Website Editor User Guide

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MINIMUM SYSTEM REQUIREMENTS

PC

In order to maximize your online experience, OnCourse suggests that you check your computer for the following minimum requirements.

- **Internet Explorer 8.0 or Mozilla Firefox 3.0 (Or Higher)**
- **Screen Resolution 1024x768**
- **Adobe Acrobat Reader 8.0 (Or Higher)**
- **Microsoft Office Word/Excel**

Pop-up blockers – OnCourse requires that a variety of dialog boxes open. Pop-up blockers should be turned off because they can prevent these dialog boxes from opening properly.

System Fonts –Set the system fonts to medium in order to achieve a maximum display for the OnCourse screens.

DESIGN YOUR WEBSITE

Your **Teacher website** can easily be created using the features that follow. Your website can communicate homework, classroom procedures, contact information and times, calendar events, classroom resources such as helpful links to lesson websites, documents (field trip permission forms, science fair instructions, fund-raiser information, study guides, etc.) and current classroom projects. This is a method to extend your classroom and lessons outside your classroom's four walls.

### YOUR TEACHER WEBSITE MAIN SECTIONS
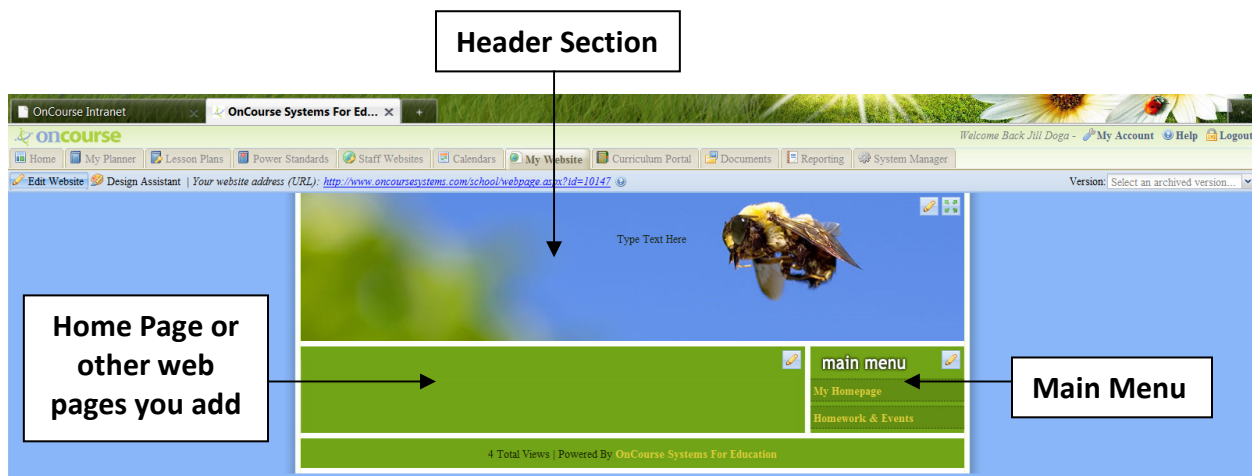
USEFUL TIPS

- **Pencil button** allows you to edit specific sections.
- A **link to your website** is located at the top of the page. You can copy and paste this link to send to students or colleagues.
- Changed or deleted pages are archived for your convenience and can be recovered by using the **Version** dropdown box in the top right of your webpage.
- There is a **website hit counter** built into the bottom of each webpage.
- To organize your website into logical sections, use the **table tool** from the editor toolbar. This will give you more control of how your content is displayed.
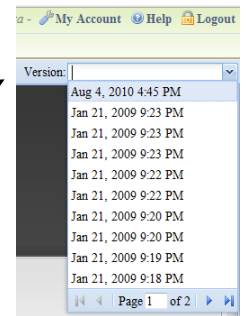
DESIGN ASSISTANT

The first steps are to choose a **Theme** and a **Header**. The *Design Assistant* allows you to change themes and headers, while you preview the options.
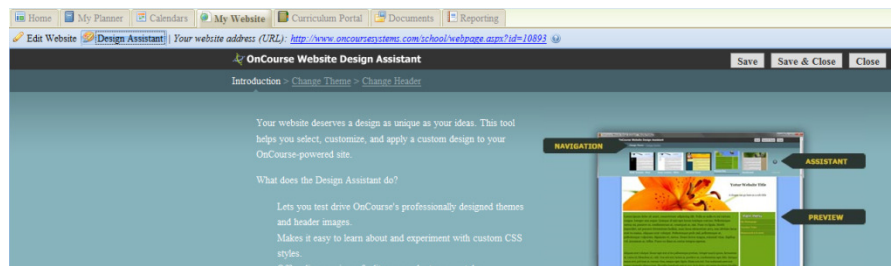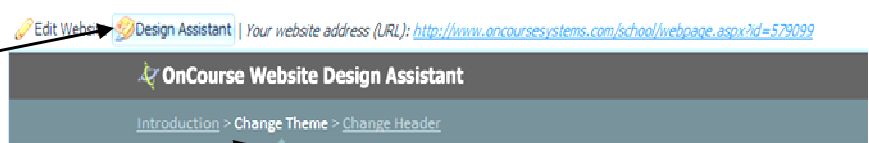

THEMES

Themes set the color, background, and layout for the webpage.

HOW TO CHANGE YOUR THEME

1. From the tool bar and to the left, click *Design Assistant*.

2. A new screen will load. From this toolbar, select **Change Theme.**

3. Use the arrows to scroll through the available themes or click **View All**, below the arrow, to view all themes.

4. Click on a theme to preview. The **preview** will display in the lower half of the window.

5. At the top right, click **Save** or **Save & Close** to keep the chosen theme, or click **Cancel** to return to *Edit Website*.
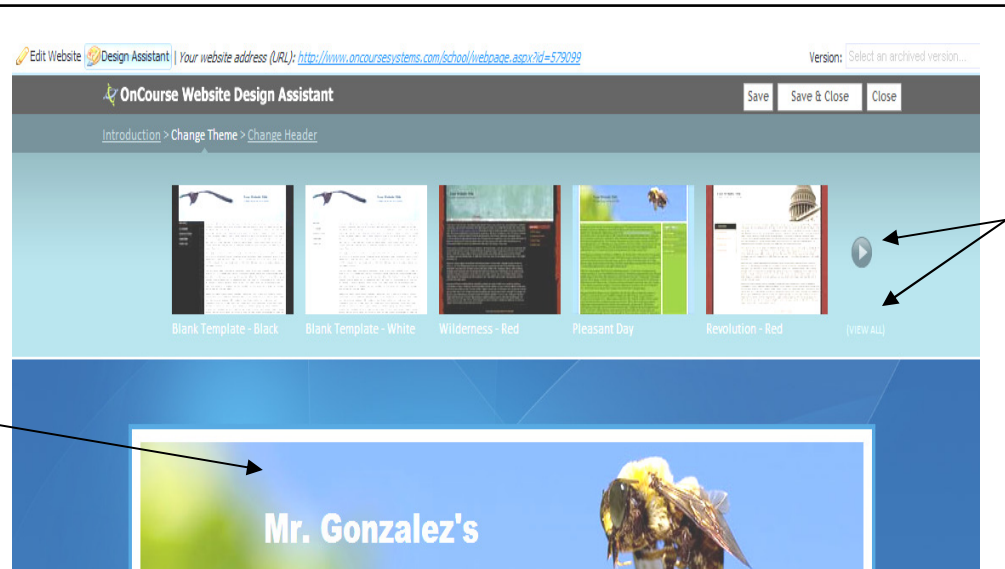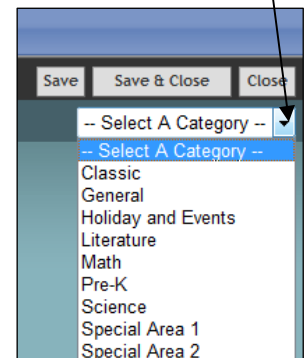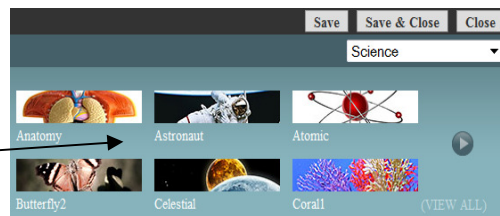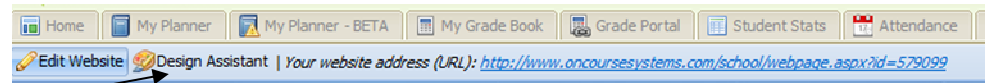
HEADERS

The header allows you to change the graphic at the top of your webpage.

### HOW TO CHANGE YOUR HEADER PICTURE

1. If you aren't already in the Design Assistant, , click *Design Assistant on* the tool bar.

2. A new window will open and from this toolbar, select **Change Header.**

3. **tegory**
   nt hand side, choose a category**.**

4. Scroll to see choices in this category or choose a different category. Then select a **header** that is appropriate for your classes.

5. Click **Save** or **Save and Close** to keep the header or click **Cancel** to return to *Edit Website*.

HOW TO CHANGE HEADER TEXT

The Edit Header Pencil opens the **Header Editor** to allow you to change your text or add pictures.

6. In the header, click on the **Pencil** icon.
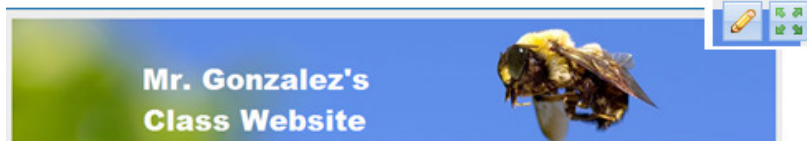
7. Type in the **title** of your website; format the text; then click **Save** and **Close**.

NOTE: Use any of the **formatting tools** on the text editor toolbar to make your title distinct. The tools are explained on the following page.
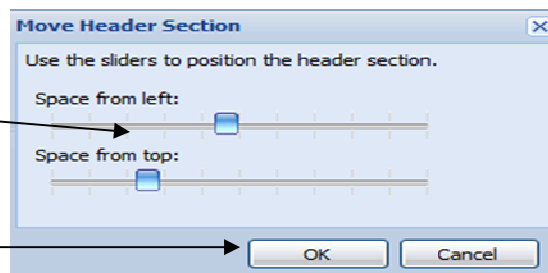
HOW TO REPOSITION HEADER TEXT

The **Move Section** tool allows you to adjust the text's vertical and horizontal position within the header space.

8. In the header, click on the **Move Section** icon.
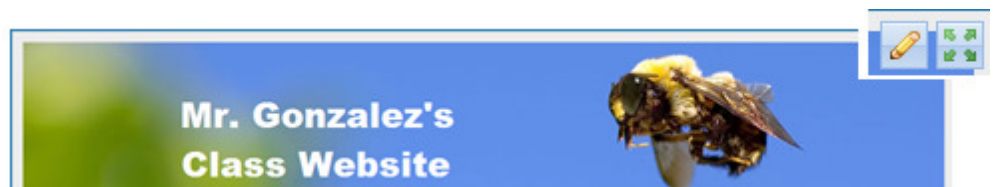
9. Use the **slider bars** to reposition your text or images within the header.

10. Click **OK** when you are satisfied.

WEBSITE CONTENT EDITOR

The **website editor** is used to edit text on your pages and in your header. To edit any section of your website, click on the Pencil icon. This will open the website editor window. The tools to use are shown on the next page.

TEXT EDITOR TOOLBAR

A. **Find and Replace -** Allows you to find text with your webpage. You can also find a word and replace it with another word.
B. **Print -** Prints screen
C. **Cut –** Cuts selection from webpage
D. **Copy –** Copies selection.
E. **Paste -** Pastes a selection from clipboard.
F. **Paste from Word –** Pastes selection from Word complete with Word formatting
G. **Paste Plain Text –** Pastes selection with no formatting.
H. **Undo –** Undo last change
I. **Redo –** Brings back last change.
J. **Strikethrough text**
K. **Subscript**

L. **Exponent**
M. **Insert Link –** Link documents and web pages
N. **Remove Link –** Breaks link to webpage
O. **Insert Horizontal Line**
P. **Insert Custom Character –** Insert characters like mathematical symbols.
Q. **Erase –** Erases selection
R. **Insert table**

S. **Table row properties**
T. **Table cell properties**

U. **Insert row before**

V. **Insert row after**

W. **Delete row**

X. **Insert column before**
Y. **Insert column after**

Z. **Delete column**

AA. **Split merged table cells**

BB. **Merge table cells**
CC. **Image manager –** Insert images
DD. **Insert movie clip –** insert video clips
EE. **Spell check –** spell check website

FF. **HTML –** view html code

MAIN MENU ITEMS

EDIT MAIN MENU ITEMS

To add, reorder, publish, or delete menu items, click on the **Pencil** icon, above the menu   .
A **new window** appears where you can:

1. **Add** new page;

2. **Reorder** how the pages will appear on your main menu;

3. **Publish** your webpages;

4. **Delete** any you wish except the Homepage and the Homework & Events web pages.
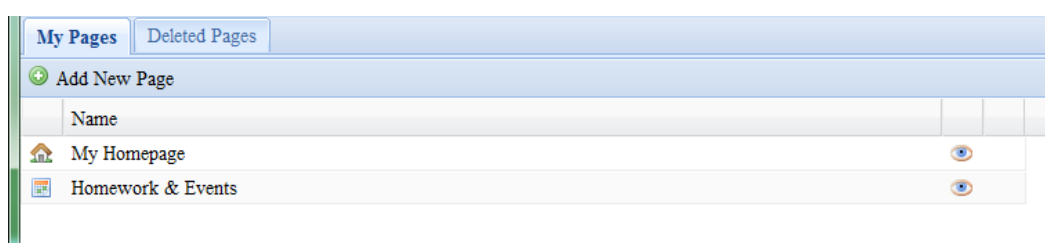
HOW TO ADD A NEW PAGE OR WEB LINK

To add a new page

1. Click **Add New Page**.

2. Create a name for the new page.

3. Checking the **Published** checkbox will make your new page immediately available on your public website. Leave this unchecked if you do not want this page accessible.
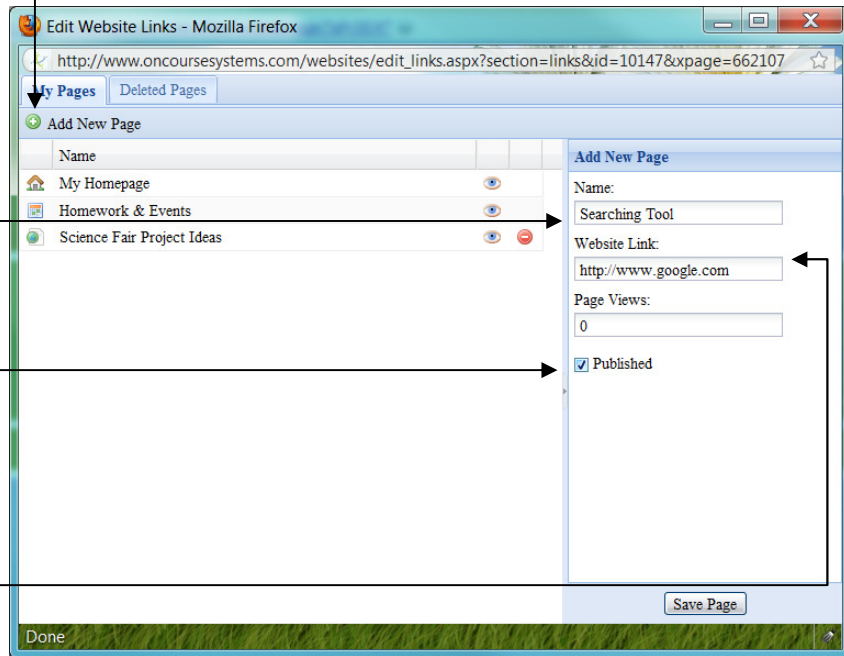
To add a link

1. Name your **menu item**.

2. Enter the web address in the website link box. (Ex: http://www.google.com)

3. Check the **Published** checkbox to make this link available on your public website.

4. At the bottom right, click the **SAVE PAGE** button.

NOTE: If the **Published** box is **unchecked**, you will only be able to see this menu item while you are editing. It will **not be visible** on the public website. This is a great way to design a webpage for future projects and only publish it at the appropriate time.

REORDER ITEMS IN MENU LIST

1. Click and drag the menu item to a new position in the list.
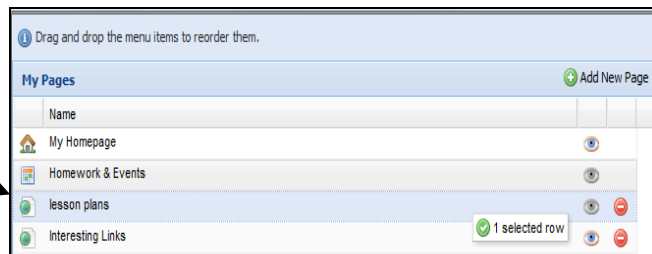
DELETE ITEMS IN MENU LIST

1. From the Edit
   Website Links
   window, click the
   Delete button to the right of the
   menu list item you would like to
   remove.
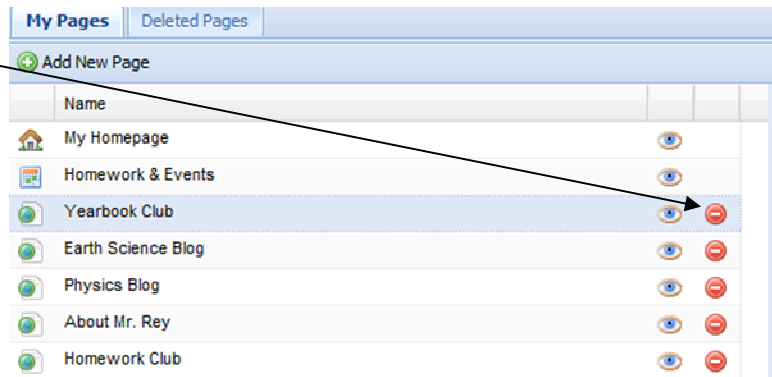
2. Click **Yes** to the *Confirm Delete*
   message.
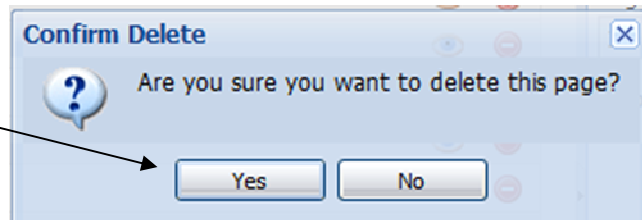
HOW TO RESTORE DELETED MENU ITEMS

1. Click on the **Deleted Pages** sub
   tab within the Edit Website
   Links window.
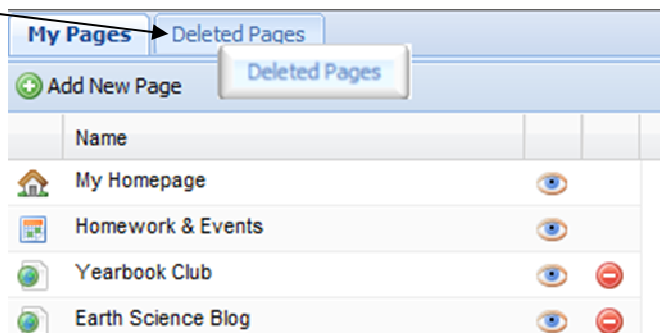
2. Use the **Deleted On** column to determine the version of the menu item you would like to restore.

3. Click the **Restore** icon ♺ next to the version of the page you would like to restore.
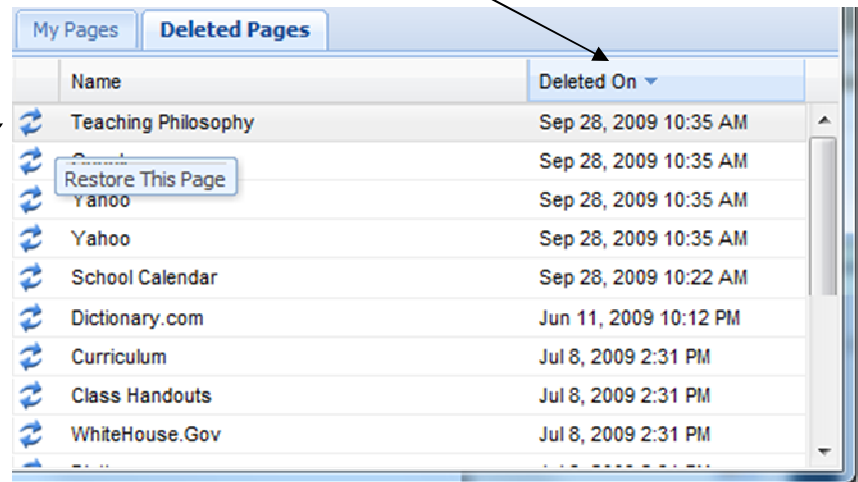
4. Click **Yes** to the *Confirm Restore* message.
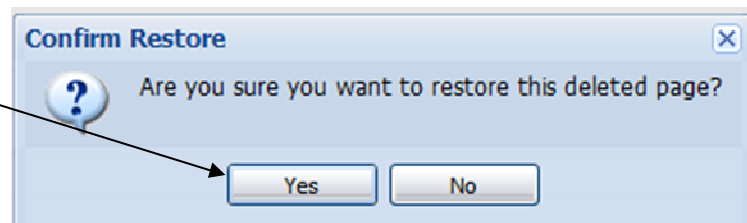
NOTE: Notice that the **My Hompage** and **Homework & Events** webpages do NOT have a *DELETE* button. These are default webpages and cannot be deleted. They will always appear on your published Teacher Website.

PUBLISH PAGE

1. Click directly on the page name. This will open the *Edit Page* window.

2. Check the **Published** checkbox in the Edit Page window.

3. Click **Save Page**.
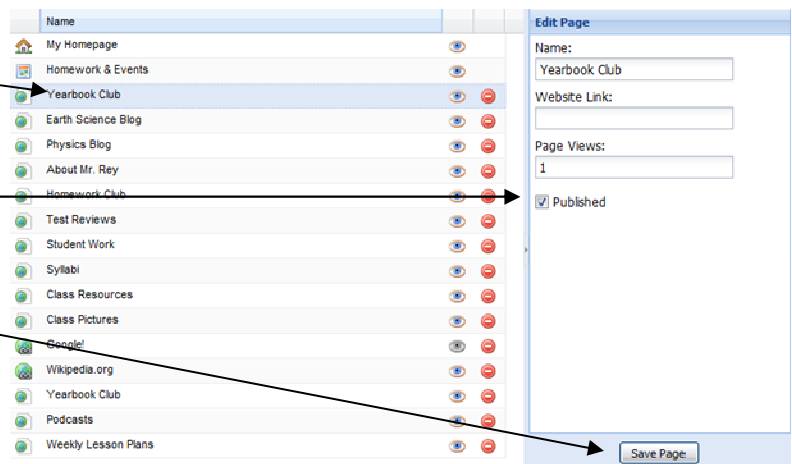
OTHER EXCITING IDEAS FOR TEACHER WEBSITES

Adding more than text to your webpages makes them come alive; such as adding pictures, videos and /or documents for your parents to help their students extend learning at home.

IMAGE MANAGER

The *Image Manager* allows you to import clipart, pictures, and digital photos into your website.   You can use the *Image Manager* to change the size and positioning of the image in your site.

> **NOTE:** Before you use the Image Manager, you must have image(s) saved on your computer in a location you can readily access.

TO UPLOAD A NEW IMAGE

1. From the *Website Editor Toolbar*, click on the **Insert/edit image** icon.

2. To browse your computer for an image, click on the **Browse** icon.
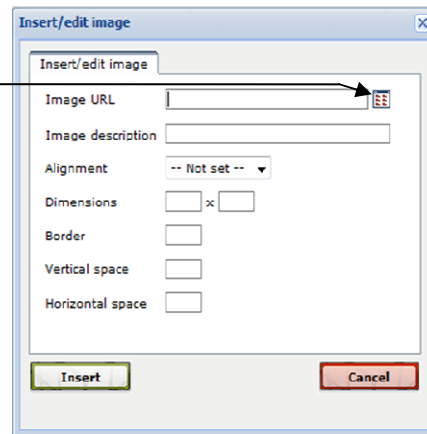
3. The *Choose An Image* window will appear; click on **UPLOAD IMAGE**.
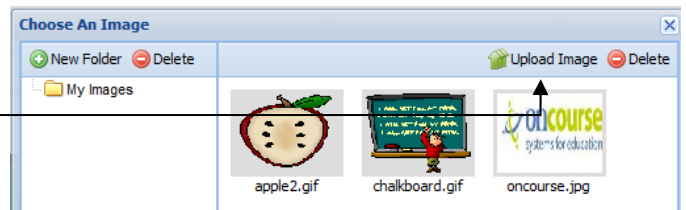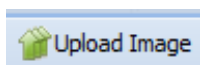
4. The *Upload Your Images* window appears, click on **Add File(s)**
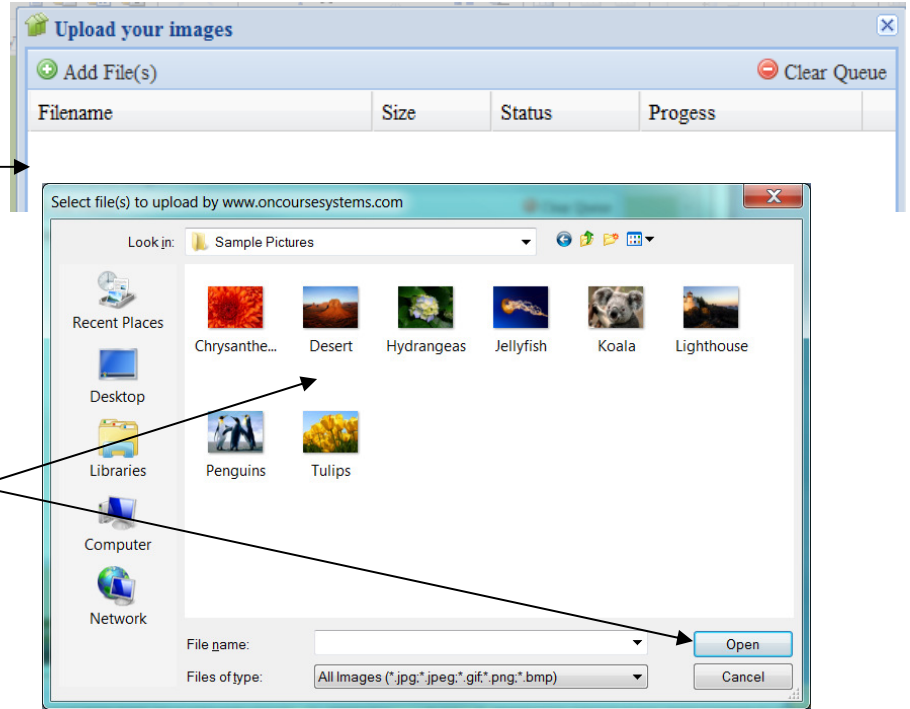
5. Navigate through the file locations on your computer until you find the image you wish to add. **Click on the image** you would like to insert into your webpage. Then click on **OPEN**.

6. Your file name will appear in the **Upload your images** window. Click **Upload File(s)** icon.
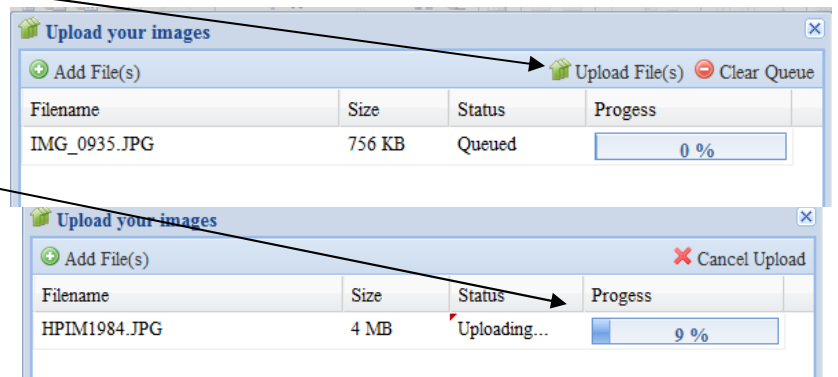
7. You will see the Progress bar growing as the file(s) are being uploaded into OnCourse for your use.

8. Click on the **specific file** you wish to add to this webpage and then click **OK.**
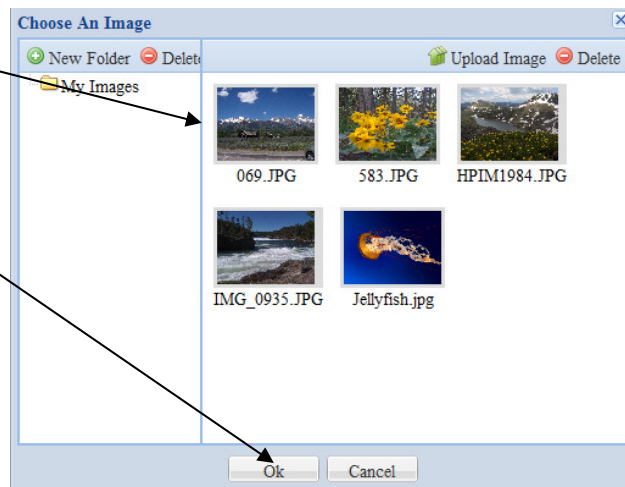
9. You can click **Insert** button to place the image into your website **OR** you can **adjust settings** in this screen to change the image properties.

   o **Image description** – a description of the image that will appear when the mouse hovers over the image

   o **Alignment** – sets the position of the image on your web page (the image can be moved after insertion also.)

   o **Dimensions** – sets the image size (the size can be adjusted after insertion also.)

   o **Border –** surrounds the image with a black border. Enter a small number (1-5). The higher the number – the thicker the border.

   o **Vertical space**

   o **Horizontal space**

10. Click **Insert** if you are ready to place the image into you website.

Insert/edit image

Insert/edit image

Image URL	/images/user/8050/10147/IMG_
Image description	
Alignment	-- Not set -- ▼
Dimensions	1200 x 1600
Border	
Vertical space	
Horizontal space	

Insert   **Cancel**

NOTE: You can always right-click on the image in the *Edit Webpage* window and choose **Insert/edit image** to go back and change any properties you entered originally.

The Link Documents icon allows you to reference documents in the OnCourse documents folder.

> **NOTE:** Documents must be loaded into the OnCourse documents folder through the Documents tab, before they can be linked to your website.

1. First, let's upload a document into your **Documents** portal in OnCourse. Click on the **Documents** tab.

2. Click on **Add**, and then **Add Document**.

3. Click on **Add File(s).**

4. Browse through your computer files and locate the file you wish to upload into your OnCourse Document library. **Click on the file.** (If you wish to upload more than one file, hold the **CTRL** key while you select all files .)   Click **OPEN**.

5. Once the file(s) are in the Upload window, click **Upload File(s).**

   Now your documents are ready to be linked on your Teacher Website for parents and students.

6. Click on **My Website tab** to return to your Teacher website.
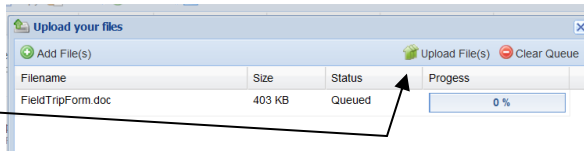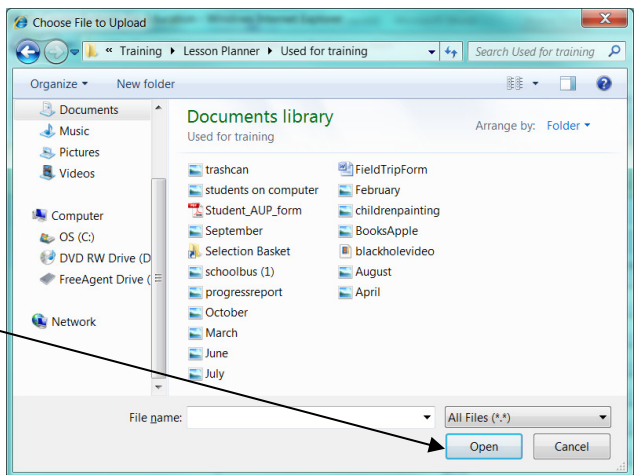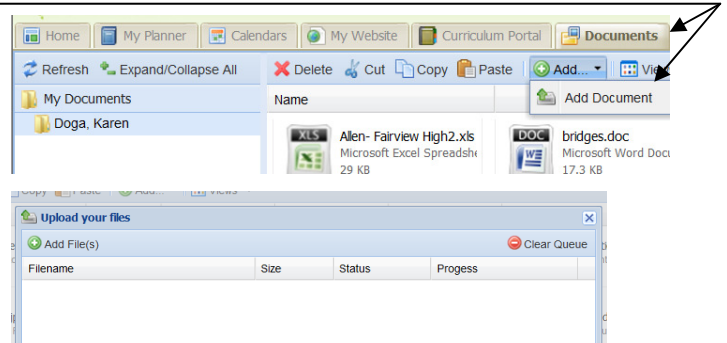
7. Click on the Web page where you wish the document's link to be located.

8. Click on the **Edit Page** icon

9. **Type** the name or a description of the document that you would like to add to your website.
   (Ex: Field Trip Permission form)

10. **Highlight** the name that you just typed.

11. This will activated the **Insert/edit Link** icon
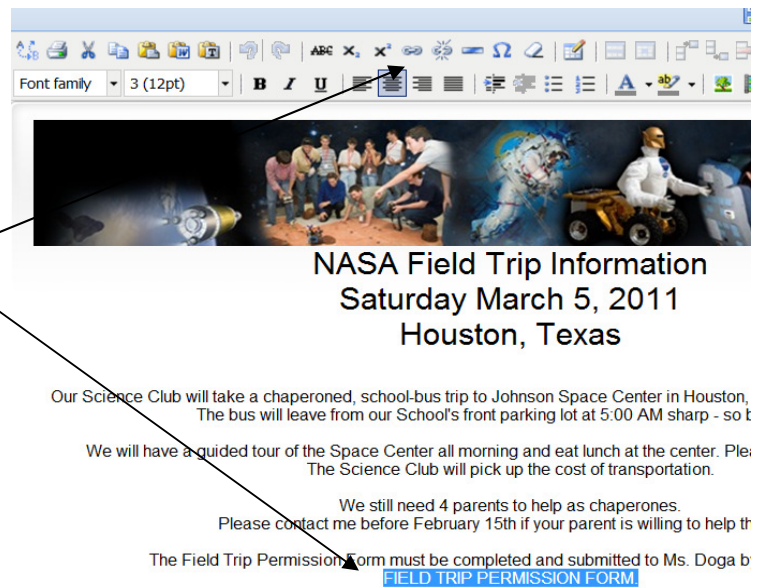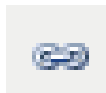
12. Click on the **Browse** icon.

13. This will open your OnCourse documents manager folder.
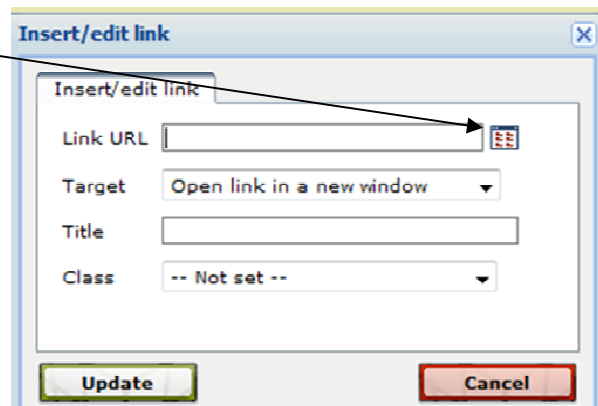
14. Click on the document you would like to link and click **OK.**

If you have created folders, then navigate thru the folders and then, click on the document you would like to link.

This will bring you back to the **Insert/edit link** window.

Choose A File

Folders	«	Name	Size
📁 Doga, Karen		📊 Allen- Fairview High2.xls	29 KB
		📄 bridges.doc	17.3 KB
		🖼 City002.jpg	579.2 KB
		📕 Enhancing Instruction with t...	49 KB
		📄 FieldTripForm.doc	403 KB
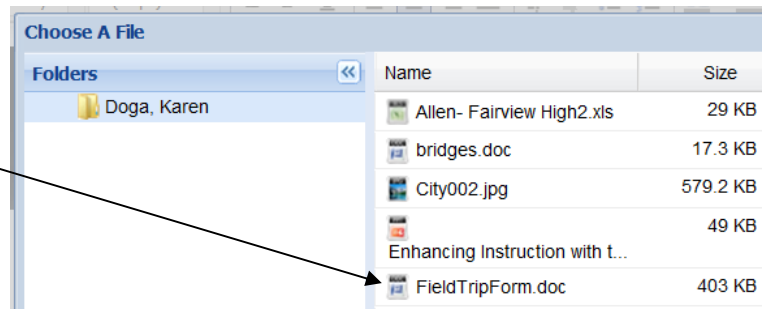
15. The link to the document you selected will be in the **Link URL** field.

16. You can customize your document link with the Target and Title Tools

   o **Target –** choose to open your document in the <u>same window</u> or have the document open in a <u>new browser window</u>.

   o **Title –** Use this field to give your document a title that will appear when you mouse over the document name.

   o **Class –** Choose a link class for your document. Typically, this is left as "--Not set—".
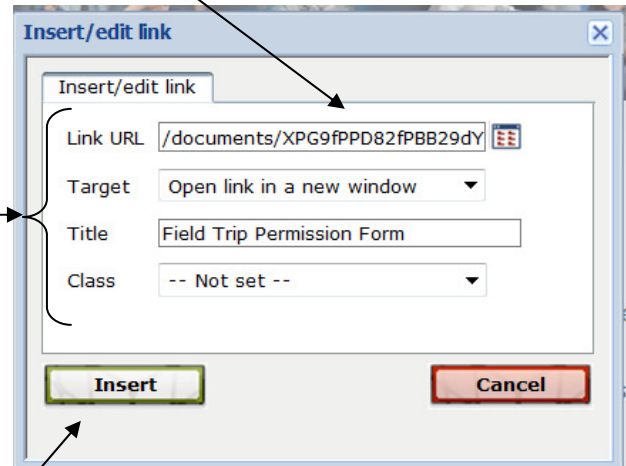
17. Click **Insert** to place your document into your web page.

18. Click **Save and Close.**

Insert/edit link

Insert/edit link

Link URL /documents/XPG9fPPD82fPBB29dY 🗔

Target   Open link in a new window   ▼

Title   Field Trip Permission Form

Class   -- Not set --   ▼

[Insert]   [Cancel]

| Save | Save & Close | Close |

HOW TO CREATE LINKS TO WEBSITES AND EMAIL LINKS

1. In the website editor, simply type the name of the website or email address you would like to add and put a space at the end.   (Ex: www.google.com or jdoe@anywhere.org)

2. Once you put a **space at end of the link**, the link will underline, indicating that it is now an active link to a web site.

Click on the *Homework and Events* button to the right to see the homework assignments for this week.

BEST TIME TO CONTACT ME: Monday - Friday (9:24 - 10:16 AM) at (337) 234-3456 or by email @ kdoga@anywhere.org

Internet | Protected Mode: On   125%

3. Click on **Save and Close.**

HOW TO EMBED A VIDEO FROM WINDOWS MEDIA INTO YOUR WEBSITE

To embed media, you first need to find the **html source code** for the video you would like to embed and then you can paste it into the source code editor of your OnCourse webpage.

The example below is an embedded Windows Media file. *Embedded* means that the player itself is embedded or within in the web page. For this to work the person viewing your site must have a media player installed.
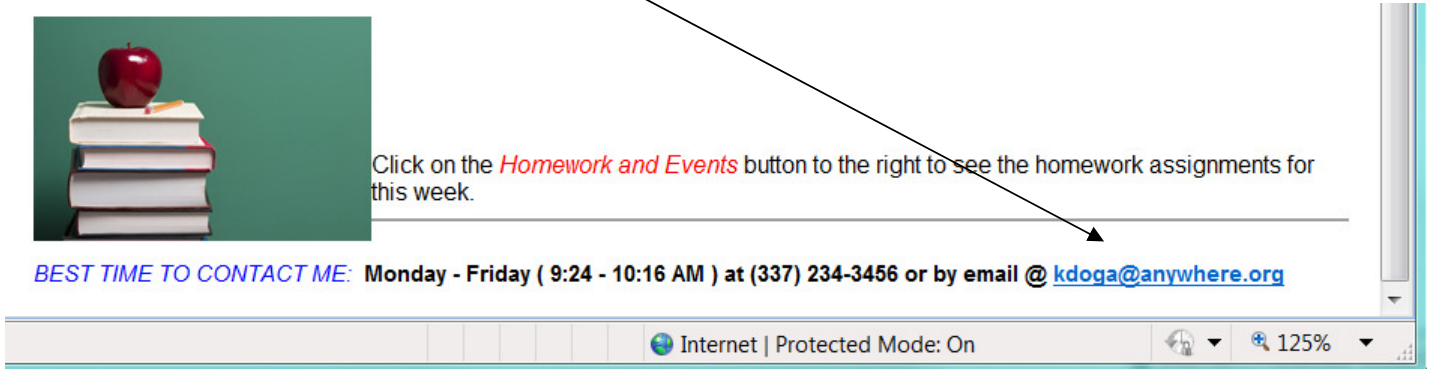
Embedding a video file is achieved by inserting a block of code called HTML in the web page. There are many variations on the code you can use, depending on whether you want to show video controls, status displays, etc.

HOW TO EMBED MEDIA FROM THE INTERNET

1. Locate a **video** you'd like to add to your page.

2. Locate the **Embed** or **Copy embed code.** Click your mouse within that field. All the text in that field is highlighted.

HTML code looks similar to the text below:

```
<object width="425" height="344">
<param name="movie"
value="http://www.youtube.com/v/GwQMnpUsj8I&hl=en&
fs=1">
</param><param name="allowFullScreen"
value="true">
</param><param name="allowscriptaccess"
value="always">
</param><embed
```
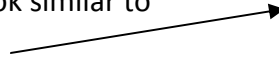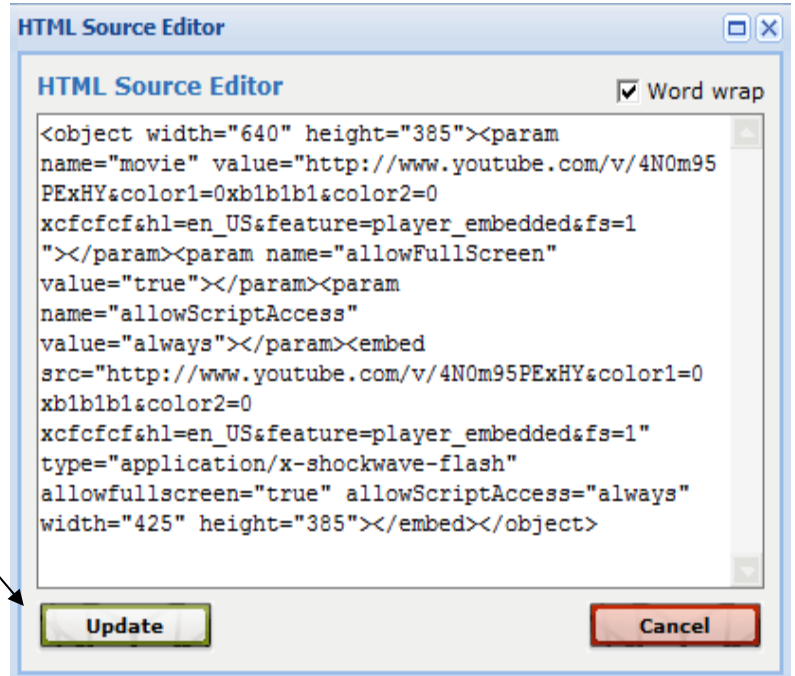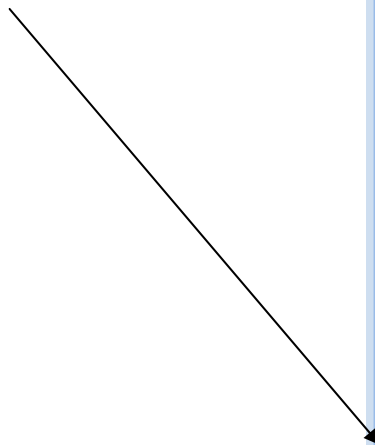
3. Right mouse click in that field, and select **Copy** from your browser's drop down.

4. The embedded code will look similar to the text to the right:

```
src=http://www.youtube.com/v/GwQMnpUsj8I&hl=en&fs=
1
type="application
/x-shockwave-flash" allowscriptaccess="always"
allowfullscreen="true" width="425" height="344">
</embed></object>
```

5. From the toolbar, click the **html** icon.

6. Right click in the empty box and select **Paste.**

7. Click the **Update** button

HTML Source Editor

HTML Source Editor   ☑ Word wrap

```
<object width="640" height="385"><param
name="movie" value="http://www.youtube.com/v/4N0m95
PExHY&color1=0xb1b1b1&color2=0
xcfcfcf&hl=en_US&feature=player_embedded&fs=1
"></param><param name="allowFullScreen"
value="true"></param><param
name="allowScriptAccess"
value="always"></param><embed
src="http://www.youtube.com/v/4N0m95PExHY&color1=0
xb1b1b1&color2=0
xcfcfcf&hl=en_US&feature=player_embedded&fs=1"
type="application/x-shockwave-flash"
allowfullscreen="true" allowScriptAccess="always"
width="425" height="385"></embed></object>
```

Update   Cancel

8. You will see your embedded file as a box. The video will show when you actually view the saved website.

9. Click **Save and Close.**