

# ClassWebs.net QuickStart Manual

Setting Up Your ClassWebs Teacher Website

## Introduction

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ClassWebs is a suite of communications tools for teachers at K-12 schools. ClassWebs enables teachers to publish class information on the Web through a simple administrative interface. You may choose to publish assignments, due dates, class expectations, parental information and permission forms, class handouts, student work and photographs, links to curricular websites or something else. ClassWebs also includes a feature to allow visitors to contact you through an email form that does not divulge your email address.

Use ClassWebs to its fullest as a communications tool. And if you have a feature in mind that you would like to see, send us a note by visiting <http://classwebs.net> and clicking on the “contact us” link.



## Editing Your Pages

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Editing ClassWebs pages is a simple process. And editing one page is just like editing any of the others. One key item to remember: no new data is saved until you click on the “Save Changes” button at the bottom of each editing page.


### [Logging In]

Go to the login page and login with your username & password:  
<http://teacher.classwebs.net>

**[Note:** This is the webpage where you will always go first when you want to make any changes to your ClassWebs pages. You may want to bookmark it. You can also go to the ClassWebs.net homepage and click on “Client Login”]

Once you log in you will be taken to your *Central Administrative Page* which is the administrative hub of your ClassWebs website.



**Change Password:** If you have a password that was given to you by ClassWebs for the initial login please use the “Change Password” tool under  in order to create your own unique password. After you have done this you will be required to log in again.

### [Your Central Administrative Page]

Take a moment to view your Central Administrative Page (CAP) once you arrive there for the first time. It’s a good idea to familiarize yourself with the basic layout of the CAP and to note the use of icons. To see a list of major icons and what they represent, click on “view icon key” under “Additional Tools”.



## [Two Columns]

Notice that the CAP is divided into two columns:

**Edit My ClassWebs Pages**

and

**Additional Tools** 

In the left-hand column you will find listed all of your ClassWebs pages. Here you can edit or preview each of them. Note the icons that represent these two functions:

**Edit >>**  **Preview >>** 

## [Editing Your Home Page – a Good Place to Start]

Find **Home Page** and click on the “Edit” icon:



**Name:** Your name should already appear here. Whatever you choose, this is how your name will appear in the banner of *all* of your ClassWebs pages.

**Main Text Area:** Moving down the page, on the left-hand side you will see a large text area with a rich-text editing toolbar (looks like a word process program toolbar). fill out the titles and text boxes that appear next. These areas can be used for a “Welcome” message or for homework or announcements.

**News & Announcements Scroller:** On the right-hand side you will find five boxes. These are spaces where you can type messages you wish to appear in the News & Announcements scroller on your home page.

## [Editing All Other Pages]

As mentioned above, each page is edited in the same manner. To begin building your pages, we suggest that you create one of your “additional pages” and activate the link (so it will show on your home page).

**Example:** For example, from the Central Administrative Page, select “Edit” next to “Page 1”. Give the page a title. Then enter some text in the Text Area and some links just to get the page started. Save this page by clicking the “Save Updates” button at the bottom.

You will then come to the confirmation page which should tell you that the page details have been updated. At this point you can preview the page to see what it will look like.



When you are done, go back to the Central Administrative Page and preview your “Home Page”. You should see the link to your new page on the right-hand side of your home page.

**Summary:** Whether it is your Parent page, one of your additional pages, a Student Work Page or even an online lesson (see Lesson Builder under “Additional Tools”), Updating ClassWebs pages follows the process outlined above. To summarize the process:

- 1) Log in (you will be sent to your CAP)
- 2) Select a page to edit by clicking on the “Edit” icon next to the page name
- 3) Make desired changes
- 4) Click “Save Updates” button (at the bottom of each page)
- 5) At confirmation page decide what you wish to do next (including logging out)

## [Uploading and Inserting Files]

Many of your ClassWebs pages allow you to publish images or documents that you have uploaded to your ClassWebs account. You may want to publish some handouts on a class page or photos of student work on your Student Work Page. To move image and word processing files from your desktop or laptop to your ClassWebs account follow these instructions:

**Uploading:** On the CAP, Under "Additional Tools" find "Upload / Manage Files"  and click the "Go !" button:  Click on the "files" or "pictures" folder depending on the type of file you want to upload. Once inside that folder, click on "Browse" to locate the file on your computer's hard drive and then click "Upload". Depending on the file's size it may upload very quickly or somewhat slowly. Be patient.

Appropriate File Types:

Photo Gallery and Student Work Pages >> Images (.jpg, .gif files)  
Parent Page and Additional Pages >> Word Processing, Spread Sheet, Text Files, HTML files, etc... (.doc, .xls, .txt, .pdf, for example)

Close the ClassWebs file manager when you are done uploading, renaming or deleting files.

**Inserting Files into ClassWebs Pages:** Once a file (an image, a word processing document, a spreadsheet, etc...) is uploaded into your ClassWebs folder you can insert it into a page of your choosing immediately. To do this go to the Central Administrative Page and select a page to insert the file into.

Once you have selected the page, find the drop-down menu that corresponds to the location on the page where you want the file to appear. Select a file from the list and give it a title (if appropriate). Save the changes to the page by clicking the "Save Updates" button at the bottom.


**Example:** For example, let's say you want to place some student permission slips on your Parent page. You would first upload the file as outlined above. Then you would click on the "Edit" icon next to "Parent Page" on the CAP. Then you would proceed to scroll down until you saw "Forms" on the right-hand side of the page. Select a document form the drop-down menu and then give it a name in the "Title" field. Then click on "Save Updates" and you're done! You may want to preview the page to make sure the file downloads as it should when clicked on.

**[Important Note Regarding Images:** Image files tend to take up lots of computer memory. Since the storage space in your ClassWebs account is set at 5MB, it is strongly recommended that you modify images before upload, making them smaller files. Images need be no wider than 460 pixels and with resolution no better than 72 dpi. You can make such changes to image files using software such as Photoshop or Microsoft Image Editor. The maximum image file size is set at 293K. Larger images will be blocked from upload.


## [Inserting Images Into a Text Area]

Text areas are the large fields that appear on most of your ClassWebs pages where you can type lots of text. You can also put images there, but it takes some know-how. The know-how you need depends on the *Text Area Option* you currently have selected (see "**Text Area Selector**" below.) Follow these instructions for each of the text area options: (Note: all three explanations assume you have uploaded the image to your "pictures" folder using the **ClassWebs File Manager**)

### 1) **Text Area Option 1:** Rich Text Editor #1

Click on the "Insert Image" icon on the toolbar.  Under "Select Image" select the picture you want from the drop-down menu. This is a list of the images you currently have in your image folder. Make any other changes you wish to the width, height and border of the image and click "OK".

### 2) **Text Area Option 2:** Rich Text Editor #2

Click on the "Insert Image" icon on the toolbar.  Under "Image Info" click the "List" button. This is a list of the images you currently have in your image folder. Make your selection and click "OK". Click "OK" once more and the image should appear in your text area.

### 3) **Text Area Option 3:** Plain Text Area

Place the address of the image file inside of an IMG tag (HTML):  
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\*username\* is your actual username, all lowercase

\*picturefilename\* is your actual picture file name (including file extension: .gif, .jpg)



## Using Your Additional Tools

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ClassWebs includes a series of tools to help you customize your ClassWebs pages and maintain your account. These range from password changes to email administration to creating and editing online lessons. Most of these features are self explanatory and will not receive much attention here. But we would like to review a few of them.

**Additional Tools** 

### [Text Area Selector]

Unlike most similar services ClassWebs allows individual users to select text area editing options. What does that mean? Text areas are usually just large boxes where one can type text. ClassWebs integrates what are known as rich text editing tools to provide more options for text area input, such as font size and inserting graphics. Alas, some rich text editing tools do not work on either Mac or Windows machines, or they work poorly over dialup connections or something else. To deal with these problems, ClassWebs offers three choices for your text areas, including two different rich text editing tools. Visit the Text Area Selector tool and view each of the options and why some work better in some scenarios than others. Then make your choice. You can change this setting at any time.

## [Lesson Builder]

One of ClassWebs' best features is its Lesson Builder, a tool that allows teachers to create unlimited web-based lessons and activities that students can access through one of your "Additional Pages". The Lesson Builder is very easy to use and is simply a template that enables you to put links to educational websites, activity instructions and even handouts together in one convenient space.

Once you have created a lesson and you want to use it, you need to decide where it should go. Say you teach algebra and have a "Algebra Section 1" page under your Additional Pages. Simply edit this page, scroll down until you see "Online Activities & Assignments:" on the right-hand side, and find the lesson in the drop down menu. Then click on "Save Updates" and preview.



## Odds & Ends

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### [How do Parents & Students Find My ClassWebs Pages?]

You can direct your parents & students to one of two locations.

1) <http://teacher.classwebs.net>

If you provide them with your ID # they can find your site from this page. They simply type in your ID # where it says "Go to your home page..." and then click the green button.

2) <http://teacher.classwebs.net/home.php?view=t&id=XXX>

...where "XXX" is your ID number. This is a direct link to your home page.

You can find your ID number under "Additional Tools" on your Central Administrative Page.

### [ClassWebs Support]

Should you need support with your ClassWebs teacher tools suite at any time just email us at:

support@classwebs.net