

Interactive Web Site Users Manual

Your new School District web site is designed to be an interactive experience for both those who visit the site and those who maintain it. As an employee of the district, you have the opportunity to create your own space on the site. With a few clicks of the mouse, you can have your web site up and running in no time! You can post assignments, announcements, current events, and links to other sites of interest. You now have the unique ability to become a contributor to the web site, regardless of your computer experience!

Logging in:

Go to the 'Faculty' link on the left navigation bar. From there you can log in to your account by clicking on the 'Teacher login' link and supplying your username and password. You will then be taken to your personal web page editor.

- You get three tries to log in to your account. If you enter the wrong password three times, you will be directed to the front page. After this, you will need to go to the 'Faculty' section of the web site and **logout** before you can attempt to log back in.
- Once you log in, **you will remain logged in for 20 minutes**. Every time you visit a page within your web page editor, the 20 minutes is reset. Note: logged in status does not persist across browsers (i.e. from Internet Explorer to Netscape).

Web page editor:

Your web page editor is a web-based tool for you to create your own web page with a few clicks of the mouse. From here you can design your own web site for use in your classes.

Simple mode:

Simple mode allows you to change text for your web page, background color, and the image on your page. To see an example of **how your page will be laid out**, click on the 'View sample page' link near the bottom of your screen. This will show you where each heading and text goes, along with placement of images and page titles. This is the default mode and will appear each time you first log in.

Click on the 'Background color' link and click on a colored square to **select your background color**.

Click on the 'Main image' link and click one of the images to **select an image for your page**.

Click on the 'View my page' link to see what your page looks like.

- Saving – you must click the '**Save changes**' button at the bottom of the form before you leave the form page (e.g. click on 'manage files', 'view my page', etc.) or your changes will not take effect.

Manage links and announcements by clicking on their respective links near the bottom of the page. From here you will be able to change link names, where they link to, and announcement text. You can also add and delete both elements here.

- Remember to click on the 'Save changes' button to the right of the element you are changing *after you change each element*. If you type in text for all of your elements at once, you will only be able to save changes to one of them.
- When making a link, don't type in the "http://" part of the URL - that is already done for you.

Manage files by clicking the 'Manage files' link. From here you can change link names to files and upload new files. To upload a new file, click on the '**Upload a new file**' link. From here you choose a file on your computer by clicking 'Browse' and selecting your file. Then, enter text for the link to your file and click the 'Upload' button.

- Try not to use special characters in your filenames (e.g. !, @, #, \$, %)
- You may not upload files bigger than 200 kilobytes in size.
- You may not upload executable files.
- You may not upload ColdFusion files.
- If you upload a file with the same name as a file you already have on your page, the new file will overwrite the old file.
- If you need assistance with this portion of the web page, please contact your Webmaster.

Expert mode:

Expert mode allows you to change font, font size, and font color of all the text on your page. To switch to expert mode, click on the link at the bottom of your screen. You can switch back to simple mode by following the link that now says '**Switch to simple mode**'. Here you make updates the same way as in simple mode, but you have the added option of changing font face, size, and color.

Uploading a pre-existing web site:

You can upload an entire web site that contains it's own images and links in the same way you normally upload files. You must upload each file used by your website individually. All files must be on the same level on your website (you cannot have multiple directories). For files that are linked to from a page on your website, but that you do not want links to on your main page, simply leave the 'Name of link to this file' attribute blank.

Finding your page:

You can search for your page from the 'Faculty' link. You can search by name, school, and subject. On the search results page you will find a link to your web page. The URL of your web page will be <http://tullyschools.org/teacherpage.cfm?teacher=16> where 16 is your unique identifier. The easiest way to remember this is to bookmark your page or simply run a search on your name from the search screen.

Logging out:

From the 'Faculty' link, you will find a 'Logout' link. Click the link to log out of your account. You should log out every time you are finished making changes to your web site.

Tips and tricks:

- Optimally, you should be using Microsoft's Internet Explorer web browser (preferably version 5.5 or higher)
- Please keep your file uploads to a reasonable level. If you are done using a particular file, delete that file. A space limitation will be enforced
- You may write HTML code within text fields of your web page. This allows you greater flexibility as to your page's look but also creates room for error
- Keep your passwords secret. Do not give them to anyone or leave them lying around
- If you have any questions, concerns, comments, please contact your webmaster