

USING CONTRIBUTE TO EDIT STAFF WEBPAGES ON *the Sachem North High School website*

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This workshop is for teachers who are interested in maintaining their own website. This website will be linked to the Sachem North website and will appear as a link to your name on the Staff page: <http://www.sachem.edu/schools/north/staff/staff.php>

Teachers will be able to upload assignments, dittos, notes, photos, sound files, movies and other documents they to be available for public viewing.

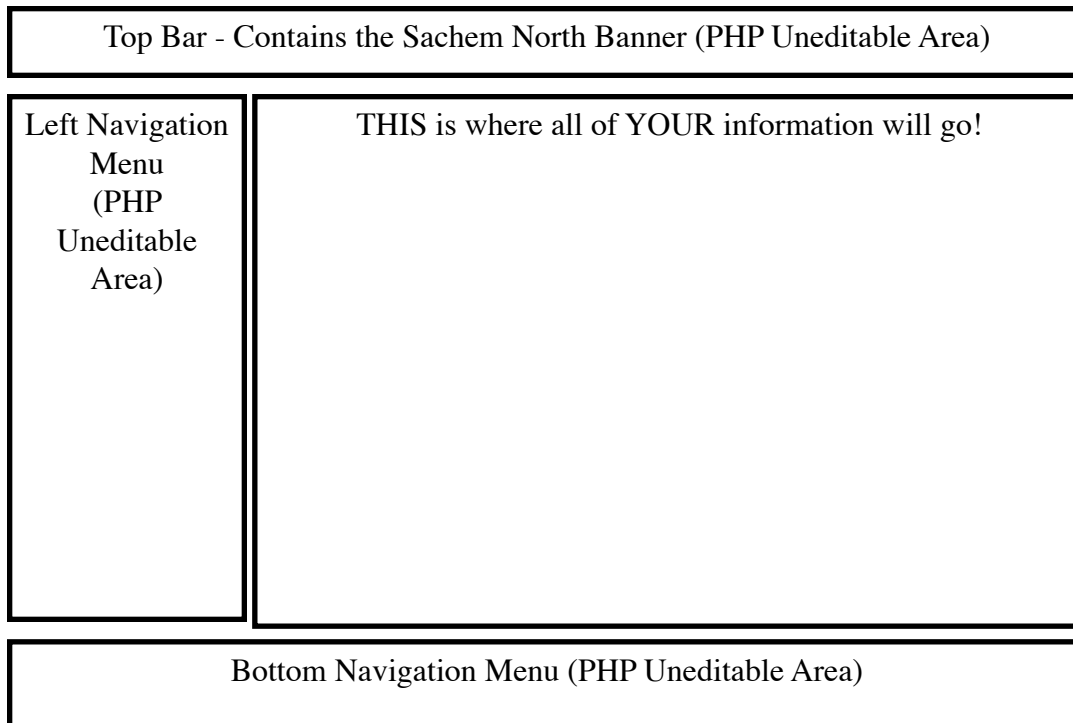
WHAT IS A PDF FILE?

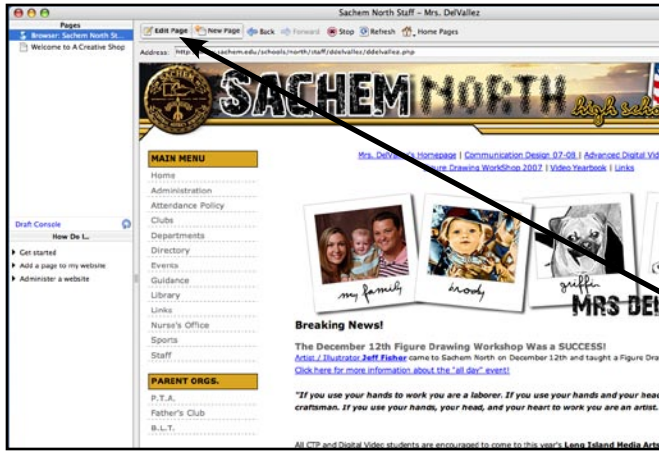
PDF stands for “portable document format”, and allows a file to be read on any computer regardless of the platform (Mac or PC). A PDF file can be opened with a program called Acrobat Reader or in ANY web browser such as Internet Explorer or Firefox. By saving your files as .pdf files, you can easily link them to your web page.

In **Microsoft Word**, simply choose **File > Save As** and choose the .pdf extension from the pull-down menu.

THE LAYOUT OF THE SACHEM NORTH WEBSITE

The Sachem North website is built in a table that looks like this:





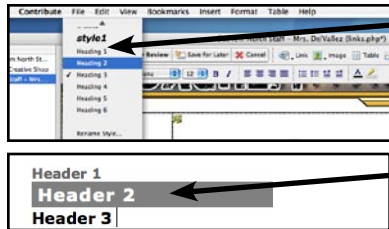
HOW DO I ACCESS MY WEBPAGE?

Insert your CD, double-click on it to open it. Then double-click your Connection Key. Your **username and password are:** your first initial AND last name, lowercase, and no spaces.

EDITING YOUR PAGE

The Connection Key should open up to your webpage. <http://www.sachem.edu/schools/north/staff/yourname/yourname.php> Click “Edit Page” button to begin editing.

USING PRE FORMATTED HEADERS FOR YOUR TEXT



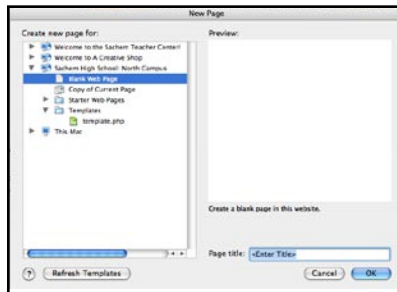
The Sachem North Website was built with pre formatted headers for you text. You can select **Header 1**, **Header 2**, or **Header 3** for different text titles from the pull-down menu.

This is what the headers look like.

You can edit the text on your webpage just like any other word processing application. You can use headers (titles) or select “normal” for paragraph text.

INSERTING IMAGES

You can insert an image that you have on a CD or on your computer’s hard drive by **clicking the “image” button** at the top > then select “From My Computer...” > **find the image on your computer or CD and click OK.**



CREATING NEW PAGES

Click the New Page Button at the top. **Select “template.php”.**

This will be your new page. You may create a new page for every subject that you teach or for various types of information. Make sure you add a title to your page. This will appear in the top bar of your Web Browser.

When you are finished creating your page > **click the “Publish” button.** A message will appear telling you that you have not created a link to this page yet. This is OK, we will link to it next. **Click Yes.**

Make sure you name your file in lowercase letters with no spaces. It should look like this: “economics_2008.php” Make sure there is a **.php** extension (If you want space, use an underscore) **Click Publish**

LINKING TO ONE OF YOUR CREATED PAGES

Type in some text that you want to use as a link. (You could use an image as a link, too). **Highlight the text** > then **click the “Link” button** at the top.

Choose > Browse to Webpage.

Click Browse.



A window will appear.

Click the button on the top right hand corner (Choose a file on Website)

Locate the file you just created. For example: “economics_2008.php”

Select it and click OK.

Then you will see a preview of the page > **Click OK.**

3rd time > **Click OK.**

LINKING TO A WEBSITE OUTSIDE OF THE SACHEM NORTH WEBSITE

Type in some text that you want to use as a link. (You could use an image as a link, too). **Highlight the text** > then **click the “Link” button** at the top.

Choose > Browse to Webpage.

Where it says, “Link (URL):” type in the address of the link.

For example you may want to link to the Google search engine.

The URL would be: <http://www.google.com>

Where it says “**Target**”, choose “**New Window**” from the pull-down menu.

* Important

Whenever you are linking to a webpage outside of the Sachem North website choose New Window for a target. This opens the site in a new window. When the viewer closes that window, the Sachem North website will still be there underneath. This decreases user frustration. If they close the window by accident, they won't have to worry about clicking a series of links to get back to where they were.

DEFINING THE INFORMATIONAL ARCHITECTURE (WHAT TYPES OF PAGES CAN I CREATE?)

- General Courses Pages
- Course Pages by Period
- Personal Resume Highlighting Experience
- Photo Gallery
- Art Gallery
- Field Trip Information and Photos
- Class Advisor Information
- Club Advisor Information
- MISCELLANEOUS...

Sketch out a list of pages you think you would like to create. Ask yourself a few questions first. Do you want your site current, periodically updated, stagnant...

Plan your site for what you plan to use it for. You could simply put up a few pictures and contact information, then call it a day. Others may choose to use it for more. It is up to you!