



# Website Tips and Tricks

## Printing Calendars

Would you like to print the calendar so that each day's activities are in their own box?

- 1) Click on the "month" tab above the calendar.
- 2) Click on the "Print" Tab on the right side above the calendar. (Note: Do not use the File>print in your browser toolbar. You won't get the traditional box calendar that way. )
- 3) You'll get a preview that shows the events in a traditional box view.
- 4) Click the small printer icon in the preview window that opens.



## 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.

## Copyright & Your Website

Don't forget to consider copyright laws when creating and managing your website.

You want to avoid using someone else's web designs, text, images, copyrighted worksheets, photographs, midi files or sound files, or your own reproductions of copyrighted work (like anMP3 or a CD you own).

In some cases, the original authors are willing to allow the use of their items but may require that you provide a link back to their webpage on your site. This information is usually posted on the site where the original image is found.

The best rule is to ask before using. With the ease of email, asking permission to use an item on your website is a fairly easy process.

It's important to remember that having permission or a license to use something in your classroom is not the same as having the right to post something on a website.

For further information, check out this website from Stanford University: [Websites: Five Ways To Stay Out Of Trouble](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter6/6-a.html) or [http://fairuse.stanford.edu/Copyright\\_and\\_Fair\\_Use\\_Overview/chapter6/6-a.html](http://fairuse.stanford.edu/Copyright_and_Fair_Use_Overview/chapter6/6-a.html)



### Do You Have Subscribers?

You can allow parents, students, and community members to subscribe to your webpage. When you do this, you add the ability to notify subscribers by email when you update your page. The email is sent to all of your subscribers at once so you do not have to send individual emails to each one. You can personalize the email to be as specific or as general as you would like.

There are two steps to this process. First, you have to add the feature allowing readers to subscribe to the page. Second, you need to notify those subscribers when you update the page.

#### To add the subscription feature to your page:

1. Go to the page you want to edit.
2. Click on Edit>Page Settings>Details.
3. Put a checkmark in the box in front of "Allow public to subscribe to this page."
4. Click "Done."

#### To view your list of subscribers:

1. Go the page you want to check.
2. Click on Edit>Notify Subscribers.
3. The first line will report how many subscribers you have. Choose "Click to View" to see the list of subscribers.

#### To send subscribers an email notification of page updates:

1. Go the page you want to check.
2. Click on Edit>Notify Subscribers.
3. A window will open with 2 boxes. The first box is for the subject of the email. The second box if for the text of the email.
4. You may use the default information or type in your own text for the boxes.
5. Click "Send Message." Every subscriber will receive your email notification.

### Adding Podcasts To Your Site

Do you want to add a podcast to your website? Here are the instructions:

1. If you have a "Document Manager" page already established, you can use it. If not, you'll need to "Add A Page," choose "Document Manager" and Add it.
2. Go to Edit>Page Settings.
3. Under the "General" tab, choose to enable podcast support. Click "Done."
4. Be sure you are in Edit Mode.
5. Click on "Add New Document" and "Standard Mode" for a single file.
6. Browse to your file and upload. Click "Done." If you've set up categories, choose your category and click "Done" again.
7. Click on "Podcast Settings." Enter your title, a description (if desired), your name, and email address. Choose Category and Sub-Category. I left the iTunes URL blank. Click "Done."
8. Your podcasts are uploaded. You can view them or download them (or both!).

**Special Note:** If your podcast doesn't seem to upload completely, be sure that you exported it correctly from Garage Band. To do this, export using Share>Export Song To Disk.

### 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](mailto:cmortensen@yisd.net).