



Manual

By **webanywhere**

E-portfolios for students

CV upload

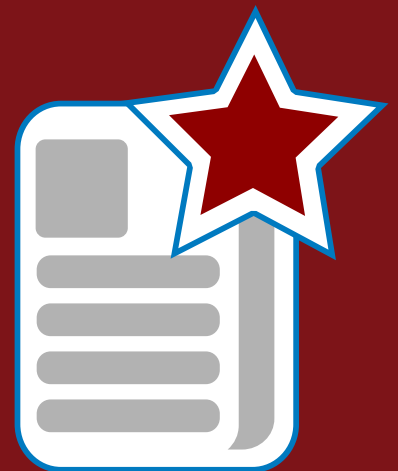
Blogs

Friends network

E-mails

Video & photo galleries

and more...



StudentJotter



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1. Insert



1.1 General



A 1.1.1 Text

To add a text box to a page, click on the *Text* icon in the *General* toolbar and drag it to the column in which you want the text to appear.

Once you let go of the mouse, a box will appear. Enter the text you want to add into the box, and then click *Save*.

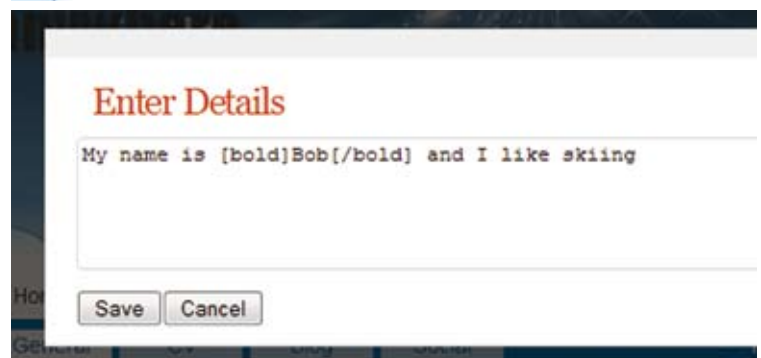
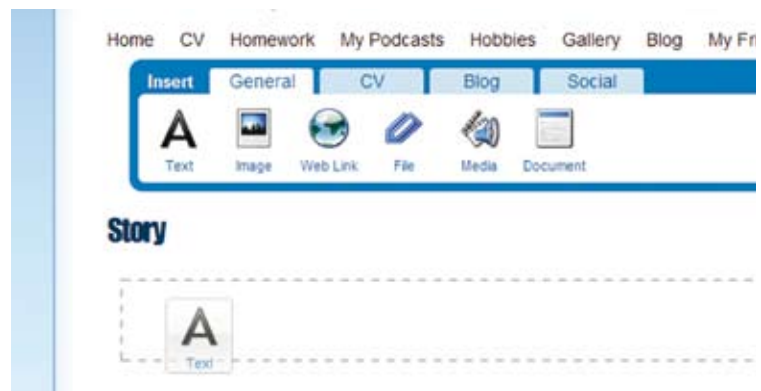
Note: You can make text bold by placing the tag `[bold]` in front of the text and `[/bold]` at the end of the text. For example, if you entered the following:

My name is `[bold]Bob[/bold]` and I like skiing.

Your web page would display this:

My name is **Bob** and I like skiing.

You can also use the tags `[italic]` and `[/italic]` in the same way to produce italic text.





1.1.2 Image

To add an image to a page, click on the Image icon in the *General* toolbar and drag it to the column in which you want the image to appear.

Once you let go of the mouse, a box will appear. Click the *Browse* button to find the image which you want to upload from your computer. When you've selected the image you want, enter a description of the image in the *Alternative Text box*, and then click *Save*.

Note: If you do not select an image from your computer but click *Save* anyhow, StudentJotter will insert a blank grey image as a placeholder. You can edit this later to add a proper image (See "Moving/editing/deleting blocks"). Depending on the size of the image you use, there may be a delay after clicking *Save* while the system uploads the image. The maximum file size allowed is 5MB.



1.1.3 Web Link

To insert a link to an external website on a page, click on the Web Link icon in the *General* toolbar and drag it to the column in which you want the link to appear.

Once you let go of the mouse, a box will appear. In the URL box, enter the full address of the website you wish to link to. In the Link Text box, enter the text which you would like to appear on your page, and then click *Save*.

Example: To display a link such as BBC News, which will link to the BBC News site, you need to enter 'http://news.bbc.co.uk' in the URL box and 'BBC News' in the *Link Text* box.



1.1.4 File

To insert a link to a file, such as a Word document or an mp3, click on the File icon in the *General* toolbar and drag it to the column in which you want the link to appear.

Once you let go of the mouse, a box will appear. Click the *Browse* button to find the file which you want to upload from your computer. When you've selected the file you want, enter a description of the file in the Title box, and then click *Save*.

When users click on this link they will be able to download your file.

Note: Depending on the size of the file you use, there may be a delay after clicking *Save* while the system uploads the file. The maximum file size allowed is 5MB.

1.1.5 Media

To insert a media item onto your web page, such as a video or an audio clip, click on the *Media* icon in the *General* toolbar and drag it to the column in which you want the media item to appear.

Once you let go of the mouse, a box will appear. Click the *Browse* button to find the media file which you want to upload from your computer. When you've selected the media file you want, enter a description of the document in the box below, and then click *Save*.

The media item will be embedded into your webpage for visitors to view.

Note: Depending on the size of the media file you use, there may be a delay after clicking *Save* while the system uploads the file. The maximum file size allowed is 5MB.



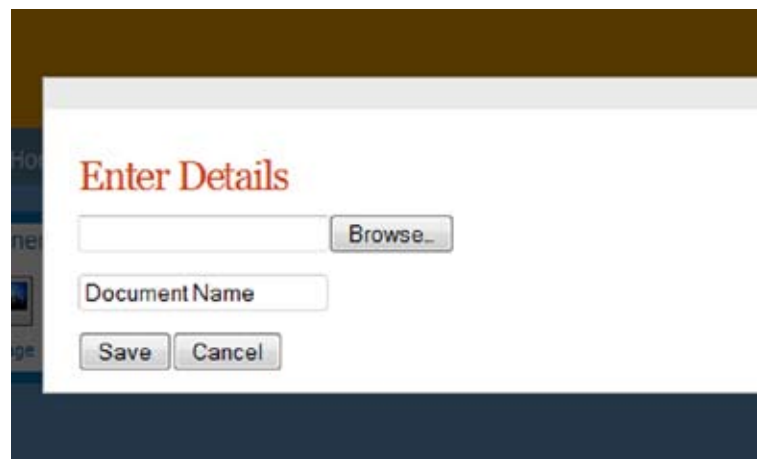
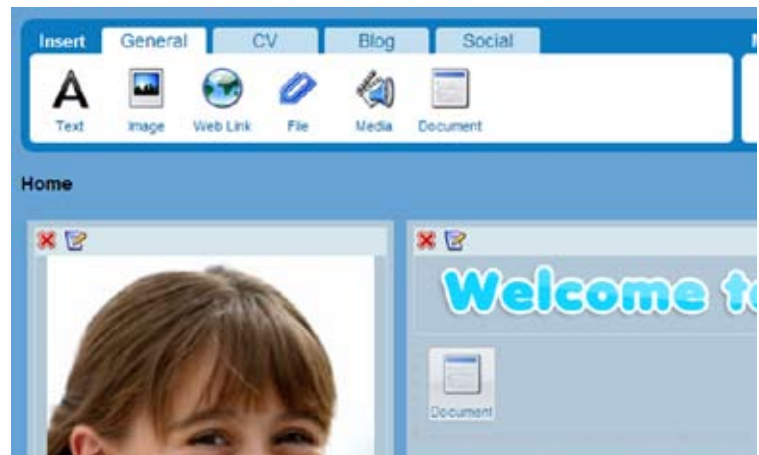
1.1.6 Document

To insert a document onto your web page, such as a Word document or a PDF, click on the *Document* icon in the *General* toolbar and drag it to the column in which you want the document to appear.

Once you let go of the mouse, a box will appear. Click the *Browse* button to find the document file which you want to upload from your computer. When you've selected the document file you want, enter a description of the document in the box below, and then click *Save*.

The document will be embedded into your webpage for visitors to view.

Note: Depending on the size of the document you use, there may be a delay after clicking *Save* while the system uploads the document. The maximum file size allowed is 5MB.





1.2 CV

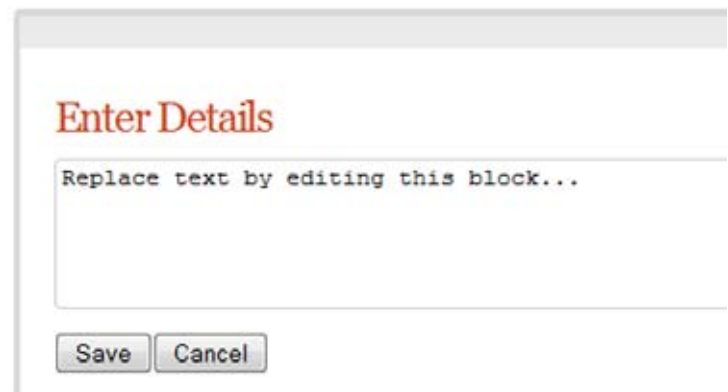


1.2.1 Cover letter

The *Cover Letter* tool is similar to the *Text* tool. To add a cover letter box to a page, click on the *Cover Letter* icon in the *CV toolbar* and drag it to the column in which you want the text to appear.

Once you let go of the mouse, a box will appear. Enter the text you want to add into the box, or paste it from another document, and then click *Save*.

As with the *Text* tool, you can use bold and italic text in your cover letter. See *Text* (1.1.1) for details.





1.2.2 Interests

The Interests tool is similar to the *Text* tool. To add a cover letter box to a page, click on the Interests icon in the CV toolbar and drag it to the column in which you want the text to appear.

Once you let go of the mouse, a box will appear. Enter the text you want to add into the box, or paste it from another document, and then click *Save*.

As with the Text tool, you can use bold and italic text in your interests section. See Text (1.1.1) for details.

1.2.3 Contact

To insert your contact details on a page, click on the *Contact* icon in the CV toolbar and drag it to the column in which you want the contact information to appear.

Once you let go of the mouse, a box will appear. Fill in the different fields with your contact information, and then click *Save*.

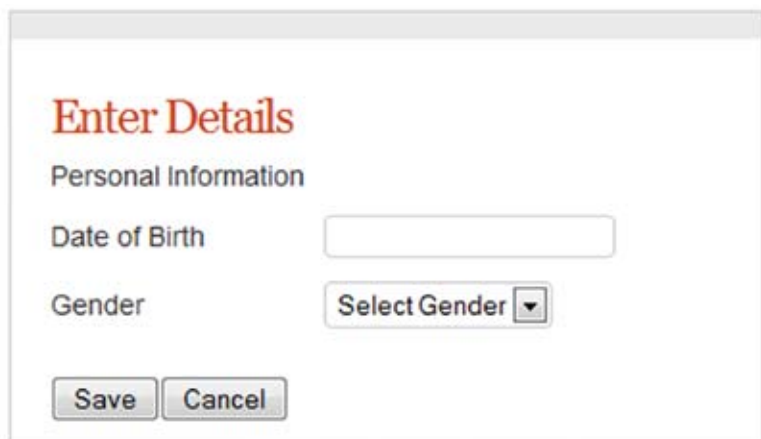
Note: You can add as much or as little information to the *Contact* section as you like. If your profile is public, you may want to limit the information you add to this section.

1.2.4 Personal

To insert your personal information on a page, click on the *Personal* icon in the CV toolbar and drag it to the column in which you want the information to appear.

Once you let go of the mouse, a box will appear. Fill in the different fields with your personal details, and then click *Save*.

Note: You can add as much or as little information to the *Personal* section as you like. If your profile is public, you may want to limit the information you add to this section.



The screenshot shows a dialog box titled "Enter Details" with a subtitle "Personal Information". It contains two input fields: "Date of Birth" with a text box and "Gender" with a dropdown menu labeled "Select Gender". At the bottom, there are two buttons: "Save" and "Cancel".



1.2.5 Employment

To insert your employment details on a page, click on the *Employment* icon in the CV toolbar and drag it to the column in which you want the information to appear.

Once you let go of the mouse, a box will appear. Fill in the different fields with your employment details, and then click *Save*.

Note: To give details of more than one job you have had, you can add several *Employment* boxes, one above the other. Remember, the most recent should always be at the top.

The screenshot shows a dialog box titled "Enter Details" with a red header. Below the title, it says "Employment Information". There are four input fields: "Start Date", "End Date", "Employer", and "Job Title". Below these is a larger text area for "Description". At the bottom left, there are "Save" and "Cancel" buttons.



1.2.6 Education

To insert your education details on a page, click on the *Education* icon in the CV toolbar and drag it to the column in which you want the information to appear.

Once you let go of the mouse, a box will appear. Fill in the different fields with your education details, and then click *Save*.

Note: To give details of more than one qualification you have achieved, you can add several *Education* boxes, one above the other. Remember, the most recent should always be at the top.



1.2.7 Certification

To insert details of a certificate you have received on a page, click on the *Certification* icon in the CV toolbar and drag it to the column in which you want the information to appear.

Once you let go of the mouse, a box will appear. Fill in the different fields with your education details, and then click *Save*.

Note: To give details of more than one certificate you have been awarded, you can add several *Certification* boxes, one above the other. Remember, the most recent should always be at the top.



1.3 Blog



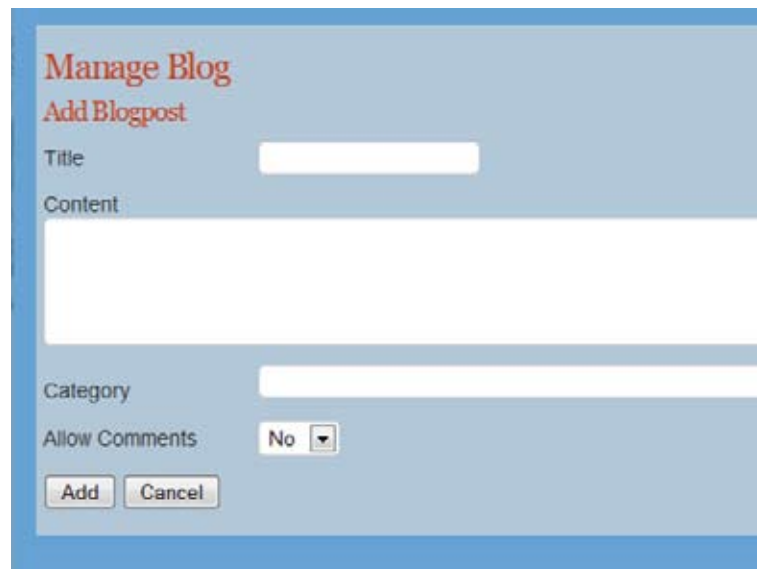
1.3.1 Posts

Drag the *Posts* icon onto your page to insert a list of your most recent blog posts. Visitors will be able to read your posts and comment on them if you have enabled this feature (See *Manage Site:Blog* for more details)



1.3.2 Categories

Drag the *Categories* icon onto your page to insert a list of the categories in which you have organised your blog posts. Visitors will be able to click on a category name to view all blog posts in that category. (See *Manage Site:Blog* for more details)



1.3.3 Archive

Drag the *Archive* icon onto your page to insert an archive list of the posts you have added since you created your blog. Visitors will be able to click on a month name to view all blog posts added in that month.



1.4 Social



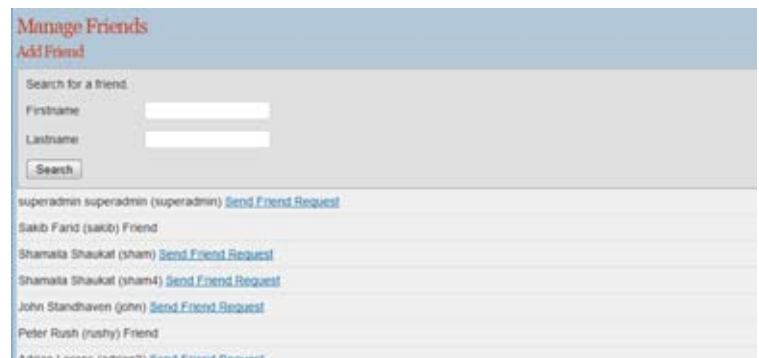
1.4.1 Friends

Drag the *Friends* icon onto your page to insert a list of your Student Jotter friends. (See *Manage Site:Friends* for more details)



1.4.2 Wall

Drag the *Wall* icon onto your page to create a space for visitors to your site to leave comments or messages.



2. Managing your blocks



2.1 Moving blocks

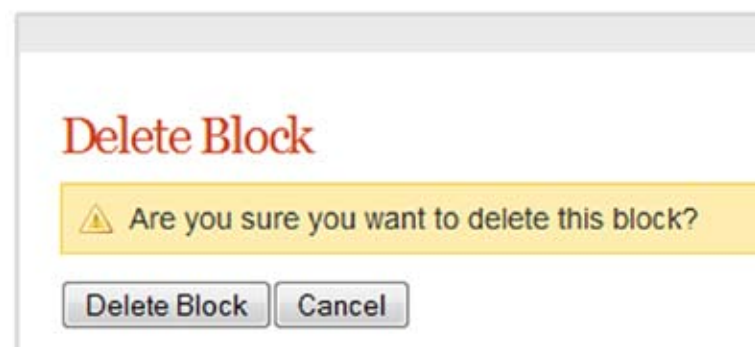
All blocks on your Student Jotter site can be moved by clicking in the title bar of the block, then dragging the box to the place you want to move it to, and letting go of the mouse button.

2.2 Editing blocks

To edit the settings of a particular block, for example to change the text in a text block, or to edit the details in a CV block, simply click the edit icon in the title bar of the block. A window will now appear allowing you to change the settings you made when the block was created.

2.3 Deleting blocks

Deleting a block is easy - just click the red X icon in the top left corner of the block which you want to delete. A box will appear asking you to confirm that you want to delete the block. Click *Delete Block* to delete or *Cancel* if you have selected this by mistake.



3. Manage Site



3.1 Pages



3.1.1 Adding a page

To add a new page to your Student Jotter site, click on the *Pages* icon under *Manage Site*. You'll be able to see a list of your existing pages. Click on *Add New Page* on the top right of the list. A box will appear which asks you to enter a name for your new page, and you'll also be able to select the style in which you want the page content to be laid out. Once you're happy with this, click *Add* to create the page or *Cancel* to go back without adding a page.



3.1.2 Deleting a page

To delete a page from your Student Jotter site, click on the *Pages* icon under *Manage Site*. You'll be able to see a list of your existing pages. Click the red X icon next to the page which you wish to delete. You'll be asked if you're sure you want to delete the page. Click *Delete* to delete the page or *Cancel* to go back without deleting a page.

Note: When you delete a page, you'll be deleting any blocks which you had previously added to that page. Always make sure there's no content on the page which you might need before deleting.



3.1.3 Editing page settings

To edit the setting of a page on your Student Jotter site, click on the *Pages* icon under *Manage Site*. You'll be able to see a list of your existing pages. Click the edit icon next to the page which you wish to edit. A box will appear which allows you to change the name of the page, and the style in which the content is laid out. Once you've changed these items, click *Save* to make the changes or *Cancel* to go back without changing anything.

Note: If you change the layout style of a page which already contains a lot of blocks, it may look a bit messy. You may want to move blocks around the new layout to keep it looking tidy.

3.1.4 Changing page order

To change the order of pages on your Student Jotter site, click on the *Pages* icon under *Manage Site*. You'll be able to see a list of your existing pages. Use the up and down arrows next to each page title to move that page up or down the list.



Manage Pages	
My Pages + Add New Page	
Home	    
CV	    
Homework	    
My Podcasts	    
Hobbies	    
Gallery	    
Blog	    
My Friends	    



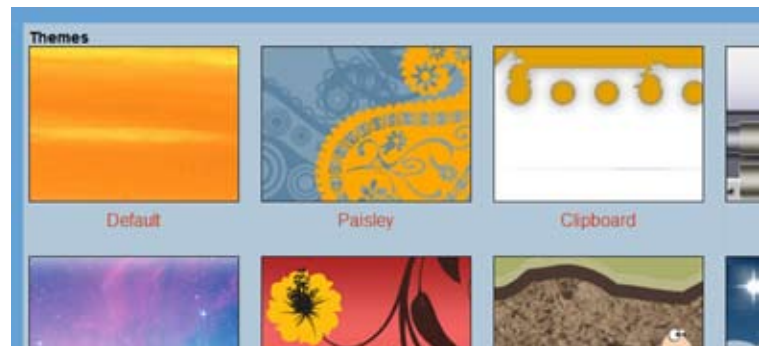
3.2 Themes



3.2.1 Changing the theme

To change the overall theme of your Student jotter site, click on the *Themes* icon under *Manage Site*. You'll see a range of different themes to choose from. Simply click on a theme to apply it instantly to your site. If you don't like the new theme, click on your original theme to change it back.

Note: We'll be adding new themes continually, so keep an eye out for the latest designs!





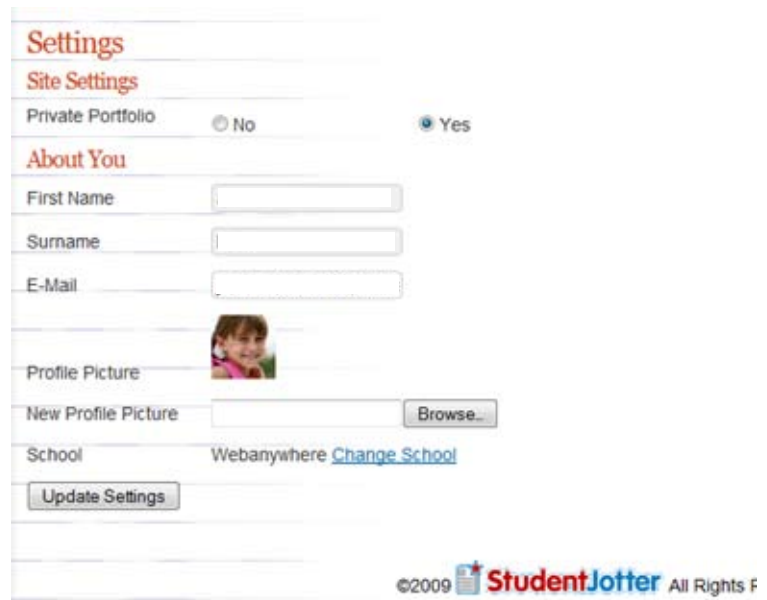
3.3 Settings



3.3.1 Changing your settings

To change the setting of your Student Jotter site, click on the *Settings* icon under *Manage Site*. Here you can edit your email address and profile picture, and change which school your site is associated with. You can also set whether your site is private (only available to you and your school) or public (available to everyone on the internet) if your school has allowed this. Click on *Update Settings* when you have finished to save the changes.

Note: To change your name, you will need to speak to the person at school responsible for the Student Jotters. If you change your school, your account will be limited until the new school approves you as one of their pupils. These features are both in place to prevent misuse of Student Jotter by using a false name or pretending to be from a different school.



Settings

Site Settings


Private Portfolio No Yes

About You

First Name


Surname

E-Mail

Profile Picture 

New Profile Picture

School Webanywhere [Change School](#)

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3.4 Inbox



3.4.1 Compose

To access the messaging features in Student Jotter, click on the *Inbox* icon under *Manage Site*. To compose a new message, click on *Compose* on the left hand side of the screen. In the To field, when you start typing, a list of friends whose names match will appear. Select the person you want to send the message to, add a subject below and type your message. When you're done, click on *Send*.

3.4.2 Inbox

To read messages which you have received, click on the *Inbox* icon under *Manage Site* and then select *Inbox* from the menu on the left. You'll be able to see a list of messages sent to you. To view a message, click on the message title. To delete one or more messages, click the checkboxes next to the messages you wish to delete, then click on the *Delete* button at the top.

3.4.3 Sent

To read messages which you have sent, click on the *Inbox* icon under *Manage Site* and then select *Sent* from the menu on the left. You'll be able to see a list of messages which you have sent to your friends. To view a message, click on the message title. To delete one or more messages, click the checkboxes next to the messages you wish to delete, then click on the *Delete* button at the top.





3.5 Blog



3.5.1 Adding posts

To add a new blog post, click on the *Blog* icon under *Manage Site* and then click *Add New Blog Post*. Enter a title for your post then type the text of your post into the large box below. You can then enter a category for your post, for example, if you're writing about football, enter 'Football' as a category. Visitors to your blog will be able to select the category 'Football' to read all the posts you have written on this topic.

You can also choose whether to allow your friends to leave comments on your blog post or not. If you do allow comments, you'll still be able to delete any comments left if you wish. When you're done, click *Add* to publish your post.

3.5.2 Editing posts

To edit a post which you have previously written click on the *Blog* icon under *Manage Site*, and look for the post you wish to edit in the list. *Click* the edit icon next to the post you want to edit. You'll now be able to change the title, main text, category and whether people can leave comments or not.

3.5.3 Deleting posts

To delete a post from your blog click on the *Blog* icon under *Manage Site*, and look for the post you wish to delete in the list. Click the red X icon next to the post which you wish to delete. You'll be asked if you're sure you want to delete the post. Click *Delete* to delete the post or *Cancel* to go back without deleting.



3.6 Friends



3.6.1 Friend requests

To view new friend requests, click on the *Friends* icon under *Manage Site*. At the top of the page, you'll see any new friend requests which you have been sent. If you want to be friends with a person click on *Accept Friend Request*. If you don't want to be friends with the person click *Decline Friend Request*.

3.6.2 Adding friends

To add friends, click on the *Friends* icon under *Manage Site*. Click the *Add Friend* link on the top right of the list. A search box will appear which allows you to search for other people at your school who are using Student Jotter. You can search using their first name, surname, or both. The search results will appear below, and if you see the person you want to be friends with, just click on *Send Friend Request* next to their name. They'll receive a friend request from you, and if they accept it, they'll be added to your list of friends.

3.6.3 Deleting friends

To remove people from your friends list, click on the *Friends* icon under *Manage Site*. On the list of your friends, find the person you wish to remove. Click the red X icon next to their name. You'll be asked if you're sure you want to remove this person. Click *Delete* to remove the person from your friend list or *Cancel* to go back without removing them.

Note: If you remove someone from your friend list, they won't be able to add comments to your blogs, write on your wall or send you messages.



Visit www.studentjotter.com or Call us FREE on 0800 862 0491