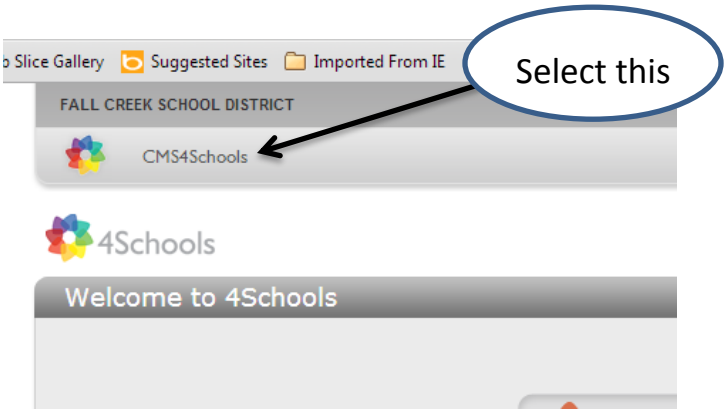
The Nuts and Bolts of the New Page

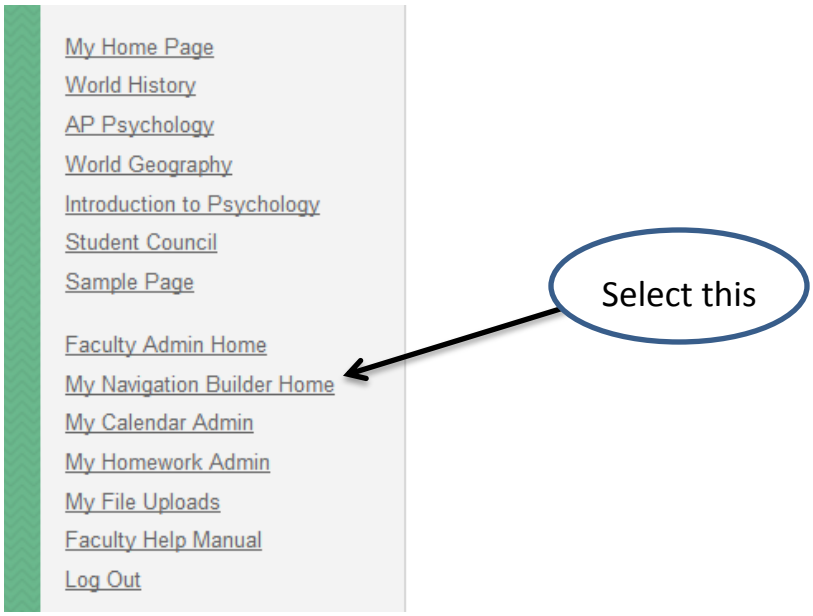
1. Getting Logged In: https://app.4schools.net/fallcreek

2. Login Username: katiewatters
   Password: redjello

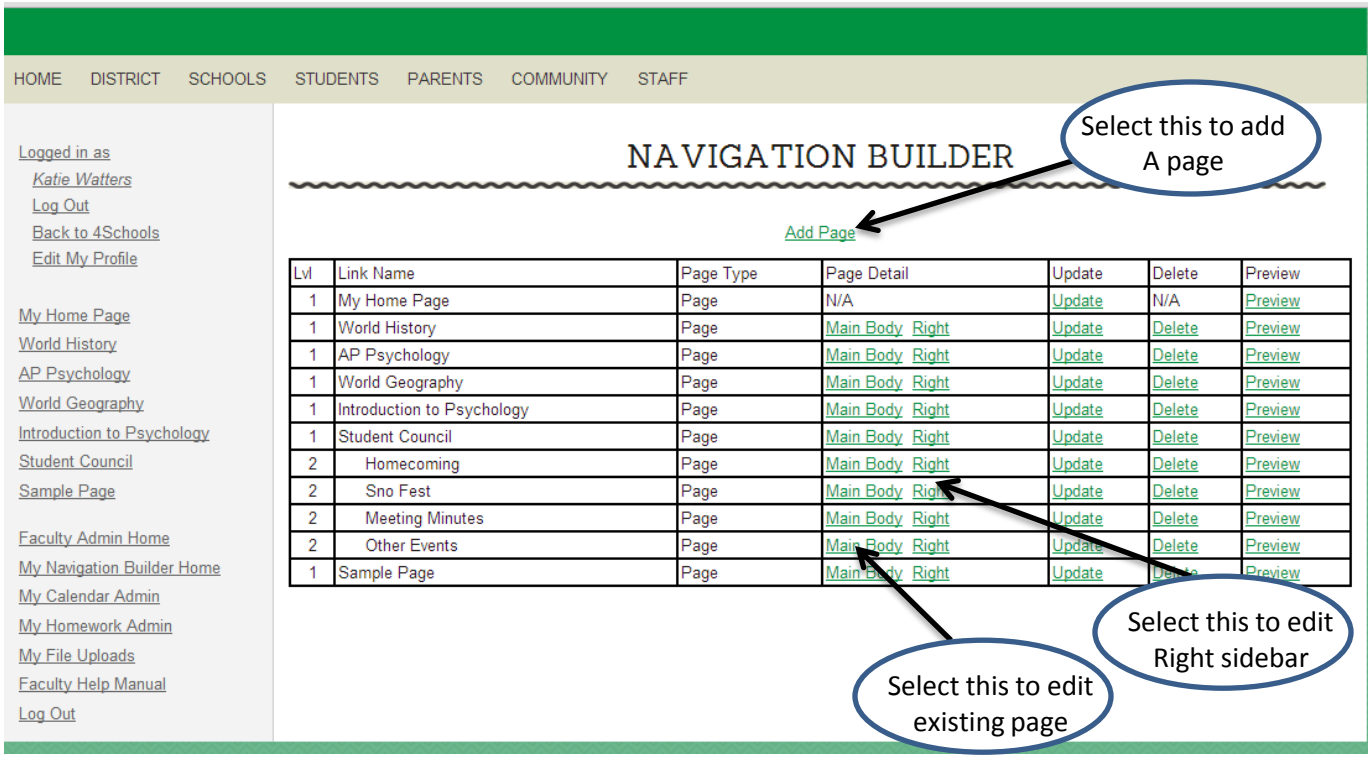
3. Then you will see



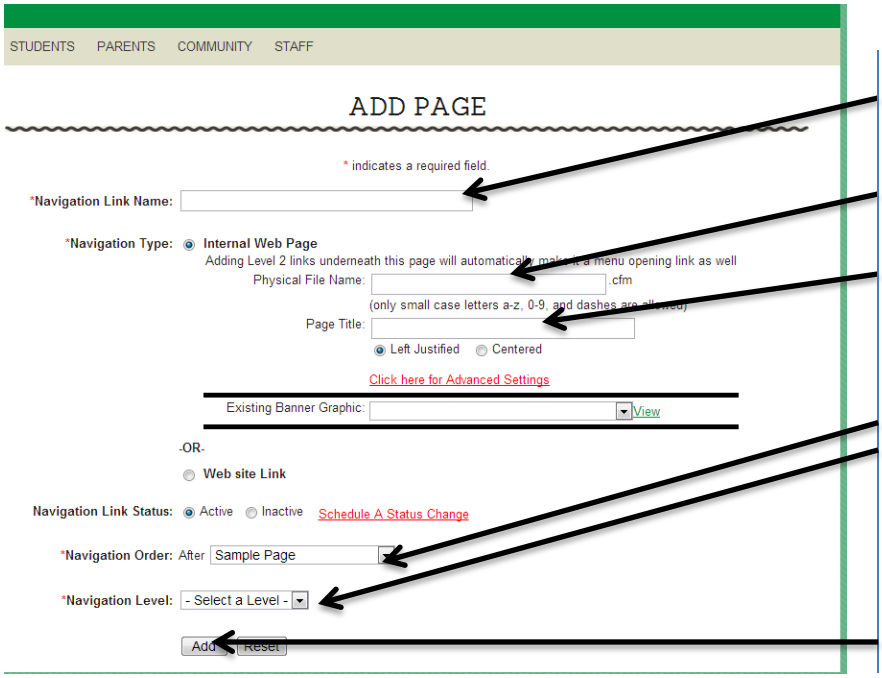
4. Adding a New Page or Editing Current Ones
   - Select “My Navigation Builder Home”



5. You will then arrive at a list of current pages that you can EDIT, and also the place where you can ADD A NEW page. First we will walk through how you create a NEW page ☺

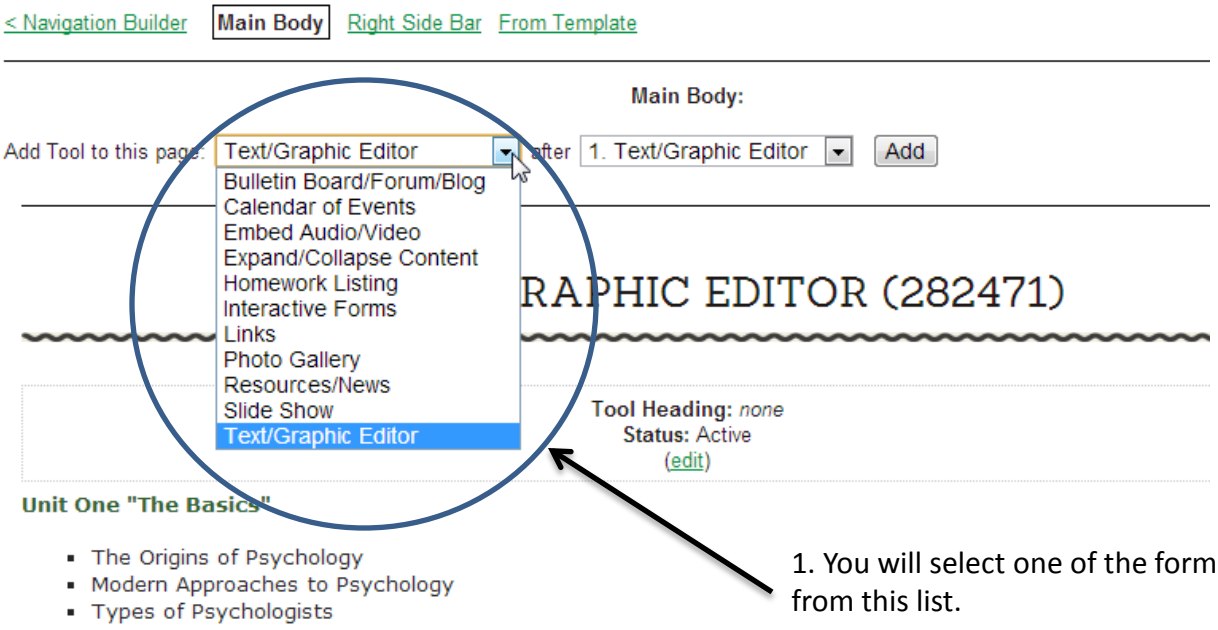


ADDING A NEW PAGE

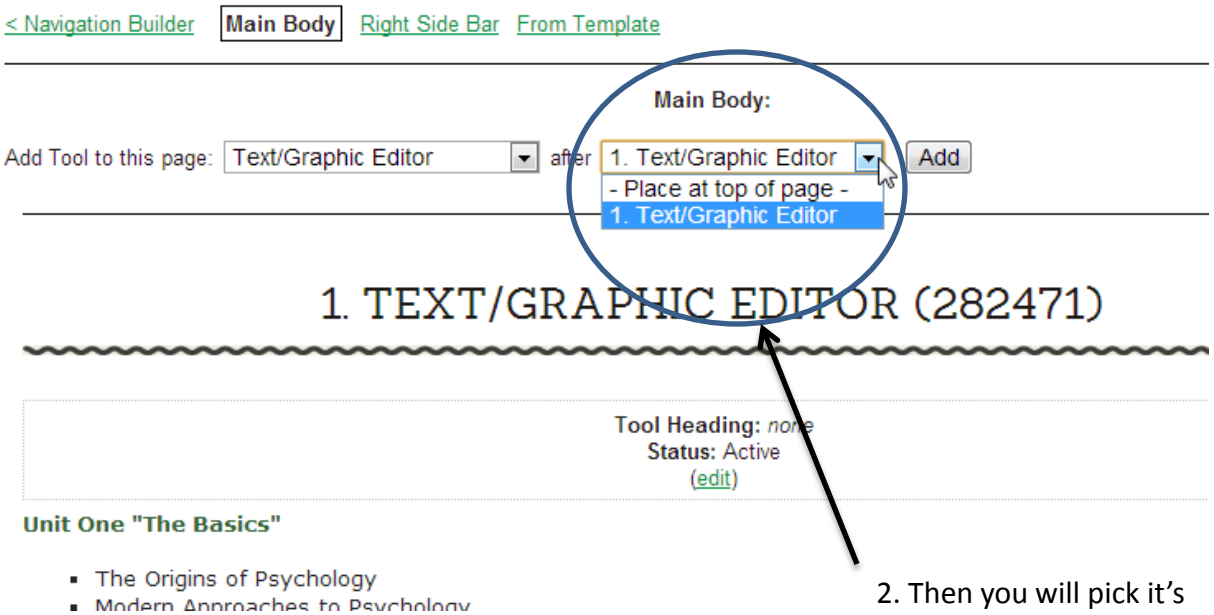


1. Title that you want to appear at the top of your page "World History"
2. Prefix must be 1st 3 letter of last name and 1st of your first name: watk_____
3. Same is Navigation Link Name
4. Which ever page you select, your new page will follow that one.
5. Ones that you want to appear on the left of your page are **level 1**, if you pick a **level 2** they will be a sub category of a level 1, for example:
   World History (Level 1)
   - DBQs (Level 2)
6. When you are done select "Add"

You now have a new page…there are some choices you need to make about how you want that it to look, as you will be given 10 options. First we will start with what that screen is going to look like, then I have placed an actual example of some of the more common ones you will use and some possible applications for each different option.



1. You will select one of the formats from this list.



2. Then you will pick it's location. That is the order it will appear on your page.

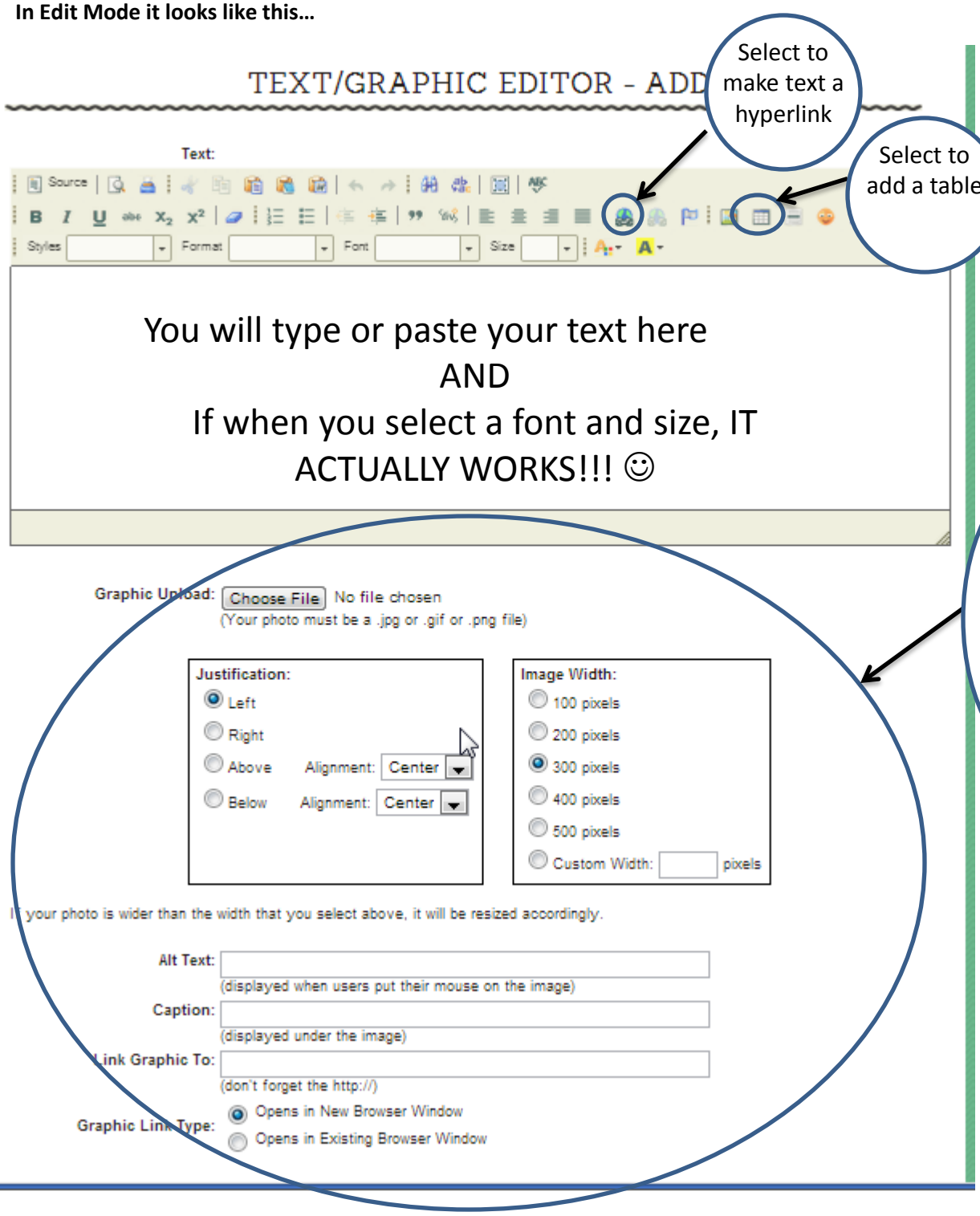
3. Finally select "Add"

What each option actually looks like and could possibly be used for

"Text/Graphic Editor"

This will be what you will use most of the time…it will allow you to easily place general text in, as well as a table (you will insert it just like you would in a word document, you will notice that it looks very similar when working with it).

In Edit Mode it looks like this…

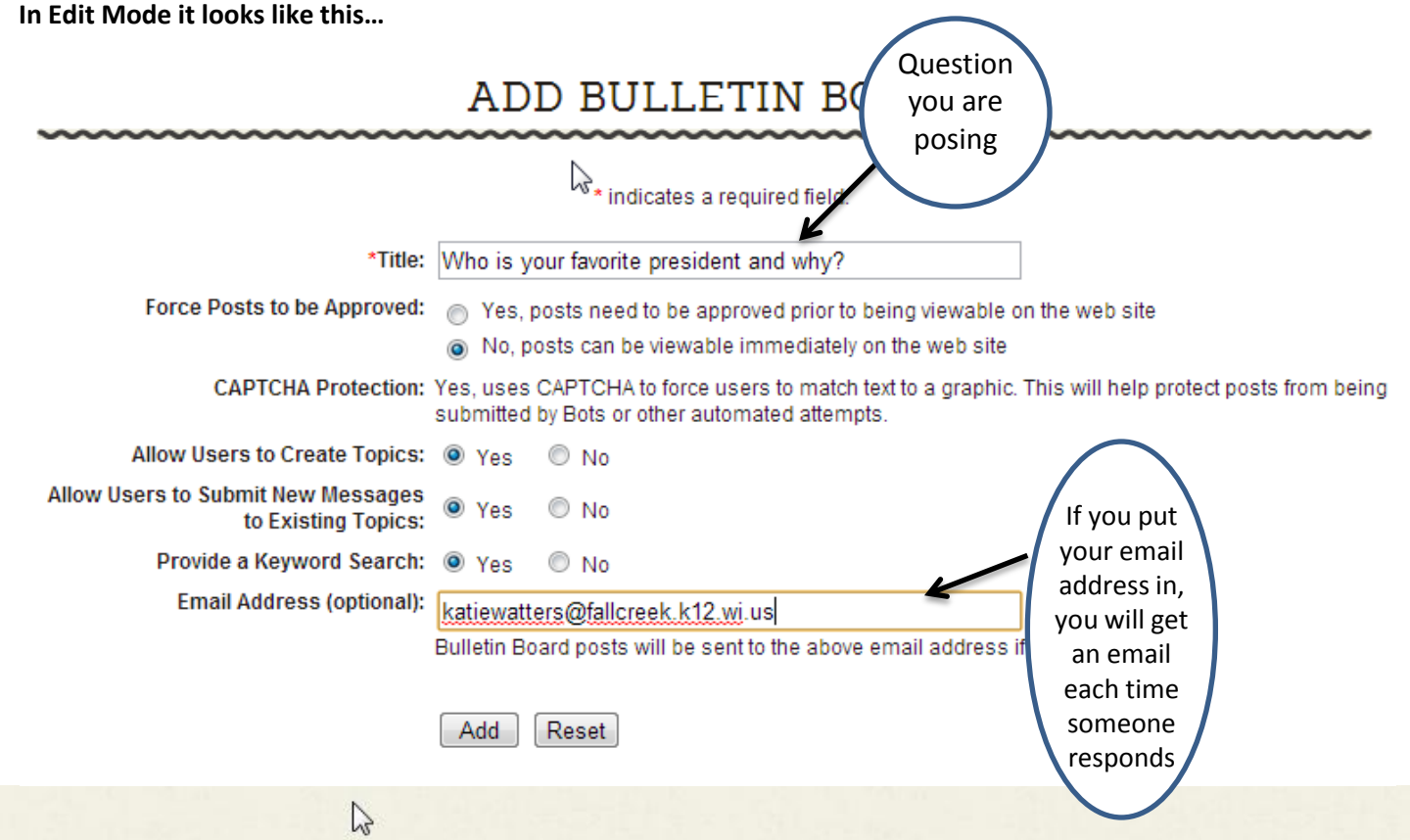


What each option actually looks like and could possibly be used for

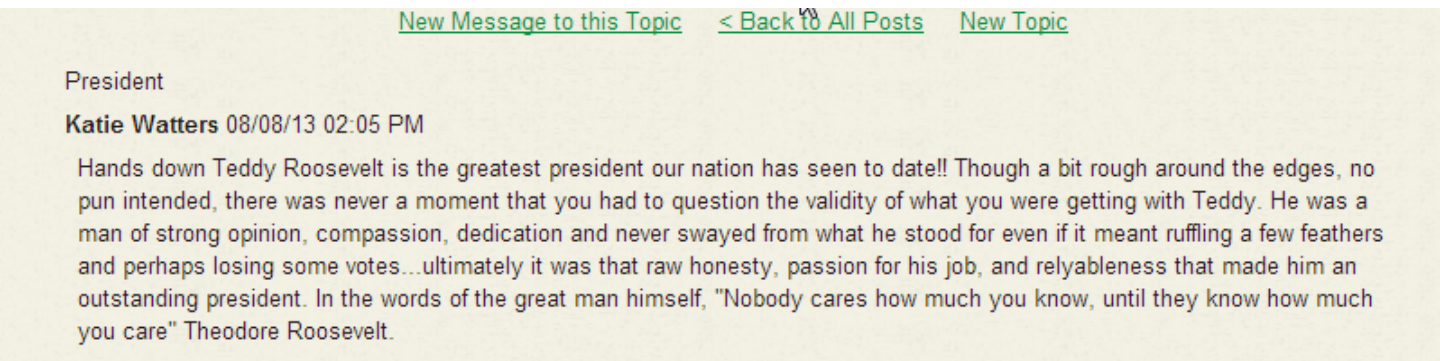
"Bulletin Board/Forum/Blog"

This is a great tool if you desire to have your students respond to a question you pose, and to be able to see their peers' responses. Basically it is a thread.

In Edit Mode it looks like this…



What the posting looks like when you select it

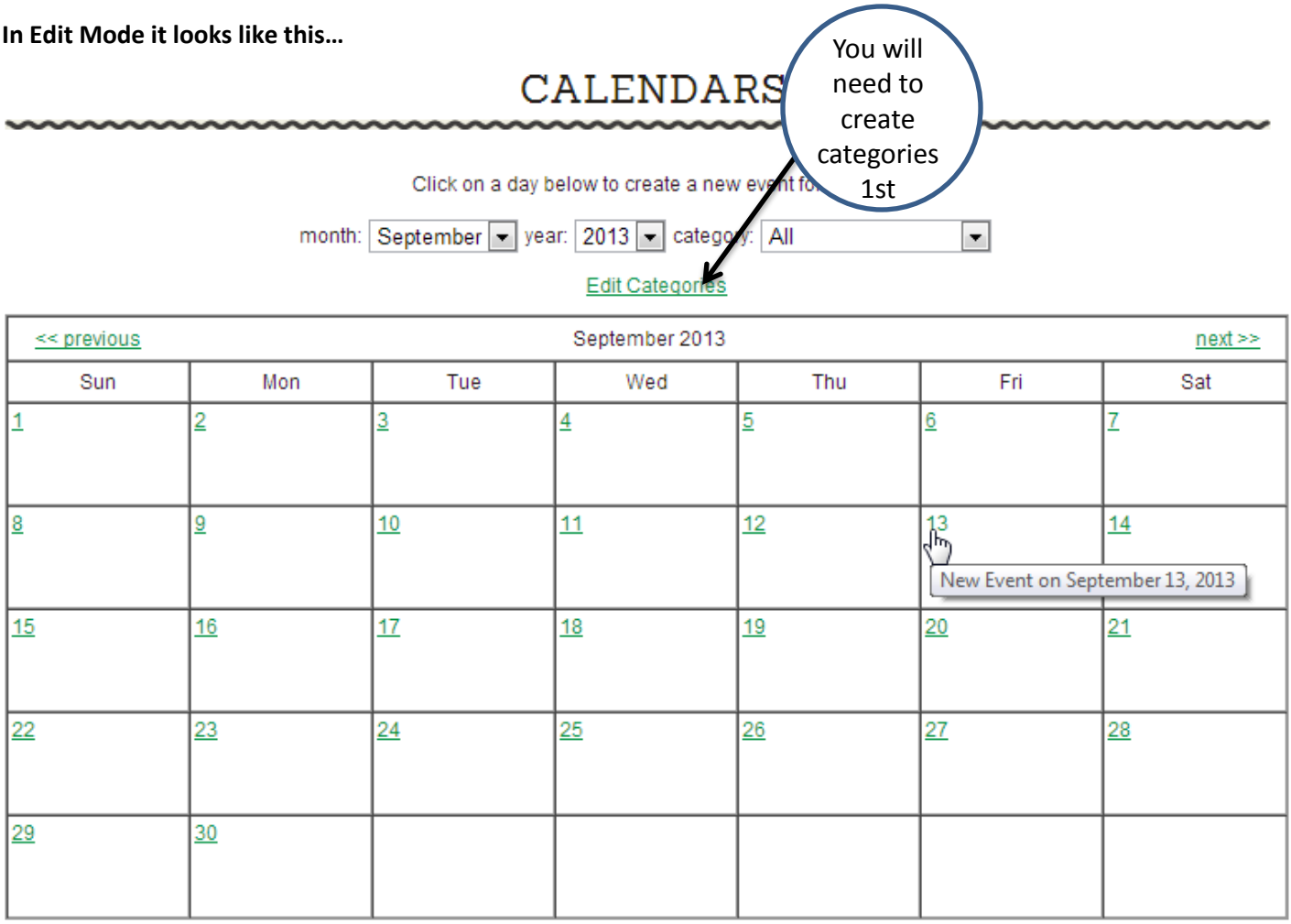


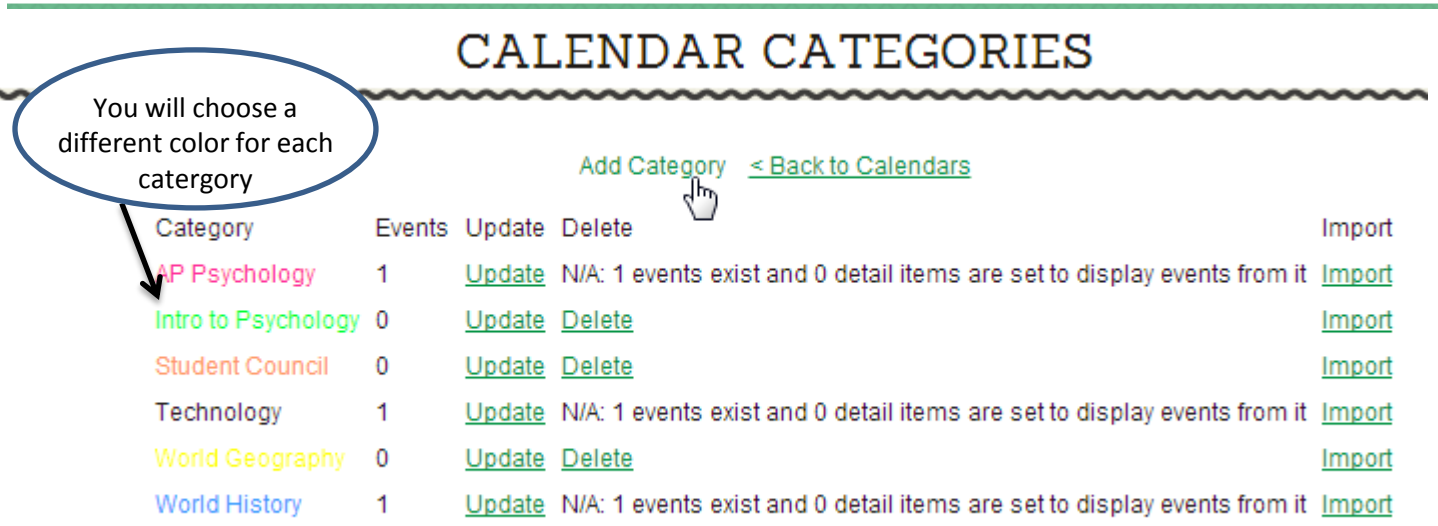
What each option actually looks like and could possibly be used for

"Calendar of Events"

This is a great tool if you have a series of events you would like display on a calendar that can expand with further details for your parents, students or community members. Could be used as a way to put your lesson plans out there too!

In Edit Mode it looks like this…





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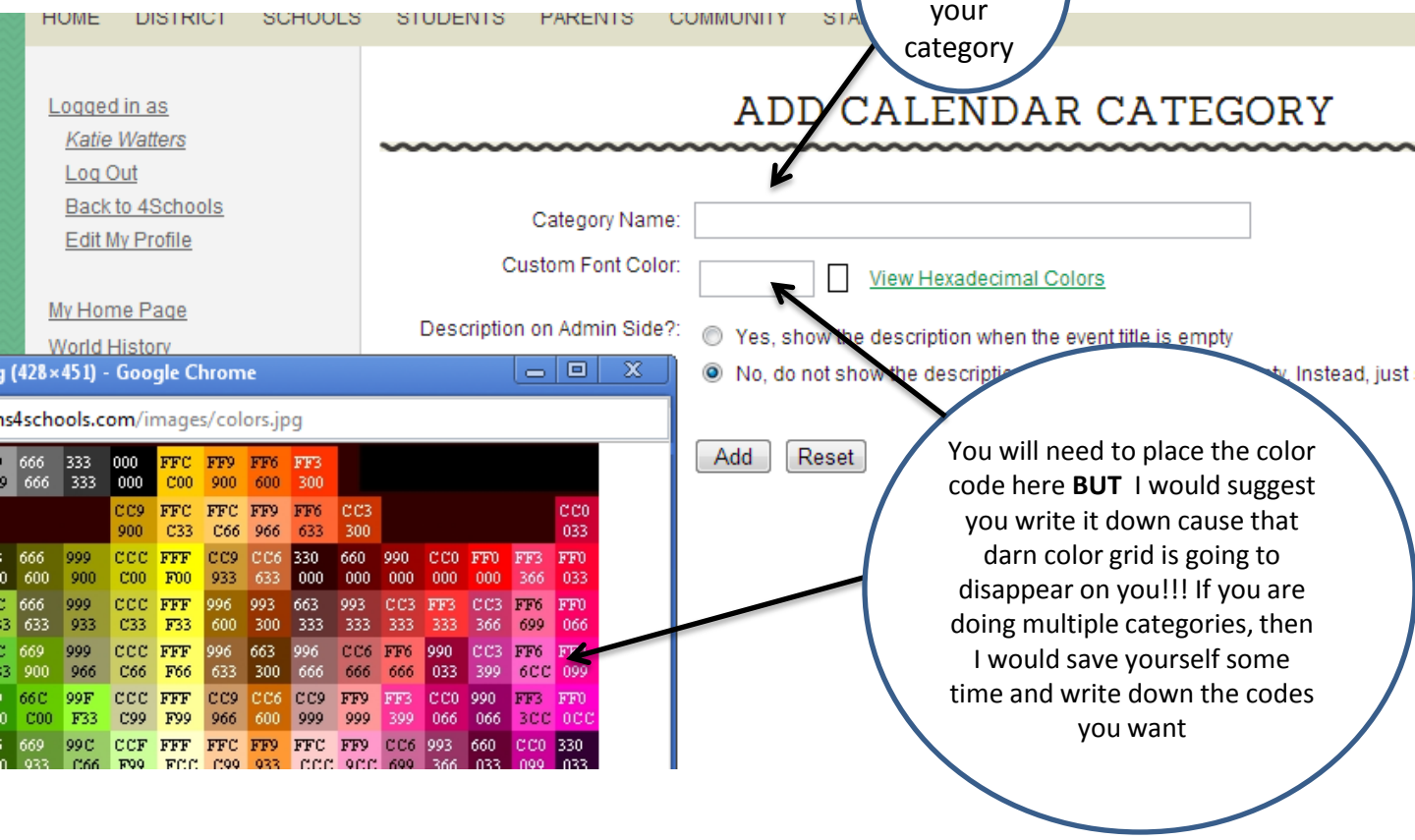
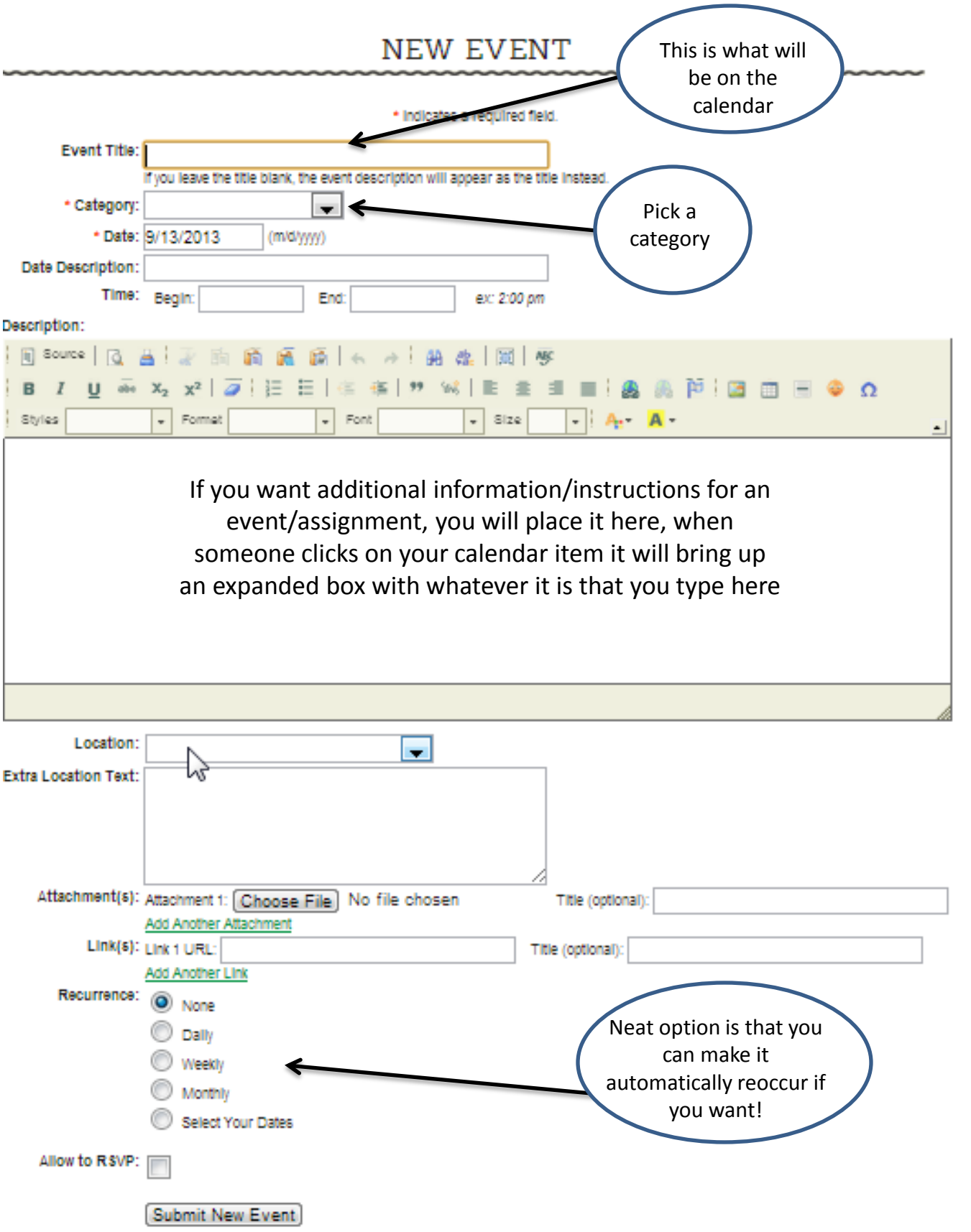
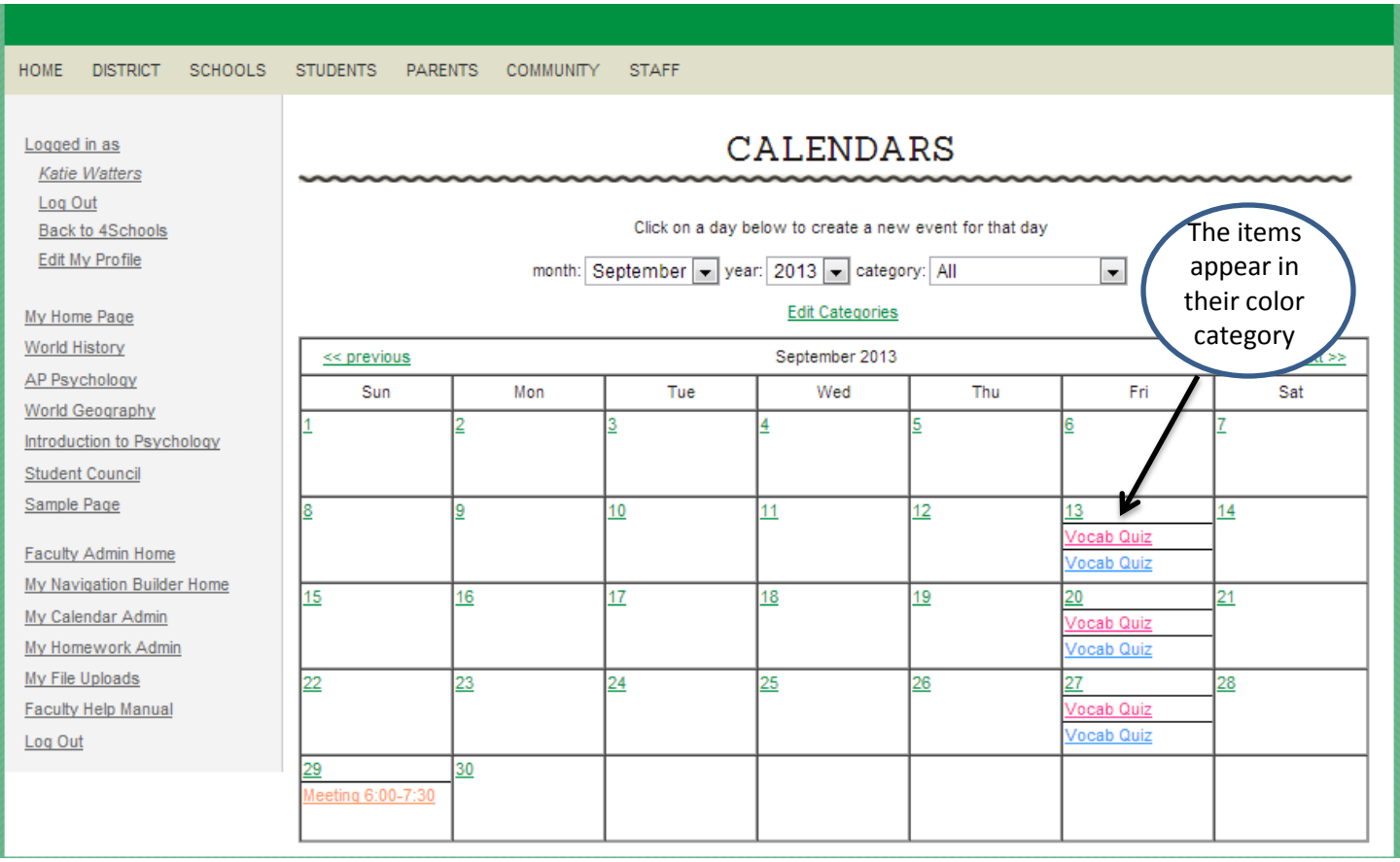
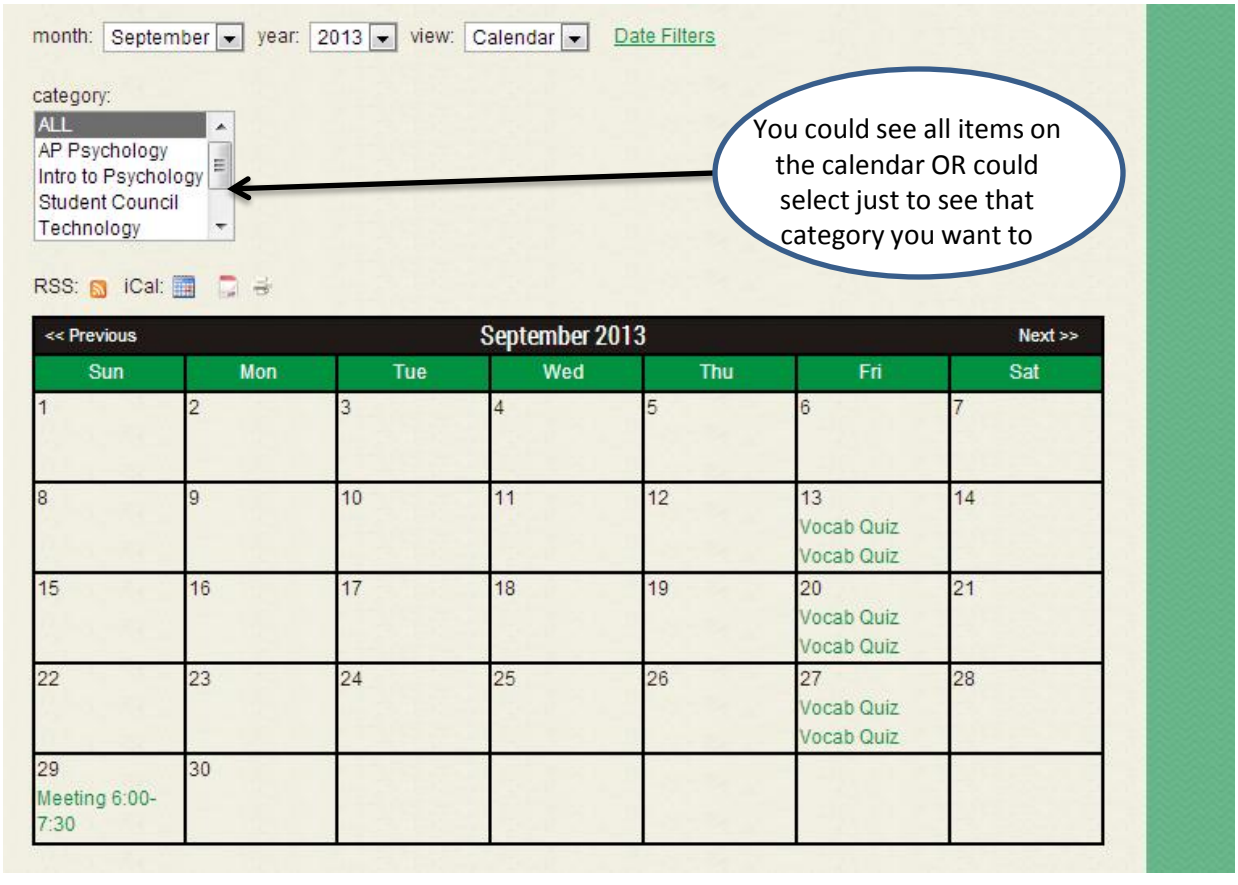


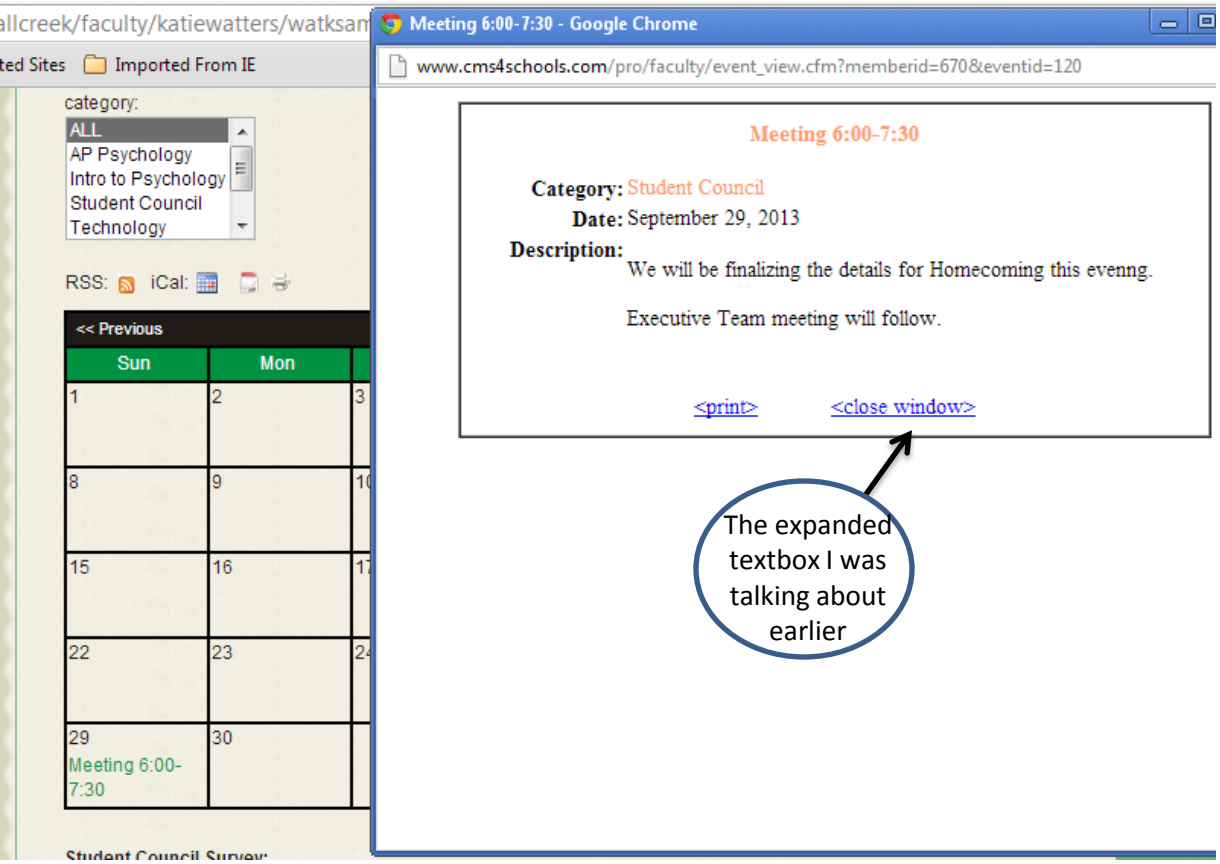

NEW EVENT
This is what will be on the calendar
* Indicates a required field.
Event Title:
If you leave the title blank, the event description will appear as the title instead.
* Category:
Pick a category
* Date: 9/13/2013 (m/d/yyyy)
Date Description:
Time: Begin: End: ex: 2:00 pm
Description:
Source
Styles Format Font Size
If you want additional information/instructions for an event/assignment, you will place it here, when someone clicks on your calendar item it will bring up an expanded box with whatever it is that you type here
Location:
Extra Location Text:
Attachment(s): Attachment 1: Choose File No file chosen Title (optional):
Add Another Attachment
Link(s): Link 1 URL: Title (optional):
Add Another Link
Recurrence:
None
Daily
Weekly
Monthly
Select Your Dates
Neat option is that you can make it automatically reoccur if you want!
Allow to RSVP:
Submit New Event

Still in Edit Mode…



What it looks like on your page

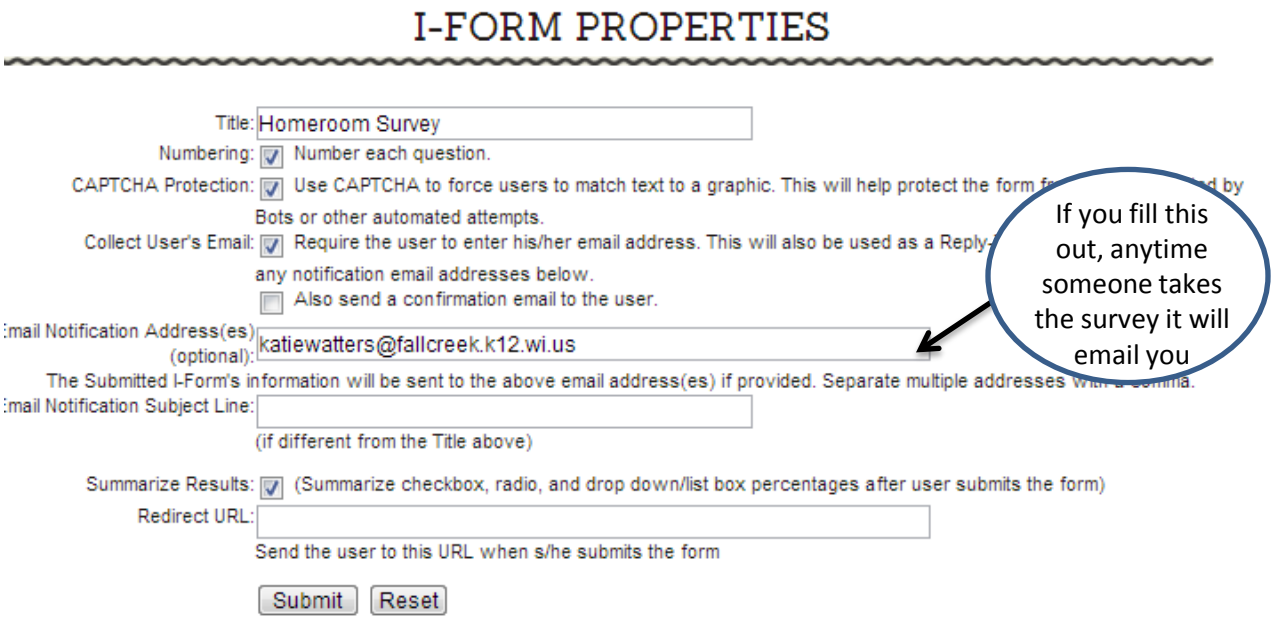




"Interactive Forms"

This is ideal if you want to survey your students, collect data in a quick and easy format right from your webpage. Just a heads up though, they can see the tally of responses once they submit their answers BUT they CANNOT see who submitted which answer. So it is anonymous but the overall number of responses to a question can be seen.

In Edit Mode it looks like this…



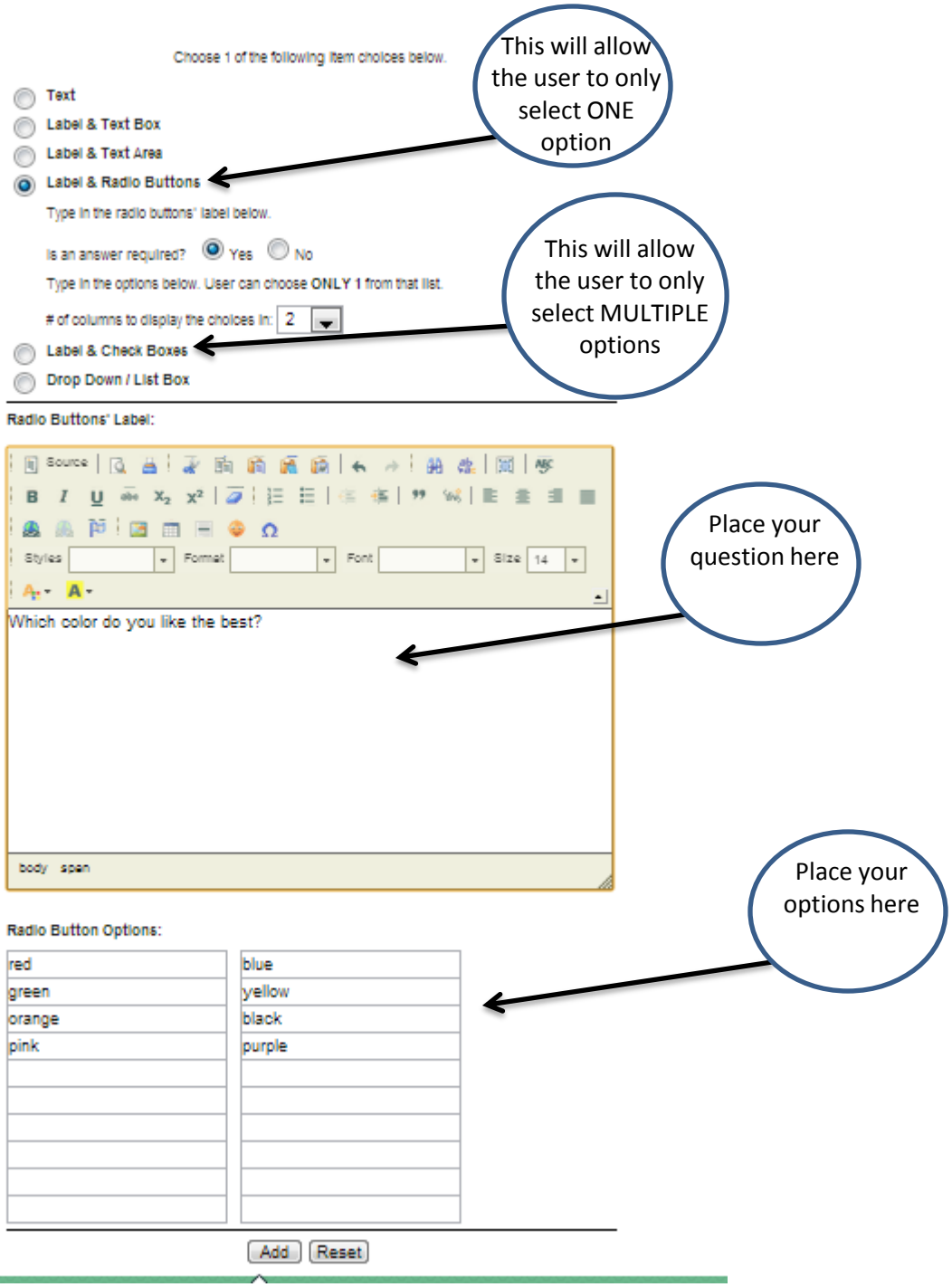
FORM TITLE: HOMEROOM SURVEY

You will have to select the "Add Item" which will take you to the page below

Add Item | Update I-Form's Properties

There are no items on record.

Change Position | Move | Submitted I-Forms | Preview | Delete



What the I-Form looks like on your actual page

Homeroom Survey:

1. *Which color do you like the best?
   - red
   - blue
   - green
   - yellow
   - orange
   - black
   - pink
   - purple

* Enter Your Email Address:

Type in the text that you see above:

Submit Reset

What the person taking sees after they submit their answer

Thank You. Your information has been submitted.

Which color do you like the best?

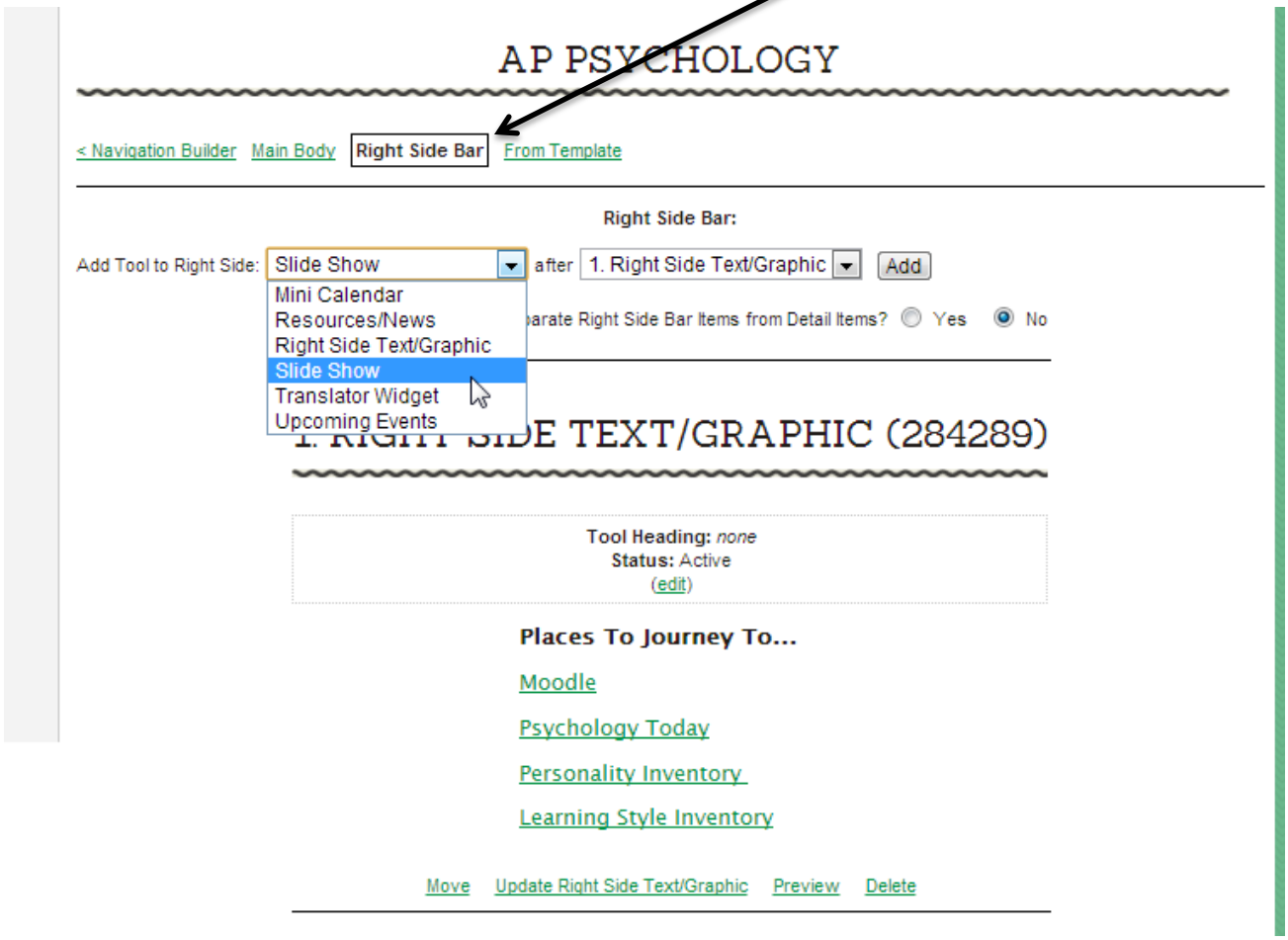
red	1	100.00%
blue	0	0.00%
green	0	0.00%
yellow	0	0.00%
orange	0	0.00%
black	0	0.00%
pink	0	0.00%
purple	0	0.00%

Back to Form

"Slide Show"

We are going to take care of two birds with one stone here…we are going to create a slide show in the **Right Side Bar**. Making things for your right side bar just like making them for the main body, you just select "Right Side Bar" instead. A slide show is ideal for putting out the obvious of a series of pictures on your page, but it is also a creative way to preview to your students upcoming units/items that you will be covering (see Jess White's or Ken Walden's English 11 or 12 pages) it is also a fun way to put some trivia out there about the topics you have covered or will be covering (see my World History page or Matthew's American History page)

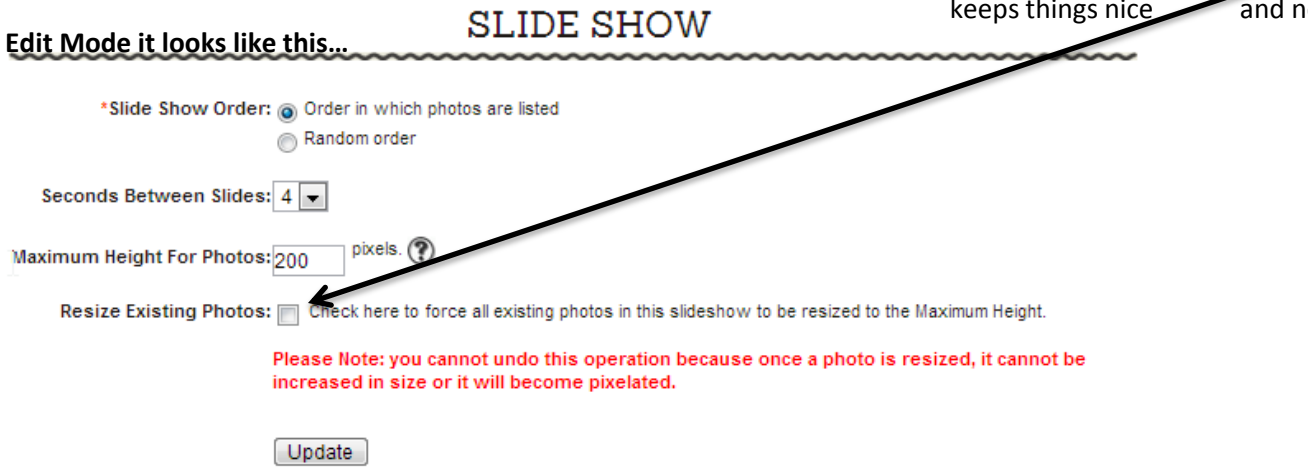
In Edit Mode it looks like this…



"Slide Show" Step 2

Once you select that you are going to do a slide show you will need to determine how much time you want between slides, standard is 4, which I find to be a bit long unless there is text to read with the picture. Ken and Jess' are 2 seconds, just as a reference, mine and Matthew's are 4 seconds. You will also want to select the "Resize" Box. Just keeps things nice and neat ☺

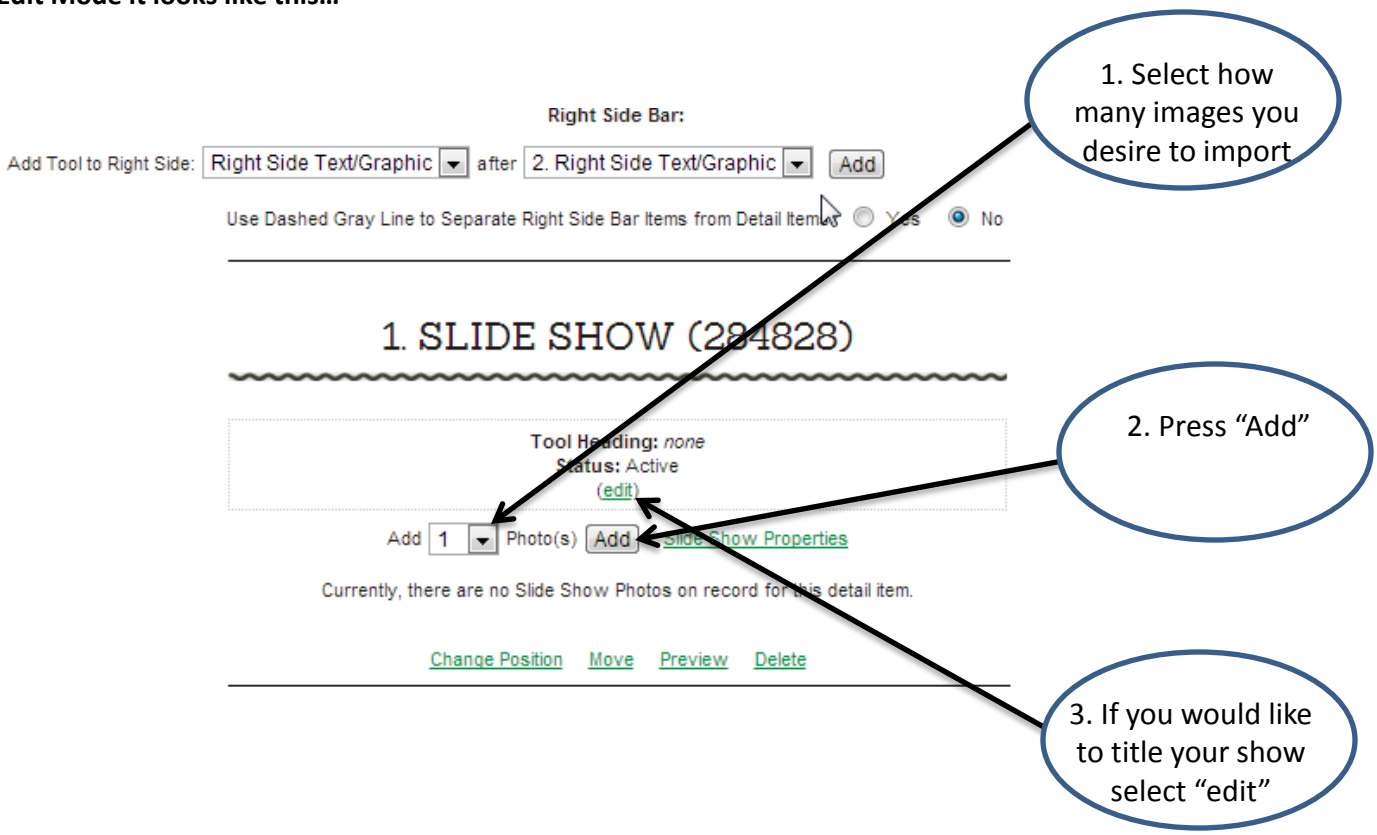
In Edit Mode it looks like this…

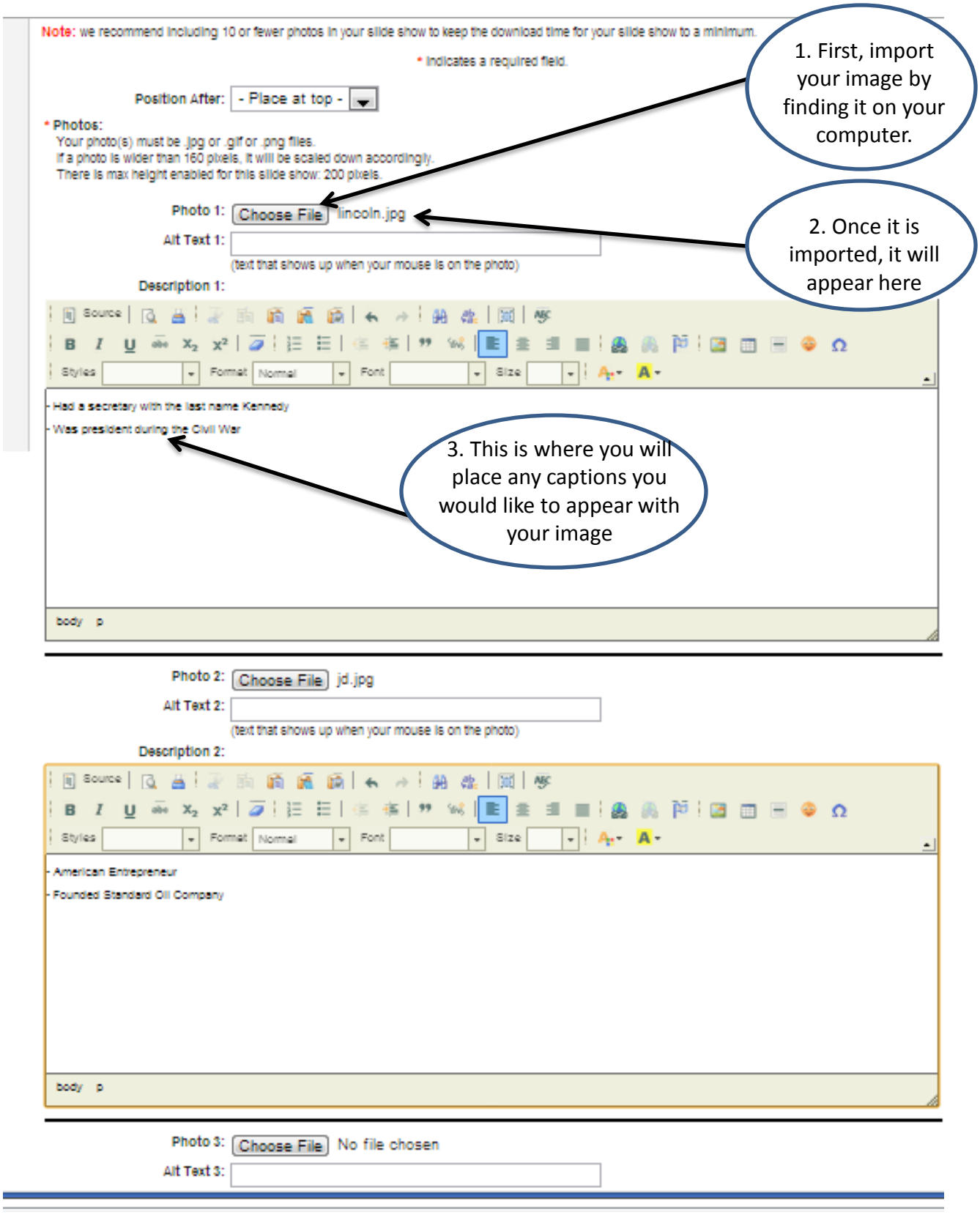


“Slide Show” Step 3

I would highly recommend that you place your photos that you want to place in your slide show in a file and name each one with a simple one or two word title so you can easily identify them and that there isn’t any issues with odd spaces, underscores, or symbols that may cause an issue. You can import up to **10 images** in your slide show, and here is how we do that…

In Edit Mode it looks like this…



“Slide Show” Step 4

This is the place where you will actually import your images and if you desire to caption them you can. You will repeat the process outlined below for each image that you import.