

# Teacher Web Pages Using RWD

## Main Home Page

- **Never** rename the Home Page!!!! This is like an “index.html” page, but it must be named “Home Page to function properly.
- Limited controls: Bold, color, style – can change the Font Type or Size. Suggested size and style is Verdana 14. Elementary websites may wish to use slightly larger font, but avoid too big. Celeste controls the “look and feel” of the page.
- Suggested content: Picture, brief biography, what you teach, your philosophy, important things that apply to all classes you teach, a syllabus for each class you teach, announcements, etc.

## Sub-Containers vs. Pages

Objects in the left column of your site setup are referred to as **sub-containers**. The objects on the left are all of the pages that relate to those containers. Depending on which container you click on you will see different pages in the right column.

### To insert Your Image

1. Go to the district website to find your image (unless you have a better one).
2. Right-click on your picture on the school web page.
3. Choose **Copy**.
4. Go back to FC Home page.
5. Right-click on the sample picture on your Home Page.
6. Choose **Paste Special**. Paste as JPEG image.
7. You will then have to right-click on your image on your Home Page and choose **Format Image**. In the lower section of **Appearance** change the **Alignment** to **Left** and click **OK**.

### How to Add a Link

1. Type the text you want to be a link.
2. Highlight the text.
3. Right-click that highlighted text.
4. Choose **Make Link**
5. Enter the URL in the box **Target URL**
6. Under **Link Options**, put in the **Link Title**. This is what will be displayed when a person moves their mouse over the link.
7. Click **OK**.

**You can also make a picture a link – simply right-click on the picture and follow the same instructions in 4-7 above.**

**Note:** It is suggested that you make the link open in a **new window**.

### **How to Add a Course Object**

You can choose to create a “sub-site” for each course.

1. Click on **Add Site Object**
2. Name the object – do NOT use spaces in the name of the object. Either use the underline character or use capital letters to show change in words. (i.e. Business\_Accounting or BusinessAccounting)
3. Click **Secondary Course**
4. Click **OK**.
5. You will get a message reminding you to create a link to that course on your main homepage navigation sidebar.

### **How to create a link on the Navigation Sidebar**

1. Double-click you Home Page
2. Click on the **Navigation Sidebar** tab
3. Click on the **Add a New Row** button
4. In the **Display Text** box, type the name of the course as you want it to appear on the Navigation Sidebar. You CAN use spaces here.
5. Click the **green checkmark** or click the **Save and Close** button to save the changes.

You will want to look at the pages added automatically when you add a new course object. You may not want to use all of them. If you remove the link to them on the Navigation sidebar for that course you can retain the pages in case you decide to use them at a later date. Then all you will have to do is re-link them on the sidebar.

### **To remove Unwanted Pages (or links to them)**

1. Double-click the course you wish to work on
2. Double-click the Home Page for that course
3. Click the Navigation Sidebar on the Home Page
4. Click the row with the page you want to not show
5. Click **Remove Selected Row**
6. Be sure to **Save and Close** or click the **green checkmark** to save the changes.

**Note:** If you decide to use that page down the road you can just add the row back on the Navigation Sidebar.

### **To Post to the Homework or New Containers**

1. Double-click the container to which you wish to post.
2. Click the **New Message button**
3. Enter a **Subject** for your post
4. Copy and Paste an image into the image box if desired – note: the image should be 100 x 100 pixels for best results.
5. Type the context of your message into the body of the email just like a normal email.
6. Click the **Send** button.

If you need to un-send your message you need to go to your regular FirstClass Sent Items box and then un-send it from there. If you wish to re-send later, you will find the original message in your Drafts box.

### **To backup your website**

You must individually backup each page in your website. The process is simple though.

1. Click on the page you wish to backup.
2. Click on the **Backup Page** button. The page will be backed-up.

### **To create a new web page in your site**

1. Be sure you are in the container in which you wish to create the page.
2. Click the **Add Web Page** button
3. Click on the **Blank RWD Classroom** page.
4. Click **OK**
5. Rename the Page appropriately in the **Page Name** box
6. Be sure to link the page on the **Home Page Navigation Sidebar**.

### **If you wish to use the Information Sidebar**

1. Open your Home Page
2. Under the tab **Information Sidebar** – click the checkbox **Include Information Sidebar**

3. Enter a **Display Title, Link** Display (this is what they will see) and the **Link to** (the URL).
4. Use **Add New Row** or **Insert New Row** to add additional links.

### **Using the News Container**

1. Double-click the **Class\_News** container (left side)
2. Click the **New Message** button
3. Enter a Subject
4. Paste and Image in the Image box if desired
5. Attach your Newsletter just like any other email attachment.
6. Make sure you remove your signature if you have one built-in.
7. Add any other information desired in the Message area (or leave it blank).