

## ***QuickSteps 9: Creating a Teacher Curriculum Page using a Free Online Editor!***

Teachers have always searched for ways to keep students learning after the school day ends—think about homework or after school programs! With access to the Internet being available in 70% of the homes in Ontario, Web pages created by a teacher for his/her students and their parents is a great way to keep communication flowing and students learning. Teachers use these “teacher curriculum pages” for a variety of purposes—informing parents, providing resources that parents and students can explore together, providing links to online games, readings, and other forms of learning activities—are just a few of these! Keeping this purpose in mind, before we begin setting up the web site, you will need to collect some information:

- You will need to write up a paragraph that explains the purpose of your web site.
- Often teachers want to display student-created products (with parental permission, of course!) At this time, you have a link to an online product that you have created—namely your edublog—so you will need the URL to your edublog.
- In addition, you will need a list of five of your favorite Internet resources and write up short annotations for those resources.
- And, you will need two digital pictures that can be uploaded to your web site.—preferably a good picture of you! Feel free to use the picture from our class edublog WebAlbum for this purpose (<http://edublogs4class.blogspot.com>) Just right-click and use Save Target As to download the picture to your hard drive.

When you have collected all of the above items, you are ready to begin constructing your teacher web site. For our purposes, we will be using a free online tool. Please keep in mind that these tools are free because ads are posted to your site, or pop-ups can be added at any time. If you wish to remove the ads, you might want to try signing up for a web site hosting service that has online creation tools like <http://www.fatcow.com> or use the free online Page Creator from Google at <http://pages.google.com>!

**Step 1:** Open your Internet browser window and go to <http://www.freeservers.com> to sign up for a FREE web site. Follow these online instructions to set up a free account:

Screen 1: Choose a Domain Name (Select Free Sub-Domain) and WRITE DOWN the URL that you acquire.

Click NEXT

Screen 2: Choose a Web Hosting Package

Select FREE and click NEXT

Screen 3: Look like a pro: Lose the banners

Select “No thanks, continue with my ad-supported account>

Screen 4: Account Information

Provide the account information required, choose a password, check that you agree to the terms of service, type in the security code and click Submit.

Screen 5: Thank you for your order!

WRITE DOWN the information here OR print out this page. You should be able to access your site by clicking NEXT

Screen 6: The “Getting Started Wizard” pops up. Click “I want to create my website online” with SiteBuilder.

Screen 7: Select a template and click “use template” under your choice

Screen 8: Choose a Page Type and select Home Page

Screen 9: A new home page pops up. Edit the home page to meet your needs.

There are sections on the Home Page that you can edit by clicking on the small yellow EDIT boxes. There are EDIT boxes for Links and EDIT boxes for text (hold your cursor over the yellow EDIT tags and a pop-up window will identify the type of EDIT tag it is!) Edit the sections to include the following:

- An introductory paragraph or two that explain who you are and what this home page is designed to do (purpose of the site) You may want to visit <http://educ8y28.htmlplanet.com/> to see a sample that I have constructed for you!
- Two photographs (perhaps one of you and another?)
- A link to your email address
- A link to your edublog

**Step 2:** At the top of Screen 9 you will notice several tools that allow you to add items to your site. Click on the icon to Add New Page. Select Favorite Links Page. This page will hold a minimum of FIVE annotated links to your favorite links. Do NOT use the links that are already sampled there. You must select five of your own choice and delete the others.

**Step 3:** Click on the icon to Add New Page. Select one other page option and complete the page. (I would suggest the Contact Page OR the Guest Book OR the photo page.

**Step 4:** Click the Save Changes icon at the top of the page and then use the Preview tool at the top of the page to see what your site looks like on the Internet!

**Step 5:** Submit the URL to Dr. F of your completed Web Site.

Just for fun!!

Now, if you wish to create a link on one of your pages to a PowerPoint presentation, your eBook, or an additional file in order to build a portfolio, you will follow the steps below:

- 1) Exit out of the SiteBuilder Tool.
- 2) Click on the Main Menu Tab
- 3) Click on the Shortcuts Tab and select “File Manager” link
- 4) Click on the “upload” button
- 5) You will be prompted with a pop-up window that asks “how many files would you like to upload?” Type in 1 and click OK
- 6) Click on the “browse” button to the right of the File 1 text box and browse to the file you wish to upload. You may upload PDF files, Word documents, PowerPoint documents, Excel file documents, etc. The path to that file will appear in the text box.
- 7) Click on the “Upload!” button below File 1.
- 8) Click on My Website Tab from the tabs at the top.
- 9) Click on Edit Page beside the page that will hold the link to the PPT or document file you just uploaded.

- 10) Select one of the yellow EDIT tags that modifies LINKS (Hold your cursor over the yellow EDIT tags to see which ones allow you to modify text and which ones allow you to modify Links!)
- 11) In the Edit Link area, first edit the text and then the link destinations
- a. Write in the text that you would like to be the link! (I typed in Check out my Drag and Drop eBook!)
  - b. In the Choose a Link Destination area, click “To another web address”
  - c. Type in the URL for your website [in my case, I type in educ8y28.htmlplanet.com/ and then add the name of the file complete with extension (draganddrop.ppt) so the URL looks like <http://educ8y28.htmlplanet.com/draganddrop.ppt>). It is best not to upload a file with a name that has spaces or capital letters in it!!
  - d. Click Update
- 12) Be sure to Save Changes! Then, email the URL to Dr. F!