

Approving and Publishing Novus Web Pages for Principals and Others Designated to Approve Teacher Sites

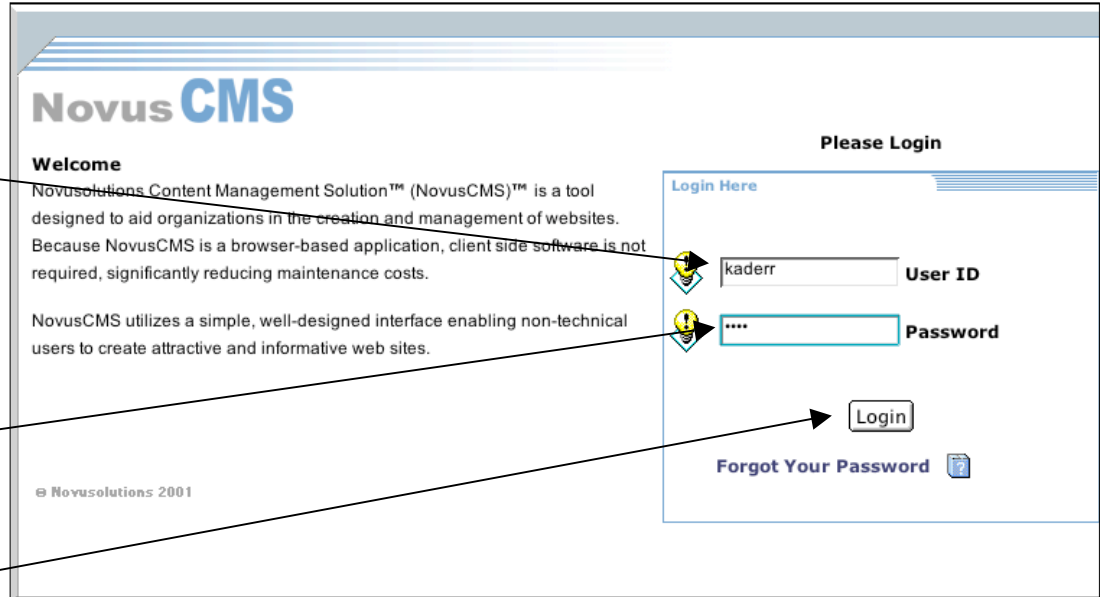
Open your browser and go to: <http://itedit.pinellas.k12.fl.us/>

Login to NovusEDU as yourself.

User ID is probably your last name followed by the first initial of your first name.

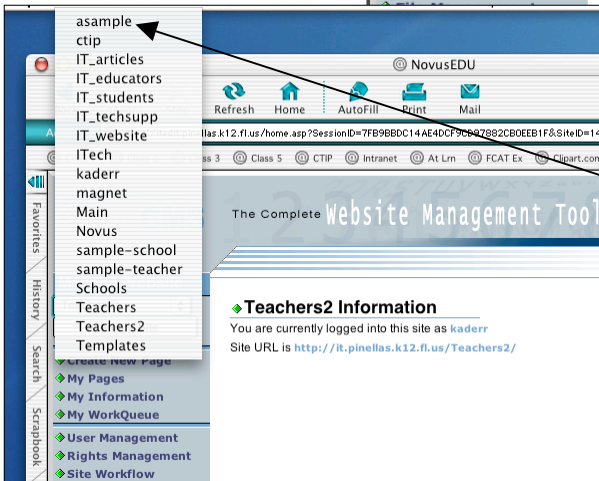
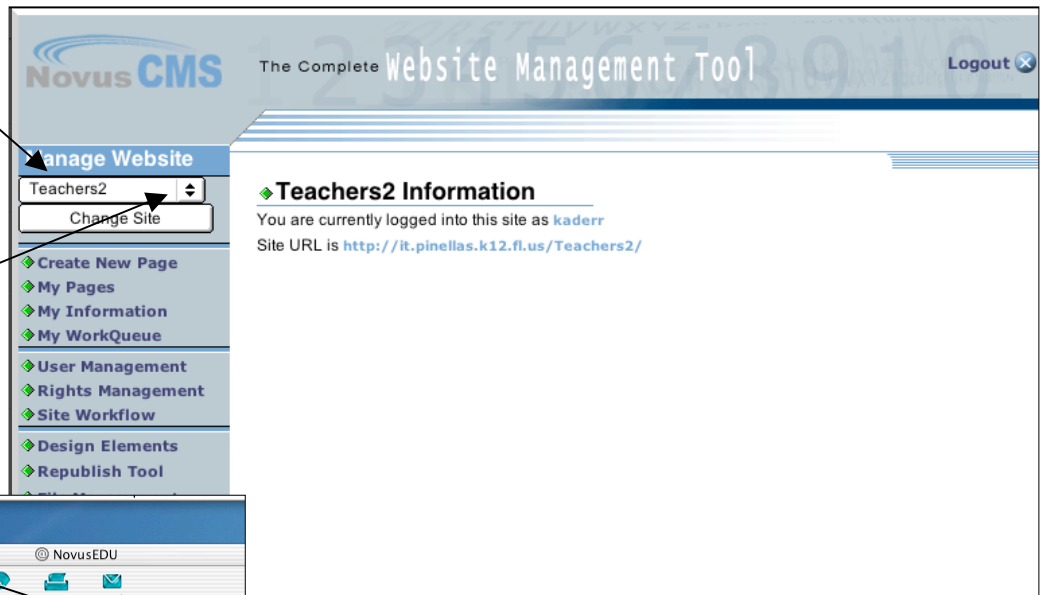
Password is initially set to "password".

Click the Login button.



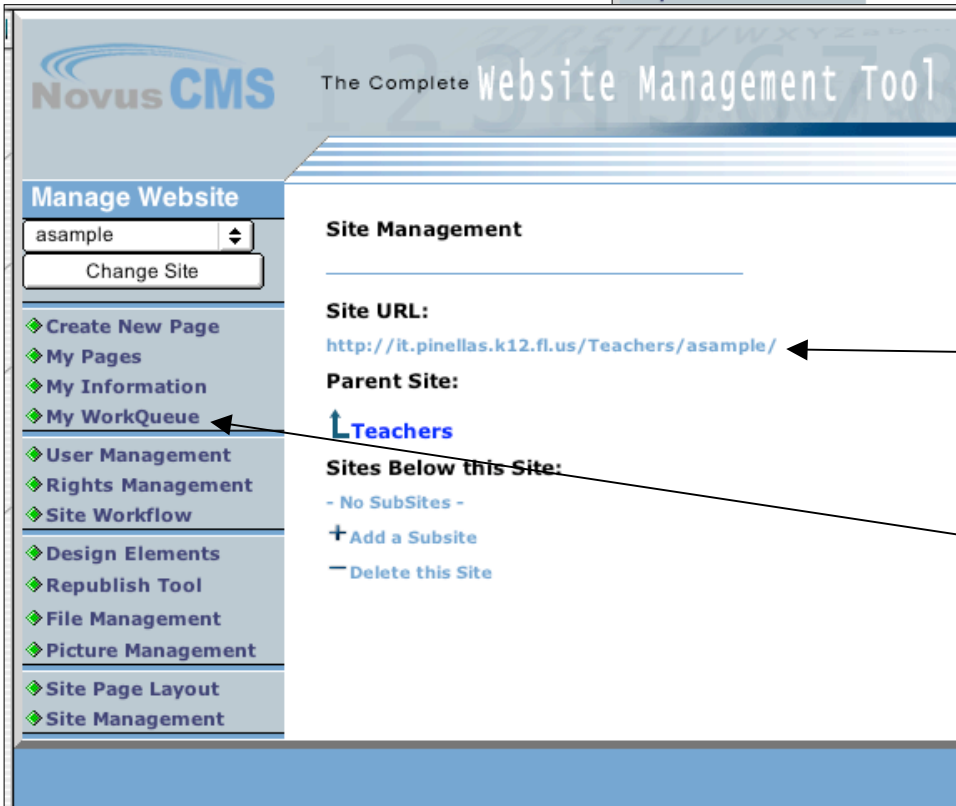
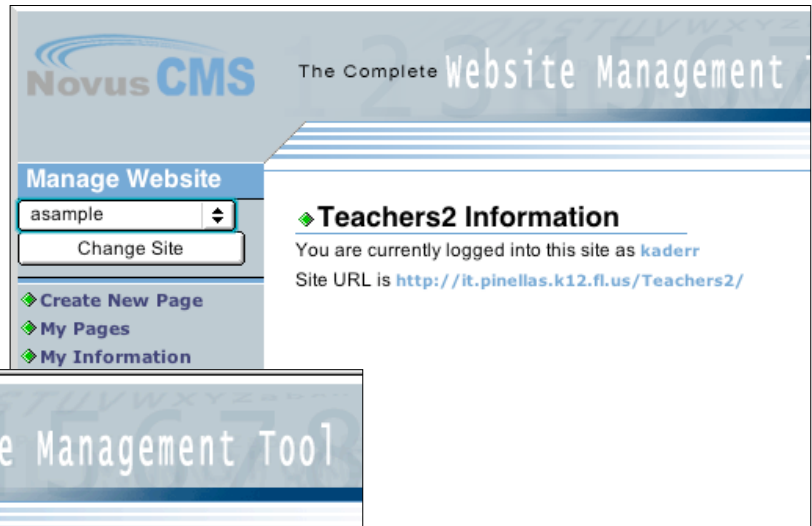
The window will open to your default site.

Click on the double-arrow to open a pop-up menu of sites that you have permissions in.



Choose the site that you want to approve pages for from the pop-up menu.

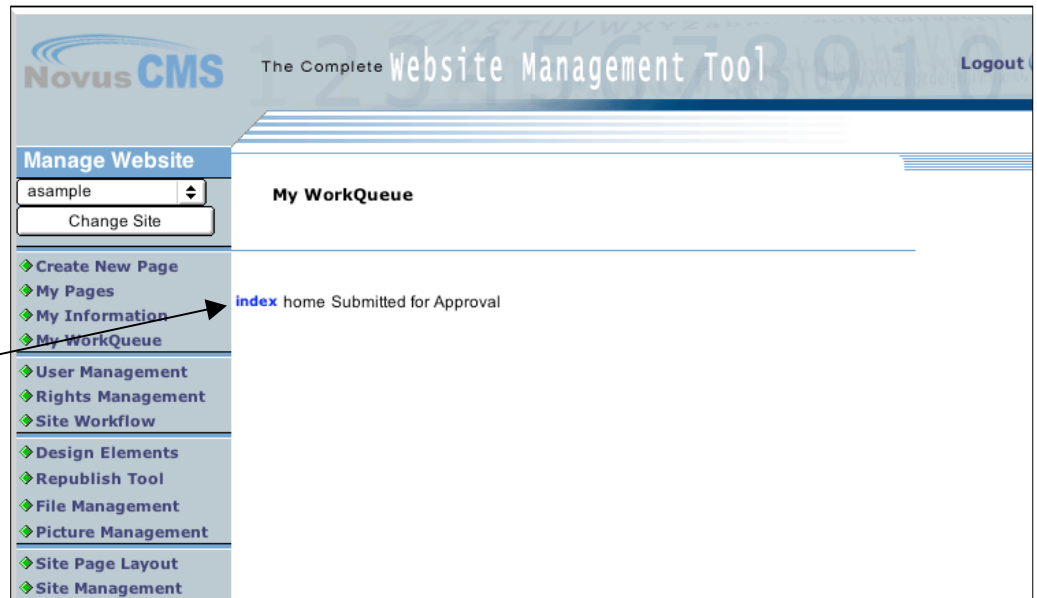
Click the Change Site button to go to the chosen site.



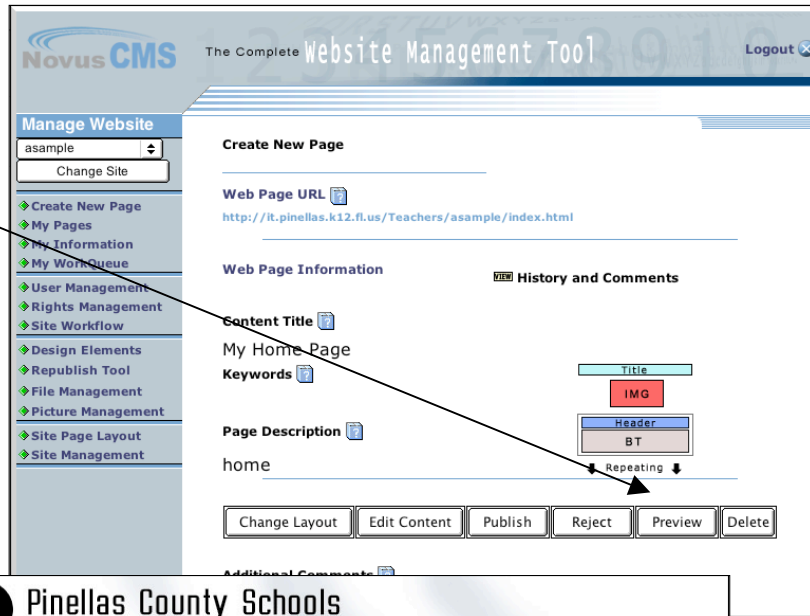
Notice that the site has changed to the teacher's site that you want to approve pages for.

Next, click on the My WorkQueue button.

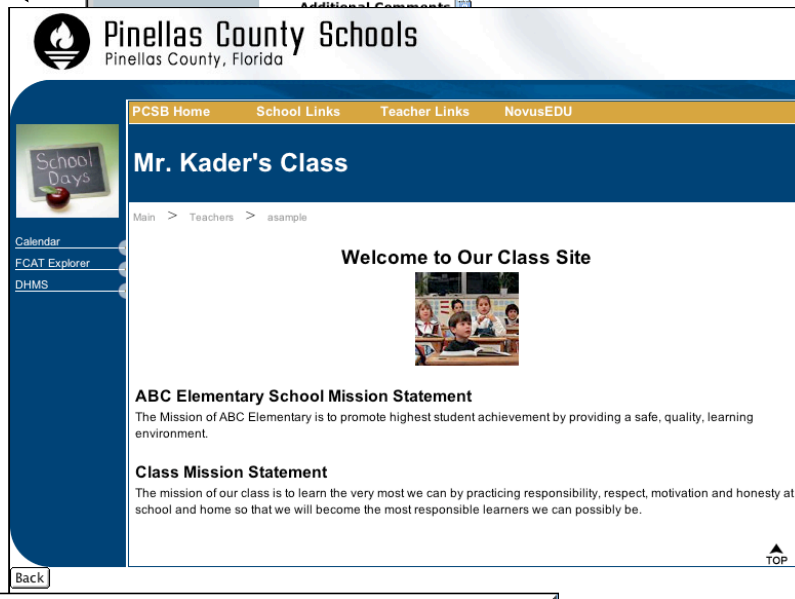
You will now see a list of pages that have been submitted for approval and are ready to be approved and published. Click on the page name (blue) to link to the next screen.



Click the Preview button to preview its contents.



After previewing the page, click the Back button in your browser window or click the Back button at the bottom of the page.



You will be taken back to the previous screen where you can click the publish button to publish the page or click the Reject button to release the page back to the teacher for editing.

Click on the My WorkQueue button to choose the next page to review and publish OR Choose another site to start the approval process.

