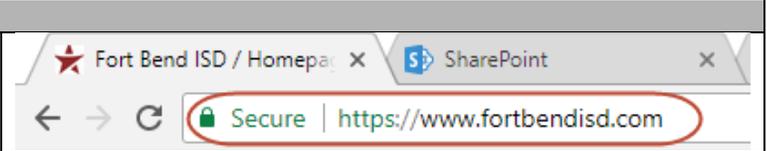
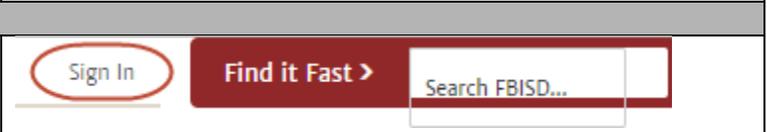
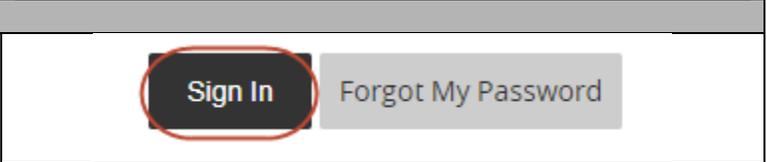
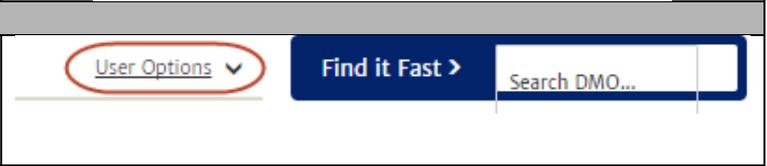
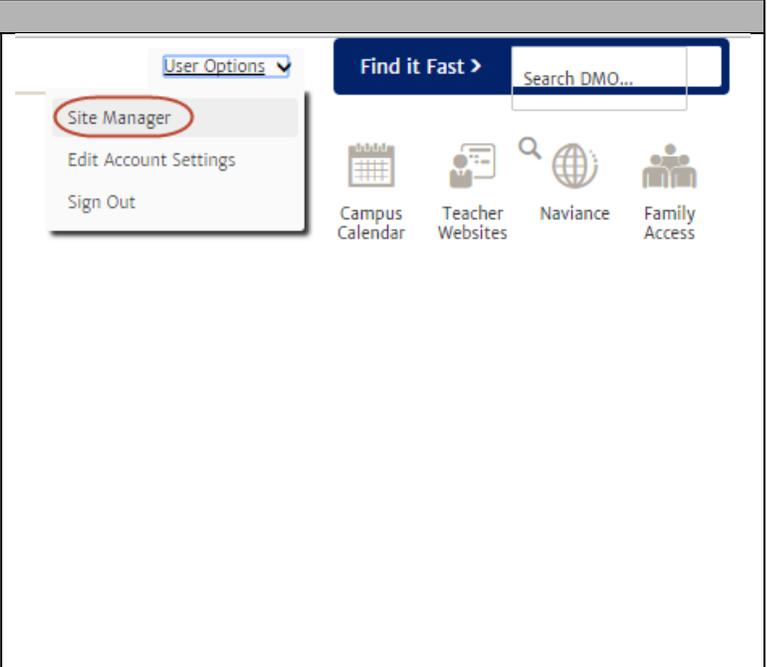


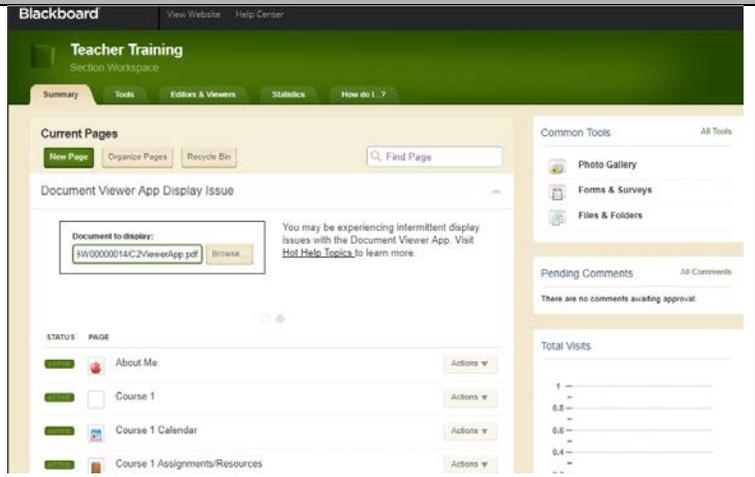
How to Login to WCM

<p>Step 1</p> <p>In the address bar of the browser type www.fortbendisd.com.</p>	
<p>Step 2</p> <p>Click "Sign In" located in the My Start Bar located in the upper right side of the webpage next to the "Find it Fast" Search Bar.</p>	
<p>Step 3</p> <p>Using assigned FBISD login (the same one used to sign into a district computer), sign in to WCM.</p> <p>Username: firstname.lastname</p>	
<p>Step 4</p> <p>Click "Sign In" at the bottom of the form.</p>	
<p>Step 5</p> <p>The "Sign In" button will now read "User Options," this will indicate that login was successful. Click "User Options" to open the drop down.</p>	
<p>Step 6</p> <p>Click "Site Manager" in the drop down under "User Options."</p>	

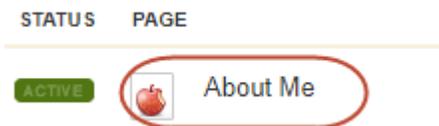
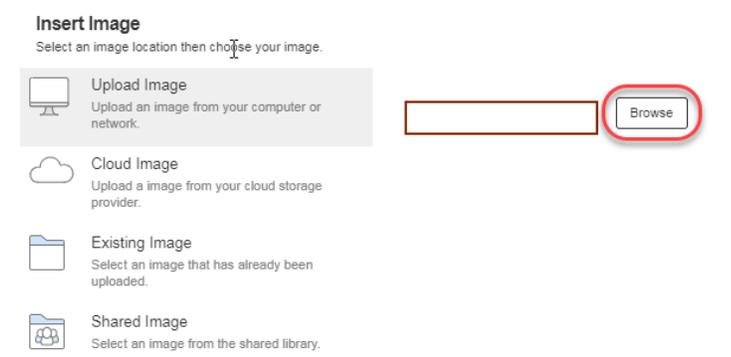
How to Login to WCM

Step 7

A page that looks like this should pop up with the name of the Section that are accessible/editable under this login.

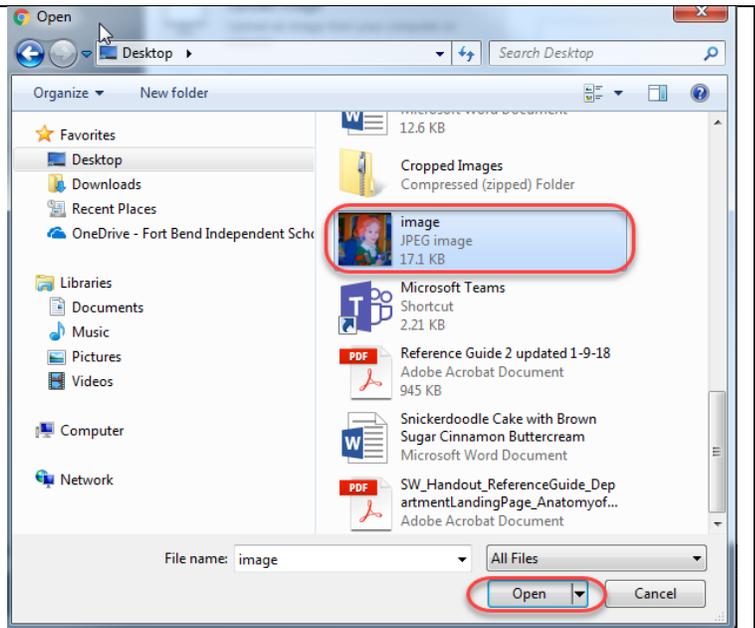


About the Teacher App

Step 1	
<p>Click “About Me” page from the Section Workspace.</p>	
Step 2	
<p>Click “Teacher Information” app on the About Me Page.</p>	
Step 3	
<p>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.</p>	
Step 4	
<p>To add a photo click “Select File.”</p>	
Step 5	
<p>Click “Browse.”</p>	
Step 6	

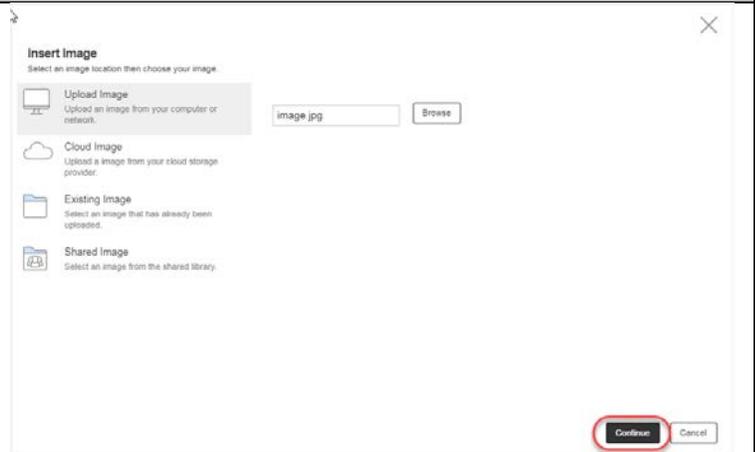
About the Teacher App – Adding Content

Choose the desired image. Click “Open.”



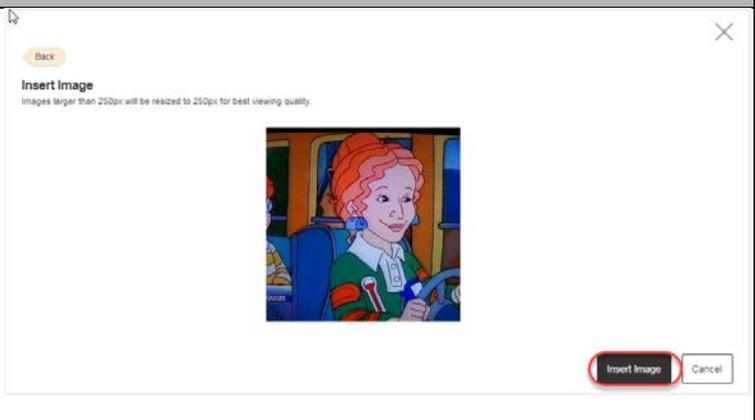
Step 7

Click “Continue.”



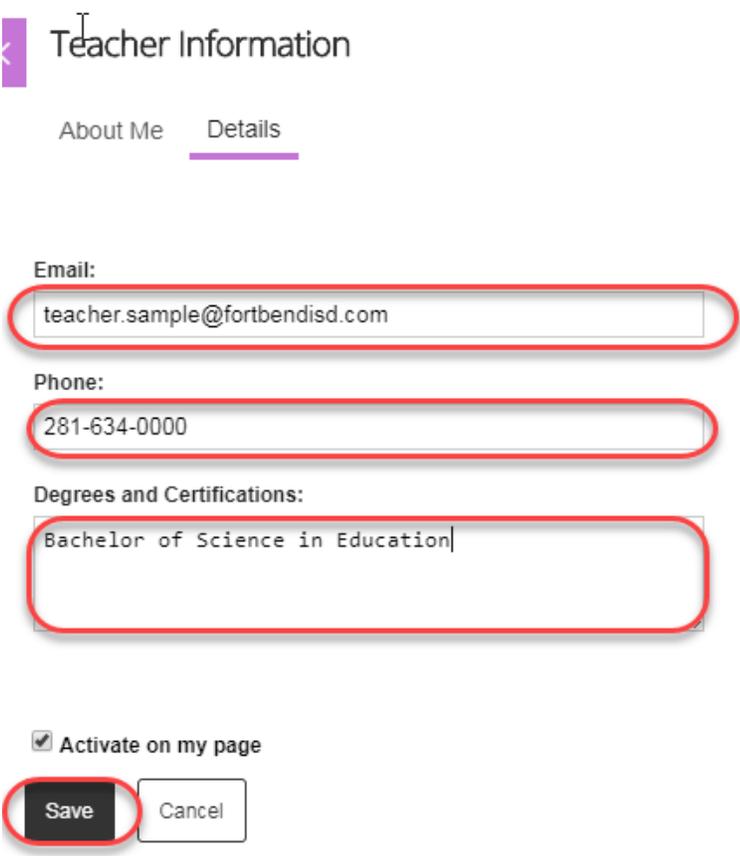
Step 8

Click “Insert Image.”

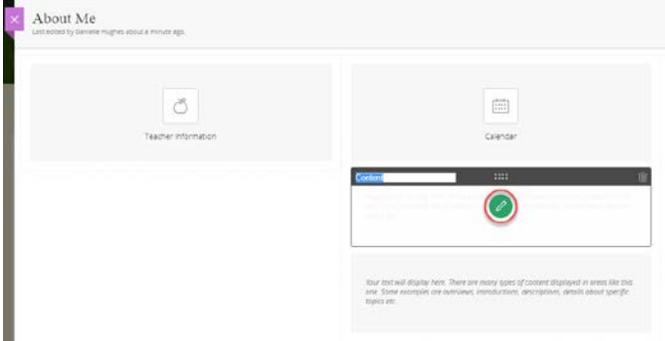


Step 9

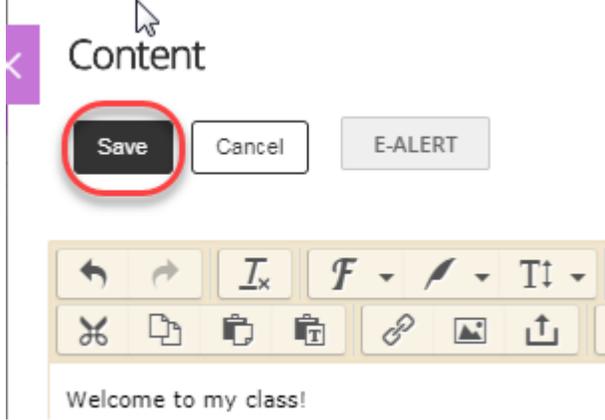
About the Teacher App – Adding Content

Click "Save."	
Step 9	
Click "Details."	
Step 9	
Fill out Email, Phone and Degrees and Certifications. Then click "Save."	

Content App

Step 1	
<p>Hover over the Content App and click on the green pencil icon.</p>	
Step 2	
<p>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.</p>	
Step 3	
<ol style="list-style-type: none"> 1. Undo and Redo 2. Clear Formatting 3. Styles / Paragraph Formatting 4. Text Formatting 5. Text Color 6. Alignment 7. Source and Help 8. Cut, Copy and Paste (use paste as text in most cases) 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 <p>For instructions on how to use these with text go to the "Advanced Formatting" training handout.</p>	

Content App – Adding Content

<p>Step 4 Click "Save."</p>	
<p>Step 5 – Getting Back Use the purple X in the upper left corner of the page to get back to the page or section.</p>	