

Creating Teacher Pages

Introduction

Your teacher page will consist of two windows—the first window (Window #1) will be in the middle of the page and the second window (Window #2) will be on the right-hand side of the page. Window #1 will be for content: any information you want to provide via text or dialogue. Window #2 will consist of educational links and downloads which could include class handouts, homework assignments or other forms. This handout will show you step by step how to create windows for your page and put content within them; screenshots will provide pictures to guide you through the process.

Creating Windows – you will create two windows for your web page.

1. When you enter into your page this is what you will see.

Teacher Page

Created on 10/31/2009 at 3:22 PM by [Peters, James (ESV Admin)]

[View This Page \[TeacherPage.aspx\]](#)

Active Approval Requests:

 Delete

[Page Audit Report](#)

 Add Content Window

General Settings

Page Settings & Options

Page Title:

Friendly URL:

Show in Dynamic Navigation: [Unchecking this will Remove this Page from the Dynamic Navigation]

Tout Group Display:


Page Icon Image:

Link To External URL:

Link To File:

2. To add a window (Window #1) you will click the Add Content Window next to the blue plus sign.
3. The fields to the right will pop up.

This is where you enter in the window width along with Left Margin and Item Spacing. As you can see the width must be 500 and 10 for left margin and item spacing respectively. Click the Add Window button to create Window #1.

 Add Content Window

Window Width(px):

Top Margin(px):

Top Padding(px):

Left Margin(px):

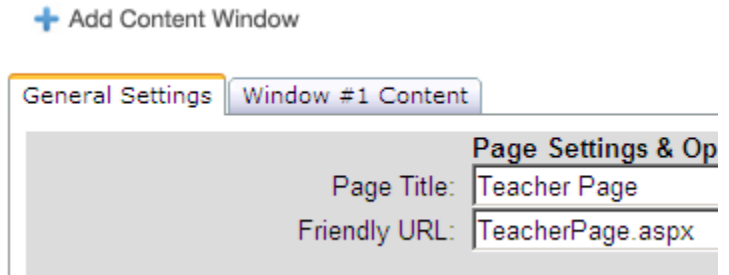
Left Padding(px):

Item Spacing(px):

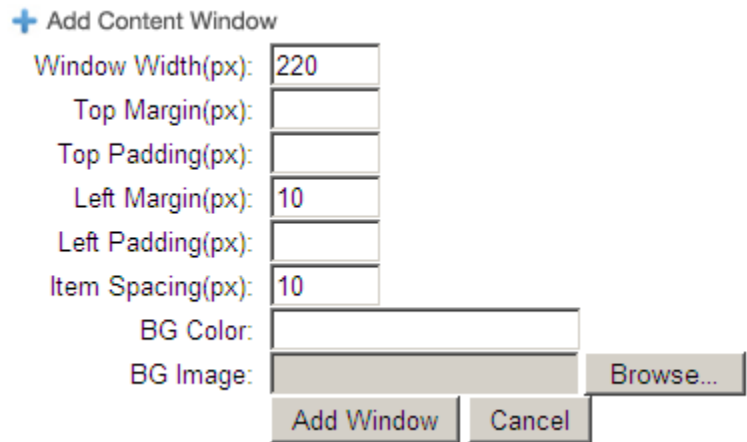
BG Color:

BG Image:

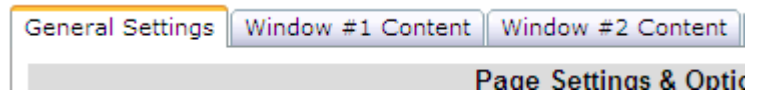
- Window #1 has been created; as you can see there is a Window #1 tab next to the General Settings tab.



- Creating Window #2 is the same but with a different window width. Click Add Content Window again to create Window #2. Note the window width of 220. Enter in these numbers and click Add Window.

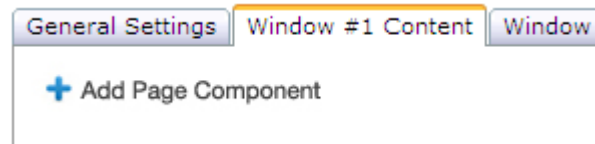


- Now we have two windows on our page ready for page components/content.

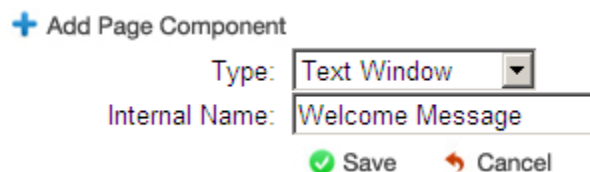


Adding Page Components to Window #1 – Text Windows

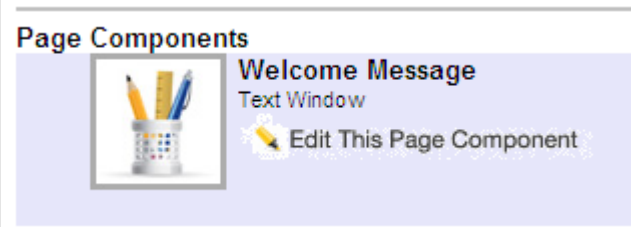
- Click the Window #1 tab.
- To add a page component, click Add Page Component next to the blue plus sign:



- A drop-down menu will appear. Type refers to the type of Page Component. The Internal Name is optional; however it can describe the content within the page component itself. Name it accordingly (e.g. Welcome Message signifying that I will create a Welcome message in this Text Window page component).
- Click Save to add the Text Window.



5. To add content to the Text Window, click Edit This Page Component.



6. Text Window page components are practical for posting homework assignments, agendas or upcoming information for students and parents.

Edit Text Window

Title:

Sub-Title: **B** *I* U **A** [List Icons] [Link Icon]

Window Text: **B** *I* U **A** [List Icons] [Link Icon]

Date Visible: (mm/dd/yyyy format)

Date Expires: (mm/dd/yyyy format)

Resize Photo:

Embedded Image:

Photo Placement: [Dropdown Arrow]

7. Click Save – once you click save, the information is displayed on your web page.

Adding Page Components to Window #2 – Downloads & Links

1. Click the Window #2 tab and add a Download page component by clicking Add Page Component and selecting Downloads in the drop-down menu:

+ Add Page Component

Type:

Internal Name:

2. Again, Internal Name is for your benefit; this could be particular to the type of downloads/forms you are putting in the Download component:


+ Add Page Component

Type:

Internal Name:

3. To add your forms/downloads click Edit This Page Component:

Page Components

 **Theorems**
Downloads

4. Click Add A New Download:

[Manage Page Downloads](#)
[Add A New Download](#)

5. Give the download a Title (this will be displayed on the web page) and Browse your computer for the file. Files can be PDFs, Excel spreadsheets, Word documents and/or PowerPoint slideshows. Click Save & New if you want to add more than one download, Save if you have just one.

[Manage Page Downloads](#)

[Return To Download List](#)

Add A New Download

Download Title:

Description:

Date Visible: (mm/dd/yyyy format)

Date Expires: (mm/dd/yyyy format)

File:

Icon:

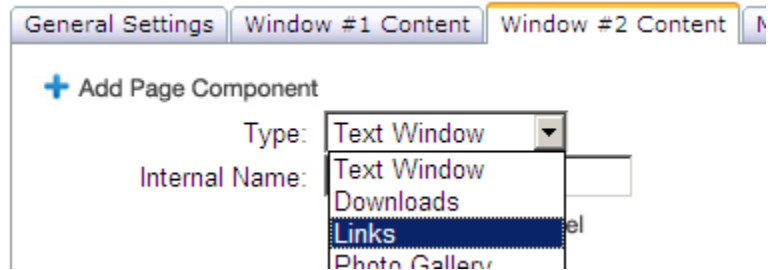
Use Icon as Tout:

6. Once you click Save, a list of the downloads are displayed for you:

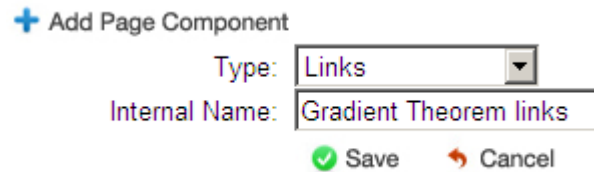
Manage Page Downloads
[Add A New Download](#)

[Gradient Theorem](#) Vector Calculus - Gradient Theorem.txt Created: 10/31/2009 **X Delete**

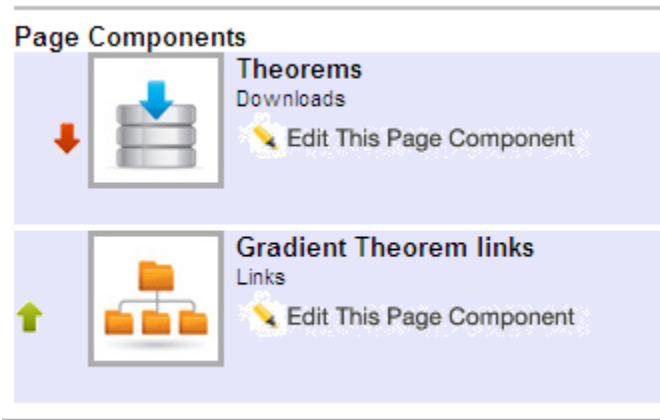
7. Add a Link Component to Window #2 following the same steps for each the Text Window and Download page components:



8. Internal Name tells me what I put into this Link component:



9. To add links to Links component, Click Edit This Page Component:



10. Click Add A New Link to create a link on you web page:

Edit Page Links
[Add A New Link](#)

11. Give a Title for the Link and copy/paste the URL into Link URL Field – here I gave a description as well:

Edit Page Links

[Return To Link List](#)

Add A New Link

Link Title:

Link URL:

Description:

Display Link In New Window

Date Visible: (mm/dd/yyyy format)

Date Expires: (mm/dd/yyyy format)

Link Image:

Save Save & New Cancel

12. Click Save.

View This Page Link – you can view your work as you add content to web page

Click the link titled View This Page (above Window tabs) to see you work:

Board of Education | Departments | Employment | Downloads/Links | Search GO

Welcome to My Class!
AP Calculus

This is my welcome message...

Gradient Theorem
[Fundamental Theorems](#)
Multivariable calculus and vector analysis