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Make sure your website title is as descriptive as possible. The title will appear on every page of your site.

Check your e-mail address for accuracy. Messages sent to you on the “Contact the Teacher” page will not get to you if there is an error in your e-mail address.

You don’t need to activate all the features SWIFT offers. Use only the ones you like. You can always turn on additional sections as needed.
Tips

If you’re unable to change the formatting of text you’ve selected (such as the color or font) first select the text you want to modify and click the “Remove Format” button (11). Then apply your new formatting.

The formatting toolbar appears in numerous areas of SWIFT and function the same in each location.

More in-depth information on placing images on your site and adding and modifying tables is included further on in this reference guide.
Adding Images

Click the Image Portfolio button to place an image on your page.

Note: You can also edit an image already placed on your page by first selecting the image (clicking on it) and then clicking the Image Portfolio button.

You’ll then see these options:

Key

1) Remove image from image library.
2) Edit image (crop, rotate, etc).
3) Width and height of original image.
4) Shows location of image you’ve browsed to prior to uploading it to the image portfolio.
5) Enter a description of your image here.
6) Click the Browse button to navigate to an image on your computer’s hard drive or local network you’d like to add to your image portfolio.
7) Once you’ve browsed to an image, click the Add Image button to add the image to your image portfolio.
8) Clicking the Advanced button gives you additional options for modifying your image.
9) You can change the width and height of the image using these fields.
10) Allows text to wrap around the left or right of the image.
11) The vertical space between the image and adjacent text.
12) The horizontal space between the image and adjacent text.
13) Width of border around image. Can be set to 0 for no border.
14) Check this box to keep image proportions the same if width or height is adjusted.
You can do basic image manipulation such as rotating and cropping by clicking the image edit icon.

Each time you crop, resize, or rotate your image you’ll need to click the check mark icon to make your changes permanent.

Once you’ve made your adjustments to the image, click the “Save” icon. You’ll then be asked to select an image format and quality. “JPEG Medium” with a quality set to 60 or above usually works fine. You’ll then need to click the check mark again to finalize your changes and exit the image edit window.

You can also resize an image already placed on your page. Click the image and then drag the handles to increase or decrease the size.
Adding Tables

Use the Insert Table button to add tabular data to your page.

You’ll then see these options:

1) Number of rows in your table.
2) Number of columns in your table.
3) Size of table border. Can be a value of 0.
4) Table alignment. Can be left blank.
5) Table caption. Enter a brief description of your table’s content.
6) Table width. Can be in pixels or percent.
7) Table height. Can be left blank.
8) The amount of space between each cell in your table.
9) The amount of padding within each cell.

Key

You can resize an existing table by clicking it and dragging the handles to increase or decrease the size.

You can modify an existing table as well as access advanced table modifications features by selecting the table (clicking on it once) and right-clicking your mouse button.
Tabs Overview:

**Remember:** Only sections that you've activated on your profile page will appear on the tabs menu.

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**Home Tab**

The Home tab allows you to modify the look of your site's homepage. Your homepage is usually the first page a student or parent will see when they visit your site. You can add a number of different elements to your homepage by way of the formatting toolbar.

In addition to adding text, you can add more visual appeal by inserting images and tables. Try aligning the image to the right or left (one of the Image Portfolio advanced options) so text can wrap around it.

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**Announcements Tab**

Use the Announcements tab to add announcements to your site. Your page layout options are the same as the Home tab.
Discussion Tab

Add a discussion forum to your site using the Discussion tab. With each topic or “thread” you create you can choose to approve each reply or have replies automatically posted to your site.

Approving each reply is strongly suggested because Internet spammers may attempt to post unwanted links as replies to your discussions in order to improve their ranking in search engines like Google. These links often contain inappropriate material for children, including pornography.

In addition, approving each reply will keep you involved in the discussion, which means topics have more potential for creating learning opportunities.

Approving each reply gives you the ability to view, edit, or delete each reply before it is seen by visitors to your site. You can also post your own replies to student replies to keep the dialogue going.

Tip

While working within the Discussion tab options, your web browser’s “back” button may not work. Click “Back to discussion” to step back to the previous screen or click the Discussion tab to get back to the Discussion start page.

If you encounter this same problem in other areas of the SWIFT tool, click the tab for the area you are in to step back to the main edit screen of the section you are in.
Tabs Overview:

Documents Tab

Use this feature to upload documents to your site you'd like to make available for download by students or parents.

For example, you could upload a field trip permission form created in Word or a classroom presentation created in PowerPoint.

You can assign a category to each of the documents you upload. Your documents page will display your documents in alphabetical order by category.

Events Tab

The Events tab allows you to add a calendar of events to your site. It’s easy to add either a single-day event or an event that spans multiple days. Make sure to give each event item a description.

You can assign a category to each of the events you enter. Your events page will display your events in alphabetical order by category.

Below is similar to what visitors to your site would see
Tabs Overview:

Homework Tab
Use the Homework tab to add homework assignments to your site. Your page layout options are the same as the Home tab.

Links Tab
Use the Links tab to add a list of links to your site. When you’re creating a link, make sure to give it a title and description in addition to the actual website address.

You can assign a category to each of the links you enter. Your links page will display your link in alphabetical order by category.

Below is similar to what visitors to your site would see:

- **Art**
  - *Museum of Modern Art Virtual Tour* - Artwork we talked about on Thursday

- **Science**
  - *Alzheimer's article I talked about in class on Monday* - Read this article and we'll discuss it in on Friday
  - *Lemon Battery on the Zoom Website* - Try this at home!
Tabs Overview:

Practice Quizzes Tab

The Practice Quizzes tab allows you to add interactive quizzes to your site. A visitor can take a quiz and immediately check their answers. You can create as many quizzes as you’d like. You can also add or delete questions to an existing quiz or delete a quiz all together. When creating a new quiz, make sure you give it a title and description before adding questions.

Below is similar to what visitors to your site would see
Tabs Overview:

Grades Tab

The Grades tab allows you to display grades on your site created in Easy Grade Pro or link to an external website that displays your class grades. With Easy Grade Pro, browse to a compressed Easy Grade Pro file and then click the Save Changes button. Individual student grades will then be viewable on your site behind a username and password you have created.

If your student grades are located on an external site, you can link to it.

Below is detailed information on how to create a compressed Easy Grade Pro file followed by information on linking to an external grades site.

Adding Grades Created in Easy Grade Pro

One of the useful features of Easy Grade Pro is its ability to export grades into a format viewable on the Web. In combination with SWIFT, you can let your students and their parents easily access their individual, password-protected grade reports from any computer with Internet access!

The following instructions will guide you through the process of exporting from Easy Grade Pro, compressing the export into a single .zip file, and importing that file into SWIFT. If this is your first time doing this, set aside 15 minutes or so to learn all the steps. Don’t worry; once you get the hang of it, you’ll be able to do it much faster!

If your computer is running Window XP, follow these instructions:

First, we need to create a folder to store the files that Easy Grade Pro will create. On the desktop, right-click and select New | Folder.

Name it something that you will remember. In this example, we will name our folder “Sample”.

Next, open Easy Grade Pro. Since each student will need a password to access his or her online progress report, be sure you have assigned one to each student by double-clicking on a student’s name and completing the password field. If the same student is in different classes (for example, if you separate subjects into classes), give that student only one password and use it throughout for him or her. Make a note of the passwords separately so you can give them to students or parents later. Students without passwords will not be able to access their grades online.
After assigning all the passwords, select **File | Internet....**

Select **Multi-class Website Reports** from the menu under the HTML tab and click Next.

In the Multi-class Website Report Options window, select **Create reports for students with Passwords in: all current-term classes**. You may wish to adjust some of the default settings below, although anything under Main Page Options will be ignored. When you’re done, click Create.

You will see a prompt. Click **Yes**.
Tabs Overview:

Adding Grades Created in Easy Grade Pro (Continued)

Find the desktop under the Save File window. Select the folder you created and click **Open**. You have now selected that folder to store the files you will create. Click **Save** to generate those files.

When that's done, you can close Easy Grade Pro.

On the desktop, locate the folder you created. Right-click and select **Send To | Compressed (zipped) Folder**.

Finally, return to the SWIFT grades module, click the **Browse**... button, and locate the new file you’ve created. In our example, it would be named Sample.zip and have a zipper on the folder icon. Select the file, click **Open**, and click **Save Changes**.

If all went smoothly, you should see the number of student records that have been added and the date and time you last updated. If you click View Website and select Grades in the website menu, you will see a login screen with last name and password. Try one of the last name/password combinations you’ve created. You should see a progress report for that student!
Tabs Overview:

Adding Grades Created in Easy Grade Pro (Continued)

If your computer is running Mac OS X, follow these instructions:

First, we need to create a folder to store the files that Easy Grade Pro will create. On the desktop, hold the Control key and click somewhere on the desktop. A menu will appear. Select **New Folder**

Name it something that you will remember. In this example, we will name our folder “Sample”.

Next, open Easy Grade Pro. Since each student will need a password to access his or her online progress report, be sure you have assigned one to each student by double-clicking on a student’s name and completing the password field. If the same student is in different classes (for example, if you separate subjects into classes), give that student only one password and use it throughout for him or her. Make a note of the passwords separately so you can give them to students or parents later. **Students without passwords will not be able to access their grades online.**

After assigning all the passwords, select **File | Internet...**
Tabs Overview:

Adding Grades Created in Easy Grade Pro (Continued)

In the Multi-class Website Report Options window, select Create reports for students with Passwords in: all current-term classes. You may wish to adjust some of the default settings below, although anything under Main Page Options will be ignored. When you’re done, click Create.

You will see a prompt. Click Yes.

Find the desktop under the Save File window. Select the folder you created and click Save to generate those files.

When that’s done, you can close Easy Grade Pro.
On the desktop, locate the folder you created. Hold the Control key and click its icon. A menu will appear. Select Create Archive of “Sample”, where “Sample” is the name of whatever you chose to name your folder.

Finally, return to the Swift grades module, click the Browse... button, and locate the new file you’ve created. In our example, it would be named Sample.zip and has a zipper on the icon. Select the file, click Open, and click Save Changes.

If all went smoothly, you should see the number of student records that have been added and the date and time you last updated. If you click View Website and select Grades in the website menu, you will see a login screen with last name and password. Try one of the last name/password combinations you’ve created. You should see a progress report for that student!

When a student’s grades are viewed on your site, they will look similar to this.

Linking to an External Grading Website

When you’re in the Profile tab you have the option to select “External link.”

After you’ve selected “External link” in the Profile tab, go to the Grades tab and enter the complete url of the grades site you’d like to link to.
Tabs Overview:

View Website Tab

The View Website tab allows you to immediately see the modifications you’ve made to your site through SWIFT. When you click the View Website tab you are viewing the live site.

RSS Feed

What is RSS? RSS stands for Really Simple Syndication. Using RSS, you can easily stay up to date with changes to a website without having to check it on a regular basis. For example, this classroom website syndicates its home page, announcements, discussion threads, homework, and practice quizzes, and it will automatically refresh the feed if one of these is updated.

How do I use RSS? Several modern browsers, such as Firefox and Apple’s Safari 2.0, support RSS in some way. Websites like Google and Yahoo! can also act as free RSS readers.

To View The RSS Feed In Your RSS Reader:

1. Copy the URL.
2. Paste the URL into your reader.

Firefox 1.5 Users:
1. Click the orange RSS icon in the address bar of your browser.
2. Add the Live Bookmark to your bookmarks list.

Safari 2.0 Users:
1. Click the URL above.
2. Select “Add to bookmarks” in the menu to the right.

My Yahoo! Users:
1. Click on the “Add to My Yahoo!” button.
2. Follow the instructions for adding the feed to your My Yahoo! page.

Google Users:
1. Click on the “Add to Google” button.
2. Follow the instructions for adding the feed either to Google Reader or your Google homepage.
Tabs Overview:

Image Gallery Tab

Use the Image Gallery tab to add interactive photo albums to your site. You can add a new photo album or edit an existing one. You can upload either individual .jpg files or a .zip file containing multiple .jpg files. Each .jpg or .zip file you upload can be no larger than 15mb. However, you can upload multiple files into each photo album you create.

When creating a new photo album, make sure to give it a title and brief description. Then click “Add.”

To insert images into your gallery, click the “Browse” button, then navigate to the desired image or .zip file. If you are unsure how to upload individual images or how to create a .zip file, click the Help button. The pop-up window includes detailed instructions for both Windows and Mac.

As you add images, a thumbnail of each image will appear on screen. Don’t worry about each image being a specific width and height. SWIFT automatically adjusts the dimensions of each image to fit with the constraints of the image gallery.

The order the images are displayed within each photo album is based on the order the images appear in the edit screen. To change the image order, simply click and drag an image thumbnail and move it up, down, right, or left. The first image in your albums will be displayed when a visitor views the image gallery.
Tabs Overview:

**Image Gallery Tab (Continued).**

Click the trash can icon to delete the image from your photo album.

Click the pencil icon to add a caption to your image.

These numbers show the width and height of each image as it will be displayed in your photo album. Don’t worry about trying to shrink or enlarge the size of an image before uploading to SWIFT. SWIFT will automatically adjust the width and height. Also, don’t worry if there are variations in image size. SWIFT will not distort your images. Depending on the dimensions of your images, you may see black bars on the left and right of your images when viewing your photo albums.

The Caption field allows you to add a description of each image. Visitors to your photo album will see your description when they roll over the image. A caption automatically appears after a few seconds if a visitor doesn’t roll over an image.

This screen is similar to what a visitor will see when they go to your image gallery page. Each photo album you’ve created will be represented by the first image of the album along with the album’s name and description. A visitor simply clicks on the image or surrounding area to view the photo album. You can created as many photo albums as you’d like.

If you view a photo album in full screen, you’ll need to click your browser’s back button to get out of this mode.