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Creating a MySmartSchools Account

1. Go to <http://www.mysmartschools.ph> to create your MySmartSchools account.
2. To create a new account, click **"Sign up"**. You will be directed to a registration page.
3. Fill up the registration form.

PROJECT SITE NAME

- For this field, type in your **Focus Study title**. Your Focus Study title will be your Project Site Name. The Project Site URL will follow the following format: <http://www.mysmartschools.ph/web/ProjectSiteName>.
- For example, if you use "banglossculptors" as your Project Site Name, the URL format of your Focus Study Website will be <http://www.mysmartschools.ph/web/banglossculptors>.
- Limit your Project Site Name to 40 characters. The Project Site Name SHOULD NOT include special characters and/or spaces.

SCHOOL / COMPANY

- For this field, type in the **complete** name of your school.

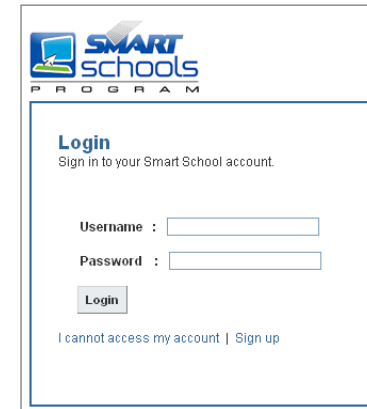
SITE OWNER'S INFORMATION

- The Site Owner should be the registered **DPSA Moderator**. Students are NOT ALLOWED to create an account.
- If a DPSA Moderator handles 2 or more Student Groups, he/she can create multiple accounts using one email address. **Please use a different Username for each Focus Study.**

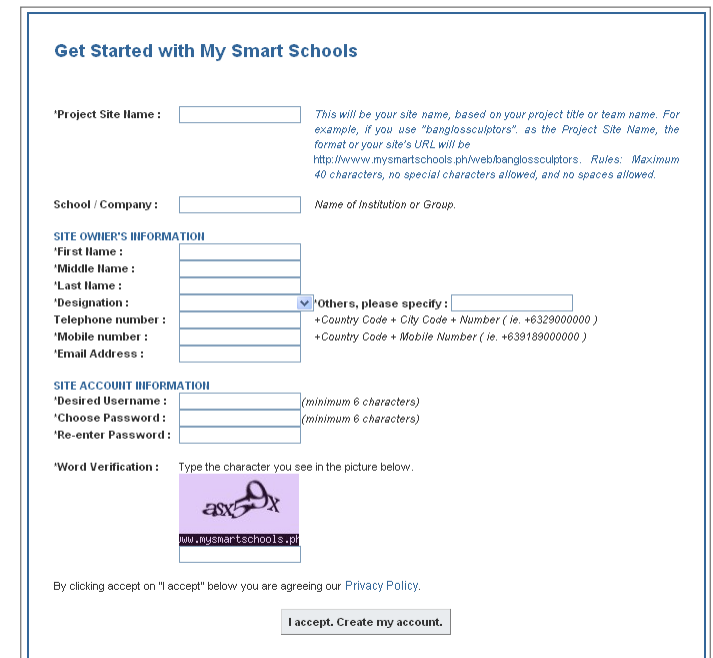
SITE ACCOUNT INFORMATION

- For better recall, it is recommended that you use the same Project Site Name (Focus Study title) and Username.
- Type in your desired Password. Please secure your Username and Password. You will use this later for signing in to your account.

4. Check if all the fields are filled up and if all the information given is true and correct.



The screenshot shows the 'Login' page of the MySmartSchools Program. It features the program's logo at the top. Below the logo, the text reads 'Login' and 'Sign in to your Smart School account'. There are two input fields: 'Username' and 'Password'. A 'Login' button is positioned below the password field. At the bottom of the form, there is a link that says 'I cannot access my account | Sign up'.



The screenshot shows the 'Get Started with My Smart Schools' registration form. It includes several sections:

- Project Site Name:** A text input field with a note: 'This will be your site name, based on your project title or team name. For example, if you use "banglossculptors" as the Project Site Name, the format or your site's URL will be http://www.mysmartschools.ph/web/banglossculptors. Rules: Maximum 40 characters, no special characters allowed, and no spaces allowed.'
- School / Company:** A text input field with a note: 'Name of Institution or Group.'
- SITE OWNER'S INFORMATION:** Fields for 'First Name', 'Middle Name', and 'Last Name'. A 'Designation' dropdown menu is set to 'Others, please specify:'. Fields for 'Telephone number' and 'Mobile number' include notes for country and city codes. An 'Email Address' field is also present.
- SITE ACCOUNT INFORMATION:** Fields for 'Desired Username' (minimum 6 characters), 'Choose Password' (minimum 6 characters), and 'Re-enter Password'.
- Word Verification:** A field with a note: 'Type the character you see in the picture below.' Below this is a small image showing a character from the MySmartSchools logo.

 At the bottom, there is a checkbox for 'I accept' and a 'Create my account.' button. A note at the bottom states: 'By clicking accept on "I accept" below you are agreeing our Privacy Policy.'

5. A link to the site's Privacy Policy is given, for your perusal before submitting your registration form.
6. Click **"I accept. Create my account"** to submit your registration form.
7. Your accomplished registration form will be submitted to the Accounts Administrator for approval and activation.
8. You will receive an email confirming that your account has been created and submitted. Please secure this email.
9. Your account will be activated **within 24 hours**, except during Saturdays and Sundays. Accounts registered on a Saturday or Sunday will be activated by Monday.

Account Activation and Settings

Logging In

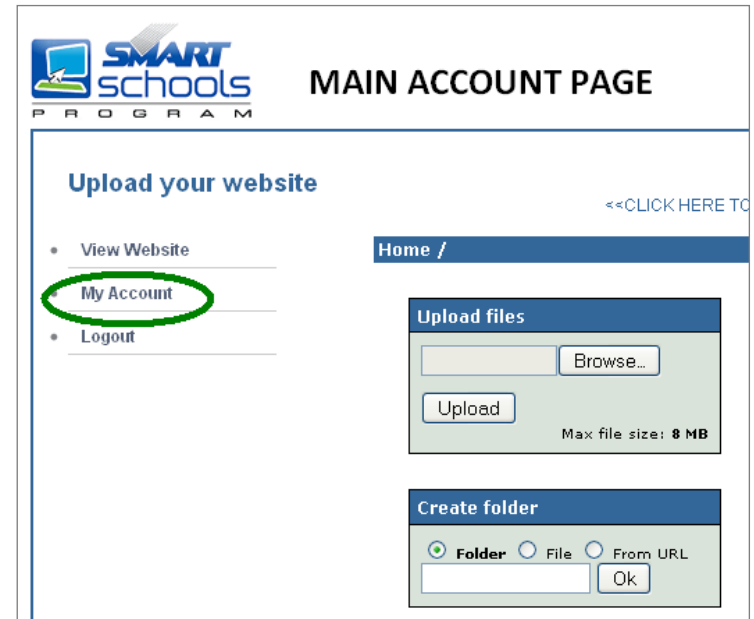
1. Upon activation of your account, you may now go to <http://www.mysmartschools.ph> to sign in.
2. On the MySmartSchools sign in page, type in your correct registered **Username** and **Password**.
3. Click **"Login"**.

Logging Off

1. To log off your account, click **"Logout"**.

Changing Account Details and Password

1. Upon signing in, you will be directed to the Main Account Page.
2. To update your account details (e.g. site name, username, password, etc.), click **"My Account"**.
3. Your account details will be displayed. Once done editing, click **"Update"** to save the changes.



My Account

Name of School :	National High School
First Name :	DPSA Moderator
Middle Name :	
Last Name :	
Designation :	Teacher
Telephone No. :	511xxxx
Mobile No. :	0918xxxxxxx
Email Address :	email@email.com

Change Password

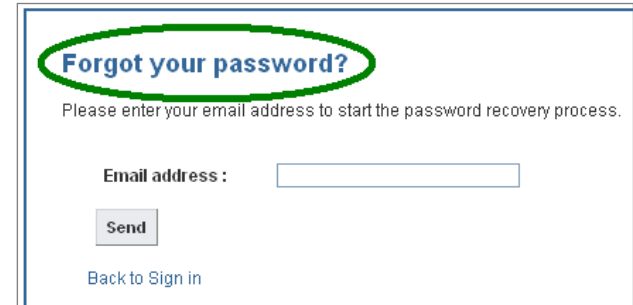
New Password :

Confirm Password :

[Back to Main Page](#)

Password Recovery

1. If you cannot access your account (e.g. forgot username or password), click the “**I cannot access my account**” link in the login page.
2. You will be directed to a Password Recovery page.
3. Type in your email address. This email address should be the same email address registered in your account.
4. You will receive an email with instructions on how to recover your password.
5. Check your email. Click the password recovery link given in the email.
6. You will be directed to a Password Change page.
7. Type in your new password, then click “Change Password.”
8. You can now sign in to your account using your Username and **new Password**.



Forgot your password?

Please enter your email address to start the password recovery process.

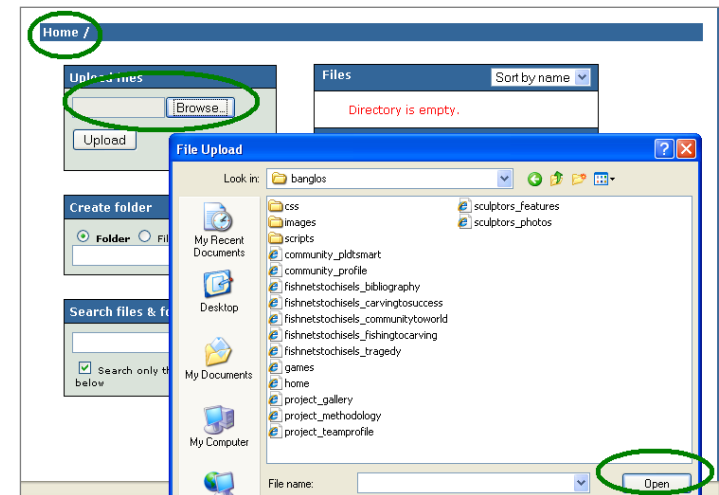
Email address :

[Back to Sign in](#)

Uploading Your Project Site

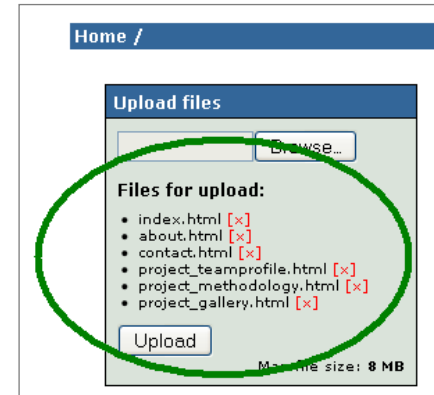
Organizing your website files and folders

1. To avoid conflicts with hyperlinks or HTML tags, organize your MySmartSchools site the same way you have organized your website directory in your computer.
2. For example, if you created a subfolder in your website directory for Images, then you should do the same inside your MySmartSchools site. The names of the subfolders should be consistent also. If your website directory does not have subfolders, then do not create subfolders inside your MySmartSchools site.
3. Before uploading any file, make sure you're in the correct path. The directory path is indicated in the uppermost row of the Upload Box.



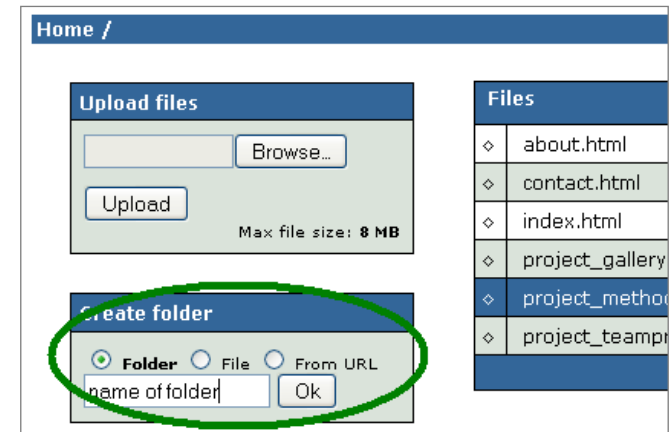
Uploading a file

1. Make sure you are in the correct directory path. The uppermost row of the Upload Box must show "Home/".
2. To upload a file, go to the "Upload Files" Box.
3. Click "Browse" then locate the file you wish to upload.
4. Select the file you wish to upload, then click "Open".
5. Click "Upload" button to upload the file.
6. The uploaded file will be listed in the "Files" Box.



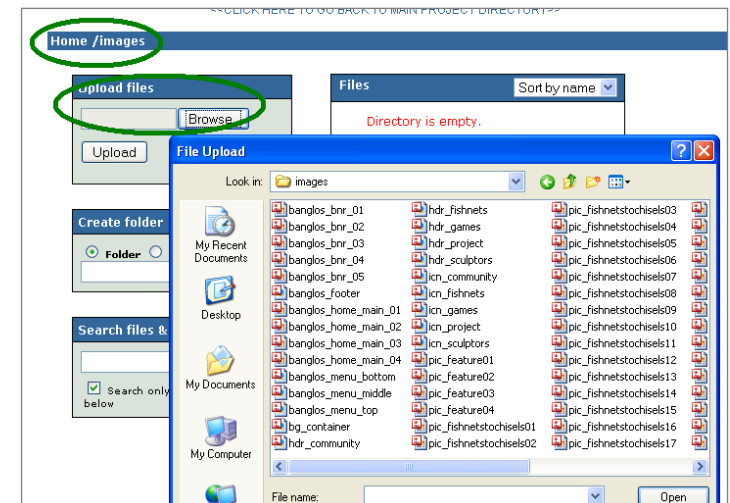
Uploading multiples files

1. In the Upload Files Box, click "Browse" then locate the files you wish to upload.
2. Select the file you wish to upload then click "Open".
3. Do not click the "Upload" button yet.
4. Click "Browse" again then select another file you wish to upload.
5. Once done selecting all the files you wish to upload, click the "Upload" button.
6. Uploading may take a while if there are several files selected.
7. Files will be listed in the current directory. Uploaded files will be listed in the "Files" directory box.



Creating a Subfolder

1. To create a subfolder, go to the "Create Folder" Box.
2. Click the "Folder" button.
3. Type in the name of the folder you wish to create, then click "Ok."
4. The name of the subfolder you created will be listed in the "Files" Box.



Uploading files in a subfolder

1. To upload files inside the subfolder, go to the "Files" Box then click the name of the target subfolder.
2. Check your directory path. The uppermost row of the Upload Box must show "**Home/NameOfSubfolder**".
3. Upload files inside the subfolder as in instructions above ("Uploading a file").
4. All the files uploaded in the subfolder will be listed in the "Files" Box.
5. To go back to the Main Project Directory, click the "Home" link on the uppermost row of the Upload Box. Or click "Click here to go back to your Main Project Directory"
6. Once inside the Main Project Directory (Home), the "Files" Box will display all the files and folders you created.

Previewing a File

1. If you want to preview a file, go to the "Files" Box then click the desired file.
2. The Upload Box will display the content of the file.
3. Click "Click here to go back to your Main Project Directory" to go back to Main Project Directory page.

Viewing your Project Site

1. To view your Project Site, click "View Website."
2. You may also use your project site URL
(<http://www.mysmartschools.ph/web/projectsitename>) to view your Project Site.
3. Check your Project Site for layout/design errors, broken hyperlinks, etc. Check if:
 - a. All the links are working.
 - b. All the images are loading.
 - c. Pages load completely, and layout and design are not changed.

4. If there are broken links or if an image doesn't appear, check your directory path and anchor tags <a>. You might have uploaded the file in the wrong folder or subfolder or your hyperlinks may be pointing to a wrong filename.

Editing Files and Folders

Edit Buttons

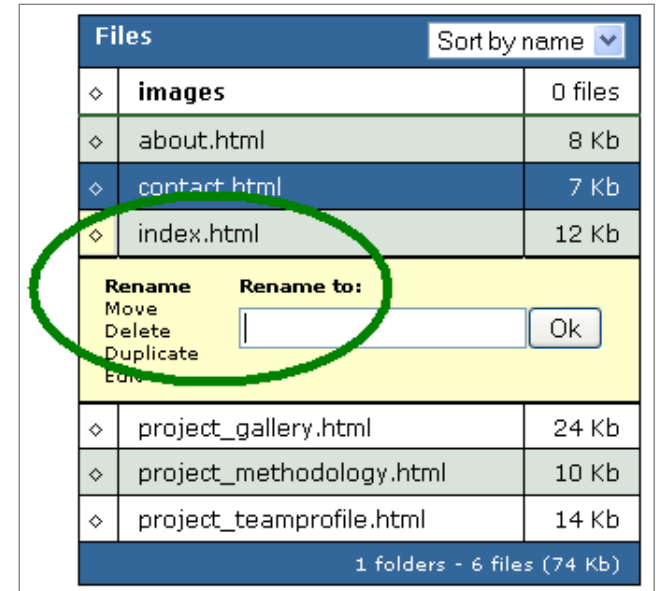
1. The diamond-shaped button beside each file is the Edit button. When clicked, Edit options (Rename, Move, Delete, Duplicate, Edit) will display. Use these options for editing your files or folders.
2. To use the Edit options, click the Edit button beside the file/folder you wish to edit.

Renaming Files and Folders

1. The "Rename" function is useful for editing the name of a file/folder. (Tip: If there are broken hyperlinks in your web pages, you may check and easily edit the filenames of your files/folder.)
2. To rename, click the Edit button beside desired file/folder, select "Rename" then type in the desired filename. (Note: DO NOT change the extension name!)

Moving Files in a Folder

1. The "Move" function is useful for moving a specific file from one directory/folder to another.
2. To move a file, click the Edit button beside desired file/folder, select "Move" then type in the name of folder where you want to move the file.



3. To move a file one level (folder/directory) up, type “../” (without the quotation marks) in the box. If you want to move a file two levels up, type “../../” (without the quotation marks), and so on.

Deleting Files or Folders

1. To delete a file, click the Edit button beside desired file/folder, select “Delete” then click “Yes, delete it.”
2. The selected file will be permanently deleted.

Duplicating Files

1. To duplicate a file, select “Duplicate.” You may change the filename of the duplicate file.

Editing Uploaded Files

1. This function is useful for editing your HTML files. Using this function, you can edit the html codes of your web pages.
2. To edit an HTML file, select “Edit” then click “Yes, edit file.”
3. Scroll down to view the html code.
 - 1.1. You may edit the html code directly in this page OR you may copy then paste this code to your html editor.
 - 1.2. Once done editing the html code, you may opt to “Save”, “Save & Exit”, or “Cancel.”
 - 1.3. If you edited the html code from an html editor, copy then paste the revised html code to the MySmartSchools html code box. You can then opt to “Save”, “Save & Exit”, or “Cancel.”
 - 1.3.1. Save – use this function to save your current revisions and continue editing

```

<body>
<div id="container">

    <div id="bnr_wild">
        <h1> Doon Po Sa Amin </h1>
        <script type="text/javascript">
            var fo = new
FlashObject("images_wildlife/flash_bnr.swf", "bnr_wild", "960",
"#####");
            fo.addParam("allowScriptAccess",
"sameDomain");
            fo.addParam("quality", "high");
            fo.addParam("scale", "exactfit");
            fo.addParam("loop", "false");
            fo.addParam("wmode", "transparen
fo.addParam("menu", "false");
            fo.write("bnr_wild");
        </script>
    </div>

```

Save Save & exit Cancel Convert spaces to tabs

- 1.3.2. Save & Exit – use this function to save your current revisions and exit the edit box
- 1.3.3. Cancel – use this to cancel unsaved revisions and exit the edit box

Promoting Your Project Site

1. Update the DPSA Section inside your School Website. Coordinate with your ICT Coordinator or School Webmasters.
2. List all the titles of your DPSA entries then link these titles to your Project Sites.
3. You may also share your Project Site's URL to your family and friends so they can visit the site.
4. You can also post your site link to your online social networking sites (Facebook, Multiply, Friendster, etc), so your contacts can visit your site.

Completion of Entry for the 2nd DPSA Learning Challenge

1. Once you've completed all the requirements for your DPSA entry, please email the accomplished DPSA Focus Study Entry Form to smartschools@smart.com.ph. **Schedule of website uploading is from October 19 to November 2, 2009 only. Deadline for completion of entry is on November 2, 2009.**
2. See list of DPSA requirements here:
http://smart.com.ph/smartschools/doonposaamin/challenge_req.html
3. The DPSA Focus Study Entry Form may be downloaded from:
<http://smart.com.ph/smartschools/doonposaamin/register.html>

Technical Assistance

- Please fill up the Smart Schools Feedback Form (<http://smartschools.ph/SmartSchools/Feedback.aspx>) for inquiries/concerns.
- You may also send email to smartschools@smart.com.ph.
- Please do not forget to include your name, school, and contact number so we can attend to your concerns immediately.