

# Teacher Handbook

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## Introduction

MyNewsroom.co.uk hosts software that students can use to make their own websites. Teachers control when, or if, any updates the students make to their sites are published on the internet.

Each student has a unique log-in they can use to write new stories, change their design and insert new pictures on their site.

Teachers have a unique log-in, too, where all new or updated pages can be seen. Teachers can approve students' work and send it live on the web, or request changes and improvements via a messaging system.

## Logging in

1. Go to [www.MyNewsroom.co.uk](http://www.MyNewsroom.co.uk) and click where it says "Already a member? Log in here".
2. Choose your school from the list.
3. Type in your name and password

Forgotten your username?

This is your first name and surname. Remember to put a space in between.

Forgotten your password?

Try as many variations as you can think of. Type carefully and make sure there are no extra spaces or capital letters. If you still can't get the right password, contact the Education Department at the Newsroom on 020 78869898.

## Viewing and approving sites

Following your workshop at the Newsroom, you will be able to see any updates your students have made via your user account with MyNewsroom.co.uk. Any new stories they have written, or design changes they have made, will not go live on the internet until you have approved them.

1. Log in.
2. All new or updated pages will appear in a list on your home page. You can view these by clicking on their title OR you can see all stories by clicking on the tab at the top of your screen that says “stories”, OR students’ whole sites by clicking “Websites”, OR each student’s work by clicking on “Students”.
3. To approve an updated page, select “approved” from the drop-down menu in the top right of your screen. Then click “done”.
4. If you do not want to approve a page, you can select “disapprove”. This option also allows you to send a message to the student, by typing in the yellow box beside the drop-down menu. Then click “Done”.
5. To approve the whole of a student’s site in one go, select its title from your “Websites” view to open it, then click on the icon in the top right of your screen that says “Publish all ready pages”. Note: any pages that the students have saved as “draft” cannot be published. They need to save them as “done”.

## Uploading photographs

Teachers can upload pictures for their students to use on their sites through their user accounts.

The easiest photographs to use are ones that you have taken yourself. Landscape oriented images work best, as do ones with a resolution of no more than 72 dpi.

(As you are probably aware, your school will have a child protection policy relating to the use of images of students which you should, of course, refer to.)

Most photographs you find on the internet have copyright restrictions. However, there are some sites that allow you to use their images free of charge. Many of these have conditions, for example that the site must be credited, or a link should be provided. The best way to find these sites is to use a search engine to find 'copyright-free images'.

To upload an image or photograph for your students to use:

1. Save the image to your desktop.
2. Log in to your MyNewsroom account and click on the tab on the top right of the screen that says "photos".
3. Click on "choose file" and you will be able to select your image from your desktop.
4. You may want to give the image a caption, or other accompanying text.
5. The image will now be visible to your students when they log in.

## Internet responsibility

Teachers are responsible for monitoring the content of their students' websites. Before attending a workshop with their class, every teacher must sign an agreement form which states:

On behalf of the school named below, I agree:

- to be responsible for all content published on the websites created by my students and not to allow any content to be uploaded on to the website before I have checked it;
- not to allow publication of malicious, derogatory, offensive or obscene content, or material belonging to a third party;
- to immediately remove content in the event of a complaint or a problem arising from the content of these websites; and
- in the event that I leave the school, to inform the Newsroom of the person responsible for the above obligations.

During the workshop, some suggestions on how to avoid getting into trouble when publishing on the web will be discussed.

We understand that some teachers can feel uncomfortable about this responsibility. **We cannot give you legal advice** about your students sites, but if you are unsure about anything please do not hesitate to contact us for a general discussion.

## Using MyNewsroom.co.uk in school

Here are just a few of the many possible ways to use MyNewsroom.co.uk back at school:

### **National and international news reporting**

All too often the news is presented by adults, for adults, in a way that can be off-putting or alienating for young people. MyNewsroom.co.uk provides an ideal vehicle for students to report news and issues that matter to them, in a way that will engage their peers. In this way, each site can act as a news service for your whole school, as well as a mouthpiece for your students' opinions and viewpoints.

### **Local news project**

Students can transform their sites into local news centres. They can find out what is going on in your local community, conduct interviews, investigate issues and report their findings in their websites. In this way their sites will become a source of practical information and news about your area for all students in school and perhaps other people living locally.

### **Global perspective**

Harness the potential of instant global communication via email to team up with a school in another country. Through their e-penpals, each student can find out about a distant country - its customs, culture and attitudes - and its news. They can then use their MyNewsroom.co.uk website to report and explain the news from this country to their fellow students in the UK. Globalgateways.org.uk is an organisation which is free to use and can help you to find a partner school and set up your project.

### **Remote learning**

Students who are absent from school for extended periods, due to illness or exclusion, for example, can keep up with their classmates using their MyNewsroom.co.uk website. All they need is access to a computer with an internet connection and then they can produce interviews, reports, news roundups and commentaries, book or film reviews, or essays - all with a professional look and feel. There is no limit to the amount of pages their site can have, so there is no reason for their output to fall behind their classmates'.