

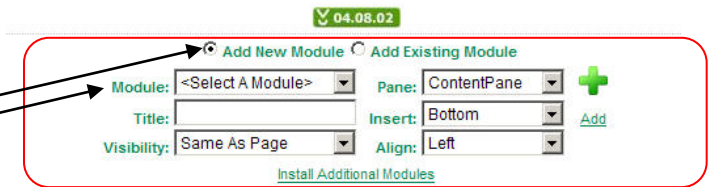
Building your Teacher Webpage – Basic Skills

- adding text, links, images and documents


ADDING A MODULE

Click – Add a New Module (at the top of the page)


1. Choose: Module “**Text/HTML**”
2. Click: Title – name the module
3. Click: Pane (where you want the module created on your page: left, content, or right)
4. ADD
5. Your module has been created



ADDING A LINK to an outside website (ex. Starfall...)

1. Click the arrow to the left of the module name you want to add a link to
2. Select “Edit Text” (or click “Edit Text” at the bottom of the module) they both go to the same place
3. In the Rich Text Editor (place you make changes), type the name of the link that you want to add
 - a. Example: Starfall
4. Open another tab/window in your browser and find the web address for this link
5. Copy the web address
6. Return to the editing page and highlight the link name you typed in the module
7. Click on the chain 
8. Paste or type the link address in the URL box
9. Click the Target TAB ----- Arrow down “New Window” (opens it in a NEW Window)
10. OK
11. Click “update” at the bottom of the page to update your webpage

ADDING A LINK TO A DOCUMENT (ex. Newsletter, Spelling List....)

1. Click the arrow to the left of the module name you want to link a document to
2. Select “Edit Text”
3. In the Editor (place you make changes), type the name of the document that you want to add
 - a. Example: Starfall
4. Highlight the document name 
5. Click on the chain
6. Click on “Browse Server”
7. Select “File”
8. Choose the File Location you want to save your document
9. Choose “Upload New File”
10. Browse
11. Navigate to where the document is on your computer that you want to upload to your webpage
12. Click “Upload Selected File”
13. Click “Use selected link”
14. Choose the Target TAB -----(This opens the document in a NEW Window)
Arrow down “New Window”
16. OK
17. Click “update” at the bottom of the page to update your webpage

CHANGING THE NAME/TITLE OF A MODULE

1. Click the arrow to the left of the module you want to change the name
2. Click on the down arrow and select – SETTINGS
3. Rename the module
4. Scroll down to the bottom of the page and Update

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ADDING AN IMAGE

1. Click the arrow to the left of the module name you want to add an image to
2. Select “Edit Text”
3. Click on the icon “ Insert/Edit Image”
4. Click “Browse Server”
5. Choose the File Location you want to save your document
6. Browse
7. Navigate to where the image is on your computer that you want to upload to your webpage
8. Click “Upload New File”
9. Click on the image name you want to insert in your module
10. Choose the width and height of the image
 - a. **Suggested sizes:** If you insert in image in the right or left pane make the width no greater than 220pixels. The content pane should never be greater than 450pixels.
11. OK
12. Click “update” at the bottom of the page to update your webpage

ADDING A PAGE

Click “Add”

Page Name and Title are the same

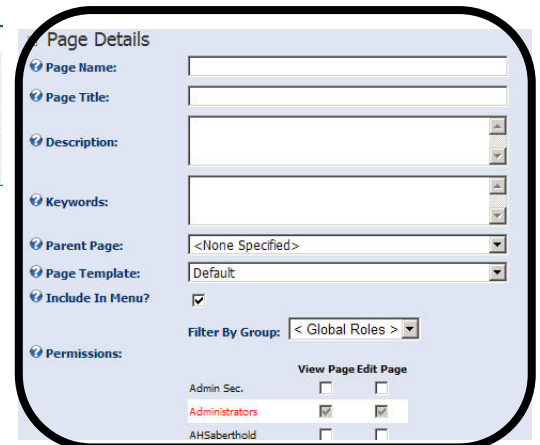
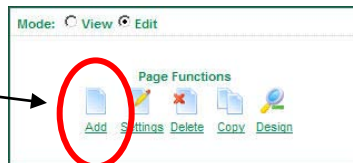
Parent Page (choose the page
you want it linked to)

Permissions (check)

All Users – View

“your” staff – view and edit

Update



SINGLE SPACING

Shift + Enter - this will give you a single return

POP-UPS

Make sure you unblock your pop-ups - “allow”