



**BUILDER**

**COLLABORATE COMMUNICATE CONNECT**

## LOGIN INFORMATION

Your Website Address:

Your Admin Area:



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## ***Why create a classroom website?***

Sometimes we get caught up in benchmarks, state objectives, testing, and all of our paperwork... we scratch our heads and think THIS isn't really why I went into education!!

The real reason we became teachers is because we care about students and how to help them be successful in life. We're always looking for ways to connect to our students and get involved in what they care about so that we can find ways to incorporate that into our classroom. If we can find those ways to connect to our students then we CAN and WILL help them achieve success.

Using the Internet is second nature to our students; they love it and they love anything to do with it. By creating a classroom website and placing your class information online, you are making an even stronger connection between you, your students, their parents, and the community.

By creating a classroom web site, you've found a way to connect your students to your class by using something that they already regard as "fun". Students and parents will be able to locate information about the class, your lesson plans, assignments, and much more.

Your website will become a necessary means toward your goal of improving student achievement. Students and their parents will begin to rely on an updated website to find what they are looking for.

## ***What will you learn from this training?***

You will learn how to create, update, and incorporate a classroom website. Specifically, you will learn how to display graphics, modify pages, create links, update and/or upload your lesson plans, upload worksheets, and much, much more. While that sounds like a lot, remember that once you are done with one training session, you will feel like you accomplished so much. You will have a website that you can tell your students and their parents to visit that very day.

## ***What information should you include?***

### **1. YOUR SITE**

What main pages do you want your classroom website to have? You are creating a basic map of your site... the way that you want visitors to navigate through your information. Use the attached **flowchart** to help you decide what the main sections will be called and what information will be placed on each page.

### **2. WEBSITES**

What are websites that are relevant to the school? To your class? To you? Write down their name, a description, and their website address on the attached form or bookmark the sites so you can locate them easily.

### **3. IMAGES**

Find images that are related to you and your class. Go to [www.google.com](http://www.google.com) and click on the images tab. You can type in any word or phrase and google will search the Internet for images. You can just right-click (PC) or control-click (Mac) on them to save them. Get as many as you want and save them to a folder called IMAGES. Remember to check for a copyright notice on the site. You cannot use every image that google finds for you.

### **4. LESSON PLANS**

Decide how you want to incorporate your lesson plans into your site.

Do you want to type your lesson plans in Word and link to them?

Do you want to type your lesson plans on a page in your website?

Do you want to just type basics of what you do each week and then retype over them each week?

Do you want to save all of your lesson plans for use during a future year?

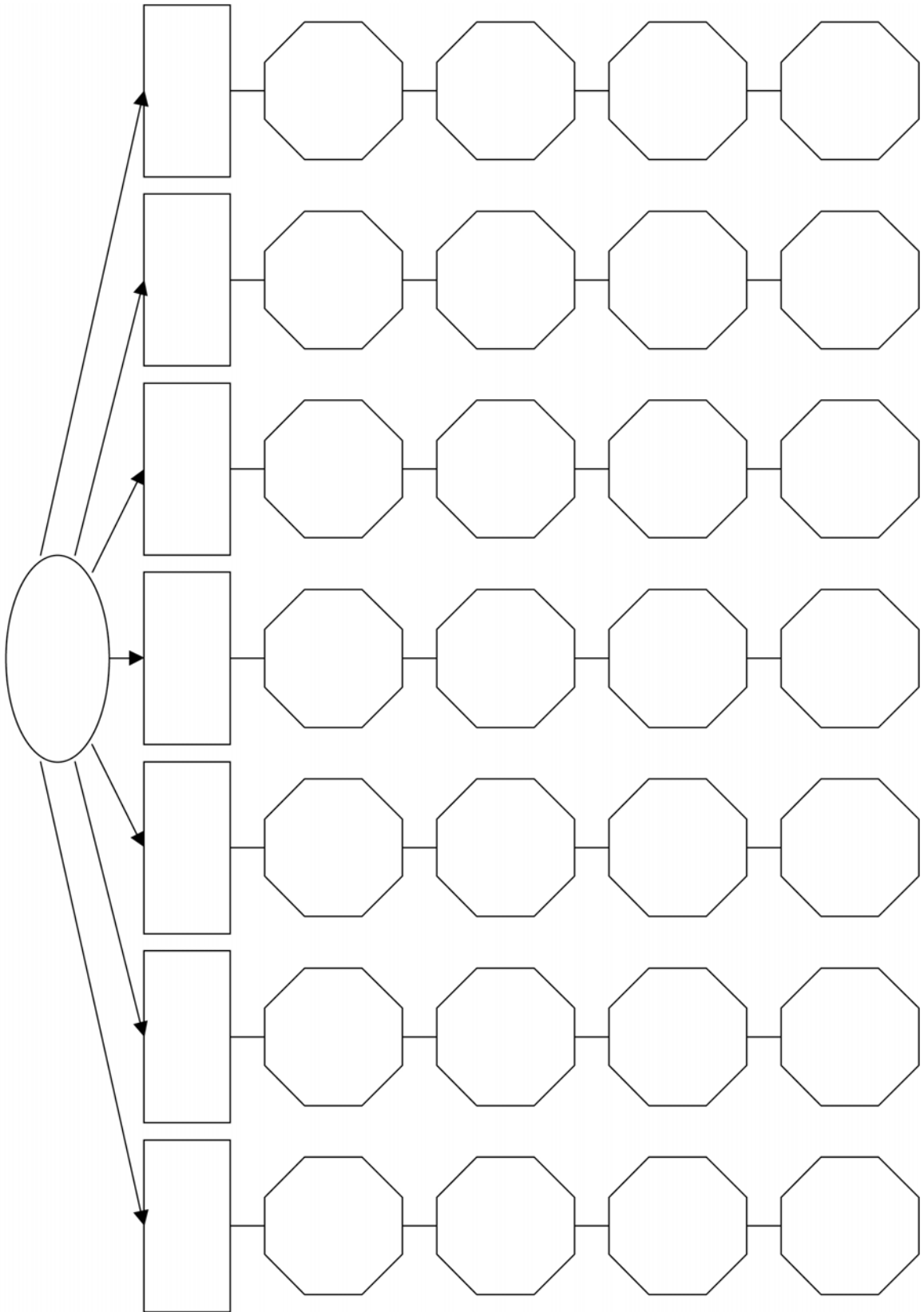
### **5. TEACHING GOALS**

Bring a copy of your teaching goals and objectives, class policies, lab safety guides, calculator agreements, honor codes, grading scales, or anything important that you give to students. If you already typed these on the computer, then you can just copy and paste straight from the program you used. Make sure they're saved on your school computer all in one folder.

## Website List

<i>Website Name</i>	Web Address	Description

WEBSITE FLOWCHART



# NexusBuilder

You can access all of the Instructional Documents and Helpful Tips from the FAQ and Help Section in your admin area.



## Register a New Member

Register and update your site at: \_\_\_\_\_

Enter your information and select "Teacher". This same area can later be used to register a group, team, or club site. These are listed on the same main site as the teacher sites, but grouped together.

### To Register:

1. Input your correct information.
2. Use your full email address.
3. Select the type of registration.
4. Choose an appropriate username. This will be part of your website address.

Title:

First Name:

Last Name:

Email:

School:

Type of Registration :

- Teacher
- Sport
- Club
- Department , Office, Parent Organization

Choose a Username:

Choose a Password:

Confirm Password:

### Once you are registered, click LOGIN and login.

Your site is now created with one page (the home page).

Your website address is based on your domain name and your username:

<http://mywebsiteadress/?username>



# Admin Home Page

**⚠ POLICY REMINDER:**

Your responsibility pertaining to your classroom website is to communicate information regarding your class(es).

Maintaining up-to-date and pertinent information is highly important to a successful website. Please remember that these pages are public pages representative of your classroom, school, and district. They are not your personal home pages; thus, the guidelines mandated by the District must be adhered to.

Classroom websites should reflect the character and mission of the school and the district at all times.

[Enter Admin Area](#)

## Policy Reminder

Upon logging in to the system, you will see a Policy Reminder. Please read that carefully. You are responsible for the content of your site. Your district website guidelines are included with this manual; please review your policies so that you are aware of what you are permitted to post.

## Admin Options

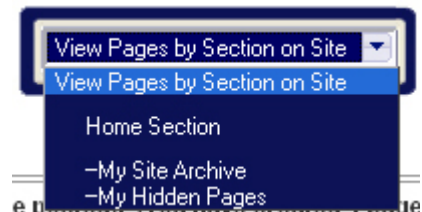
Across the top of your admin page, you will see your options.



- **Pages Created:** This is a listing of all the pages that you have created, placed in order of your buttons. You can click the link to view the page.
- **Edit Site Options:** Mousing over this button will give you a list of features you can modify on your site. (See next section for more details on editing your site options.)
- **Preview Site:** Clicking this button will give you a live preview of your site in a new window. Close the window to return to your admin area.
- **NexusBuilder Help:** This is a help site created to answer any questions you may have and provide you with resource links for images, animations, and much more.
- **Logout User:** Click this button to logout of your session.

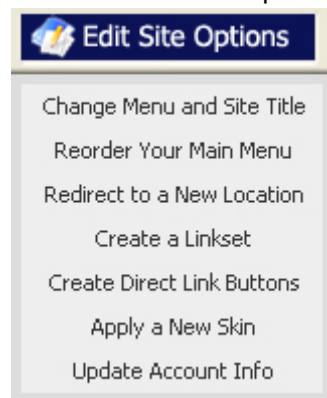
## Choose a Section of Your Site

You can click in this menu to view pages that are only located in specific sections of your site. When you first log in, you will see all of your pages. This menu allows you to only view pages associated with each button. You can also create, move, and delete pages by choosing the location here.



# Edit Site Options

Under the Edit Site Options button, you will find a menu of your user options.



## Change Menu and Site Title

You can edit your Navigation System (buttons) and change the title of your website at any time without losing any of your information or pages.

## Reorder Your Main Menu

You can take the buttons that you have created and place them in a new order without losing any of the page-associations that you have created.

## Redirect to a New Location

If you are working on a team, with other teachers, or you have created a website in a different server, you can still have your name and email listed within the system. Simply register as normal, choose this option, and enter the location of the site to which you would like your name to link. You can remove this association at any time.

## Create a Linkset

Choose this option to create a storage center of links that you can use on your site at any time. You will create links and choose which pages of your site you want them to appear with. You can remove the association to the page at any time, you can add the link to as many pages as you want, and you can simply store links in this area without linking them to any page at all. Once created, a LINKSET icon will appear in the upper-right corner of your site. Upon mouseover, your linkset will drop down.

## Create Direct Link Buttons

You may find that you have another site is vitally important to your teaching. You can have this site appear as a DIRECT LINK BUTTON within your main navigation menu. It will appear at the end of your personal buttons and it will link to whatever address you input.

## Apply a New Skin

A skin set has been supplied to your district. You can change the look of your site by choosing a new skin at anytime. You can preview these by clicking the thumbnail of the skin and you can choose it as your website skin by selecting the radio button.

## Update Account Info

Select this option to change your information at any time. The only information you CANNOT change is your username.

# What is a Button?

Your BUTTON TITLES represent the main sections that you would like on your site.

By default, you are given three sections: HOME, ARCHIVE, and HIDDEN PAGES.

- Your HOME Section is one page that welcomes visitors to your site.
- Your ARCHIVE Section can store as many 'old' posts that you would like. These are posts that you know longer need associated with a main section, but you would still like students and parents to access. For example, you created an activity for Halloween that you no longer want with your Lesson Plans section but you still want students to use that activity if they want to.
- Your HIDDEN PAGES section contains pages that you no longer want visible to a visitor of your site. These are pages that you want visible for a short period of time, but you don't want to delete. These may be lesson plans for September that you no longer need on your site, but do not want to lose (you'll want to use them again next year).

Pages can be moved from one section of your site to another with one step. When your pages are listed, you will see buttons that say EDIT MOVE DELETE. If you would like to move a page off a button to your archive, you would simply click the MOVE button next to that page and choose ARCHIVE.

Try creating test pages and moving them around so that you see how the system works. You cannot do anything wrong and you cannot lose any information unless you have not submitted it.

## ***How should you set up your site?***

This is a question only you can answer. The system is set up in the following way:

If you create 10 buttons, then you will have 10 sections to your site.

If you create a button called Science, you are permitted 15 posts for that button. The archive section and the hidden section are permitted unlimited posts.

If you create 1 (one) page in the Science section, then the Science Button will click to that page.

If you create more than 1 (one) page in the Science section, then the Science Button will show a 'mouseout' menu of those pages.

If you then click the Science Button, all of those pages will be displayed in your numerical order that you created.

You can choose the order that your 'mouseout' menu displays your pages. If you do not choose an order, the menu is displayed alphabetically. This is not necessarily the way you want to list your pages.

## ***Ordering Your Pages***

To create ORDER to your pages for a Section, simply type a number in the ORDER box when you are creating a page. The ORDER of your pages will be listed from smallest to largest.

If you want to display your pages in numerical order, it is recommended that you still list them with room in between for additional pages (even though you CAN reorder every single page, it makes more sense to order them 10, 20, 30, 40, 50 as opposed to 1, 2, 3, 4, 5. This allows you to put a new page in between two pages that you have already posted.)

If you want pages to list in reverse order (for example, you want your newest lesson plans or calendar to appear first in your list), then you would start by ordering your first page in that section that you post as 100. The next time you post a lesson plan page, you would order it as 95 and so on.

You can always change the Site Title, the Button Titles, and the Ordering at any time.

# Creating Site Title and Menu Buttons

Click in the EDIT SITE OPTIONS dropdown menu. Select "Change Menu and Site Title".

Type in any title that describes your site. You can change this at anytime, but you should choose something specific to your site, yet not too lengthy.

## CREATING YOUR MENU

To create your menu, simply type in the names of the buttons you would like to appear on your site. You can always rename and reorder these at a later date. The first button is preset to be HOME.

**\*\*Button Titles can only be a maximum of 20 characters, so limit your wording with something simple. Your page headlines can better describe the information you will present on that page.\*\***

*Suggestions for names of buttons:*

Class Policies	Lesson Plans	Homework Help	Helpful Links
About Me	Contact Me	Projects	Worksheets
Downloads	Links and Files	Parent Help	Just for Fun
News and Reminders	Photo Links	Online Help	Important Info
Fun Links	School Info	My Schedule	Absence Policy

These are only suggestions. Your buttons should reflect the information that you are trying to connect to your population. If you find you have created a button that you do not post information with, simply go back to this area and delete that button. You will not lose your pages, they will be placed in a "hidden" category where you can retrieve and move them.

# Selecting a Skin

Choosing the theme of your site is as simple as clicking a button.

From the EDIT SITE OPTIONS menu, select **APPLY A NEW SKIN**. This will bring up a listing of the skins available.

You can click on a thumbnail image of the skin to preview your site in that skin. This IS NOT SETTING THAT SKIN FOR YOUR SITE. It is just a preview.

You select the skin by clicking the radio button next to that skin name.

You can also search keywords to find a skin in a certain color, theme, or grade level.

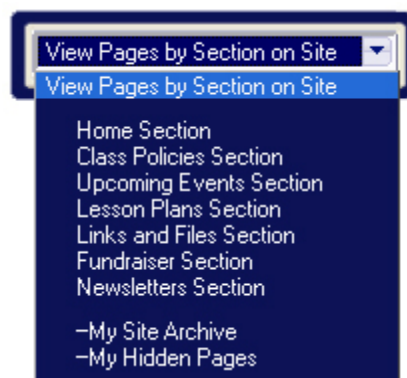


Changing your skin does not change the content of your site. Each skin has images that correspond to a header, a footer, a background, buttons, and page titles.

Preview various skins to find one that fits your personality and/or your subject.

# Creating Your First Page

To make your first page, decide which section (button) you want this page associated with. Click on the section you want to create a page in from the dropdown menu.



This will bring up a listing that displays a link to all of the pages within this category.

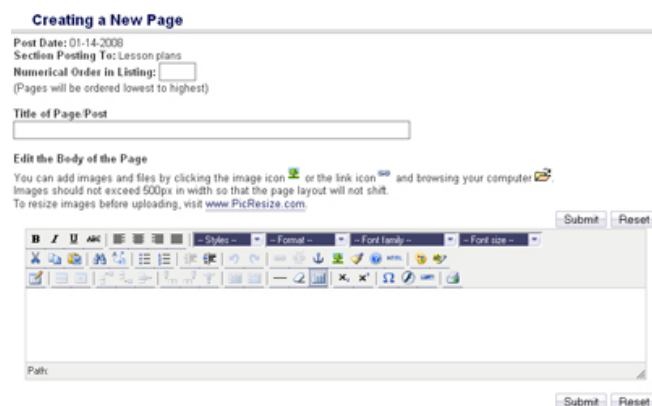
## The following pages appear in your **Links And Files Section**

You have created 3 post(s) in this category. You are currently permitted a maximum of 15 post(s) for this category.

PAGE TITLE — Click title for live view	PAGE ORDER	LAST UPDATED	● CREATE NEW PAGE		
<a href="#">Diagrams and Charts from Class</a>	2	09-10-2007	<input type="radio"/> Edit	<input type="radio"/> Move	<input type="radio"/> Delete
<a href="#">Helpful Links for all Levels of Chemistry</a>	20	09-10-2007	<input type="radio"/> Edit	<input type="radio"/> Move	<input type="radio"/> Delete
<a href="#">Passing the A.P. Chemistry Test</a>	30	09-10-2007	<input type="radio"/> Edit	<input type="radio"/> Move	<input type="radio"/> Delete

You are allowed to create fifteen posts in each category of your menu. This limit is placed so that your menu does not become too large for a visitor. You can move your pages to other sections (such as the Hidden Section or the Archive) when you have reached this limit.

Since this is your first page, you will not see any pages listed, just a button that says "Create New Page." Click that button.



## Creating Your Page

The posting date is set automatically, as is the section to which you are posting this page.

## Numerical Order in Listing

This determines the way in which your pages are listed. If you do not enter a number, the pages will be listed alphabetically by title. If you do enter a number, the pages will be listed in increasing order. If you would like pages to show up in reverse order, then you would begin your pages with a high number first. For example,

if I want March to be listed above February and February to be listed above January, I would start by giving January an order of 12, February an order of 11, and March an order of 10.

## **Title of Page or Post**

Give this page a title that reflects the information that will appear on it.

## **Edit the Body of the Page**

This is where you will type exactly what you want to appear on the page. Please see additional FAQs on adding links, images, files, and calendars. There are tips for all of these features.

The body of your page can be edited the same as a basic Word Document. You can change the font type, color, size, and format. You can add tables and change the background colors. You can even add html items if you know how to do this.

**NOTE:** If you are copying and pasting information from a Word Document into this section, you will want to read the section on "Word How Tos." Word creates specific code that sometimes interferes with an html page. That section describes how to remove that code easily.

Once you have created your page, click **SUBMIT** and your page will be posted. You can choose to edit another page for this section or move onto a new section.

## Edit, Move, and Delete Pages

Click in the section where your page is located or click the Pages Created button to see all of your pages. Find the page you want to change.

### Edit

Once you have made a few pages, you will have some changes to make. Simply find the page you wish to change by selecting the appropriate section from the dropdown menu.

Once you are viewing the list of pages in that section, click the EDIT button next to it. This will then bring up the same screen that you created the page with. You can now make your changes to this page.

Hit SUBMIT when you are finished.

### Moving Pages to a New Section

Click on the section containing the page you want to move from the dropdown menu. This will bring up a listing of all the pages within that section.

**Click the MOVE BUTTON next to the page that you want to move.**

### Where to move the page

This will bring up a list of your site sections. Click in the section where you want to move this page.

**A page will then ask you if you are sure you want to move the page. If you select YES, then the page will be moved.**

### Why would you move a page?

- 1) The number of posts in the category is already at the limit and you want to create new posts.
- 2) You no longer want the page visible to the visitors. You do not want to delete the page, so you want to move it to your **Hidden Page Section**.
- 3) You change your menu titles and want to reassociate the pages with a new section.
- 4) You want to leave pages on your site, but do not want them in a main section. You can move them to the **Archive** for your site.

## **Deleting Pages**

Click on the section containing the page you want to delete from the dropdown menu. This will bring up a listing of all pages within that section.

**Click the DELETE button next to the page that you want to delete.**


**A page will open up that asks you if you are sure you want to delete this page.**

Select YES to delete it or NO to return.

**Selecting YES will delete this page permanently and return you to the home page.**

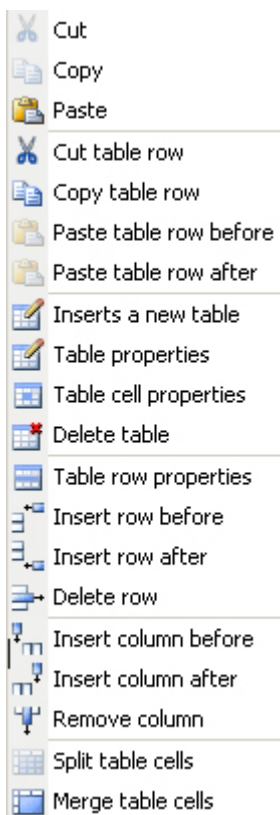
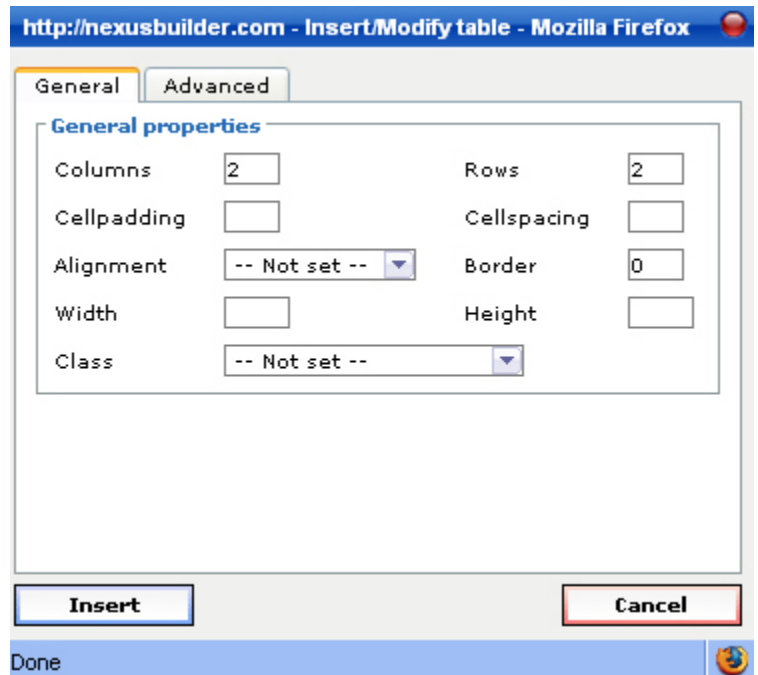
# Creating Tables

You should use tables to store lists, arrange photos, and put order to information on your site.

To create a table, click the Insert Table icon  and enter the size of the table you wish to create. It is best to make the width of the table less than 550px (or set it to 100%). You can choose how many rows and columns you also want. This can be changed at any time. If you do not enter a column width, it will disperse them evenly.

Cell padding and spacing will add pixels of space around your text and around your cells.

Alignment determines where your table is placed in reference to the page.



Once your table has been inserted, you can add your information to it. If you need to make adjustments to your table, you can right-click within the table and another menu will pop up to give you additional options.

If you would like to change the properties of a cell, or a group of cells within your table, select **TABLE CELL PROPERTIES**. You can modify your text at that point. If you would like to add more rows or columns, select the appropriate option.

You can also delete the table by right-clicking on the table and selecting **DELETE TABLE**. You will delete the table and all of the information within it.

# Pasting Pages from Microsoft Word


When copying and pasting from Word, problems can sometimes occur. Word uses its own coding and styles that do not always translated correctly.

We have an option for you to 'Paste from Word'. This will basically strip the formatting from the word document and replace it with web-friendlier code (all without you even looking at the code).

Open your Word Document.

Highlight and copy the text that you want to appear on your webpage.

**Copy** is control-C on a Windows Computer and apple-C on a Macintosh Computer

On your webpage editing screen, click the 'Paste from Word' icon . A window will appear. Paste your text into that box and click Insert.

**Paste** is control-V on a Windows Computer and apple-V on a Macintosh Computer.

Sometimes the correct formatting will not appear until after you have submitted the informaiton to your site. It 'cleans up' the code and will display it as best it knows how.

If for some reason your text still does not appear properly, you can highlight the text in Word and click CLEAR FORMATTING in the Style Menu.

**WARNING:** This will remove all formatting from your document and treat it as plain text. You will then have to reformat it in the webpage.

## Adding Special Characters

Sometimes a special character is needed for foreign language or other titles. You can find html character codes by googling "special characters" and visiting any of the sites.

For including a special character in your site title, you can just place the character code where it belongs:

Le Fran&ccedil;ais would output Le Français

For including special characters in your pages, you must click the html button in the editing section. You can find the character you want to replace, highlight it, then past in the character code and hit update. This will include the character on your page.

## Converting Files to PDFs

Documents, or any other non-html page, should be posted on the internet with the “.pdf” extension. This allows almost any computer user to open up that page, regardless of the software on their computer. It also limits the spread of viruses.

You should always save your page (whether it be a Word document, Excel Spreadsheet, or even a Newsletter) in the normal format required by that program and then convert it to a pdf (that way you can still edit the original document).

Online, you can visit <http://www.pdfonline.com/> to convert any document to a pdf. It will then ask you to save it to your computer.



**[Convert to PDF for Free >>](#)**

PDF Online converts more than 20,000 documents to PDF per day! [Read testimonials.](#)

\*\*Be sure to remember the location where you saved the file. You will need to know that information when linking to the file on your website.

A good idea would be to save all files you intend on using on your website in one folder called 'website\_files'.

## Editing HTML

If you are already familiar with HTML and would like to edit the code yourself, you can do so by clicking the HTML button in the formatting window. This will open up a new window that you can edit, update, and add any code to.

Google “HTML BASICS” for help with html editing.

# Adding a Hit Counter to Your Site

Free web counters are free because they are supported by advertisements, but using this method of installing the image in Contribute removes that advertisement until you create the link to it again. If you don't recreate the link, they may do periodic searches and find out the advertisement was removed, then they can remove your counter by deleting your account. If your counter is removed, just repeat these steps and start the counter at the number your old one left off on.

Go to [rapidcounter.com](http://rapidcounter.com) (or any other free hit counter site) and click to sign up for your free web hit counter.

Type a valid email address in the box.

Click the text "See other Styles" to see all of the counter styles available.

Choose the counter style that you like by clicking on it.

Click "Sign Up."

Any free counter site will now give you an html coding for the counter in a text box on the page. Copy that code by selecting it all, hitting control-c (PC) or apple-c (MAC).

Go back into editing mode of your Home Page.

Click the HTML button 

Paste your code at the very end of the text by hitting control-v (PC) or apple-v (MAC)

Click UPDATE.

You can then move the counter around on your page where you want it by highlighting it and dragging it or you can copy/paste it.

Click SUBMIT to submit your changes.

## FREE HIT COUNTER SITES:

<http://rapidcounter.com/>

<http://amazingcounters.com/>

<http://www.freehitcounters.net/>

## Adding Flash Elements

You can add flash elements to your pages by editing the HTML code.

Click the HTML button. That brings up a window for you to insert your code. If you are inserting a video from youtube.com or some other site, you simply copy the code that they give you on that site and insert it into the HTML by pasting it in.



```
HTML Source Editor  Word wrap
<object classid="clsid:D27CDB6E-AE6D-11cf-96B8-444553540000"
codebase="http://download.macromedia.com/pub/shockwave/cabs/flash/swflash.cab#version=6,0,29,0"
width="425" height="350">
  <param name="movie" value="http://www.youtube.com/v/Ltdi_inM_Ho" />
  <param name="quality" value="high" />
  <param name="menu" value="false" />
  <param name="wmode" value="" />
  <embed src="http://www.youtube.com/v/Ltdi_inM_Ho" wmode="" quality="high" menu="false"
pluginspage="http://www.macromedia.com/go/getflashplayer" type="application/x-shockwave-flash"
width="425" height="350"></embed>
</object>
```

Your paste section should look like the image above. You will copy from the <object> tag to the </object> tag of your flash element.

Make sure that then width of your video is less than 500px, otherwise it will stretch out your page.

You can also link to a flash file by clicking the INSERT FLASH button and pasting in the address of the flash. This file will end in .swf and it should be one that is already uploaded to the internet somewhere.

# Creating a Google Calendar

Visit [google.com/calendar](http://google.com/calendar).

If you already have a gmail account, sign in using that information.

If you do not have a gmail account, create one at <http://gmail.com>.

Log in to your gmail account through the [google.com/calendar](http://google.com/calendar) page.

The first thing you should do is edit the setting of your calendar by clicking SETTINGS in the upper-right corner.

## THE FOLLOWING SETTINGS MUST BE MADE

Default View: MONTH

Show events you have declined: NO

Automatically add invitations to my calendar: NO

Click SAVE at the bottom.

Click SETTINGS again.

Click CALENDARS

Change the name of your Calendar to whatever you want.

Examples: My Calendar, Fifth Grade Calendar, Classroom Calendar

Click Save at the bottom.

Click SETTINGS again.

Click Calendars.

Click the title of your Calendar.

Click Share this Calendar.

Click "Share all information on this calendar with everyone"

Click Save at the bottom.

Visit this <http://www.google.com/support/calendar/> for instructions on adding events and descriptions.

Adding an event is simple. When in the calendar view, just click on a date and type the title of the event. You can add a detailed description of the event by clicking EDIT EVENT DETAILS.

The calendar squares will list the title of the event. Clicking that title will bring up the event details.

Any changes that you want to make MUST be done at the [Google Calendar](http://Google Calendar) site. These changes will change on your website automatically.

## Linking to Websites

You want to do something like this:

[Southgate Schools Website](#)

Visit our district site for information on anything Southgate!

When you are in the editing mode of your webpage:

### Type:

Southgate Schools Website

Visit our district site for information on anything Southgate!

**Highlight the text:** Southgate Schools Website

**Click the link icon** 

**In the LINK URL box, type:**

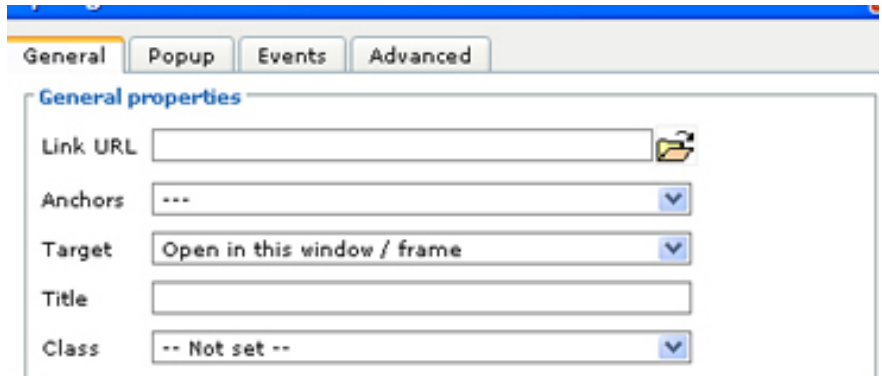
[www.southgateschools.com](http://www.southgateschools.com)

**In the Target box, click:**

Open in New Window


**Click Update or Insert**

That created a link to the website. When you hit SUBMIT, it will format the link the same as all of the links in your site.



General Popup Events Advanced

General properties

Link URL  

Anchors ---


Target Open in this window / frame

Title

Class -- Not set --

## Linking to Email Address

You will highlight the name of the person you want to be the link.

**Click the link icon**  In the Link URL box, type:

<mailto:name@something.com> then click update or insert.

This will make their name link to their email address.

# Uploading Files to Link

You want to do something like this:

## [Permission Slip](#)

Download this permission slip for our zoo field trip.

When you are in the editing mode of your webpage:

### Type:

Permission Slip

Download this permission slip for our zoo field trip.

**Highlight the text:** Permission Slip

**Click the link icon** 

**Click the folder  icon next to the LINK URL box.**

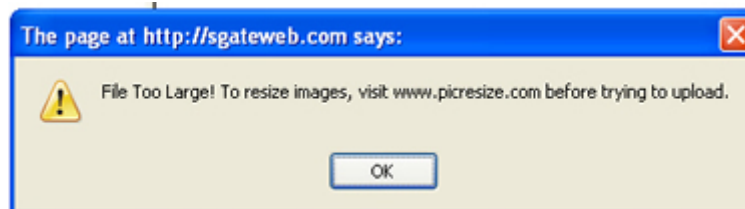
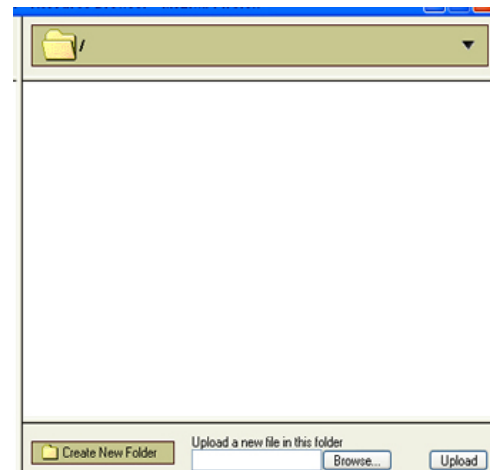
This brings up your file directory. Anything you upload to your site will be stored in this location. You can create different folders to organize your files according to class or menu title also.

**Click BROWSE :** Click on your computer files until you find the file you want to upload. Click **OPEN** then click **UPLOAD**.

You will now see the file listed in the window. You can click on it and it will be inserted in the LINK URL box.

**In the Target box, click:** Open in New Window  
**Click Update or Insert**

\*\*If you attempt to upload a file that is larger than 500KB, you will receive a warning message. You can reduce the file size by breaking up the file into sections if relevant. Then upload them separately.



You can delete old files easily. In the Edit Site Options dropdown, select Delete Uploaded Files. When you click that, you will be brought to a list of your uploaded images. You can delete any old images by selecting delete next to the image. If you need to delete uploaded files, click the File List link at the top of the page and follow the same steps.

## Creating a Linkset

Your Linkset will allow you share learning resources with your students. You will be able to choose which pages these links appear on, edit them whenever the need arises, and delete them if you desire.

You create the link by typing in the title you want to appear and the address to the website or resource. You then choose which pages you want that link to appear on; the link set will appear as an icon on the page that will drop-down into a menu of your links. If you no longer want a link associated with a page, you just uncheck it on this page.

The screenshot shows a web management interface for 'Admin» Kristina Repp'. It includes a navigation menu with items like Home, Starting Out, Site Preferences, Making Pages, Creating Links, Inserting Images, How to Link PPTs, Ideas for Teachers, Special Character, Yahoo! Calendar, Photo Slideshow, and Contact Me. The main area is for creating a linkset, with fields for 'TITLE:', 'ADDRESS:', and 'WINDOW OPTION:'. There are 'Add to Linkset' and 'Back to Linkset' buttons.

You can leave a link as part of your Linkset and not have it appear on any pages. You may wish to do this if you want to use a link at different times during the year, but do not want to lose it. It is a way to store links for future use.

## Creating Direct Link Buttons

A direct link button is a button in your main menu that will take the visitor off of your site onto the world wide web.

You can add a Button Title, the Direct Link, and the order in which you would like your direct link buttons to appear. The buttons will appear in chronological order if you include numbers and alphabetical order if you do not.

The screenshot shows a form for creating direct link buttons. It has columns for 'Title', 'Address', 'Order', and 'Window Option'. The first row is filled with 'Southgate Schools', 'www.southgateschools.c', '1', and 'New Window'. There are six rows in total, and a 'Submit' button at the bottom right.

	Title ?	Address ?	Order ?	Window Option ?
1	Southgate Schools	www.southgateschools.c	1	<input checked="" type="checkbox"/> New Window
2			0	<input type="checkbox"/> New Window
3			0	<input type="checkbox"/> New Window
4			0	<input type="checkbox"/> New Window
5			0	<input type="checkbox"/> New Window
6			0	<input type="checkbox"/> New Window

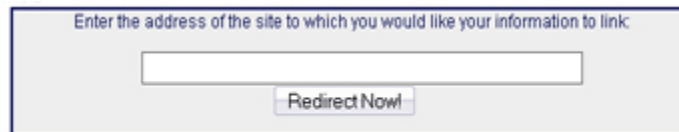
You can also decide if you want these websites to open in a new window or in the same window that your site is currently open in.

These buttons will be placed at the end of your normal button list.

## Redirecting Your Information

If you would like your information listed on this website system, but you work other teachers as a team, or even if you would like your name to link to a website you've created outside of this system, you can create a REDIRECT to that site.

If you have already created a site redirection and you would like to change it to something else, simply delete that address from the box and submit it.



Enter the address of the site to which you would like your information to link:

If you would like to remove the redirection, return to this page and delete the address and hit submit.

# About Images and Your Pages

Your images must be under 500KB in order to upload. Images that are taken right off of your digital camera will be too large to upload. Visitors will not be able to view large images properly.

If you are on a PC, you can right-click on the image file and select Resize Pictures. Then click ADVANCED. You can select a Custom Size so that the image is 500 px wide. It will save the file with the new width and height. It is now ready for you to upload.

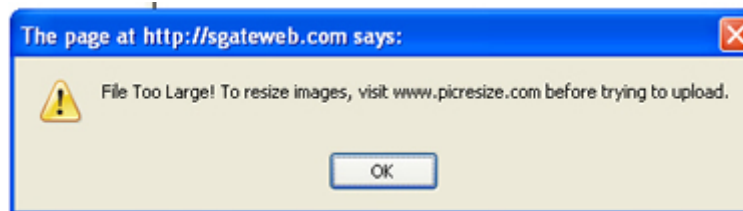
If you do not have a program on your computer to resize your images, you can visit <http://www.shrinkpictures.com/> to do this quickly.

## General Rule:

Your images should be under 500 pixels (px) in width in order to be viewed on your site properly.

Your images must be under 500KB in order to upload. Images that are taken right off of your digital camera will be too large to upload.

**\*\*If you attempt to upload an image that is larger than 500KB, you will receive a warning message. You can reduce the file size by breaking up the file into sections if relevant. Then upload them separately.**



If you do not have a program on your computer to resize your images, you can visit <http://www.shrinkpictures.com/> to do this quickly.


# Linking to Images Online

## To copy the image link that you want on your site:

1. Find any free and noncopy-protected image online.
2. Move the mouse over the image that you want to put on your site.
3. Hold the CONTROL button in and click with your mouse (MAC) or right-click (PC).
4. Choose COPY IMAGE LOCATION.

## To paste the link to the image on your site:

1. Place the cursor where you would like the image to appear. This can be changed later, so you can just click anywhere on the page if you are not sure where you want the image yet.

2. Click the image icon  to bring up the **INSERT IMAGE POPUP**.
3. In the **IMAGE URL box**, paste the address of the image that you found on the internet by clicking the apple button and v (or control button and v on a PC).

# Inserting Images from Your Computer

When you are in the editing mode of your webpage:

Insert your text as you normally would.

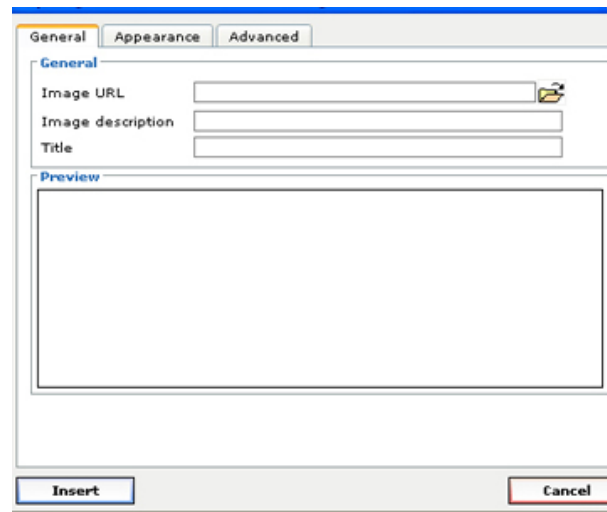
Place the cursor where you would like the image to appear. This can be changed later, so you can just click anywhere on the page if you are not sure where you want the image yet.

Click the image icon  to bring up the INSERT IMAGE POPUP.

Click the Folder Icon next to the Image URL box.

This will bring up the image upload popup. Click Browse to find the image on your computer. Once you have found the image, click UPLOAD.

A maximum file size is set to 500kB. If your image is more than that, you will receive an error message. You can go to <http://www.shrinkpictures.com/> to resize your images quickly.



**A general rule of thumb would be to resize your images to be smaller than 500 pixels in width. This will prevent the pages from stretching too wide beyond the skin, and it will allow your images to be viewed easily by visitors.**

Once your image is uploaded, you can click on it and it will be inserted into the IMAGE URL box. You can then change the appearance of the image by clicking the APPEARANCE tab.

You can click the APPEARANCE tab to change the size and other settings.

**ALIGNMENT:** Sets where the image appears within the text. If alignment is not set, the image will appear above or below the text.

**HORIZONTAL AND VERTICAL SPACING:** Set this to be 5 or 10 to put a border of white space around your image. This will prevent the text from coming too close to your image.

**BORDER:** You can create a black border around your image in any size that you want. The size is based on pixels; usually between 1 and 5 is sufficient. Test the features and use those that you like :)

# Ideas for Teachers

## CALENDARS

Visit the FAQ section to find the Calendar to Copy. You can create a calendar in your webpage easily. The colors will change to match your site when you click submit. You can recopy it each month and change the month name and the dates. You can then type and create links in the calendar the same as you would on a normal page.

## LESSON PLAN TEMPLATE

Visit the FAQ section to find the Template to Copy. You can copy and paste it onto your site and add your information for each day of the week.

## CHANGING FILES TO PDFs

Documents, or any other non-html page, should be posted on the internet with the “.pdf” extension. This allows almost any computer user to open up that page, regardless of the software on their computer. It also limits the spread of viruses.

You should always save your page (whether it be a Word document, Excel Spreadsheet, or even a Newsletter) in the normal format required by that program and then convert it to a pdf (that way you can still edit the original document).

## EDUCATIONAL GRAPHICS

You can add free images to your site by searching for “free educational graphics” on google.com or by visiting some of the sites listed below. Make sure that the images and clipart you are using are actually FREE to use and not copy-protected.

<http://jsmagic.net/school/>

<http://eduscapes.com/tap/topic98.htm>

<http://pics4learning.com/>

<http://www.geekphilosopher.com>

<http://school.discoveryeducation.com/clipart/>

<http://www.juliehicks.com/teachergraphics.html>

<http://www.cartooncottage.com/html/teachers.html>