How to Login to WCM

Step 1	
In the address bar of the browser type	🔶 Fort Bend ISD / Homepag 🗙 🚺 SharePoint 🛛 🗙
www.fortbendisd.com.	
	← → C Secure https://www.fortbendisd.com
Step 2	
Click "Sign In" located in the My Start Bar located	Sign In Find it Fast >
in the upper right side of the webpage next to the "Find it Fact" Soarch Par	Search FBISD
Sten 3	
Using assigned FBISD login (the same one used	Enter your user name and nassword to sign in
to sign into a district computer), sign in to WCM.	You can use this site without being registered or signing in, but registered users who sign in may have access to additional features and information. Please remember that were reasonable can account the access control of the second
	* User Name:
Username: firstname.lastname	(firstname Jastname
	* Password:
	Sign in Forgot My Password
Step 4	
Click "Sign In" at the bottom of the form.	
	Sign In Forgot My Password
Step 5	
The "Sign In" button will now read "User	User Options V Find it Fast >
Options," this will indicate that login was	Search DMO
down	
Step 6	
Click "Site Manager" in the drop down under	Iser Ontions V Find it East)
"User Options."	Search DMO
	Site Manager
	Edit Account Settings
	Sign Out Campus Teacher Naviance Family
	Calendar Websites Access

How to Login to WCM

Sten 7		
A page that looks like this should pop up with the name of the Section that are accessible/editable under this login.	Blackboard View Website Help Certer Teacher Training Section Workspace Summary Twee Estava & Viewers Statutes Hew ed L. ?	
	Current Pages New Page Cryselice Pages New Page Cryselice Pages	Common Tools All Tools
	Document Viewer App Display Issue Document to disclay: SW0000014C2ViewerApp pdf Brown	Forma & Surveys
	STRUS PAGE	There are no comments awaiting approval
	About Me Actions w Course 1 Actions w	1
	Course 1 Calendar Actions v Course 1 Assignments/Resources Actions v	0.6

About the Teacher App

Step 1	
Click "About Me" page from the Section Workspace.	STATUS PAGE
Step 2	-
Click "Teacher Information" app on the About Me Page.	No. Teacher Information
Step 3	
Use the drop down to select the correct prefix in the "Prefix" field. Type in the desired name to be displayed in the "Name" field. Type some information that should be shared in the "Biography" editor field.	Teacher Information About Me Details Prenc Man 2 Man
Step 4	
To add a photo click "Select File."	Photo:
Step 5	
Click "Browse."	Image Instant Image Im
Step 6	

About the Teacher App – Adding Content



Documentation Type: Teacher Training Created by: Chelsea Hardy Last Modified on: 5/21/2018 Fort Bend ISD

About the Teacher App – Adding Content

Click "Save."	Teacher Information
	ADDUBE LINER
	Pade * konst Bs. * Valens Frzyls
	hispandy
	P
	Poste: henista 1/22191/IBBI Caenechyllomaw12348maga pg 587.82771/2
	W Activate on my page
Step 9	
Click "Details."	About Mo Details
	About Me Details
Step 9	
Fill out Email, Phone and Degrees and	The shear information
Certifications. Then click Save.	< reacher information
	-
	About Me Details
	Email:
	teacher.sample@fortbendisd.com
	Phone:
	281-634-0000
	Degrees and Certifications:
	Bachelor of Science in Education
	Activate on my page
	Save Cancel

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Content App

Hover over the Content App and click on the green pencil icon. Step 2 Input text. Use the Content Editor to make all of the formatting and layout changes such as bold, font size, inserting images, alignment, lists, copy and paste. Step 3 I. Undo and Redo I. Undo and Redo C. Clear Formatting S. Styles / Paragraph Formatting T. Text Formatting S. Styles / Paragraph Formatting T. Text Formatting S. Text Color Alignment S. Cut, Copy and Paste (use paste as text in most cases) Links, images and Files Undo Links, images and Files
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9. Links, Images and Files
-
10. Horizontal Line and Special Characters
11. Spell Check (Microsoft Word is better for
large amounts of text)
12. Toolbox (Timestamps, Automatic Text
Options)
13. Ordered and Unordered Lists
14. Indention
For instructions on how to use these with text go
to the "Advanced Formatting" training handout.
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Content App – Adding Content

Step 4	
Click "Save."	Content Save Cancel E-ALERT Cancel E-ALERT Content Content Cancel E-ALERT Welcome to my class!
Step 5 – Getting Back	
Use the purple X in the upper left corner of the page to get back to the page or section.	Content Save Cancel E-ALERT