

vis website building a page

selecting a template

1. Click on **PROPERTIES** by your *page name* at the top of the web page.
2. The **SELECT TEMPLATE** screen will pop up. (fig. 1)
3. The **TITLE** field is your *page name* .
4. The **URL** is how someone can find your page. It is recommended that you use the same wording as your *page name* .
5. Select the **TEMPLATES WITH NAVIGATION** that you would like to use by clicking on the radio button above the desired template.
6. Click **SUBMIT**.

Note: You can always go in and rechange your template if the layout you first selected is not working out.

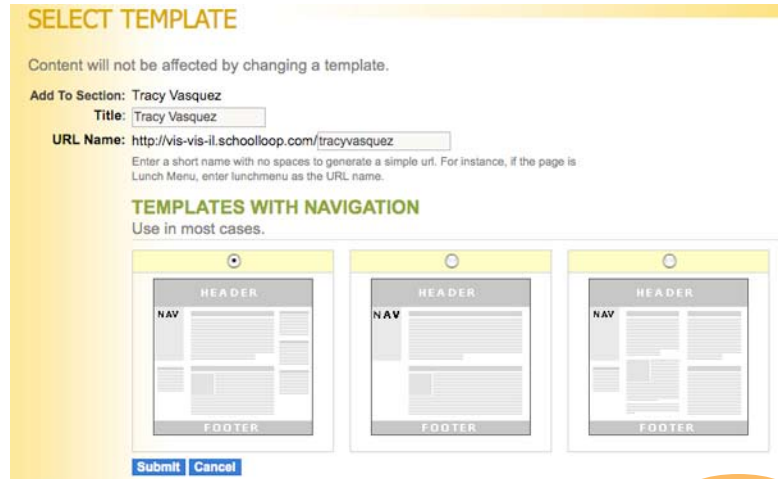


fig. 1

adding elements

This is where the fun begins! Keep in mind that you do not have to use all of the elements given to you on a beginning page. They are just there to give you ideas of what can be done. (fig. 2)

Elements can easily be deleted off your webpage by clicking on the trash can icon in the top right corner of a specific element. To add an element to your page, simply click on a green plus sign and the **ELEMENT GALLERY** will appear, allowing you to click on your element selection. (fig. 3)

Before laying out your page, first determine what you want to show/tell your viewers. This will make building your webpage a much easier process. See page 7 for some ideas about possible information to include on your page.

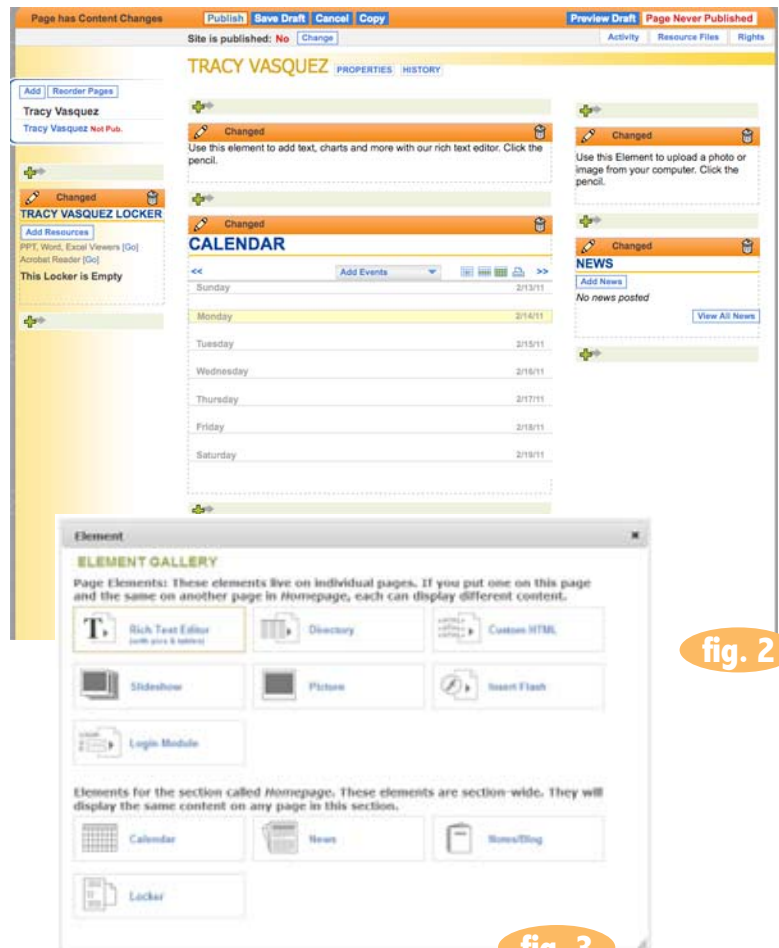
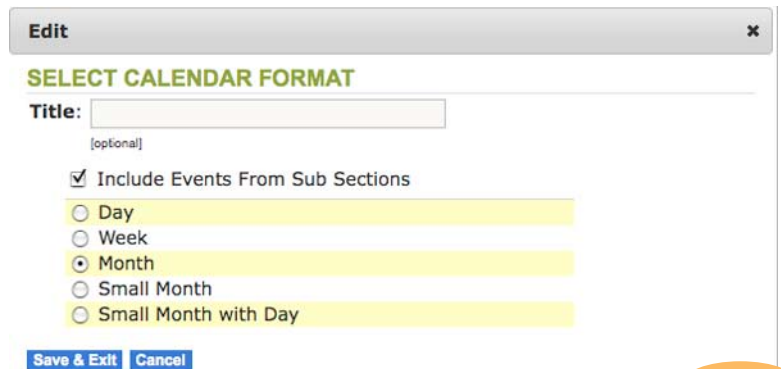


fig. 2

fig. 3

adding a calendar element

1. When you click on **CALENDAR** in the **ELEMENT GALLERY** screen, an **EDIT** screen pops up. (fig. 4)
2. In the **EDIT** screen, you are given the option to add a **Title** to your calendar, as well as clicking on a radio button for the **type of calendar** you would like. By checking the box **Include Events from Sub Sections**, you are simply telling School Loop to add events from calendars from different pages in your section (do not worry about this unless you are planning on having more than one classroom page).
3. Click **SAVE & EXIT**.

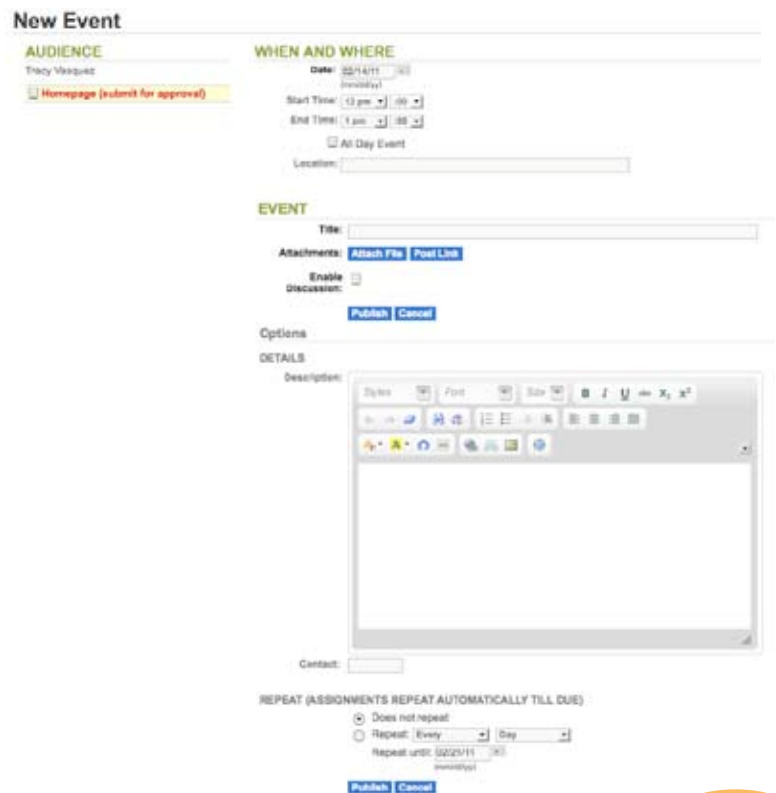


The screenshot shows a window titled "Edit" with a close button in the top right corner. Below the title bar is the heading "SELECT CALENDAR FORMAT". There is a text input field for "Title:" with "[optional]" written below it. Underneath, there is a checked checkbox labeled "Include Events From Sub Sections". Below that are five radio button options: "Day", "Week", "Month", "Small Month", and "Small Month with Day". At the bottom of the form are two buttons: "Save & Exit" and "Cancel".

fig. 4

adding events to a calendar

1. In the **Calendar** element on your webpage, click on the pull down **ADD EVENTS** menu and click on **General Event**.
2. The **NEW EVENT** screen will pop up. (fig. 5)
3. ONLY click on "Homepage" under **AUDIENCE** if you want this information to be seen on the Vis Home Page. Otherwise, the events will only be seen on your classroom's web page calendar.
4. Add a **WHEN AND WHERE** by using the appropriate pull down menus to type in a date, start time, end time, and location. If there are no specific start and end times (i.e., a homework assignment deadline), just click the **All Day Event** box. *Keep in mind that **Location** field is optional.*
5. Add your **EVENT** in the **Title** field. If you are doing a homework assignment and have a specific file to attach, you can do so here under **Attach File**. The same is true for posting a link. Perhaps there is a great website that would help students with this specific homework assignment. Go ahead and link to the site with the **Post a Link** button. Click on the **Enable Discussion** box only if you want viewers to be able to respond with comments.
6. At this point, you can click **PUBLISH** or you can choose to add some **Options** to your event. You can add a **Description** about your event using the Rich Text Editor and/or you can enter the option to **Repeat** your event (i.e., a spelling test that you take every Friday). Remember, you do not have to fill out either of the **Options** sections if you do not wish to do so. Click **PUBLISH** to add the event, with all its options, to your Calendar.



The screenshot shows a "New Event" form. It is divided into several sections: "AUDIENCE" with a dropdown menu showing "Homepage (submit for approval)"; "WHEN AND WHERE" with fields for "Date" (set to 02/14/11), "Start Time" (1:30 pm), "End Time" (1:30 pm), and "All Day Event" checkbox; "EVENT" with a "Title" field, "Attachments" (Attach File, Post Link), and "Enable discussion" checkbox; "Options" section; "DETAILS" section with a "Description" field containing a rich text editor; and a "REPEAT" section with "Does not repeat" selected, "Repeat" set to "Every" and "Day", and "Repeat until" set to 02/25/11. There are "Publish" and "Cancel" buttons at the bottom.

fig. 5

adding a text element

Essentially, there are three ways that you can add text to your webpage. Each option can be found in the **ELEMENT GALLERY** screen that appears when you click on a green plus sign when your page is in Draft Mode. (fig. 6)

Because each Classroom Page is in its own section, you are free to use any of the text tools available in the Element Gallery. These include:

- **Rich Text Editor**
- **News**
- **Notes/Blog**

adding a RICH TEXT EDITOR element

The **Rich Text Editor** is the most versatile text element and recommended for any time you just want to add a block of text. It includes options for changing font, font size, font color, and/or highlighting text. You can also drop in a photo from an **Image Album**, or link your text to a website, a specific email address, another teacher's webpage, or another page on the Vis website. Linking to a specific document for downloading is also possible in the Rich Text Editor.

1. When you click on the **RICH TEXT EDITOR** in the **ELEMENT GALLERY** screen, an **EDIT** screen pops up. (fig. 7)
2. In the **Title** field, write what the story is about. This is optional since you will not have control over the font, size and color of your headline if you choose to place your title in this field. If you would like control, simply put your headline as the first line in your text so that you can easily change its attributes.
3. The **Optional Styles** scroll down menu will change the background of your text box. These are predetermined for the entire website, but some of them are very eye-catching. Setting the **Optional Styles** to **None** just means that you will have a transparent background behind your text box.
4. Time for your story! Most of the attribute buttons in the Rich Text Editor are self-explanatory and/or similar to most word processing programs. However, the middle set of commands in the bottom row require some explanation as they are specific only to the School Loop program (see next page).

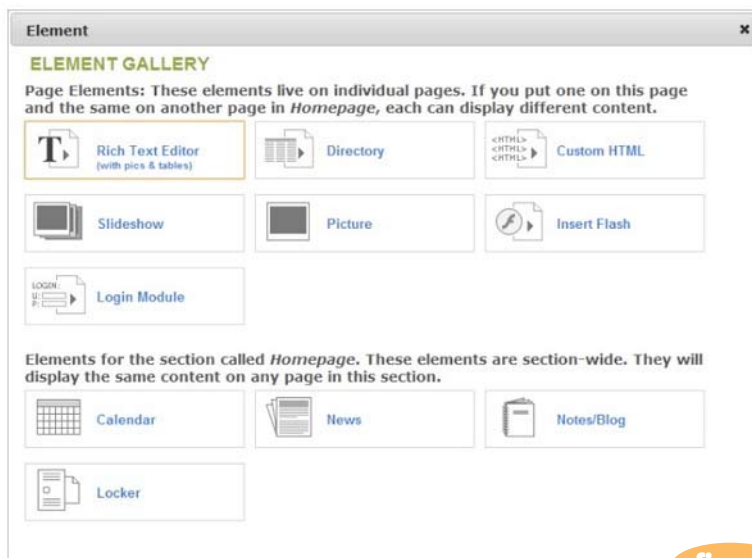


fig. 6

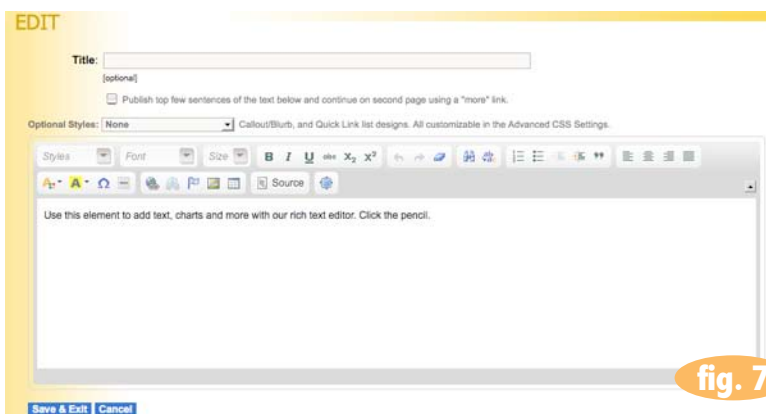
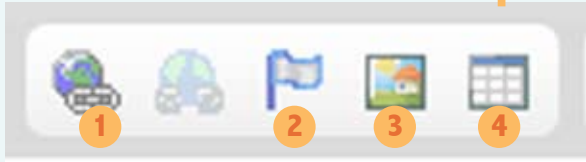


fig. 7

helpful hint:

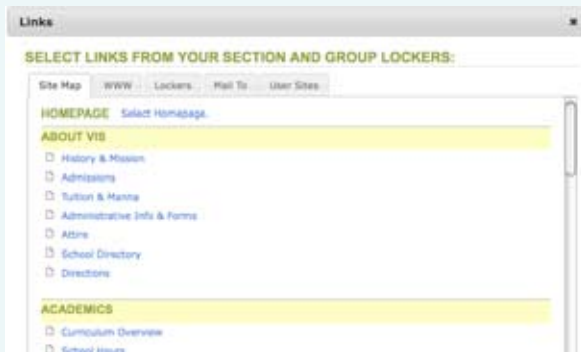
When typing in text, hit **shift + return** to create single spacing between lines. Simply hitting the return key will make your type double-spaced.

rte school loop attributes:



1 LINKS MENU – Link your text to:

1. Another page on the Vis Website using the **Site Map** (click on the specific page you want to link to)
2. A website (click the **WWW** tab and type in the address you want to link to)
3. Attach a file (click on **Lockers** and select the file from the Locker Resources that appear)
4. An outside email address (click on the **Mail To** tab and type in the email address)
5. Another teacher page (click on the **User Sites** tab and click on the staff page you would like to link to)



2 ANCHOR MENU – Link your text to a specific spot on a specific page:

For instructions, please go to the **Help** center in School Loop and type in **Rich Text Editor**. Scroll down to the **Anchors** heading and you will see detailed instructions for adding anchors.

3 INSERT PHOTO/ARTWORK – Insert a specific photo or piece of clip art into your text:

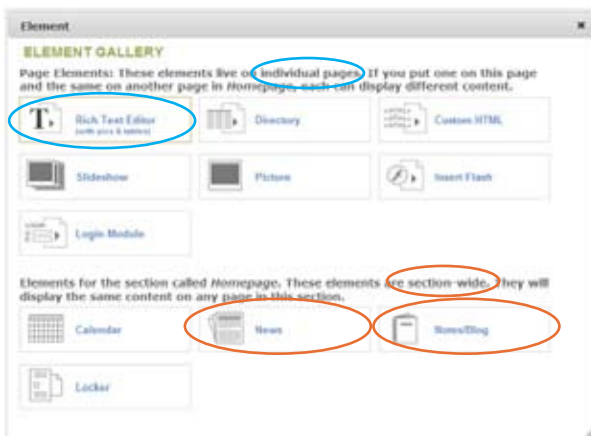
1. Click on the photo image in the **Rich Text Editor**.
2. **SELECT AN ALBUM** window pops up. Click on the album where your desired photo/artwork is stored.
3. Click on the specific photo/artwork that you would like to insert.
4. An **Images** screen pops up showing the photo you selected, as well as options to: resize; add a border; determine how much space you want between the photo and the text; and how you want your photo aligned with the text.
5. Click **SELECT** to add the photo to your text block.



4 INSERT TABLE – Insert a table in your text block

For instructions, please go to the **Help** center in School Loop and type in **Rich Text Editor**. Scroll down to the **Table Editor** heading and you will see instructions for inserting tables.

text element confusion? here's the scoop...



differences between the NEWS & NOTES/BLOG elements and the RICH TEXT EDITOR element:

When you add an element to your page, you will notice that the **RICH TEXT EDITOR** is in the **page only** section of the elements and that the **NEWS** and **NOTES/BLOG** elements are in the **section-wide** part of the **ELEMENTS MENU**. This means that if you create more than one page for your classroom and a **NEWS** or **NOTES/BLOG** section is added to the subsequent pages, the **NEWS** and/or **NOTES/BLOG** information will remain the same for each page you add. If you would like different text to appear on your various pages, then choose the **RICH TEXT EDITOR** element when adding text.

adding a NEWS element

Another method of adding text to your webpage is to create a **NEWS ELEMENT**.

1. Click on **NEWS** in the **ELEMENTS MENU**. An **EDIT** screen appears, prompting you for information about your news stories. (fig. 8)
2. The **Number of Headlines Displayed** simply means that your News section will display story headlines for the amount specified in this field.
3. The **Title** field will be the title for your News section (i.e., Classroom News). The attributes for this title are predetermined, so you will not be able to change the font, size or color of your News section Title.
4. The radio buttons listed under **Story Display Options** are self explanatory. If you would like each of your stories under your News section to appear in their entirety, click *Full Story*. Otherwise, the reader will be directed to another page to continue reading the story.
5. **Display News from Alternate Source** gives you the ability to post News from another website section (i.e., the homepage) on your webpage. If you do not want to do this, just leave it selected to your webpage name.
6. Click **SAVE & EXIT**.
7. Add information to your webpage News element by clicking on the **ADD NEWS** button.
8. A **NEWS** menu will appear asking for the **Publish Date Range**. This will be the range of dates when the news you are about to enter will be published on your webpage. Next, you are to enter the **headline** of your specific news event, as well as the **details** using a rich text editor. Keep in mind that since you are using a rich text editor to enter your news, you will have the ability to link to websites, attach files, etc. (fig. 9)
9. Click **PUBLISH**.

adding a NOTES/BLOG element

The final method of adding text to your webpage is to create a **NOTES/BLOG ELEMENT**.

1. Click on **NOTES/BLOG** in the **ELEMENTS MENU**.
2. A **NOTES** section will be added to your webpage. Click on **ADD NOTES** and a **NOTES/BLOG** screen will pop up prompting you to enter a *publish date*, as well as your *title* and *details* of your note using a rich text editor. (fig. 10)
3. Click **PUBLISH**.

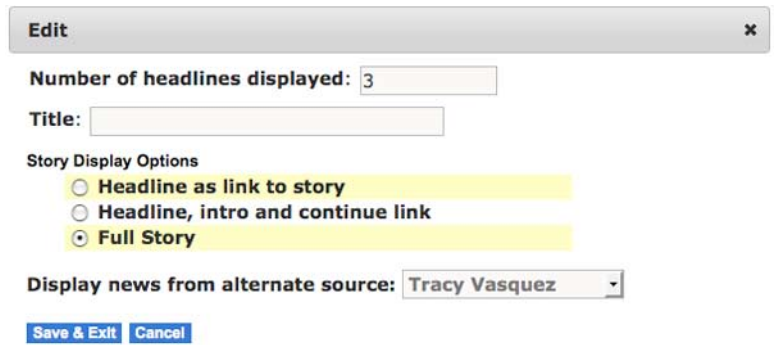


fig. 8

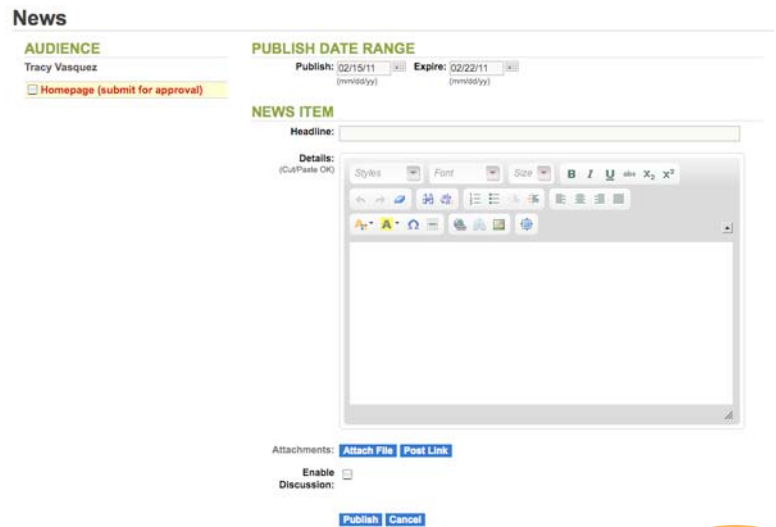


fig. 9

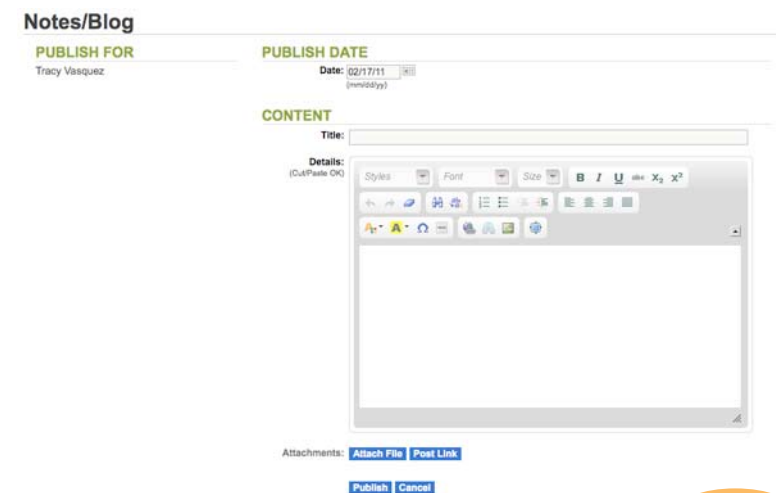


fig. 10

fyi:

difference between NEWS & NOTES/BLOG elements:

The main difference between the News element and the Notes/Blog element is that the News element asks for a Publish date and an Expire date and the Notes/Blog element only requires a Publish date. Thus, if your text is entered into a News section with an expire date of 3/31/2011, it will be deleted off your website on that date. Likewise, if the same text was added to a Notes/Blog section, it will remain on your website until you delete the note.

adding photos/clip art elements

There are two ways that you can add images (photos or artwork) to your webpage. Each option can be found in the **ELEMENT GALLERY** screen that pops up when you click on a green plus sign when your page is in Draft Mode. These include:

- **Slideshow**
- **Picture**

adding a SLIDESHOW element

1. Click on **SLIDESHOW** in the **ELEMENT GALLERY**.
2. The menu screen **SLIDESHOW: SELECT IMAGE ALBUM** appears. Select on the **Album** you want to add. (fig. 11)
3. The menu screen **SLIDESHOW: SELECT IMAGES FOR SHOW** appears. Click on the images you want to include in your slideshow, or click on Check All to include all images from the album. Click **SUBMIT**. (fig. 12)
4. The final screen to appear is **SLIDESHOW: SETUP SHOW**. This screen enables you to add more images and reorder your images by clicking on the up and down arrows. You can also choose various set up options including the option to: title your slideshow and/or the images in your slideshow; show slideshow controls on your webpage; choose a transition method and image height for your show; and the option to add a bottom margin. Click **SAVE & EXIT**. (fig. 13)

adding a PICTURE element

1. Click on **PICTURE** in the **ELEMENT GALLERY**.
2. The menu **UPLOAD A PHOTO** will appear prompting you to **Title** your photo, as well as typing a **description**. Keep in mind that you should only title your photo if you want a title to appear above it on your webpage. Otherwise you can choose to skip the Title and Description fields. To select your photo, click on the **Browse...** button. Your computer will then prompt you to find and select the photo/clip art you wish to add to your webpage. (fig. 14)
3. Click **SAVE & EXIT**.

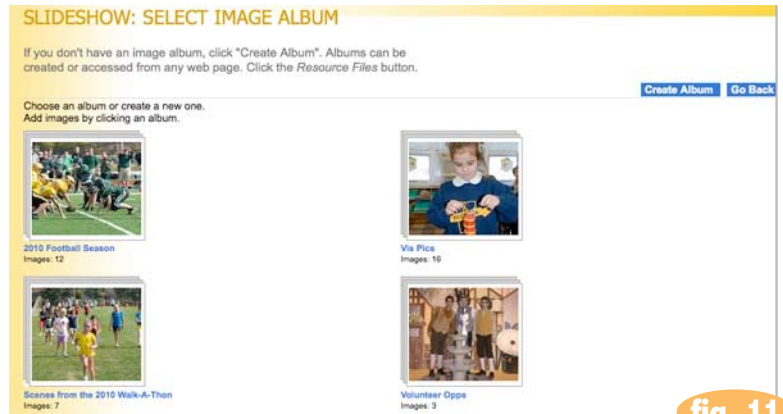


fig. 11



fig. 12

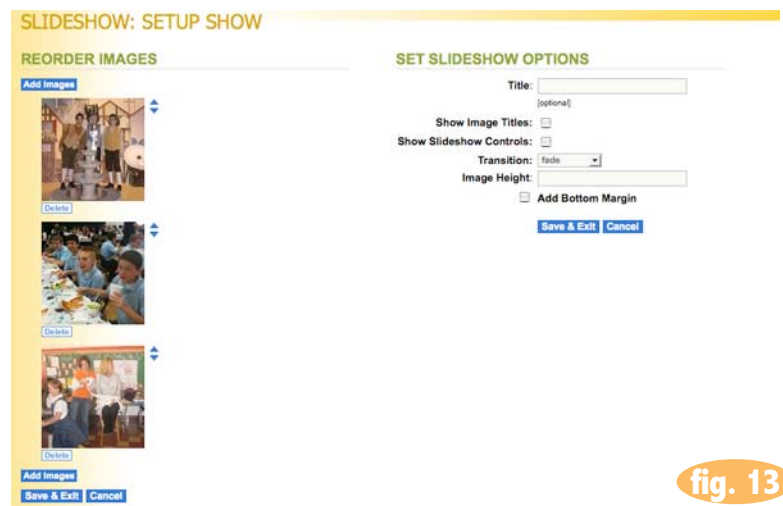


fig. 13

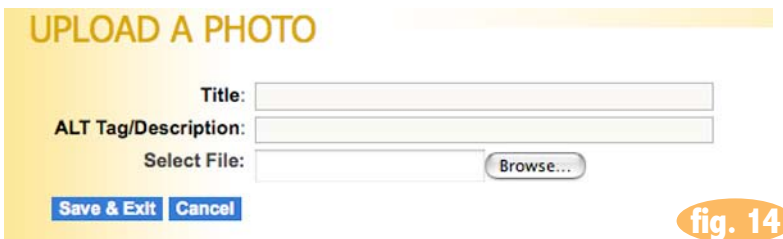
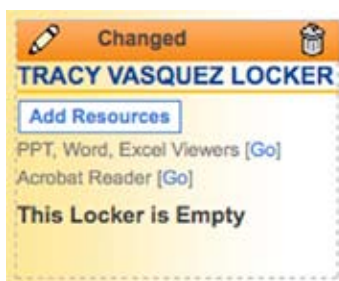


fig. 14

adding a locker element



Adding files to a Locker element is a great way for parents and students to access resources that they can use for their classroom work. For instructions on how to use the Locker

element, please go to the **Help** center in School Loop and type in **Lockers**. Here you will see detailed instructions for adding resources to your webpage Locker. (fig. 15)

School Loop Support Center



fig. 15

need ideas?

Surfing the internet will help a lot! Perhaps the ideal place to start is District 205's website. Because they also utilize the School Loop program, you will see familiar templates that may perhaps spark some ideas for your own webpage. The best way to do this is to go to the **District 205** homepage and go under **SCHOOLS** in the Navigation Bar. Scroll down to a school (i.e., Lincoln) and once you are on a specific school's website, click on **STAFF** in the Navigation Bar. This will let you choose various grade level teachers and their various sites. Remember, School Loop offers you the ability to create your own mini site which features more than one page of information. This is certainly an option! You can create a page for all your different subject areas if you are ambitious enough! Otherwise, start simple and just use the one page to contain all your classroom information.

need help?

Don't hesitate to e-mail me! I have been working with School Loop since early January on a daily basis and have learned a lot! If you need help with any element of your page, or would like to try setting up a mini-site, I can certainly come in and lead you through the steps.

good luck!

Tracy Vasquez:

tvasquez@sbcglobal.net or send me a message through the School Loop program (you can find me under System Administrators)