Setting up Your Teacher Website Using iSchoolDistrict

This year we are transferring our web hosting and layout to a central system controlled and maintained at the county level. The goals of centralizing our web sites include:

- Maintaining a consistent look and feel of individual school sites across the county.
- Allowing teachers to transfer from school to school and not lose their web pages.
- Allow the county office to "push out" links and information to local school sites.
- Give individual teachers and school web designers a degree of creativity in setting up the local school site.

The goals of this training are to:

- Familiarize teachers with the layout and user interface of the iSchoolDistrict web page builder.
- How to transfer text and layout from OnCourse (or other web sites) to the new system.
- How to manage and include images in your pages.
- How to manage internal and external hyperlinks in the new system.
- Overview of Other Functions.

Differences between iSchoolDistrict and Frontpage(traditional sites)

The biggest difference in creating web pages and sites with iSchoolDistrict vs. Frontpage lies in the area of the file nature of websites. When web pages and sites were first created, the pages "lived" on the internet as specific files. (Ex., index,html, games.html . . .) When you typed in an address in your browser (http://www.nebomusic.net), it calls on the server to send you the specific file (index.html) with the codes for layout, content, and links to images and other sites. Each page in the website existed as a separate file. In Frontpage, the creater would set up each page (or a template system) to build the website.

With newer web based applications and editors, the very nature of how a website is constructed has changed. Instead of a website having several html files with separate pages and links – websites now have a series of databases that hold user information, page content, layout information, images/media, and special programs called to assemble pages in real time when they are called on by the user.

What iSchoolDistrict does is hold the contents of your pages in one database, image addresses in another database, and layout information in yet another. When you surf to Nebo's webpage, the php programs inside the server put the page together in real time, and then send it to you computer. That is why the URL looks odd:

http://168.9.116.195/ischooldistrict/index.php?school_ID=8&district_ID=2

168.9.116.195	=	the address of the server.
Index.php	=	"launcher program"
?school_ID=8&district_ID=2	=	instructions to call up school 8 (Nebo) from district 2 (Paulding)

Advantages of this system include the ability to change banner and layout very simply and across the whole website at once.

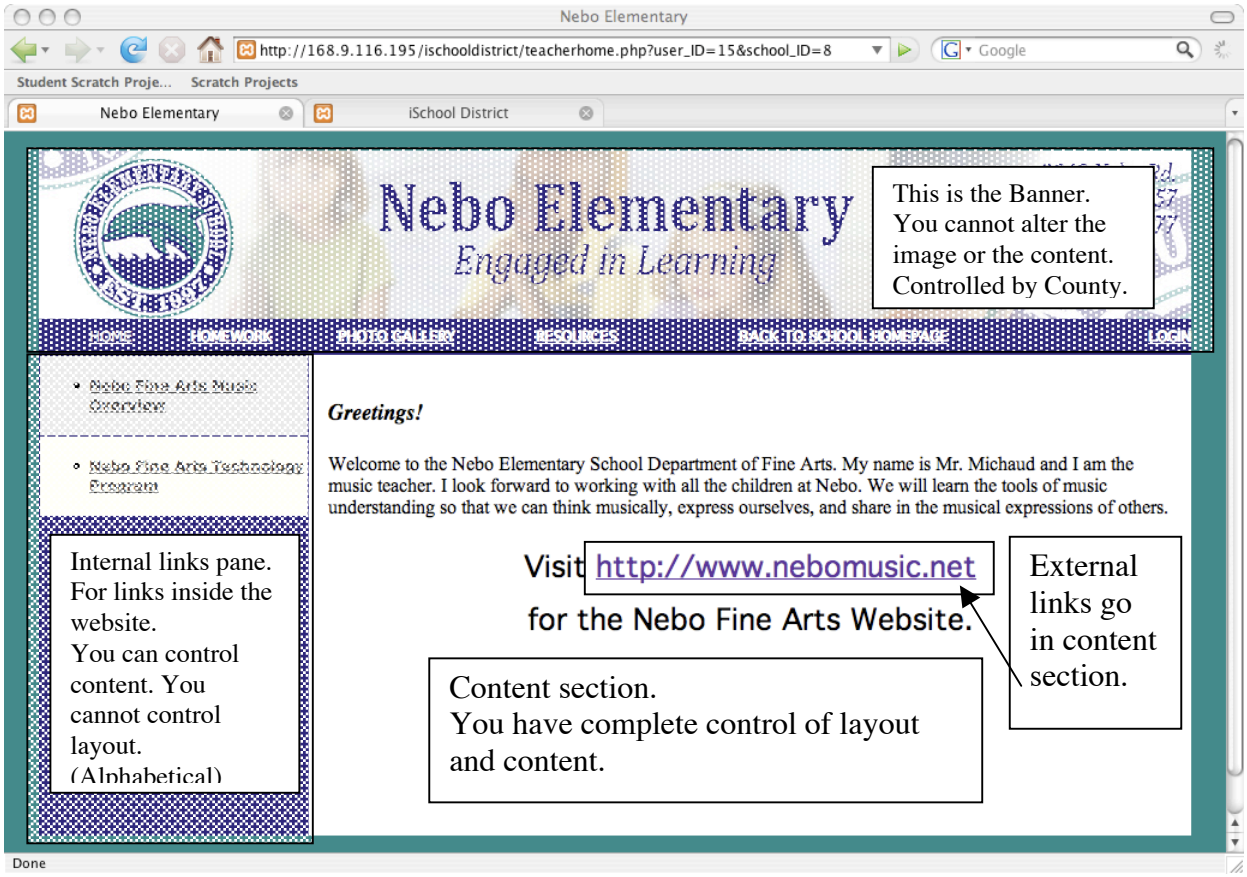
A big disadvantage of this system is that because the page does not exist as a file, search engines such as Google will have a harder time indexing and returning these pages in searches.

Similarities and Differences between OnCourse and iSchoolDistrict:

Similarities	Differences
Web based interface for building sites Manages pictures and links "Real Time" constructed website. WYSIWYG Editor	Can not change the main banner or heading. You have to manually manage images in iSchoolDistrict Left hand column links cannot be directly controlled in iSchoolDistrict. OnCourse is far away and a large company. iSchoolDistrict was created and is maintained by a local company in Dallas.

Basic Layout of a teacher webpage:

Names and functions of panes (or cells) in the webpage.

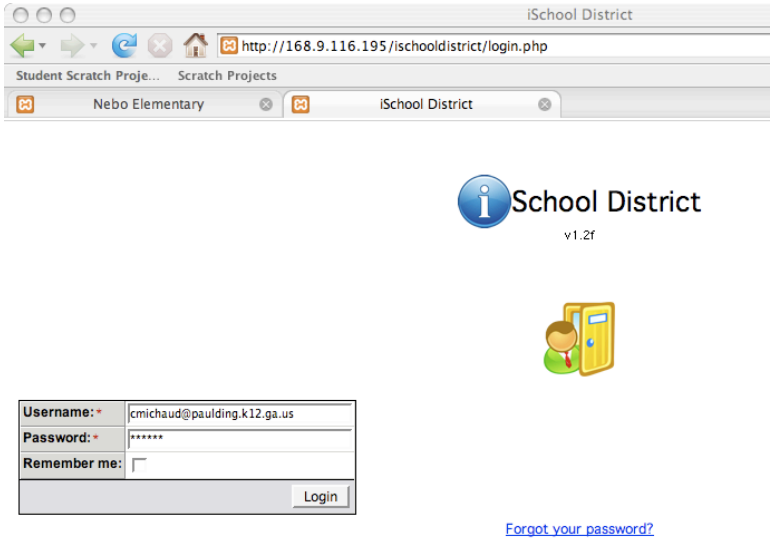


How to login and create your website:

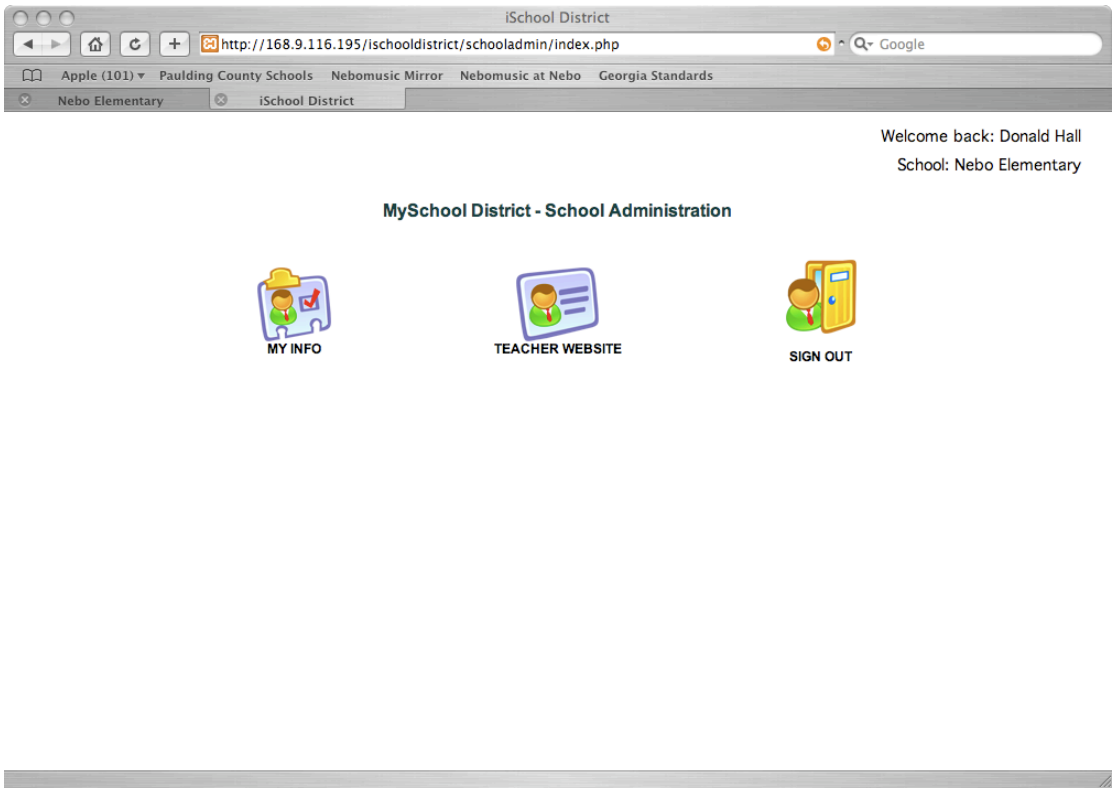
1. Go to:

http://168.9.116.195/ischooldistrict/login.php

You will see the login page. Type your username (Paulding County Email) and your password (you will get this from Mr. Michaud)



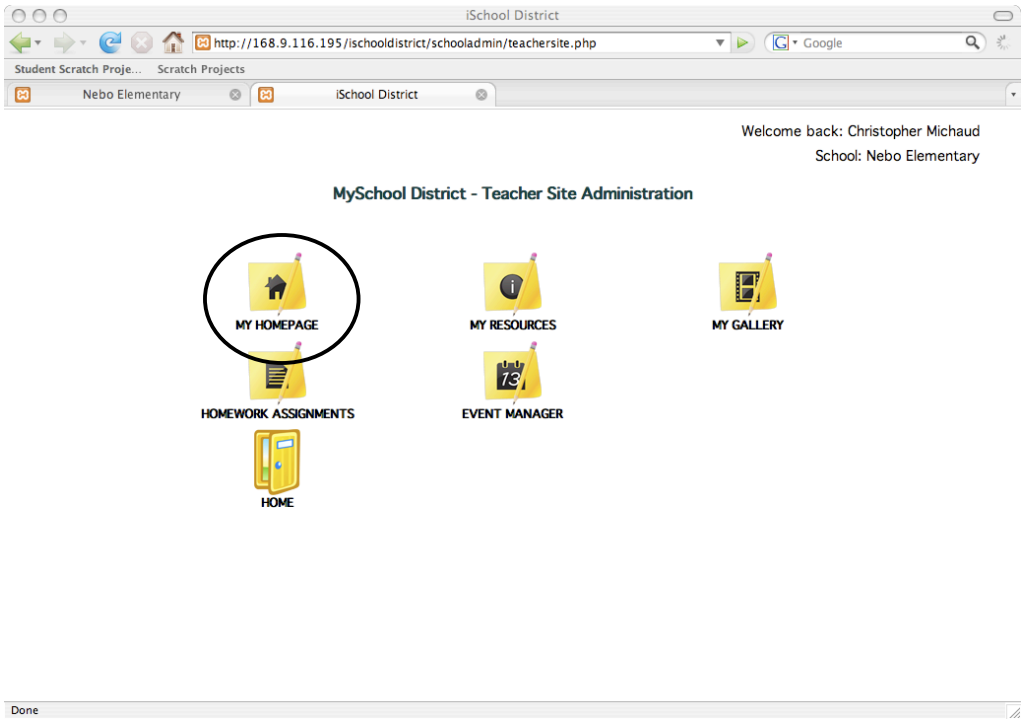
2. Main navigation window:



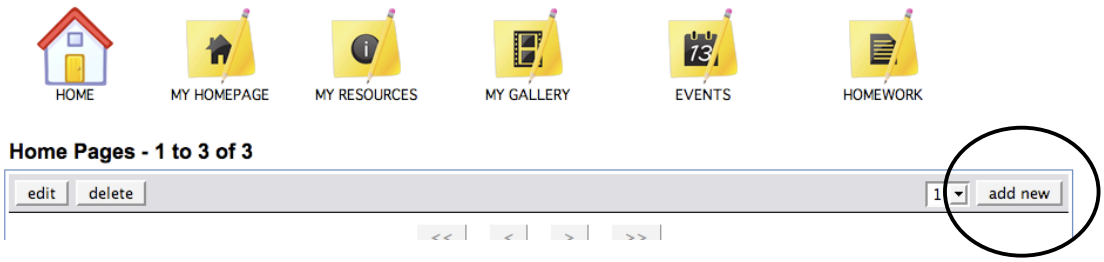
A. "MY INFO": Allows you to view your name, email settings and change your password
   Please change your password as soon as possible
B. "TEACHER WEBSITE": Goes to the section where you edit your site.
C. "SIGN OUT": Leave the system
   ***You must click on "Sign Out" when you are done,
   or it will allow others into your login.***

3a. Create your webpage: (By typing in your content.)

A. Click on "TEACHER WEBSITE"
B. Click on "MY HOMEPAGE"

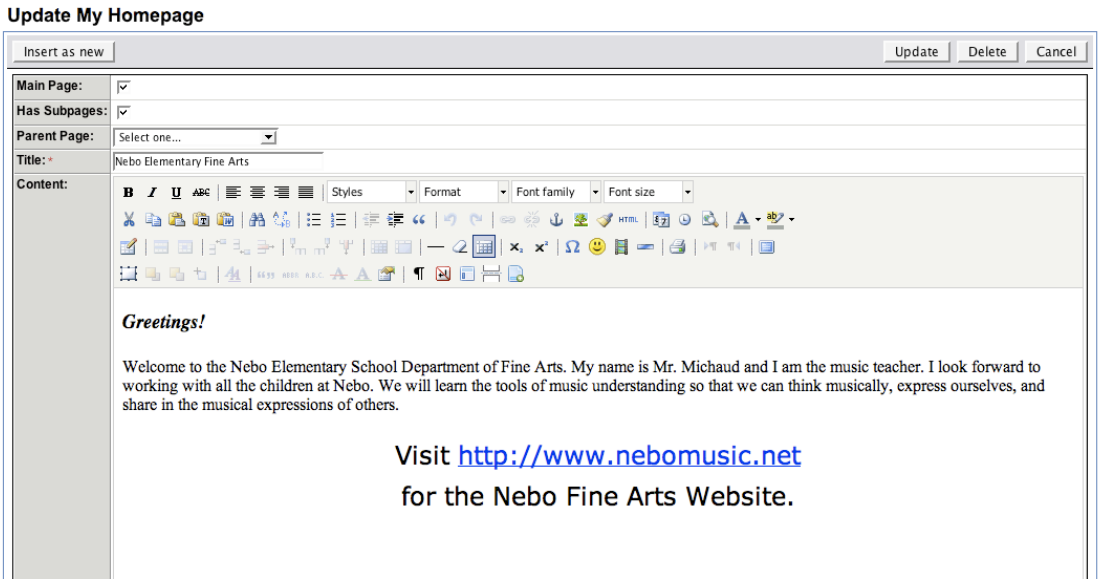


C. Click "add new":



D. Edit Page:

1. Select "Main Page"
2. Select "Has Subpages"
3. Ignore "Parent Page"
4. Type in Title for Page
5. Add content.



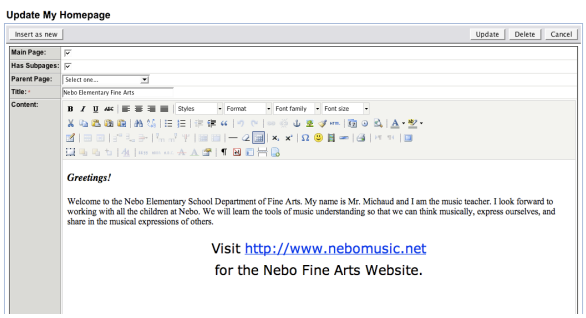
Note the "Format Buttons." This is a basic html editor. The buttons work like Microsoft Word or any other basic text editing program.

Notes:
In this system, you will need to select a font size that is at least 14 or 18 point font. Anything else shows up as too small in the web page.
Sometimes what you see here does not correspond exactly what you will see in different browsers. Fonts and text size vary depending on the browser and computer of the end user.

E. Enable the page. You must enable the page for it to be viewed on the web.

1. At the bottom, check "Splash Page" (This makes it the front page for your site)
2. Check "Enable." (This makes the page active and viewable)
3. Click "Update" (This makes the page live)

Notes: If you want to see what your page looks like on the web, you will need to open a separate tab or window on your web browser.

1. One tab or window has your login and where you are working:	2. The other tab or window has your live site:
	

Switch between tabs or windows and use "refresh" to see what your site looks like live. (This is always a good idea in web development – you want to know what the user will see. I always test my websites on Internet Explorer, Firefox, and Safari to see what they look like.)

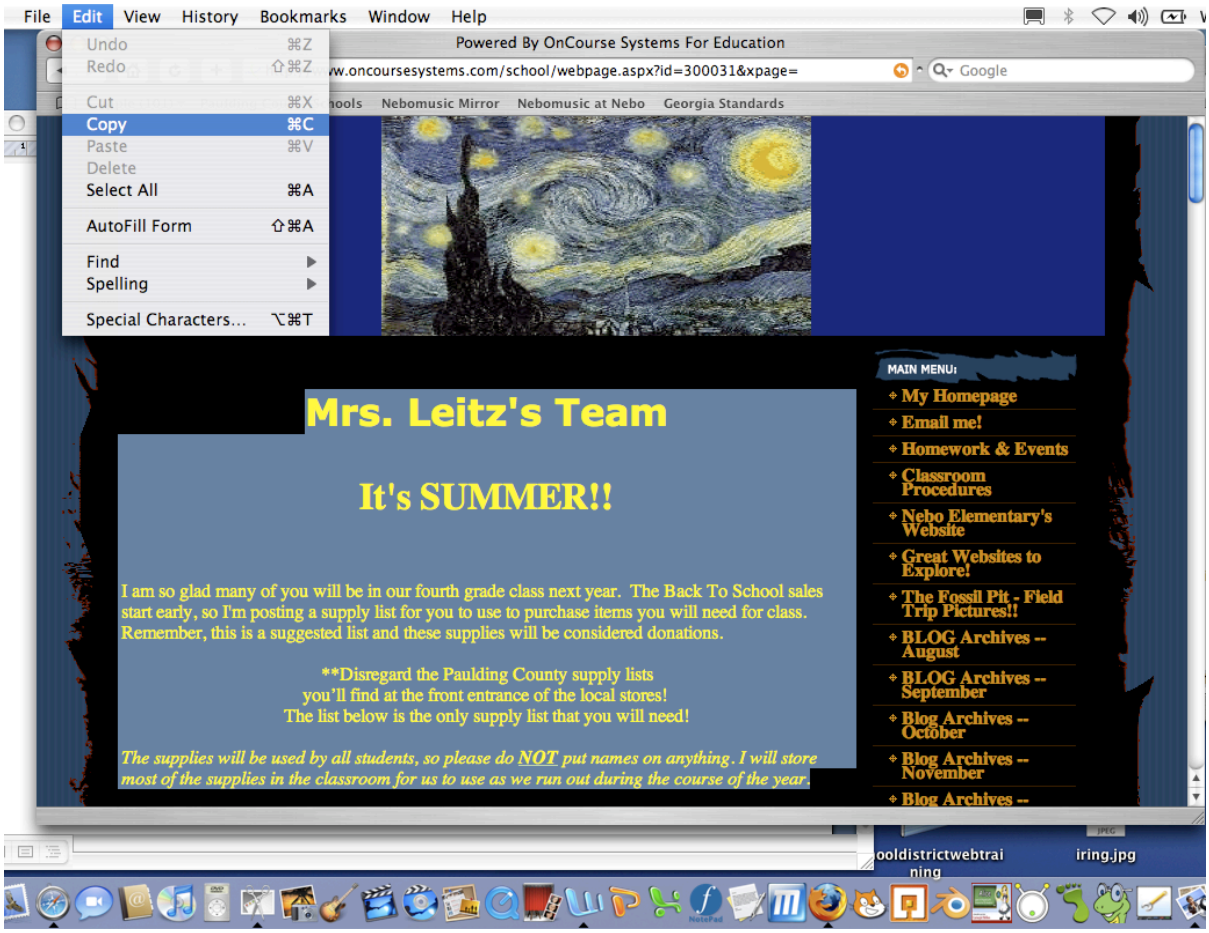
3b. Create your webpage by copying content from OnCourse or another website.
(For Microsoft Word – see 3c)

A. Open your Oncourse or other website in another window or Tab. (I will use Ms. Leitz's page as an example)

How do I find my Oncourse site?

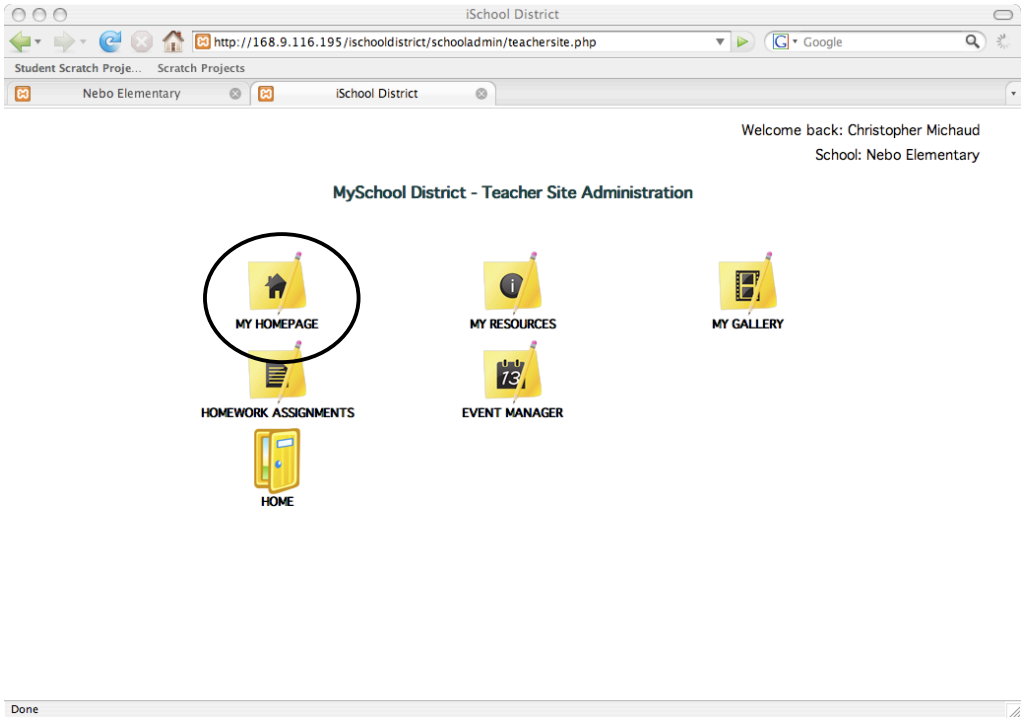
1. Login to Oncourse and navigate to where you edit your site. You can select preview and then see your old site.
2. Go to http://www.nebomusic.net/oldnebosite - I have placed the old Nebo Website here – you can then click on "Teacher Pages" and find your site.

B. Copy the body content of your page (Highlight and select “Edit->Copy”)

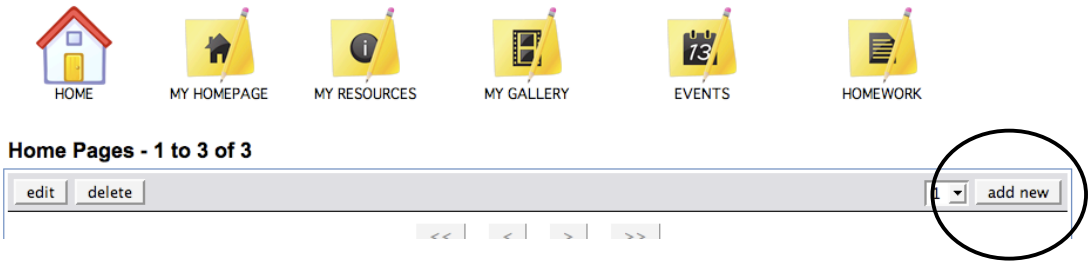


C. Go to your new iSchoolDistrict website.

1. Click on “MY HOMEPAGE”

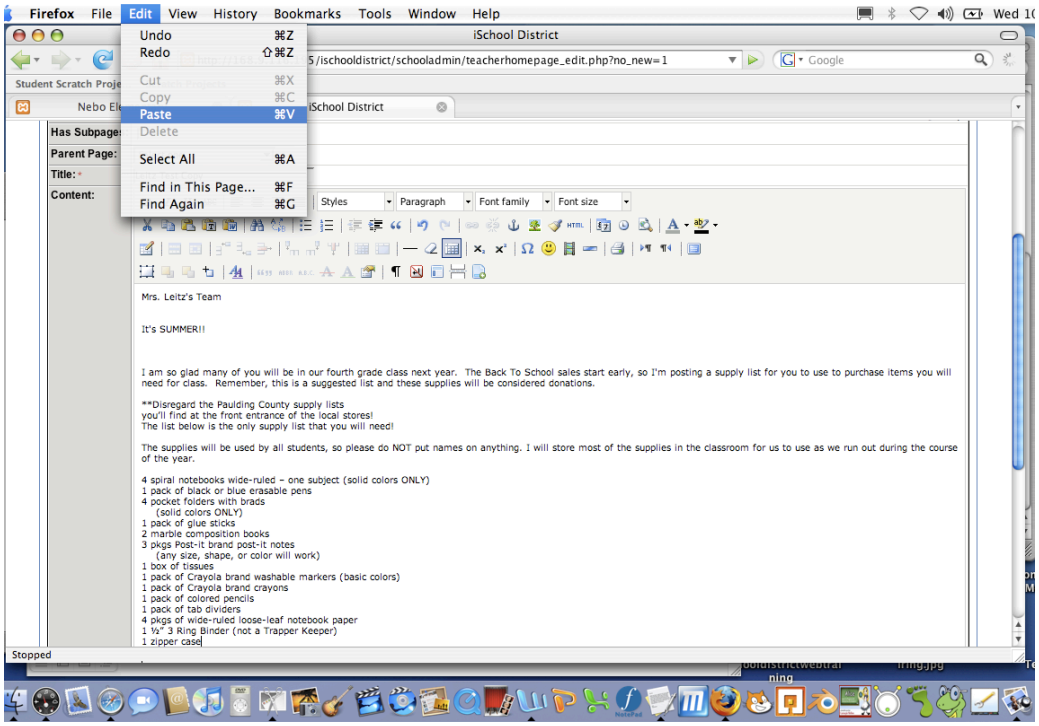


2. Click “add new”:



D. When the HTML Editor opens:

1. Click on in the text field
2. Select “Edit->Paste” (Or: Right Click->Paste, or click the “Paste from Text Icon.”

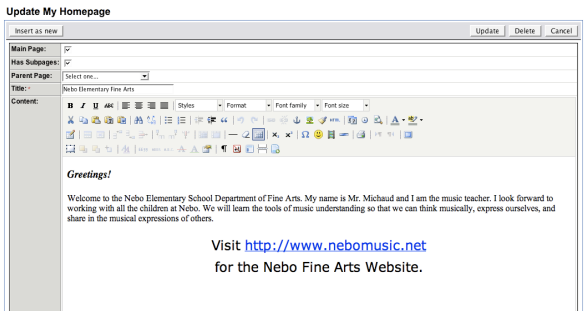
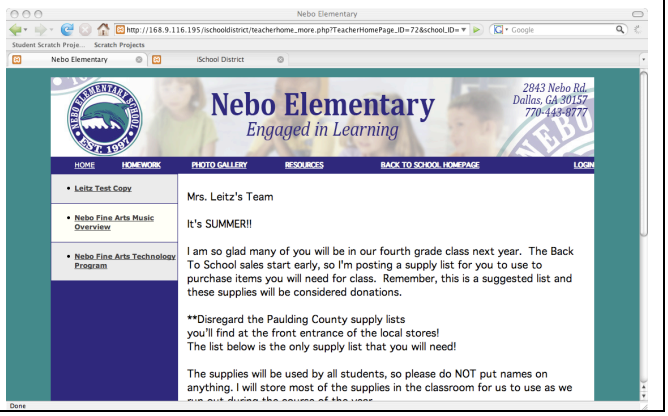


***Note: when copying from Oncourse, you will not carry over the formatting (colors, font, background . . .) That is because Oncourse is a database driven system like iSchoolDistrict. You will need to re-add the formatting. ***

E. Enable the page. You must enable the page for it to be viewed on the web.

4. At the bottom, check "Splash Page" (This makes it the front page for your site)
5. Check "Enable." (This makes the page active and viewable)
6. Click "Update" (This makes the page live)

Notes: If you want to see what your page looks like on the web, you will need to open a separate tab or window on your web browser.

1. One tab or window has your login and where you are working:	2. The other tab or window has your live site:
	

Switch between tabs or windows and use "refresh" to see what your site looks like live. (This is always a good idea in web development – you want to know what the user will see. I always test my websites on Internet Explorer, Firefox, and Safari to see what they look like.)

3c. Copying text and formatting from Microsoft Word.

When working with Microsoft Word – there are extra formatting codes Word inserts in the file that do not play well with HTML editors. Thus, the iSchoolDistrict has a function to paste from Word and maintain most of the formatting. This is similar to OnCourse Paste From Word function in the lesson planner.

1. Create your content in Microsoft Word.
2. Follow the steps to create a new webpage
3. Select "Paste from Microsoft Word"
4. Edit content for layout.
5. Select "Enable" and "Update."
6. Preview your site.

4. Adding images to your content.

Images and web pages have an interesting and complicated relationship. With some documents like Word, PowerPoint, Publisher, images are embedded directly in the file. When you save a Word document, the images go with it.

However, in web pages images are stored in a separate location on the server. Thus, when you call a web page to view – the html directs the browser to go to a specific location and find the file. (That is why sometimes you get "blank" images on web pages – the image file is gone or the address is wrong.)

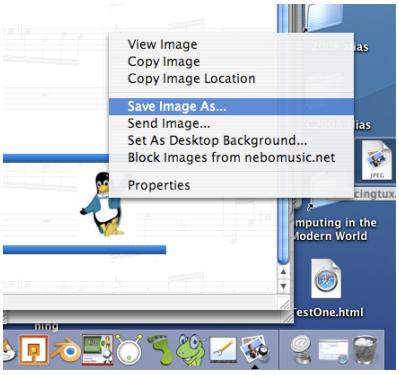
OnCourse and iSchoolDistrict work the same way. In OnCourse we had to upload the image file before we could insert it. We will use the same procedure for iSchoolDistrict.

Note: Frontpage attempts to automate image management. When you paste on image in Frontpage – it creates a copy of the image in its own file system and works to upload and manage images for you.

Note 2: The school system is getting very particular about copyright. That is why the banners and other site images are strictly controlled. Before you upload an image – make sure you have permission. Never use images of your students unless you have permission AND you make sure student's last and first names do not appear with the picture.

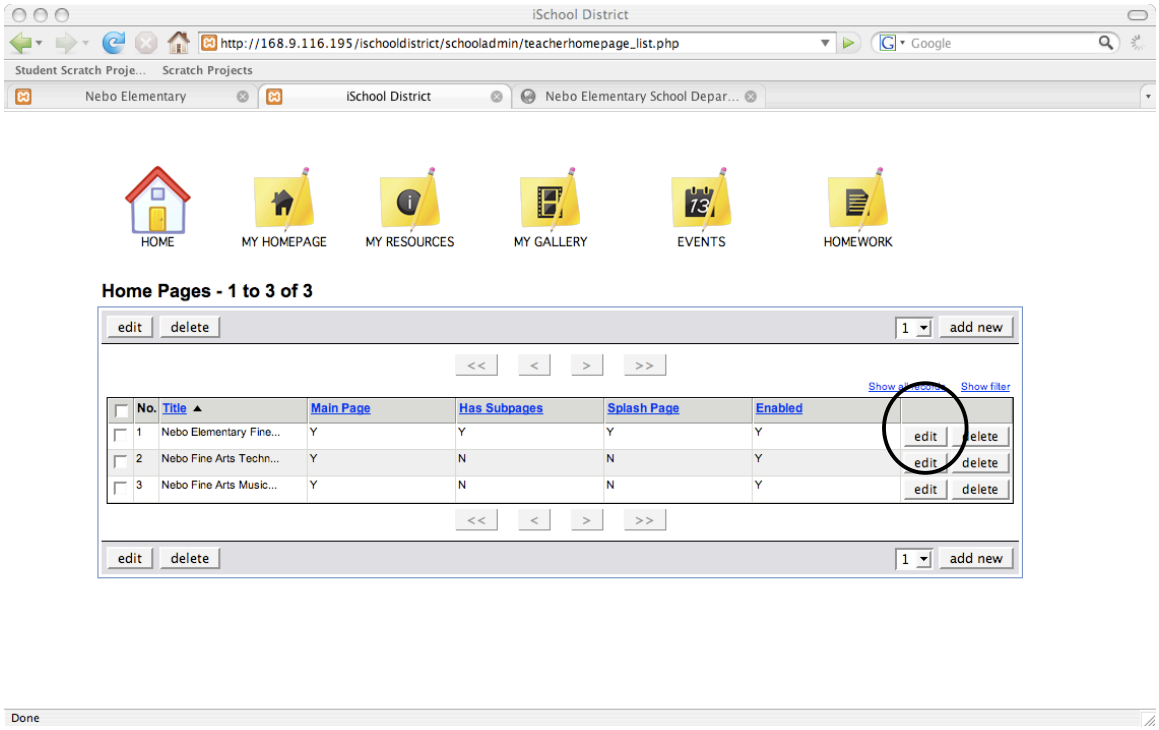
A. Find the picture you want to upload and save it to your local computer. I will use "Dancing Tux" as an example.

1. Go to the site where the image is located.
2. Right click and select "Save Image As"



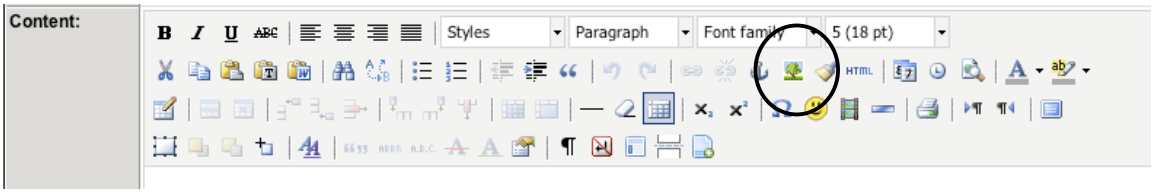
3. Save the image to a location where you will remember. I will use the desktop.

B. Go to iSchoolDistrict and go to "Edit" the page you wish to add the picture:

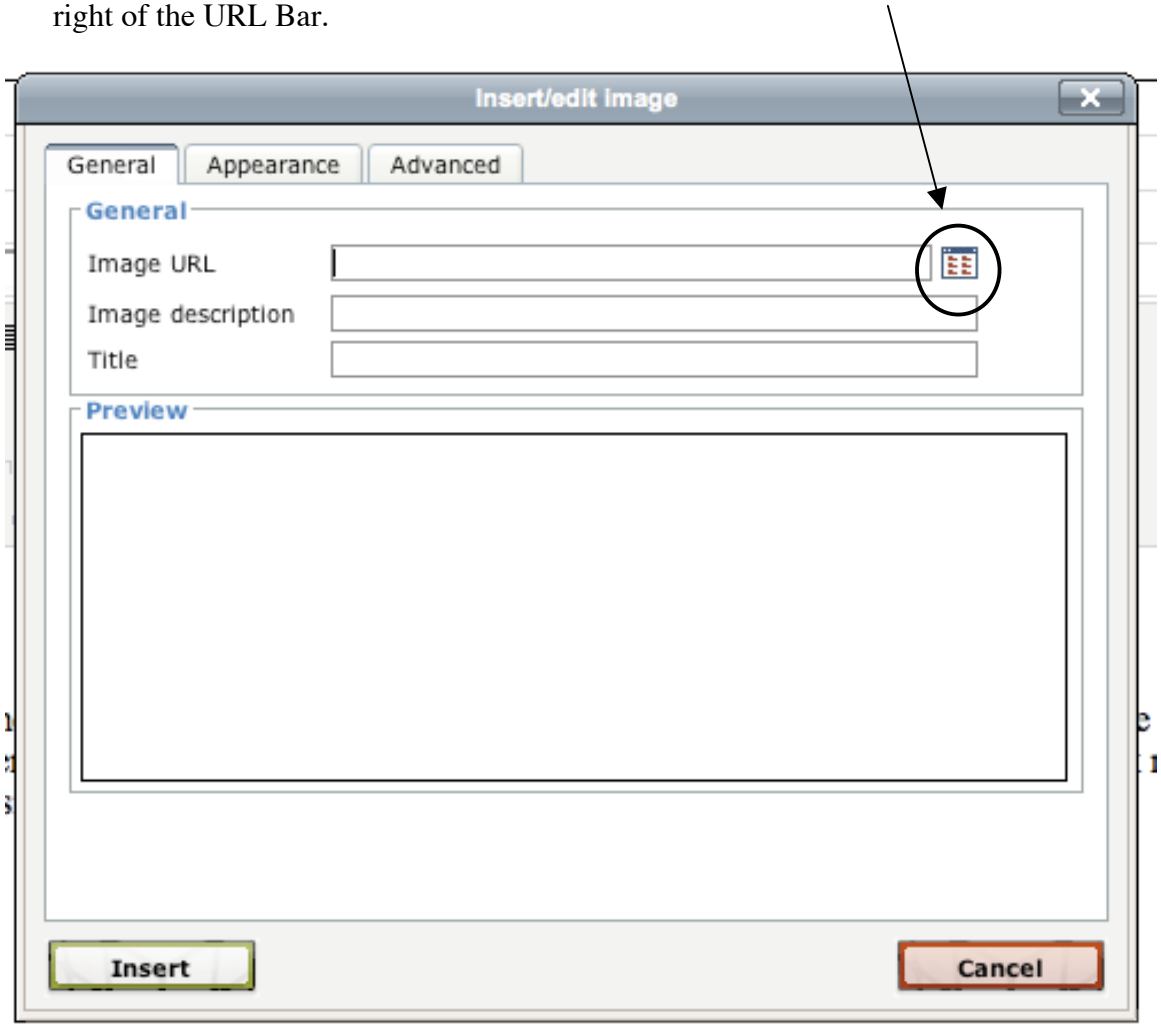


C. Click where you want the picture in the text.

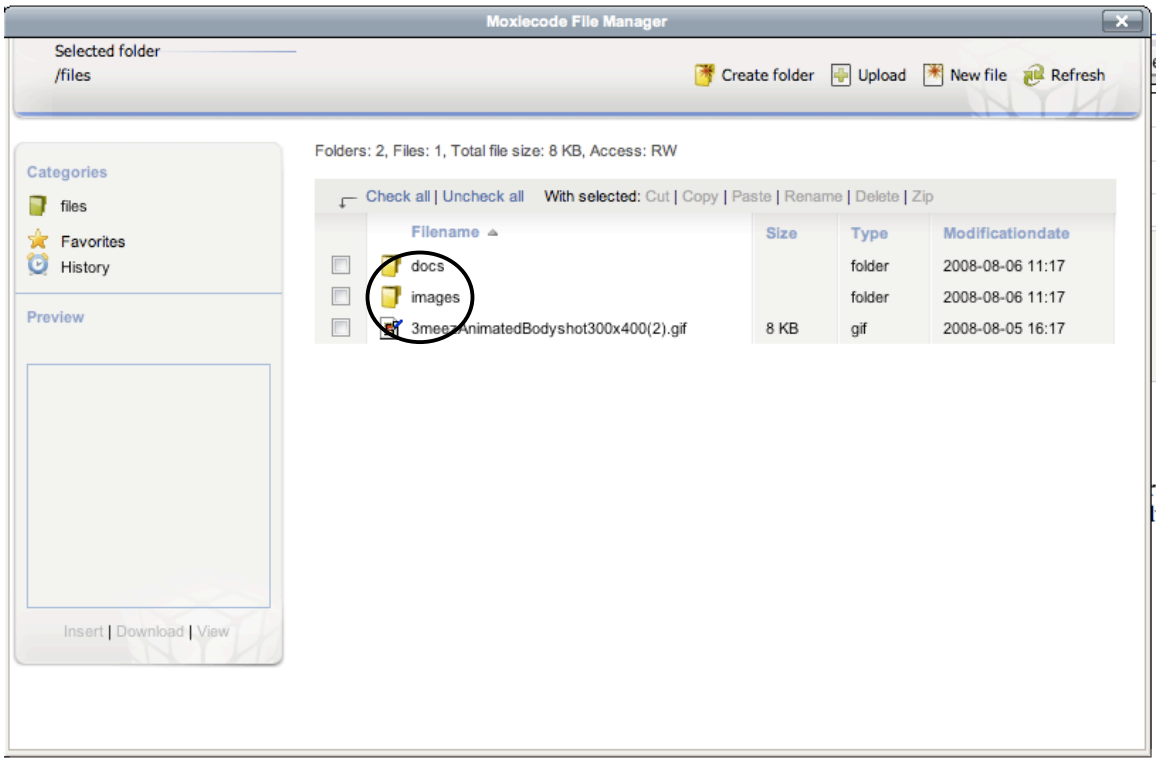
D. Select the "Insert/Edit" image button on the icon bar.



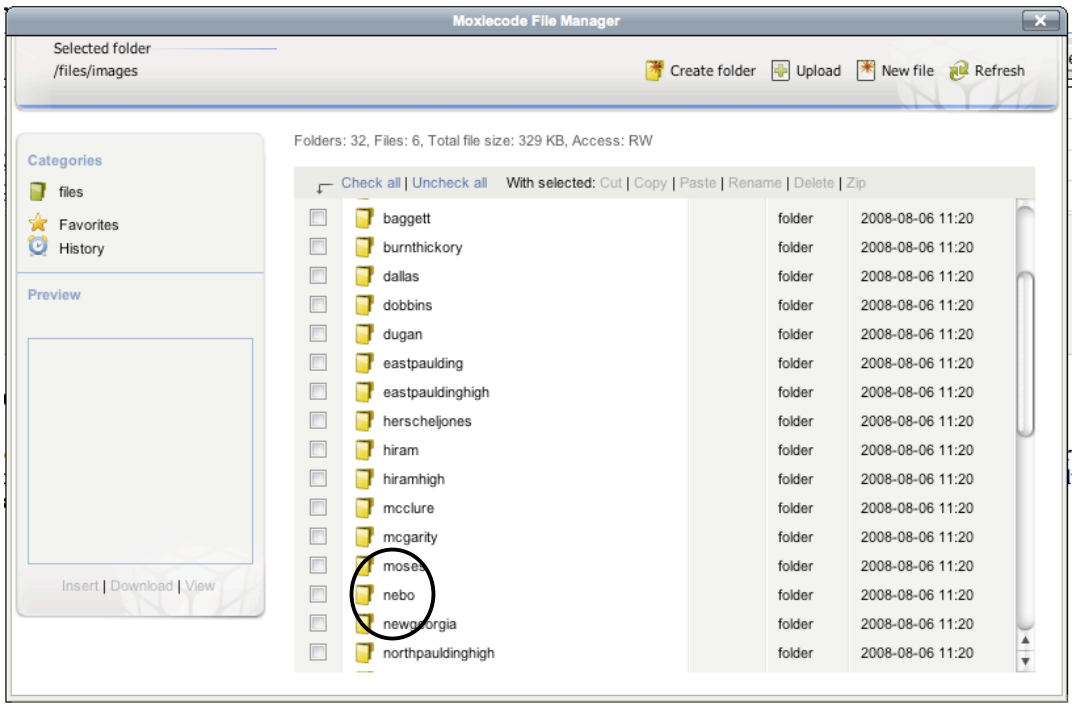
E. This will take you to the Edit Image Window. Click the little rectangle to the right of the URL Bar.



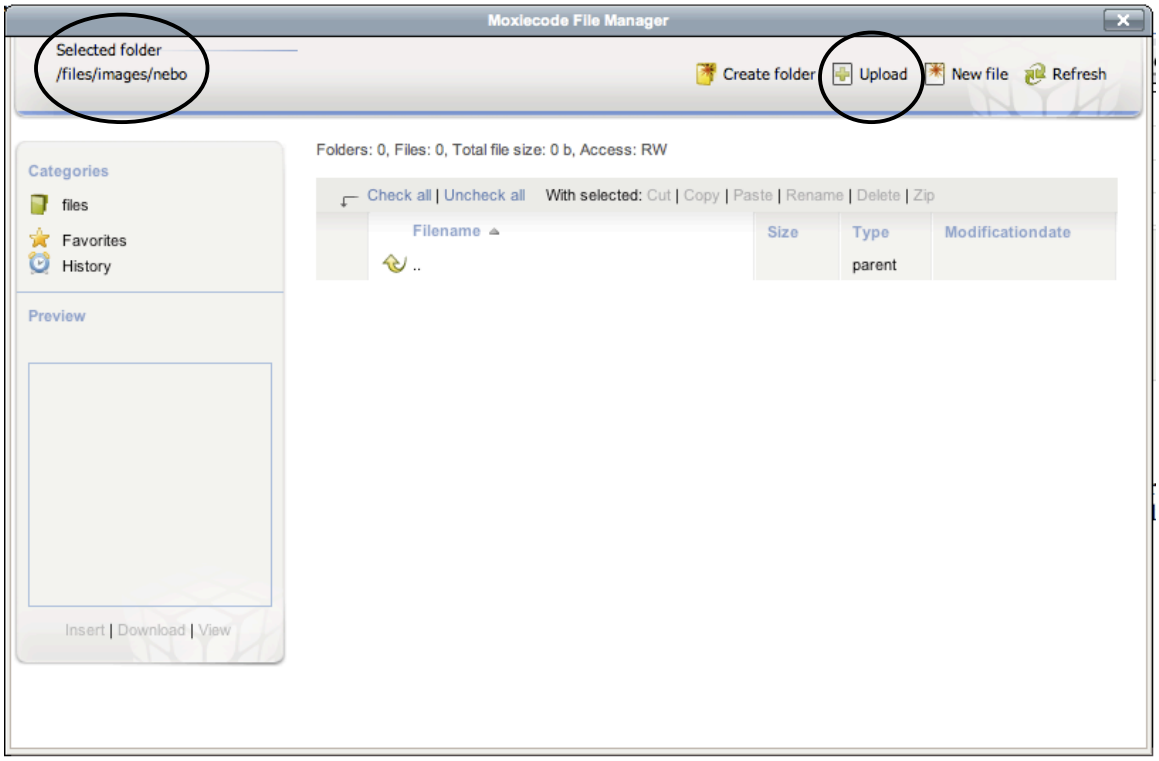
F. The Moxiecode File Manager appears. (Please follow these steps exactly)
1. Click on “images”



2. Click on “nebo”(Your assigned school) (You will need to scroll down)

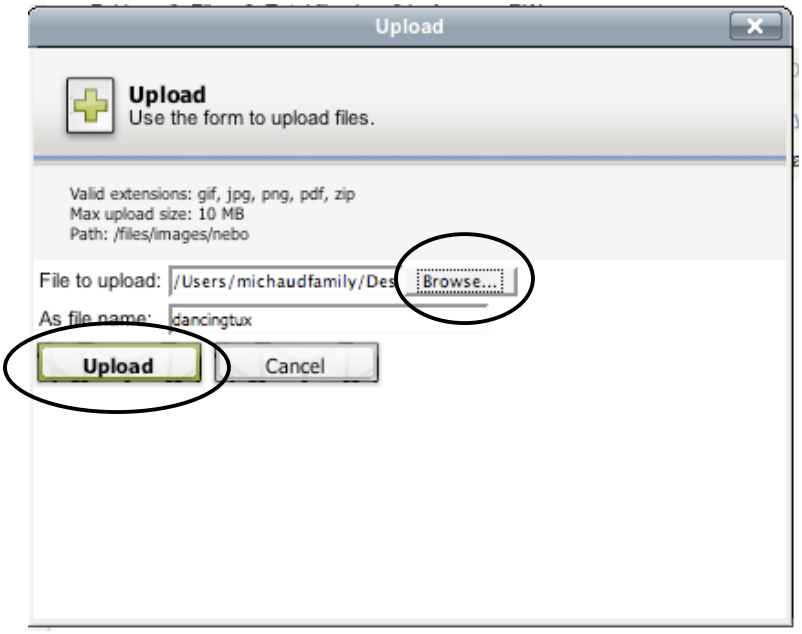


3. Click the "Upload Button."
(Make sure the Selected Folder is /files/images/nebo):

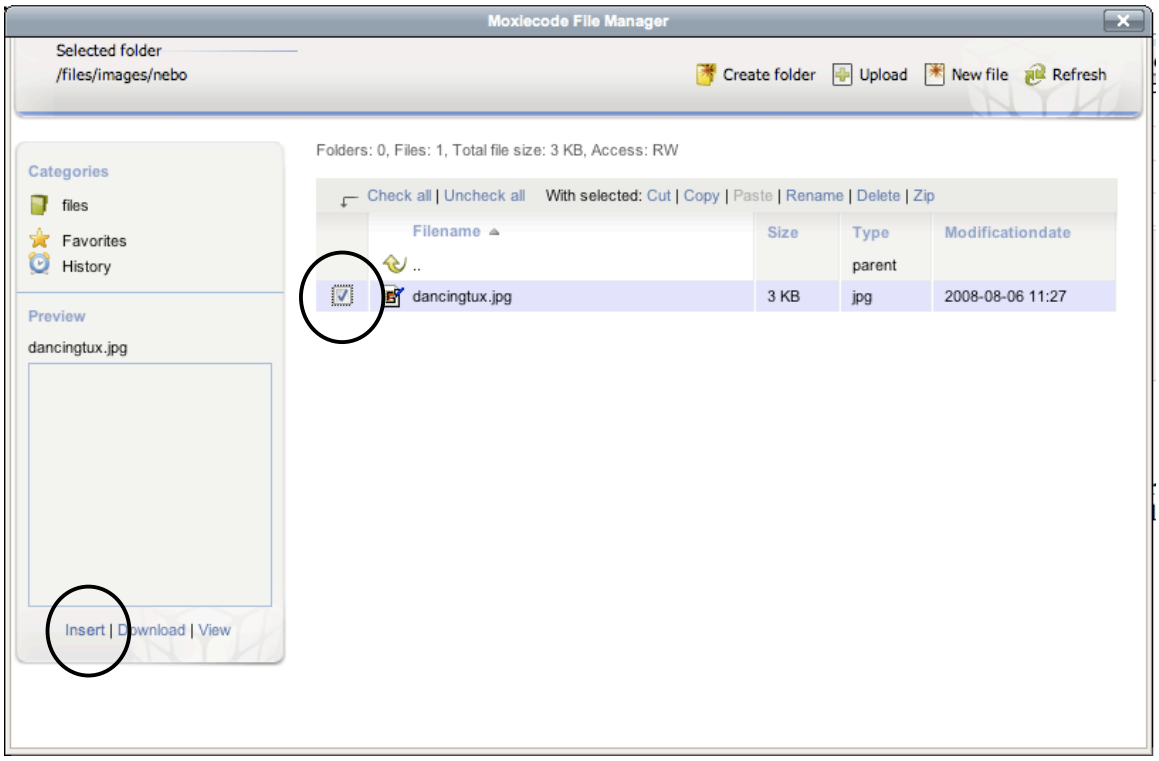


4. Now a File Selection window appears. This is like attaching a document to an email.

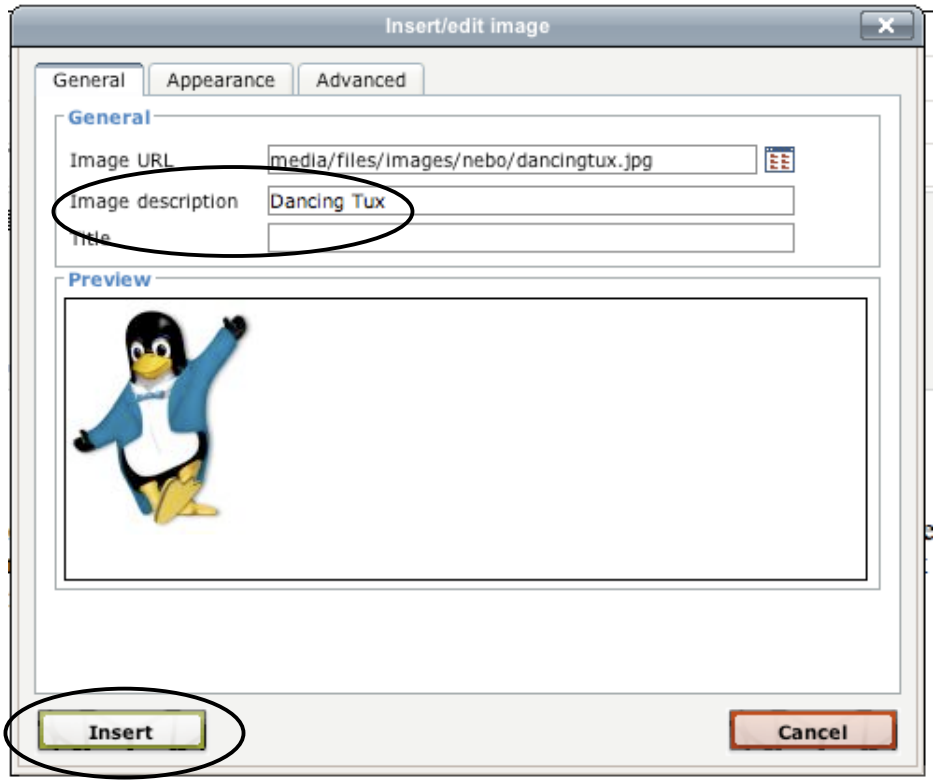
a. Navigate and find the picture you wish to upload. (Click Browse)
b. Select "Upload" to save the file to the web server.



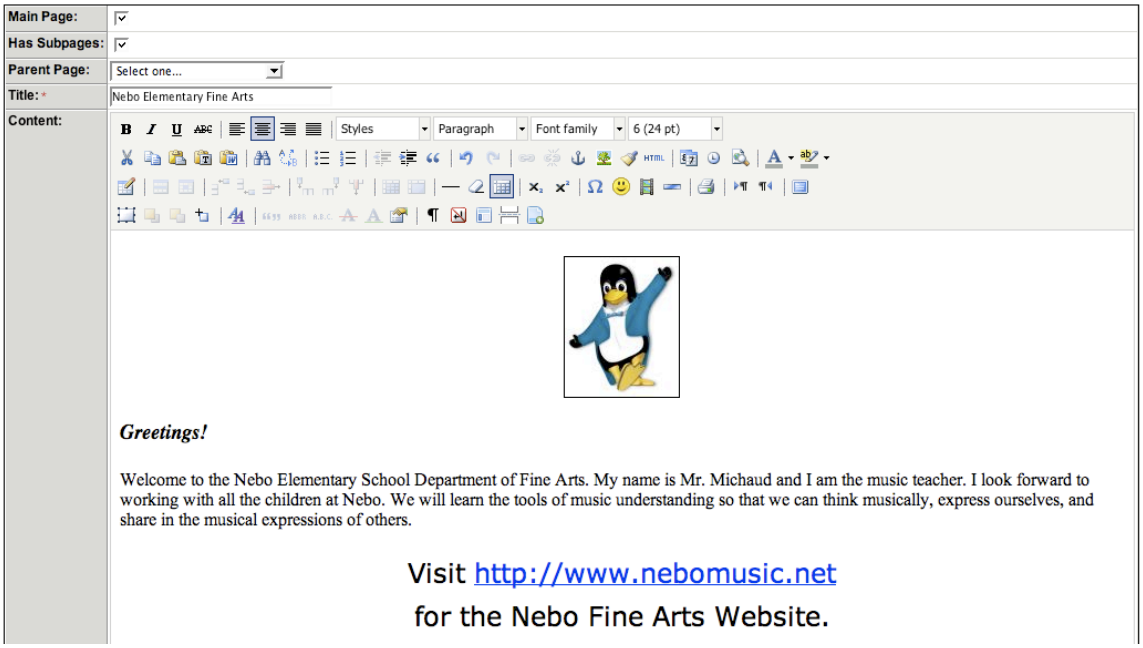
5. Now you see your file in the Moxiecode File Manager:
    a. Check the box next to the picture you wish to upload.
    b. Click “insert” in the lower left part of the window.



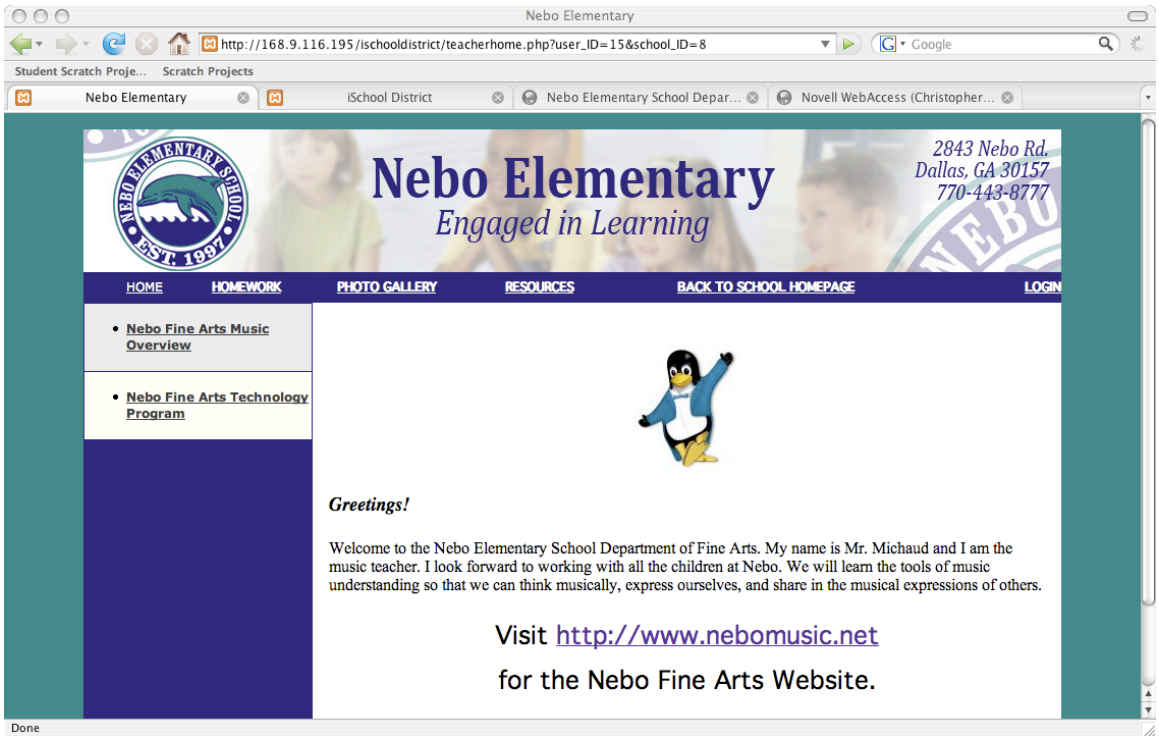
6. Almost done! (Note the address: media/files/images/nebo/dancingtux.jpg)
    a. Type an image description in the “Image-description” field
    b. Click “Insert” to put your image in your webpage.



G. Now the image is in your page. You can use the centered or other layout commands to place your picture.



H. Click "Update" to save your page. Preview in another tab or window to check your work.



5. Adding sub pages to your webpage.

The "splash" page is the main page (like a home page) of your website. This should contain a short introduction and summary of your class. More detailed information will go on sub-pages whose links will go to the cell along the left hand side of your page.

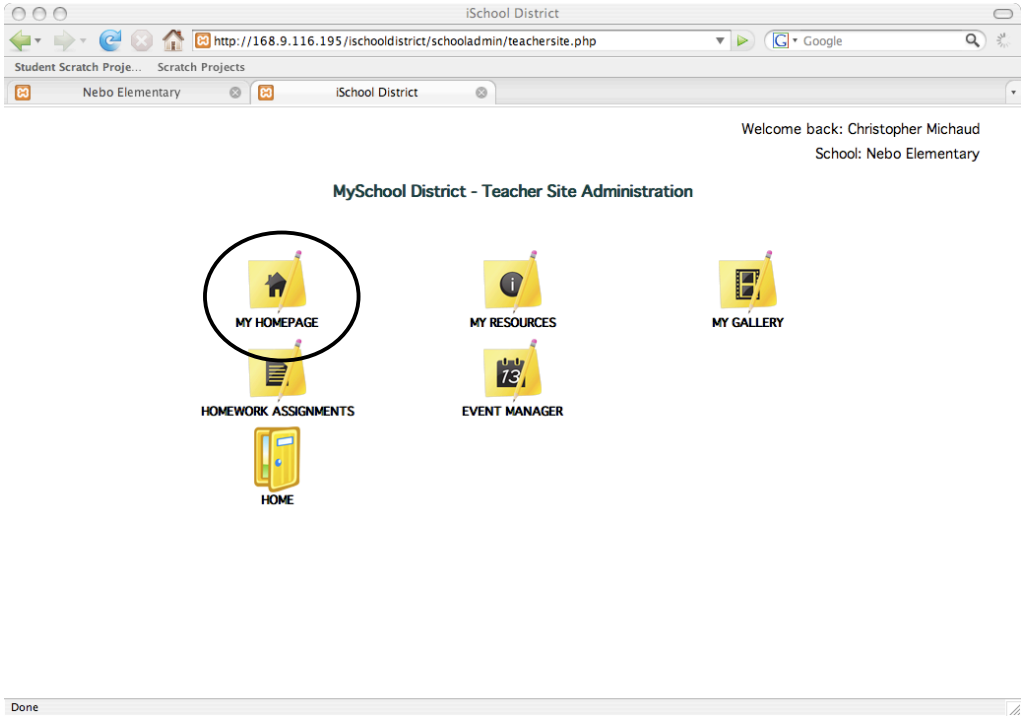
Setting up a sub page is just like building the webpage. The only difference will be our use of a "Parent Page" and not checking the "Splash." Option.

Rule of Thumb for iSchoolDistrict Links:

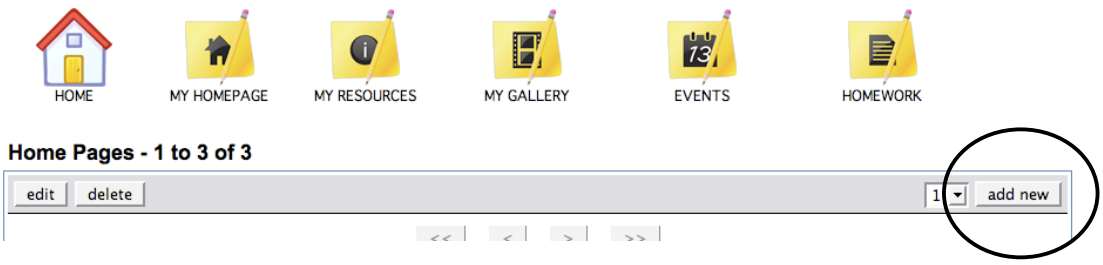
Internal Links go on the left hand pane.

External Links go in the body of the page or in the "Resources" area.

A. Click on "TEACHER WEBSITE"
B. Click on "MY HOMEPAGE"

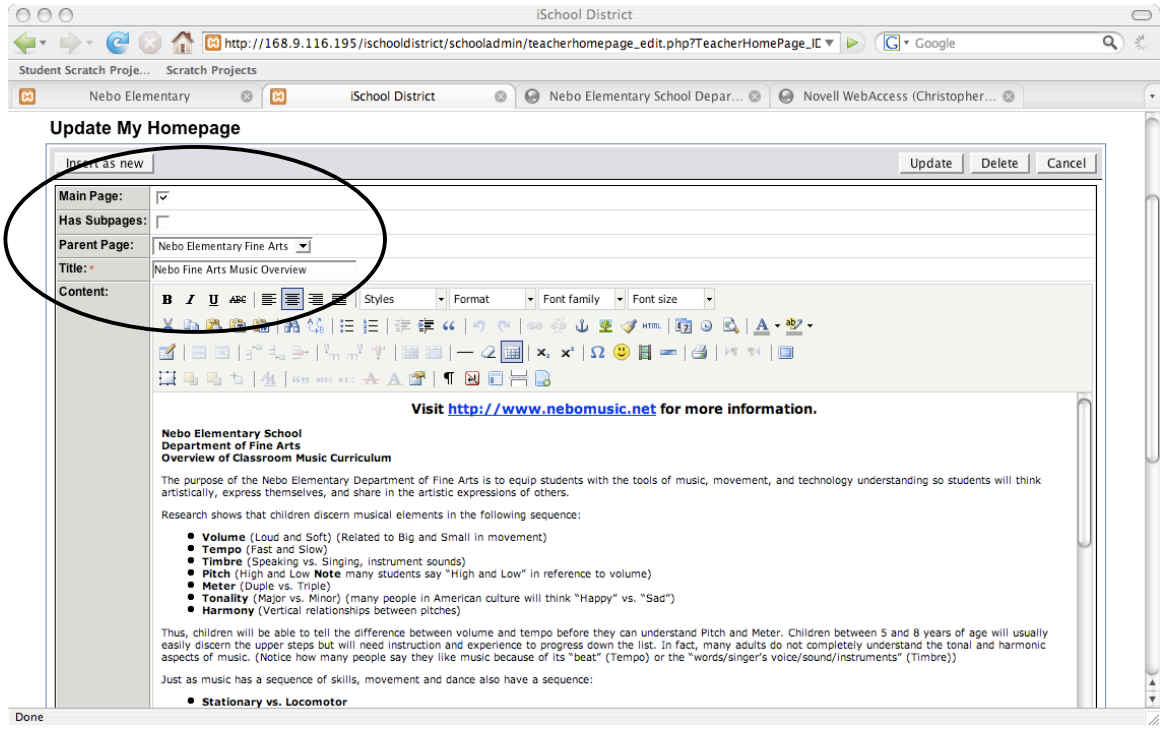


C. Click “add new”:

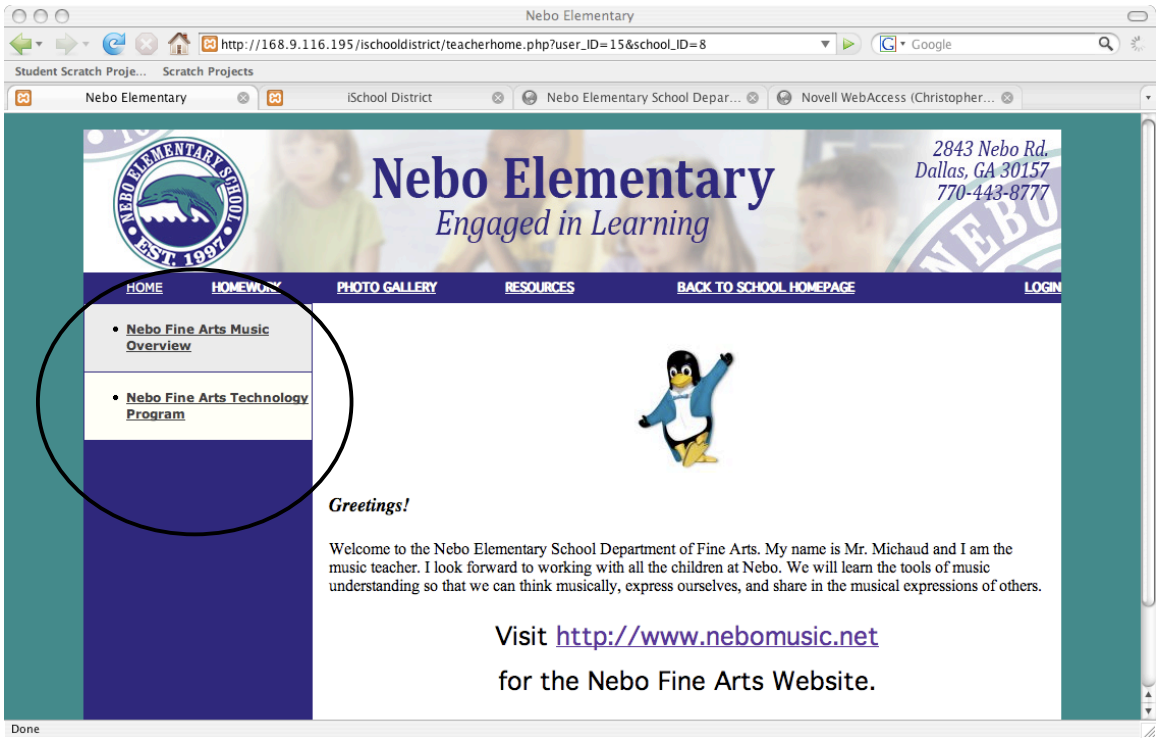


D. Create your subpage. (Type, or copy from another source.)

1. Check “MainPage” (This puts it in the links on the left pane.)
2. On “Parent Page,” select the name of your main page from the drop down menu. (This connects it to the Homepage)
3. Title your subpage.
4. Check “Enabled” at the lower left corner of the page.
5. Click “Update” to make your page live.
6. Check your page on another tab or window.



E. You now should see your page link in the left pane. These links are organized alphabetically.



6. Other Topics:

A. To add an external hyperlink:

1. Inside the HTML editor, highlight the text you wish to link.
2. Click on the Link icon on the icon bar.
3. Type in the URL to the external site you wish to link.
4. Click "Insert."
5. Click "Update" to save the page.

Note: Be VERY CAREFULL which outside sites you wish to link to. Do not link to inappropriate sites. We do not want our parents and students be directed to web sites that do not have a high standard for content and appropriateness. Be aware that some sites use advertising that is not acceptable for children.

B. Updating your Resources area.

This is like your homepage area. You can add content related to curriculum areas or external links.

C. My Gallory

You can upload documents and pictures to this area. Again, be aware of copyright, and appropriateness.

D. Events

This function does not seem to work at this time.

E. Homework

You create pages detailing homework assignments here.