

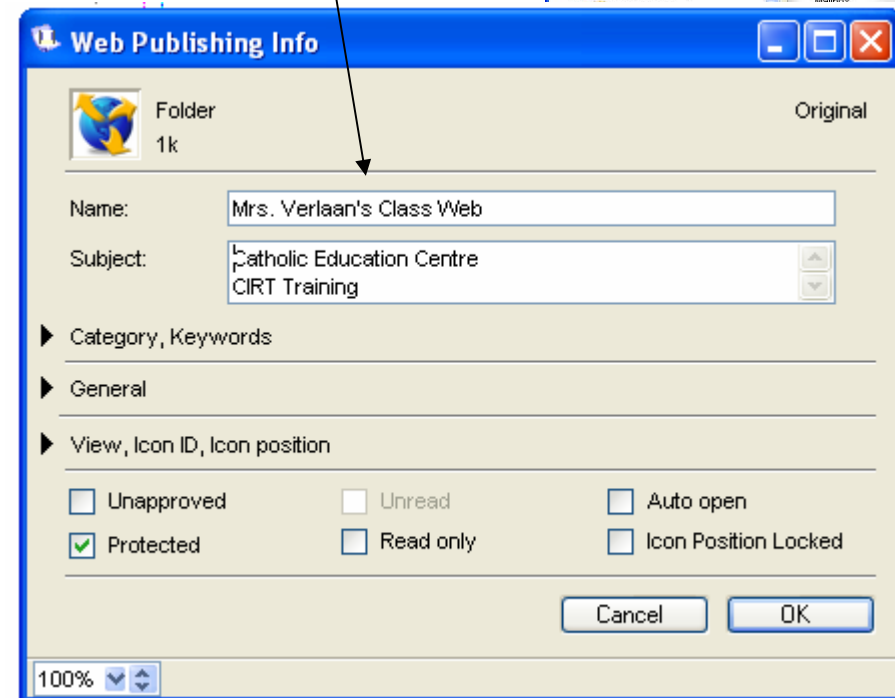
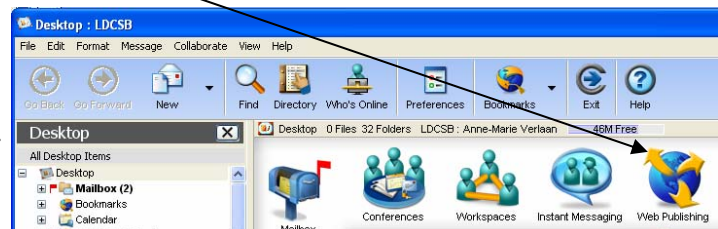
Creating a First Class Classroom Web-February 2008 Class Web Pages

Teachers are discovering many ways to use class web sites to support their students' learning. Class web sites can:

- inform parents of class routines, special events, etc.
- inform parents of the teacher's philosophy of learning and teaching
- explain how the teacher organizes and implements instruction
- list units to be taught throughout the school year
- provide opportunities to collaborate between grades, schools,
- host internet projects
- include links to web sites that the teacher recommends for parents and children
- provide a record of class projects, special events, etc.
- provide links to the school and school district

Setting Up your Site:

1. Select the Web Publishing Icon-single click
2. Right Mouse Click> Select Properties from the drop down menu
3. In the Name field- type the title for your home page> Select OK

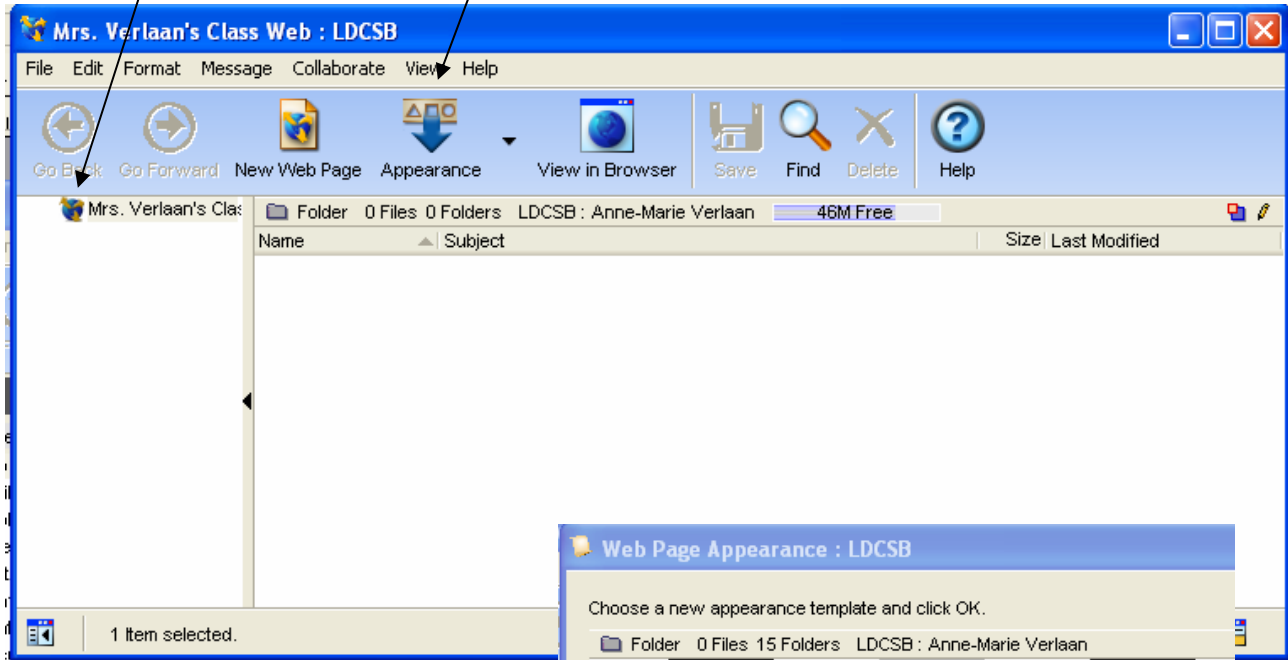


4. This will rename the icon on your desktop as well.



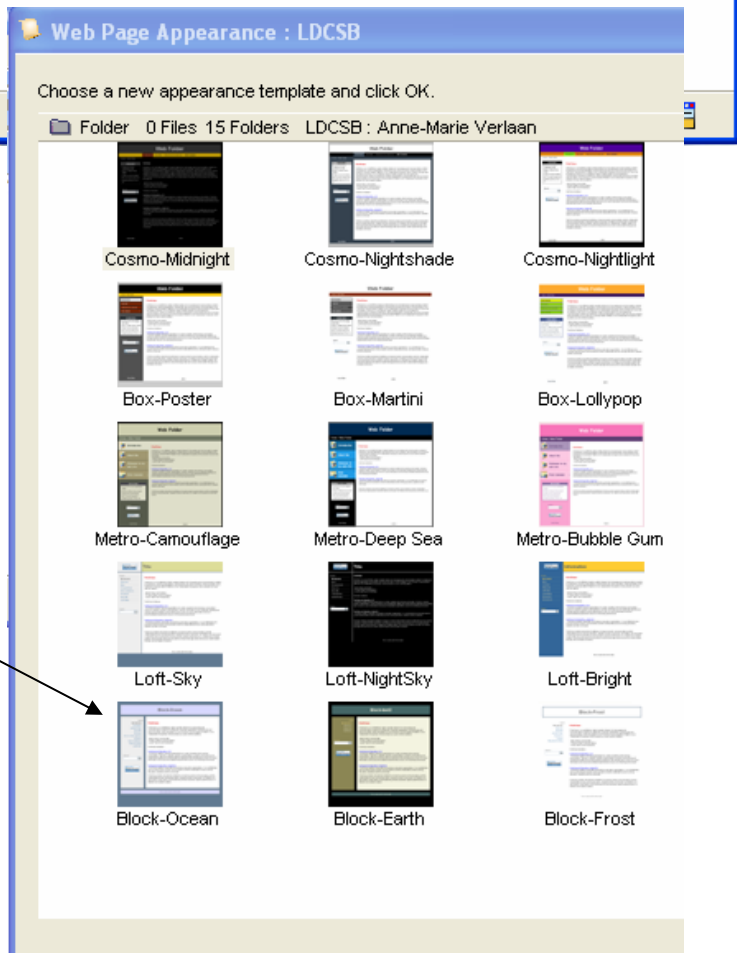


5. Double click on the icon
6. The Web Navigation will take place on the left hand side
7. Double click on the Appearance Button to select a Template of your choice

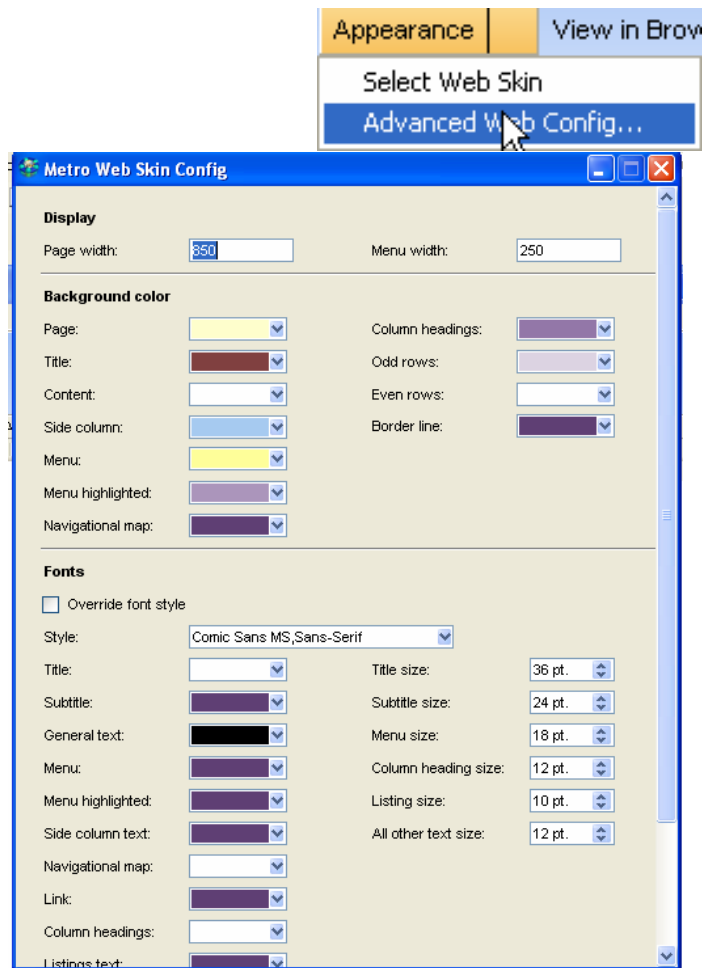


LAYOUT CHOICES

8. APPEARANCE Choices:
Double click on a template layout of your choice. You may come back to this view and change your layout at any time.
9. I selected Block Frost for this template.
10. Select VIEW IN BROWSER button to preview your pages as you continue to add content.

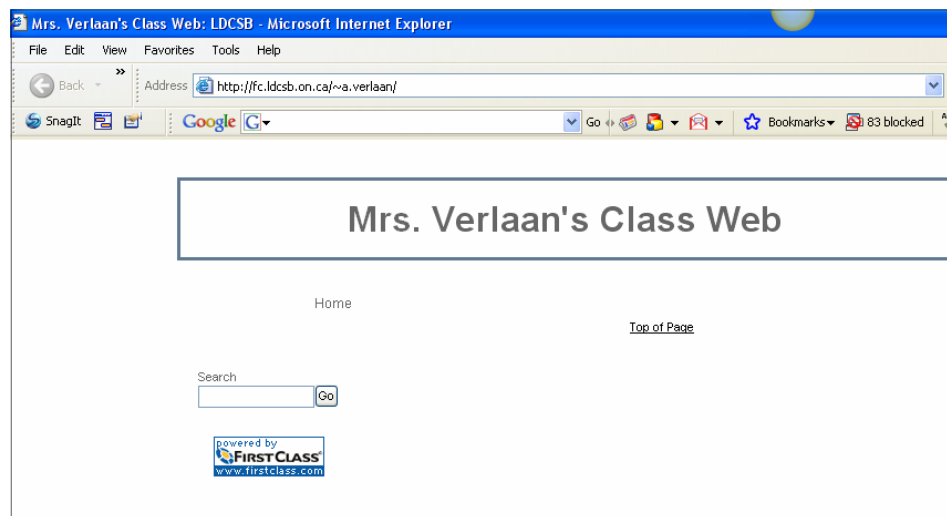


9. To modify the template colours and fonts select the down arrow in the Appearance button and select Advanced Web Configure.
10. Select VIEW IN BROWSER button to preview your pages as you continue to add content.



Two things to keep in mind:

- 1) until you select an Appearance you can put anything you want anywhere you wish and control the linkages by hand.
- 2) once you have set an Appearance YOU CANNOT GO BACK TO NOT USING ONE OF THE TEMPLATES



ADDING WEB PAGES

1. Select the **NEW WEB PAGE** icon
2. A pop up window will allow you to select the type of page you would like to create...
3. Double click to create a new page. The template (selected earlier will automatically be applied.
4. Page One WELCOME



To Edit Page....

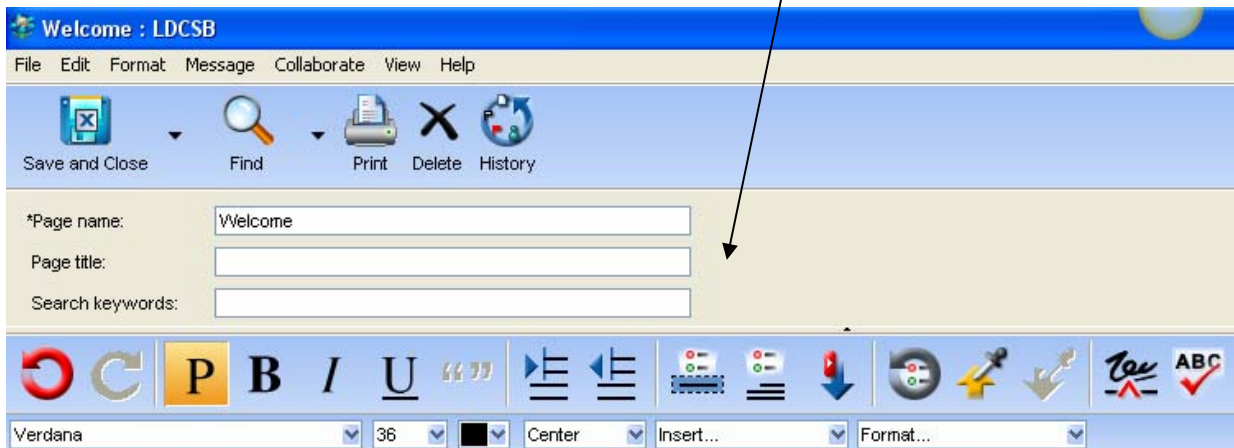
1. Select **EDIT** from the menu bar>Insert> INSERT FILE>Nagivate to an image and select
2. You may also insert Horizontal Line
3. Insert a Link
4. Insert a Back-ground Image



The screenshot shows the "New Web Page : LDCSB" dialog box with the instruction "Choose a web page template and click OK." The dialog box contains several templates: "About Me", "Welcome", "Blank Page", "Blog", and "Web Folder". An arrow points from the "New Web Page" icon to the "Welcome" template. Below the dialog box, the "Insert" menu is open, showing options like "Insert Signature", "Insert File...", "Insert Voice...", "Insert Page Break", "Insert Horizontal Line", "Insert Link...", "Insert Marker...", and "Insert Background Image...". The "Insert File..." option is highlighted.

Menu Item	Shortcut
Undo Clear	Ctrl+Z
Redo	Ctrl+Y
Revert to Saved	
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	
Select All	Ctrl+A
Paste Plain Text	
Paste Special...	Ctrl+Shift+V
Find...	Ctrl+F
Find Next	F3
Replace...	Ctrl+Shift+F
Insert	
Insert Signature	Ctrl+Shift+S
Insert File...	Ctrl+Shift+T
Insert Voice...	
Insert Page Break	Ctrl+Enter
Insert Horizontal Line	
Insert Link...	
Insert Marker...	
Insert Background Image...	
Check Spelling...	Ctrl+Shift+L
Preferences...	

From this window you may change the Page Name; Page Title; and Search keywords



Welcome to my web site!

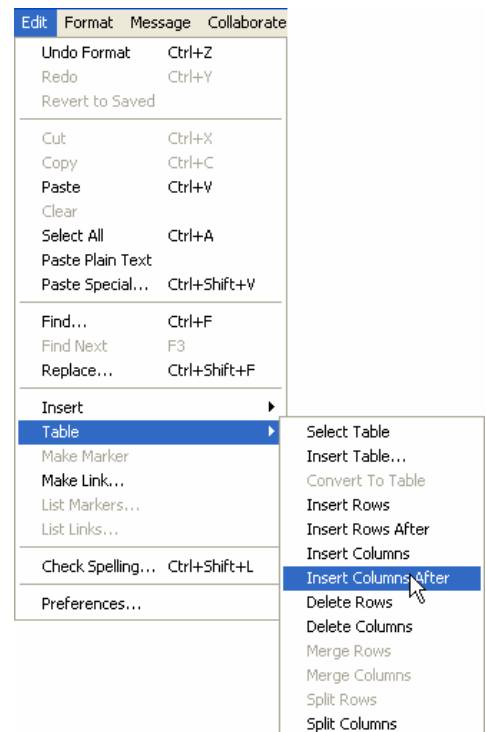
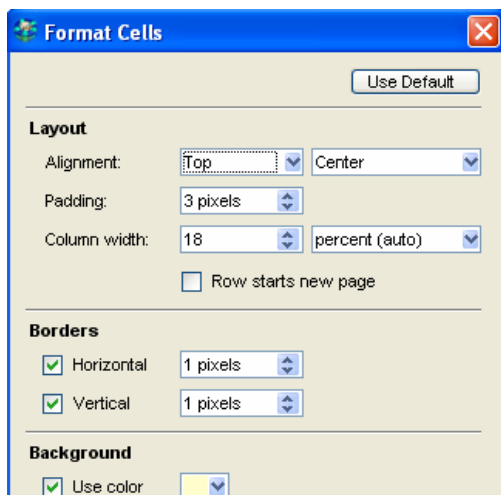


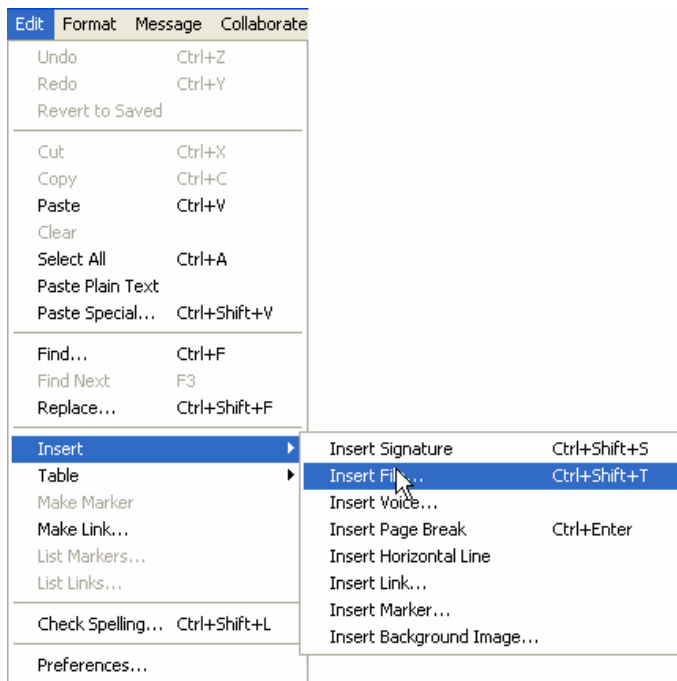
Replace the picture above with your own, and this text with a caption.

About my site

Table Properties

1. To Add a table to your pages go to EDIT>TABLE> Insert TABLE
2. To modify your table go to EDIT>TABLE>and various options will appear
3. To MERGE CELLS-highlight the cells first and then go to EDIT>TABLE>select MERGE ROWS or COLUMNS
4. To Modify a cell to add colour etc. >Right mouse click within a cell and select >FORMAT CEL





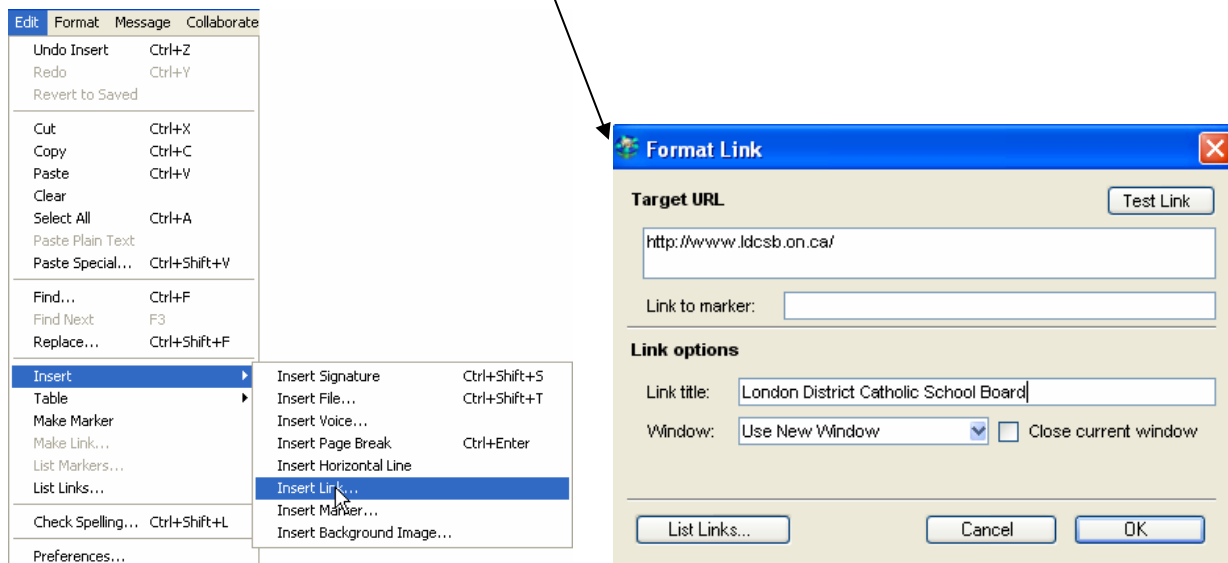
Creating Links to Files

Menu command >Edit> Insert File and navigate to your file on your computer.

Reminder: To have control of your page layout; create a table first

How to Create an External Link:

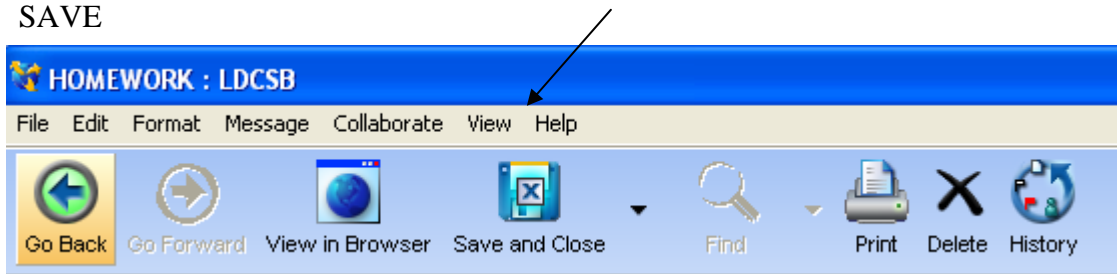
1. Go to Edit> Insert> Insert Link
2. Copy the website address into the Target Link and Test Link
3. Add a link title.
4. Select OK



ALTERNATIVE WAY TO INSERT TEXT, IMAGE AND MEDIA ONTO YOUR WEB PAGE

It is simple to insert documents in PDF, videos (Movie Maker; PhotoStory3, etc) or Podcasts onto your web page.

1. Minimize your web page so that it occupies a smaller area of your desktop and go to your Documents.
2. Open My Documents and navigate to the file name (.pdf, wmv,) etc–
3. Click on the file name and drag it into place on your website page
4. Save– The SAVE CLOSE BUTTON has a drop down arrow which allows you to select SAVE



5. Preview in browser button. It's that simple!
6. To rename your file click on your text and remove the extension or type in additional text keeping the link properties.

You may also use the menu command >Edit> Insert File and navigate to your file on your computer.

Click and drag file onto your page to create a link

View of both window

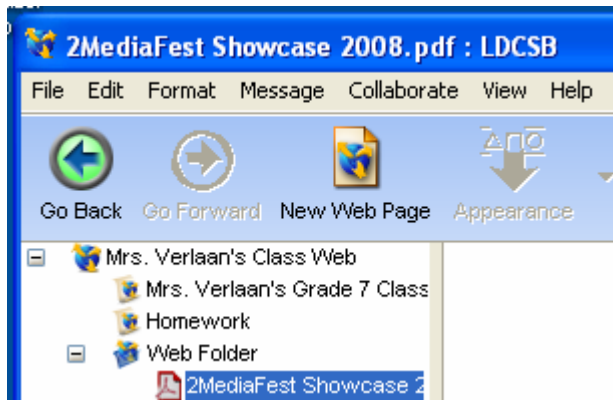
Window #1- My Document Tiled

Window #2- First Class Webpage Tiled

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Mon- Page 2-5				
	Spelling Test			

Additional Tools:

You may also store additional documents for easy student access within a Web Folder. Students may visit this information at any time.



Adding to Your Web Folder

1. Select Web Folder
2. Go to File
3. Import > Documents

Visitors can use the search feature in First Class to find your document.

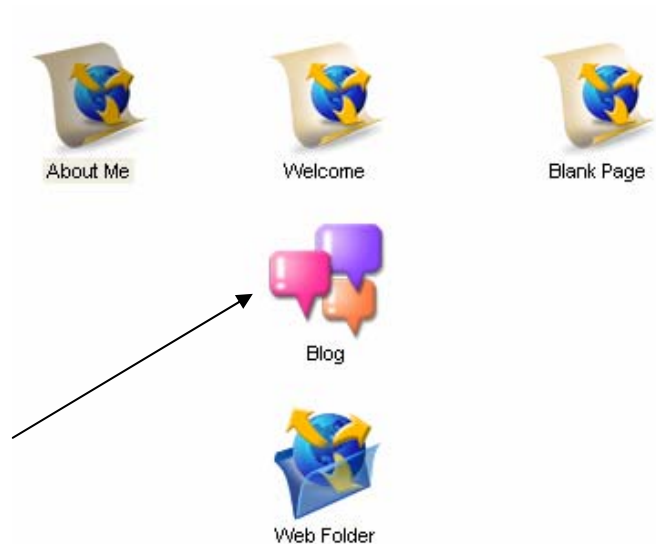
Creating a Class Blog:

Currently the New Page-Blog is an internal communication tool.

Teachers of the LDCSB board may use this tool to communicate with other teachers as a First Class user name and password is required to leave a comment.

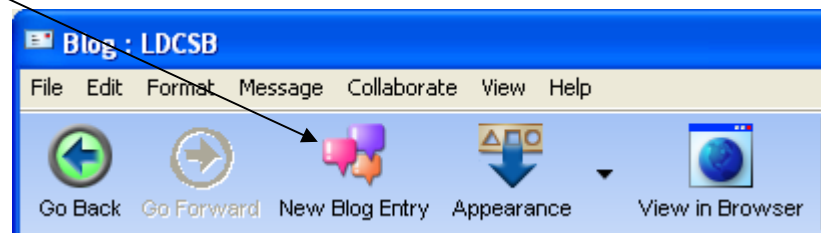
To create a blog page double click on the icon.

To select a new appearance (see previous notes on selecting and editing templates).



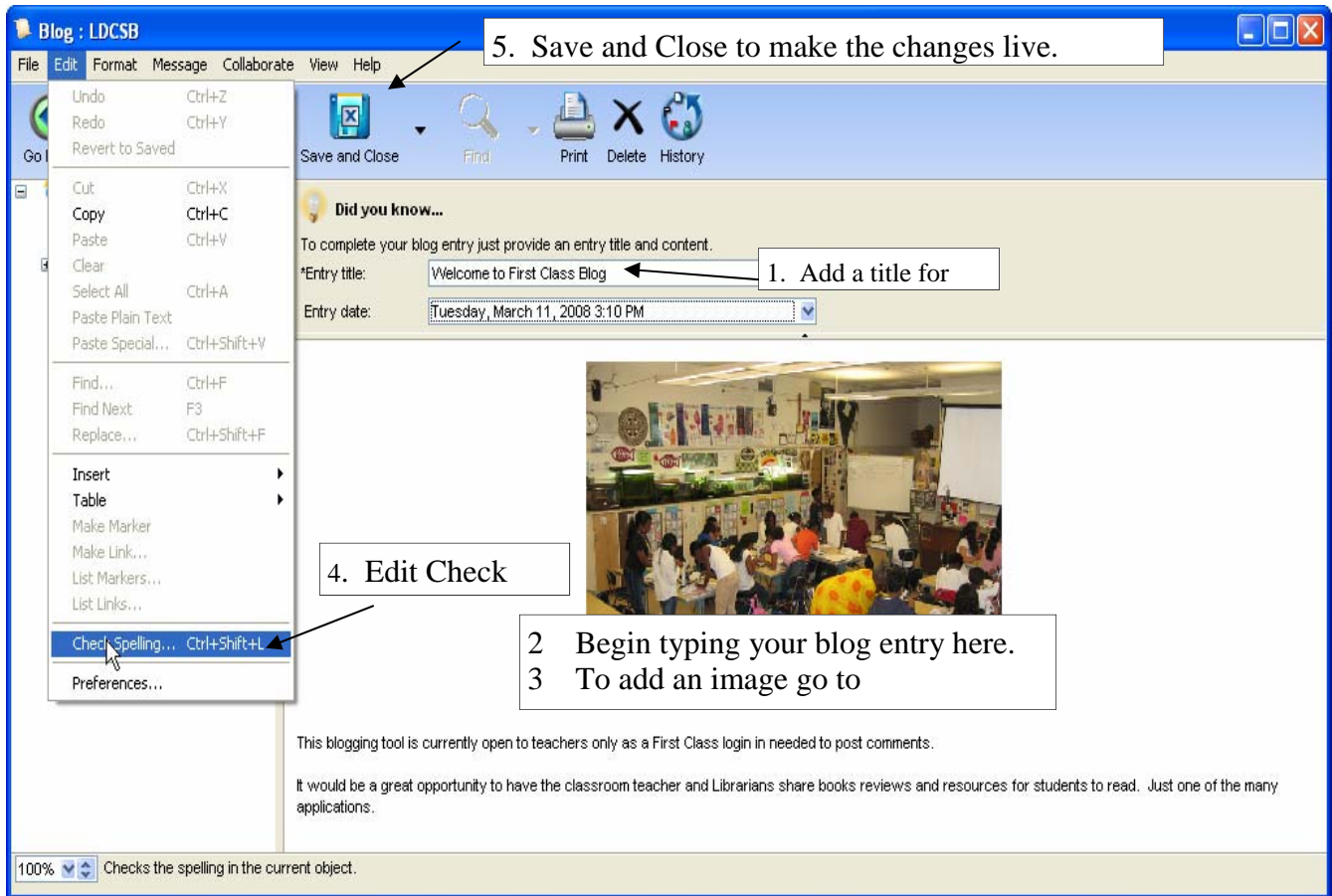
Inserting Posts:

1. Select New Blog Entry



Complete the following steps for each blog entry.

Note: You may back date your entry by selecting the down arrow at the end of the Entry Date.



Leaving a Blog Comment:

Currently this feature is only for LDCSB teachers as a First Class login is necessary to leave a comment.

1. Open the class web in your browser.
2. Select BLOG link.
3. Select the "Add a Comment" at the end of the post.
4. Log in

Add Comment

You must be logged in in order to comment.

User ID:

Password:

Remember my credentials.

[<< Return to main blog](#)

Notice- The Original Post will appear

Reponse to Student Debates

Wednesday, March 19, 2008 11:10 AM -0400

By: Anne-Marie Verlaan

What a wonderful debate between the teams. The overall strengths were.... the weaknesses were.... Great job on both sides.

0 Comments

Add Comment

Welcome, Anne-Marie Verlaan. (Not Anne-Marie Verlaan? [Click here to logout.](#))

Enter your comment below, then press "Post".

Type your comments here and select
POST

Post

[<< Return to main blog](#)

How to Create a PDF.

You will create your document in any program and then save it as a .pdf. (see instructions below on how to create a PDF.

Download a free version of PDF creator here...

http://sourceforge.net/project/showfiles.php?group_id=57796

1. Install PDF Creator-link above, already installed on our school networks
2. Open document
3. Select File>Print
4. From the Printer Name select PDF CREATOR
5. OK
6. Save dialogue box will open> Select SAVE>
7. Navigate to your SAVE IN space
8. Name your file>SAVE

