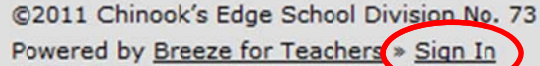


## 9 Things CESD Admin Support Can Do With Our New Dreamstalk Websites

1. **Sign In To Breeze** – when you want to make changes to your school site. To do this, simply scroll to the bottom of your school's website and click **Sign In**.



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Powered by [Breeze for Teachers](#) » [Sign In](#)

*Tip: Your username is your email address and your password is warmwind. If you cannot login, please ask your school's webmaster to set up an account for you.*

2. **Change Your Password** – the first time you sign in. To do this, click **Preferences** at the top of the screen.



**BREEZE FOR TEACHERS** Home **Preferences** My Website

3. **Click on Home** – when you want to return to your original, main screen.



**BREEZE FOR TEACHERS** Home Preferences My Website

4. **Post a News Article** – by clicking **+ Add News** and entering your details. You can add information and post a photo.



Frontpage News + Add News

5. **Post a Calendar Event** – by clicking **Calendar of Events** and entering your details.



 Calendar of Events

*Tip: The calendar function automatically posts and removes your event from your front page.*

6. **Post Your School Newsletters and Hotlines** – by clicking **Newsletters**.



 Newsletters

*Tip: Your newsletter will be posted and emailed to all parents who have subscribed - automatically.*

7. **Perform Administrative Functions** – such as adding accounts, changing passwords, adjusting staff pages, etc. To do this, click on **Administration** at the top of your screen.



**BREEZE FOR TEACHERS** Home Preferences My Website **Administration** Division Online Help Sign Off

*Tip: Please talk to your webmaster if you do not see "Administration".*

8. **Make Sure Teachers Can Post Homework and Update Staff Pages** – by ensuring that all your teachers' names appear in all three of these places:



 Accounts



 Security Groups



 Homerooms

9. **Call Dreamstalk Studios** – All staff members can call Dreamstalk at (403) 488-2433 whenever questions arise.