

St. Philip Neri's Website Top 10 Tips:

Tip #1: Broadcast Email

In your email program, (such as Outlook) add Cecelia Hildebrand hildebrand@st.philip-neri.org to your address book. Cecelia will be the person sending out emails to the entire school. If her email is not in your address book, it may be viewed as spam and not get to you.

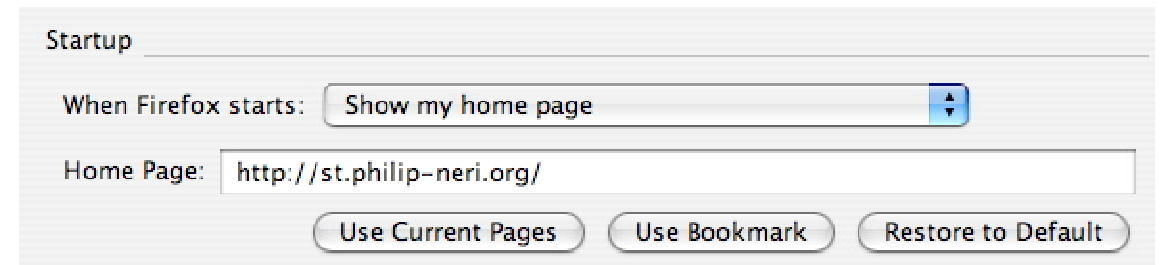
Tip #2: Header/Quick Links

Across the top of the page are short-cuts to the places you'll want to visit regularly.



The screenshot shows the website header with a search bar and navigation links. A yellow box points to the search bar with the text "Search the site for what you're looking for." Another yellow box points to the "Classroom Login" link with the text "Go to login for homework." The navigation links are "Directions | Power School | Calendar | Lunch Menu | Classroom Login". The header also features a banner with a cross, an American flag, and a statue.

Tip #3: Home Page



The screenshot shows the Firefox Startup preferences. The "When Firefox starts:" dropdown is set to "Show my home page". The "Home Page:" field contains the URL <http://st.philip-neri.org/>. There are three buttons at the bottom: "Use Current Pages", "Use Bookmark", and "Restore to Default".

Every browser (Internet Explorer, AOL, Firefox, Netscape, etc.) is a bit different, but in general you can find the Preferences and change the Home Page to SPN. If you're already on <http://www.st.philip-neri.org> you should be able to click on a "Use Current Page" button. That way whenever you launch the browser, you'll be able to check the home page for the latest SPN information and news.

Tip #4: Cell Phone Text Message

St. Philip Neri will send out email to all parents that are registered SPN users when there is a need for the school to close during the day due to weather or emergencies. Many cell phones are capable of receiving text messages and parents may find it useful to register their phone's email address as well (For example, Verizon Wireless users would register 10-digit@vtext.com). Please check your cell phone company for more information. To register your email address, visit our Signup Page. This is the same area that you sign up to receive access to the Classroom Login.

Home >> Parent & Class Information > Newsletter Sign Up

Registration

If you are interested in receiving the school newsletter, usually published each Thursday, or registering for access to the parent/student login, please fill out the information below. You will receive login confirmation by email within 72 hours if school is in session. If you would like to receive the newsletter at more than one email address, please complete the form for each email address.

Newsletter/Register

* Your Email Address:

* Parent First Name:

Home > Welcome

You have signed in as [Name]

Thank you for logging in. Click on a Link to go to the page you want to visit.

- [KA - Ms. Karen](#)
- [KB - Mrs. Mary](#)
- [1A - Mrs. Debo](#)
- [1B - Mrs. Cynth](#)
- [2A - Ms. Kelly](#)
- [2B - Mrs. Miche](#)
- [3A - Mrs. Dawn](#)
- [3B - Mrs. Barb](#)
- [4A - Mrs. Shirle](#)
- [4B - Mrs. Elizab](#)

Home

- Home
- About SPN
- Admissions
- School Information
- Fundraising Initiatives
- SPN Scrapbook
- Parent & Class Information
- SPN Alumni Association
- SPN Underwriters
- Contact Us
- Parish Events
- Sign Out
- Profile

Tip #5: Your Profile

After you log in, a **Profile** menu option appears.

Here you can change your password to something you might actually remember and add additional information.

Tip #6: Useful Parent & Student Links

Under **Parent & Class Information** there are two useful areas, **Useful Student Links** and **Useful Parent Links**. There are a number of websites listed here for students and parents that are worth exploring.

Tip #7: Calendar

The calendar has a number of helpful options. You can search for an event in the **Search By** area.

The screenshot shows a web interface for an "Events Calendar". At the top, there are navigation links for "<October 06>", "November 06", and "<December 06>". Below these are dropdown menus for the month ("Nov") and year ("2006"), along with a "View" button. An arrow points from the "Search By" section of the text above to the "Event Name" dropdown in the search form.

The calendar grid shows events for each day of the month. For example, on Wednesday, the 1st, there are 2 events. On Thursday, the 2nd, there is 1 event. On Friday, the 3rd, there are 2 events. The grid continues through the month.

Below the calendar is a search form with the following fields:

- Search By:** A dropdown menu currently set to "Event Name".
- Search For:** A text input field.
- Start Date:** A text input field with a placeholder "(mm/dd/yyyy)".
- End Date:** A text input field with a placeholder "(mm/dd/yyyy)".
- GO:** A button to submit the search.

Below the search form, it says "Viewing Page 2 of 8" and "[Prev] 1 2 3 4 5 6 7 8 [Next]". The number "8" is circled in red. Below this, it says "Showing 6 - 10 of 37 Records".

Below the search results, there is a table with the following columns: "Starts", "Event Title", "City", "State", and "Details".

Starts	Event Title	City	State	Details
11/6/2006	Used Uniform Sale			Details
11/6/2006	Home & School Association Board Meeting			Details
11/6/2006	Student Council Meeting			Details
11/7/2006	Reconciliation for Grade 6A			Details
11/7/2006	Market Day Pickup			Details

The calendar is list not only in a graphic form but a list to convey more details. You can scroll through the month of events by clicking **Next**.

Tip #8: Faculty & Staff Contact Information

Under **School Information** you will find the **Faculty & Staff Contact Information** with a complete list of everyone's phone extension and email.

Tip #9: Get with the Program!

If you are a leader of a group, initiative, club, coach of a SPN team, just have something you need to communicate...it's time to get with the program! You can send your suggested content to Mrs. Wright via email to swright@st.philip-neri.org and we can post it on the website after approval. It's a great place for schedules and information that students and parents can access. Currently, it's barely being utilized. The School Activities are located under School Information.



Tip #10: Forms and Rules

The Parent/Student Handbook, Non-Prescription Medication form, and the Prescription Medication form are on the site as downloadable PDFs. You can access them any time you need them and print them out if necessary.

Lastly...

Give us your input and suggestions. The site will work better if everyone participates. We will make every effort to update it weekly. Please send comments to Cecelia Hildebrand hildebrand@st.philip-neri.org