

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

OPUSD has a defined amount of 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.

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**.

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.



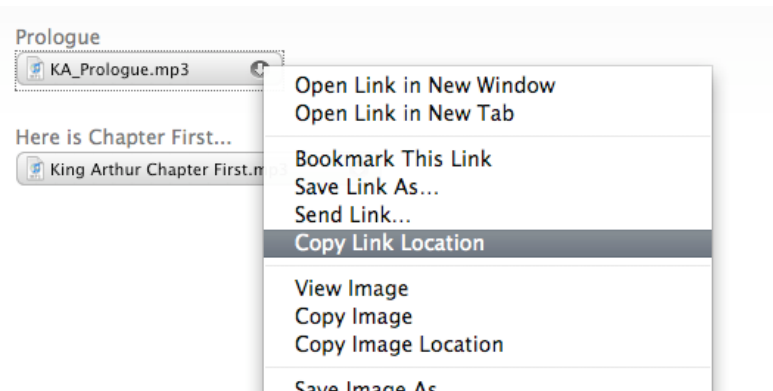
HOW TO CREATE A TEACHER PAGE ON THE WEB2.0 SERVER to store your file links:

1. Select your site group from the list on the right.
2. Notice that there are instructions when you arrive at the main page for your site.
3. To create your teacher page, click the New Page (+) button (shown above).
4. When prompted to sign in- use your usual username and password that you use to access your district computer and e-mail.
5. Title the page with your name and grade. (For example: Mrs. Smith- Grade 4 or Mrs. Green- Environmental Science)
6. To edit the page and begin to add content, click the Edit (pencil) button (shown above).
7. You will now be able to add content and you will see the menu bar below. (NOTE: It will have the name of your site group. In this screen shot, you are viewing a BES page.)



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

1. Click the Attach File (paperclip) button in the editing toolbar (shown above).
2. In the Attach File dialog, select the file to attach by browsing to its location on your computer.
3. Click Attach to upload the file. A page icon appears on the page when the upload has finished.
4. Click "save" in the editing toolbar when you're finished editing the page.
5. Type a simple one line description of the file either above or below the file you uploaded.
6. RIGHT click on the gray down arrow and select “Copy Link Location”.
7. You can now PASTE the link onto your Schoolwires site.



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

A screenshot of the Schoolwires "Section Workspace (Technology)" interface. The top navigation bar includes "Home", "Pages", "Users", "Tools", and "Help". Below the navigation bar are buttons for "Manage Pages", "Section Editors", and "Tools". A blue arrow points to the "New Page" button, which is also highlighted with a grey border. Other buttons visible are "Sort Pages" and "Hierarchy List".	<ol style="list-style-type: none">1. Open your SECTION WORKSPACE in site manager.2. Open your podcast page. If you do not have a podcast page click on NEW PAGE.
A screenshot of the "Available Page Types" section in the Schoolwires interface. The page title is "Available Page Types" and the instruction is "To select the type of page you would like to add to your section, click on the title of the page type." A list of page types is shown, each with an icon and a brief description. A blue arrow points to the "Podcast" option. The page types listed are: "Article Library", "Assignments", "Blog", "File Library", "Flex Page", "Link Library", "Maps & Directions", and "Podcast".	<ol style="list-style-type: none">3. Select PODCAST as the page type.

Home Pages Users Tools Help

Section Workspace (Technology)

Manage Pages Section Editors Tools

Home > New Page > Podcast Page

Add Podcast Page

Enter the name of your Podcast Page below.

Page Name:
This is the page name users will see in your section navigation.
[Name your podcast page here- then click SAVE]

Section Hierarchy List Reminder:
Since you are using hierarchy navigation rather than

Save Cancel

4. Name your podcast page.
5. Click **SAVE**.

Home Pages Users Tools Help

Section Workspace (Technology)

Home > Name your podcast page here- then click SAVE (Podcast)

New Episode Sort Episodes

Episodes

Existing episodes are listed below.

Active	Title
No items defined for this page.	

6. Click **NEW EPISODE**

New Episode
Enter the title of the episode below and click the Save button.*

Title:
[Title the file that you are linking from the Web 2]

Description:
[Rich text editor with toolbar]

Type a BRIEF description

VIEW HTML

Author: [input field]

Length: [input field]

Media File or URL:
[PASTE the URL from the web 2.0 server file here] [Browse...]

We recommend uploading files that are in the FLV, MP3, MP4, M4A, M4V, WMA and MOV format.

Active

Save Cancel

7. **Title** the file that you are linking from the web 2.0 server.
8. Type a BRIEF description of the file.
9. **PASTE** the URL that you copied from your web 2.0 server page, as described above.
10. Check **ACTIVE**.
11. Click **SAVE**.

Home Pages Users Tools Help

Section Workspace (Technology)

Home > Name your podcast page here- then click SAVE (Podcast)

New Episode Sort Episodes

Episodes

Existing episodes are listed below.

Active	Title	Edit	Delete
<input checked="" type="checkbox"/>	Title the file that you are linking from the Web 2	[Edit]	[Delete]

12. You will then be returned to the section workspace for your podcast page. Here you will see the file that you just added as well as a button for editing the episode and one for deleting the episode.

Home > District Office > Technology

RSS Feed iTunes® Feed

Title the file that you are linking from the Web 2

Type a BRIEF description

Download

13. Now go to your browser to view your podcast page live. (If you use hierarchy- you will have to add the page in your hierarchy list. There are hierarchy directions on the HelpDesk page: www.oakparkusd.org/helpdesk listed under Schoolwires)
14. To play or view the media, click the play button.
15. Notice that you can subscribe to the RSS feed and iTunes feed from your page so that users who use these features can have access to new content automatically.

16. To download the file- RIGHT click on the download button and select **SAVE LINK AS**. It can then be viewed on the computer or can be uploaded to an iPod!