

## NEW STAFF BOOT CAMP

## SWIFT Teacher Websites

Shoreline subscribes to the SWIFT (Simplified Web Interface for Teachers) service which allows teachers to create and easily maintain a basic website for communication with students and families. Ask your school administrator or another colleague about the specific content expectations for your website at your school building. To get started:

1. Email [jim.golubich@shorelineschools.org](mailto:jim.golubich@shorelineschools.org) for a SWIFT login.
2. Navigate to [learn.shorelineschools.org/manage](http://learn.shorelineschools.org/manage) to access the login page.
3. Click the **Create Page** button in the left pane. Give the page a title, like "Welcome" and choose Static Content from the dropdown list. You have quite a number of webpage options. Click **Submit**.
4. The Welcome page often has a little information about you, including a photo. The editing toolbar contains tools similar to that of Microsoft Word. **Please click Save after editing the page.**
5. Common additional pages include Documents (for student file downloads) and Links. Some teachers create different pages for different classes.
6. Once your site is created, users can access it from the list of teacher websites, available for each school. You might also let your school webmaster (ask a colleague to identify her/him) know that your page is ready to be included on other lists of staff sites.
7. Contact Jackie Hubbard, Paul Witzel (district tech specialists) or Jim Golubich if you would like additional assistance. Also, SWIFT has an excellent help section: <http://help.swiftclassroom.com/>.