



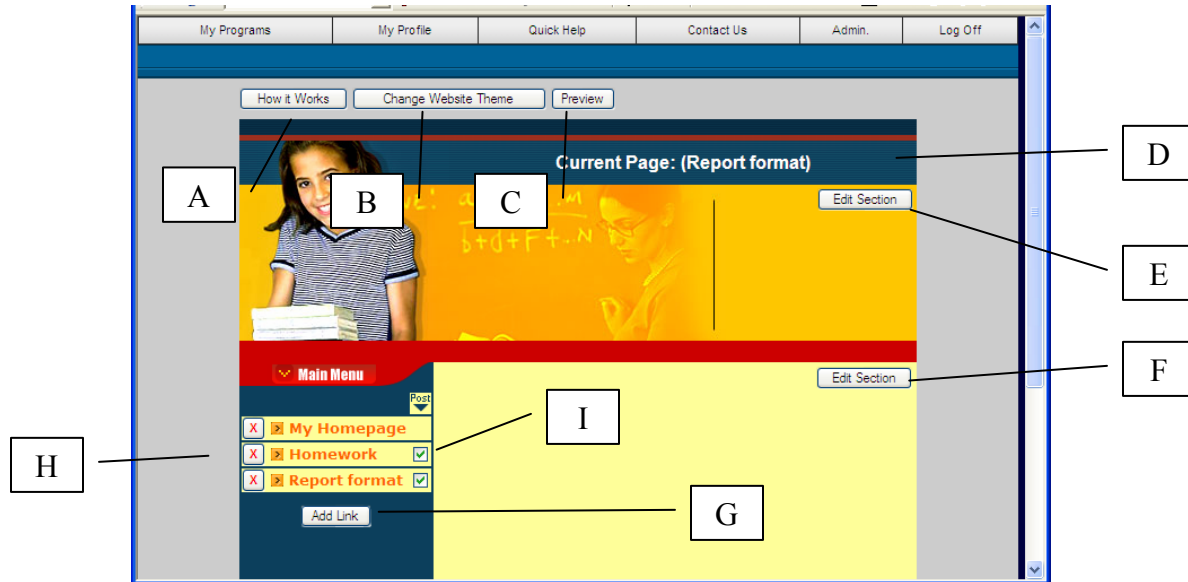
# Lesson Plan Management

Organize. Share. Analyze.

▶ ***Website Editor User Guide***

## The web page screen (My Web Site Editor)

After logging onto [www.schoolworksite.com](http://www.schoolworksite.com) , click “My Web Site Editor” on the opening screen. The web page editor screen opens to a professional template into which individual information can be placed. The following illustration defines the parts of the web page editor screen:



- A. Help button for web page.
- B. Click here to change the theme picture of the web page.
- C. Click here to see what the web page will look like after entering the information.
- D. Heading that defines the page of your web site that is currently being edited. Note: Teachers' web sites can be made up of one or multiple pages.
- E. Click here to edit the text that will appear in this block of the web page.
- F. Click here to edit the text that will appear in this block of the web page.
- G. Click here to add additional pages to the web site or to add links to other site locations.
- H. Main menu of pages that make up the web site. These links will appear on every page of the web site in order to navigate from page to page easily.
- I. Click here to have the page associated with the main menu choice displayed. If the box is not checked, the page will not display.

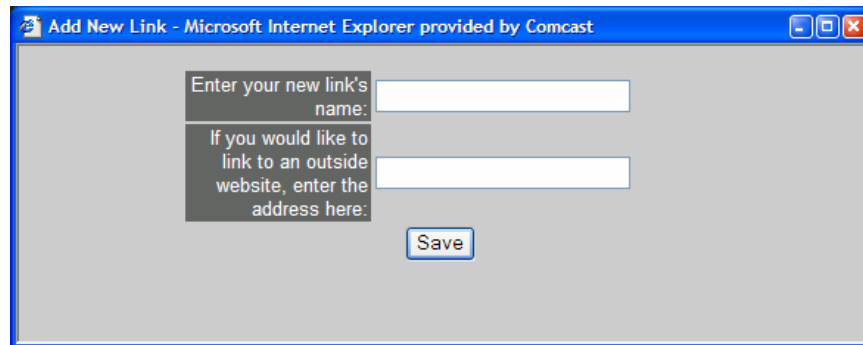
## **Create a web page**

1. Log onto [www.schoolworksite.com](http://www.schoolworksite.com)
2. Click on the “My Web Site Editor” panel.
3. If you want to change the graphic header on the web site, click on “Change Web Site Theme.” (B) Choose from the themes displayed by clicking on “Select.” The theme will be automatically changed.
4. Click on “Edit Section” (C) to open the text box for this block. If necessary, remove any text already appearing in the text box. Key the message that is to appear in this box. Use the word processing tool bar to enhance and align the text.
5. Click on “Edit Section” (D) to open the text box for this block. If necessary, remove any text already appearing in the text box. Key the information that is to appear in this box. Use the word Processing tool bar to enhance and align the text.
6. To add links to the main menu, click on “Add Link” (G). The screen below will open.

- a. If you are just adding a page to this web site, enter the name that will appear on the main menu link in the top text box.

OR

- b. If you are entering the address of another web site, enter the name that will appear on the main menu link in the top box. Enter the URL to which the user should be transferred when the link is clicked in the second text box; for example, if you have another web site, that address could be entered here so that visitors could go to your other web site by clicking this link.



- c. Click “Save” to close the screen.
  - d. Repeat Steps 1-7 to add additional pages or URLs
7. To display the new main menu items, click on the “Post” for each page to be displayed.
  8. To open a newly added page to create or edit information, click n the main menu link. The new page appears with the same edit buttons as the opening screen. The same directions apply for creating/editing the new pages.

## **Web Site Suggestions**

- Post supplies needed for the start of school.
- Post classroom management rules.
- Post grading scales and procedures.
- Post volunteer opportunities in the classroom.
- Post information about field trips; i.e., dates, times, requirement for the trip, things to bring.
- Post vocabulary words to practice.
- Post Internet sites that have practice materials related to class activities or links that are coordinated with textbooks used in class.
- Post dates and directions for class projects in advance.
- Recognize a "Student of the Week."
- Post practices, rehearsals, rescheduled events.