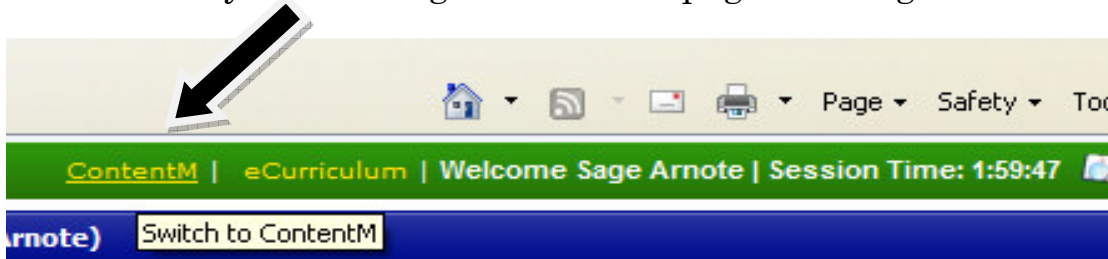# Building a website –tips and tricks

Logging In:

To login, go to the district homepage (www.indep.k12.mo.us)

Replace the w's with: allofe   (allofe.indep.k12.mo.us)

Login with your network ID and password. The Content M link above will be what you click to get to the web page building interface.

Click "My Classes" and "update page" to get back into the editable mode of your page if you've already created one.

Building your first page: Click Manage My Site → My Classes
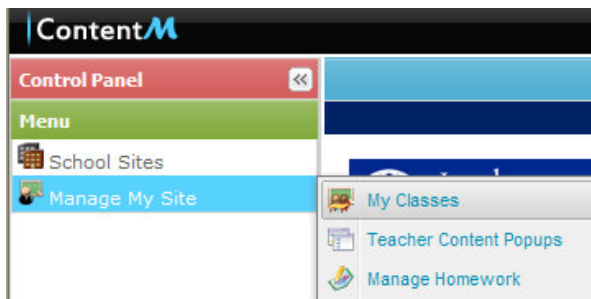
Click the Add Class Button

You will yield a template that has been built as a starting point. You can add or hide panels on this page. The sprocket   in the upper
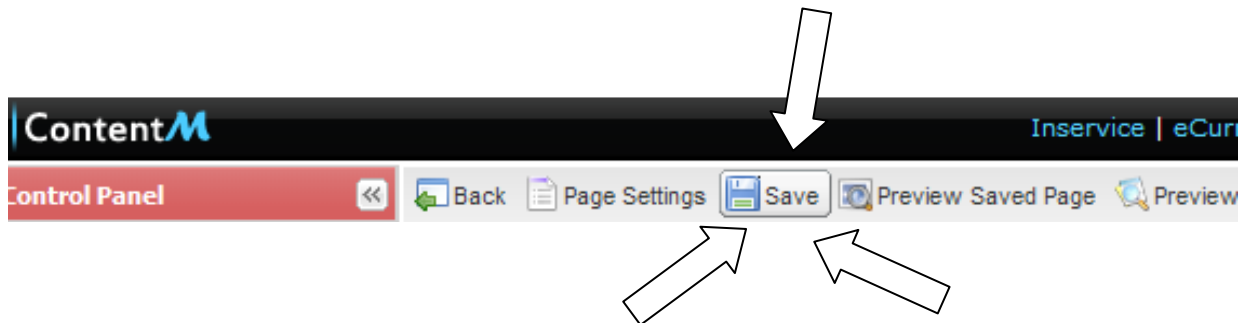
right of each panel allows you to get into editable modes. The dash box

allows you to hide a panel if you want it to be viewable later. Additional panels are available above.

After making ANY change to your page, make sure to SAVE! If you don't, you could lose hours of work. Click the Save button often.

Linking your page to your School:

- Once finished with creating your site, you can attach it to your building's page so it shows under your name in "Staff Listing."

- Go to Manage My Classes →highlight your page by clicking it → then above choose "update page"

- Your school should be below. Checking the box next to the school and clicking submit will make your page live.

Site addresses:

- From the district homepage, take off www and put schools, then put a forward slash and the building name at the end. ie→ Ott's site is located at: schools.indep.k12.mo.us/ott
- To get to an individual teacher page, take off www and put schools, then put dleslie (first initial and last name) at the end (not Ott) ie→ Donna Leslie's homepage would be housed at: schools.indep.k12.mo.us/dleslie

Inserting Images/documents:

Within the allofE webpage interface, you are only allowed to insert images or documents that are less than 2 mb.

Remember your audience…parents will not necessarily have the latest version of microsoft. Uploading pdf's are a more universal file that anyone can get free software to be able to see. (you can get adobe reader software from: adobe.com) To make a file a pdf, you can open the file, then choose Print, and instead of your default printer choose CutePDF writer. A pdf file will be created.

Pictures created by nicer digital cameras usually default to creating larger size picture files, to enhance their resolution. To shrink a picture, you can use specialized software to shrink them, or the free service from this website: www.shrink pictures.com

Uploading Documents:

- To link to a document to a homepage, go to "add a panel" and choose HTML Panel.

- Click the sprocket on your html panel, and in the body, name the link something like "Newsletter, volume 1" and highlight it.
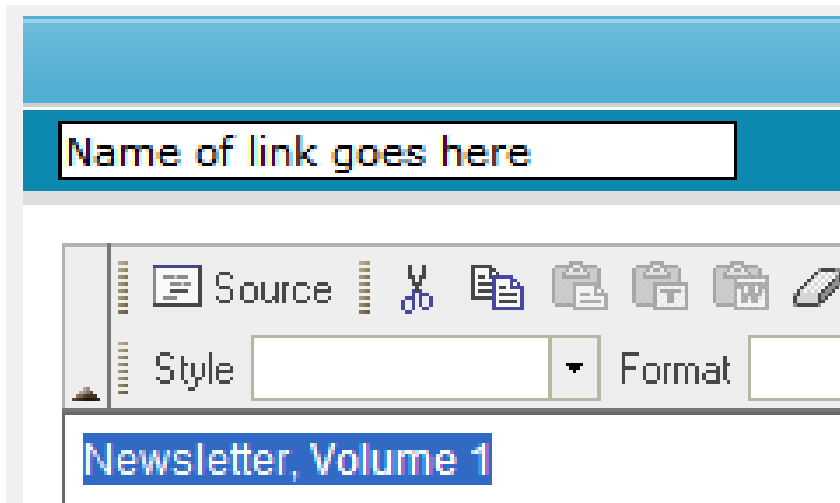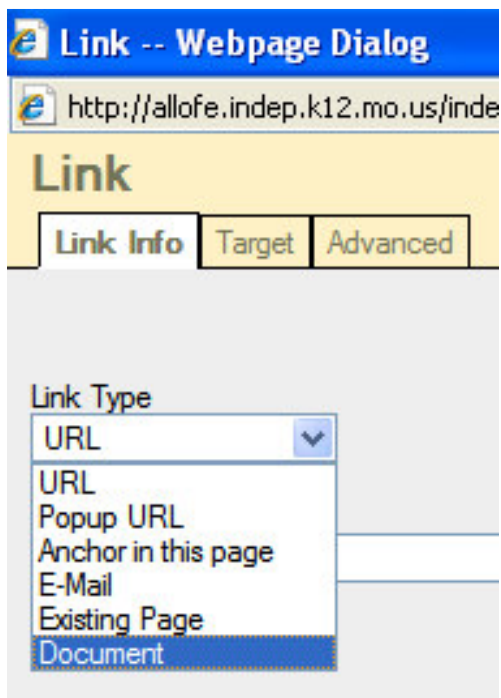
Click the chain link icon,

- Under the Link Info tab, change the link type to "document"

- then click browse,
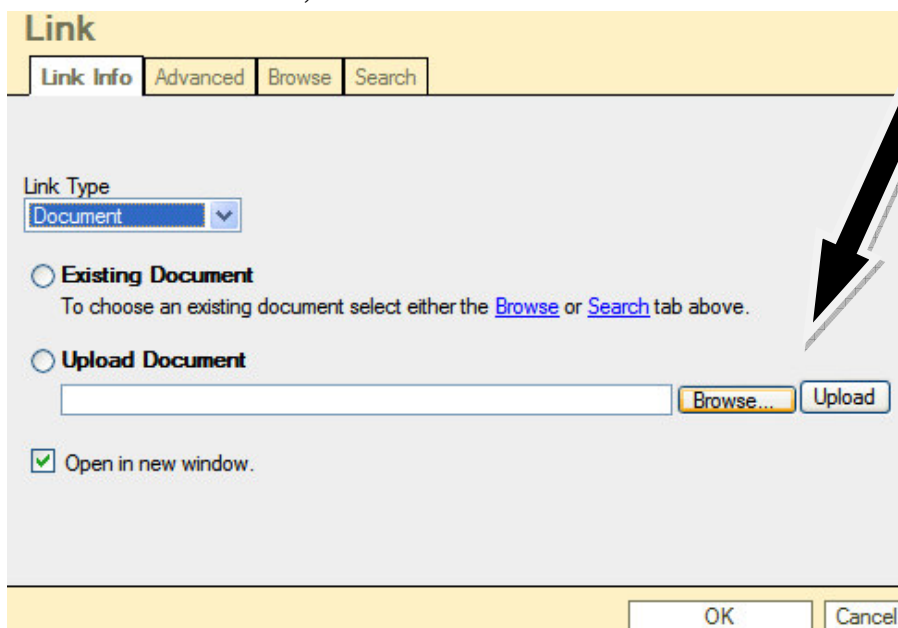
- Find your document, select it click upload
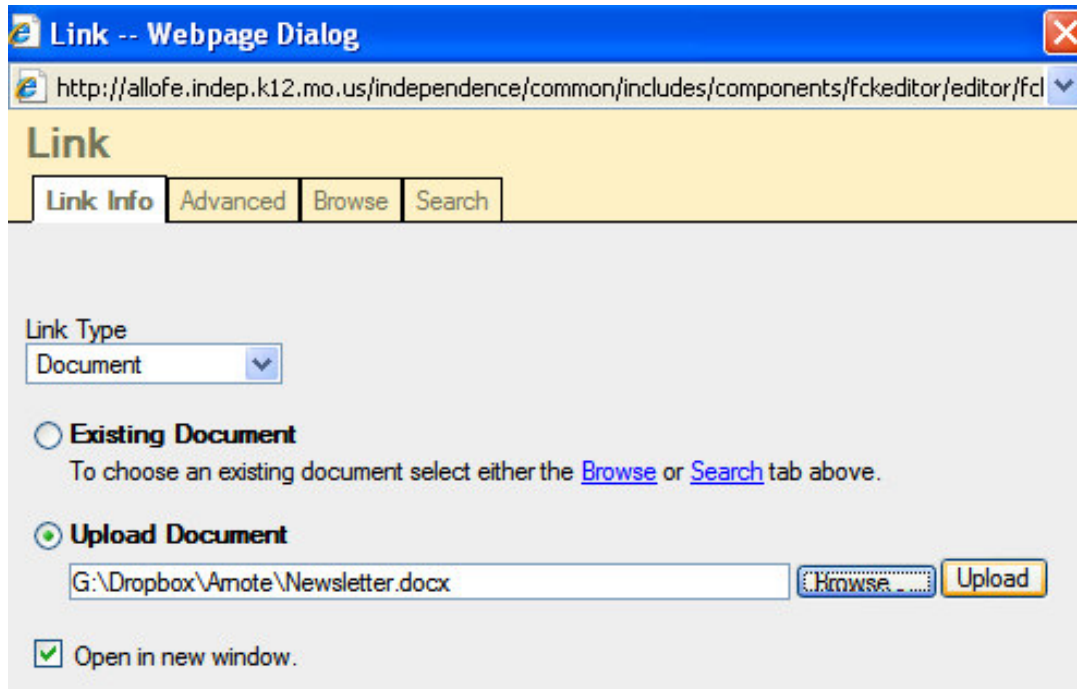
A message should pop up telling you it worked:

Click ok

Click Ok again

Link

Link Info | Advanced | Browse | Search

Link Type
Document

○ **Existing Document**
To choose an existing document select either the Browse or Search tab above.

◉ **Upload Document**
G:\Dropbox\Arnote\Newsletter.docx   Browse...   Upload

☑ Open in new window.

OK   Cancel
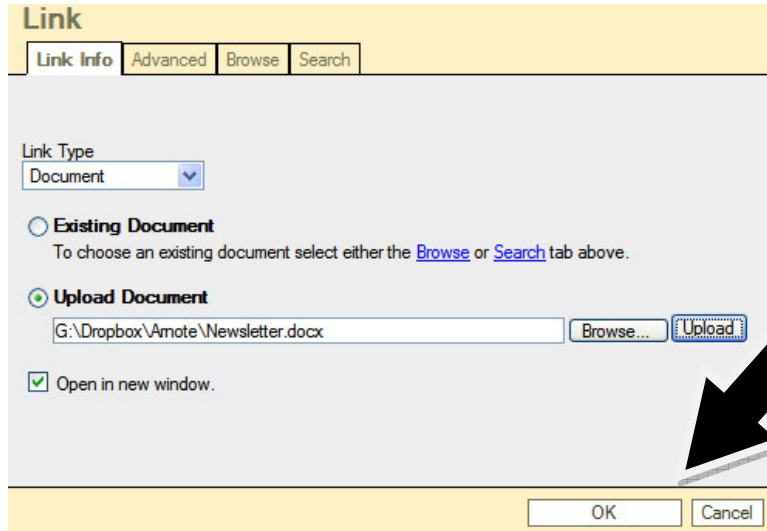
then up above choose save

Back | Page Settings | Save | Preview Saved Page
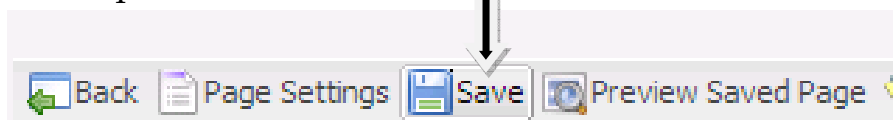
Making a shortened URL with tinyurl.com

Your web address is: schools.indep.k12.mo.us/hmontana (if you were Hannah Montana) An alternative would also be to create a shortened url using tinyurl.com

Go to your website (not while editing through allofe). Copy your address. Go to tinyurl.com, and paste your address into the appropriate box. Tinyurl will create a shortened url, and will allow you to customize your address if you choose a name that isn't already taken. Their policy is that you should have a link on your page to theirs.

Getting a video from Youtube to post on your page

Choose "Add a Panel" –"Video Panel" When you click the sprocket it will ask you for an embed code. Sites like youtube make it easy for you to get. Simply go to the video, and click the box below the video called "Get embed code."
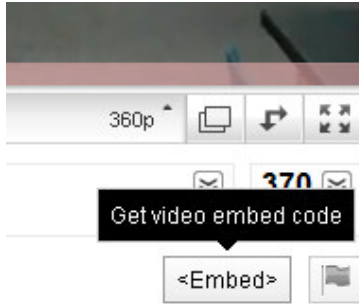
 ← (this is at the corner of each youtube video)

An HTML code will pop up for the video. Copy and paste this code into your video panel. An example embed code would look something like:
  <object width="640" height="385"><param name="movie" value="http://www.youtube.com/v/XFhDMNqPNDI&hl=en_US&fs=1"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/XFhDMNqPNDI&hl=en_US&fs=1" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="640" height="385"></embed></object>

Embedding a Web Album Show

Google Picasa is an avenue for housing pictures and getting a space to house files that can be synced to the web. Download Google Picasa at home. (at school you can, but need an admin to download it)
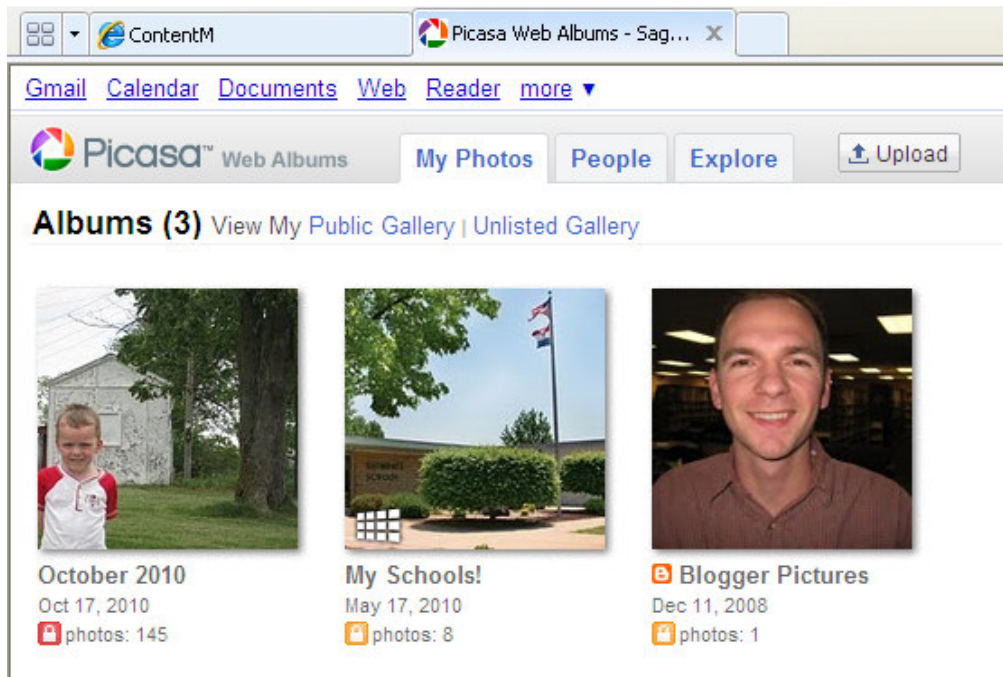
Create a folder that contains all of your pictures. In the upper right, there is an option to "sync to web."
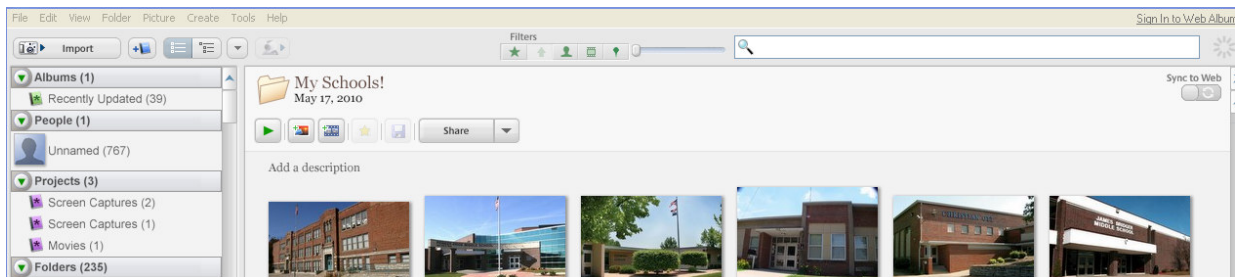
Log into Google—go to More➔ photos

In Google Web albums, click on an album:

On the right, choose

Choose:

The medium sized slideshow will fit in a small column's panel. You'll copy the embed code it gives you by clicking into the field, then right click and choose copy.

On your webpage, click **add a panel→ Raw Text Panel**

Click the sprocket, and paste your code into the raw text field. Click update, then go to the top of your page and choose **Save**.

Your slideshow should now be embedded on your page. Whenever you have internet access, once you edit your album on your machine, it will automatically update the slideshow embedded on your webpage.