

# Table of Contents SMJK Web Portal

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

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

The image shows the login page of the SMJK Education Portal. The header is the same as the previous screenshot. Below the header, there is a red navigation bar with links: 'HOME | ABOUT US | VISION | DIRECTORY | LATEST NEWS | CALENDAR | FEEDBACK | CONTACT | ONLINE RESOURCE |'. The main content area has a light gray background. It contains two input fields: 'User ID' and 'Password'. Below these fields are two buttons: 'Submit' and '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 versa. 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.




The image shows a 'Change Password' form. It has a blue header bar with the text 'Change Password'. Below the header, there are four input fields: 'User ID' (with the value 'webadmin'), 'Old Password', 'New Password', and 'Confirm Password'. Each field has a red asterisk to its right. To the right of the 'New Password' field, there is a 'Password Strength' indicator consisting of a green bar and the word 'BEST'. Below the 'Confirm Password' field, there is a red message: '\* Choose a password between 4 and 10 characters'. At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'.

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.



The image shows the 'Welcome' page for the School Portal Administrator. It has a blue header bar with the text 'Welcome'. Below the header, there is a 'MENU' section on the left side with a list of links: 'Change Password', 'User Management', 'School Profile', 'Presentation', 'School Page Content', 'Messages', 'News And Events', 'Announcement', 'Achievement', 'Co-Curriculum Activities', 'Directory', 'Online Resource', 'Multimedia', 'Web 2.0', 'iSchool Blogs', and 'Web Management'. To the right of the menu, there is a main content area with a blue header bar containing the text 'iSchool Portal' and 'iSchool Blogs'. Below the header, there is a paragraph of text: 'Our one-for-all portal 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. Our portal is the bridge for such communication to succeed and develop further on.' At the bottom right of the page, there is a small text 'V2.1.2'.



### 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.



### 1.4.2 The Principal's Page

<b>MENU</b>
<b>Change Password</b>
<b>Messages</b>
Principal's Message
Teacher's Message
<b>News And Events</b>
School News
Co-Curriculum News
Event Calendar
<b>Announcement</b>
Create
View/Edit/Delete
Restore
<b>Achievement</b>
Create
View/Edit/Delete
Restore
<b>Co-Curriculum Activities</b>
Create
View/Edit/Delete
Restore
<b>Online Resource</b>
Create
View/Edit/Delete
Restore
<b>Multimedia</b>
Gallery Category
Class Category
Gallery Creation
Class Photo
Flickr
<b>Web 2.0</b>
Video
Podcast

### 1.4.3 The Student's / Alumni Page

## MENU

### Change Password

#### 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	<b>User Account</b>					
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	<b>User Profile</b>					
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 " <a href="#">Update Your School Profile</a> " 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 <a href="#">How to create a strong password?</a>
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
<a href="#">chienns2005.qts</a>	Chien Hui Siong
<a href="#">ngmh2005.qts</a>	Ng Meng Heong
<a href="#">saiful2005.qts</a>	Saiful Lizan Bin Shahidan
<a href="#">tiets2005.qts</a>	Tie Teck Siang
1 - 4 Of 4 Records	

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	<p><b>* Please note that, if you deleted the SMJK web portal ID, you will also cancel Gmail account &amp; delete the associated gmail address.</b></p>					
Messages	<div> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div>					
News And Events						
Announcement						
Achievement						
Co-Curriculum Activities						
Directory	User ID	Name (In English)	User Group	Status	Edit	Delete
Online Resource	chlenhs2005.qts	Chien Hui Siong	Teacher/School Users	Active	<a href="#">Edit</a>	<input type="checkbox"/>
Multimedia	ngmh2005.qts	Ng Meng Heong	Teacher/School Users	New	<a href="#">Edit</a>	<input type="checkbox"/>
Web 2.0	saiful2005.qts	Saiful Lizan Bin Shahidan	Teacher/School Users	New	<a href="#">Edit</a>	<input type="checkbox"/>
iSchool Blogs	tets2005.qts	Tie Teck Siang	Teacher/School Users	Active	<a href="#">Edit</a>	<input type="checkbox"/>
	<div> <input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div>					

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 :  \*

**User Profile**

Name (In English) :  \*

Name (Second Language) :

IC No. :  1: \* Format 800101131234

Gender :  \*

Address :  \*

Contact number :

Hand Phone number :  including international dialing code (e.g. Malaysia 60)

Alternate Email :

User's Privacy Status :  \*

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"> <li>– <b>Active:</b> User can login to use the SMJK portal and Gmail.</li> <li>– <b>Freeze:</b> 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'.</li> <li>– <b>Pending Activation:</b> 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.</li> </ul> <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 : <input type="text"/>
User Account	
Create	
View/Edit/Delete	
Reissue Password	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
User Accounts Upload	
Account Notification	
Printing	
Mailing List	
School Profile	
Presentation	
School Page Content	

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 Records1

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: <span style="background-color: green; color: white;">BEST</span>
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

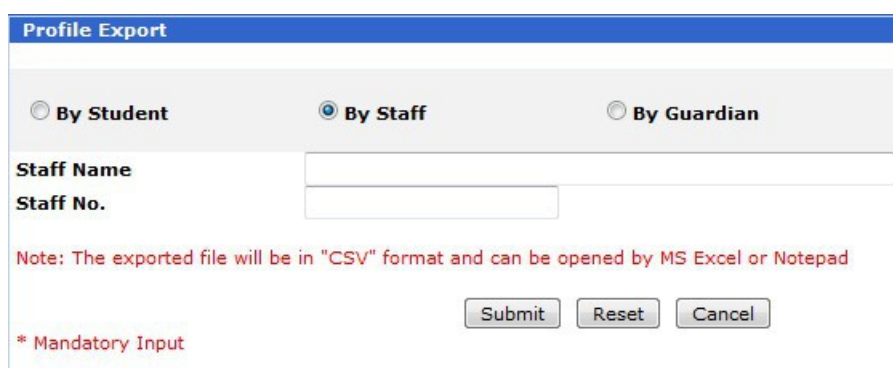
### 2.4.1 Data Extractions from School Management Systems

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-based form titled "Profile Export". It has three radio buttons: "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 right are three buttons: "Submit", "Reset", and "Cancel". A red asterisk with the text "\* Mandatory Input" is located at the bottom left.

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.

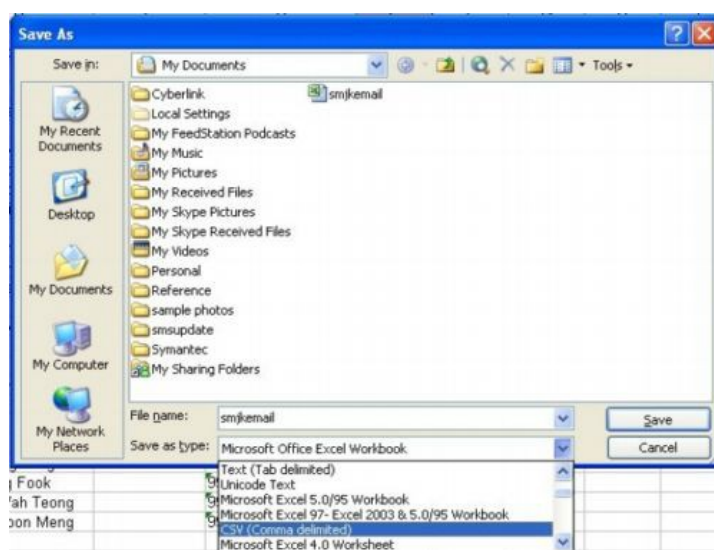


## 2.4.2 Non-School Management Systems Users

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 Sibu
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 <a href="mailto:johnw@smjk.edu.my">johnw@smjk.edu.my</a>
ALTERNATIVE MAIL	Not more than 50 characters including spaces, eg <a href="mailto:johnw@yahoo.com">johnw@yahoo.com</a>
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.

## 2.5 Upload the User Profile

Use the file extracted from steps above, point your browser to your iSchool portal (e.g. SMJK Portal at [www.smjk.edu.my](http://www.smjk.edu.my)), login to the school portal with the school admin role. Go to the upload screen, on the left menu bar click on “Access Management” ~> User Account Upload link.

The screen below shall be displayed, select user group from the drop down menu, click on the “Browse” button to locate the file from your PC, upload the “sms.csv” file. Click on the “Submit” button to proceed

MENU	User Management > User Accounts UploadUser Accounts Upload	
Change Password		
User Management		
User Account		
User Accounts Upload		
Account Notification		
Printing		
Mailing List		
School Profile		
Presentation		

User Group	:	Teacher/School Users *
School Name	:	SMK Tinggi Sarikei
Upload CSV File	:	<input type="button" value="Browse..."/> No file selected. *

To create the user accounts for the school portal, select the. The system shall check for duplicated accounts by using the IC numbers. Under the “Select” column, tick on the checkboxes to select the user accounts to be created. Choose Letter Template that is available from the drop down menu.

MENU	User Management > User Accounts UploadUser Accounts Upload						
Change Password							
User Management							
User Account							
User Accounts Upload							
Account Notification							
Printing							
Mailing List							
School Profile							
Presentation							
School Page Content							
Messages							
News And Events							

School Name	:	SMK Tinggi Sarikei
User Group	:	Teacher/School Users
Letter Template	:	SMJK Standard Notification Letter *

Name	IC No.	User ID	Suggested User ID	Activate A/C	Select
QA User 2	64081502512	qauser4	qauser4.qts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
QA User 3	64081502532	qauser5	qauser5.qts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Listed under the “Suggested User ID” is the defaulted user ID for the user accounts. If the users have pre-existing user accounts in the SMS, the user IDs for school portal will be based on the same usernames. The system shall check and indicate which SMS usernames have been taken by other users in the school portal, the system will then suggest an alternate user ID for users. If no usernames found in the CSV file, the system shall generate new user ID for the users. Users are allowed to change the “Suggested User ID” as necessary. Please note that Perridot Systems recommends users to assign a standard User ID naming convention, which consists of the users’ surnames and initials.

### Activating Users

By default, the user accounts are not activated. This means that the school portal user accounts will be created but users are not allowed to log in to the school portal, they can only use the Google Apps services. If the school has decided to allow users to log in to the school portal, tick on the checkboxes under the “Activate A/C” column. Click on the “Submit” button to create the user accounts.

**\*Please take note for bulk user account upload, normally it will take one day to populate and create the Google Apps account.**



## 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:

- Standard Notification Letter.
- 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		Letter Template	: SMJK Standard Notification Letter ▼ *
User Management		Print Group	: <input checked="" type="checkbox"/> Teacher/School Users *
User Account			
User Accounts Upload			
Account Notification Printing			
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.

Date: 08 June 2007

iSchool Portal Accounts - Us

Dear Demo User 2 ,

You had been given access

Portal Account had been cre

Account name created: Dem

Your User ID and email add

Your Password is : abc123

Please note - both User ID a

be taken to make a comput

browser has cookies enable

If you get stuck, you can al

support and helpdesk inform

For all accounts administrat

please forward your queries to support@perridot.com

**Print**

General Options

Select Printer

Add Printer HPLJ3200 on PABX PDF995 X3110 on pabx

Status: Ready ☐ Print to file Preferences

Location: Find Printer...

Comment:

Page Range

☒ All ☐ Selection ☐ Current Page

☐ Pages: 1

Enter either a single page number or a single page range. For example, 5-12

Number of copies: 1

☒ Collate

1 2 3 1 2 3

Print Cancel Apply

g iSchool

tep must that your

necessary te.

support –



## 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.

User Management > Mailing List > Create	
Mailing ID	: HEM *
Short Description	: Hal Ehwal Murid
<div>Submit Reset Cancel</div>	

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	Mailing ID	:	<input type="text"/>		
User Accounts Upload	Short Description	:	<input type="text"/>		
Account Notification	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
Printing					
GoogleApps CSV Export	School Name	Mailing ID	Short Description	Edit	Delete
Reset GoogleApps Export	SEKOLAH MENENGAH SHAN TAO (CF)	<input type="text"/>	Hal Ehwal murid	<input type="button" value="Edit"/>	<input type="checkbox"/>
Mailing List					
Create					
View/Edit/Delete					
Add/Delete User					
School Profile	Page: 1				
Presentation	<input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
School Page Content					
Messages					
News And Events					

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	: <input type="text"/>
Short Description	: <input type="text" value="Hal Ehwal murid"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="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	Mailing ID	:	<input type="text"/>		
User Accounts Upload	Short Description	:	<input type="text"/>		
Account Notification	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
Printing					
GoogleApps CSV Export	School Name	Mailing ID	Short Description	Edit	Delete
Reset GoogleApps Export	SEKOLAH MENENGAH SHAN TAO (CF)	<input type="text"/>	Hal Ehwal murid	<input type="button" value="Edit"/>	<input checked="" type="checkbox"/>
Mailing List					
Create					
View/Edit/Delete					
Add/Delete User					
School Profile	Page: 1				
Presentation	<input type="button" value="Delete"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				

**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.

The screenshot shows the iSchool Portal Admin interface. On the left is a vertical menu with the following items: MENU, Change Password, User Management, User Account, User Accounts Upload, Account Notification, Printing, GoogleApps CSV Export, Reset GoogleApps Export, Mailing List, Create, View/Edit/Delete, and Add/Delete User. The 'Add/Delete User' item is highlighted with a blue border. To the right of the menu is a header bar that reads 'User Management > Mailing List > Add/Delete User'. Below the header is a form with three fields: 'Mailing ID' with a dropdown menu showing 'HEM.s' and a red asterisk, 'User Group' with a dropdown arrow, and 'Class/Level' with a text input field. At the bottom of the form are three buttons: 'Submit', 'Reset', and '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			
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			
Announcement			
Achievement			
Co-Curriculum Activities			
Directory			
Online Resource			
Multimedia			
Web 2.0			
iSchool Blogs			
Web Management			

Please tick the check box to add, untick to delete user.

*Users' name in red indicate the users whose profile had been deleted but still exist in mailing list*

Name	User ID	Select
ANIKATONY @ ANNIE TOMI	an	<input checked="" type="checkbox"/>
AW KAM OOI	aw	<input checked="" type="checkbox"/>
CHANG MANN LEE	ch	<input checked="" type="checkbox"/>
CHIN SIEW KET	cel	<input checked="" type="checkbox"/>
DENNES @ SHIRLEY JONIOH	de	<input checked="" type="checkbox"/>
FREDERICK LEYONG SOH ANDU	fre	<input checked="" type="checkbox"/>
JULIANA JONTILI	juli	<input checked="" type="checkbox"/>
KELINDOS @ IVO JINTARA	kel	<input checked="" type="checkbox"/>
LAI THIAM SOON	lai	<input checked="" type="checkbox"/>
LEE FUI NYEE	lee	<input checked="" type="checkbox"/>
NORAINI BT SURUMIN	no	<input checked="" type="checkbox"/>
NORILA BT. OMBRA @ NORILA BT. AMBRA	nri	<input checked="" type="checkbox"/>
NUSIAH GIMBUN	nu	<input checked="" type="checkbox"/>
ONG HA SIN	on	<input checked="" type="checkbox"/>
RACHEL MARIAN YAPP	rm	<input checked="" type="checkbox"/>
ROSLIZA BINTI ABDUL RAZAK	ros	<input checked="" type="checkbox"/>
SOLIMOI KINSIONG	so	<input checked="" type="checkbox"/>

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 subsequent emails sent 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 completed. You will need to review and update the details to ensure the latest school details is maintained 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 :

State :

City :

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 :    
(Recommended Size is 780 x 200)

Slogan :

Welcoming Message :

### **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](mailto: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

School Page Content > Information > Create

Page ID : Main Page

Page Content : \*

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

Formats ▾ Paragraph ▾ Font Family ▾ Font Sizes ▾

B I U S
≡ ≡ ≡ ≡
✂ 📄 📁
🔍

↶ ↷ 🔗 🔒 📌 📑 <> ⌚ 👁
A ▾ A ▾ 🖼 🔍

📊 — ℒ x<sub>2</sub> x<sup>2</sup> Ω 😊 🖨 🔗
🔍 🔍 🔍 🔍 📄 📄 🔄

p
Words: 0

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

Submit
Reset
Cancel

To create a school page content under the “About Us”, click on “**School Page Content ~>About Us~> “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.

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.

Take note that your school site will only show the pages that you created those pre-define sub-pages that you do not create shall not be shown on the school site.

## 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.

School Page Content > About Us > View/Edit/Delete

School Page Content > About Us Search

Page ID : ▼

- School Vision
- School Logo
- School Song
- School History
- School Motto
- Location
- Other

Cancel

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.

School Page Content > About Us > View/Edit/Delete

School Page Content > About Us Search

Page ID : ▼

Search Reset Cancel

Page ID	Page Content	Create Date	Edit	Delete
Location	...	06/06/2006	Edit	<input type="checkbox"/>
School Song	北海钟灵中学校歌...	11/12/2002	Edit	<input type="checkbox"/>
School Logo	钟灵, 钟者聚也, 如言钟灵毓秀, 谓灵...	11/12/2002	Edit	<input type="checkbox"/>
School History	北海钟灵中学历史的回顾1976年3月10日钟...	11/12/2002	Edit	<input type="checkbox"/>
School Motto	"Love our Chung Ling"...	11/12/2002	Edit	<input type="checkbox"/>
Other		12/05/2003	Edit	<input type="checkbox"/>
School Vision	我们的宏愿 发扬学校优良传统, 保...	08/05/2003	Edit	<input type="checkbox"/>

Delete Reset Cancel

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.

School Page Content > About Us > Restore

School Page Content > About Us Search

Page ID : ▼

Search Reset Cancel

Page ID	Page Content	Create Date	Restore
Objective	1. Membentuk pelajar yang mengamalkan 10 Tatasusila sek...	15/03/2003	<input type="checkbox"/>

Restore Reset Cancel

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](mailto: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 | [List Icons] | [Copy/Paste/Undo/Redo Icons] | [Link/Unlink Icons]

[Table Icon] | [Text Color Icon] | [Background Color Icon] | [Image Icon] | [Fullscreen Icon]

p Words: 0

Upload Files (Max: 10) :

Browse...

No files selected.

Submit

Reset

Cancel

Enter the “Page Content” on the editor, please refer to “[How to use 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.

**School Page Content > Information > View/Edit/Delete**

**School Page Content > Information Search**

Page ID :

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.

**School Page Content > Information > View/Edit/Delete**

**School Page Content > Information Search**

Page ID :

Page ID	Page Content	Create Date	Edit	Delete
PIBG	圣玛利亚修道院中学2006/2007年度 家教协会...	19/05/2003	Edit	<input type="checkbox"/>
Student Population	2006年班级及学生人数 年级 班数&n...	15/05/2003	Edit	<input type="checkbox"/>
School Administration	Principal: Mr. Chai Wai Teong 校长: 蔡华...	15/03/2003	Edit	<input type="checkbox"/>
Governing Board	2007年度圣玛利亚修道院中学董事会 (慈口口...	20/12/2002	Edit	<input type="checkbox"/>

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.

**School Page Content > Information > Restore**

**School Page Content > Information Search**

Page ID :

Page ID	Page Content	Create Date	Restore
Other	This page is for other content...	27/03/2007	<input type="checkbox"/>

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](mailto: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.

MENU	Co-Curriculum Activities > Create
Change Password	
User Management	Activity Type : Club and Society *
School Profile	Activities/Club Code : Astronomy Club *
Presentation	President :
School Page Content	Secretary :
Messages	Treasurer :
News And Events	(Enabled) RSS Feeds : <input checked="" type="checkbox"/>
Announcement	Activities/Club Detail : *
Achievement	
Co-Curriculum Activities	
Create	
View/Edit/Delete	
Restore	
Directory	
Online Resource	
Multimedia	
Web 2.0	
iSchool Blogs	

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.

Select “Club and Society” as the “Activity Type”, after you made the selection system shall automatically list down all activities available for you to create on the drop down list under the Activities/Club Code. Note that you are only allow to create one page for the particular activity, if you have already created the page e.g Persatuan Melayu, system will not allow you to create the activity page again, you should use the Edit option if you want to make changes to the page.

Select the “Activities/Club Code” from the drop down menu. Enter the name of the “President”, “Secretary” and “Treasurer”. Tick on the “(Enabled) RSS Feeds” checkbox to enable news & events posted under this activity to be on RSS Feeds.

Key in the “Activities/Club Detail”, you can give an introduction of you activity here. 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. To upload a file, click on the “Browse...” button and enter the “File Description”. Click on the “Submit” button to save the record.

## 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.

MENU	Co-Curriculum Activities > View/Edit/Delete
Change Password	Activity Type : Club and Society
User Management	Activities/Club Code :
School Profile	(Enabled) RSS Feeds :
Presentation	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
School Page Content	
Messages	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Create	
View/Edit/Delete	
Restore	
Directory	
Online Resource	
Multimedia	
Web 2.0	
iSchool Blogs	

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.

MENU	Co-Curriculum Activities > View/Edit/Delete
Change Password	Activity Type :
User Management	(Enabled) RSS Feeds :
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	
Online Resource	
Multimedia	
Web 2.0	
iSchool Blogs	

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"/>

V4.1.

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.

Directory > School Organization Structure			
MENU	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
User Management						
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						
Online Resource						
Multimedia						
Web 2.0						
iSchool Blogs						

Position Description	Position Rank	In OS Rank	Total Post	Display
Advisor	3		1	<input checked="" type="checkbox"/>
Chairman	4		1	<input checked="" type="checkbox"/>
Deputy/Vice Chairman	5		2	<input checked="" type="checkbox"/>
Treasurer	6		1	<input checked="" type="checkbox"/>
Vice Treasurer				<input type="checkbox"/>
Secretary				<input type="checkbox"/>
Vice Secretary				<input type="checkbox"/>
Committee Members				<input type="checkbox"/>
Pengerusi Lembaga Pengelola sekolah	1		1	<input checked="" type="checkbox"/>
Yang Dipertua PIBG Sekolah	2		1	<input checked="" type="checkbox"/>

Process Reset 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	
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	
Online Resource	
Multimedia	
Web 2.0	
iSchool Blogs	



  

Advisor		
Number	Name	User ID
1.	<input type="text"/>	<input type="text"/> 


  

Chairman		
Number	Name	User ID
1.	<input type="text"/>	<input type="text"/> 

Deputy/Vice Chairman		
Number	Name	User ID
1.	<input type="text"/>	<input type="text"/> 
2.	<input type="text"/>	<input type="text"/> 

Treasurer		
Number	Name	User ID
1.	<input type="text"/>	<input type="text"/> 

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	周贞敏先生		Edit	<input type="checkbox"/>
School Board	Yang Dipertua PIBG Sekolah	无		Edit	<input type="checkbox"/>

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.

MENU	Directory > School OS Information > Restore				
Change Password	Organization Structure : <input type="text"/>				
User Management	Position Description : <input type="text"/>				
School Profile	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
Presentation	Organization Structure	Position Description	Name	User ID	Restore
School Page Content			馬良生先生		<input type="checkbox"/>
Messages			李智輝先生		<input type="checkbox"/>
News And Events	School Management	Pengetua	HWONG SENG (Pengetua)	hwongseeng@ppjitsin	<input type="checkbox"/>
Announcement			GOAY TECK CHONG (Penolong Kanan - Pentadbiran)	gokaytc@ppjitsin	<input type="checkbox"/>
Achievement	<input type="button" value="Restore"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				
Co-Curriculum Activities					
Directory					
School Organization Structure					
School OS Position & Ranking					
School OS Information					
Create					
View/Edit/Delete					
Restore					
Online Resource					
Multimedia					
Web 2.0					
iSchool Blogs					
Web Management					

## 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:

- (a) Teaching Material,
- (b) Exam Paper,
- (c) 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 Categoror

MENU	Online Resource > Create
Change Password	File Category : Document
User Management	File : <input type="button" value="Browse..."/> No file selected. *
School Profile	Posted By : School Admin - SMK TINGGI (SARAWAK, SARIKEI)
Presentation	Level : - *
School Page Content	Subject : Bahasa Arab (Komunikasi) *
Messages	Rating : <input checked="" type="radio"/> On <input type="radio"/> Off
News And Events	Version : 2 *
Announcement	Access Level : All
Achievement	Title : *
Co-Curriculum Activities	Description :          
Directory	Tag :  Example: sport,activity.
Online Resource	<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
Create	
View/Edit/Delete	
Restore	
Multimedia	
Web 2.0	
iSchool Blogs	

### 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/《国塾》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

1/2 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.txt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/bingju xiugai.txt	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/《国殇》赏析.txt	All	10/01/2007	Edit	<input type="checkbox"/>
	Bahasa Cina	Exam Paper	/material/解读《促织》.txt	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	
User Management	Create main title : Yes <input checked="" type="radio"/> No <input type="radio"/>
School Profile	Gallery Main Title : <input type="text"/>
Presentation	Gallery Description : <input type="text"/>
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"/>

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	<a href="#">Edit</a>	<input type="checkbox"/>
School Events	-	06/03/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
School Sport	-	06/03/2007	Active	<a href="#">Edit</a>	<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	<a href="#">Edit</a>	<input type="checkbox"/>
School Events	-	06/03/2007	Active	<a href="#">Edit</a>	<input checked="" type="checkbox"/>
School Sport	-	06/03/2007	Active	<a href="#">Edit</a>	<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	
<b>View/Edit/Delete</b>	
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	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	Classes of 2007	03/04/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	Form 1 B 2007	03/04/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	-	02/04/2007	Active	<a href="#">Edit</a>	<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	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	Classes of 2007	03/04/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	Form 1 B 2007	03/04/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
Form 1	-	02/04/2007	Active	<a href="#">Edit</a>	<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.

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

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	Multimedia > Gallery Creation > Create
Change Password	Gallery Main Title : School Sport *
User Management	Gallery Sub Title : School Sport Day 2017 *
School Profile	Photo Description :
Presentation	Photo : Browse... class_cat4_resize1.jpg Preview *
School Page Content	Photo Taken Date : 29/08/2017 Format: 31/08/2017
Messages	Photographer : James Teo
News And Events	Tag : Sport
Announcement	Submit Reset Cancel
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	
Class Photo	
Flickr	
Web 2.0	
iSchool Blogs	

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	
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	
<b>View/Edit/Delete</b>	Gallery Main Title : <input type="text"/> Gallery Sub Title : <input type="text"/> Photo Description : <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>
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	<a href="#">Edit</a>	<input type="checkbox"/>
School Sport	School Sports Day 2007		Boy 200x400m run	<a href="#">Edit</a>	<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	<a href="#">Edit</a>	<input type="checkbox"/>
School Events	-	06/03/2007	Active	<a href="#">Edit</a>	<input type="checkbox"/>
School Sport	-	06/03/2007	Active	<a href="#">Edit</a>	<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	
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	
Class Photo	
Create	
View/Edit/Delete	
Restore	
Flickr	
Web 2.0	
iSchool Blogs	

Class Main Title	:	Form 1	*
Class Sub Title	:	Form 1 B 2007	*
Photo Description	:	Our CNY Celebration	*
Photo	:	<input type="button" value="Browse..."/> class_cat6_resize1.jpg <input type="button" value="Preview"/>	*
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>			

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	
News And Events	
Announcement	
Achievement	
Co-Curriculum Activities	
Directory	
Online Resource	
Multimedia	
Gallery Category	
Class Category	
Gallery Creation	
Class Photo	
Create	
<b>View/Edit/Delete</b>	
Restore	
Flickr	
Web 2.0	
iSchool Blogs	

Record not found. Please try again.

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

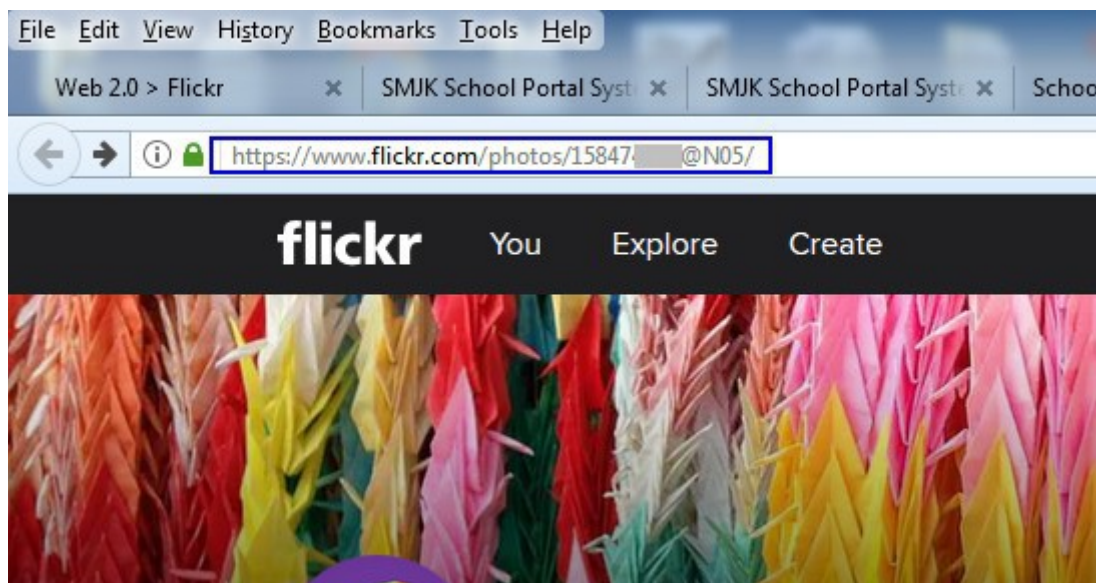
The iSchool portal is capable of integrating with the popular Flickr photo sharing website to publish your Flickr photos on the school portal. You will need to have a Flickr account and the photos that you want to be shown on the iSchool Portal needs to have a “Public Access” status on your Flickr’s 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
User Management		Flickr ID	: <input type="text"/> Use the <a href="#">idGettr</a> to find your id.
School Profile		Title	: <input type="text"/> *
Presentation		Flickr Tag	: <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			
Class Photo			
Flickr			
<b>Create</b>			
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"/> <small>Use the <a href="#">idGettr</a> to find your id.</small>
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.

**Web 2.0 > Flickr > View/Edit/Delete**

Title :

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.

**Web 2.0 > Flickr > Edit**

School Name :

Posted By : Perridot Consultant

Flickr ID :  Use the [idGettr](#) to find your id.

Title :

Tag :

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.

**Web 2.0 > Flickr > View/Edit/Delete**

Title :

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