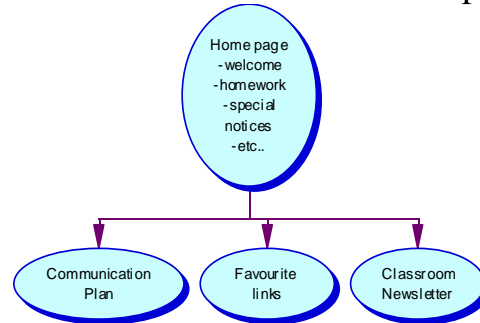


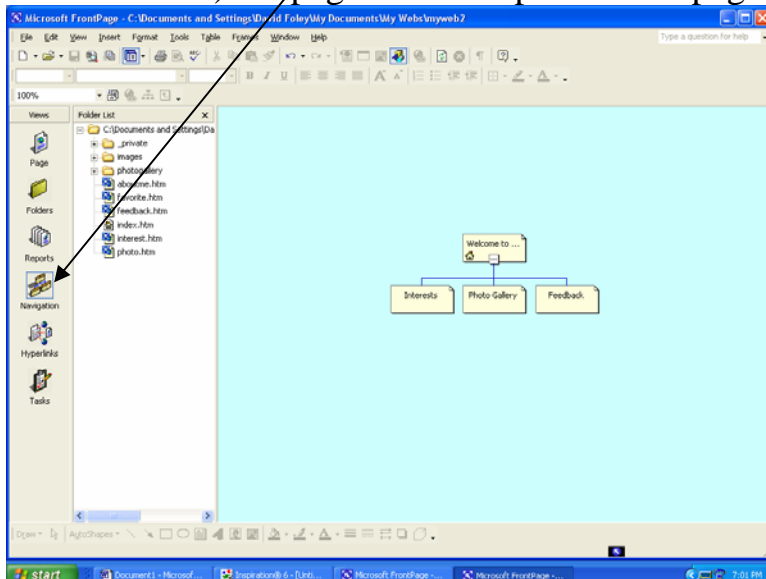
# Creating Your Classroom Webpage Using Front Page

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- 1) Create a plan for your webpage. You could use Inspiration/Kidspiration to help you map out what it will look like. Example:



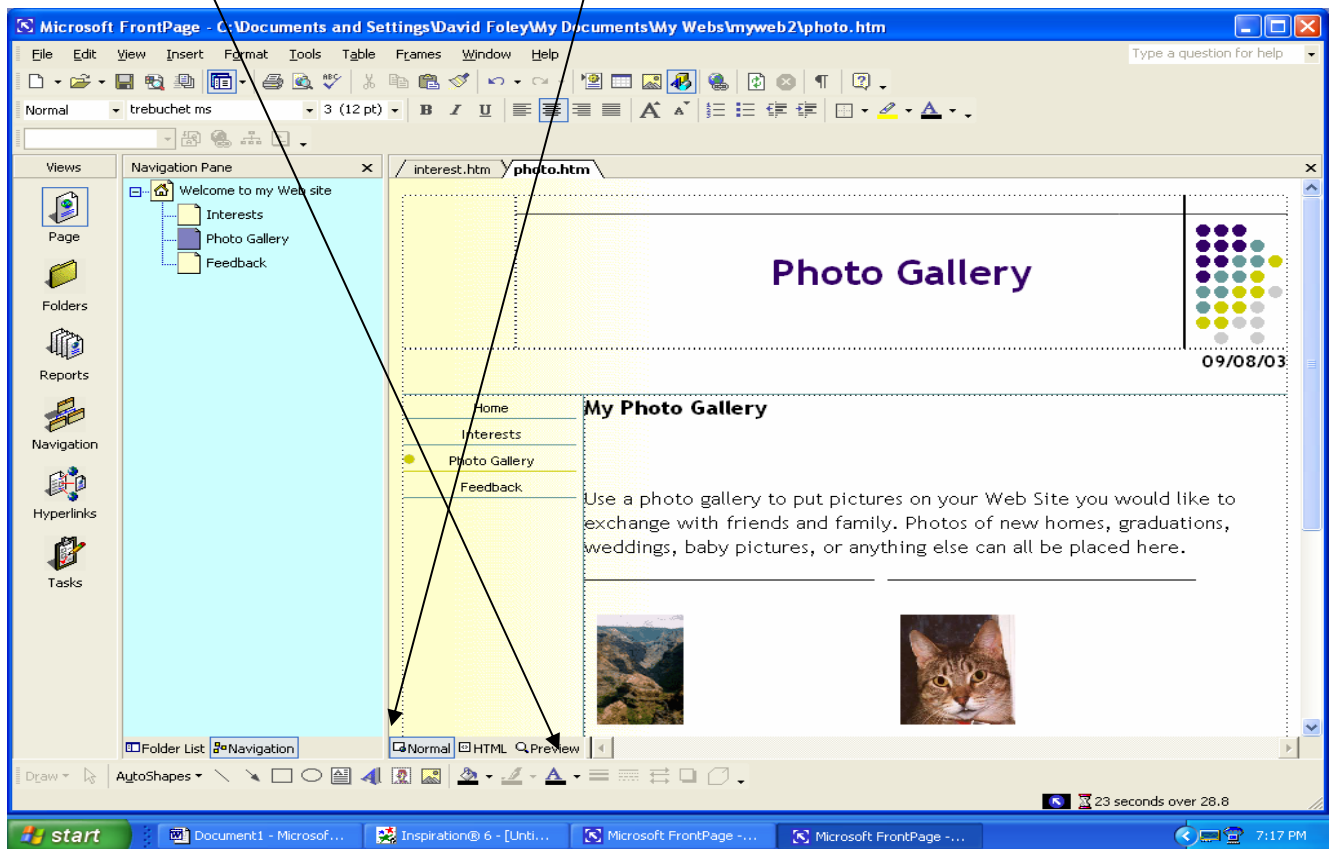
- 2) Open Front Page
- 3) Go to File- new web
- 4) Always name your file before going any further. See specify location of the new web on your screen and save it in the appropriate location. 'A' drive if you are saving to a floppy, 'D' drive if you are saving on an IEIE computer, or the appropriate drive depending on the computer that you are using.
- 5) There are some templates to choose from to help guide you in your work. For your purposes the one page web, personal web (4 pages), or project web (7 pages) would likely work best.
- 6) Choose your template- then OK
- 7) Choose Navigation View- on the left side panel
- 8) Refer back to your plan to rename (right click on the page and choose rename) the pages to correspond to the pages you want in your web.



If you have too many pages in the template you can **delete pages** that you don't want by selecting them- then right clicking and choosing delete. Then choose delete from the web.

If you need to **add another page** click on the page you want the new page to link from. Right click and choose new page. This will place the page where you want it and then you can rename it.

- 9) To change the themes or background- in your navigation view – double click on the home page. Go to Format and choose themes or backgrounds. Make your selection. Apply the theme or background to *all pages*. Please note that if you wish to design your own page you should choose- go to Themes and choose no theme. It will take a minute for your new theme to be applied to all pages.
- 10) Working from the ‘normal view’ delete the template information and add your own. To get another page to work on you can choose it from the navigation view or from the folder list.
- 11) It is very important to **save your changes** as you go.
- 12) If you want to see what your work would like on the web choose the – Preview Tab
- 13) But, remember to go back to normal view to make any changes and to save your work.

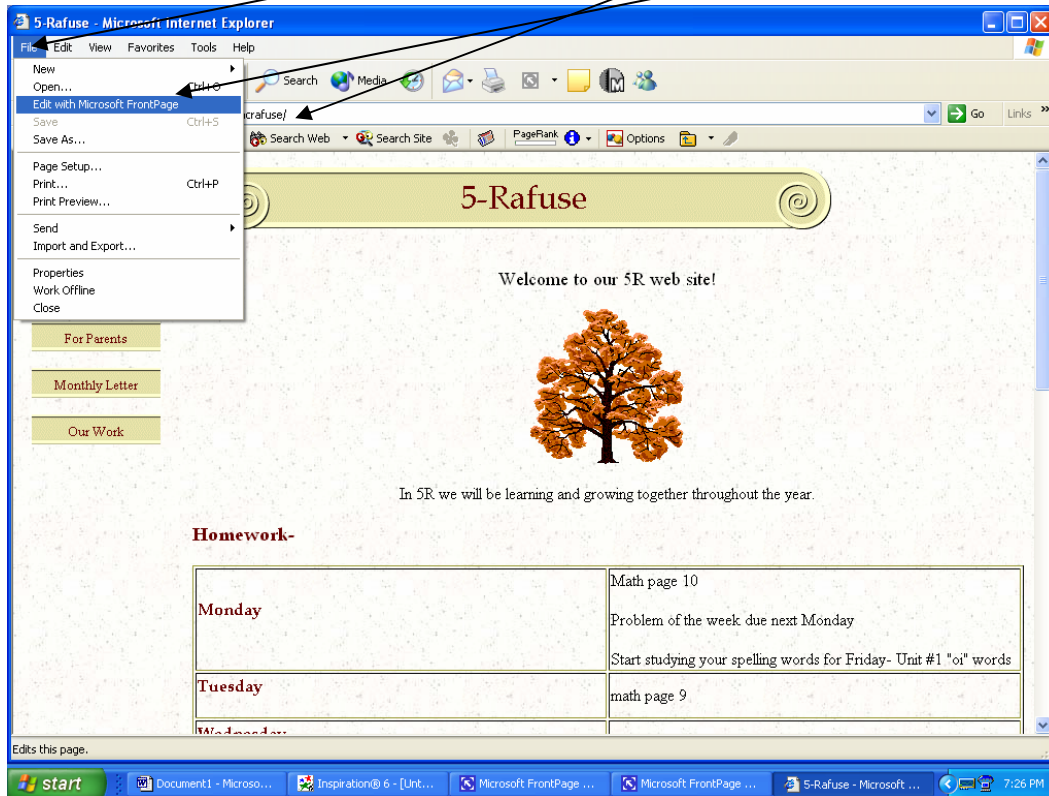


- 14) Complete your pages, try them all out in Preview Mode to ensure that all of your links are working properly.
- 15) You are now ready to publish your web- you will need your URL and your uploading information (user name and password). Choose File-Publish Web.
- 16) Type in your URL in the space provided then click on Publish. You will then be prompted for your user ID and password.

17) Finally you will be asked if you want to see your web as it now appears on the World Wide Web!

18) Congratulations you have done it!!!!!!

19) Web site development is never done. There will no doubt come a time when you wish to add new information to your site or to update what is there. To do this- open Internet Explorer. Put your URL in and call up your website. Then, go to File and choose- Edit with Front Page



You will then be asked for your User ID and password. Do not share this information with your students. Give it only to someone you trust as having this information allows the user to alter your site when they wish.

As you make your changes on the site be sure to **SAVE**. These changes will automatically be uploaded as you save them. When you have completed your changes close out the Browser (Internet Explorer). If you wish to see your newly changed site then go back in and your changes will be there.

20) If you have any problems there is a built in Help Menu in the Front Page program, there is also a tutorial on the Technology PD page -

<http://southwest.ednet.ns.ca/kids/techpd/> or you can contact the Technology PD person in your area. In addition, your school technology mentor (elementary schools)/ Lead Learner would also be happy to assist you.

