**My Bloomfield Staff User Guide**

What is My Bloomfield? My Bloomfield is the one-stop-shop for families, students, staff, and alumni. My Bloomfield will continue to grow over the next few years, gathering more services and software in one place for ease of use.

- **Groups Dashboard:** Your groups (classes) collect here. You will use the drop-down menu to select the specific class you'd like to organize or edit.

- **Activity Stream:** All of the recent updates for your groups collect here. You can also use this stream to post an update to a single group or multiple groups.

- **Discussions:** This is the space for you to dialogue with your students, colleagues, and others. Each discussion board houses topics and you can select any topics you'd like.

- **Calendar & Assignments:** Use the calendar and assignments to keep track of your class all year. You can also use the calendar to view the other assignments your students may be tasked with in the coming days/weeks. This should help you determine when to place things on your class schedule, without overloading your students.

- **Resources:** Resources are the heart of the tool, keeping everything organized that you and your students will need for the school year. We suggest organizing your resources into folders. The folders can be organized by unit, subject, or any other method you'd like.

- **Emailing Families:** Through the system, you are able to email individuals in your roster or groups of people from your class roster(s).

1. To begin, login to My Bloomfield by visiting www.bloomfield.org/login and entering your login information (your "normal" work login that you use to access your computer/email).
2. Once logged in, you will see your name in the top left corner of the homepage. If you hover your mouse over your name, you'll see a variety of options:
   - Messages: Where you can send and receive messages organization-wide. Teachers have the ability to send an email to just about anyone in the organizational structure - including Alumni. **This is NOT where you will send and receive messages from your class roster(s).** There's a much better and easier way of doing that in another section.
   - Profile: Your information in your profile may or may not be accurate so please take a moment to review this information and make changes as necessary. Please note: changes made to your work email will not remain as it is mandatory to keep your @bloomfield.org email address in the system for our external directory.
   - Subscriptions: This is where you'll manage what you want to receive from the district via email and text.
   - Files: You should not need to access your files from here, but you can if you need to.
   - My Groups: At the most basic classroom level, groups are managed automatically, via a nightly MISTAR update. However, you may create groups outside of this traditional setup and this is where you'll manage those groups.
   - Logout
3. Next to your name, you'll see "Groups Dashboard" and this is most often where you'll begin. Clicking on "Groups Dashboard" will take you to the landing page for all of the groups in
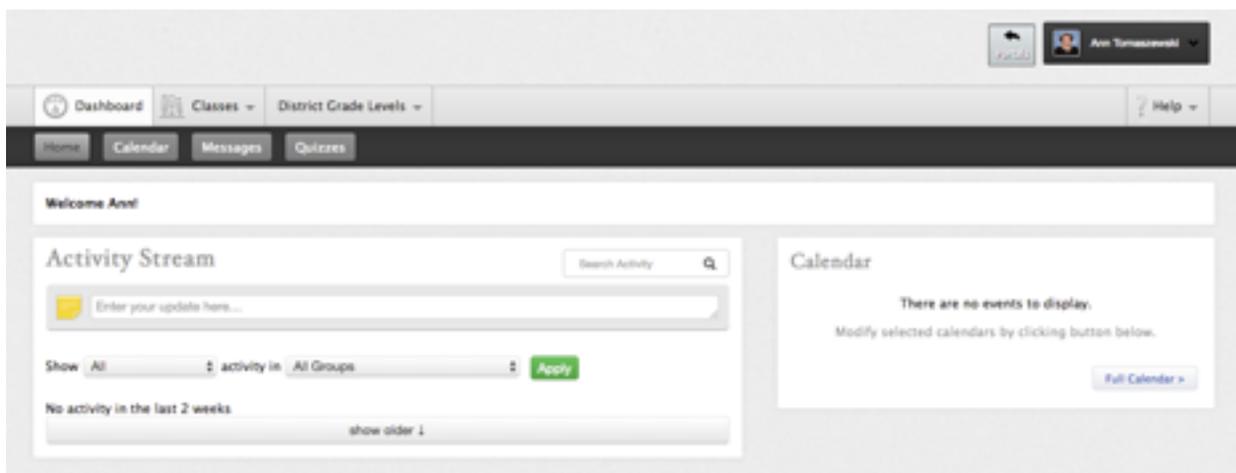
which you are a member or leader. Once your groups get rolling, this dashboard will populate with activities and information. You can also post a basic update from this page.
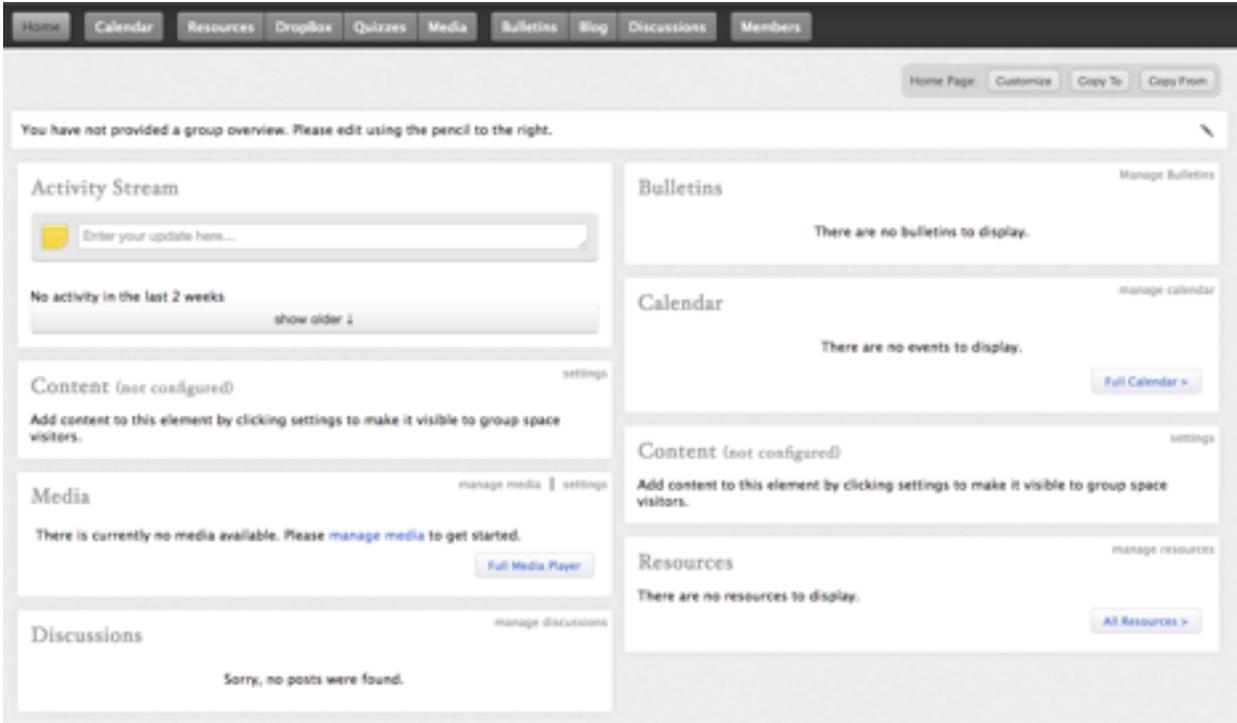

4. Next, click on the classes button and navigate to the class you'd like to edit.
5. When you first navigate to your class,
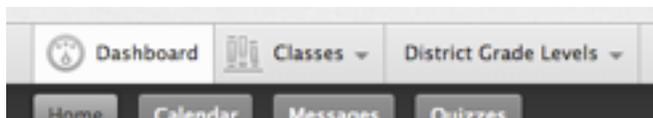
it will be fairly basic. But not for long…Each classroom page starts with a basic layout that you can control. If you'd like to change the colors, use the little paint brush in the top right.

6. Looking at the class landing page, we can see it has:
- Activity stream: This is a great spot to post an update to your group/class. As you click within the stream content area, you will see new options appear. This gives you the ability to type content, add a file, upload something from your Google drive, provide an external link, and add a resource. Your group members will see the update in their dashboard.
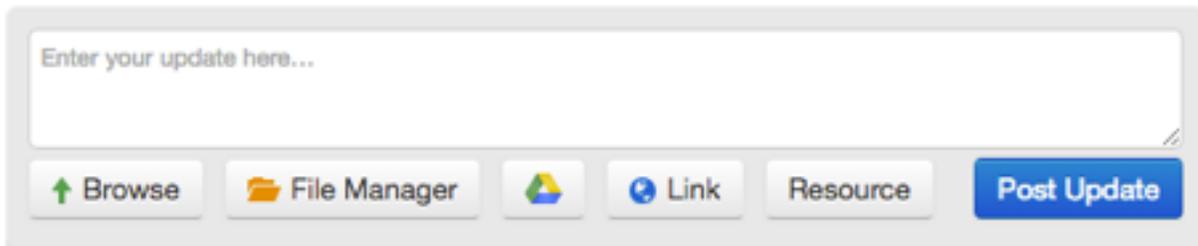
- Content block: This is a static portion of your site that tells group members something. Want to post something to group members about putting their name on everything they bring to school? Or maybe you want to post a feature on the class pet. This is a great spot to post something you'd like to remain on the page for some length of time. Modify this area by clicking on the "Settings" word in the top right corner of the Content box.

- Media block: Each staff member has 500MB of storage space within this system and you can use that storage to load photos and videos. If you'd prefer not to use your storage on videos, you can remove the media block and use youtube (or another video service) + the embed element block to display videos.
- Discussion block: Discussions are used to engage with group members. Discussions are housed in "boards", which help organize the discussion topics. You can create boards in whatever way makes the most sense to you and your group. An elementary school teacher may have a math board, a science board, an observation board, etc. If you work with Visible Thinking, you may have a "See" board, a "Think" board, and a "Wonder" board. When you create a discussion board, you'll see some settings:
First, give your board a title. This will help others identify what this board is about. Then select threaded or chronological, based on your preferences. You can allow board

Discussion Board Settings ✕

Board Title [   ]

Reply display format: [Threaded ◇]

- ☐ Allow contributors to post new topics
- ☑ Allow contributors to edit posts after publishing
- ☐ Enable other classes to share this discussion
  - ☐ Do not share comments across classes

- ☑ Email moderator each time a new topic is posted
- ☑ Email moderator each time a new reply is posted

Moderator Email [   ]

- ☐ Moderate **new topics** (hidden until reviewed & published)
- ☑ Moderate **replies** (hidden until reviewed & published)

[Save Settings]   [Cancel]

contributors to post new topics or, if you prefer, leave this box unchecked and you will be the only person to control the topics. Check or uncheck the next box to enable edits after publishing and choose whether you'd like to enable other classes to share in the discussion. If you'd like to moderate the discussion, use the next options to make choices about how you'd like to moderate the board.

Boards   ⬍ Order Discussions   ⊕ New Board   ⊕ Shared Board   ⊕ Import

Question parking lot ⚑ Alerts   ⬤ ✏ ▤ 🗑 ⊕

Now that we have our new board (for this example, we titled it "Question parking lot"), we can control our alert settings, make a new topic, edit the board, archive the board, or delete it entirely. Archiving the board is great if you plan to bring it back later in the school year. Once you have created a topic in your board, you'll see it posted below with a few stats about how

many comments have been made, how many times it has been viewed, and when the last post was made. You'll also see who created the topic.
- Bulletin block: Bulletins are easy to use and are great because they enable you to make them when you have time and publish them when you need them. You can also clone them to your other groups.
- Calendar block: This displays information from the calendar module, which is detailed below.
- Second content block: Another spot to place semi-permanent content if you need it. If not, delete the block or replace it with something else.
- Resources block: This displays information from the resources module, which is detailed below.

The blocks that appear on the homepage can be customized via the "Customize" button toward the top right of the page. Add, remove, or move around the various blocks as you wish.

7. You'll learn that you can also copy your page content and layout from one class to another. This makes it convenient for teachers who want to repurpose content from one class to another.
8. Across the top, you'll note the navigation bar. These are pages you can use and control to interact with your group members.

9. Taking a peek at the calendar area, we see two options in the top left: "Calendar" and "Planner" (just above the blue "Manage Calendars" button). In Calendar mode, you'll see the current month and any events you've added. You can add an event with the "Add Event" button or by clicking on the day you'd like to select for the event. If you're not sure about the event or not quite finished creating it, uncheck the "Publish" button in the bottom right of the "Add Event" box and the event will show only to you, not your entire group. When you're ready, just open the event again, check the "Publish" box, and save your event. If you need to add more detail, click the "More Options…" button and a new section will open with a multitude of choices. You can publish events to multiple groups, schedule the event, repeat it, and even create a dropbox if there's an assignment due.

Keep in mind, it's fairly easy to create these events and simply revive and modify them year

you'd like to make a slight change to it and save it under a different name or due date. For class trips and other in-person events, you can add a location so students and families will know where to go.

In "Planner" mode, you'll have the opportunity to see your students and the conflicts they may have between classes. Want to schedule a test? Check the Planner calendar to see if your students have four other tests on the same date.
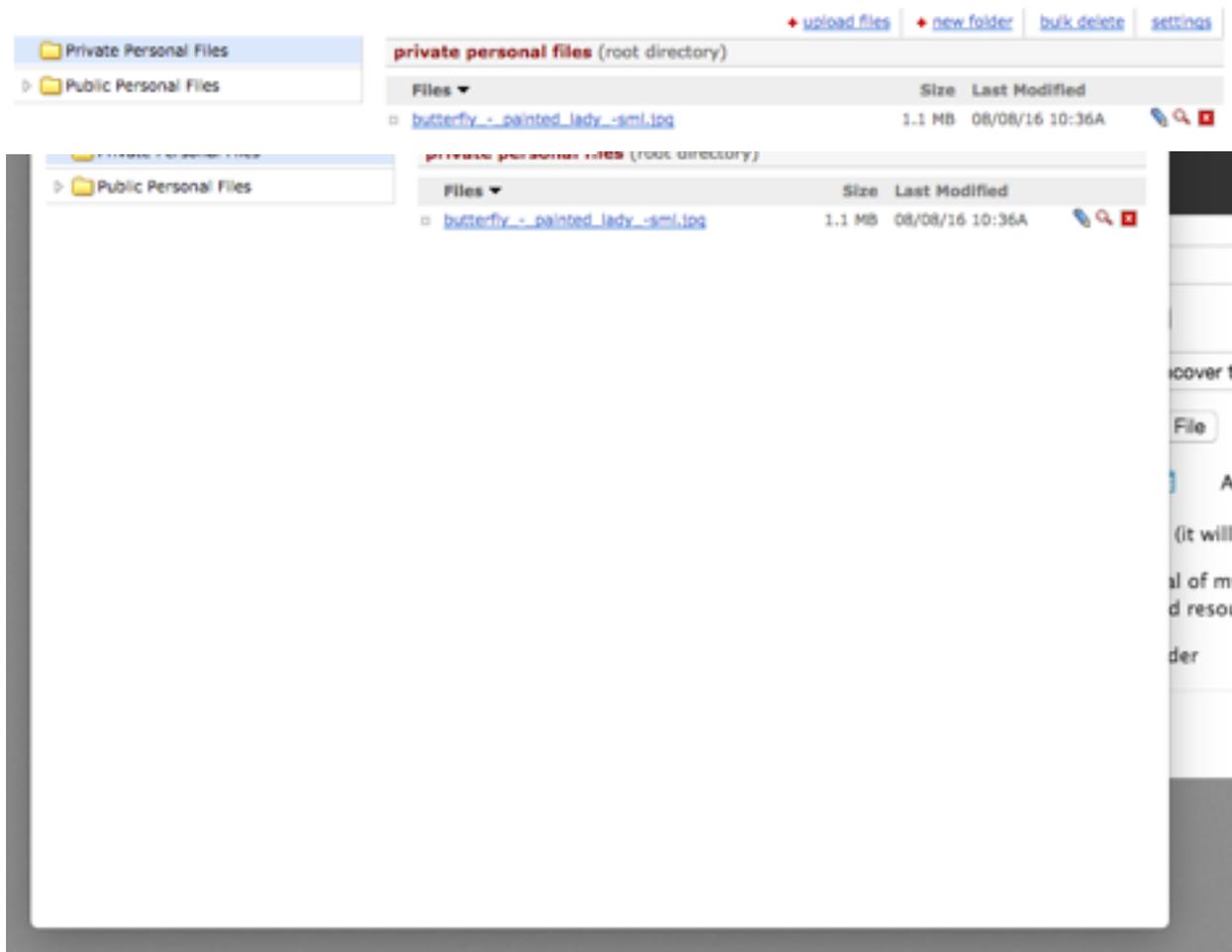
10. The Resources section is the spot for you to share all classroom materials with students and their families. We highly suggest you organize this content into folders, but you can make those folders whatever you'd like. Organize content by unit folder, subject, or whatever you choose. Start by creating a folder by clicking the green "folder" button. When the box appears, give your folder a name and assign it to a "parent folder", which tucks it inside another folder. If you don't want it within another folder, simply select "main folder" and it will stay at the top of the Resources. Give it a description and then consider adding an image that will help identify the folder for visual students.

To add an image, click the "new file" button, find the picture you want in your files on your computer, open it, and it will automatically add as a thumbnail.

For those who want to store files in File Manager, select "Existing File" to start and a new box will appear to add the file to your personal files.
Click the "upload files" button and the window will change to allow you to add a file, using the "Add files" button. Once you browse your computer and select the file you want to load, the "start upload" button will illuminate and allow you to press it to continue. The file will upload to your private personal files and appear in file manager.

Private Personal Files

▷ Public Personal Files

private personal files (root directory)

Files ▼   Size   Last Modified

□ butterfly_-_painted_lady_-sml.jpg   1.1 MB   08/08/16 10:36A   ✎ 🔍 ⬛

Click the name of the file to add it as a thumbnail for your folder. You'll know it's there because the file name will show next to "Thumbnail" and the "New file" and "Existing file" buttons will be gone.

You can give your resource folder a display and archive date, which will only show the folder on that assigned date and "hide" it on the archive date (this is great for planning future unit resources to appear and disappear as needed). If you're not sure of the dates, you can check the box to archive it and assign dates later. You can share the folder with multiple groups you manage and add the folder to the shared resource directory. The shared resource directory will allow other groups (teachers) to use the folder resources, but not make changes to your folder or delete any of your materials. We hope this will enable teachers from across the district to share resources and collaborate, even if they aren't in the same building. Finally, the "dynamic folder" option allows you to tie the resource folder to one of your file manager folders. This means that, if you add a file to that file manager folder, it will automatically add to the resource folder. This is great for teachers who will frequently populate their file manager and may not want to go in and update each folder every time. Please note - if you connect the resource folder to your file manager folder, anything you place in the file manager folder will populate in the resource folder. Do not

New Folder   ✖

Folder Name Butterfly Unit

Parent Folder -- main folder -- ⇕

Description Students: we will uncover the magical world of butterflies as we follow the life

Thumbnail **butterfly_-_painted_lady_-sml.jpg** ✖

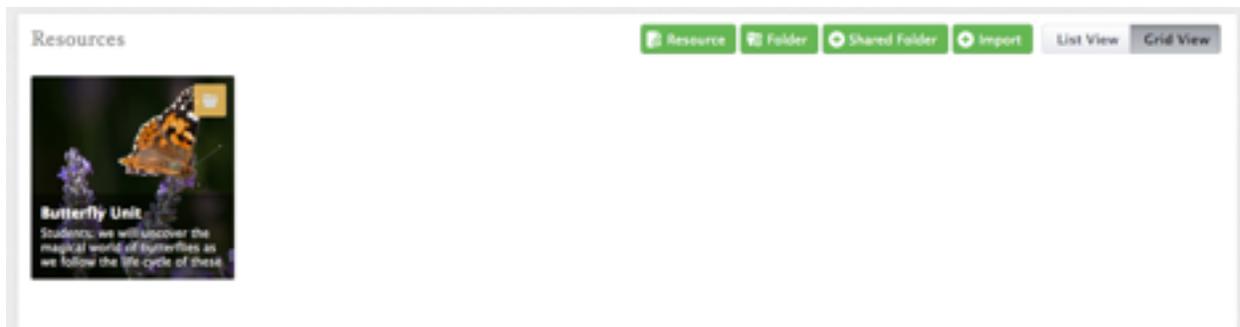Display Date 8/8/2016 📅   Archive Date [   ] 📅

☐ Archive this resource folder (it will not be visible on the website)

☐ Share this folder with several of my groups
☐ Add this folder to the shared resource directory for other groups to COPY

☐ Make this a dynamic file folder

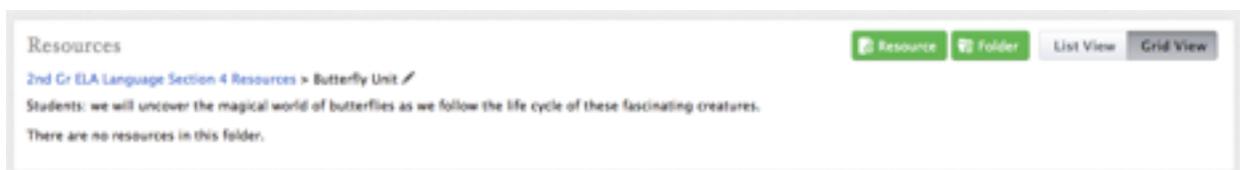———

Save Folder   Cancel

select this option if you are unsure of how this works and please feel free to contact us if you'd like to learn more. Once you save the folder, it will appear on your resources page.

Resources   🗎 Resource 🗀 Folder ⊕ Shared Folder ⊕ Import List View Grid View

Butterfly Unit
Students: we will uncover the
magical world of butterflies as
we follow the life cycle of these

If you click on the folder, it will open and you can add resources to it or create folders within the folder (for neater resource organization). To add a resource to the folder, click the green "resource" button and a new box will open.

Resources   🗎 Resource 🗀 Folder List View Grid View

2nd Gr ELA Language Section 4 Resources » Butterfly Unit ✏

Students: we will uncover the magical world of butterflies as we follow the life cycle of these fascinating creatures.

There are no resources in this folder.

Give the resource a name, a description, make sure it's in the right folder, add a thumbnail image if you'd like, and a display and archive date (if you'd like). A resource can be a link, file, content (text), or multiple files. Use the tabs to select the type of resource you're creating and enter the required information in the available boxes. Once you have created your resource, it will appear in the main folder. Each resource has a little icon in the top
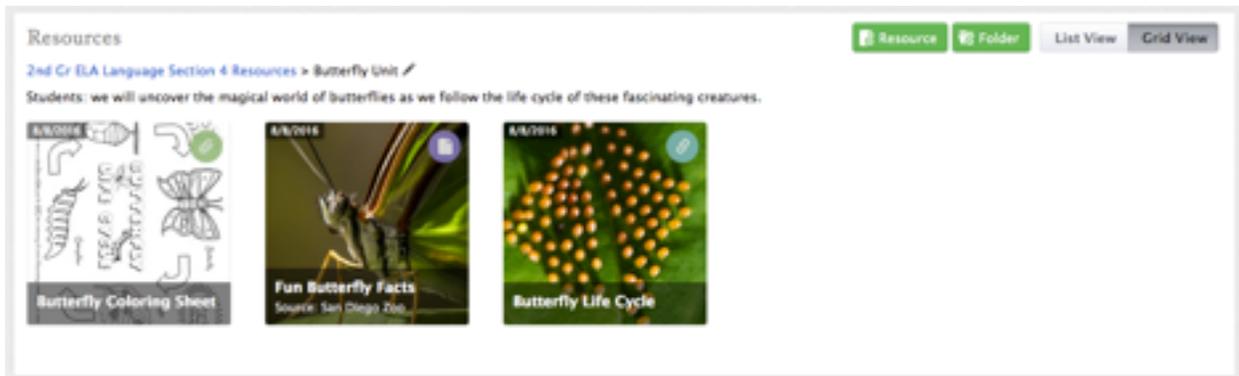
right of the thumbnail, indicating the type of resource it is. Links have a little link icon, files, have a little paperclip icon, etc.

11. Using Dropbox for student assignments or for parents is easy. Navigate to the Dropbox section of your class page and click "Add Dropbox" to begin.


To create a Dropbox, add the assignment title, the event type, a location if needed (is there a physical location that corresponds with this "assignment"?), the date it is assigned, the date it's due, and a time it's due (if that applies). You can choose to repeat this event (maybe it's a weekly journal entry that's due), give it a description, add it to class calendars, add an attachment (want to show off an example of an awesome journal entry?) and add some notes about this assignment. You can check a few boxes to permit late submissions if you allow it and choose to receive an email alert every time someone submits something.

If you want to create this assignment, but don't want anyone to see it just yet, uncheck the "publish" button next to the save buttons and you can later go in and publish this assignment.
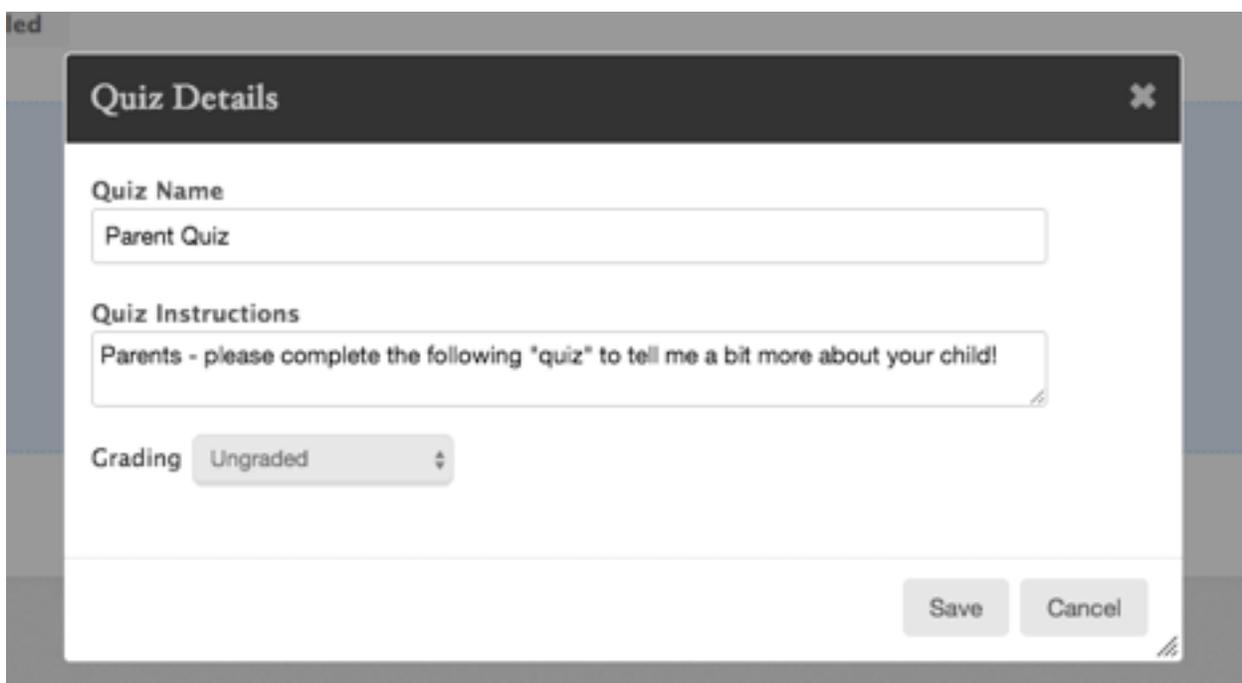
Now you're able to save this dropbox or save and clone it. If you are creating similar assignments, the save and clone feature is great because it copies all of the information and makes it easy to make simple tweaks to the next assignment.
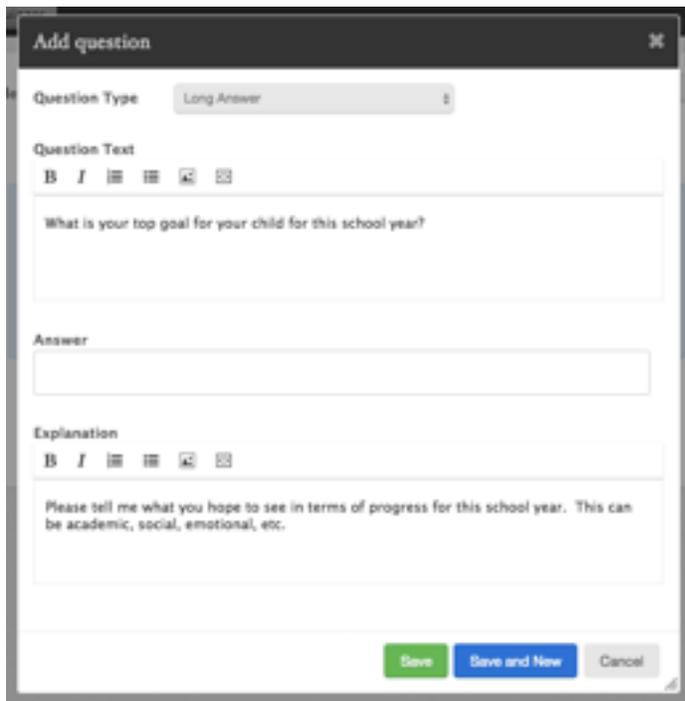
Once saved, your dropbox will show your class roster and tell you who has submitted something/commented and who has not.
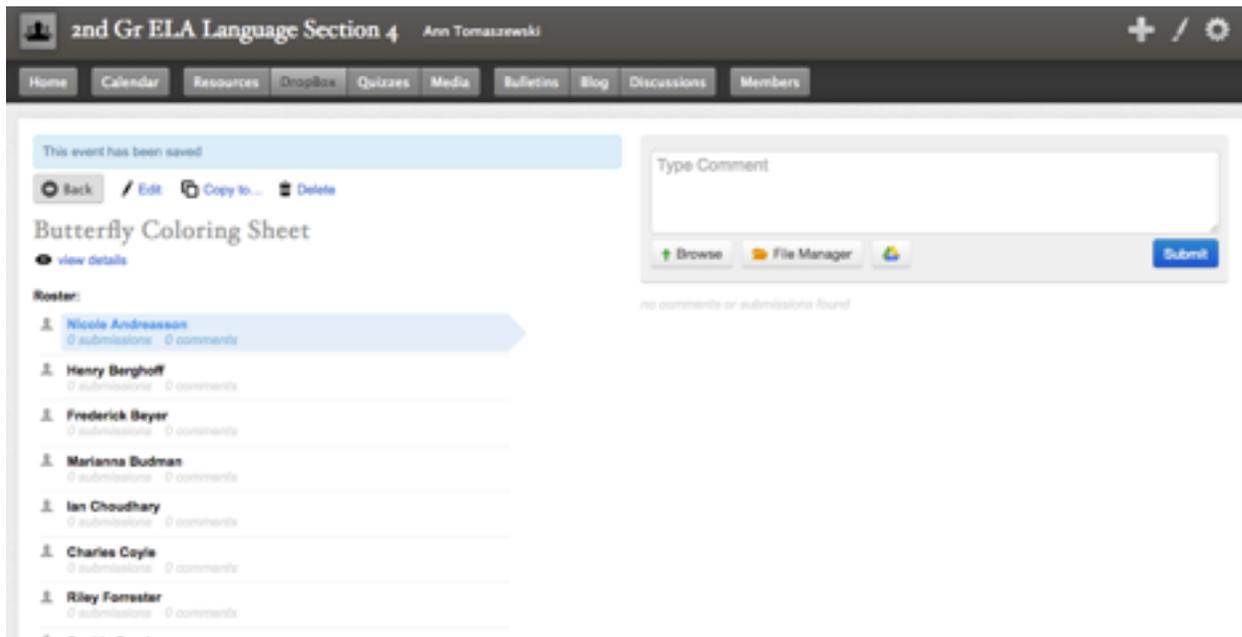
12. Within your class pages, you're able to create quizzes that can be given to any group members. Since parents are full "Members" in pages for preschool - 5th grade, teachers of those grades will be able to "quiz" parents. All teachers at all grade levels can quiz students via My Bloomfield.

Using the parent quiz for our example, let's begin on the quiz dashboard and click the "get started" button in the middle. That opens our Quiz Details box. We'll enter a quiz name, instructions, and then select "ungraded" for this quiz.

Add question   ✕

Question Type   Long Answer

Question Text

B *I* ☰ ⊞ ☒ ⊠

What is your top goal for your child for this school year?

Answer

Explanation

B *I* ☰ ⊞ ☒ ⊠

Please tell me what you hope to see in terms of progress for this school year. This can be academic, social, emotional, etc.

Save   Save and New   Cancel

Once we save this information, we can use the blue "add question" button to add our first quiz question. For this quiz, we're going to add a "long answer" question type and ask parents to tell us about the goals they have for their child.

Please note: for all question types that have answers (like the multiple choice, and true/false), you must select a right answer. To create a quiz that functions like a survey, we suggest using only short answer and long answer question types.
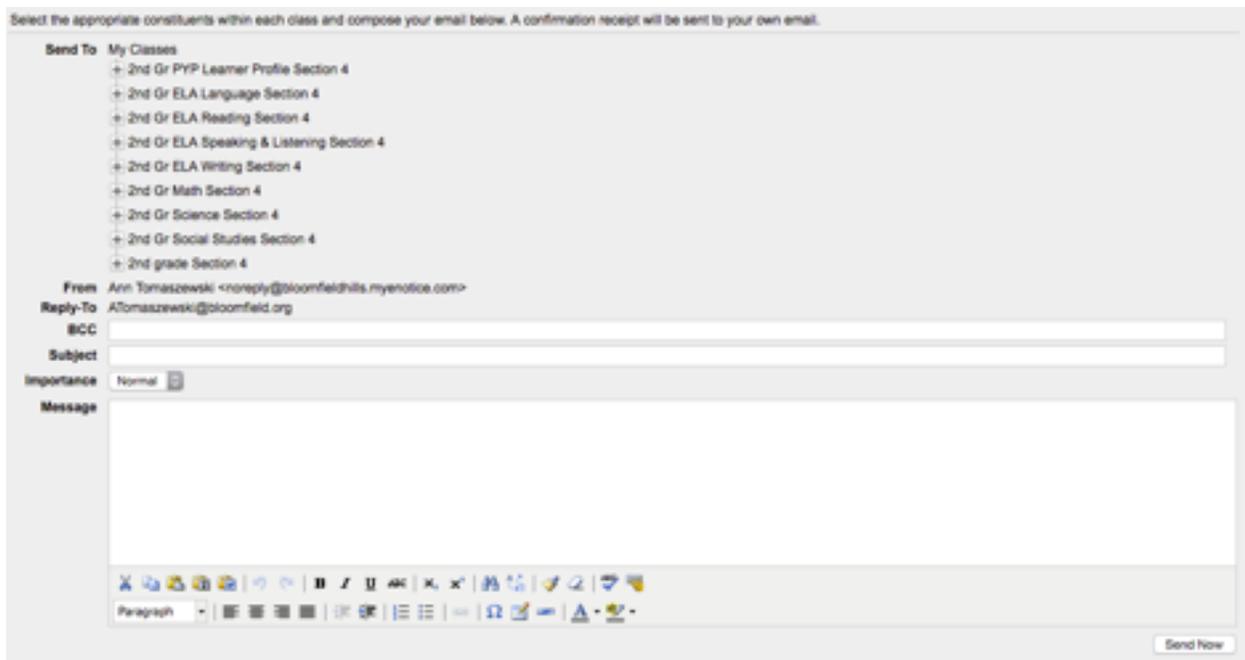
13. Finally, let's talk about how to communicate with families through My Bloomfield. Members and guests of your page will see your updates in their dashboard and on the home page of your class site. These happen automatically as things are added to the site and you can update them manually through the activity stream.

To email students and their families, let's navigate to the "Members" tab of your class page.

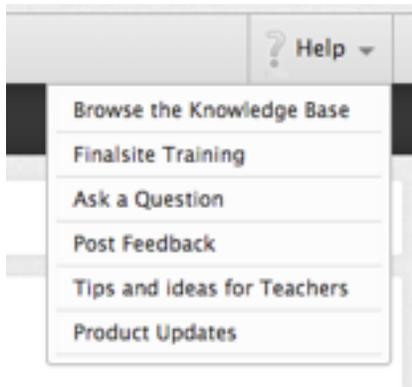| Home | Calendar | Resources | DropBox | Quizzes | Media | Bulletins | Blog | Discussions | Members |

You will see all of the members listed on this page. Beneath each member is a little envelop icon. Click this icon to open the email composer. Once in the email composer, you'll see all

Select the appropriate constituents within each class and compose your email below. A confirmation receipt will be sent to your own email.

Send To My Classes
  ⊹ 2nd Gr PYP Learner Profile Section 4
  ⊹ 2nd Gr ELA Language Section 4
  ⊹ 2nd Gr ELA Reading Section 4
  ⊹ 2nd Gr ELA Speaking & Listening Section 4
  ⊹ 2nd Gr ELA Writing Section 4
  ⊹ 2nd Gr Math Section 4
  ⊹ 2nd Gr Science Section 4
  ⊹ 2nd Gr Social Studies Section 4
  ⊹ 2nd grade Section 4

From Ann Tomaszewski <noreply@bloomfieldhills.myenotice.com>
Reply-To ATomaszewski@bloomfield.org
BCC
Subject
Importance Normal
Message

Paragraph

Send Now

of your classes with a little plus sign next to each.
If you click the plus sign, you will see a few options. The important options are "roster" and "parents", also with little plus signs next to each. Through this system, you can select your entire roster, multiple rosters, a single student, just their parents, etc. The possibilities are endless. When the person replies, you will be notified to your @bloomfield.org email address, so be sure to check that often. Only messages sent through the "messages" tab on your dashboard homepage will be retained in the system and that feature doesn't allow you to select from your pre-populated rosters.

? Help ▾

Browse the Knowledge Base

Finalsite Training

Ask a Question

Post Feedback

Tips and ideas for Teachers

Product Updates

Still not sure how to do something in your My Bloomfield account? Check out the Finalsite training. Click the "Help" button and then click "Finalsite Training" to see a series of support videos on all topics. The training system will individually track you and your progress so you can pick up where you left off or move on to the next segment when you're ready.

Using Google Appointments for Parent/Teacher Conferences:

1) Navigate to your Google calendar, find the "My calendars" option on the left side, and click the little triangle icon to the right. You will see the option to "create new calendar", which will then take you to a new screen.
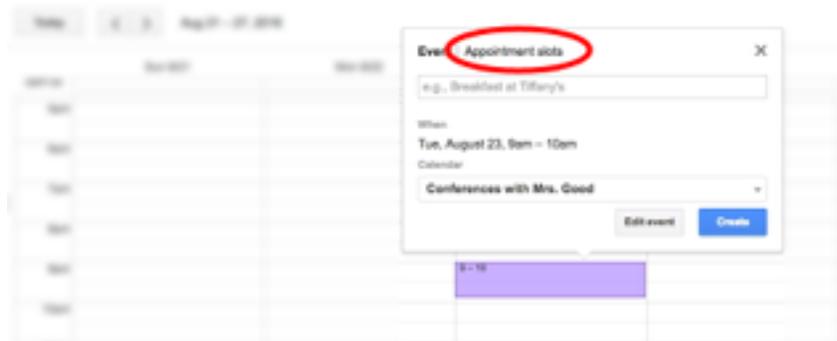
2) Give your new calendar a name and include a description and location if you'd like.

3) If you'd like for your colleagues to be able to view the calendar, check the "Share this calendar with others" box and then check the "Share this calendar with everyone in the organization Bloomfield Hills Schools" box. Then, you can choose between "See all event details" or "See only free/busy (hide details)" for viewing options. If you want to keep this calendar private only to you, make sure the "Share this calendar with others" box is unchecked. You can enter specific individuals toward the bottom, too.

4) When you are done making your selections, click "Create Calendar" at the bottom. After a brief delay, your new calendar will appear under "My calendars" back on the main screen.

5) To create appointment time slots, navigate to the day of the appointments and click on the time you will begin taking appointments. Naturally, an appointment box appears with "Event" selected at the top. However, if you look closely, you'll see "Appointment slots" next to it. If you click "Appointment slots", different options will appear, but what we want to do is click the "Edit details" button near the bottom.

6) Once on the appointment page, begin by giving the appointment a title. If you need a break in between appointments, you'll want to create multiple appointment blocks. So, you may want to title this one "Morning Appointments" or something to differentiate the blocks.
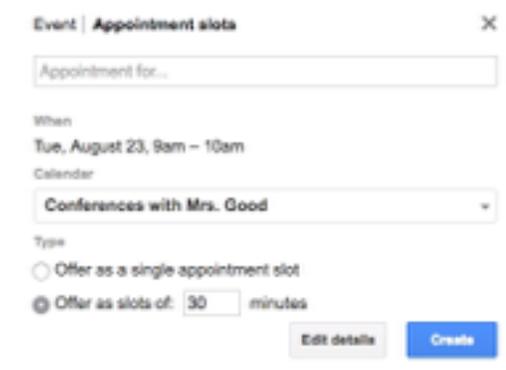
7) Select the date and time span of the appointment blocks and select the length of each individual appointment. Before you save your work, copy the link in blue at the top. It's a long link and we'll show you how to shorten it, but make sure you keep that link for future use on your My Bloomfield page.

8) After you've copied your calendar's appointment page link, save your calendar event.

9) Repeat this process as many times as necessary to create all available time slots and appointment windows on your new calendar.

10) Visit https://goo.gl and enter the very long blue link you copied from your calendar page. Google will spit out a much shorter link you can place on your My Bloomfield page for families to use. We suggest placing the calendar link on your My Bloomfield calendar item and the dashboard of your class site.

11) When a parent uses your public calendar link to view the available appointments, they will see their own Google calendar events mixed in, to better understand what their own schedule will allow. Once a slot is booked, it disappears from the available slots and, on your end, you can see who has booked it.