



Website Tips and Tricks

Red Stapler First Issue

Welcome to the first issue of the Red Stapler Gazette.

Rather than clog your Lotus Notes with individual emails, the Gazette will feature a collection of tips and tricks to help you manage your classroom website.

Copies of the Gazette can be found on the Hillcrest website in the Documents section.



Is anyone seeing your site?

You can find out how many people have viewed your website. Here's how:

- 1) Login into SchoolCenter.
- 2) Click on "Reports" in the gray bar at the top of the page.
- 3) Click on "Website Stats" under "Usage Report."
- 4) You'll be able to see the total hits (views). The report includes monthly totals as well as a combined total of hits.

Calendar Hints

Would you like to see a list of certain types of calendar activities? You can easily do this!

On the calendar page, scroll to the bottom of the page to the "Categories Available" section. Then, click on the category of your choice. All of the activities in that category will be listed.

If you selected the "Month" tab, you will see all of the activities for the month in that category. If you selected the "Year" tab, you will see all the activities in that category for the year.

Creating Your Own Banners

You can create your banners with your own text on the SchoolCenter Website. Follow these steps and you'll have unique banners in no time.

- 1) Login to SchoolCenter.
- 2) Click on the "Admin" button in the toolbar at the top of the page.
- 3) Click on "Banner Image Creator."
- 4) Give your banner a title in the box provided and click on "Add New."
- 5) By using the icons in the **Tool Bar**, you will be able to add images and layers to your banner and change its height and width, as well as change the border size and color and the background color and image. You can also select whether you wish your background to be transparent by clicking on the dots on the bottom left-hand corner of the Color Picker. If you do not wish to have a border, leave the Border Size setting at 0.

Babel Fish Translator

Here's a great idea to make your pages more accessible. Add the Babel Fish Translator to each of your pages and anyone looking at your website can have the page translated to another language of their choice.

Here's how to add the translator:

- 1) Login into SchoolCenter and navigate to the page where you want to add the translator.
- 2) Click on "Edit>Page Settings."
- 3) Click the "Details" tab.
- 4) Put a checkmark in the box in front of the words "Show Babel Fish language translation box."
- 5) Click "Done."
- 6) The translator (shown below) will appear at the bottom of your webpage. To translate the page, the viewer simply clicks on the flag of choice.



Important Dates

September 29, 2006 – TNT presentation proposals due

October 20, 2006 – TNT Spotlight on Excellence Award nominations due

November 11, 2006 – TNT Conference – EHS

Share your tips and tricks

If you have website tips and tricks that you would like to share, please email Carol Mortensen at cmortensen@yisd.net.

Websites Worth Visiting

Click on the name to visit that website.

Using Your Website As An Instructional Tool – I receive a lot of questions about my website pages. I've put together a site that discusses each page of my website including what type of SchoolCenter page it is and what kind of information I've included on it. These are just ideas to think about and hopefully help with some of the "how-tos" of managing your website. There is a message board to ask questions. Elementary examples are included. Thanks to **Grace Logsdon of East Point Elementary School** for sharing her website.

(<http://www.nanacarol.com/teach>)

Instructional Technology Department Newsletter – The IT Department publishes newsletters with suggestions for all content areas. You'll find quality lessons and ideas for your website and technology integration in your classroom for all grade levels.

(http://www2.yisd.net/education/components/scrapbook/default.php?sectiondetailid=1728&sc_id=1156107019)

Copyright Kids – Excellent copyright information site for kids with information for parents and teachers, too.

(<http://www.copyrightkids.org>)

What is a PDF? Why Use It?

PDF stands for portable document format. This format allows users to create a document that is "print friendly" so that viewers who may not have the same software can read and print it.

Steps for saving a document in PDF format on you Apple computer:

- 1) Create the document in Word or AppleWorks.
- 2) Click on File>Print.
- 3) In the bottom left corner of the window, click on the PDF button.
- 4) Name your PDF document and save.

(Note: Be sure to save it as a .doc or .cwk file, too. You'll need it for additional editing.)