

BREEZE FOR TEACHERS

Lesson: Getting Started with Breeze

Estimated time to complete: < 10 minutes



What is Breeze for Teachers?

Breeze for Teachers is a centralized, web-based software application designed specifically for K-12 schools that allows you to quickly and easily post news, events, homework assignments, sports teams, photos, videos and more!

Why Use Breeze for Teachers?

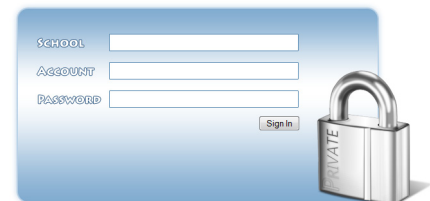
Information posted to your website can be easily updated and changed as necessary. It is also very cost effective to provide large quantities of information and multimedia like photos and videos that would otherwise be impossible through letters to home and monthly school newsletters. Most importantly, our support team is always eager to help you when you need it.

STEP 1: GETTING IN TO BREEZE

1. Visit your school or division website
2. In the footer area (bottom) of the website, on the right-hand side, select the **Sign In** link
3. Enter your full e-mail address in the **E-mail** field
4. Enter your password in the **Password** field
5. Press the **Sign In** button

NOTE: If you have trouble signing in please contact our support team to verify your account details and/or reset your password.

BREEZE FOR TEACHERS
SCHOOL WEBSITE EDITOR V4.0



STEP 2: CHANGE YOUR PASSWORD

1. Press the **Preferences** link on the top navigation bar
2. Enter your new password in the **Password** field
3. Re-enter your new password in the **Password Confirm** field
4. Press the **Change Password** button

NOTE: Your password must be at least 6 characters long.

SECURITY: Our support team will never ask you for your password. Your password can only be reset, never recovered to ensure your password stays your password. You should never give out your password to anyone.

STEP 3: CONFIGURING YOUR CLASSES

Before you can contribute homework and reminders you must first tell the system what homeroom classes and subjects you teach. This will allow you to post information into various homeroom classes and departments on the website.

1. Select **Home** from the cookie trail to return to the main Breeze for Teachers page

» [Home](#) » Preferences

2. Select **Manage Homework** from the main toolbar on the left-hand side of the screen
3. Select **Configure My Classes** from the green tip bubble

Homeroom Classes (Elementary and Junior High Only)

1. Select a Homeroom from the drop-down list
2. Select a Subject from the drop-down list
3. Press the **Add** button
4. Repeat steps 1-3 to add additional homeroom-subject configurations

High School Classes (High School Only)

1. Select a Timeslot from the drop-down list
2. Select a Department from the drop-down list
3. Select a Subject from the drop-down list
4. Press the **Add** button
5. Repeat steps 1-4 to add additional homeroom-subject configurations

NOTE: Administrative users can add custom subjects as well as configure timeslots and departments for high school classes. Talk to your school administrator or one of our support team representatives for help on customizing subjects and classes further.

STEP 4: ADDING HOMEWORK

1. Select **Add Homework or Reminder** from the green tip bubble
2. Select an Assigned and Due date by pressing the "..." control
3. Enter a name for your homework assignment or reminder
(e.g. "Map of China Worksheet" or "Bring Your Pencil Crayons Tomorrow")
4. Enter a description for your homework or reminder (Website URL's will automatically link)
5. Press **Continue**
6. Select the classes you would like to associate this homework or reminder to
(You can use the CTRL and SHIFT key's to select multiple classes)
7. Press **Finish**
8. If you would like to add an attachment to your homework assignment press the **Browse...** button
9. A dialog box will appear showing you your school network or home machine -- find the file you want to attach to the homework assignment and double-click the file
10. Repeat steps 8-9 if you would like to attach more files
11. Press **Finish**

LOOKING AHEAD

By following this tutorial, you should be adequately equipped to experiment with other features of the system. Our website contains additional training tutorials and online videos that demonstrate other features of the system. Visit us online at:

<http://www.dreamstalkstudios.com>

TECHNICAL SUPPORT



Here to Help

When you need help, we are here for you. Technology should never be the obstacle to having great results with your school website. If you need help working your way through Breeze for Teachers or if you would like help developing your own teacher brand using our technology, give us a call or send us an e-mail and we would be pleased to help.

E-mail: support@dreamstalkstudios.com

Phone: 1(403) 488-2433

Web: <http://www.dreamstalkstudios.com/support.php>

TIPS FOR SUCCESS

Once you and the rest of your team are comfortable with Breeze for Teachers, you will want to make sure you publicize your new website. Here are a few ideas:

1. Promote your website in the next school newsletter. Be sure to include a list of features that the new website offers. You may want to put emphasis on the electronic version of your newsletter to help people get subscribed electronically initially.
2. Show off your website at the next student assembly. Gather a projector and laptop and show the students that news, events, homework and more are now available on the web
3. Include the URL to your website somewhere in the classroom
4. Tell parents about the technology at parent teacher interviews
5. Make sure your division updates the URL to your new website
6. Tell your local newspaper about what you are doing with your school website. Have them include a list of features available on your website as well as the URL.
7. Make sure you make updates often, even if they are small. Students and parents will quickly notice a stagnant website and it will be difficult to re-earn their viewing trust.
8. Our support team is here to help you! If you have any questions, comments or concerns please contact us so we can coordinate changes, additional training or assistance with promoting your website.