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Napa County User Guide

Managing Teacher Passwords

Every Napa County teacher has his/her own individual **ed1stop** username and password. The username is usually the teacher's first initial and last name. If the username is already in use by the ed1stop system, a number will be added to the username. Teachers are also assigned a student user name. (*To learn more about student usernames and passwords, see **Managing Student Passwords.***)

For example:

Teacher name: Jane Smith
ed1stop teacher username: jsmith01
ed1stop student username: jsmith01_stu

How do I change my teacher password?

You can request a username change from the ed1stop coordinator, Seana Wagner, at swagner@ncoe.k12.ca.us. You can change your password at any time.

- 1) Go to the NCOE homepage at: www.ncoe.k12.ca.us



- 2) Enter your teacher username and existing password in the **ed1stop** login box. ***Don't know your password?*** Every Napa County teacher has their own unique **ed1stop** username and password. *If you are a new teacher, have recently changed schools, or have just forgotten your username and password, you can get your password from your school site ed1stop rep, or e-mail Seana Wagner at: swagner@ncoe.k12.ca.us*
- 3) Once logged on to the **ed1stop** portal, click on the **Preferences** link. (*upper right corner*)
- 4) Click on the **Change My Passwords** link. (*upper right corner*)
- 5) The **Password Manager** box will appear. Using the Password Manager box, you can change your teacher password and your student password.

Note: You must change each password individually. The Password Manager will not allow you to change both passwords at once. You must click the **SAVE** button after changing each password.

- 6) To change the **Teacher Password**: Type your current password into the top box. Then type the NEW password you want into the second box. Re-type the new password into the third box. Click **SAVE**.
- 7) When the password has been changed successfully, close the Password Manager box. Continue using ed1stop.

The first time ed1stop users access **Discovery Education Streaming**, the user may be asked to fill out a short form. Simply type in the information in the boxes with an asterisk (*). You can use your ed1stop username and password, or create a new one. You won't need it again. Log off ed1stop, wait 10 minutes, then log back in and open Discovery Education Streaming

Managing Student Passwords

In addition to their own individual **ed1stop** username and password, every Napa County teacher has also been assigned a student username and password. When the teacher account was created, the computer created a student username (based on the teacher's username) and a "gibberish" password. The student username will be the teacher logon plus "_stu".

For example:

Teacher name: Jane Smith
ed1stop teacher username: jsmith01
ed1stop student username: jsmith01_stu

See "Managing Teacher Passwords" if you need your login information or additional assistance.

How do I change the student password?

You don't have to know the "gibberish" student password in order to change it.



- 1) Go to the NCOE homepage at: www.ncoe.k12.ca.us
- 2) Enter your teacher username and password in the **ed1stop** login box. This will automatically link you to the **ed1stop** portal.
- 3) Once logged on to the **ed1stop** portal, click on the **Preferences** link. (*upper right corner*)
- 4) Click on the **Change My Passwords** link. (*upper right corner*)
- 5) The **Password Manager** box will appear. Using the Password Manager box, you can change your teacher password, your student password, or the student bookmark password.

Note: You must change each password individually. The Password Manager will not allow you to change all three passwords at once. You must click the SAVE button after changing each password.

- 6) To change the **Student Password**, simply type the password you want into the "Change Password" box. Click **SAVE**. To return to your ed1stop main page, click the circular **Back** button on the webpage (*not* the Internet Explorer back button at the top of the window.)
- 7) The first time the student username and password are used to access **Discovery Education Streaming**, the user may be asked to fill out a short form. Simply type in the information in the boxes with an asterisk (*). You can use your ed1stop username and password, or create a new one. You won't need it again. Log off ed1stop, wait 10 minutes, then log back in and open Discovery Education Streaming
Before introducing the student password to your class, you'll want to try out the student password ahead of time, fill out the form if asked, and make sure your students can logon to Discovery Education Streaming.
- 8) Your students should now be able to access the **ed1stop** portal, both at school and on their home computer.

Customizing your ed1stop Portal

Customizing Your Channels

Within ed1stop, each box containing information is called a **Channel**. Use the tools at the top of each box to customize the look of the channels on your **ed1stop** home page.

Detach: Opens the Channel in its own window

Minimize: Reduces the Channel to the title bar

Focus: Opens the Channel on its own page

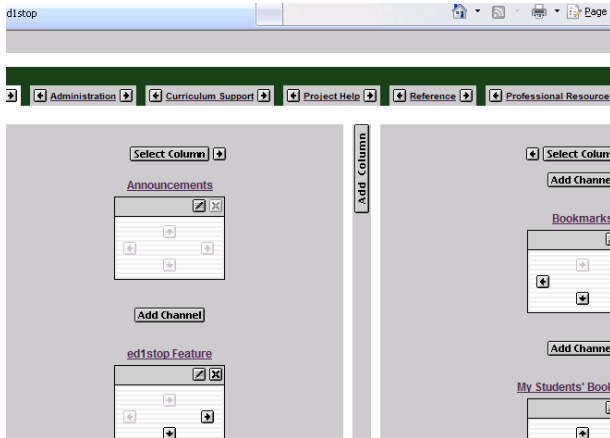
Remove: Deletes the Channel



Adding New Channels

You can add new Channels to your **ed1stop** home page!

- 1) While logged on to the **ed1stop** portal, click on the **Preferences** link. (*upper right corner*)
- 2) On the page diagram, click on the **Page Tab** for the page on which you want to add new content.
- 3) On the page diagram, click on the **Add Channel** box where you want to add new content. (*see below*)
- 4) On the drop down menu, choose **Select All**. Click: **Go**.
- 5) In section "2" choose the content you want to add, for example: **Word of the Day**. Click: **Add**.
- 6) To see your new Channel, click on the **Back** button on the webpage (*not* the Internet Explorer Back button.)



Repeat the process to add other content.

To add content to a different page, for example **Curriculum Support**, use the same process, but be sure to click on the correct navigation tab at the top of the page diagram in step #2.

To move a Channel on the page, click on the directional arrow on the Channel box to move up, down, left, or right.

Don't like the new content? Use the **Remove** button [X].

Choosing New Content

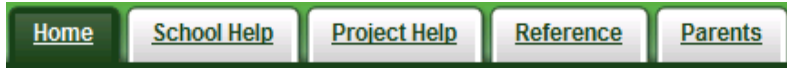
Not all content listed in the drop down menu is available to Napa County teachers.

Managing Your Student Portal/Bookmarks

You can customize what your students will see when they logon to the **ed1stop** portal using your unique student username and password. (To learn more about student usernames and passwords, see [Managing Student Passwords](#).)

What is a student portal?

When your students logon to **ed1stop** using your unique **student** username and password, they will see a different portal set-up than the one you see when you logon using your **teacher** username and password. They will have access to five page tabs: **Home**, **School Help**, **Project Help**, **Reference** and **Parents**. You'll note that there is no **Preferences** link at the top of the page. This is so that students cannot alter the format.



The following "Channels" will appear on each page:

Home – Announcements and Student Bookmarks

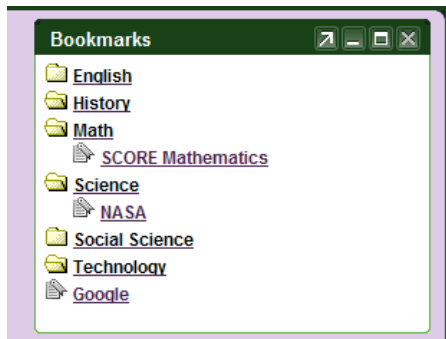
School Help – Discovery Education Streaming, Thinkfinity, Education City and more

Project Help – AP Images, Recipes4Success, Pics4Learning, ed1stop Teacher Cadre

Reference – Calisphere, Bartelby.com, Merriam-Webster Dictionary and Thesaurus, and Research Channel

Parents – Links to parent information in English and Spanish

What are student bookmarks?




You can create customized **bookmarks** for your student home page.

Why would you want to do this?

Remember that your students can access the **ed1stop** portal both at school *and* at home. By supplying special bookmarks on your **ed1stop** student portal, you can provide links to homework support, enrichment, research resources, etc. that are specifically targeted to the needs of your students and the standards-based lessons that you are teaching.

How do I add bookmarks for Students and Teachers?

The **Bookmarks channel** comes with several default bookmarks, but you can add, remove, and organize the bookmarks on your students' **ed1stop** home page any way you want. This is done from the student bookmark page on your own **teacher** ed1stop portal.

- 1) To add a bookmark click on the **[+] Bookmark** button. 
- 2) To place the bookmark in a particular folder, click on the **button** next to the folder name.
- 3) To add a new bookmark folder, click on the **[+] folder icon**. Folders can be placed inside of other folders.
- 4) To add a bookmark, simply click on the **[+] bookmark icon** at the bottom of the bookmarks box. Type in the Title and URL (web address) of the website you are bookmarking. Click: **Add**.
For example: **Title** – Google **URL** – <http://www.google.com>. *Descriptions do not need to be added
- 4) To remove a bookmark or folder, click on the **[-]** icon. Click in the check box next to the bookmark/folder name you wish to remove. Click: **Delete**.

*Use the same method outlined above to add, remove, and organize your own **teacher bookmarks** on your **ed1stop** teacher homepage.

Web Portal Content



Discovery Education (DE) Streaming

Discovery Education Streaming is an online resource that allows teachers, students, and their parents to download educational videos from the Internet straight onto their home or classroom computers. The Discovery Education Streaming site offers over 4,000 educational videos searchable by subject, grade level, and California content standards. Engage students today with awe-inspiring video and other classroom resources.

- 1) In ed1stop, click on the **Curriculum Support** tab at the top of the page.
- 2) Find the **DE Streaming** channel. Click on the **DE Streaming** link.
- 3) The **DE Streaming Search page** will appear. You can search for videos by keyword, subject and grade, California curriculum standard, and alphabetically by all titles. When you press the "Go" button, DE Streaming will display all the videos that meet your search parameters. You can also click on the **Advanced Search** link to expand your search parameters.
- 4) To view a movie click on its title. You can now **stream [ARROW]** or **download [DISC]** a video. Stream to preview the video to see if it meets your needs. Always download the video to your computer's hard drive or school server before showing it to your students. You can download the entire video (which will take a long time!), or you can download shorter "chapters" of just one to five minutes.
- 5) To download the video click on the **[DISC]** button next to the chapter you wish to download. After clicking on the **[DISC]** a dialog box will pop up. Choose where you want to save the file.
- 6) Once the video has been downloaded, you no longer need to be connected to the Internet. Go to where you saved the video file. Double click on the video icon to play. The video will play in either **Windows Media Player** or **Quicktime**. You can watch movies full screen by right clicking on the video image and choosing **View Full Screen**.
- 7) Below the video there is a **description** and three types of **citation** formats for citing the video in a bibliography.
- 8) For some videos, the **Related materials** section will provide a teacher's guide, printable quiz or blackline masters.
- 9) At the bottom of the video page DE Streaming provides teacher **ratings** of the video.
- 10) On the DE Streaming home page you will also find links to other special services. Visit the **Teacher's Center** to access the **Assignment** and **Quiz Builders**, **Lesson Plan Library**, **Calendar** of seasonal videos, **Discovery Atlas** and the **DE Network** to connect with other educators.

Note: The first time you attempt to log on to DE Streaming via the ed1stop portal, you will be asked to fill out a short form. Simply type in the information in the boxes with an asterisk (*). You can create a username and password, but you won't need it again. When you complete the form DE Streaming may open up. If it doesn't, log off ed1stop, wait 10 minutes, then log back in and open DE Streaming again. You will now be able to access all of the content without entering any additional usernames or passwords.

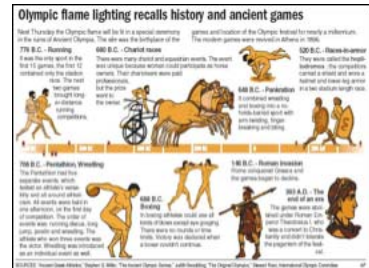
AP Images



AP Images is found in the **“Project Help”** tab. **The Associated Press**, Founded in 1846, is the largest and most trusted source of independent news and information. **AP Images**, a division of The Associated Press, is one of the world’s largest collections of historical and contemporary imagery. For more than a century, AP photographers have captured the greatest moments in history, news, sports and entertainment, receiving 30 Pulitzers and numerous other awards in honor of their contribution to the images that shape our world. Teachers and students have access to the AP Image library, for use within copyright restrictions, through this ed1stop service.

Image Example

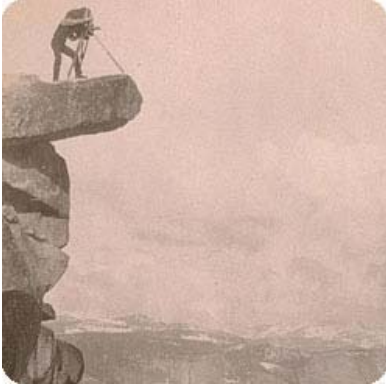
Searching - There are four main search categories: **Images**, **Graphics**, **Audio** and **Publicity**. Within the Images database you can narrow your search by **Photo**, **Historical** or **Event Calendar**. You can also use the **Advanced Search** to narrow a search.



Graphic Example



Thinkfinity is located in the **“Curriculum Support”** tab. **Thinkfinity** is the cornerstone of Verizon Foundation’s Literacy, Education and Technology initiatives. Thinkfinity makes it easy for educators to enhance their classroom instruction with lesson plans, interactive activities, and other online resources. Thinkfinity also provides authoritative educational and literacy resources for students, parents and after school programs. All of Thinkfinity’s **55,000 standards-based K-12 lesson plans**, student materials, interactive tools and reference materials are endorsed by the nation’s leading education organizations to ensure that content is accurate, up-to-date, unbiased, and appropriate for students.



Calisphere is located in the **"Reference"** tab. **Calisphere** is the University of California's free public gateway to a world of primary sources. More than 150,000 digitized items — including photographs, documents, newspaper pages, political cartoons, works of art, diaries, transcribed oral histories, advertising, and other unique cultural artifacts — reveal the diverse history and culture of California and its role in national and world history. Calisphere's content has been selected from the libraries and museums of the UC campuses, and from a variety of cultural heritage organizations across California.

Explore thousands of primary source images and documents:

- **Themed Collections:** Get inside history with primary source sets for K-12 teachers.
- **California Cultures:** Discover California's multicultural heritage.
- **Browse A-Z:** Quickly find primary sources on subjects from "Advertising" to "Zoot Suit Riots".
- **Japanese American Relocation Digital Archives:** Go inside the internment experience.
- **300 diverse UC web sites:** Learn more about subjects from film to physics.
- **Especially for Teachers:** Primary source analysis worksheets, lessons plans, and other links.



Software tutorials for teachers and students

Recipes4Success is located in the **"Project Help"** tab. On the **Recipes4Success** website you can find software tutorials, reference guides, and online tools including rubric maker, graphic organizer maker, citation maker. You'll also find information about ProjectLearn, a step-by-step process for building projects with students.



Clip art and photographs for teachers

Pics4Learning is located in the **"Project Help"** tab. On the **Pics4Learning** website you can find hundreds of copyright-friendly clip art and photographs that you can use in your classroom lessons, handouts, and PowerPoint presentations. Images are searchable and cover over 40 major categories. The site also has dozens of lesson plans on subjects from Animal Camouflage to Fun With Fractions.