

Getting started

To get started, open an Internet explorer® window and type this address in the address bar:
<http://www.activit-e.com>

The first page is the login page:

ACTIVIT-e [Log In](#)

User Name:

Password:

Remember me

[Sign Up](#) [Log In](#)

[Password/Username Assistance](#)

By accessing this Website, you agree to be bound by the [Terms of Use](#) and you accept our [Privacy Policy](#)

Sign-up: [Sign Up](#)

In order to create your account, click on the sign up button and enter the registration key. You will find your preschool registration key on the first page of this packet - top corner.

* In order to keep the website safe and secured, please do not share the registration key with anyone.

[Sign Up](#) [Log In](#)

[Password/Username Assistance](#)

Registration key: [Go](#)


This barrier to entry ensures that only those authorized to access the site will gain entry, and therefore, the website maintains a high level of security.

Remember me: Remember me

If you choose this option, your computer (The specific computer you are using when choosing this option) will remember your username and password and you will not have to re-enter them each time you log in.

* If you click on the Log-out button instead of closing the browser, the computer will no longer remember your info and you will have to re-enter your credentials.

Registration form:

ACTIVIT
Registration Form

Create Your UserID

By default, the system will use your email as your username
If you would like to create your own username, please type it below

Email:

Username (Optional):

Password:

Re-Type Password:

Parent Information

2nd email:

First Name:

Last Name:

Home phone number:

Cell phone number:

Include phone number in Mailing List?

Country:

State:

Zip Code:

Street Address:

Child/Sibling Information

Child First Name	Class Name	Gender
<input type="text"/>	<input type="text" value="[Select a Class]"/>	<input type="text" value="[Select]"/>
<input type="text"/>	<input type="text" value="[Select a Class]"/>	<input type="text" value="[Select]"/>
<input type="text"/>	<input type="text" value="[Select a Class]"/>	<input type="text" value="[Select]"/>

[Cancel](#)
[Finish](#)

1. Enter your email address and create a password. By default Activit-e will use your email address as your Username. If you would like to choose another Username, type it in the next field.
* Remember these credentials, you will need them next time you enter the website.
 2. In the 'Parent information' section, enter your contact info.
 3. Enter your child's name and class name. If you have more than one child attending the same preschool, register all children in the same form.
 4. Click 'Finish'
- * Your account is now ready to use.

Activit-e zone features:

The screenshot shows the Activit-e website in a Windows Internet Explorer browser window. The address bar displays <http://www.activit-e.com/members/Main.aspx>. The page features a winter theme with a banner that reads "Winter, Winter Everywhere!!" and includes illustrations of a snowman, trees, and a child with an umbrella.

Open Arms
CHRISTIAN CHILD DEVELOPMENT CENTER

Welcome Infant 1

- Home
- School Info
- Photo Albums
- Teacher's Page
- Parents Group
- Mailing List
- MessageBoard
- Calendar
- My Profile
- Change Class
- Logout

Contact Info:
3450 Stilesboro Rd
Kennesaw
770-428-ARMS
(2767)
[Beth Mitchell](#),
Program Director

Message Board
program is in full swing. Our Music Mondays class has begun, World Wide Wednesday is going strong, Computers with

December 2008

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Enter the on-line store
Support our preschool

Lets Play
More games

The Parents Zone

- Support our preschool
On-line store
- Enjoy the Holidays and Keep Your Sanity!
- Book of the Month

Done | Internet | Protected Mode: On | 100%

1) School Info

Information in this section is entered by your school director. This section contains general information pertaining to the school such as the school mission, hours of operations, events that are relevant to the entire school, and more.

2) Photo album

In this section, you and your children can view photographs that feature your class or school as well as upload your own photos to 'My Albums' area. You can order prints of the photos as well as a variety of photo gifts. And with each online purchase, you are helping to raise money for our school.

Please see Appendix A for detailed instructions.

3) Message Board

This useful tool creates a channel of communication between you and your teacher. The teacher enters reminders and messages regarding activities and events that will take place at the preschool.

4) Teacher's Page

Your teacher will use this section to elaborate with parents on various relevant topics. For example, his/her mission as a teacher, topics learned in the classroom, weekly newsletter, class lists, and more.

5) Parent's Group

Parents Group information page.

6) Mailing List

You no longer need to search for the printed class list in order to schedule a playdate or talk to other parents - this page includes your full classroom list, including phone numbers and the ability to directly send emails to other parents in your classroom. (Email addresses are not shown on the list).

* Click on the arrow to the left of the class name to expand the list and see all children in your class

7) My Profile

'My profile' is a form that includes all info you originally entered to your registration form. Click on this button to view the form and make necessary changes/ additions: update your phone number, email address, username, password, class name etc.

8) Change Class

Clicking on this button will open a list of all classes you are registered to. You can use this list to 'navigate' between the different classes.

9) School Calendar

Includes all upcoming events related to your class and school.

10) Online store

The online store features an array of gift choices, from educational toys and books to digital cameras and printers. And, a portion of each purchase made on the web site goes directly to the preschool, making this a prime source for casual fundraising

11) Parents Zone

This zone contains additional valuable information for parents including: book of the month and book recommendations, art and crafts ideas, holiday's recipes, articles, and more.

12) Let's Play

The Let's Play section is a unique feature that transforms the website into a fun learning zone outside the preschool environment. You can enjoy quality time with your child by participating in his/her fun. This, together with access to a wide range of useful information and activities, creates the vital bond between the child, pre-school and the home environment.

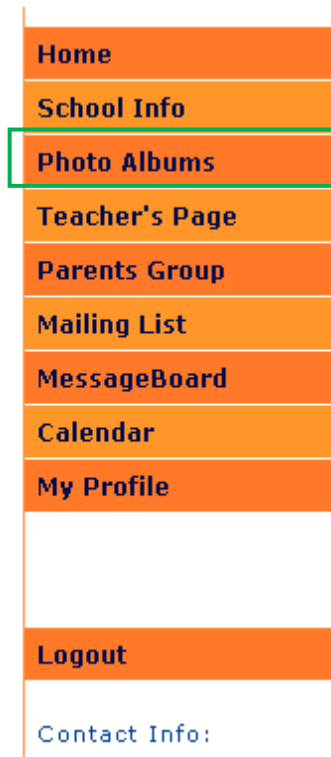
13) Famil-E Room

The Famil-E Room allows you to share photos from your personal albums and from albums created by the school with your family and friends.
Please see Appendix A for detailed instructions.

*** It is important that relationships be established between the school and home environments and the Web provides the ultimate solution to achieve this synergy.**

Appendix A – User Guide

Photo Albums



You can upload your own photos to the website, to share them with your friends and family, or with the other parents in your class. Similar to other photos on the website, your photos are stored in albums.

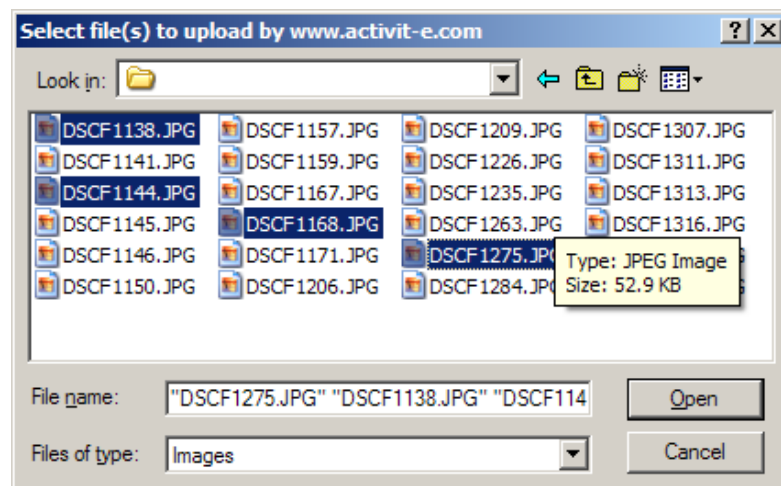
The first thing you will need to do is create these albums.



Creating an Album:

1. Go to the 'Photo Albums' page by clicking on the link located on the left side of the screen.
2. Click on 'My Albums'
3. Click on the 'Add new album' link.
4. Type the name for your album and click 'Go.'
5. The new album will open. Click on 'Add Photos'
6. Select all the files you want to add to your new album and click Open. You can select multiple files by holding the shift or control button.

Add Photos



7. By default, the photos will keep their original names. You can rename each photo – Highlight the photo name and type a new name over it.

Deleting an Album:


Each album has a 'Delete' trash-can icon. Click on the icon and then click OK to approve.

* Albums that were created by the school director or your teacher will not have the delete icon.

Rename an Album:

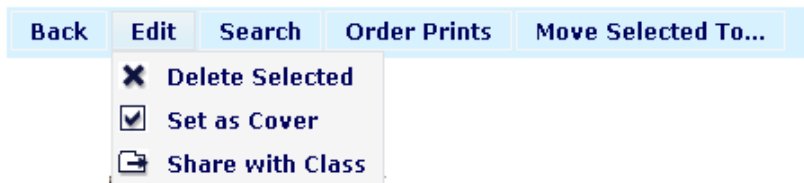
Highlight the album name and type the new name over it.

Adding pictures to an existing album:

1. Open the specific album.
2. Click on the 'Add Photos' link. 
3. Select all the files you want to add to your new album and click Open. You can select multiple files by holding the shift or control button. Click Ctrl+A to select all the files in the folder.

Deleting a picture:

1. Open the album.
2. Select the pictures you want to delete by checking the checkbox next to each picture.
3. Click on the 'Edit' menu at the top of the page and select 'Delete Selected.'



Moving photos to another album:

You can easily move one photo or more to one of your albums:

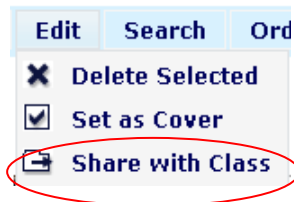
1. Select the picture/s you want to move to another album by checking the checkbox next to each picture.
2. Click on 'Move Selected To...' menu at the top of the page and select the target album for you photos.



Share photos with your class

You can send photos from your personal albums to your teacher, allowing her to copy these photos to the class' albums. This will allow other parent to see the photos you took.

1. Select the picture/s you want to share by checking the checkbox next to each picture.
2. Click on 'Share with Class' under the 'Edit' menu at the top of the page.



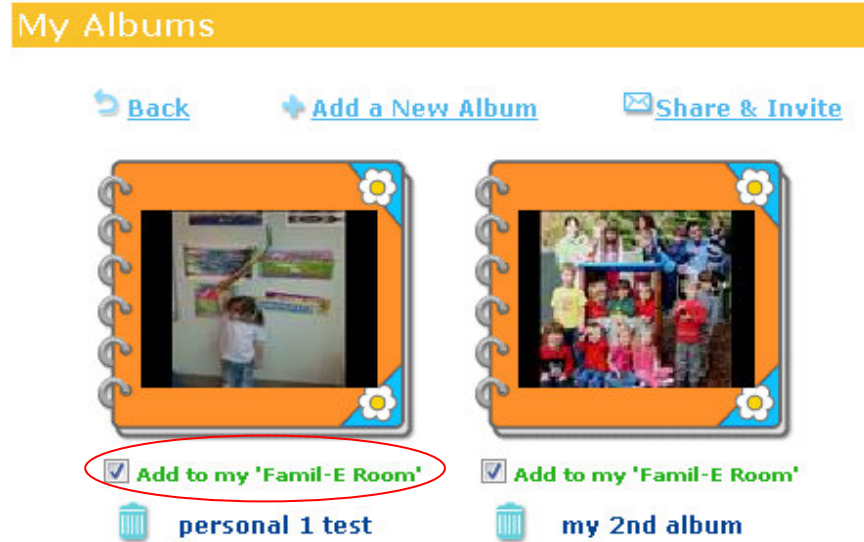
3. Your teacher will review these photos and copy them to the class' albums.

Share photos with family and friends

You can share photos from your albums and from albums created by the school with your friends and family..

* You can copy photos from the school's albums to your personal albums.

The 'Famil-E Room' is a page, secured by a password that you can invite your friends and family to view.



1. Select the albums you want to share by checking the checkbox under the album. These albums will be added to your 'Famil-E Room'. You can always share / un-share other albums.
2. Click on the 'Share & Invite' [Share & Invite](#) at the top of the page
3. Type the email addresses of the people you want to invite to your Famil-E Room, or click on the 'Friends & Group' link to select from a list. [Friends & Groups](#)
4. In this page, you can save a list of recipients. The system will remember these members and will let you use them next time.

5. To add a new recipient, click on 'Add a recipient' link at the top of the page.
[Add a recipient](#)
6. To add recipients to a new group, select recipients from the list and click on the 'Add recipients to a new group' link at the top of the page. [Add recipients to new group](#)
7. To add recipients to an existing group, select recipients from the list, select the list and click on the 'Add recipients to selected group' link at the top of the page.
[Add recipients to selected group](#)
8. Click on the 'Continue' button to bring the list back to the previous page.

Subject:

Message:

Password:

9. Type a subject for your invitation.
10. Edit the Message of your invitation.
11. Set a password, this password will be included in the invitation and will prevent other people from entering this page.
12. Click on the Send button