

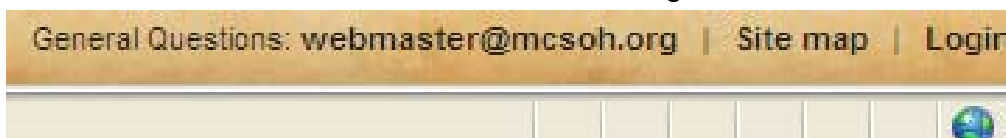
Beginning Web Training

Topics Covered

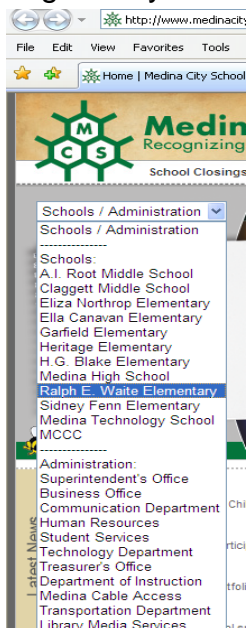
- Login Procedures
- Navigating to webpage
- Adding contact information
- Pictures
- Shared Items

1. Login Procedures

- a. Go to Medina City Schools home page. Scroll down to the bottom of the screen and click on the word Login.



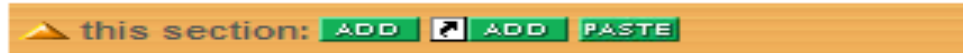
2. This will take you to a blank screen where you will enter your user name and password. User name should be groupwise name and password should be first three letters of your last name and last four digits of SS number.
 - a. User Name _____
 - b. Password _____
3. After logging in you will be back on the Medina City Schools home page.
4. You must navigate to your school using the left hand column.



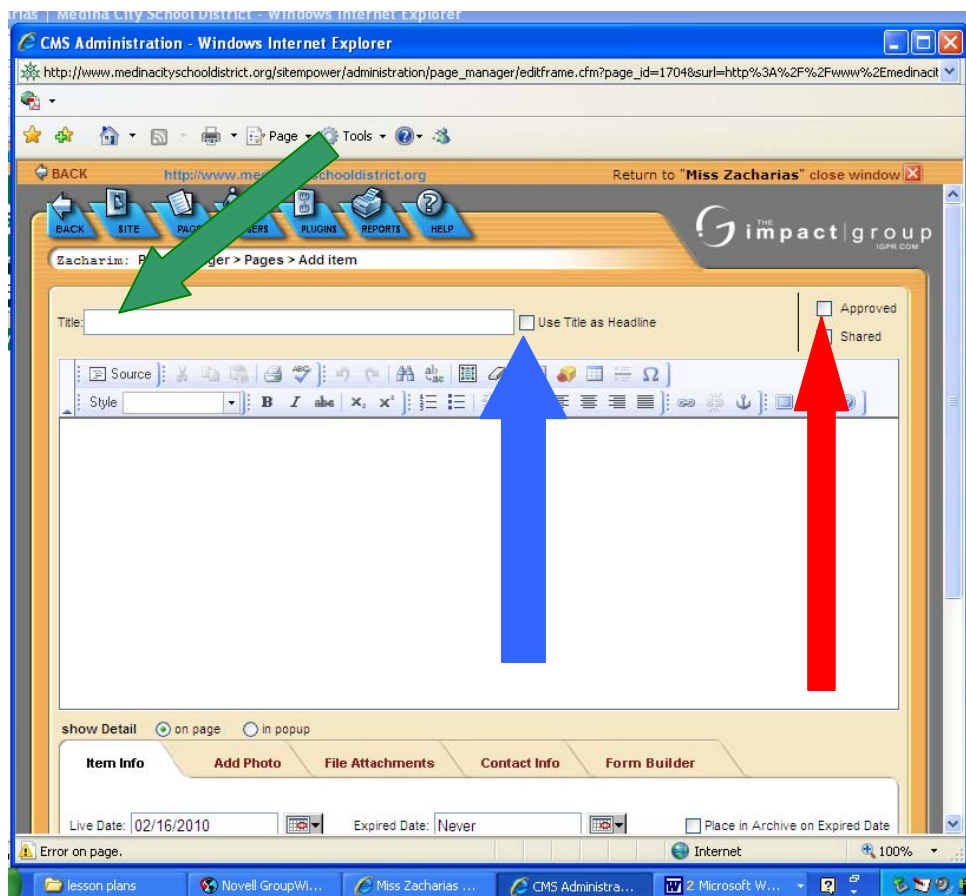
5. After navigating to your school page, find your teacher page.
6. Once you arrive at your page you will see a red edit box at the top right of your screen. Click on the EDIT box.



7. You will then end up with six boxes across the top, and areas that can be created and edited.

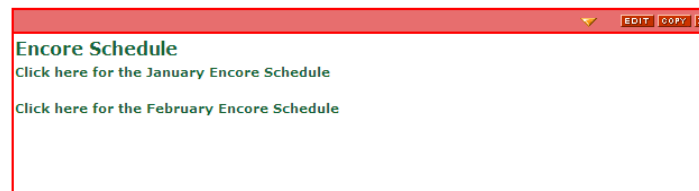


8. To add an item, click the add button on the tan bar. This box will appear. It is similar to a Microsoft Word Document.



- a. Enter a title for the page. (Green arrow).
- b. If you want the title to appear on the webpage, check the use Title as headline box (Blue arrow). If box is checked it will appear as the headline in green. If you do not want the title to appear, leave the box blank.

- Example: My spelling words are titled Zacharias Spelling. My team members use those spelling words, so they do not want Zacharias Spelling to appear on their webpage, so I leave that box unchecked.
- c. There are also two boxes that you can check on the right side of the page (Red arrow). When you click the approve box, you are allowing the changes that you make to be seen on your webpage.
- If you create a page, but do not approve it, it will be surrounded by a red box. If that happens you will have to go back to edit mode and approve the item(s).



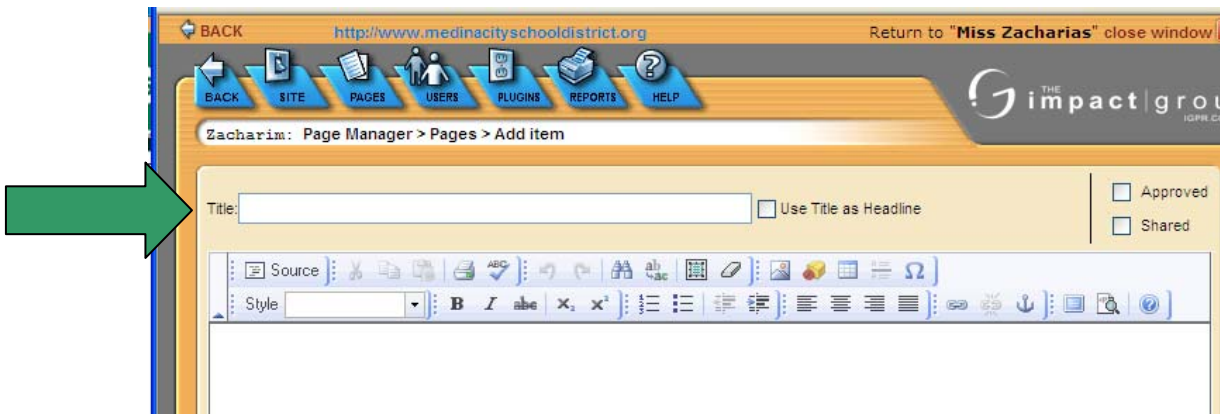
- d. The other box is the shared box. Only click this box if it is something that others want or if you want to use the same info on more than one of you pages. (Example contact information). You can go back later and click on the share box if someone wants it.
- e. After saving changes, click on the close window box and you will see your webpage.

Adding Contact Information

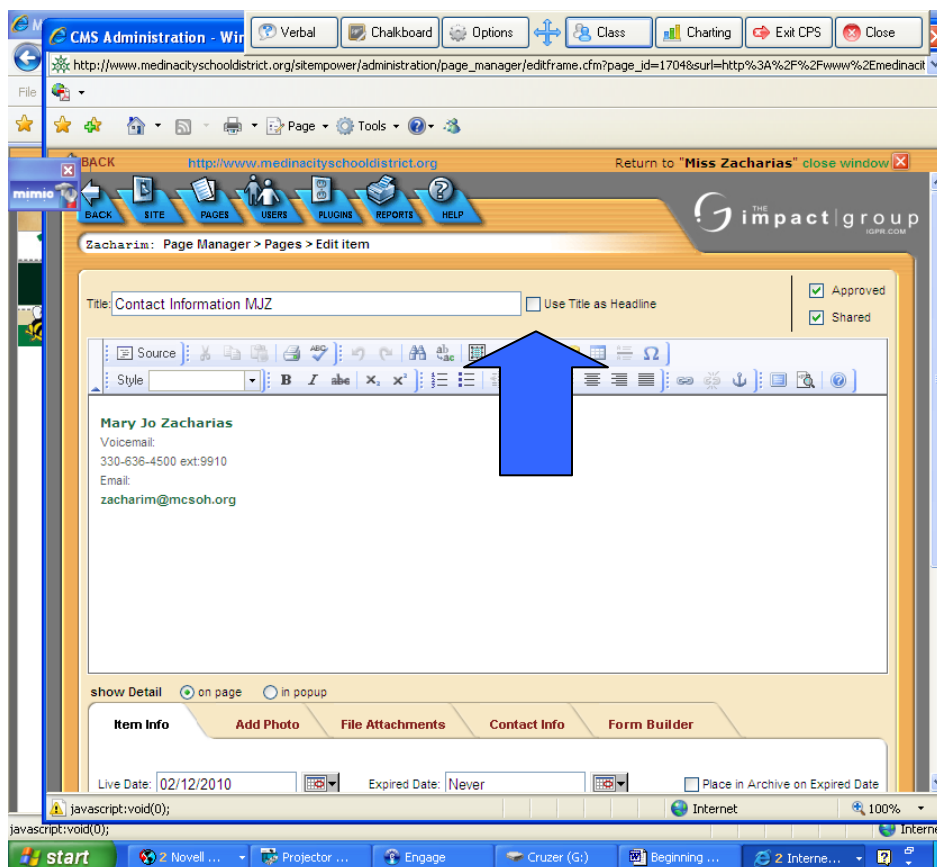
1. Click the add button on the left hand side of the screen.



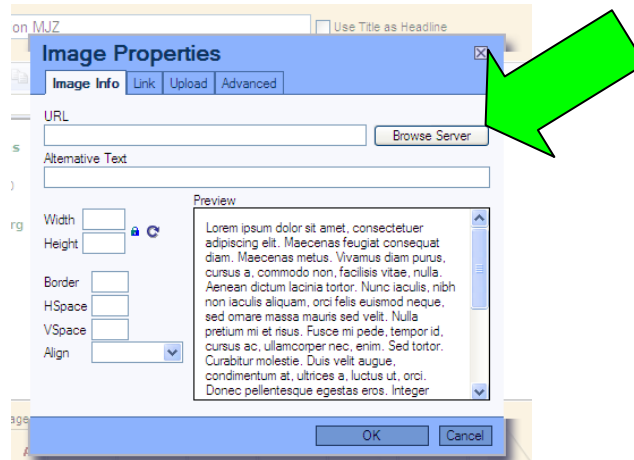
2. This window will appear.



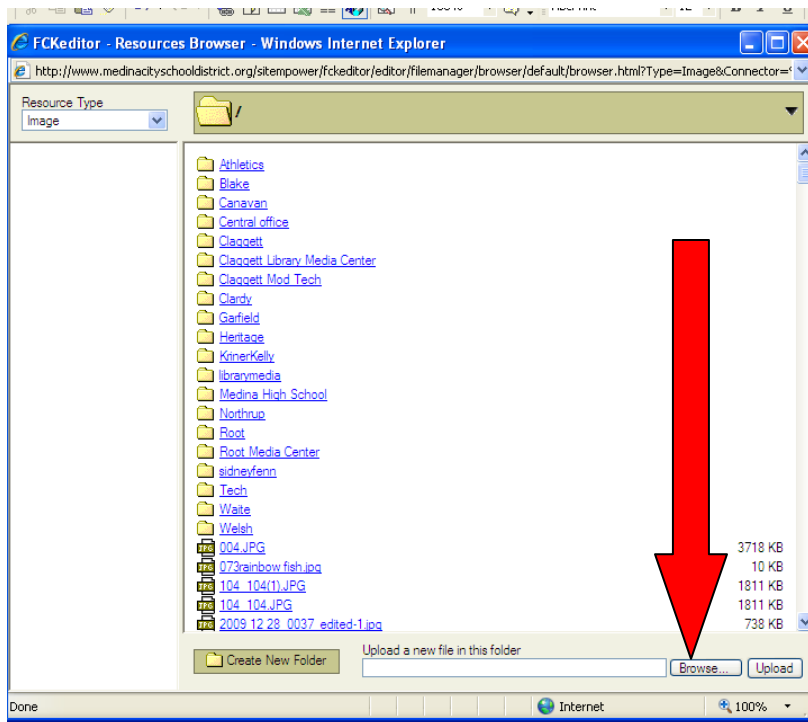
3. Add a title (example Contact Information MJZ)
4. Do not use as a headline – box stays unchecked.
5. Click the approve box and the shared box.
6. When typing you will need to select a style (green arrow). Body Black is used most frequently.
7. Type in contact information.



- To add a picture, click on the picture of the mountain and the sun (blue arrow), a blue box, titled image properties will appear.

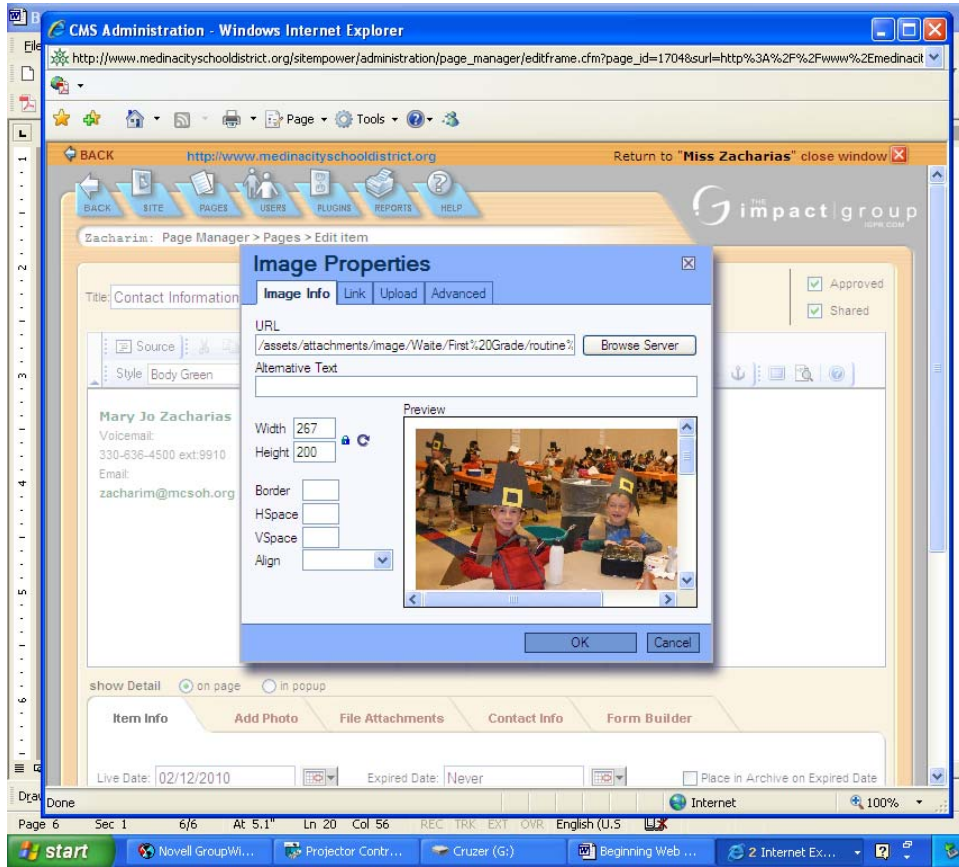


- Click the gray button that says “browse server.”
- Then a pop up will appear, find your school folder, click on it. Navigate to your folder and open it.



- Click on the browse button at the bottom and this will allow you to find your picture on your computer. If you are not in your folder when you upload the picture, it will end up at the bottom with all of the districts pictures...you don't want it there :o)
- When you have the picture selected, click, “upload.”
- The picture will appear in the window. You will need to adjust the height so that you can see the picture. A width of no more than 200 is

recommended. click , “OK.” The picture will appear where ever the cursor was place.



14. Scroll down to the bottom and click Save, then close out of the window.
15. To see your changes, you will have to go to the view button, at the top of the screen.

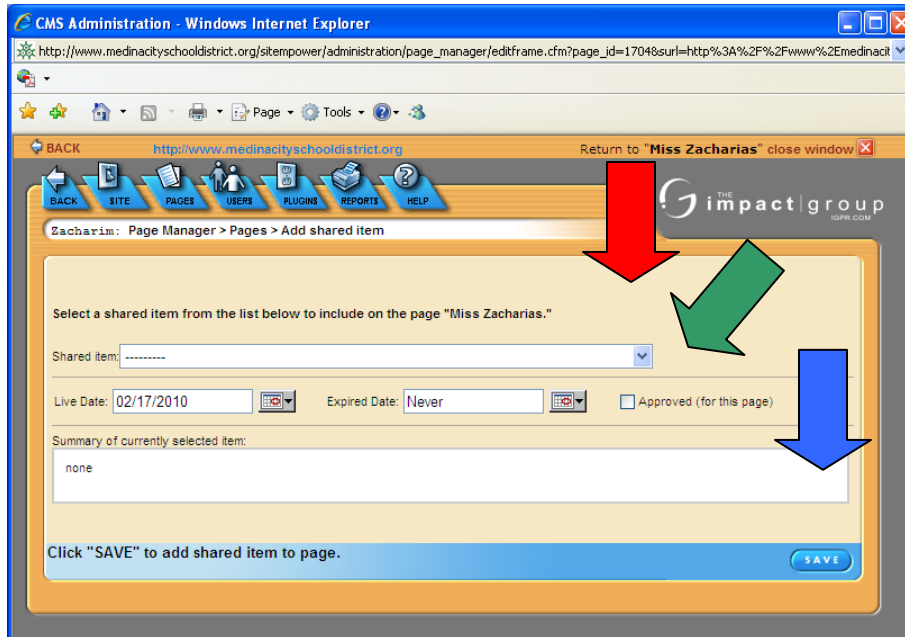
Adding A Shared item

1. Click on the add button with the arrow.



2. You will click on the shared items arrow (red arrow) to select the shared item you would like to use. Click on the approve box (green arrow). Then click save (blue arrow).

Note: You can only selected items that were previously marked as a shared item. If you add a shared item you cannot make changes to it. Changes can only be made to the original item.



Helpful Hints:

- There are online tutorials that you may view on the Technology Dept. Page under District Web Page Help.
- If you want a single spaced line hit the "shift" key and "enter" key at the same time. Just hitting enter will double space.
- When hyperlinking a website choose target that says New Window _blank. This will open the website in a new page, and when it is closed out, your webpage is still visible.
- Save documents that you type as a PDF. This enables all computer users to view your document.
- Most of the time type in body black.
- Pictures, whether take from a camera or clip art, must be a .jpeg to be used.