



TeacherWeb...  
Your online  
bulletin board.

*"Enhancing Communication  
Between Schools and Families!!!"*

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## What is TeacherWeb?

**TeacherWeb**, is a free personal website that's as easy to use as the bulletin board in your classroom. You can post assignments, announcements, and other educational material on your own classroom's bulletin board from any computer that is connected to the Internet. It will be updated immediately on the Web.

Security is built-in – only you will be able to make updates to your website, using your own password. If you choose, your students can also email you directly from your **TeacherWeb**.

The **TeacherWeb** link for your page can be added to your school Web page so students can access your site through the school's site or the BCS Web site.

### Setting up a Web Site

1. Open the BCS Web site and click **Learning Links**→**Teachers**→**Teaching with Technology**. In the menu list at the top of the page, click **Technology Training**. Click **TeacherWeb** at the top of the page, and then click the **TeacherWeb apple**, **OR** go to the following Web site on the Internet:  

<http://www.teacherweb.com/>
2. Click **Create Your Web or Get More Info Here** and check out a sample web site by clicking **See TeacherWeb in Action**.
3. Click the **TeacherWeb** logo in the upper left corner to return to the main page. Click **Students Find Your Teacher** to check out TeacherWebs created by fellow teachers. Choose a state, school, and teacher as directed.
4. Click the **TeacherWeb** logo to return to the main page. Click **Create Your Web or Get More Info Here**. Click **Create Your Free Teacher Website**.
5. Choose your state from the list and click the **Submit** button
6. Choose your existing school from the list (if it's there more than one, choose the *school name* without the word *School*. **Do not** choose initials, the city, or the county. If your school is not in the list, type it in the box. **Do not** use initials or the word *school*).
7. In the **Enter Teacher Name** box, type your first and last name (capitalizing the first letters). This name will be listed in the index under your school and will allow someone to find your Web page using the **TeacherWeb** index. Then click the **Submit** button.
8. Fill out your **Name** as you want it to appear on your Web pages. Include your subject or title if you choose.
9. Type your **Current Email Address**. Be sure to check the box if you **do NOT** want students or parents to have the ability to email you from your Web site.
10. Add your **School Zip Code** and **Grade Level**.

11. Choose your Web sites background by clicking on a solid color or a pattern from the list provided. Click on the description to see a sample of that style. This can be changed and individualized with more choices after the Web site is created.

**Solid Colors (Background / Divider Line)**

<input checked="" type="radio"/> <a href="#">white/red</a>	<input type="radio"/> <a href="#">white/orange</a>	<input type="radio"/> <a href="#">white/green</a>
<input type="radio"/> <a href="#">white/dark green</a>	<input type="radio"/> <a href="#">white/royal blue</a>	<input type="radio"/> <a href="#">white/maroon</a>
<input type="radio"/> <a href="#">white/purple</a>	<input type="radio"/> <a href="#">green/dark green</a>	<input type="radio"/> <a href="#">orange/black</a>
<input type="radio"/> <a href="#">purple/dark purple</a>	<input type="radio"/> <a href="#">yellow/black</a>	<input type="radio"/> <a href="#">white/light blue</a>
<input type="radio"/> <a href="#">blue/dark blue</a>	<input type="radio"/> <a href="#">gold/dark blue</a>	<input type="radio"/> <a href="#">gold/maroon</a>
<input type="radio"/> <a href="#">gold/purple</a>	<input type="radio"/> <a href="#">tan/dark green</a>	<input type="radio"/> <a href="#">blue/orange</a>
<input type="radio"/> <a href="#">teal/dark blue</a>	<input type="radio"/> <a href="#">blue/red</a>	<input type="radio"/> <a href="#">lilac/dark blue</a>

**Patterns**

<input type="radio"/> <a href="#">math/dark blue</a>	<input type="radio"/> <a href="#">science/dark blue</a>	<input type="radio"/> <a href="#">white/school bus</a>
<input type="radio"/> <a href="#">blue/calculator</a>	<input type="radio"/> <a href="#">elem blackboard/abc</a>	<input type="radio"/> <a href="#">globes/dark blue</a>
<input type="radio"/> <a href="#">white/cross</a>	<input type="radio"/> <a href="#">white/star-of-david</a>	<input type="radio"/> <a href="#">blue/kids of the world</a>
<input type="radio"/> <a href="#">yellow/paintbottles</a>	<input type="radio"/> <a href="#">green/ruler</a>	<input type="radio"/> <a href="#">books/dark blue</a>
<input type="radio"/> <a href="#">tan/sports</a>	<input type="radio"/> <a href="#">white/music</a>	<input type="radio"/> <a href="#">green/books</a>
<input type="radio"/> <a href="#">green/apple</a>	<input type="radio"/> <a href="#">blue/globes</a>	<input type="radio"/> <a href="#">white/pencil</a>
<input type="radio"/> <a href="#">white/computer</a>	<input type="radio"/> <a href="#">white/kids of the world</a>	<input type="radio"/> <a href="#">elem blackboard/apples</a>
<input type="radio"/> <a href="#">white/flags</a>	<input type="radio"/> <a href="#">tan/leaves</a>	<input type="radio"/> <a href="#">pink/hearts</a>
<input type="radio"/> <a href="#">white/USflags</a>	<input type="radio"/> <a href="#">white/St. Patrick's Day</a>	<input type="radio"/> <a href="#">blue/Presidents Day</a>

12. Choose a Web Style/Language from the list below. Most **TeacherWebs** will be the **Standard (English)**, but you may want to create a **WebQuest** at some point, or an administrator's web.

<input checked="" type="radio"/> <a href="#">Standard (English)</a>	<input type="radio"/> <a href="#">Standard (French)</a>	<input type="radio"/> <a href="#">Std (Spanish/Man)</a>
<input type="radio"/> <a href="#">Std (Spanish/Woman)</a>	<input type="radio"/> <a href="#">Std (German/Man)</a>	<input type="radio"/> <a href="#">Std (German/Woman)</a>
<input type="radio"/> <a href="#">WebQuest</a>	<input type="radio"/> <a href="#">Coach</a>	<input type="radio"/> <a href="#">College Professor</a>
<input type="radio"/> <a href="#">Guidance Dept. HS</a>	<input type="radio"/> <a href="#">Guidance Dept. Mid.</a>	<input type="radio"/> <a href="#">Guidance Dept. Elem.</a>
<input type="radio"/> <a href="#">Principal</a>	<input type="radio"/> <a href="#">School Nurse</a>	<input type="radio"/> <a href="#">Cafeteria</a>
	<input type="radio"/> <a href="#">Administration</a>	

13. In the **Enter Password** box, type a password that's easy to remember. In the **Verify Password** box, retype the same password.

**Password:** \_\_\_\_\_

Enter the password that you will use to update your web site. The password can be any combination of up to 20 letters and numbers.

**Enter Password:**  \*

**Verify Password:**  \*

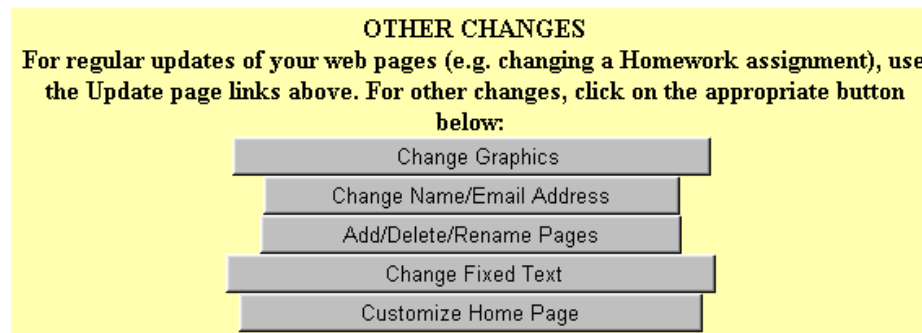
14. Click the **Create Your TeacherWeb** button **ONLY ONCE** to create your Web site.



15. **Print** the next page for future reference. Then check out the links on the page.
- Click the *top* link, your **TeacherWeb** address, to check out your options and get an idea of what your pages will look like. This is the web address you will need to add to your school Web page so that your page can be accessed. Give this link to your school Webmaster.
  - This is the main page of your **TeacherWeb**. It can be edited in several ways. Each individual page can be edited as well. There are many possibilities!
  - Click the *second* link to display and print an announcement with your **TeacherWeb** location to send home with your students (it prints 2 per page – just print **p. 1** to **p. 1**). You can also print this page later from your **Update Index** page.
  - Click the *third* link to view the **Update Index** of your Web page. Notice that the address for updating the page is “**update.htm**” added to your Web page address.
  - The **Update Index** page gives you access to update all pages – Homework, Announcements, etc. You can also change your password, print more handouts, find **TeacherWeb** HELP, change graphics, colors, titles, email addresses, and much more.
  - Click **Update** to add information to each page. You will need your password to submit updated information. Remember, you may have to click the **Reload** button to see your changes once they are submitted.

**Note:** You can add up to 24 pages, delete pages, or change the order of the pages by clicking on the **Add/Delete/Rename Pages** button near the bottom of the **Update Index** page.

16. You can make many other changes by using the buttons at the bottom of the **Update Index** page.



- From the **Change Graphics** page, you can change colors and graphics on your pages. You can even send your own graphics to add to your page
- From the **Change Fixed Text** page, you can change the fixed topics – mainly on the **About the Teacher** page, but also the **FAQ** and **Links** page
- From the **Customize Home Page**, you can change the graphic for email, add a link to your school, change the top banner color, reorder the icons, etc.
- Follow the directions on the **TeacherWeb** to make changes to your web pages.
- Click the button below (**ONLY ONCE**) to change your **TeacherWeb.Com** web site.
- If you have used the **Update Page** previously in a session to update your web, you may have to **Reload/Refresh** the page to see your changes.

**Note: This is important! Be sure to click the reload button on the *Change Graphics* page if you have made changes, before making any more changes. Do this *BEFORE* clicking the SUBMIT button!!**

17. Be sure to email your web address to your building Webmaster so it can add your link on your school's Web site.
18. Remember, you can edit your page from any computer that is on the Internet, and the updates are immediate.

***For a more detailed description on editing your TeacherWeb, see the following pages.***

🍏 Your page will contain some fixed text fields (i.e. Name, School, etc), which can be changed later if you don't like the wording.



🍏 To enter the missing information on this web page, you will have to click on the TOP divider line, which will either be graphics or a solid line.

🍏 Doing this will take you to page which is similar, but contains text boxes for you to enter your information.

🍏 Once you have finished, type your password in and click the submit button.



🍏 Click on the link that says "View Your Updated Page" to see your changes. ***If you don't see you changes you will have to reload or refresh your page to see them.***

🍏 At the top of every page will be links which you can use to navigate through your website.

🍏 Clicking on the TOP divider line at any page will allow you to add/delete/change text for that page only!!

🍏 Clicking on the bottom divider line will take you to the Update Page where you will be able to change text on any of the pages like before AND it is where you are able to do other changes:

- Add/Delete/Rename Pages
- Change Fixed Text
- Change Name/Email address
- Change Graphics
- Delete Web Page

🍏 Lets take a look at the Add/Delete/Rename Pages first.

🍏 You can check which pages to include and which pages not to include.

🍏 You can also rename pages to fit your needs. The only ones that you might want to be careful renaming are the Teacher, FAQ, Links and Calendar, because these pages have special data fields on them, which cant be deleted so use the homework pages for adding special pages like Spelling Words, School Supplies Needed, etc.

Include	Original Name	New Page Name
<input type="radio"/>	Teacher	Teacher
<input type="radio"/>	Homework	Homework
<input type="radio"/>	Announcements	Announcements
<input type="radio"/>	FAQ	FAQ
<input type="radio"/>	Links	Links
<input type="radio"/>	Calendar	Calendar
	Extra Pages	
<input type="checkbox"/>	Homework2	Homework2
<input type="checkbox"/>	Homework3	Homework3
<input type="checkbox"/>	Homework4	Homework4
<input type="checkbox"/>	Homework5	Homework5
<input type="checkbox"/>	Homework6	Homework6
<input type="checkbox"/>	Homework7	Homework7

Password:

Click the button below (ONLY ONCE) to change your TeacherWeb.Can web site.

🍏 Type in your password and click the submit button when finished.

🍏 If you ever come back to this page more than once during a session, PLEASE MAKE SURE that your changes are showing and if they aren't you will need to reload or refresh your page!

🍏 You will then see a message telling you to click on the Back button, which will return you to the Add/Delete/Rename Pages page. (The page you were just on)

🍏 At the bottom of the page will be 2 links; one to take you to your home page and one to take you back to the Update page. If you want to make more changes, go to the Update page, if you want to see the changes you made to your home page, click the Go To Home Page link.

🍏 If you chose to Go To Home Page and YOU DO NOT see your changes, click the refresh or reload button!

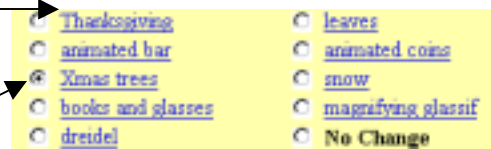
🍏 Next we will take a look at changing the icons, or graphics on our home page and changing the backgrounds and divider lines on the other pages.  
2 things to note:

- You CANNOT have different backgrounds on every page
- The new icons you choose will only appear on the home page

🍎 When you are at the update page, click the change graphics button.

🍎 The first things you will see are a list of backgrounds to choose from and a list of divider lines to choose from. If you would like to change either one of these or both of these:

- click the blue words to see a preview
- hit the back button
- repeat until you find the one you like
- click the circle next to the one you want



🍎 The next graphics for you to change are the icons that appear on your home page representing each of your pages.

🍎 You will have to type in the new name of the graphic you want

🍎 To see the names of the graphics, click on this link

Click here to view available graphics and their file names. To use your own graphics, email us at [Graphics@TeacherWeb.com](mailto:Graphics@TeacherWeb.com) and attach your gif or jpg graphic file, already properly sized, and tell us whether the graphic is a divider line, a background, or for the Home page or About The Teacher page.)

🍎 This will take you to the graphics library which will list the categories of graphics available

#### Graphics For Home Page And Teacher Page

##### On The Home Page

Teacher	<input type="text" value="teacher.gif"/>
Homework	<input type="text" value="homework.gif"/>
Announcements	<input type="text" value="announce.gif"/>

- Click on the Category you would like to see
- Click on the name of a graphic to see a preview
- Hit the back button
- Repeat as necessary
- When you have found the graphic you want, go back to the change graphics page and type in the name of the graphic you would like into the appropriate box.

🍎 Repeat the above steps until you have changed all of the graphics you wanted to

🍎 Type in your password and click the Submit button.

🍎 **IMPORTANT!!** If you come back to this page again, you will have to refresh or reload it to see the changes you have made.

## Changing the URL, or Web Address

When creating a TeacherWeb, you were asked to use your school name, without the word *school*. Some of you, however, created your TeacherWebs on your own, or choose from a school (or the county) already in the list in a different way. Therefore, in the TeacherWeb index, teachers at the same school are listed in different ways, instead of in the same list. It would be better if all teachers at the same school are in the same list. So it may be necessary for you to change your URL. The directions are found in the **Frequently Asked Questions** section on the TeacherWeb web site (<http://teacherweb.com/>) and reprinted below.

### **Q. How do I change my URL (website address)?**

**A.** You can move your web from one address to another address by using a special utility at <http://TeacherWeb.com/chURL.asp>  
Please read the instructions carefully.

***You must know your old web address and password to make this change.***

If you are not sure what the web address is for your TeacherWeb is, go to your TeacherWeb and look in the location box.

## Creating a TeacherWeb WebQuest

When you create a **TeacherWeb**, there is an option to create a **TeacherWeb WebQuest** web. This web follows the standard design for **WebQuests** and each page has instructions about its purpose and has links to good examples of that page type. The **WebQuest** web is updateable using the same techniques as for the standard webs. You can view a sample **WebQuest** web at

<http://teacherweb.com/AK/Appleton/WebQuest/>

**Note:** you can also add a single **Quest** page to a standard web if you want to do a simplified, informal **WebQuest**. (The **WebQuest** pages can also be used as additional Links pages.)

## **Uploading digital photos, documents and web pages created outside of TeacherWeb to your TeacherWeb**

There are now three different types of pages that allow you to add graphics, document content and/or HTML pages/content. Unlike the other pages, however, these new page types need to be subscribed to, although it is still free. This is because we must be certain that only legitimate teachers, as part of their authorized school activities, place photos on **TeacherWeb**. Go to the **Photo Page Subscription Form** to request this added capability.

**<http://TeacherWeb.com/RequestPhoto.htm>**

First, there is the optional **Photo/Document Page**. You can upload up to 15 graphics files, documents or HTML pages. Your Photo/Document page will then display a list of links to these items. **Important note**, especially for those uploading pictures from a digital camera: The file is uploaded with the file name you provide so be careful that each file you upload has a unique file name and does not duplicate the file name of a previously uploaded file or you will overlay the "old" file with the same file name.

Second, approved users will also have the option of using the new **My Pages** facility that functions similarly to the **Photos** page except that it allows one to upload up to 3 HTML pages, directly accessible as a link from your **TeacherWeb** home page.

Third, approved users will also have the option of using the new "HTML Pages" facility that functions similarly to the My Pages facility page except that it allows one to upload the contents of up to 15 HTML pages. The resultant "HTML Pages" will be fully integrated into your **TeacherWeb** and look like the rest of your **TeacherWeb** pages.

**Summary:** Uploaded HTML pages must be standalone, text-only web pages with no graphics. The ability to upload HTML text pages was added for teachers who wish to create classroom documents using products like Microsoft WORD or EXCEL that can be "Saved As HTML" and then uploaded using the **TeacherWeb** page types described above. This is not designed to be a means for hosting HTML web sites, such as those created in Front Page or similar programs. The primary purpose for saving documents in HTML format is to allow all your students to view your pages, regardless of whether or not they have the program you used to create the document. As an added benefit, you'll be able to use all the text formatting, table formatting and spell-checking that are inherent in products like **Microsoft WORD**. Once approved for these pages, **Photo Page** will be added automatically, and the "**My Pages**" and "**HTML Pages**" may be added through the "**Add/Delete/Rename Pages**" button on your **Update Index**.