

[OPUSD Web 2.0 Server- Storing Files to Link to Your Schoolwires Pages](#)

OPUSD has a defined amount of site storage space on SchoolWires(2GB). Additional space would cost us an additional fee annually. Therefore, we have set up a Web 2.0 server in our district where you can upload LARGE files that you want to link to your SchoolWires pages. Here we have plenty of space (9TB- or 9000GB). Below is a step-by-step tutorial on how to access the Web 2.0 server, upload files for storage and create a link to your SchoolWires pages.

Think of the Web2.0 server as your “**file cabinet**” where you will upload and store larger files that you wish to link to your Schoolwires teacher web pages:

- Podcasts
- Vodcasts
- Mp3 files
- Video
- Larger size files.

How to Access the Web 2.0 Server

Go to:

<https://web2.opusd.k12.ca.us/>

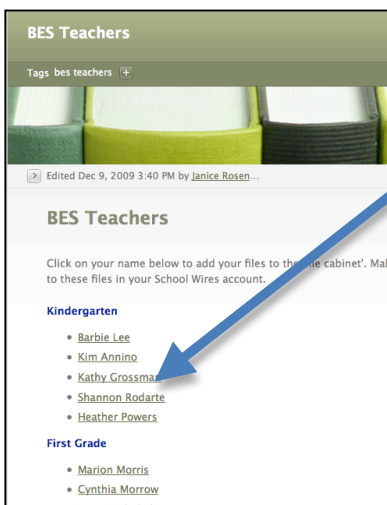
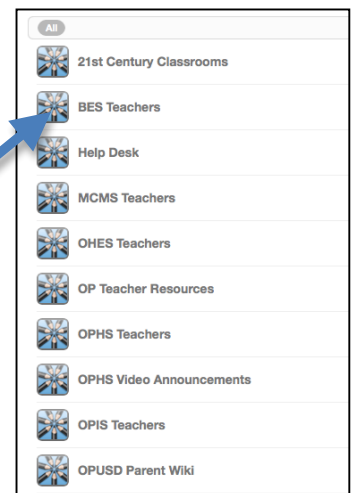
This link is also available from the Tech Department page under HelpDesk in the FAQs.

www.oakparkusd.org/helpdesk and also by signing in to SchoolWires with your username & password and going to **FOR STAFF** in the yellow channel bar and selecting **STAFF QUICK LINKS**.



1. This is the landing page. Click on **WIKIS**

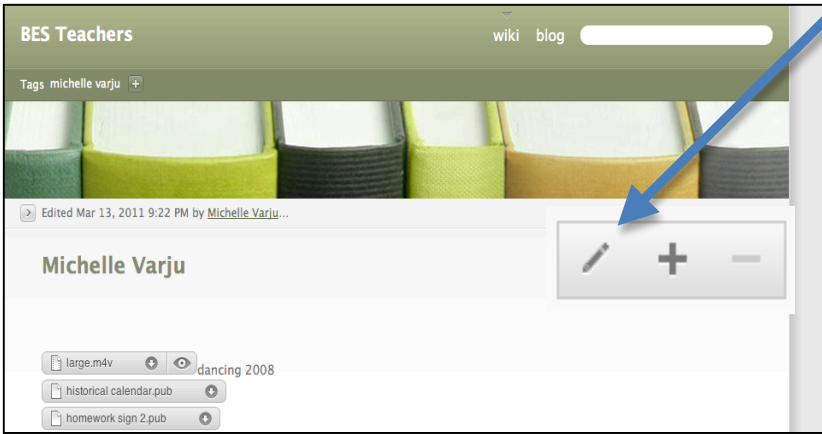
2. Select your site



3. Locate your teacher page in the directory and **CLICK** on it.

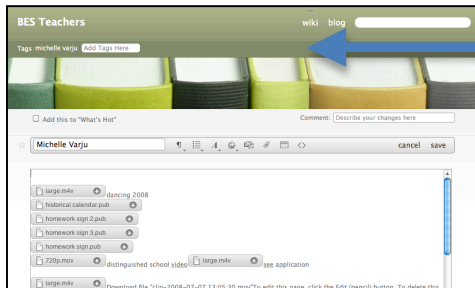
NOTE: The directory for each site may look a little different. If you are not in the directory, please place a HelpDesk ticket and we will create one for you.

*Notice that there are instructions when you arrive at the main page for your site.



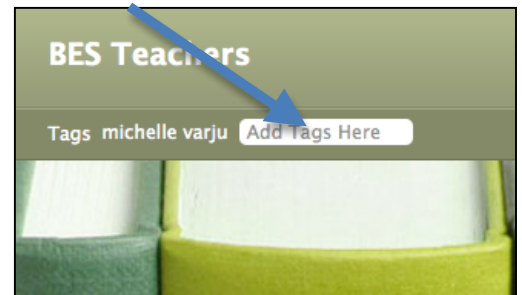
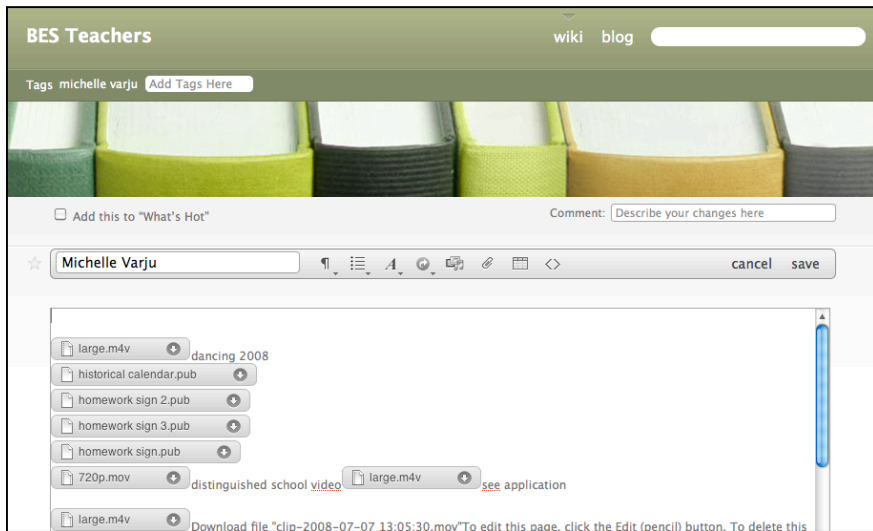
4. You are now on your teacher page. To edit the page and begin to add content, **click the Edit (pencil) button**

5. When prompted to sign in- use your usual username and password that you use to access your district computer and e-mail.



6. You are now on the **EDIT** screen and will be able to upload files to your "giant file cabinet" on the web 2.0 server

7. The first thing you want to do is check that your page has a "tag" by typing your name into the **ADD TAGS HERE** box. You may add any other tags (search words) that you wish that will help you find your page.

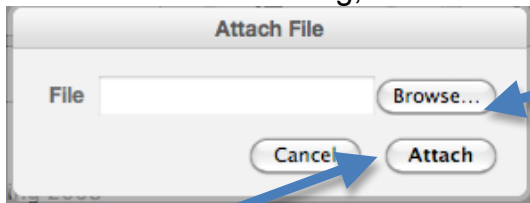


To attach a file so that you can copy the URL to link to your Schoolwires page:

8. Click the **Attach File** (paperclip) button in the editing toolbar



9. In the **Attach File** dialog, select the file to attach by browsing to its location on your computer.



10. Click **Attach** to upload the file.

11. A page icon appears on the page when the upload has finished. You may type a simple one line description of the file either above or below the file you uploaded.



12. Click "**save**" in the editing toolbar when you're finished adding files.

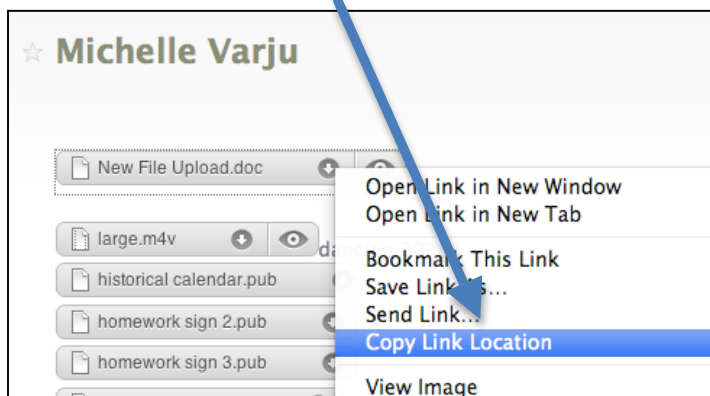


IMPORTANT: If you do not click on **SAVE**, you will still be in the editing window and the following steps will not work!

13. RIGHT CLICK (Hold down CONTROL & CLICK) on the **gray down arrow**



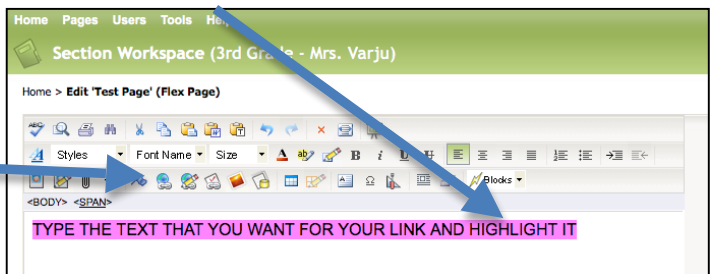
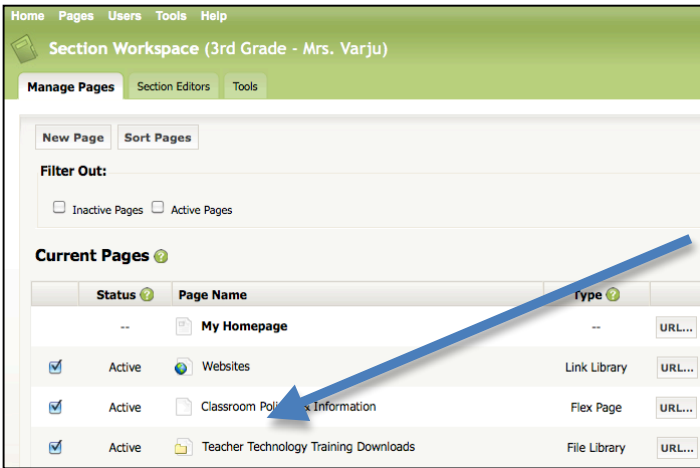
and select "**Copy Link Location**" from the dropdown..



14. You can now **PASTE** the link onto your Schoolwires site following the steps on the next page.

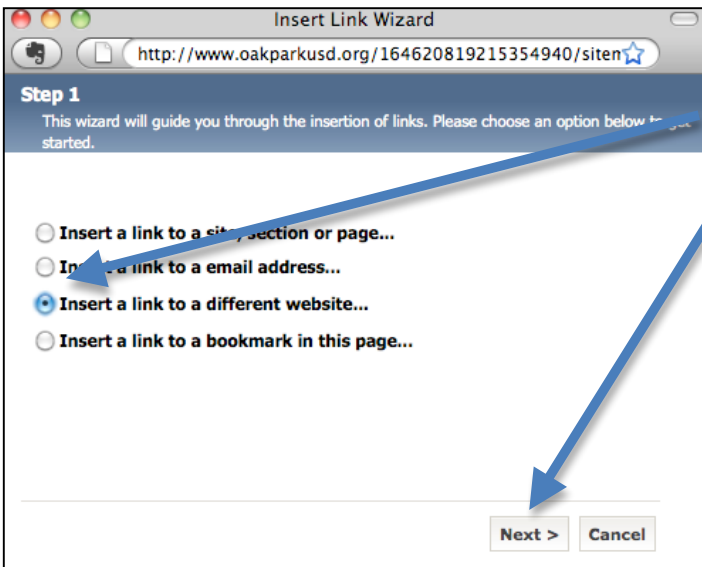
To now copy the URL from the Web 2.0 site into your Schoolwires Page:

1. Sign into **SCHOOLWIRES** and go to your teacher section in **SITE MANAGER** as you usually do when you edit your teacher pages.
2. Click the page where you want to link the file.
3. Type the text that you want for your link and highlight it.



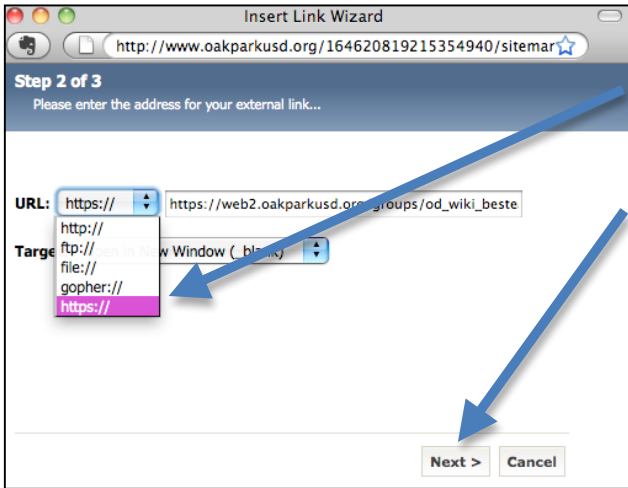
4. Click the **WEB LINK** icon 

5. Click the button next to **INSERT A LINK TO A DIFFERENT WEBSITE**
6. Click **NEXT**



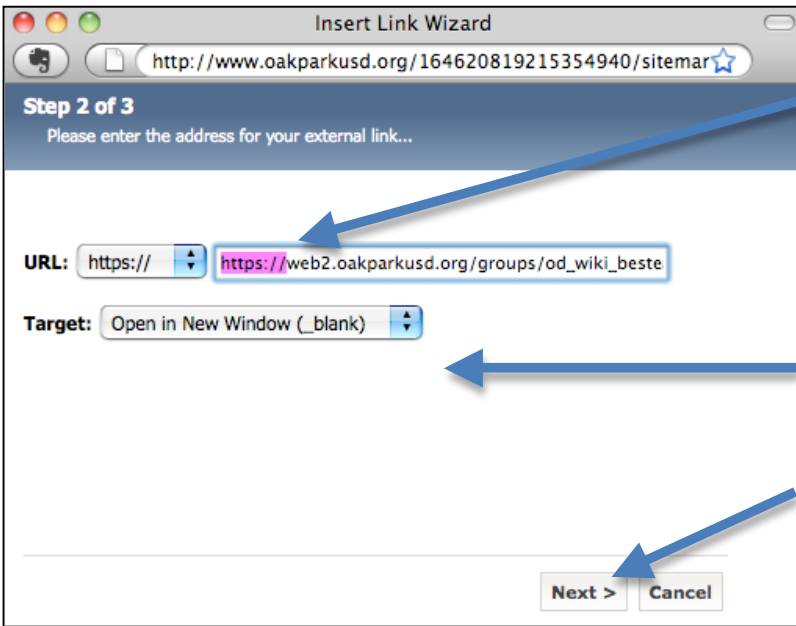
7. **PASTE** the url that copied from your Web 2.0
8. Select **OPEN IN NEW WINDOW (BLANK)**
9. Click **NEXT**





10. Select **https://** from the **URL** dropdown

11. Click **NEXT**



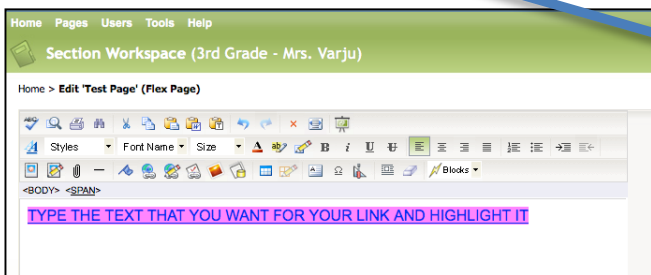
12. **HIGHLIGHT** the **https://** in the URL that you pasted. (You may need to scroll to the left to get to the start of the URL.)

13. Select **OPEN IN NEW WINDOW (BLANK)** from the **TARGET** dropdown.

14. Click **NEXT**



15. Click **INSERT LINK**



16. Notice that your highlighted text is now underlined and BLUE, indicating that it is now a hyperlink.

17. Make sure that the **ACTIVE** box is checked and click **SAVE**.

