SCHOOLSPEAK and StTimSchool.org:

The goals of our public website and the SchoolSpeak portal are different.

**StTimSchool.org** is our school’s public face on the Internet. Visitors and prospective families check StTimSchool.org to learn about our school – where we’re located, how to contact us, what programs we offer, our mission statement, accreditation, and how to apply. **It is a marketing and recruiting tool**. We want to tell a prospective family what our school stands for, how is it different, and why their child should enroll. We want to give them a taste of what is happening in the school, how school life looks, how credible our teachers are, and the various achievements of the school.

**SchoolSpeak** is complementary to our public website. It is for the school community – administrators, teachers, parents and students. It has **day-to-day operational and privileged information** – school calendar, announcements, reminders, event or program details, homework and grades. It also has tools for the school community– scheduling parent-teacher conference, tracking fundraising, updating emergency and medical information.

**WHERE** DO I POST THIS INFO?

|  |  |
| --- | --- |
| **STTIMSCHOOL.ORG** | **SCHOOLSPEAK** |
| * Your bio – prospective families and current families alike want to know more about you: your education and background, any training or accreditation, personal information you’re willing to share * Photos and blog posts *with appropriate permission from parents of featured students* | * Syllabus * Supply list * Project information * Homework assignments * Grades/Progress reports * Useful websites or resources * Anything students or parents may need to refer to for day-to-day classroom operations |

**HOW** DO I POST THIS INFO?

|  |  |
| --- | --- |
| **STTIMSCHOOL.ORG** | **SCHOOLSPEAK** |
| * School parent Liz Koehler will help you set up your bio and – if you’d like, a blog page for sharing photos and other information with school parents and the general public * Once initial setup is complete, you will be able to update your page simply by emailing a specific address. The information in your email will automatically be loaded to the page (see posting directions, next pg) | Kim Melillo  can provide technical support  for SchoolSpeak. |

Posting to my blog page at StTimSchool.org

Ok, you’ve got a blog/news page set up. Now what? Posting updates to blog pages is simple with our new website – it’s one of the reasons we chose to go with this platform!

1. Start a new email
2. In the “To” field, copy and paste the email address you were given for your page.
3. The the subject line of your email, write the title of your post
4. Switch the email to “plain text” so the site can understand your formatting.
5. The body of the email will appear as the body of the post. Be sure to remove “Sent with my iPhone” or any other taglines from the bottom of your message!
6. If you’d like to include an image with your post, attach it to the email.
   1. Image files must be ATTACHED, not copied and pasted into the body of the email. Images in the body of the email will not appear.
   2. Image files must be one of the following formats: .JPG, .PNG, or .GIF. Any other format (.pdf, .tif, etc.) will not be accepted.
7. CHECK everything – spelling, content, permissions, etc.
8. Hit send! In 2-5 minutes, your post will automatically load to your page!

FAQ

*What if I lose the email address for my blog page?*

Email [lizkoehler217@yahoo.com](mailto:lizkoehler217@yahoo.com). I can send it to you right away.

*What if the email address for my page gets in the wrong hands?*

We can disable the page and generate a new address.

*Can I “copy” my blog page when I send an email to a group?*

Yes, if you are careful. Be sure that you put the email associated with your blog in the BCC field so you don’t share it with everyone else on the email. Any email sent to the address associated with your page will be posted to your blog – this includes REPLY TO ALL if you put the address in the TO or CC fields.

*What if I make a mistake?*

Contact Liz Koehler ([lizkoehler217@yahoo.com)](mailto:lizkoehler217@yahoo.com)) and let me know! I can remove the post right away and you can re-post a corrected version.