

30-Minute Websites for Teachers™ Quick Start Guide for Teachers


**Before starting this process, be sure you have your website password and Web page address. This information has been emailed to your or your District or School Administrator should have provided this to you.*

Directions for accessing your website:

1. Open your Internet browser (Internet Explorer) from the desktop shortcut or from the Programs Menu (Start/Programs/Internet Explorer)
2. Go to your Web page by typing your Web page address into your browser's address window.
3. Now that you have reached your page, you can begin adding content and customizing your site. To make a change, click on the *Login* link.
4. On the login screen, type your username and password and then click on the *Login* button.
5. Your Home Page will then appear with *Edit* links next to content you may edit. First, go to the upper right hand corner and click on the *Teacher Toolbox* link.
 - You should change your password from the default password, but entering the appropriate information in the *Change My Password* section of this page.
 - You can also decide if you want to password protect your site, or only sections of your site by using the *Password Protect* section of this page. If you decide to password protect your site, you will need to enter the password that you require visitors to enter in the *Change Protected Screens Password* section of this page.
 - In the *Homepage* section of the *Teacher Toolbox*, you can choose what elements you would like to appear on your home page. Simply check the items you would like to appear.
 - There are many other preferences you can set from the *Teacher Toolbox*. Please refer to the complete user manual for detailed information.
 - After you are finished making changes, click *Publish*.

Helpful Hints:

1. Changing Page Content - All of the following options can only occur when a user is logged in - steps 3 & 4 above.
2. If you have text or pictures to add to your site, you can do so easily if you have them available on a disk or on your local drive.
 - To add text, just type in the **Content** window of any section of your page.

- To add a picture, click the **Browse** button next to the appropriate field in the section you want to add the picture to, select the picture file you want to add in the **Look In** window and then select **Open**.
3. Assignments, Learning Units, or other text intensive information you wish to post should always be created and saved locally using a word processing application such as Microsoft Word **FIRST**, and then copied to your Web page as a site that is idle for too long will automatically log you out as a security measure. This will also allow you to have a secure backup of your material in case you accidentally delete it. *Tip: When pasting from WORD, use the Paste from Word button in the toolbar. Make certain that you say OK to the pop up window that says "Do you want to clean the code before pasting from Word?"*  This will allow you to keep much of the formatting without compromising the rest of the items on your screen.

Website Content Tips:

1. Home Page Welcome

- You should post general information regarding yourself and your classroom.
- This area will dominate the first look that visitors see when they access your website.
- It can orient people to your site in general - provide an overview of the site's contents, etc. when you first launch and later be used for news items.

2. Calendar

- Teacher calendar pages are intended for classroom specific events related to your class or grade level. This may include things like field trips, major tests, special events and other items. Assignment due dates may also appear on your calendar if you choose this option when creating and assignment.

3. Assignments

- This section is designed to be updated in a timely fashion. Once you start using this option, parents and students will most likely come to rely on it for updated assignment information.
- Publish complete assignment information along with related documents and links.
- Publish due dates and choose whether to show them on your calendar. Due dates will appear in red on the calendar.
- Archive assignments for later use by marking them as "inactive". Retrieve inactive assignments at any time and make the "active" after editing.

4. Learning Units

- Use learning units for lesson plans, webquests and project sites.
- Because the navigation of a learning unit is completely customizable, this is a great area for creating mini-sites about any topic you like.

5. Resources

- Here you can publish documents for download and links to online resources.
- Items that you may want to present or link here are:
 - Web links based on subjects or topics
 - Classroom forms that are used frequently

- Weekly lists, ie: reading, and spelling
6. **News**
 - This is a good section for posting news regarding things already accomplished (pictures or articles related to class events) or descriptions and directions for upcoming special events.
 - Examples might include special student recognitions, reports on field trips, or descriptions of shows or presentations.
 7. **Photo Gallery**
 - You can create an unlimited number of photo albums and upload photographs to share. Photo galleries can be password protected or public.
 - You can allow users to post comments about photographs, or you can disable this feature.
 8. **Blogs**
 - Create an unlimited number of blogs on any topic you like.
 - Blogs can be password protected or publicly available.
 - You can allow visitors to comment on your blogs, or this feature can be disabled for individual blogs.
 9. **More...**
 - Use this area to post information that doesn't fit into other pre-defined areas.
 - You can create an unlimited number of pages here on any topic you choose.
 10. **Contact**
 - Post your email, phone, or other contact information here.

11. **Contact** page

- This is a good place to manage the communications options between you and your students and their parents.
- Here you can enter your contact information and choose to subscribe to the OS4E Newsletter

12. **Special Pages**

- Special Pages are the ubiquitous “Other” category. Here you may create or post anything that meets the district’s moral and ethical guidelines but does not neatly fit into any of the previously described categories.
- This might include things like co-Curricular activities, extra-curricular activities, course syllabi, course or classroom expectations, standards, philosophy or mission statements, etc.
- You can also use this space to create mini-websites that showcase special events, field trips, student work, or any topic you like.