



Using SiteBuilder to Create and Maintain a Classroom Website

GISD has a simple tool which will help you quickly and easily create a basic classroom website. To use SiteBuilder, you must first have an account created in the system.

Getting Started

What You Need

To set up a SiteBuilder website, you must request an account from the Technology Helpdesk or your campus technology facilitator. They will provide you with your username and password to log in.

To edit your site, you need only a browser and an Internet connection. You can work from home or school.

Logging In

To log in, go to <http://www.georgetownisd.org/web/login.asp> or click on the SiteBuilder link on the GISD home page, in the Staff Center section at the bottom left.

Enter your user name and password, then click Log In.

Customize Your Web Settings

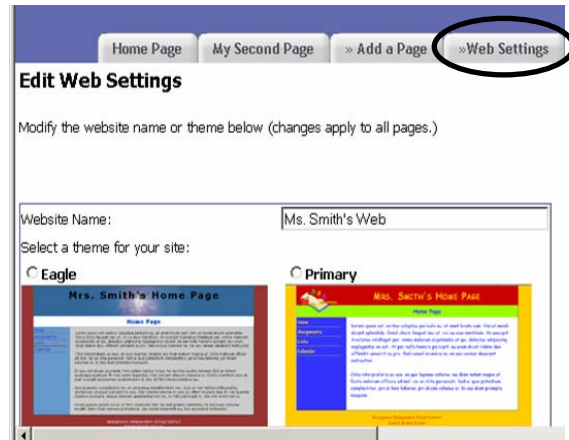
When you first log in, you will see a blank home page with tabs. Click first on the tab that says Web Settings to customize your site.

On the Edit Web Settings page, give your site a name. The name appears at the top of all pages in your site. (The default is Classroom Website. Please change it to something more personal. i.e. Mrs. Smith's Website)

Next, if you would like to change the look of your site, select a theme from those listed and click Update. If you choose a different theme than the default, your links may move from the top of the site to the side.

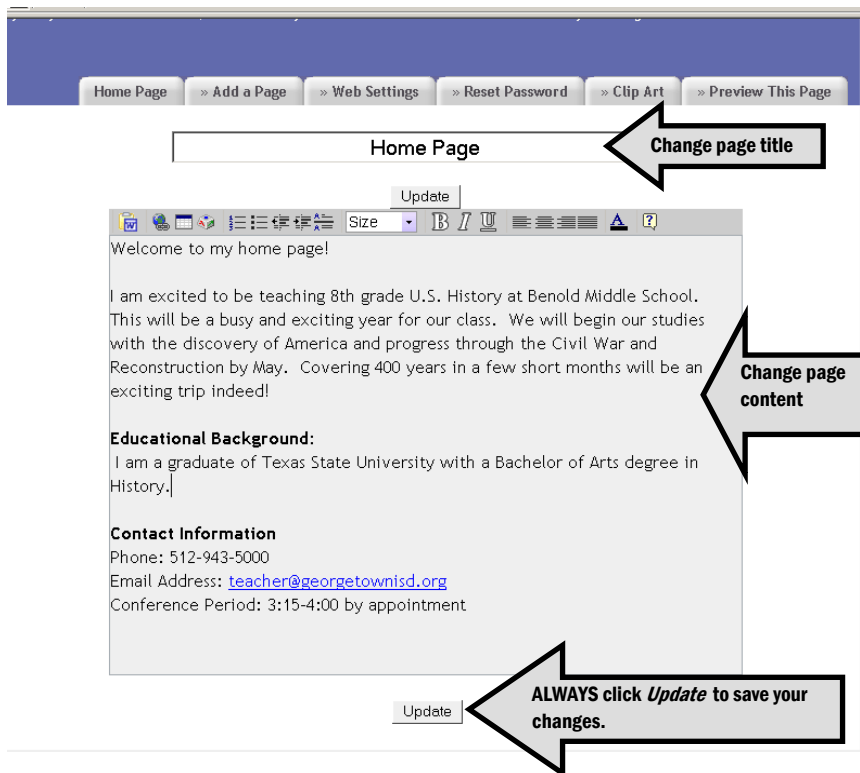
Reset Your Password

Next, be sure to reset your password from the default password you were given to something that is easy for you to remember. On the Web Settings Page, click on the link that says **Reset Password**, then type in and confirm a new password. Click Update to submit your changed password.



Editing Page Content

Return to your home page by selecting the link or tab that says **Home Page**. You can now begin editing the information that will appear on the first page in your site. The following section explains how to customize your pages.



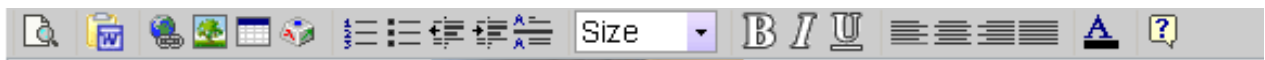
To change the title of your page (the text that will appear on the links or tabs), type in the top box.

To change the content that appears on your page, type in the large area below the toolbar.

NOTE: Do not paste text directly from a Word or other document. See instructions below under *Formatting Text* if you wish to copy content from a Word document.

ALWAYS click the Update button to save your changes before moving to a different page, or your changes will be lost.

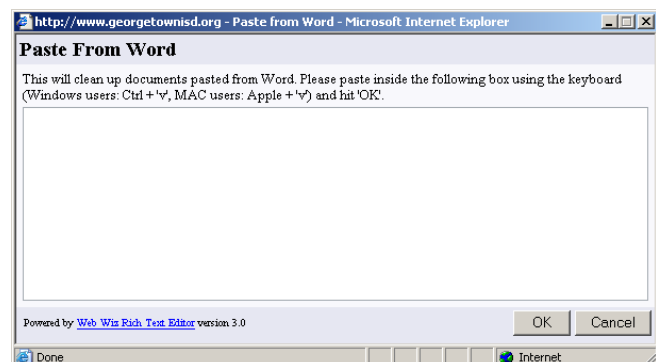
Formatting Text



Use the toolbar above to format your text. If you hold your mouse over each item on the toolbar, you can see what a description of each tool. These are similar to text editing buttons in Word. You can use **bullets**, **indents**, **set the alignment of text**, and **change the size and color of the fonts**. You can also use the toolbar to insert special characters, tables, or hyperlinks into your web page.

NOTE: You can copy text from a Word document into your website. To do this, click in the area of the page where you want the text to appear, then click on the **Paste From Word** button on the toolbar.

The Paste From Word window will appear. **Paste the text from your Word document into this new window**, then click **OK**. The text, which has been reformatted to work properly on the web, will now appear on the page you are editing.



Clip Art



You can insert clipart from the SiteBuilder library of graphics by clicking on the **Image** button on the toolbar. A page will open that displays clip art.

To use any of the graphics, **right-click on the image and choose Copy**. Close the window, return to the text area of your page, and **right-click and choose Paste**.

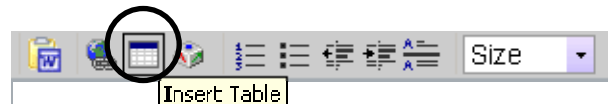
You can then align the inserted picture in your page using the text alignment buttons in the toolbar.

NOTE: Do not insert clip-art from any source other than this page. GISD has copyright to use these items.

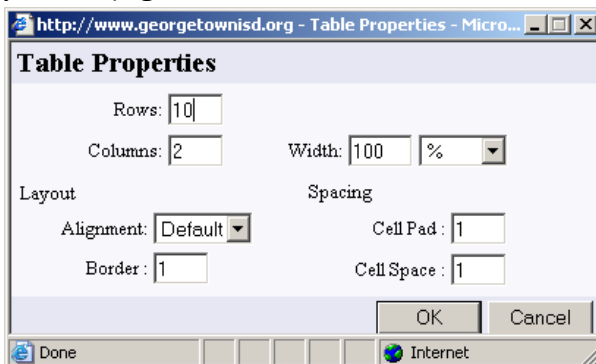


Tables

Tables can help you organize information on your web page, such as your class schedule.



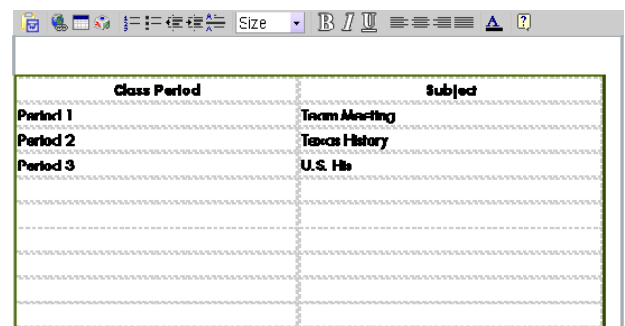
Click the **Insert Table** button on the tool bar to bring up a window which will allow you to create a table for your web page.



The **Table Properties** window will appear. You can specify the number of rows and columns for your table, as well as other properties such as width or alignment, then click **OK**.

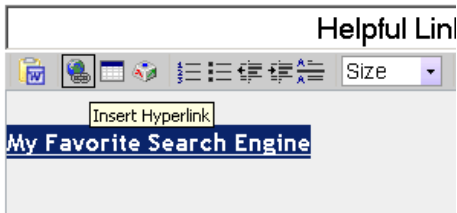
After you click OK, a table will appear on the page you are editing. You can type in each individual cell just as you would in an Excel spreadsheet or a table in Word. Text in each cell can be centered, bolded, etc, by using tools on the toolbar. Be sure to **click Update** at the bottom of the page when you are finished with your changes!

NOTE: Do not paste in tables from Word or Excel documents. They will cause your web pages not to display properly on the Web.

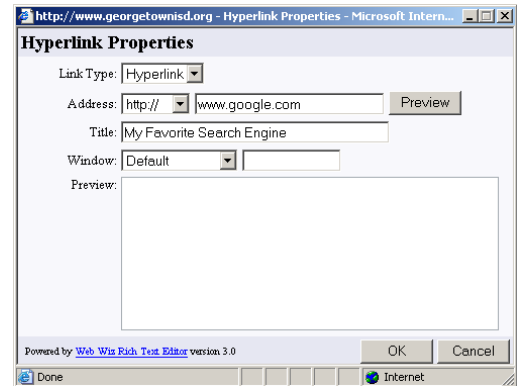


Hyperlinks

SiteBuilder automatically recognizes and adds hyperlinks to most properly formatted URLs and email addresses you type into the page content. If you type email@georgetownisd.org or <http://www.yahoo.com>, you will see an underline appear, meaning these words are automatically linked now.



To create a link to another web page manually, highlight the word or phrase you would like to turn into a link and click the **Hyperlink** button.



A **Hyperlink Properties** window will pop up. Fill in the address of the page you are linking to, and give it a title (the title is usually the same as the words you highlighted).

Click **OK**. The text you highlighted to become a link should now be underlined and be a different color.

Preview Your Site

Before previewing your site, you must click **UPDATE** on the current page to save your changes!

Use the **Preview** button on the text toolbar to open your published site in page preview mode. The site will open in a new window. When you are done checking your changes, close the window.

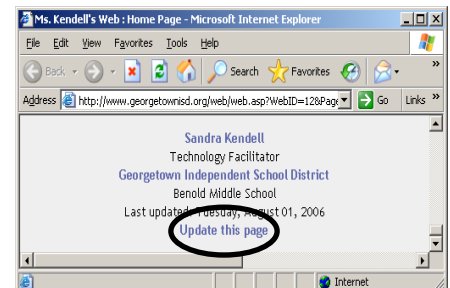


Getting Linked to Your School Web Page

After you complete creating the page(s) for your website, **notify your campus technology facilitator** so he or she can make a link to your site from your campus's web page.

Notice after you create and update your pages, some basic information about you is automatically added to the bottom of every page on your site. People who view your page can click on your name to email you.

Once your website is linked, you can update any of its pages easily by going to your website and clicking the **Update this page** link at the bottom of any page of your site. Clicking here will take you to the SiteBuilder login screen.



Adding & Deleting Pages

To add additional pages to your site, first, make sure you have click the Update button on the page you're currently editing. Then, click on the link or tab that says **>>Add a Page**. When the new page appears, it will have the default title of "New Page". Be sure to **change the title** to something more specific, like "Assignments" or "Homework". **Add your text** below the title, and click the **Add** button to save the new page to your site. **You can add up to 10 pages to your site**. To switch between pages, just click on the link or tab to edit a different page. If you have reached your page limit, the **>>Add a Page** button will no longer appear.

To delete a page you no longer need, open the page and click the **Delete** button at the bottom of the page. **NOTE: You cannot delete your home page.**