

## Quick Guide to Getting Started

### Recommended Browser

Mozilla Firefox

<http://www.mozilla.com/en-US/firefox/>

It is also recommended, but not required, that you disable your pop-up blocker. You can do this in Firefox by selecting Firefox -> Tools -> Options -> Content -> Disable Pop-up Blocker.

### Log-in and Homepage

To log in to the ESP Online Evidence of Teacher and Student Learning Online Database enter the following address into your browser window: <http://esp.sicreative.com/admin>

Enter your Username and Password in order to log into the system and you will reach a page that looks like the image below:

Empire State Partnerships ETSL Admin

Home : [Homepage](#) ?

**Contributor Functions**  
[Edit Units](#)  
[Resources](#)  
[Discussion Forums](#)  
[Edit Your Profile](#)

Current Surveys:  
No active surveys.

logged in as *OPSR* -- [logout](#)  
[Change Your Password or Email](#)

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**At the top of each page, you will find a question mark icon. This is a link to a Help Area for the specific page you are viewing. Feel free to use it anytime you get stuck!**

**Once you've logged in, you'll want to change your password to something unique. Click "Change Your Password or Email" and follow the prompts.**

### Edit Units

From the **Homepage**, under **Contributor Functions**, select **Edit Units**. This will take you to a complete list of ETSL Units currently in the database. Your unit(s) will be listed at the top under the heading "My Units." You can only edit units under this heading, however you can **Preview** all units within the database.

### Editing your ETSL Unit

To edit your ETSL unit(s), click on the "Pick Action" pull-down window and release the mouse button with **Edit Content** highlighted; your unit's mini website will open in a separate browser window to its homepage.

Empire State Partnerships ETSL Admin

Home : [List Units](#) ?

**My Units**

partnership	unit title	grade	contributor(s)	# of tabs	featured?	status	created	last modified	action	download	export
			OPSR	8	No	pending	11/6/08	11/7/08 - 3:40 PM	--Pick Action-- --Pick Action-- Edit Content Preview Reflections Log		

**Other Units**

school	grade	strand	title	status
ArtsHorizons_PS46	3-4		Drama, Music, Social Studies	pending
CityLore_PS11PS78	3		Storytelling Through African Dance	pending

[Preview Unit](#)

**This is where your ETSL Units are listed.**

**You can view who is contributing to each ETSL Unit listed under "Contributor(s)"**

**To edit your ETSL Unit, select "Edit Content" from the "Pick Action" pull-down menu.**

For more detailed information about editing your ETSL Unit, please refer to the User's Guide which you can view here: [http://www.espartsed.org/resources/ETSL/ETSL\\_UsersGuide.pdf](http://www.espartsed.org/resources/ETSL/ETSL_UsersGuide.pdf)