List	21
3.1	Creating a Mailing List	21
3.2	Maintaining and Deleting a Mailing List	21
3.3	How to Add or Delete User from the Mailing List?	23
4	School Profile	24
4.1	Update Your School Profile	24
5	Presentation	27
5.1	What is a Template?	27
5.2	Selecting Your School Template	27
5.2.1	Site Language	28
5.2.2	Upload Header Image	28
5.2.3	Slogan	28
5.2.4	Welcoming Message	28
6	Start Creating Your Content	28
6.1	School Page Content – About Us	29
6.1.1	Creating a About Us Content Page	30
6.1.2	Maintain/Editing an About Us page	31
6.2	School Page Content – About Us	32
6.2.1	Creating an Information Content Page	33
6.2.2	Maintain/Editing an Information page	34
7	Creating Your Co-Curriculum Activities	35
7.1	About Co-curriculum Activity	35
7.2	Co-curriculum Activity	35
7.2.1	Create	35
7.2.2	Maintain/Edit an Activity Page	37
8	Directory	38
8.1	School Organization Structure Setup	38
8.2	School Organization Position & Hierarchy Setup	39

8.3	School Organization Structure Information	40
8.3.1	Create	40
8.3.2	Maintaining and Deleting an OS Information	41
8.3.3	Restoring a Deleted OS Information	42
9	What is Online Resources Centre?	42
9.1	How to upload a file to the Online Resource Center?	43
9.2	Maintaining and Deleting a Document from the Online Resource Centre	44
9.3	Restoring a Deleted Document	46
10	Multimedia	46
10.1	Gallery Category	46
10.1.1	Creating a Photo Gallery Category	46
10.1.2	Maintaining and Deleting a Gallery Category	48
10.1.3	Restoring a Deleted Gallery Category	49
10.2	Class Photo Category	49
10.2.1	Creating a Class's Gallery Category	49
10.2.2	Maintaining and Deleting a Class Category	50
10.2.3	Restoring a Deleted Class Category	52
10.3	Photo Gallery Upload	52
10.3.1	How to upload a photo to the Photo Gallery?	52
10.3.2	Maintaining and Deleting a Photo Gallery	53
10.3.3	Restoring a Deleted Gallery Photo	55
10.4	Class Photo Upload	56
10.4.1	How to upload a Photo to the Class Photo Gallery?	56
10.4.2	Maintaining and Deleting a Photo from the Class Gallery	57
10.4.3	Restoring a Deleted Class Photo	59
10.5	Flickr Plug-in	59
10.5.1	Creating a Flickr Album on the School Portal	59
10.5.2	Maintaining and Deleting a Photo Set from the Flickr Gallery	62
10.5.3	Restoring a Deleted Flickr Gallery	63
10.6	Podcast Management	63
10.6.1	Podcast Upload	63
10.6.2	Podcast Management – Search, maintain & delete	64
10.7	Video Upload	64

1 Introduction

1.1 Design & Layout Familiarization

The iSchool Portal is a one-for-all Content Management Portal, build on Perridot System's PortalBuilder engine, which can be considered as a base for all the schools to gather under one roof irrespective of their locations. This gathering will encourage interactive communications among the students, teachers, parents and the rest of the society. So there is no boundary or limit for communication and gaining information or vice versa.

The iSchool Portal is the bridge for such communication to succeed and develop further on. This manual serves as a user guide to end users using the The iSchool Portal. Screen captures of both system inputs and outputs are provided to show users the data capture process and expected results.

These procedures are included in order for users to run the system using the correct sequence of processes.

Users will generally have their own portal template design, where all the general informations for the portal is consolidated, e.g. the latest news from all schools are sorted on the front page, general community news or special project sites.

Each cluster of schools will have their own Web Portal, group under one single domain, where all the schools under this cluster will share this domain.

The sample implementation of the iSchool Portal.



1.2 User Login

iSchool Portal users will be able to log in to their portal by clicking on the right hand top corner of their portal home page, e.g.



Once users clicked on the “Login” link, the screen below will be shown. Enter the given “User ID” and “Password”. Click on the “Submit” button to proceed

SMJK Education Portal 华中网
System Administration

| HOME | ABOUT US | VISION | DIRECTORY | LATEST NEWS | CALENDAR | FEEDBACK | CONTACT | ONLINE RESOURCE |

User ID

Password

Submit Reset

Copyright © 2003 - 2017, Emastech Sdn Bhd All rights reserved.

All users will need to key in their user ID , e.g. john.adi .

1.2.1 User logging in using Google Apps Accounts

We had integrated all our education product lines to achieve a Single-Sign-On with Google Apps, if your portal had implemented our Google Apps Authentication module, you will now be able to log in using your portal domain’s Google Apps accounts.

1.2.2 For SMJK Schools

For Schools that had earlier participated in our Google Apps for SMJK project, your School had been issued with the School Portal Administrator password, with this password, your school would be able to create Google Apps Accounts for your own school, where all teachers and students in your schools would be able to receive such services, if Google Apps Accounts had been created for them.

1.3 Password Change

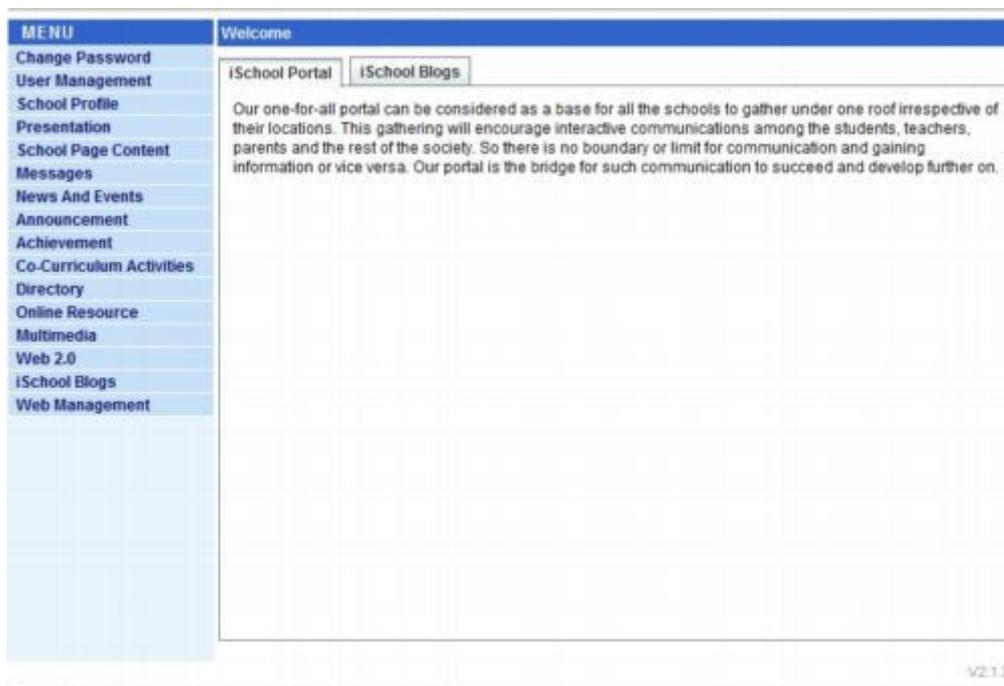
Since the iSchool Portal is now tightly integrated with Google Apps, all system authentication is now authenticated with Google Apps, to achieve the Single-Sign-On capabilities. If you change your password on the iSchool portal, your Google Apps account will automatically change and carry the same password as you Google account and vice visa. The Password Strength Analyzer will help to determine your password's strength as you type. Please remember to create a strong new password that is not easy-to- guess by malicious user.



Note: To ensure a secure login, if you are first time sign-on to the iSchool Portal, you shall be prompt automatically to the password change screen.

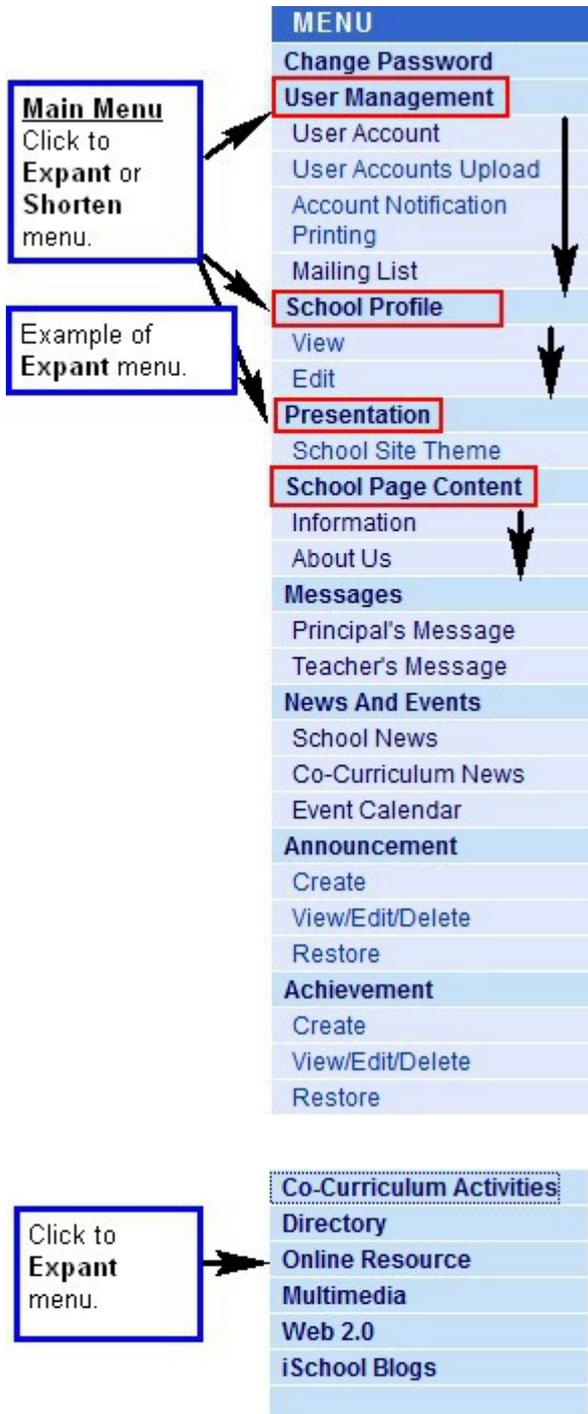
1.4 The System Page – School Portal Administrator

After successfully logging into the iSchool portal site, you will see all the functions available to the School Portal Administrator, some of the functions are not available to you, if you do not have the right role assigned.



1.4.1 The System Administrator Page

You can click on the respective functions on the side menu on the left hand side of the page, where the menu will expand further to give you the various options under that function.



1.4.4 The Student's Admin Page

MENU
Change Password
News And Events
School News
Co-Curriculum News

1.4.5 The Teacher/School Page

MENU
Change Password
Messages
Teacher's Message
News And Events
Co-Curriculum News
Co-Curriculum Activities
Create
View/Edit/Delete
Restore
Online Resource
Create
View/Edit/Delete
Restore
Multimedia
Gallery Category
Class Category
Gallery Creation
Class Photo
Flickr
Web 2.0
Video
Podcast

2 User Management – School Portal Administrator

2.1 Creating User Account

To allow users to access the system, user accounts must be created for them first. To create a user account, click on “Access Management ~> Create” option located under the “Menu” panel. Click on the “Submit” button to save the changes. Refer to the input guide below to ensure that the correct data is input for certain fields. Note that the data for fields marked with “*” need to be input before the record can be saved.

MENU	User Management > User Account > Create					
Change Password						
User Management	User Account					
User Account	User Group	: <input type="text"/> *				
Create	User ID	: <input type="text"/> . <input type="text"/>				
View/Edit/Delete						
Reissue Password						
User Accounts Upload	* Use letters and numbers					
Account Notification	<input type="button" value="Check Availability"/>					
Printing	Password	: <input type="text"/> * Password Strength: <table border="1"><tr><td></td><td>Not rated</td><td></td><td></td></tr></table>		Not rated		
	Not rated					
Mailing List	Confirm Password	: <input type="text"/> * Choose a password with minimum 8 characters				
School Profile	User Profile					
Presentation	Name (In English)	: <input type="text"/> *				
School Page Content	Name (Second Language)	: <input type="text"/>				
Messages	IC No.	: <input type="text"/> * Format: 800101131234				
News And Events	Gender	: <input type="text"/> *				
Announcement	Address	: <input type="text"/> *				
Achievement	<input type="text"/>					
Co-Curriculum Activities	<input type="text"/>					
Directory	Contact number	: <input type="text"/>				
Online Resource	Hand Phone number	: <input type="text"/> including international dialing code (e.g. Malaysia 60)				
Multimedia	Alternate Email	: <input type="text"/>				
Web 2.0	User's Privacy Status	: Open To Own School <input type="text"/> *				
iSchool Blogs	Class/Level	: <input type="text"/>				
	Letter Template	: <input type="text"/> *				
	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

Input Guide

Field Description	Comment
User Group	Select the User Group from the drop down menu. This shall determine what is the user role in the system for this user. a. Alumni b. Principal c. Student d. Student Admin e. Teacher/School users
User ID	Enter the username to create a user ID for the user. It is recommended that the username be made up of user's name plus surname and is between 4 to 10 characters, e.g. georgec, gchan, chankn. System control has built in to allow only valid user id entered that meet the following conditions: a) user account assigned must be in small letters ie a-z b) number assigned for user id must be within 0-9 c) input period ie . only the box shown beside the User ID field denote the "Google Apps Acc Suffix" that you had maintain in your school's profile, nothing shall be displayed if you left the field blank in you school profile. For detailed description of the "Google Apps Acc Suffix" field please refer to " Update Your School Profile " section on this document.
"Check Availability" Button	After you key in the User ID, you can click on the "Check Availability" Button to check if the account is taken or not.
Password	Enter the pre-assigned password within 20 characters.
Password Strength	This is Password Strength Analyzer that will help to determine your password's strength as you type. There are four different types of rating namely weak, medium, strong and best. The higher the rating, the stronger the password which will not easy-to-guess by malicious users. However, system will not disable the user account creation even though the password strength is weak. For more details, please click on the link on How to create a strong password?
Confirm Password	Retype the given password again for confirmation.
Name (In English)	Enter user's name.
Name (Second Language)	This is for the input of user's name in second language e.g a chinese name. However, the relevant software e.g. Chinese Star, needs to be activated in your PC to be use in the input process.
IC No.	Enter user's IC number. This is a compulsory input field to ensure that one person will get only one account for both email and the iSchool portal access.
Gender	Select user's gender from the drop down menu.
Address	Enter user's address.
Contact Number	Enter user's contact number.
Hand Phone Number	Enter user's handphone number, the format should include the international dialing code (e.g for malaysia 60) in front.
Email	Enter user's email address.

Field Description	Comment
Alternate Email	Enter user's alternative email address.
User's Privacy Status	Select user's privacy status from the drop down menu.
Class/Level	Enter user's class/level if the user's group chosen is student.
Letter Template	Select the "Letter Template" from the drop down menu. This shall determine the style of the notification slip, which will be printed out for user. a. Standard Notification Letter b. Student Password Slip

Special Notes: All user created successfully in the iSchool Portal shall also create an Google Mail account under the domain assigned. User can login to the Google mail under the domain assigned with the same ID and password as what you had created for the iSchool portal account.

2.2 View / Edit /Delete User Account

To update or delete a user's profile, click on "User Management ~> User Account ~> View/Edit/Delete" option located under the "Menu" panel.

Select the User ID by clicking on the , system shall pop-up a small window for you to select the user as per example screen below. Click on the User ID link to get to the Password-Reissue page.

User ID	Name
chienns2005.qts	Chien Hui Siong
ngmh2005.qts	Ng Meng Heong
saiful2005.qts	Saiful Lizan Bin Shahidan
tiets2005.qts	Tie Teck Siang

1 - 4 Of 4 Records 1

[Close](#)

Select the user from the list by clicking on the User ID link.

MENU	User Management > User Account > View/Edit/Delete					
Change Password	User ID	:	<input type="text"/>			
User Management	Name (In English)	:	<input type="text"/>			
School Profile	User Group	:	<input type="text"/>			
Presentation	Class/Level	:	<input type="text"/>			
School Page Content	* Please note that, if you deleted the SMJK web portal ID, you will also cancel Gmail account & delete the associated gmail address.					
Messages	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					
News And Events	User ID	Name (In English)	User Group	Status	Edit	Delete
Announcement	chienhs2005.qts	Chien Hui Siong	Teacher/School Users	Active	Edit	<input type="checkbox"/>
Achievement	ngmh2005.qts	Ng Meng Heong	Teacher/School Users	New	Edit	<input type="checkbox"/>
Co-Curriculum Activities	saiful2005.qts	Saiful Lizan Bin Shahidan	Teacher/School Users	New	Edit	<input type="checkbox"/>
Directory	tets2005.qts	Tie Teck Siang	Teacher/School Users	Active	Edit	<input type="checkbox"/>
Online Resource	<input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

To maintain the profile, you can click on the Edit link to change the user's profile.

To delete the profile check on the "Delete" check box and click the "Delete" button.

* Please note that, if you deleted the SMJK web portal ID, you will also cancel Gmail account & delete the associated gmail address.

The screen as below shall be displayed once you click on the 'Edit' link.

User Management > User Account > View/Edit/Delete > Edit

User Account
 User ID :
 User Group : Teacher/School Users *

User Profile
 Name (In English) : *
 Name (Second Language) :
 IC No. : 1: * Format 800101131234
 Gender : Male *
 Address : *

 Contact number :
 Hand Phone number : including international dialing code (e.g. Malaysia 60)
 Alternate Email :
 User's Privacy Status : Open To Own School *
 Class/Level :
 Status : Active Freeze Pending Activation

Status Legend

Active: User can login to use the SMJK Portal and Google Mail.

Freeze: You may want to temporary 'Suspend' an account usage by setting the account status to 'Freeze'. When an account is under 'Freeze' status, both SMJK Portal account and Google Mail account are suspended.

Pending Activation: If an account is under 'Pending Activation' it means that the account is not yet granted the access to SMJK Portal but is able to access the Google Mail account.

Status Legend ← **Mouse Over**

Refer to the input guide below to ensure that the correct data is input for certain fields. Note that the data for fields marked with '*' need to be input before the record can be saved.

Input Guide

Field Description	Comment
User ID	The User ID is the unique ID for the user, it can be assigned once ONLY, no maintenance allow for this field.
User Group	You can change the User's Role for access to the be used Portal here, e.g you may want to change a Teacher to resume the role of Principal.
Name (In English)	Field to keep the user's name.
Name (Second	This is for the input of user's name other languages e.g Chinese Name.

Field Description	Comment
Language)	However, the relevant software e.g. Chinese Star, needs to be activated and used in the input process.
IC No.	Enter user's IC number.
Gender	Select user's gender from the drop down menu.
Address	Enter user's address.
Contact Number	Enter user's contact number.
Hand Phone Number	Enter user's handphone number.
Email	Enter user's email address.
Alternate Email	Enter user's alternative email address, if any
User's Privacy Status	Select user's privacy status from the drop down menu.
Status	<p>You can set the status of the account here. An account can be</p> <ul style="list-style-type: none"> – Active: User can login to use the SMJK portal and Gmail. – Freeze: You may want to temporary 'Suspend' an account usage by setting the account status to "Freeze". When an account is under 'Freeze' status, both SMJK Portal account and Google Mail account are suspended by the admin. The user is not able to use both this account unless the status is set to back to 'Active'. – Pending Activation: If an account is under 'Pending Activation" it means that the account is not yet granted the access to SMJK Portal but is able to access the Gmail account. <p>This shall be used, if schools option not to allow student account to access the iSchool Portal BUT would want the account to use the Google mail services.* Please take note that you are not allowed to change status for user accounts which are created under bulk creation and still pending for Google apps account creation.</p> <p>"You are disallowed to freeze/reissue password for this account which pending Google Apps creation. The message "Please try again later", will prompt out.</p>

2.3 Reissue Password

If a user forgot his/her password, the School Admin shall have the authority to Re-issue the password.

To Re-issues a user password, go to “User Management” ~> “User Account” ~> “Reissue Password” option located under the “Menu” panel.

MENU User Management > User Account > Reissue Password

Change Password

User Management User ID :

User Account

Create

View/Edit/Delete

Reissue Password

User Accounts Upload

Account Notification

Printing

Mailing List

School Profile

Presentation

School Page Content

Submit Reset Cancel

Select the User ID by clicking on the , system shall pop-up a small window for you to select the user as per example screen below. Click on the User ID link to get to the Password-Reissue page.

User ID	Name
chlenhs2005.qts	Chien Hui Siong
ngmh2005.qts	Ng Meng Heong
saiful2005.qts	Saiful Lizan Bin Shahidan
tiets2005.qts	Tie Teck Siang

1 - 4 Of 4 Records 1

Close

Key in the new password on both the “New Password” and “Confirm Password” field within 20 characters, and click on the “Submit” function to change the password. The Password Strength Analyzer will help to determine your password’s strength as you type. It is important to create a strong password which is not easy-to-guess.

MENU	User Management > User Account > Reissue Password	
Change Password	User ID	: chienhs2005.qts
User Management	Name (In English)	: Chien H...
School Profile	IC No.	: 781007
Presentation	New Password	: ●●●●●● * Password Strength: BEST
School Page Content	Confirm Password	: ●●●●●● * Choose a password with minimum 8 characters
Messages	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
News And Events		
Announcement		
Achievement		
Co-Curriculum Activities		
Directory		
Online Resource		
Multimedia		
Web 2.0		
iSchool Blogs		

Pls also take note that, once the iSchool portal account’s password is changed, you Google’s email account is also changing.



The system shall auto-popup a window to print notification letter after the re-issues password process.

Please take note that, you are not allowed to reissue password for the user account which is created under bulk upload and still pending for Google Apps creation. The message will prompt out as follow.

User Management > User Account > Reissue Password

You are disallowed to freeze/reissue password for this account which pending Google Apps creation. Please try again later.

2.4 User Profile Uploading

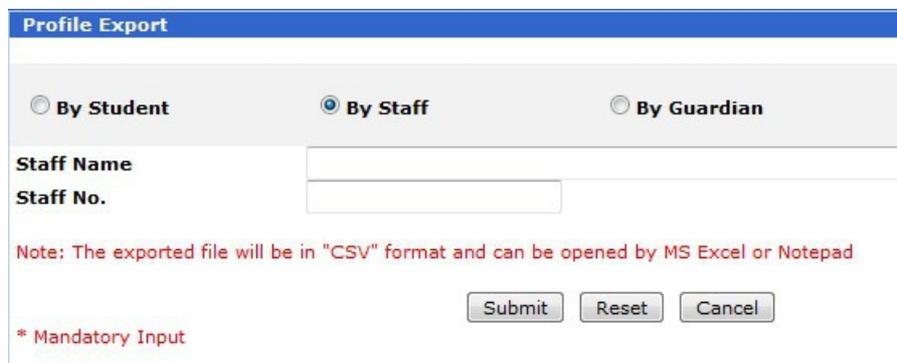
2.4.1 Data Extractions from School Management Systems

For School Management Systems (SMS) users, as the user data is already in the system, users can use the provided function in SMS to gather the user accounts for batch creation.

To extract the user data from the ASPSMS database, go to “SMS Basic Module ~> Enquiry ~> Data Export ~> Export SMS Profile to CSV Format”. Please note that as the system will not extract an account without an IC number, make sure that all accounts contain a completed IC number field.

2.4.1.1 SMS Users – Staffs/ Students Profile Extractions

To extract the staffs/ studnets user accounts, click on the “By Staff” option button. Click on the “Process” button to get the “.CSV” file. A window will be displayed prompting user to save the file. Click on the “Save” button to download the file. Change the default file name to “staff.csv” and click on the “Save” button.



The screenshot shows a web form titled "Profile Export". It has three radio button options: "By Student", "By Staff" (which is selected), and "By Guardian". Below these are two input fields: "Staff Name" and "Staff No.". A red note states: "Note: The exported file will be in 'CSV' format and can be opened by MS Excel or Notepad". At the bottom, there are three buttons: "Submit", "Reset", and "Cancel". A red asterisk with the text "* Mandatory Input" is located at the bottom left of the form area.

A window shall be pop-up for the user to save the extracted file, click on the Save button to save the file on your PC.

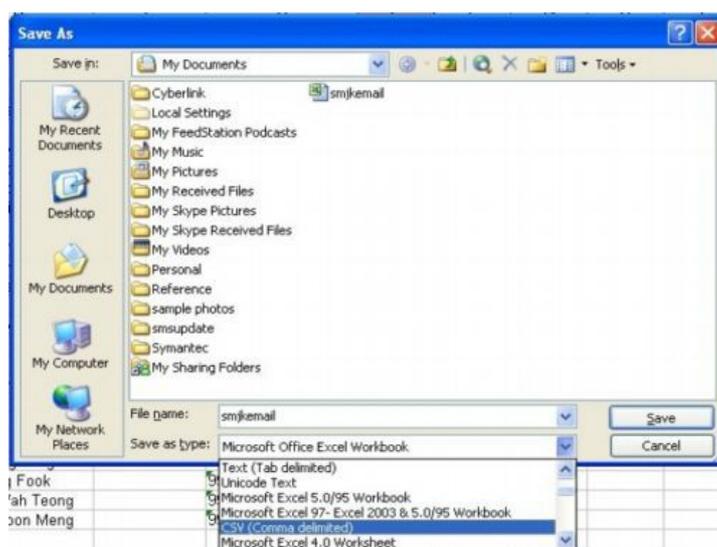


2.4.2 Non-School Management Systems Users

For non-SMS users, shall provide a Microsoft Excel template, or you can download the CVS template [Bulk Account Template](#) here. Users are required to input the spreadsheet according to the guidelines and save the files as “.CSV” file type.

Field	Descriptions
USERID	Not more than 50 characters including spaces, eg johnw
NAME	Not more than 50 characters including spaces, eg John Wong
OTHER NAME	Does not have limited number for inputted characters
ICNO	By default 12 numbers, eg 950505135656
GENDER	“F” or “M”
ADDRESS1	Not more than 30 characters including spaces, eg 8A, Jalan Pulau
ADDRESS2	Not more than 30 characters including spaces, eg 96000 Sib
ADDRESS3	Not more than 30 characters including spaces, eg Sarawak
PHONE NO	Not more than 15 numbers, eg 6084333666
HP PHONE	Not more than 15 numbers, eg 60128882222
EMAIL	Not more than 50 characters including spaces, eg johnw@smjk.edu.my
ALTERNATIVE MAIL	Not more than 50 characters including spaces, eg johnw@yahoo.com
TEACHING START DATE	DD/MM/YYYY, for stuff only
TEACHING END DATE	DD/MM/YYYY, for stuff only
LEVEL CODE	Does not have limited number for inputted characters, eg F1
CLASS CODE	Does not have limited number for inputted characters, eg 1A

Please take note that you need to at least input Username and ICNO when creating the user account in bulk account template.



To save a file as “.CSV” file type, select “CSV (Comma delimited) (*.csv)” from the “Save as type” drop down menu. Click on the “Save” button to save the file.

2.6 Account Notification Letter Printing and Dispatch

After the creation of the user accounts, users can proceed to print out the notification letters for distribution. Click on the Account Notification Printing option located under the Menu panel.

Then the user is required to choose the letter template from the drop down menu:

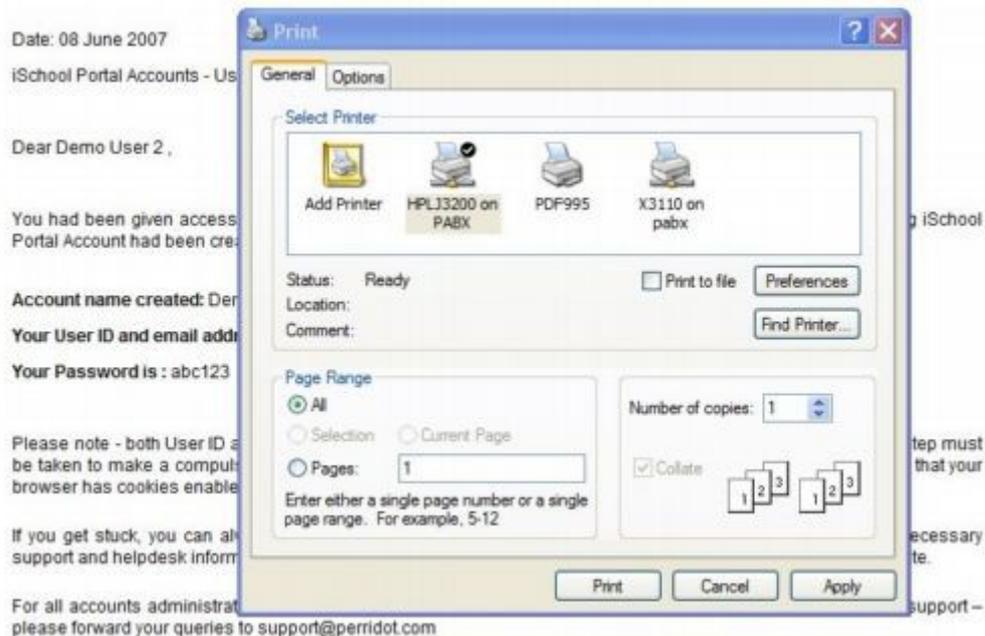
- a. Standard Notification Letter.
- b. Student Password Slip – A maximum of 2 slips can be printed on an A4 paper.

The user must tick the “Print group” to print the notification letter. It is important to take note that only those users who have not log in the portal for the first time will be listed under the “Print Group” for printing.

Finally, user click Submit button to print.

MENU	User Management > Account Notification Printing
Change Password	
User Management	Letter Template : SMJK Standard Notification Letter *
User Account	Print Group : <input checked="" type="checkbox"/> Teacher/School Users *
User Accounts Upload	
Account Notification Printing	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
GoogleApps CSV Export	
Reset GoogleApps Export	
Mailing List	
School Profile	
Presentation	

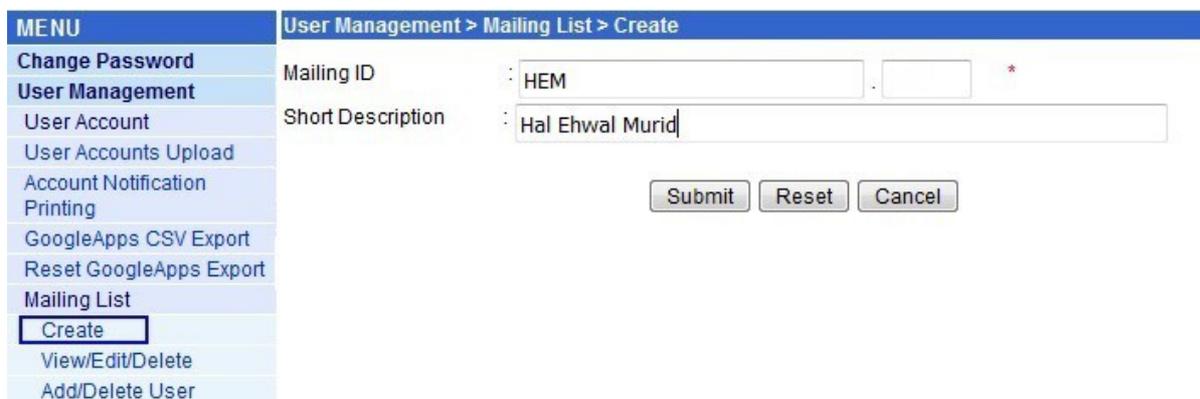
A window with either the password notification slips or account notification letters will be displayed. A screen as shown below shall be pop-up together with the printer option. Choose the printer you want to use and click on the print button to send the letter for printing.



3 The Mailing List

3.1 Creating a Mailing List

This features, allows you to create an email mailing list in Google Apps. To create a mailing list, click on “User Management ~> Mailing List ~> Create” option located under the Menu panel.



Enter a “Mailing ID” to define the list e.g teachers. If you maintain the “Google App Acc Suffix” on your school’s profile, a system shall automatically tag on the Acc Suffix at the end of the Mailing ID. Enter a Short Description for your Mailing List and click on the “Submit” button to create.

Once the creation is successfully updated, a system shall automatically create a Google email mailing list e.g teachers.xxx where xxx is your school’s Google Apps Acc Suffix as maintain in your school profile in Google Mail. Meaning if you send an email to the mailing list teachers.xxx@smjk.edu.my all the people that you have added to this mailing list shall receive a copy of your email.

3.2 Maintaining and Deleting a Mailing List

You can maintain your own school’s mailing lists that you had created in the system. To maintain a mailing list, click on User Management ~> Mailing List ~> View/Edit/Delete  option located under the Menu panel.

You can either key in the “Mailing ID” or a “Short Description” to search for the message you want to maintain or simply click on the search button to get to the listing page as shown below.

To maintain the Mailing List, click on the “Edit” link.

MENU User Management > Mailing List > View/Edit/Delete

Change Password
User Management
 User Account
 User Accounts Upload
 Account Notification
 Printing
 GoogleApps CSV Export
 Reset GoogleApps Export
 Mailing List
 Create
View/Edit/Delete
 Add/Delete User
 School Profile
 Presentation
 School Page Content
 Messages
 News And Events

Mailing ID :
 Short Description :

Submit Reset Cancel

School Name	Mailing ID	Short Description	Edit	Delete
SEKOLAH MENENGAH SHAN TAO (CF)		Hal Ehwal murid	Edit	<input type="checkbox"/>

Delete Reset Cancel

Page: 1

You can make changes on the “Short Description” field and click on the “Submit” button to save your changes.

User Management > Mailing List > Edit

School Name : SEKOLAH MENENGAH SHAN TAO (CF)
 Mailing ID :
 Short Description :

Submit Reset Cancel

To Delete a mailing list, check the “Delete” check box next to the mailing list and click on the delete button.

MENU User Management > Mailing List > View/Edit/Delete

Change Password
User Management
 User Account
 User Accounts Upload
 Account Notification
 Printing
 GoogleApps CSV Export
 Reset GoogleApps Export
 Mailing List
 Create
 View/Edit/Delete
 Add/Delete User
 School Profile
 Presentation

Mailing ID :
 Short Description :

Submit Reset Cancel

School Name	Mailing ID	Short Description	Edit	Delete
SEKOLAH MENENGAH SHAN TAO (CF)		Hal Ehwal murid	Edit	<input checked="" type="checkbox"/>

Delete Reset Cancel

Page: 1

Note: Deleting a mailing list will remove all the user from the mailing list previously added. To find out how to add and remove the user from the mailing list, please refer to “How to Add or Delete User from Mailing Listing”

3.3 How to Add or Delete User from the Mailing List?

The iSchool Portal is integrated with the Google mail to allow the user to create a mailing list under the Google email, as such user allows manage their mailing list by adding and removing users from the mailing list.

To add a user to the Mail List, click on “User Management ~> Mailing List ~> Add/Delete User” under the Admin’s Menu Panel.

MENU	User Management > Mailing List > Add/Delete User	
Change Password	Mailing ID	: HEM.5*
User Management	User Group	: [dropdown]
User Account	Class/Level	: [text input]
User Accounts Upload		
Account Notification Printing		
GoogleApps CSV Export		
Reset GoogleApps Export		
Mailing List		
Create		
View/Edit/Delete		
Add/Delete User		

Submit Reset Cancel

Choose the Mailing ID where you want to add the user from the drop-down menu. If you want to add from a particular list of User Group, choose the user group from the drop-down menu, system shall show all your school users currently available under this User Group for you to choose, if you do not choose and User Group, system shall list down all you school users for you to pick and choose to add to the Mailing List. Enter a particular class or level if you want to add the user from a particular class or level. Click on the “Submit” button to add to the user.

Adding or remove user to Mailing List

To add in user on the mailing list shall be “ticked” the Check Box, to remove a user from the Mailing List, “Untick” the Check Box. Click on the “Submit” button for update records.

MENU	User Management > Mailing List > Add/Delete User		
Change Password			
User Management	Mailing ID : HEM.█		
User Account	Please tick the check box to add, untick to delete user.		
User Accounts Upload	<i>Users' name in red indicate the users whose profile had been deleted but still exist in mailing list</i>		
Account Notification Printing	Name	User ID	Select
GoogleApps CSV Export	ANIKA TONY @ ANNIE TOMI	an	<input checked="" type="checkbox"/>
Reset GoogleApps Export	AW KAM OOI	aw	<input checked="" type="checkbox"/>
Mailing List	CHANG MANN LEE	ch	<input checked="" type="checkbox"/>
Create	CHIN SIEW KET	cel	<input checked="" type="checkbox"/>
View/Edit/Delete	DENNES @ SHIRLEY JONIOH	de	<input checked="" type="checkbox"/>
Add/Delete User	FREDERICK LEYONG SOH ANDU	fre	<input checked="" type="checkbox"/>
School Profile	JULIANA JONTILI	juli	<input checked="" type="checkbox"/>
Presentation	KELINDOS @ IVO JINTARA	kel	<input checked="" type="checkbox"/>
School Page Content	LAI THIAM SOON	laim	<input checked="" type="checkbox"/>
Messages	LEE FUI NYEE	lee	<input checked="" type="checkbox"/>
News And Events	NORAINI BT SURUMIN	no	<input checked="" type="checkbox"/>
Announcement	NORILA BT. OMBRA @ NORILA BT. AMBRA	nrl	<input checked="" type="checkbox"/>
Achievement	NUSIAH GIMBUN	nu	<input checked="" type="checkbox"/>
Co-Curriculum Activities	ONG HA SIN	on	<input checked="" type="checkbox"/>
Directory	RACHEL MARIAN YAPP	rm	<input checked="" type="checkbox"/>
Online Resource	ROSLIZA BINTI ABDUL RAZAK	ros	<input checked="" type="checkbox"/>
Multimedia	SOLIMOI KINSIONG	so	<input checked="" type="checkbox"/>
Web 2.0			
iSchool Blogs			
Web Management			

Once the users are successfully added or removed from the mailing list he or she shall be in the recipient list for the mailing list. Meaning when a mail is sent to the mailing list e.g teachers.xxx@smjk.edu.my all users under this mailing list shall receive a copy of the email in his/her “In Box” folder.

Note: Once the user is removed, he or she will not be on the recipient list for the Mailing Listing, meaning he/she will no longer receive a copy of the email in any subsequence emails send to the mailing list.

4 School Profile

Your School Profile had been created for your school when your school sign up for the iSchool Portal project but profile details may not be the completed. You will need to review and update the details to ensure the latest school details is maintain in the portal. To update a school profile, click on “**School Profile ~> Edit**” option located under the “Menu” panel.

4.1 Update Your School Profile

Enter or edit the relevant data as shown in the sample screen below, then click on the “Submit” button to save the record. Refer to the input guide below to ensure that the correct data is input for certain fields. Note that the data for fields marked with “*” need to be input before.

School Profile > View/Edit/Delete > Edit

Do you want the setup wizard to help you get started?

School code

School ID : 113
 School Initial : NEW0001
 School code :
 Google Apps Acc Suffix :

School Name and Address

School name : -
 School name (Second Language) :
 School Address : - Format (Lot 123, Jalan Merdeka)

 Country : Malaysia ▾ -
 State : Sarawak ▾ -
 City : Kuching ▾ -
 Postcode : -

All phone number need including international dialing code (e.g. Malaysia 60)

If you are new to the iSchool portal and would like the system to guide you through step by step in build up your portal content, please check on “**Do you want the setup wizard to help you get started?**”.

Field Description	Comment
School ID	This is just an ID assigned by the system
School Initial	Assigned by the Portal Administrator, not maintainable by school user
School Code	The School Code assigned by MOE, note for school running SMS the code needs to be the same as the code you as maintained in SMS for a system to retrieve your News messages in iSchool Portal to be displayed in SMS news page.
Google Apps Acc Suffix	If you would like your user email account comes with a “.xxx” suffix tagged after the ID e.g lizzie.pdot@smjk.edu.my you should maintain your Account Suffix here e.g pdot.
School Name	Enter the school’s name here.
School Name (Second Language)	If you have a 2nd language name for your school and would like to display it on your portal, you can key in here. The field can take input in any language acceptable by the browser e.g Chinese characters. However, the relevant software e.g. Chinese Star may need to be installed in your PC for the input.
School Address	Enter the school’s address, this details shall be shown on the “Contact Us” page on your portal.
Country	Select the country from the drop down menu.
State	Select the state from the drop down menu.
City	Select the city from the drop down menu.
Postcode	Enter the postcode.

School Contacts Info

School Contacts Info

General Line No. : *

Fax No. :

All phone number need including international dialing code (e.g. Malaysia 60)

School Email :

Website Address :

SMS Link :

School Logo : 

Delete Logo

* Only extension .gif file allow. Recommended Size: 100 X 100

Other Contacts Info

School Directory	Name	Email	Contact
Principal	<input type="text"/>	<input type="text"/>	<input type="text"/> 
Assistant Principal	<input type="text"/>	<input type="text"/>	<input type="text"/> 
SMS Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/> 
iSchool Portal Administrator	<input type="text"/>	<input type="text"/>	<input type="text"/> 

Field Description	Comment
General Line No.	Enter your school's general line phone number
Fax No.	Enter your school's Fax number.
School Email	Enter your school's general email address.
Website Address	If your school have an alternative website, you can enter the URL link here, the links shall be shown on the Contact Us Page as an "Alternative Website" link, to redirect user to your other website.
SMS Link	Schools that have sign up for Perridot's SMS application can maintain the SMS URL link here this will put a link on your School Portal to redirect user to the SMS site.
School Logo	If you already upload your school logo before, system shall displayed the current logo, to maintain or re-upload the logo, check on the "Delete Logo" check box and click on the [Browse] button where you can browse and upload your file from you local hard drive. Note the system shall only allow for GIF file and recommend size 100×100 for the best display on you website.
School Directory	
– Principal Name, Email & Contact	Enter your school Principals Name, email and Contact number here. If you have already created your Principals user account, you can click on 'magnifying glass' icon to get the details from the user profile database.
– Assistant Principal Name,Email & Contact	Enter your school's Assistant Principal Name, email and Contact number here. If you have already created an account for the Assistant Principal, you can click on the 'magnifying glass' icon to retrieve the details from the user profile database.
– SMS Administrator Name, email & Contact	If your school is running the SMS application, please enter your SMS Administrator Contact information here.

Field Description	Comment
– iSchool Portal Administrator	Please enter the main coordinator for the iSchool Portal contact information here.

Note: To view the detail profile maintain for your school, click on “School Profile ~> View” option located under the “Menu” panel.

5 Presentation

5.1 What is a Template?

The iSchool Portal Theme system is a way to “skin” your individual school site. The “skinning” provide control over the look *and presentation* of the material on your website.

An iSchool Template is a collection of files that work together to produce a graphical interface with an underlying unifying design for a school site. The theme modifies the way the site is displayed, without modifying the underlying software.

The iSchool Portal Theme system provides a few convenient features.

5.2 Selecting Your School Template

This option allows users to set the theme for a school site, which is the theme used by an individual school site. To select a theme for a school site, click on “**Presentation ~> School Site Theme**” option located under the “Menu” panel. The theme shown under the “Current Theme” is the current theme used for your school site.

Those themes listed under “Available Theme” are the themes available for selection. To change a theme, click on the new theme. The new theme will then be used as the default theme of the school site. The “Site Language” indicates the language selection for menu displays. To change the “Site Language”, make a new selection from the drop down menu. Select the “Upload Header Image” by clicking on the “Browse” button. Enter the name of the “Slogan” and “Welcoming Message”, then click on the “Submit” button to save the record.

Presentation > School Site Theme

School Name : SMK CHUNG CHENG [Sibu]

Template 111 Site Language: English View School Site >>

Upload Header Image : Browse...
(Recommended Size is 780 x 200)

Slogan :

Welcoming Message :

Submit

5.2.1 Site Language

The “Site Language” indicates the language selection for site display. To change the “Site Language”, make a new selection from the drop down menu. Currently, you have choices of 3 languages i.e English, Malay or Chinese (Simplified) and a combination of Chinese & English and English & Malay for you site display.

5.2.2 Upload Header Image

Select the “Upload Header Image” by clicking on the “Browse” button. To ensure that the image you have upload being display nicely on your school site, please make sure that the photo is following the recommended size for the respective template.

5.2.3 Slogan

To display a Slogan on your school site, please enter the your “Slogan” on the slogan field. The slogan shall be display below your school name on the header page.

5.2.4 Welcoming Message

You can put a special welcoming message on your school site by entering your message on the text box labeled as “Welcoming Message”. The message shall be display on your school’s main page.

Once you have complete input all the fields on the screen, you can click on the “Submit” button to save the setting. Once the setting is save, the theme shall be put to live, to view the setting, click on the “View School Site” link.

6 Start Creating Your Content

The iSchool Portal is also a content management, where user are able to post and update their website content to be shown on their school site. To make the content building easier for user, we have pre-configure content pages and categorized under different section for user to post.

The pre-define categories are the “About Us” and the “Information” sections. Where they are further break into different sub-sections or pages. Please refer to the individual section of this document for more details.

6.1 School Page Content – About Us

The “About Us” section is one of the content of the iSchool Portal where user can build content about their school. Most of the information maintain here will not be change too often. The content shall be further categorized under different sections on the portal.

The following are pre-configure sub-sections on the “About Us” pages for user to input:

- a. School Mission A Page to input your school mission statement
- b. School Vision Page to show your school vision
- c. School Logo Page to describe your school logo
- d. School Song Page to show your school song
- e. School History Page to post your school History
- f. School Motto Page to show your school motto
- g. Location Page to show the school location, you can post up a map to show your school location
- h. Objective Page to show the school objective
- i. Others If you got there information about your school that are not able to feed in to the pages above please key in here

Note: If you have more sub-pages that you want to add in on the “About Us” section, please forward your request to support@perridot.com. We shall review and add in the pages if we see it is deem necessary.

6.1.1 Creating a About Us Content Page

6.1.2 Maintain/Editing an About Us page

To edit a school page content, click on “School Page Content ~> About Us ~> View/Edit/Delete” option located under the “Menu” panel.



You can select the page you want to maintain from the drop down menu or simply click on the submit button to get to the listing page as display in example below.



To Edit a page, click on the "edit" link next to the page you like to maintain. To delete a page, please check on the checkbox and click on the "Delete" button.



If you want to restore back a deleted page, you may do so by going to the “Restore” option located under the “Menu” panel.

6.2 School Page Content – About Us

The “About Us” section is one of the content of the iSchool Portal where user can build content about their school. Most of the information maintain here will not be change too often. The content shall be further categorized under different sections on the portal.

The following are pre-configure sub-sections on the “About Us” pages for user to input:

- a. School Mission A Page to input your school mission statement
- b. School Vision Page to show your school vision
- c. School Logo Page to describe your school logo
- d. School Song Page to show your school song
- e. School History Page to post your school History
- f. School Motto Page to show your school motto
- g. Location Page to show the school location, you can post up a map to show your school location
- h. Objective Page to show the school objective
- i. Others If you got there information about your school that are not able to feed in to the pages above please key in here

Note: If you have more sub-pages that you want to add in on the “About Us” section, please forward your request to support@perridot.com. We shall review and add in the pages if we see it is deem necessary.

6.2.1 Creating an Information Content Page

To create a school page content under the “About Us”, click on “**School Page Content** ~>**Information**~> “**Create**” option located under the “Menu” panel. Select “Page ID” from the drop down menu, note that you are only allow to create one page for the particular sub-section, if you have already created the sub-page e.g School Vision, system will not allow you to create the page again, you should use the Edit option if you want to change the page.

School Page Content > About Us > Create

Page ID : Main Page ▾

Page Content : *

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ Paragraph ▾ Font Family ▾ Font Sizes ▾

B *I* U ~~S~~ | | | | | |

p Words: 0

Upload Files (Max: 10) : No files selected.

Enter the “Page Content” on the editor, please refer to “[How to user the TinyMCE Editor](#)” on how to use the HTML editor.

Select the “Number of Upload File” from the drop down menu, if any. The number selected will in term generate the necessary number of “File” and “File Description” fields. You can upload a document file or any audio files. To upload a file, click on the “Browse...” button and enter the “File Description”. Click on the “Submit” button to save the record.

6.2.2 Maintain/Editing an Information page

To edit a school page content, click on “School Page Content ~> Information ~> View/Edit/Delete” option located under the “Menu” panel.



You can select the page you want to maintain from the drop down menu or simply click on the submit button to get to the listing page as display in example below.



To Edit a page, click on the “edit” link next to the page you like to maintain. To delete a page, please check on the checkbox and click on the “Delete” button.

If you want to restore back a deleted page, you may do so by going to the “Restore” option located under the “Menu” panel.



To restore back a page, simply check on the “Restore” check box and click on the Restore button. System shall put back your deleted page back to your iSchool Portal.

7 Creating Your Co-Curriculum Activities

7.1 About Co-curriculum Activity

This section of the iSchool portal allows you to create a page information about the school individual Co-curriculum Activity. Example, you can create a page for your school's "Basketball Club" or for "Persatuan Bahasa Melayu". From the individual activity page, you can post in news or events related to that particular activity.

For easier setup of the Co-curriculum activity page, we have pre-grouped this section according to the activity type as follows:

(i) Clubs & Societies

(ii) Uniform Bodies

(iii) Sports

We had also pre-setup the activities under the different groups. Our activities lists were gathered from common Public Malaysian School, some school may offer extras activity, not on our list. If you need to add in more activities for your school, please forward your request to support@perridot.com, we shall add in for you if your request is deemed necessary.

7.2 Co-curriculum Activity

7.2.1 Create

Creating an Activity Page

To create an activity under the club and society group , click on "Co-curriculum Activity ~> Create" option located under the "Menu" panel.

7.2.2 Maintain/Edit an Activity Page

To maintain a co-curriculum activity, click on “Co-curriculum Activity ~> View/Edit/Delete” option located under the “Menu” panel.

You can select the activity you like to maintain by selecting the Activity Type and the Activities from the drop down menu or simply click on the submit button to get to the listing page as display in example below.

Activity Type	Activities	Status	Edit	Delete
Club and Society	Library Club	Active	Edit	<input type="checkbox"/>
Club and Society	Pengawas Pusat Sumber	Active	Edit	<input type="checkbox"/>
Club and Society	Persatuan Bahasa Cina	Active	Edit	<input type="checkbox"/>
Club and Society	Sains & Matematik	Active	Edit	<input type="checkbox"/>

To Edit a page, click on the “edit” link next to the activity you like to maintain. To delete a page, please check on the checkbox and click on the “Delete” button.

If you want to restore back a deleted activity, you may do so by going to the “Restore” option located under the “Menu” panel.

8 Directory

8.1 School Organization Structure Setup

School organization structure option allows users to select the organization structure from their school to be displayed and search able on the iSchool Portal directory section. Example if you want to search all the PIBG Chairperson for the SMJK school, you can search for the directory section on the main iSchool Portal site.

To manage the school organization structure, click on “Directory ~> School Organization Structure” option located under the “Menu” panel.

MENU	Directory > School Organization Structure		
	Organization Structure	Structure position/rank	Display <input type="checkbox"/>
Change Password	School Board	1	<input checked="" type="checkbox"/>
User Management	School Management		<input type="checkbox"/>
School Profile	Finance		<input type="checkbox"/>
Presentation	Resource Center		<input type="checkbox"/>
School Page Content	Counseling & Student Affairs Committee		<input type="checkbox"/>
Messages	Scheduling & Timetable Committee		<input type="checkbox"/>
News And Events	Examination Committee		<input type="checkbox"/>
Announcement	Staff Affair Committee		<input type="checkbox"/>
Achievement	School Perfect Committee		<input type="checkbox"/>
Co-Curriculum Activities	Takaful Committee		<input type="checkbox"/>
Directory	Sports Committee		<input type="checkbox"/>
School Organization Structure	Parent and teacher Committee		<input type="checkbox"/>
School OS Position & Ranking	Health & First Aid Committee		<input type="checkbox"/>
School OS Information	schooling		<input type="checkbox"/>
Online Resource	Computer Committee		<input type="checkbox"/>
Multimedia	testing		<input type="checkbox"/>
Web 2.0	teaching		<input type="checkbox"/>
iSchool Blogs	Others		<input type="checkbox"/>

Tick on the check boxes located under “Display” to select the organization structure that is applicable for your school. Enter the structural rankings into the text boxes located under “Structure position/rank”. Click on the “Submit” button to save the record.

To remove the organization structure, untick the check boxes and click on the “Submit” button to save the changes

8.2 School Organization Position & Hierarchy Setup

School organization structure position and ranking options allow users to select the position description they wanted to be displayed on the iSchool Portal's main site. It allows you to define the number of post for each position description and the structural rankings of the position description.

To manage the school organization structure position and ranking, click on "Directory ~> School OS Position & Ranking" option located under the "Menu" panel.

Select the Organization Structure you like to create from the drop down menu, and click on the "Search" button.

MENU		Directory > School OS Position & Ranking			
Change Password	Organization Structure : School Board <input type="text"/> *				
User Management	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
School Profile					
Presentation	Position Description	Position Rank In OS Rank	Total Post	Display	<input type="checkbox"/>
School Page Content	Advisor	3	1	<input checked="" type="checkbox"/>	
Messages	Chairman	4	1	<input checked="" type="checkbox"/>	
News And Events	Deputy/Vice Chairman	5	2	<input checked="" type="checkbox"/>	
Announcement	Treasurer	6	1	<input checked="" type="checkbox"/>	
Achievement	Vice Treasurer			<input type="checkbox"/>	
Co-Curriculum Activities	Secretary			<input type="checkbox"/>	
Directory	Vice Secretary			<input type="checkbox"/>	
School Organization Structure	Committee Members			<input type="checkbox"/>	
School OS Position & Ranking	Pengerusi Lembaga Pengelola sekolah	1	1	<input checked="" type="checkbox"/>	
School OS Information	Yang Dipertua PIBG Sekolah	2	1	<input checked="" type="checkbox"/>	
Online Resource					
Multimedia					
Web 2.0					
iSchool Blogs					
<input type="button" value="Process"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

Tick on the check boxes located under "Display" to select the position description to be displayed on the directory listing. Enter the position rankings into the text boxes located under "Position Rank in OS Rank". Enter the number of post for each of the selected position descriptions into the text boxes located under "Total Post". Click on the "Process" button to save the record.

8.3 School Organization Structure Information

8.3.1 Create

School organization structure information allows users to input the profile of the persons holding the position on the OS . To manage the school organization structure information, click on “Directory ~> School OS Information ~> Create” option located under the “Menu” panel.

MENU	Directory > School OS Information > Create
Change Password	Organization Structure : <input type="text" value="School Board"/> *
User Management	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
School Profile	
Presentation	
School Page Content	
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
School Organization Structure	
School OS Position & Ranking	
School OS Information	
Create	
View/Edit/Delete	
Restore	

Select the “Organization Structure” from the drop down menu, and click on the “Search” button to get to the next screen.

MENU	Directory > School OS Information > Create
Change Password	Organization Structure : <input type="text" value="School Board"/> *
User Management	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
School Profile	
Presentation	
School Page Content	Advisor
Messages	Number Name User ID
News And Events	1. <input type="text"/> <input type="text"/> <input type="button" value="🔍"/>
Announcement	Chairman
Achievement	Number Name User ID
Co-Curriculum Activities	1. <input type="text"/> <input type="text"/> <input type="button" value="🔍"/>
Directory	Deputy/Vice Chairman
School Organization Structure	Number Name User ID
School OS Position & Ranking	1. <input type="text"/> <input type="text"/> <input type="button" value="🔍"/>
School OS Information	2. <input type="text"/> <input type="text"/> <input type="button" value="🔍"/>
Create	Treasurer
View/Edit/Delete	Number Name User ID
Restore	1. <input type="text"/> <input type="text"/> <input type="button" value="🔍"/>
Online Resource	<input type="button" value="Process"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Multimedia	
Web 2.0	
iSchool Blogs	

Enter the “Name” of the position description. Click on the “Magnifying Glass” icon to search for the “User ID” for the holder of the position. Click on the “Process” button to save the record.

8.3.2 Maintaining and Deleting an OS Information

You can only maintain the OS Information that you had created. To maintain the record, click on “Directory~>School OS Information ~> View/Edit/Delete” option located under the “Menu” panel.

You can either select the Organization Structure that you like to maintain or simply click on the search button to get to the listing page as below.

MENU	Directory > School OS Information > View/Edit/Delete					
Change Password	Organization Structure : School Board					
User Management	Position Description :					
School Profile	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					
Presentation						
School Page Content						
Messages						
News And Events						
Announcement						
Achievement						
Co-Curriculum Activities						
Directory						
School Organization Structure						
School OS Position & Ranking						
School OS Information						
Create						
View/Edit/Delete						
Restore						

Organization Structure	Position Description	Name	User ID	Edit	Delete
School Board	Pengerusi Lembaga Pengelola sekolah	劉洪戰先生		Edit	<input type="checkbox"/>
School Board	Yang Dipertua PIBG Sekolah	无		Edit	<input type="checkbox"/>

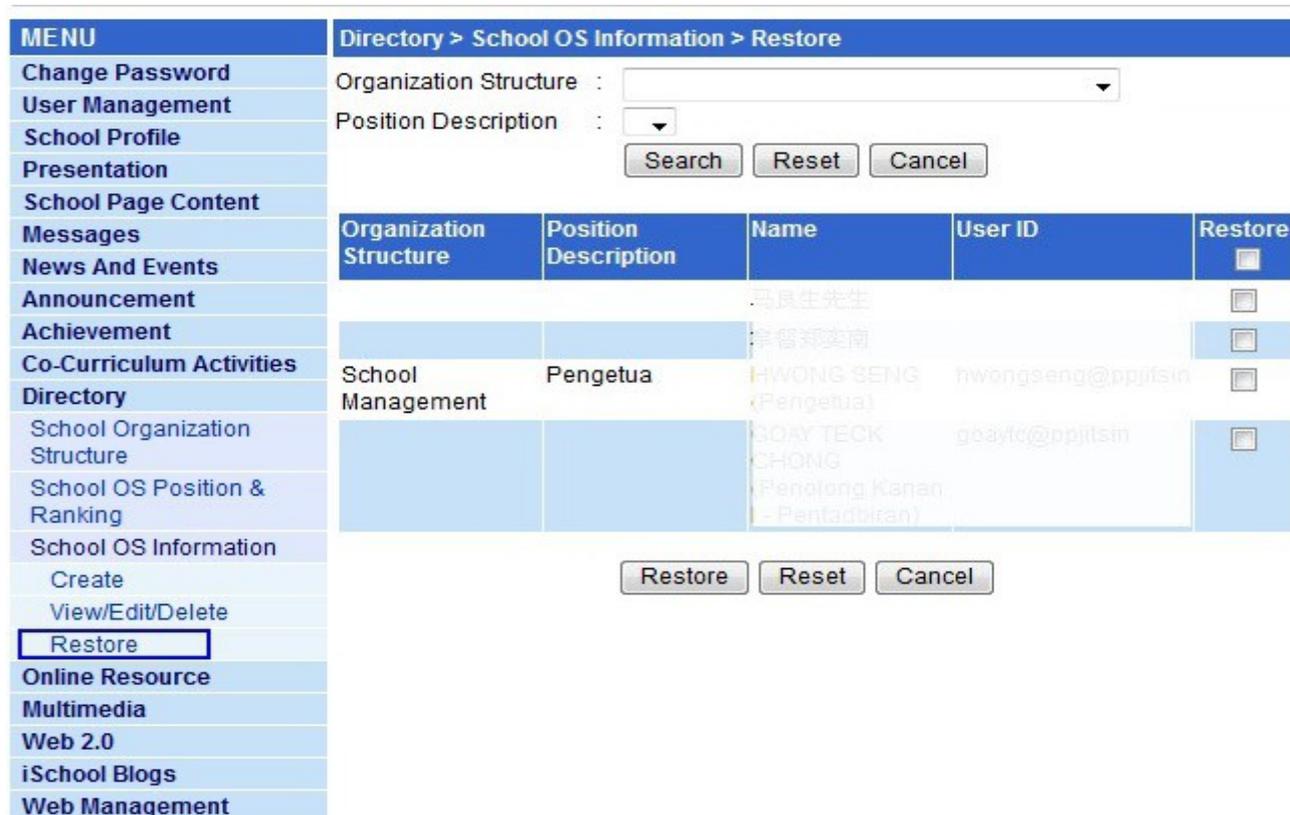
<input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					
--	--	--	--	--	--

To delete a OS Information, click on “Directory~>School OS Information ~> View/Edit/Delete” option located under the “Menu” panel. Check on the delete check box and click on the delete button.

8.3.3 Restoring a Deleted OS Information

The user can reinstate the deleted record to make it available again in the iSchool Portal. To reinstate the OS Information, click on “Directory~>School OS Information ~> Restore” option located under the “Menu” panel.

All items that had been deleted shall be appear on the listing page as shown on sample above, to restore the deleted item, check on the restore check box and click on the “Restore” button.



The screenshot displays the iSchool Portal interface. On the left is a vertical menu with the 'Restore' option highlighted. The main content area shows the breadcrumb 'Directory > School OS Information > Restore'. Below this are search filters for 'Organization Structure' and 'Position Description', with 'Search', 'Reset', and 'Cancel' buttons. A table lists school OS information with columns for Organization Structure, Position Description, Name, User ID, and a 'Restore' checkbox. The table contains three entries: one with Chinese characters, one for 'HWONG SENG (Pengetua)', and one for 'GOAY TECK CHONG (Penolong Kanan - Pentadbiran)'. A 'Restore' button is located at the bottom of the table area.

Organization Structure	Position Description	Name	User ID	Restore
		马良生先生		<input type="checkbox"/>
		李智邦安南		<input type="checkbox"/>
School Management	Pengetua	HWONG SENG (Pengetua)	hwongseeng@ppjitsin	<input type="checkbox"/>
		GOAY TECK CHONG (Penolong Kanan - Pentadbiran)	goaytc@ppjitsin	<input type="checkbox"/>

9 What is Online Resources Centre?

The Online Resources section is an area where all SMJK educators can communicate with each other on issues relevant to the e-Learning process as well as sharing of educational resources. This section contains tools which will allow your group to display information, research, fields of interest, publications, etc as well as to share resources between members of the group and members of the SMJK online Resources Centre community.

Under this section, you can store your group's documents that have been created for educational purposes and have them accessible at any time, from any computer, anywhere in the world by simply logging on with your user ID and password. You also have the option of making these documents public if you want to share a resource you have developed.

Your documents will be categorized into:

- Teaching Material,
- Exam Paper,
- Document and

(d) Resources Links, and further group into levels and subjects e.g Form 1, Sains for easier

This section offers comprehensive online materials chosen by teachers to enrich and support teaching and student learning. The ORC is a free teaching content library that contains hundreds of teaching content which are free for SMJK member to use.

9.1 How to upload a file to the Online Resource Center?

To upload a document file, click on “Online Resource ~> Create” option located under the “Menu” panel and select “Document” as the “File Categorog

Input Guide

Field Description	Comment
File Category	Select the file category as Document if you are uploading a document.
File	Click the “Browse” button to locate the file from the PC for upload.
Posted By	System shall default the current login user ID. No maintenance is allow
Level	Choose the Level from the drop down list where the document is applicable to
Subject	Choose the subject from the drop down list where the document is applicable to.
Rating	The system shall allow viewer to rate the document, if you want your document to be rated by user, please set the rating to be “ON”
Version	The version number of the document you are uploading.
Access Level	You can set the access level for your document, this shall determine which users can download and view the file you uploaded.

	By default, the system shall set the document to be accessible by ALL including a Public user.
Title	The title of your document
Description	A description of your document
Tag	If you want to put TAG for your Document, you can key in here, to put multiple tags, use ‘,’ to separate the TAGs. A tag is a (relevant) keyword or term associated with or assigned to a piece of information e.g news, photos or articles, thus describing the item and enabling keyword-based classification of information it is applied to. Tagging on the Document allows the user to search your document based on the keyword from the Online Resources Centre search page on the iSchool Portal.

Once you have finished with the content input you can click on the “Submit” button to save and upload your document to the Portal.

9.2 Maintaining and Deleting a Document from the Online Resource Centre

You can only delete or maintain the document that you have uploaded. To maintain a document, click on “Online Resource~> View/Edit/Delete” option located under the “Menu” panel.

Online Resource > View/Edit/Delete

File Category :

Level :

Subject : ALL

File Name :

Level	Subject	Category	File Name	Access Level	Create Date	Edit	Delete
Others	Other	Exam Paper	Perridot Salutes to Schools V3.pdf	Teacher/School Users	07/03/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/chengnan4.doc	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/抓住矛盾线索—《鸿门宴》教学设计.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/鸿门宴.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/bingju xiugai.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/容易读错的常用字表.doc	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/《闰土》赏析.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	./material/解读《促织》.bt	All	10/01/2007	Edit	<input type="checkbox"/>

To edit the document, click on the edit link.

Online Resource > View/Edit/Delete > Edit

Posted By : admin@ppchunglingb
 Existing File : Perridot Salutes to Schools V3.pdf [Change File]
 File Type : application/pdf
 File Size : 0.14MB
 File Category : Exam Paper *
 Level : Others *
 Subject : Other *
 Rating : On Off
 Version : 1 *
 Update : 2007-04-02 11:27:53+08
 Access Level : Teacher/School Users *
 Title : Testing PDF files *
 Description : I made up this quote when I was writing a research paper on Genocide. It really opened up my eyes in the way I think about the world. It made me realize how good we have it *
 Tag : test

V2 1 1

To re-upload your document click on the “Change File” link, the system shall display the “Browse” button for your browser the file from you PC to upload.

You can then make the change on the content after you have done, click on the “Submit” button to save your changes.

To delete a document from the ORC, click on “Online Resource ~> View/Edit/Delete” option located under the “Menu” panel.

Online Resource > View/Edit/Delete

File Category :
 Level :
 Subject : ALL
 File Name :

Level	Subject	Category	File Name	Access Level	Create Date	Edit	Delete
Others	Other	Exam Paper	Perridot Salutes to Schools V3.pdf	Teacher/School Users	07/03/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/chengnan4.doc	All	10/01/2007	Edit	<input checked="" type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/抓住矛盾线索—《鸿门宴》教学设计.txt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/鸿门宴.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/bingju xiugai.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/容易读错的常用字表.doc	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/《闰土》赏析.bt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/解读《促织》.bt	All	10/01/2007	Edit	<input type="checkbox"/>

9.3 Restoring a Deleted Document

Please note that a Document that has been deleted will still be kept in the system. The user can reinstate the deleted document to make it available again. To reinstate the Document on the ORC, click on “Online Resource ~> Restore” option located under the “Menu” panel.

Online Resource > Restore

File Category :

Level :

Subject : ALL

File Name :

Level	Subject	Category	File Name	Access Level	Create Date	Restore
	Bahasa Cina	Exam Paper	./material/chengnan4.doc All		10/01/2007	<input checked="" type="checkbox"/>

Page: 1

All documents that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted document, check the Restore check box next to the document and click on the “Restore” button.

10 Multimedia

10.1 Gallery Category

10.1.1 Creating a Photo Gallery Category

You can upload photos or pictures from their school to be displayed for viewing under the Multimedia section of the school site.

To create their own gallery folder or photo sets or photo album and group their photos to the respective folder. To create a gallery folder or album, click on “Multimedia ~> Gallery Category ~> Create” option located under the “Menu” panel.

MENU	Multimedia > Gallery Category > Create
Change Password	Create main title : Yes <input checked="" type="radio"/> No <input type="radio"/> Gallery Main Title : <input type="text"/> * Gallery Description : <input type="text"/> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
User Management	
School Profile	
Presentation	
School Page Content	
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
Online Resource	
Multimedia	
Gallery Category	
Create	
View/Edit/Delete	
Restore	
Class Category	
Gallery Creation	
Class Photo	
Flickr	
Web 2.0	
iSchool Blogs	

Folders can be created with sub-folders. To create the main folder, check on “Yes” if your folder create is the main folder. More sub-folders can be added into the main folder.

To create a sub-folder, check on “No” under the “Create Main Title” field.

Multimedia > Gallery Category > Create	
Create main title	: Yes <input type="radio"/> No <input checked="" type="radio"/>
Gallery Main Title	: School Events <input type="button" value="v"/> *
Gallery Sub Title	: <input type="text"/> *
Gallery Description	: <input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Choose the “Gallery Main Title” from the drop down list, the list shall contain all the main folder created previously. Key in the Sub Title and description of the gallery. Click on the “Submit” button to save the record.

10.1.2 Maintaining and Deleting a Gallery Category

To maintain a gallery category, click on “Multimedia ~> Gallery Category ~> View/Edit/Delete” option located under the “Menu” panel.

You can either select the Gallery main title and the sub title from the drop down list or simply click on the search button to get to the listing page as below.

Multimedia > Gallery Category > View/Edit/Delete

Gallery Category Search

Gallery Main Title :

Gallery Sub Title :

Gallery Main Title	Gallery Sub Title	Date Created	Status	Edit	Delete
School Sport	School Sports Day 2007	06/03/2007	Active	Edit	<input type="checkbox"/>
School Events	-	06/03/2007	Active	Edit	<input type="checkbox"/>
School Sport	-	06/03/2007	Active	Edit	<input type="checkbox"/>

Page: 1

To edit a category, click on the edit link next to the category.

Multimedia > Gallery Category > View/Edit/Delete > Edit

Gallery Main Title :

Gallery Sub Title : *

Gallery Description :

You can then make a change on the content after you have done, click on the “Submit” button to save your changes.

To delete a gallery category, click on “Multimedia ~> Gallery Category ~> View/Edit/Delete” option located under the “Menu” panel.

Multimedia > Gallery Category > View/Edit/Delete

Gallery Category Search

Gallery Main Title :

Gallery Sub Title :

Gallery Main Title	Gallery Sub Title	Date Created	Status	Edit	Delete
School Sport	School Sports Day 2007	06/03/2007	Active	Edit	<input type="checkbox"/>
School Events	-	06/03/2007	Active	Edit	<input checked="" type="checkbox"/>
School Sport	-	06/03/2007	Active	Edit	<input type="checkbox"/>

Page: 1

Check the delete check box and click on the delete button to delete the galley category from the iSchool Portal.

10.1.3 Restoring a Deleted Gallery Category

Please note that a Gallery Category that has been deleted will still be kept in the system. The user can reinstate the deleted record to make it available again. To reinstate the record, click on “Multimedia ~> Gallery Category ~> Restore” option located under the “Menu” panel.

Multimedia > Gallery Category > Restore

Gallery Category Search

Gallery Main Title :

Gallery Sub Title :

Gallery Main Title	Gallery Sub Title	Date Created	Status	Restore
School Events	.	06/03/2007	Inactive	<input checked="" type="checkbox"/>

Page: 1

All records that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted record, check on the restore check box and click on the “Restore” button.

10.2 Class Photo Category

10.2.1 Creating a Class’s Gallery Category

You are allowed to create your own gallery folder or photo sets or photo album and group their photos to the respective folder. To create a Class’s Gallery folder or album, click on “Multimedia ~> Class Category ~> Create” option located under the “Menu” panel.

MENU

- Change Password
- User Management
- School Profile
- Presentation
- School Page Content
- Messages
- News And Events
- Announcement
- Achievement
- Co-Curriculum Activities
- Directory
- Online Resource
- Multimedia
 - Gallery Category
 - Class Category
 - Create**
 - View/Edit/Delete
 - Restore
 - Gallery Creation
 - Class Photo
 - Flickr
- Web 2.0
- iSchool Blogs

Multimedia > Class Category > Create

Create main title : Yes No

Class Main Title :

Class Description :

Gallery folders can be created with sub-folders. To create the main folder, check on “Yes” if your folder create is the main folder. More sub-folders can be added into the main folder.

To create a sub-folder, check on “No” under the “Create Main Title” field.

Multimedia > Class Category > Create

Create main title : Yes No

Class Main Title : *

Class Sub Title : *

Class Description :

Choose the “Class Main Title” from the drop down list, the list shall contain all the main folder created previously. Key in the Sub Title and description of the gallery. Click on the “Submit” button to save the record.

10.2.2 Maintaining and Deleting a Class Category

To maintain a class category, click on “Multimedia ~>Class Category ~> View/Edit/Delete” option located under the “Menu” panel.

MENU	Online Resource > View/Edit/Delete
Change Password	File Category : <input type="text"/>
User Management	Level : <input type="text"/>
School Profile	Subject : <input type="text" value="ALL"/>
Presentation	File Name : <input type="text"/>
School Page Content	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
Online Resource	
Create	
View/Edit/Delete	
Restore	
Multimedia	
Web 2.0	
iSchool Blogs	

You can either select the class main title and the sub title from the drop down list or simply click on the search button to get to the listing page as below.

Multimedia > Class Category > View/Edit/Delete

Class Category Search

Class Main Title :

Class Sub Title :

Class Main Title	Class Sub Title	Date Created	Status	Edit	Delete
Form 1	Class 1A	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	Classes of 2007	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	Form 1 B 2007	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	-	02/04/2007	Active	Edit	<input type="checkbox"/>

Page: 1

To edit a category, click on the edit link next to the category.

Multimedia > Class Category > Edit

Class Main Title :

Class Sub Title :

Class Description :

You can then make the change on the content after you have done, click on the “Submit” button to save your changes.

To delete a class category, click on “Multimedia ~> Class Category ~> View/Edit/Delete” option located under the “Menu” panel.

Multimedia > Class Category > View/Edit/Delete

Class Category Search

Class Main Title :

Class Sub Title :

Class Main Title	Class Sub Title	Date Created	Status	Edit	Delete
Form 1	Class 1A	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	Classes of 2007	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	Form 1 B 2007	03/04/2007	Active	Edit	<input type="checkbox"/>
Form 1	-	02/04/2007	Active	Edit	<input checked="" type="checkbox"/>

Page: 1

Check the delete check box and click on the Delete button to delete the class category from the iSchool Portal.

10.2.3 Restoring a Deleted Class Category

Please note that a Class Category that has been deleted will still be kept in the system. The user can reinstate the deleted record to make it available again. To reinstate the record, click on “Multimedia ~> Class Category ~> Restore” option located under the “Menu” panel.

Multimedia > Class Category > Restore

Class Category Search

Class Main Title :

Class Sub Title :

Class Main Title	Class Sub Title	Date Created	Status	Restore
Form 1	Form 1 B 2007	03/04/2007	Inactive	<input checked="" type="checkbox"/>

Page: 1

All records that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted record, check on the Restore check box and click on the “Restore” button.

10.3 Photo Gallery Upload

10.3.1 How to upload a photo to the Photo Gallery?

The Photo Galley option under the multimedia section allows users to upload a picture to the school site’s gallery, based on gallery categories. To upload some pictures, click on “Gallery Creation ~> Create” option located under the “Menu” panel.

MENU

- Change Password
- User Management
- School Profile
- Presentation
- School Page Content
- Messages
- News And Events
- Announcement
- Achievement
- Co-Curriculum Activities
- Directory
- Online Resource
- Multimedia
 - Gallery Category
 - Class Category
 - Gallery Creation
 - Create**
 - View/Edit/Delete
 - Restore
 - Class Photo
 - Flickr
- Web 2.0
- iSchool Blogs
 - Restore
- Class Photo
- Flickr
- Web 2.0
- iSchool Blogs

Multimedia > Gallery Creation > Create

Gallery Main Title : *

Gallery Sub Title : *

Photo Description :

Photo : class_cat4_resize1.jpg *

File Type Allowed : gif, jpg, jpeg, bmp

Photo Taken Date : Format: 31/08/2017

Photographer :

Tag :

Select the Gallery Main Title and Sub Title from the drop down menu. Enter the “Photo Description” and select the “Photo” by clicking on the “Browse...” button. Enter the “Photo Taken Date” by clicking on the calendar icon located at the back of the field. Enter the name of the “Photographer”. Enter the Tag if any, tagging shall allow the viewer to search your photos with the keyword search with the tag. Click on the “Submit” button to save the record to the particular gallery folder.

10.3.2 Maintaining and Deleting a Photo Gallery

To maintain a photo gallery category, click on “Multimedia ~> Gallery Creation ~> View/Edit/Delete” option located under the “Menu” panel.

MENU	Multimedia > Gallery Creation > View/Edit/Delete
Change Password	
User Management	Gallery Main Title : <input type="text"/>
School Profile	Gallery Sub Title : <input type="text"/>
Presentation	Photo Description : <input type="text"/>
School Page Content	
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
Online Resource	
Multimedia	
Gallery Category	
Class Category	
Gallery Creation	
Create	
View/Edit/Delete	
Restore	
Class Photo	
Flickr	
Web 2.0	
iSchool Blogs	

You can either select the Gallery main title and the sub title from the drop down list or simply click on the search button to get to the listing page as below.

Multimedia > Gallery Creation > View/Edit/Delete

Gallery Creation Search

Gallery Main Title :

Gallery Sub Title :

Photo Description :

Gallery Main Title	Gallery Sub Title	Photo	Photo Description	Edit	Delete
School Sport	School Sports Day 2007		Our Cheering teams	Edit	<input type="checkbox"/>
School Sport	School Sports Day 2007		Boy 200x400m run	Edit	<input type="checkbox"/>

To edit a photo, click on the edit link next to the photo.

Multimedia > Gallery Creation > View/Edit/Delete > Edit

Gallery Main Title : School Sport

Gallery Sub Title :

Photo Description :

Current Photo : 

Photo :

File Type Allowed : gif, jpg, jpeg, bmp

Photo Taken Date : 31/08/2007

Photographer :

Tag :

You can then make the change on the content after you have done, click on the “Submit” button to save your changes.

To delete a gallery photo, click on “Multimedia ~> Gallery Creation ~> View/Edit/Delete” option located under the “Menu” panel.

Multimedia > Gallery Category > View/Edit/Delete

Gallery Category Search
 Gallery Main Title :
 Gallery Sub Title :

Gallery Main Title	Gallery Sub Title	Date Created	Status	Edit	Delete
School Sport	School Sports Day 2007	06/03/2007	Active	Edit	<input type="checkbox"/>
School Events	-	06/03/2007	Active	Edit	<input type="checkbox"/>
School Sport	-	06/03/2007	Active	Edit	<input type="checkbox"/>

Page: 1

Check the delete check box to delete the photo from the Gallery folder.

10.3.3 Restoring a Deleted Gallery Photo

Please note that a photo that has been deleted will still be kept in the system. The user can reinstate the deleted record to make it available again. To reinstate the record, click on “Multimedia ~> Gallery Creation ~> Restore” option located under the “Menu” panel.

Multimedia > Gallery Category > Restore

Gallery Category Search
 Gallery Main Title :
 Gallery Sub Title :

Gallery Main Title	Gallery Sub Title	Date Created	Status	Restore
School Events	-	06/03/2007	Inactive	<input checked="" type="checkbox"/>

Page: 1

All records that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted record, check on the Restore check box and click on the “Restore” button.

10.4 Class Photo Upload

10.4.1 How to upload a Photo to the Class Photo Gallery?

The Photo Galley option under the multimedia section allows users to upload a picture to the school site's gallery, based on gallery categories. To upload photos to your, click on "Class Photo ~> Create" option located under the "Menu" panel.

MENU	Multimedia > Class Photo > Create
Change Password	
User Management	Class Main Title : Form 1 *
School Profile	Class Sub Title : Form 1 B 2007 *
Presentation	Photo Description : Our CNY Celebration
School Page Content	
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	Photo : Browse... class_cat6_resize1.jpg * Preview
Online Resource	Submit Reset Cancel
Multimedia	
Gallery Category	
Class Category	
Gallery Creation	
Class Photo	
Create	
View/Edit/Delete	
Restore	
Flickr	
Web 2.0	
iSchool Blogs	

Select the Class Main Title and Sub Title from the drop down menu. Enter the "Photo Description" and select the "Photo" by clicking on the "Browse..." button. Enter the "Photo Taken Date" by clicking on the calendar icon located at the back of the field. Enter the name of the "Photographer". Enter the Tag if any, tagging shall allow the viewer to search your photos with the keyword search with the tag. Click on the "Submit" button to save the record to the particular class folder.

10.4.2 Maintaining and Deleting a Photo from the Class Gallery

To maintain a photo gallery category, click on “Multimedia ~> Class Photo ~> View/Edit/Delete” option located under the “Menu” panel.

MENU	Online Resource > View/Edit/Delete
Change Password	File Category : <input type="text"/>
User Management	Level : <input type="text"/>
School Profile	Subject : ALL
Presentation	File Name : <input type="text"/>
School Page Content	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Messages	<p style="text-align: center; color: red;">Record not found. Please try again.</p>
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
Online Resource	
Multimedia	
Gallery Category	
Class Category	
Gallery Creation	
Class Photo	
Create	
View/Edit/Delete	
Restore	
Flickr	
Web 2.0	
iSchool Blogs	

You can either select the class main title and the sub title from the drop down list or simply click on the search button to get to the listing page as below.

Multimedia > Class Photo > View/Edit/Delete					
Class Photo Search					
Class Main Title	:	<input type="text"/>			
Class Sub Title	:	<input type="text"/>			
Photo Description	:	<input type="text"/>			
		<input type="button" value="Submit"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	

Class Main Title	Class Sub Title	Photo	Photo Description	Edit	Delete
Form 1	Form 1 B 2007		Our CNY Celebration	Edit	<input type="checkbox"/>
Form 1	Form 1 B 2007		Teacher Day Celebration	Edit	<input type="checkbox"/>

To edit a photo, click on the edit link next to the photo.

Multimedia > Class Photo > View/Edit/Delete > Edit

Class Main Title : Form 1
 Class Sub Title : Form 1 B 2007
 Photo Description : Teacher Day Celebration

Current Photo : 

Photo :

You can then make the change on the content after you have done, click on the “Submit” button to save your changes.

To delete a class photo, click on “Multimedia ~> Class Photo ~> View/Edit/Delete” option located under the “Menu” panel.

Multimedia > Class Photo > View/Edit/Delete

Class Photo Search
 Class Main Title :
 Class Sub Title :
 Photo Description :

Class Main Title	Class Sub Title	Photo	Photo Description	Edit	Delete
Form 1	Form 1 B 2007		Our CNY Celebration	Edit	<input checked="" type="checkbox"/>
Form 1	Form 1 B 2007		Teacher Day Celebration	Edit	<input type="checkbox"/>

Page: 1

Check the delete check box to delete the photo from the Class Photo folder.

10.4.3 Restoring a Deleted Class Photo

Please note that a photo that has been deleted will still be kept in the system. The user can reinstate the deleted record to make it available again. To reinstate the record, click on “Multimedia ~> Class Photo ~> Restore” option located under the “Menu” panel.

Multimedia > Class Photo > Restore

Class Photo Search

Class Main Title :

Class Sub Title :

Photo Description :

Class Main Title	Class Sub Title	Photo	Photo Description	Restore
Form 1	Form 1 B 2007		Our CNY Celebration	<input checked="" type="checkbox"/>

Page: 1

All records that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted record, check on the Restore check box and click on the “Restore” button.

10.5 Flickr Plug-in

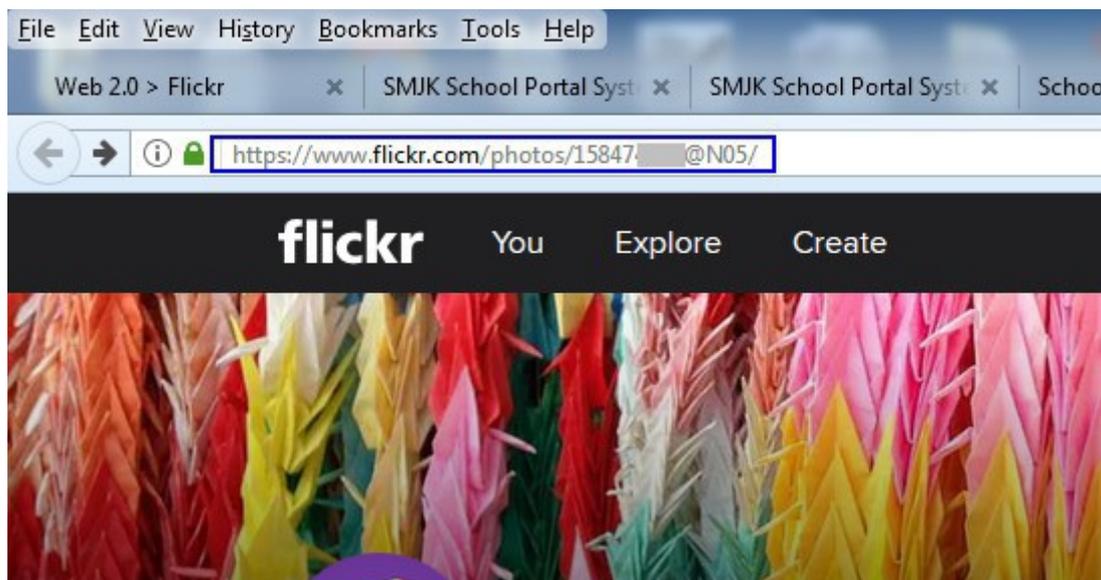
The iSchool portal is capable of integrating with the popular Flickr photo sharing website to publish your Flickr photos on the school portal. You will need to have a Flickr account and the photos that you want to be shown on the iSchool Portal needs to have a “Public Access” status on your Flickr’s photo set.

10.5.1 Creating a Flickr Album on the School Portal

To create a Flickr Album on your school portal, click on “Multimedia ~> Flickr ~> Create” option located under the Menu Panel. To get your “Flickr ID” click on the idGettr link, a small window for idGettr will be pop-up samples as below.

MENU	Web 2.0 > Flickr > Create	
Change Password	Posted By	: School Admin - S [REDACTED]
User Management	Flickr ID	: <input type="text"/> Use the idGettr to find your id.
School Profile	Title	: <input type="text"/> *
Presentation	Flickr Tag	: <input type="text"/>
School Page Content	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	
Messages		
News And Events		
Announcement		
Achievement		
Co-Curriculum Activities		
Directory		
Online Resource		
Multimedia		
Gallery Category		
Class Category		
Gallery Creation		
Class Photo		
Flickr		
Create		
View/Edit/Delete		
Restore		
Web 2.0		
iSchool Blogs		

Login the Flickr account and copy the URL of your Flickr account.



Replace the URL with the copied link of Flickr account and click on the “Find” button. The system shall return you with the ID as follow.

idGettr

Use the URL of your photostream to find the Flickr ID number (also works for groups).

<input type="text" value="http://www.flickr.com/photos/158474 [redacted] @N05/"/>	<input type="button" value="Find"/>
---	-------------------------------------

id:

Copy the ID to the “Flickr ID” field on the iSchool Portal screen. Give a title to you Flickr entry, and keyword tag.

This tag will help the system to find all photos which you had posted on the Flickr site with the same tag specified and displayed in this particular gallery that you had created. To display all public photos under your Flickr account, you can leave the tag field as blank. Take note that you can only input one tag for Flickr tag.

Web 2.0 > Flickr > Create

Posted By	: School Admin - [redacted]
Flickr ID	: <input type="text" value="158474 [redacted] @N05"/> Use the idGettr to find your id.
Title	: <input type="text" value="Merentas Desa 2012"/> *
Flickr Tag	: <input type="text" value="MD2012"/>

To save your entry click on the “Submit” button. Your Flickr photo set shall be auto-display under the “Multimedia ~> Flickr Gallery” section on the school site.

10.5.2 Maintaining and Deleting a Photo Set from the Flickr Gallery

You can only delete or maintain the Flickr Gallery that you have created. To maintain a Flickr Gallery of the iSchool Portal, click on Multimedia ~> Flickr Gallery ~> View/Edit/Delete, option located under the Menu panel.

Title	Create Date	Edit	Delete
My Photos	06/03/2007	Edit	<input type="checkbox"/>
Photo from Flickr photoset	03/04/2007	Edit	<input type="checkbox"/>

To edit the item, click on the edit link next to the item.

School Name : SMJK HUA LIAN
Posted By : Perridot Consultant
Flickr ID : 8174049@N08 Use the idGettr to find your id.
Title : Photo From Flickr Photoset
Tag :
Submit Reset Cancel

You can then make a change on the content after you have done, click on the Submit button to save your changes.

To delete Flickr Gallery from the iSchool Portal, click on Multimedia ~> Flickr Gallery ~> View/Edit/Delete option located under the Menu panel.

Title	Create Date	Edit	Delete
Family Time	06/03/2007	Edit	<input checked="" type="checkbox"/>
My Photos	06/03/2007	Edit	<input type="checkbox"/>
Photo from Flickr photoset	03/04/2007	Edit	<input type="checkbox"/>
SMJK Portal	06/03/2007	Edit	<input type="checkbox"/>

Check the delete check box to remove the Flickr Gallery from the iSchool Portal.

10.5.3 Restoring a Deleted Flickr Gallery

Please note that records that have been deleted will still be kept in the system. The user can reinstate the deleted record to make it available again. To reinstate the Flickr Gallery, click on Multimedia ~> Flickr Gallery ~> Restore option located under the Menu panel.

Title	Create Date	Restore
Family Time	06/03/2007	<input checked="" type="checkbox"/>

All Flickr Gallery that had been deleted shall appear on the listing page as shown on the sample above, to restore the deleted gallery, check on the Restore check box next to the item and click on the Restore button.

Web 2.0

10.6 Podcast Management

The podcast is a digital recording of an individual’s “radio shows” broadcast, which your school can include distribution of school song, meeting alerts and it made available on the Internet for download.

10.6.1 Podcast Upload

To upload a podcast, click on click on “The Web 2.0 ~> Podcast ~> Create” option located under the “Menu” panel. To upload an audio file, Click on the “Browse...” button to select the podcast for upload. Select the “Subject” from the drop down menu. Enter the “Title”, “Description” and “Keyword”. Click on the “Submit” button to save the record.

MENU	Web 2.0 > Podcast > Create
Change Password	Posted By : School Admin - [redacted]
User Management	File : <input type="button" value="Browse..."/> No file selected. *
School Profile	File Type Allowed : mp3, mp4, pdf
Presentation	Subject : News---School Activity
School Page Content	Title : [redacted] *
Messages	Description : [text area]
News And Events	Tag : [text field]
Announcement	Example: sport,activity.
Achievement	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Co-Curriculum Activities	
Directory	
Online Resource	
Multimedia	
Web 2.0	
Video	
Podcast	
Create	
View/Edit/Delete	
Restore	
iSchool Blogs	

10.6.2 Podcast Management – Search, maintain & delete

To search for a podcast, click on “Web 2.0 ~> Podcast ~> View/Edit/Delete” option located under the “Menu” panel. To maintain a podcast, click on “Web 2.0 ~> Podcast ~> View/Edit/Delete” option located under the “Menu” panel. To delete a podcast, click on “Web 2.0 ~> Podcast ~> View/Edit/Delete” option located under the “Menu” panel.

Please note that a podcast that has been deleted is still kept in the system for cross-referencing. The user can reinstate the deleted podcast to make it available again. To reinstate the podcast, click on “Web 2.0 ~> Podcast ~> Restore” option located under the “Menu” panel.

10.7 Video Upload

Web 2.0 allows users to upload videos to iSchool Portal site for downloads by users. To upload a video, click on “Web 2.0 ~> Video ~> Create” option located under the “Menu” panel. Select the “School Name” from the drop down menu. Click on the “Browse...” button to select the video for upload. Select the “Subject” from the drop down menu. If “Rating” is allowed for the video, click on the “Yes” option button. Enter the “Title”, “Description” and “Keyword”. Click on the “Submit” button to save the record.

MENU	Web 2.0 > Video > Create
Change Password	Posted By : School Admin - <input type="text"/>
User Management	File : <input type="button" value="Browse..."/> No file selected. *
School Profile	File Type Allowed : flv, mp4
Presentation	Category : <input type="text"/>
School Page Content	Rating : <input checked="" type="radio"/> On <input type="radio"/> Off
Messages	Title : <input type="text"/> *
News And Events	Description : <input type="text"/>
Announcement	Tag : <input type="text"/>
Achievement	Example: sport,activity.
Co-Curriculum Activities	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Directory	
Online Resource	
Multimedia	
Web 2.0	
Video	
<input type="button" value="Create"/>	
<input type="button" value="View/Edit/Delete"/>	
<input type="button" value="Restore"/>	
Podcast	
iSchool Blogs	