

The Nuts and Bolts of the New

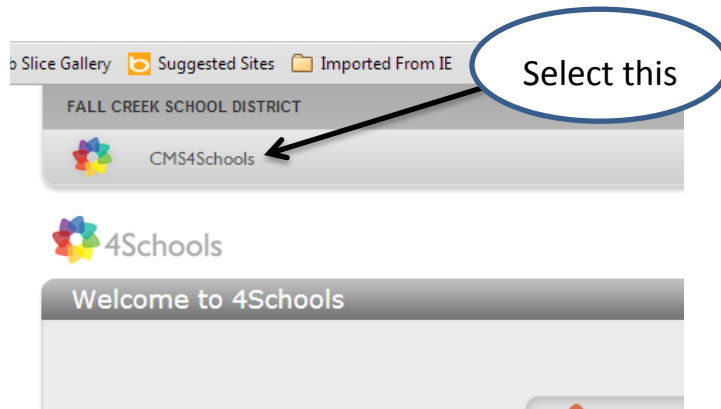


Page

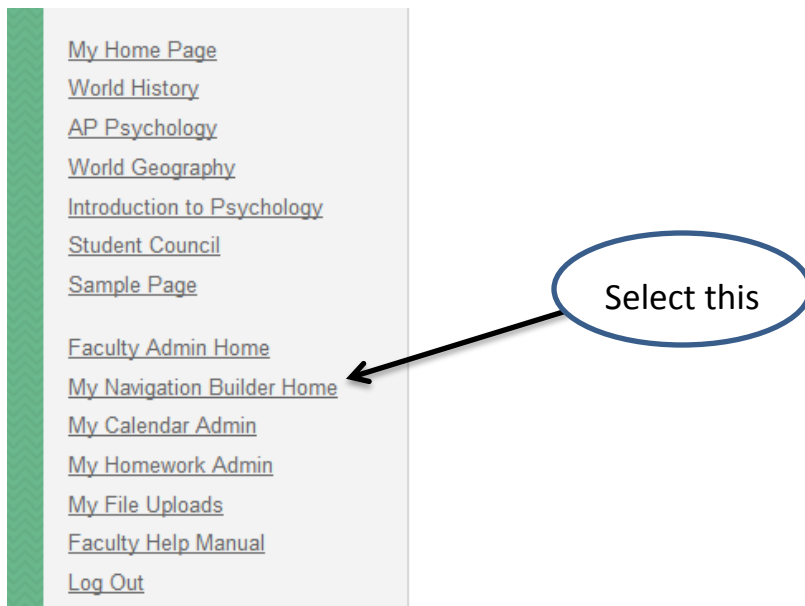
1. Getting Logged In: <https://app.4schools.net/fallcreek>

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 ☺

HOME DISTRICT SCHOOLS STUDENTS PARENTS COMMUNITY STAFF

Logged in as
Katie Watters
Log Out
Back to 4Schools
Edit My Profile

My Home Page
World History
AP Psychology
World Geography
Introduction to Psychology
Student Council
Sample Page
Faculty Admin Home
My Navigation Builder Home
My Calendar Admin
My Homework Admin
My File Uploads
Faculty Help Manual
Log Out

NAVIGATION BUILDER

[Add Page](#)

Lvl	Link Name	Page Type	Page Detail	Update	Delete	Preview
1	My Home Page	Page	N/A	Update	N/A	Preview
1	World History	Page	Main Body Right	Update	Delete	Preview
1	AP Psychology	Page	Main Body Right	Update	Delete	Preview
1	World Geography	Page	Main Body Right	Update	Delete	Preview
1	Introduction to Psychology	Page	Main Body Right	Update	Delete	Preview
1	Student Council	Page	Main Body Right	Update	Delete	Preview
2	Homecoming	Page	Main Body Right	Update	Delete	Preview
2	Sno Fest	Page	Main Body Right	Update	Delete	Preview
2	Meeting Minutes	Page	Main Body Right	Update	Delete	Preview
2	Other Events	Page	Main Body Right	Update	Delete	Preview
1	Sample Page	Page	Main Body Right	Update	Delete	Preview

Select this to add A page

Select this to edit existing page

Select this to edit Right sidebar

ADDING A NEW PAGE

STUDENTS PARENTS COMMUNITY STAFF

ADD PAGE

* indicates a required field.

*Navigation Link Name:

*Navigation Type: Internal Web Page
Adding Level 2 links underneath this page will automatically make a menu opening link as well

Physical File Name: .cfm
(only small case letters a-z, 0-9, and dashes are allowed)

Page Title:

Left Justified Centered

[Click here for Advanced Settings](#)

Existing Banner Graphic: [View](#)

-OR-

Web site Link

Navigation Link Status: Active Inactive [Schedule A Status Change](#)

*Navigation Order: After

*Navigation Level:

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.

[< Navigation Builder](#) **Main Body** [Right Side Bar](#) [From Template](#)

Main Body:

Add Tool to this page: after

- Text/Graphic Editor
- Bulletin Board/Forum/Blog
- Calendar of Events
- Embed Audio/Video
- Expand/Collapse Content
- Homework Listing
- Interactive Forms
- Links
- Photo Gallery
- Resources/News
- Slide Show
- Text/Graphic Editor

1. TEXT/GRAPHIC EDITOR (282471)

Tool Heading: none
Status: Active
[\(edit\)](#)

Unit One "The Basics"

- The Origins of Psychology
- Modern Approaches to Psychology
- Types of Psychologists

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

[< Navigation Builder](#) **Main Body** [Right Side Bar](#) [From Template](#)

Main Body:

Add Tool to this page: after

- 1. Text/Graphic Editor
- Place at top of page -
- 1. Text/Graphic Editor

1. TEXT/GRAPHIC EDITOR (282471)

Tool Heading: none
Status: Active
[\(edit\)](#)

Unit One "The Basics"

- The Origins of Psychology
- Modern Approaches to Psychology

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

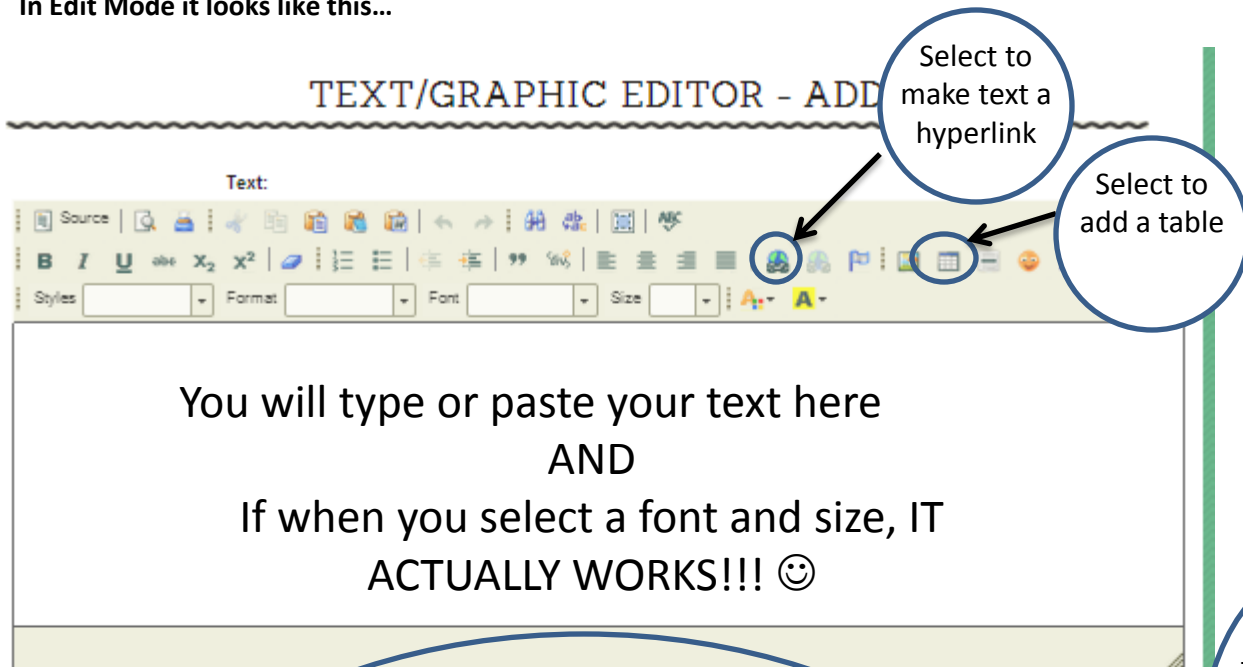
3. Finally select "Add"

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...



The screenshot shows the top portion of the editor. At the top, it says "TEXT/GRAPHIC EDITOR - ADD". Below that is a toolbar with various icons. Two callouts point to specific icons: one to the link icon (a chain link) with the text "Select to make text a hyperlink", and another to the table icon (a grid) with the text "Select to add a table". Below the toolbar is a large text input area containing the text: "You will type or paste your text here AND If when you select a font and size, IT ACTUALLY WORKS!!! 😊".

Only need to fill out if you're putting in a picture with your text as well

Graphic Upload: No file chosen
(Your photo must be a .jpg or .gif or .png file)

Justification: <input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Above Alignment: <input type="text" value="Center"/> <input type="radio"/> Below Alignment: <input type="text" value="Center"/>	Image Width: <input type="radio"/> 100 pixels <input type="radio"/> 200 pixels <input checked="" type="radio"/> 300 pixels <input type="radio"/> 400 pixels <input type="radio"/> 500 pixels <input type="radio"/> Custom Width: <input type="text"/> pixels
---	---

If your photo is wider than the width that you select above, it will be resized accordingly.

Alt Text:
(displayed when users put their mouse on the image)

Caption:
(displayed under the image)

Link Graphic To:
(don't forget the http://)

Graphic Link Type: Opens in New Browser Window
 Opens in Existing Browser Window

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...

ADD BULLETIN BOARD

* indicates a required field

*Title:

Force Posts to be Approved: Yes, posts need to be approved prior to being viewable on the web site
 No, posts can be viewable immediately on the web site

CAPTCHA Protection: Yes, uses CAPTCHA to force users to match text to a graphic. This will help protect posts from being submitted by Bots or other automated attempts.

Allow Users to Create Topics: Yes No

Allow Users to Submit New Messages to Existing Topics: Yes No

Provide a Keyword Search: Yes No

Email Address (optional):
Bulletin Board posts will be sent to the above email address if you provide one.

Annotations:
- A circle around the title field is labeled "Question you are posing".
- A circle around the email address field is labeled "If you put your email address in, you will get an email each time someone responds".

WHO IS YOUR FAVORITE PRESIDENT AND WHY?

[New Topic](#)

Search by Keyword(s):
(separate multiple keywords with a comma)

Topic	Posts	Created By	Date Created	Last Modified
President	1	Katie Watters	08/08/2013	08/08/2013

Annotations:
- A circle around the "New Topic" link is labeled "On your actual page it would look like this, to respond, your students would select 'New Topic'".
- A circle around the "President" link in the table is labeled "To read a student's response, you would select it".

What the posting looks like when you select it

[New Message to this Topic](#) [< Back to All Posts](#) [New Topic](#)

President

Katie Watters 08/08/13 02:05 PM

Hands down Teddy Roosevelt is the greatest president our nation has seen to date!! Though a bit rough around the edges, no pun intended, there was never a moment that you had to question the validity of what you were getting with Teddy. He was a man of strong opinion, compassion, dedication and never swayed from what he stood for even if it meant ruffling a few feathers and perhaps losing some votes...ultimately it was that raw honesty, passion for his job, and relyableness that made him an outstanding president. In the words of the great man himself, "Nobody cares how much you know, until they know how much you care" Theodore Roosevelt.

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...

CALENDARS

Click on a day below to create a new event for

month: year: category:

[Edit Categories](#)

You will need to create categories 1st

<< previous							September 2013							next >>						
Sun		Mon		Tue		Wed		Thu		Fri		Sat								
1	2	3	4	5	6	7	8	9	10	11	12	13	14							
15	16	17	18	19	20	21	22	23	24	25	26	27	28							
29	30																			

New Event on September 13, 2013

CALENDAR CATEGORIES

You will choose a different color for each category

[Add Category](#) < [Back to Calendars](#)

Category	Events	Update	Delete	Import
AP Psychology	1	Update	N/A: 1 events exist and 0 detail items are set to display events from it	Import
Intro to Psychology	0	Update	Delete	Import
Student Council	0	Update	Delete	Import
Technology	1	Update	N/A: 1 events exist and 0 detail items are set to display events from it	Import
World Geography	0	Update	Delete	Import
World History	1	Update	N/A: 1 events exist and 0 detail items are set to display events from it	Import

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 calendar to put your lesson plans out there too!

In Edit Mode it looks like this...

HOME DISTRICT SCHOOLS STUDENTS PARENTS COMMUNITY STA

ADD CALENDAR CATEGORY

Logged in as [Katie Walters](#)
[Log Out](#)
[Back to 4Schools](#)
[Edit My Profile](#)

[My Home Page](#)
[World History](#)

Category Name:

Custom Font Color: [View Hexadecimal Colors](#)

Description on Admin Side?:
 Yes, show the description when the event title is empty
 No, do not show the description when the event title is empty. Instead, just

Choose the name for your category

You will need to place the color code here BUT I would suggest you write it down cause that darn color grid is going to disappear on you!!! If you are doing multiple categories, then I would save yourself some time and write down the codes you want

666	333	000	FFC	FF9	FF6	FF3						
9	666	333	000	C00	900	600	300					
			CC9	FFC	FFC	FF9	FF6	CC3			CC0	
			900	C33	C66	966	633	300			033	
	666	999	CCC	FFF	CC9	CC6	330	660	990	CC0	FF0	FF3
	0	600	900	C00	F00	933	633	000	000	000	000	366
	666	999	CCC	FFF	996	993	663	993	CC3	FF3	CC3	FF6
	3	633	933	C33	F33	600	300	333	333	333	366	699
	669	999	CCC	FFF	996	663	996	CC6	FF6	990	CC3	FF6
	3	900	966	C66	F66	633	300	666	666	033	399	6CC
	66C	99F	CCC	FFF	CC9	CC6	CC9	FF9	FF3	CC0	990	FF3
	0	C00	F33	C99	F99	966	600	999	999	399	066	066
	669	99C	CCF	FFF	FFC	FF9	FFC	FF9	CC6	993	660	CC0
	1	933	C66	F99	FFC	CC9	933	CC6	9CC	699	366	033

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: (m/d/yyyy)

Date Description:

Time: Begin: End: ex: 2:00 pm

Description:

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: 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:

Logged in as
[Katie Watters](#)
[Log Out](#)
[Back to 4Schools](#)
[Edit My Profile](#)

[My Home Page](#)
[World History](#)
[AP Psychology](#)
[World Geography](#)
[Introduction to Psychology](#)
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[Sample Page](#)

[Faculty Admin Home](#)
[My Navigation Builder Home](#)
[My Calendar Admin](#)
[My Homework Admin](#)
[My File Uploads](#)
[Faculty Help Manual](#)
[Log Out](#)

CALENDARS

Click on a day below to create a new event for that day

month: year: category:

[Edit Categories](#)

The items appear in their color category

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 Vocab Quiz Vocab Quiz	14
15	16	17	18	19	20 Vocab Quiz Vocab Quiz	21
22	23	24	25	26	27 Vocab Quiz Vocab Quiz	28
29 Meeting 6:00-7:30	30					

What it looks like on your page

month: year: view: [Date Filters](#)

- category:
- ALL
 - AP Psychology
 - Intro to Psychology
 - Student Council
 - Technology

You could see all items on the calendar OR could select just to see that category you want to

RSS: iCal:

September 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13 Vocab Quiz Vocab Quiz	14
15	16	17	18	19	20 Vocab Quiz Vocab Quiz	21
22	23	24	25	26	27 Vocab Quiz Vocab Quiz	28
29 Meeting 6:00-7:30	30					

- category:
- ALL
 - AP Psychology
 - Intro to Psychology
 - Student Council
 - Technology

RSS: iCal:

<< Previous

Sun	Mon	Tue
1	2	3
8	9	10
15	16	17
22	23	24
29 Meeting 6:00-7:30	30	

Meeting 6:00-7:30

Category: Student Council
Date: September 29, 2013
Description: We will be finalizing the details for Homecoming this evening.
 Executive Team meeting will follow.

[<print>](#) [<close window>](#)

The expanded textbox I was talking about earlier

"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...

I-FORM PROPERTIES

Title:

Numbering: Number each question.

CAPTCHA Protection: Use CAPTCHA to force users to match text to a graphic. This will help protect the form from being used by Bots or other automated attempts.

Collect User's Email: Require the user to enter his/her email address. This will also be used as a Reply-to address for any notification email addresses below.
 Also send a confirmation email to the user.

Email Notification Address(es) (optional):

The Submitted I-Form's information will be sent to the above email address(es) if provided. Separate multiple addresses with a comma.

Email Notification Subject Line:
 (if different from the Title above)

Summarize Results: (Summarize checkbox, radio, and drop down/list box percentages after user submits the form)

Redirect URL:
 Send the user to this URL when s/he submits the form

If you fill this out, anytime someone takes the survey it will email you

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](#)

Choose 1 of the following item choices below.

- Text
- Label & Text Box
- Label & Text Area
- Label & Radio Buttons

Type in the radio buttons' label below.

Is an answer required? Yes No

Type in the options below. User can choose **ONLY 1** from that list.

of columns to display the choices in:

- Label & Check Boxes
- Drop Down / List Box

This will allow the user to only select ONE option

This will allow the user to only select MULTIPLE options

Radio Buttons' Label:

Which color do you like the best?

Place your question here

Radio Button Options:

red	blue
green	yellow
orange	black
pink	purple

Place your options here

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:

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...

The screenshot shows the Moodle edit mode interface for a slide show widget. At the top, the page title is "AP PSYCHOLOGY". Below the title, there is a navigation bar with links: "< Navigation Builder", "Main Body", "Right Side Bar" (highlighted), and "From Template". An arrow points from the "Right Side Bar" link to the "Slide Show" option in the "Add Tool to Right Side:" dropdown menu. The dropdown menu also includes "Mini Calendar", "Resources/News", "Right Side Text/Graphic", "Slide Show" (highlighted), "Translator Widget", and "Upcoming Events". Below the dropdown, there is a text input field containing "1. Right Side Text/Graphic" and an "Add" button. To the right of the text input field, there is a radio button for "Separate Right Side Bar Items from Detail Items?" with "Yes" and "No" options. Below the dropdown and text input field, there is a heading "1. RIGHT SIDE TEXT/GRAPHIC (284289)". Below the heading, there is a dashed box containing the text "Tool Heading: none" and "Status: Active" with an "(edit)" link. Below the dashed box, there is a section titled "Places To Journey To..." with links to "Moodle", "Psychology Today", "Personality Inventory", and "Learning Style Inventory". At the bottom of the slide show widget, there are links for "Move", "Update Right Side Text/Graphic", "Preview", and "Delete".

“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

In Edit Mode it looks like this...

The screenshot shows the Moodle edit mode interface for a slide show widget configuration. At the top, the page title is "SLIDE SHOW". Below the title, there is a section titled "Slide Show Order:" with two radio buttons: "Order in which photos are listed" (selected) and "Random order". Below the "Slide Show Order:" section, there is a text input field for "Seconds Between Slides:" with a value of "4" and a dropdown arrow. Below the "Seconds Between Slides:" field, there is a text input field for "Maximum Height For Photos:" with a value of "200" and a "pixels" label. Below the "Maximum Height For Photos:" field, there is a checkbox for "Resize Existing Photos:" and a text input field. An arrow points from the "Resize Existing Photos:" checkbox to the text input field. Below the "Resize Existing Photos:" section, there is a red text note: "Please Note: you cannot undo this operation because once a photo is resized, it cannot be increased in size or it will become pixelated." At the bottom of the slide show widget configuration, there is an "Update" button.

“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...

Right Side Bar:

Add Tool to Right Side: after

Use Dashed Gray Line to Separate Right Side Bar Items from Detail Items Yes No

1. SLIDE SHOW (284828)

Tool Heading: none
Status: Active
[\(edit\)](#)

Add Photo(s) [Slide Show Properties](#)

Currently, there are no Slide Show Photos on record for this detail item.

[Change Position](#) [Move](#) [Preview](#) [Delete](#)

1. Select how many images you desire to import

2. Press “Add”

3. If you would like to title your show select “edit”

“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.

Note: we recommend including 10 or fewer photos in your slide show to keep the download time for your slide show to a minimum.

* Indicates a required field.

Position After:

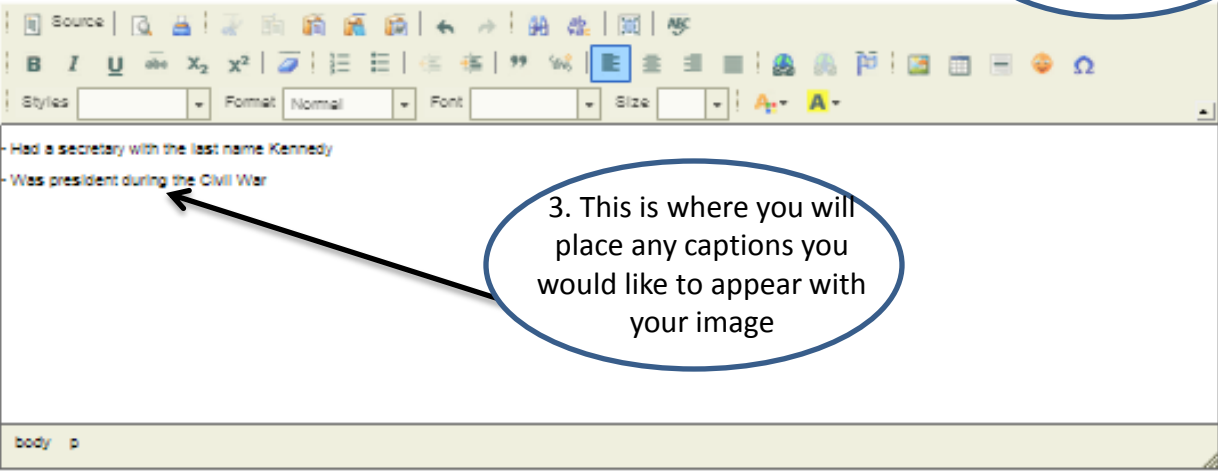
* Photos:
Your photo(s) must be .jpg or .gif or .png files.
If a photo is wider than 160 pixels, it will be scaled down accordingly.
There is max height enabled for this slide show: 200 pixels.

Photo 1: lincoln.jpg

Alt Text 1:

(text that shows up when your mouse is on the photo)

Description 1:



- Had a secretary with the last name Kennedy

- Was president during the Civil War

body p

1. First, import your image by finding it on your computer.

2. Once it is imported, it will appear here

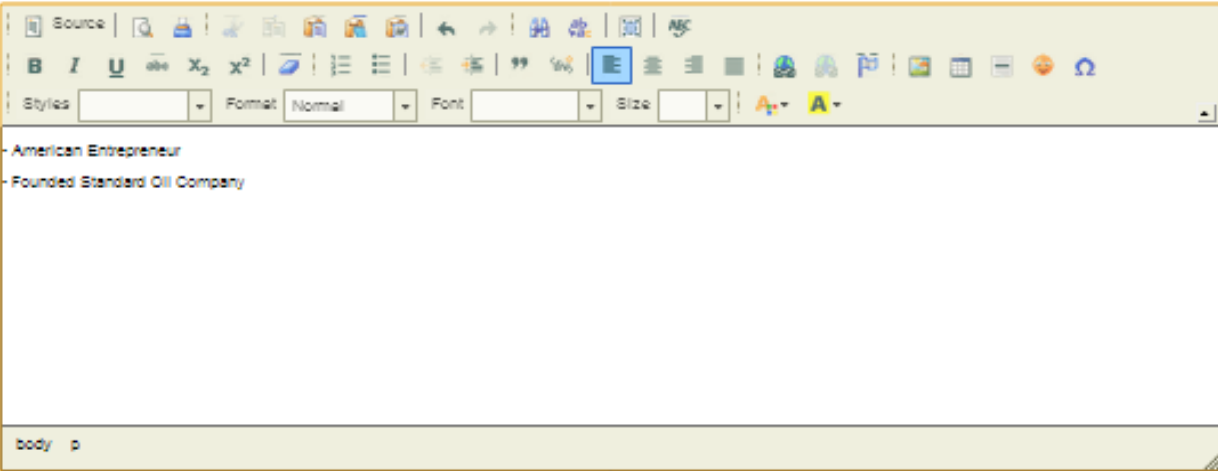
3. This is where you will place any captions you would like to appear with your image

Photo 2: jd.jpg

Alt Text 2:

(text that shows up when your mouse is on the photo)

Description 2:



- American Entrepreneur

- Founded Standard Oil Company

body p

Photo 3: No file chosen

Alt Text 3: