SETUP – DISTRICT WEBSITE CONFIGURATION

IT Requirements

- Pass through all content from publicschoolworks.com. Note, if this is not an option, please contact the PublicSchoolWORKS, IT Department at (513) 631-6111 or khansel@publicschoolworks.com.

- Accept all emails (including HTML email content and attachments) from publicschoolworks.com. If you cannot white list a domain name and require an IP address please accept all emails from 64.18.218.22 and 64.18.218.150.

- Ensure that no content from publicschoolworks.com is cached (e.g., by proxy servers or by individual computers).

- Do not open PublicSchoolWORKS within a frame. Opening PublicSchoolWORKS in a frame may affect the proper functioning of the software. Open PublicSchoolWORKS in a new window.

User Computer Requirements

- Computers must accept cookies from PublicSchoolWORKS.

- Due to the increasing use of popup blocking software, PublicSchoolWORKS has been designed using popups in very limited situations, such as displaying "Help" information. To give employees full access to online help files, PublicSchoolWORKS should be excluded from pop-up-blocking software.

- Employees will need Flash Player to view the online safety training courses. Ensure district computers have Flash Player or that it can be downloaded on individual computers.

Website Links

The links below can be used by a district to provide staff access to the various tools, support and functionality of PublicSchoolWORKS. To make it easy for staff to access the services (e.g., online training) and to stress to the public the district's proactive approach to health and safety, the district should consider locating a link on the front page of the district website called:

Health & Safety

This link would then direct the user to a new page containing the links below. Note, the placement of "Health & Safety" is important since it will be used to communicate the path to various tools within PublicSchoolWORKS (e.g., to take training).

Special Notes

- The following link titles are suggestions only. Feel free to create your own.

- The link URLs should not be shown – i.e., they should be associated with the appropriate link title.

- Links to other district websites are provided at the end of this document to demonstrate the various link presentation options.

HEALTH & SAFETY

Staff Links

Safety Training Online
http://www.publicschoolworks.com/Pages/training.asp?di=564&dia=ai11j&mi=5

Call the Training Helpline (1-866-724-6650, Opt. 4)
http://www.publicschoolworks.com/Pages/hotlineInfo.asp?di=564&dia=ai11j&mi=5

Talk to a Knowledgeable Safety Specialist (1-866-724-6650, Opt. 1)
http://www.publicschoolworks.com/Pages/hotlineInfo.asp?di=564&dia=ai11j&mi=5

PARENT INFOCENTER

Our district is proactive in providing parents with information that benefits the health and safety of students and demonstrates our commitment to the wellbeing of all faculty, staff, students and visitors.

Click here to enter our Parent InfoCenter and view key information such as:

http://www.publicschoolworks.com/LMS/parentAccess.php?di=564&dia=ai11j

- Our staff training on the prevention and identification of child abuse (as required under Oregon SB 379).

- Our staff training on the prevention, identification and obligations to report child abuse and employee sexual conduct (as required under Oregon HB 2062).