

Why Would I Need a Website?  
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Many of you have said that there's no way a website could help with your teaching. Others think that they can't set up and manage a website. Heck..they can barely access e-mail. Well, I'm here to tell you that not only can you set up a website, but it's a whole lot easier than you think it is.

How many times have you had a student ask you for yesterday's homework because they forgot to write it down? How about students who are out sick or on vacation who want to know what they should be doing? What about parents who tell you that they didn't know you gave homework because their child said you never did. Want a way to fix that all in one fell swoop? Simple. A website. Students and parents can check it everyday to see what was assigned. There's no excuse for coming to class unprepared or for not knowing what the assignment was. No need for you to answer fifty phone calls from parents who want to check on the assignments their children should be doing.

Now, I know you're thinking that you'll have to maintain this website on a daily basis. But with a little planning on your part you'll only have to update it once a week, once every two weeks, or even once a month. Updating only takes a few minutes and if you want you could even teach your student assistants how to do it for you.

There are many companies out there who will host your website for free. Each one is a little bit different. I'm going to show you a few options and you may choose whichever one works best for you.

Everyone will determine how best to use their website. I personally begin listing homework assignments on the first day of class and then keep listing them until the end of the year. I list them as they are assigned so that the assignment at the top of the page is the most recent and the ones at the bottom are the oldest. If you go to my webpage, which you are welcome to do, it would look something like this:

## Homework

### First Quarter

#### Algebra I

9-26 pg 35 #1-44

9-24 pg 28 #16-72

9-23 pg 16 #1-37

....

#### PCM III

9-27 pg 27 #1-32

9-25 pg 13 #1-18

9-23 pg 7 #1-23

...

As you might imagine the page gets longer and longer as the year goes by, but it doesn't really matter since the assignments most kids are looking for are at the top. However, if parents want to see every assignment that their student should have done it's all right there for them to see and to print out.

To learn how to create a website at Yahoo! Geocities begin below. And If you'd rather use Schoolnotes then begin on page 7.

You're more than welcome to check my website and see how I've put it to use, but please don't let my lack of imagination limit what you do. Once you get comfortable the possibilities are endless. <http://www.geocities.com/JBunten3/Homework.html>

## Creating your website at Yahoo! Geocities

This is the service I personally use. It takes about 15 minutes to set up the initial webpage and then 10 minutes or so every week to keep it updated. They even give you a free e-mail address if you want one. This can be done from either a Windows or Macintosh platform.

Begin by going to <http://www.geocities.yahoo.com> using your browser.

Find the place that reads "get a free website", click on the box that reads . It will then ask you if you have a Yahoo ID. If you do, go ahead and use it. If you don't then click where it says .

It will then ask you to fill in information under where it reads "Create your Yahoo! ID." This is where you have the option of having a Yahoo! e-mail account. If you have your own e-mail account that you are happy with using then unclick the box next to "Create my free Yahoo! e-mail address". If you want a new account then leave the box checked and Yahoo! will create one for you.

Fill in the information required under "Create your Yahoo! ID.:

First Name

Last Name

Preferred Content

Gender

Yahoo! ID (This is unique to each user. You will need to choose an ID for yourself such as lastname\_first initial, smith\_j. If it is already taken you will need to choose something else. Keep it simple and write it down!)

Password

Re-type password

Create my free Yahoo! E-mail address (leave checked if you want a new e-mail acct)

Fill in the information required under “If you forget your password...”:

Security Question (choose one)

Your answer

Birthday ( does not need to be correct)

Zip/Postal code

Alternate e-mail

Fill in the information under “Customizing Yahoo!”:

Industry education

Title teacher

Specialization (blank)

Type in the letters you see below “Verify your Registration”

They will be a mixture of letters and numbers.

Click on

It will now give you your Yahoo! ID

Click on

Answer the three questions:

1. What type of website is it?  
Education
2. How did you learn about Geocities Free  
friend, family member, or colleague
3. Retype code  
again, type letters/numbers that you see below

Click on

It will now tell you what your Yahoo! ID is. It will also tell you your home page URL shortcut. Write these down.

Click on

Click on  Create a website

Next to where it reads: “The Quickest Web Page”

Click on

Choose one of the eight page templates by clicking on the design you like:  
(this will be the background for your page)

Fun D'Mental    Techie    Night Vision    Disk Drive  
Classic Tan    Classic Blue    Countryside    Great Outdoors

Click on

Click on

Enter page title: (ie: Mr. Smith's Homework)

Enter text: (List the classes you teach with a few lines between them. ie. Geometry (enter enter) Algebra (enter enter) Calculus (enter enter))

Click on

Where it reads "Pick your picture" click in the circle before "use templates default image" (If you know how, go ahead and upload your own picture.)

Picture caption is optional. (leave blank)

Click on

Enter your favorite links. (I leave the title as is. I then delete all the typing in boxes 1-4. I enter my school's homepage in box 1.

Click on

Section 4 asks you for your personal information...this is purely optional. You may leave all of this blank. I type in my name and the e-mail that I prefer students and parents contact me by. I unclick the box in front of "Put this on my page". If you leave it clicked then students and parents will know when you are online and be able to send you a message.

Click on

Type in a page name. Keep this simple. Simply typing in **homework** will do.

It will now produce and show you the address of the website you have just created. Make sure to write it down. This is the address you will give to students and parents. Please note that geocities is a case sensitive website, meaning that B and b are not the same.

Click on

You have just finished creating your website. All that's left is the updating of your website. You will do this as often as you feel you need to.

## To Update Your Website

Go to the web address: <http://www.geocities.com>

Next to Yahoo! Geocities and under the Welcome, Guest sign click on [Sign In]

You will be prompted to fill in your Yahoo! ID and your password. Once you have typed in your ID and password click on

Click on the box that reads:

Under File Management Tools click on “File Manager”, then click on “Open File Manager”

Scroll down a little bit and you will find a small box next to the name of your web page. If you named your webpage homework then it will read “homework.html.” Click on the little box so that a green check appears and then click on  in the box just above. This will take you to a different page where you may begin editing your webpage.

Scroll down and you will see a large box with strange writing in it. This is HTML code. You don't need to understand it. You will notice in the third line that your website's title page is written. Scroll down again looking very carefully at the writing on the left side. You will see a line that begins “style=’font-size:14’>” and after that will be the first name of the class that you typed in a few characters later will be the other classes that you typed in when you set up your webpage. To make it easier to find these classes in the future click in front of the first class name and hit enter several times. This will simply lower where it is on the page. Do the same thing before the other classes you teach.

Now all you have to do is type in the assignments or the information you want people to see. The only HTML you need to know is <br> it is the equivalent of hitting the enter key. It takes you to the next line. Two of them back to back <br><br> will leave an empty space between text entries. If you were to type in: First Quarter<br><br><br> Algebra I <br><br>9-26 pg35 #1-44<br>9-24 pg28 #16-72<br>9-23 pg16 #1-37<br><br><br>PCM III<br><br>9-27 pg27 #1-32<br>9-25 #1-18<br>9-23 pg7 #1-23 it would display on the website exactly as it looks on page 2 of this document.

You must click on the box  when you finish editing. If you don't you will lose all your work. If you are working for a long time you may click on  which will save your work while allowing you to continue.

Once you have saved it will take you back to the previous page. If you scroll down again you will notice next to the name of your page is the word “View” in pale letters. If

you click on this it will allow you to see what your page currently looks like. It may be a good idea to check each time as you start out to assure yourself that you didn't put something in the wrong place. Simply close that window when you are done looking at the page.

Once you have finished scroll back up to the top of the page where you will see [Sign Out] underneath the Welcome sign. Simply click on [Sign Out] to end your session.

## Creating your website at School Notes

This is probably the easiest site of the two. It only takes a few minutes to set up and then you just type as you would a letter. No special key strokes. No special language. Nothing new to learn. It is just a plain text website. It can also be accessed by either platform Windows or Macintosh.

Begin by going to <http://www.schoolnotes.com>.

Click where it reads "first time registration"

Enter the information asked for in the box that looks like this:

Account Registration	Step 1 of 5
Enter your school's ZIP code:	
Choose an account name: (choose your last name)	
Choose a password: (choose something you can easily remember)	
Re-enter the password	
Choose a password reminder	
<input type="button" value="Continue"/>	

When finished click on Continue.

Fill in each successive box and when finished with each box click on Continue.

Account Registration	Step 2 of 5
ZIP Code Entered (re-enter your school's zip code)	
School Name (click on the arrow and select your school name)	
<input type="button" value="Continue"/>	

Account Registration for <u>(account name you entered)</u>	Step 3 of 5
<input type="button" value="Continue"/>	
If info listed is correct click on	
If info listed is incorrect click on	<input type="button" value="Report incorrect information"/>

Account Registration	Step 4 of 5
I am a:        teacher	
(select one) school organizer	
Title: (select one)	
First name: (leave blank if you wish or use a first initial)	
Last Name: (type in your last name)	
School telephone: (type in general number)	
School fax: (I usually leave blank)	
School web site address: ( type in if your school has one)	
E-mail address: (type in the e-mail you prefer students and parents to use)	
Do you want a link?: (select yes if you want your e-mail listed, select no if you do not want your e-mail listed)	
Title/Description of your notes page: (I would type Mr.Smith's Web Page or Mr. Smith's Homework Page)	
<input type="button" value="Continue"/>	

It will now give you information that you need to write down or you could simply print the page out. It will list your school's zip code, your school notes account name and most importantly **your school notes web address**. This is the address that you will give to your students and parents. It will look something like this;  
[http://www.schoolnotes.com/\(school-zip-code\)/\(your-account-name\).html](http://www.schoolnotes.com/(school-zip-code)/(your-account-name).html)

Go to the notes page by clicking where it reads "edit notes." Fill in the information in the box and click on Login.

EDIT NOTES

login to edit your notes  
 School ZIP code (enter school zip code)  
 Account (enter your account name)  
 Password ( enter your password)

Create or edit your notes here. Type whatever you want into the large box in the center. This can be homework, class rules, or whatever you want people to see. You may preview whatever you've typed by clicking on  on the left side.

When finished, in order to save, on the left side enter your password in the box and click on save.

## To Edit Your Web Page

Go to <http://www.schoolnotes.com> and click on either "Create Notes" or "Edit Notes."

This will bring up the box you use to login.

Login

School ZIP Code ( type in ZIP Code)  
 Account (type in your account name)  
 Password (type in your password)

Simply type into the center box as you did before. When finished make sure you save it as you did earlier.

You may edit your information at anytime by scrolling down below where you have been typing in your notes. You may add links to the website, change your e-mail, or even alter the color of the background or text.

If you're looking for ideas click on some of the samples they show on the school notes home page.