



"Enhancing communication between the classroom and the home!"

Creating Web Pages

Explore TeacherWeb...

Find teachers in various Massachusetts districts who have used this tool

Go to <http://teacherweb.com/>

Click Find Your Teacher

Click State

Click School, find teacher

Ready to start...

Go to <http://teacherweb.com/>

Click **Teachers Create Your Web**

Click **Create your TeacherWeb site now!**

Step 1: Select **State**, then click Submit

Step 2: Select your school from **Existing Teacher's School** list (i.e. WatertownCunniffElementary, WatertownMiddle)

Enter **your last name only** in the **Teacher or Class Name** box (i.e. Smith)

Click Submit

Step 3: Choose **Web Type** (for Frames, select Frame Style)

Select **Web Colors** or **Background Divider** (not available in Frame Style)

Note: This is a starter, you can customize your site later

Enter the **WPS Account Code:**

(contact the building Technology Specialist for the password info)

Type the **name** you want to appear on your web page

(here you can type whatever want to appear on top of your page, i.e. Ms. Smith, Grade 1)

Enter your **Current Email Address** (username@watertown.k12.ma.us/)

Create a **Password**, verify it by typing it again

Click **Create Your TeacherWeb**

Your web site has been created! Now, start customizing your pages.

Choose categories, update pages, or customize your home page.

Play, explore, and have fun!

Ready to go live...

When you are ready to have a link created from the WPS web site to your class web site, please email the Web Master (Dan R. Dressler > ddressler@watertown.k12.ma.us).

TeacherWeb Helpful Hints

This information is directly from the TeacherWeb site.

Updating your TeacherWeb site

There are 2 WAYS TO UPDATE your TeacherWeb site.

1. Click on the TOP divider line of the page you want to update.
2. Click on the BOTTOM divider line to reach your Update Index. Some features of this page:
 - **Add/Delete/Rename Pages:** You have a base set of 6 pages; you can add extra pages, remove others and rename pages. The Add/Delete/Rename Pages button on the Update Index is the most important feature of TeacherWeb! Once you are familiar with these buttons, you can customize your web site to exactly suit your needs.
 - **Change Graphics:** Choose one in the graphics library or one of your own.
 - **Color Themes/Styles/Fonts:** Choose a color theme for the whole web site, select a new background or divider line from the Graphics Library, change the font.
 - **Change Name/Email Address:** Change the title that appears on top of your pages, email address, allow/disallow students from emailing you.
 - **Customize Home Page:** Add a link to your school's web site, change the color of the top banner or background, reorder the sequence of icons, select links as graphics or text, add a visit counter.
 - **Uploading photos/graphics to your web site:** Go to your Update Index page by clicking on the bottom divider line of any regular page. Scroll down and click Add Photos/Doc button. Instructions will follow.

Frame Style

If you have selected a Color Theme for your web site, you can convert your web site to be a Frame Style web site. This conversion eliminates having a separate Home Page with graphic icons as links to each view page in your web site. Instead, one of your regular view pages will be the first page displayed when someone selects your web site from the Teacher Index. In addition, links to other pages in your web site, which used to be in a horizontal navigation bar at the top of each page, will now be in a column in a fixed frame down the left hand side of each page. To convert to a Frame Style web site, click on the bottom divider line of any page to go to your Update Index page and then click on the "Color Themes/Styles/Fonts" button and on the resulting page click on the "Frame Style" button. The same page can be used to convert back from Frame Style.

Note that having a left hand column of links means that less page width is available on the view pages for the page content. In turn, this means that if you have chosen a larger font for your text content (e.g., Homework assignments), viewers may have to scroll to the right to see the whole content for some pages. Many page types such as Homework With Text Formatting and Tables/Schedule will not have this problem. Some pages such as the Slate pages will be effected. If you convert your web site to a Frame Style, please view all pages using medium resolution (800 x 600 pixels) to see if problems occur for your specific web site. If problems occur, you can switch back to the non-Frame Style mode. (If scrolling is needed for FAQ or Response pages, try doing an update to each of those pages to see if that will eliminate the need for scrolling).

If you have a Visit Counter, it will be placed below the page links in the left hand column of the first page in your web. If you want a footnote on the first page of your web, you will need to add it in the same way you add other text.

TeacherWeb Page Types

- Homework Pages (and Announcement page): Provides for entering paragraphs of plain text.

Homework With Text Formatting Pages: Provides for graphical, WYSIWYG text formatting (bold, italic, underline, strikethrough, justification, hypertext links, lists, etc.). You see the text as the viewer will see it (e.g., bold, red) and you do not see any HTML.

One can also paste tables (e.g., calendars, spreadsheets) along with other input and then edit the contents of the table's cells directly, if needed.

To update these pages, you need Internet Explorer 6 (or later) on a Windows PC. (Internet Explorer does not yet support this feature for Macs.)

- All Purpose: This new (as of 9/05) page type is quite similar to the Homework With Text Formatting page type described above, but can be updated with a broader range of browsers including Safari for the Mac and it has additional function. Updating does, however, require that you have a relatively new release of Java.

It has graphical, WYSIWYG text formatting (bold, italic, underline, strikethrough, justification, hypertext links, lists, etc.). You can create tables and insert/delete rows and columns anywhere. You can add graphics/photos/images and even make them live links. When you type a complete web address (URL) or email address followed by a blank space, the page will automatically turn the address into a live link. It also has a basic spell check capability.

- Calendar Pages: Gives a compact listing of scheduled events under month headings. Automatically, input is sorted into chronological order and days of the week are added.

- Table/Schedule Pages: This page is designed for displaying a Weekly Schedule, however, it can also be used for small tables.
- FAQ Pages: The Frequently Asked Questions pages have a list of questions at the top of the page. When someone clicks on a question, one jumps to the full Question & Answer lower down on the page. Instead of questions, one can use the "question" section as an index. One clicks on a heading of interest and jumps to see the heading plus full text.
- Links Pages & LinksPlus (or Role) Pages: These page types are used to list web addresses for viewers. A name/description and web address are entered and the web address is converted into a "live" hypertext link to that web address. The LinksPlus (or Role) web pages include more room for an introduction and summary of presented links, and are often used for WebQuests.
- "About The Teacher" Page: This page, which has a different name in different web templates, provides a six section structure for describing the individual or organization that owns the web. Any un-needed section can be deleted.
- Grades Pages: A student enters their private ID (supplied by you the web owner) and that allows the student to see info that's associated with that ID. (For example, teachers use this page type to privately give grades to students or progress reports to parents).
- Response Pages: Using the Update Response page, you can define a Response page that solicits input from students/parents, etc. You can use this page type to create a test and the system can even correct certain question types. Responses can be emailed to you or printed out for handing in. Besides tests, one can use the Response page for surveys, etc. One can archive Response pages for later use or re-use.
- Lists Pages: These pages were especially designed for displaying Supply Lists and/or Wish Lists.
- Slate Pages: A Slate page can be used by students to enter and save drawn input as well as text input. Any device such as the mouse that can control the screen cursor can be used to draw on the Slate pages. Blank backgrounds are provided. You can also provide gif, png or jpg format worksheets for students to draw on (e.g., Connect-The-Dots, Maps, Word Search).
- Photos/Docs Pages: Each web has a central facility for uploading your own files (graphics, photos, documents) that can be used by this page type or the Gallery page type. You can select up to 15 graphics/photos or documents to be listed on each Photos/Docs page. When the viewer clicks on an item in the list, they will see the graphic/photo or document (in some cases, the document will be downloaded to them). (If you want to upload your own web pages see the HTMLPages and My Pages section below.)

- Gallery Pages: With these pages, you can have up to 8 rows of two columns - one column containing text and one column containing a photo/graphic. For each row, you can select whether the graphic is on the right or left. The display will adjust the resulting table of text and graphics to what is best for the viewer's screen resolution and window size.
- HTMLPages and My Pages: You can upload your own web pages in either "as is" format (My Pages) or "integrated" format (HTMLPages) where the web page takes on the same look as the rest of your web and has the same background, divider lines and navigation bar as the other pages in the web.
- NewsFlash Pages: This page type works like the Announcement (text-style) page, but also allows one to create an email distribution list. When you update this page, you can have an email sent to all in the distribution list, pointing them to this page and its "important news bulletin".
- Word Search Puzzle Generator: Not actually another page type, but an extra feature included in your TeacherWeb subscription. You can generate Word Search puzzles along with accompanying worksheets. These can be printed to hand out to your class, and/or saved to your TeacherWeb site.

Help (FAQ page)

A link to Help (FAQ page) is on the navigation bar of every update page, as well as on the Update Index page. It's helpful to be familiar with this, because this is where you would go if you forget your password, need to know how to change your web address or other things that may only come up once in a while.