

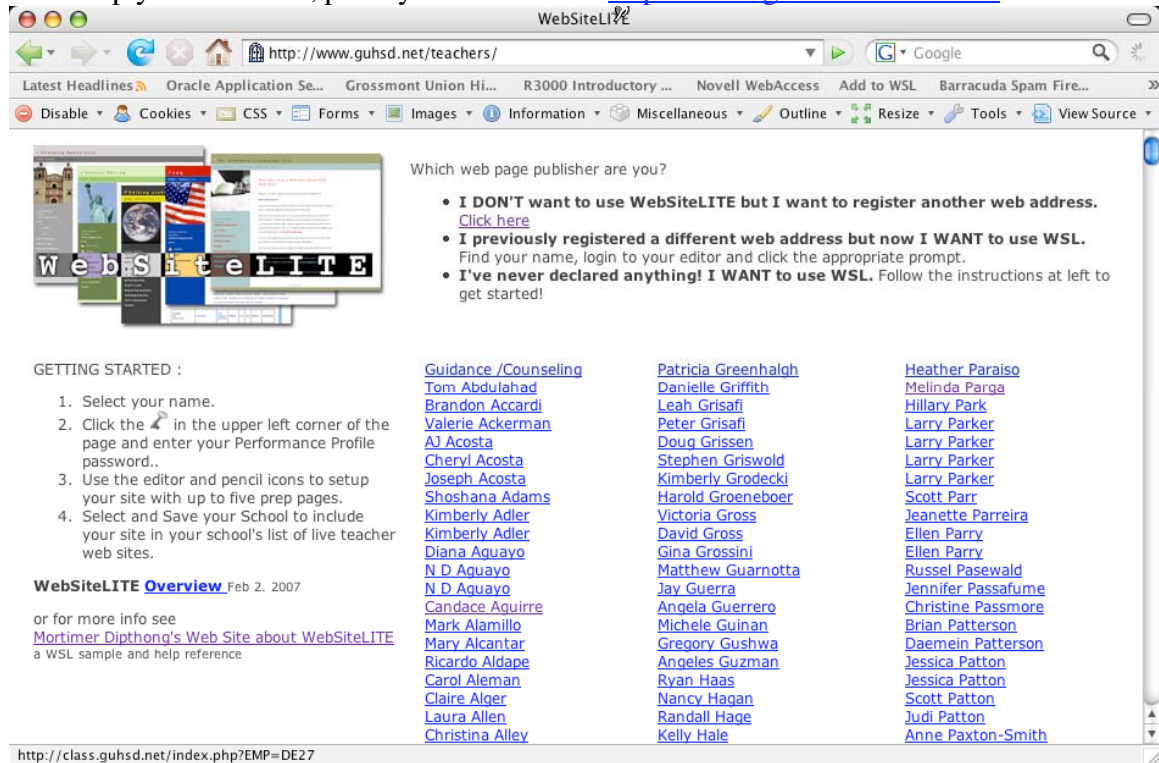
# GUHSD Teacher WebSiteLITE

WebSiteLITE is a simple web page management solution for teachers that does not involve special software or technical skills. It is not your only option but it is district-supported and easy to use.

Questions and feedback: Mike Johnson [mjohnson@guhsd.net](mailto:mjohnson@guhsd.net) (619) 644-8252.

## GETTING STARTED

To set up your web site, point your browser to <http://www.guhsd.net/teachers>




WebSiteLITE

Which web page publisher are you?

- **I DON'T want to use WebSiteLITE but I want to register another web address.** [Click here](#)
- **I previously registered a different web address but now I WANT to use WSL.** Find your name, login to your editor and click the appropriate prompt.
- **I've never declared anything! I WANT to use WSL.** Follow the instructions at left to get started!

GETTING STARTED :

1. Select your name.
2. Click the  in the upper left corner of the page and enter your Performance Profile password.
3. Use the editor and pencil icons to setup your site with up to five prep pages.
4. Select and Save your School to include your site in your school's list of live teacher web sites.

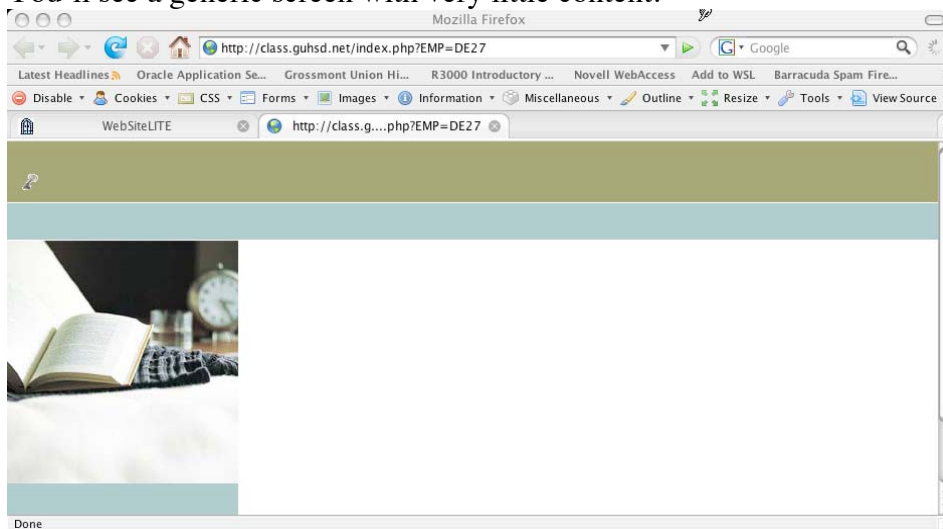
**WebSiteLITE Overview** Feb 2, 2007

or for more info see [Mortimer Diphong's Web Site about WebSiteLITE](#) a WSL sample and help reference

<a href="#">Guidance /Counseling</a>	<a href="#">Patricia Greenhalgh</a>	<a href="#">Heather Paraiso</a>
<a href="#">Tom Abdulahad</a>	<a href="#">Danielle Griffith</a>	<a href="#">Melinda Parqa</a>
<a href="#">Brandon Accardi</a>	<a href="#">Leah Grisafi</a>	<a href="#">Hillary Park</a>
<a href="#">Valerie Ackerman</a>	<a href="#">Peter Grisafi</a>	<a href="#">Larry Parker</a>
<a href="#">AJ Acosta</a>	<a href="#">Doug Grissen</a>	<a href="#">Larry Parker</a>
<a href="#">Cheryl Acosta</a>	<a href="#">Stephen Griswold</a>	<a href="#">Larry Parker</a>
<a href="#">Joseph Acosta</a>	<a href="#">Kimberly Grodecki</a>	<a href="#">Larry Parker</a>
<a href="#">Shoshana Adams</a>	<a href="#">Harold Groeneboer</a>	<a href="#">Scott Parr</a>
<a href="#">Kimberly Adler</a>	<a href="#">Victoria Gross</a>	<a href="#">Jeanette Parreira</a>
<a href="#">Kimberly Adler</a>	<a href="#">David Gross</a>	<a href="#">Ellen Parry</a>
<a href="#">Diana Aguayo</a>	<a href="#">Gina Grossini</a>	<a href="#">Ellen Parry</a>
<a href="#">N D Aguayo</a>	<a href="#">Matthew Guarnotta</a>	<a href="#">Russel Pasewald</a>
<a href="#">N D Aguayo</a>	<a href="#">Jay Guerra</a>	<a href="#">Jennifer Passafume</a>
<a href="#">Candace Aquirre</a>	<a href="#">Angela Guerrero</a>	<a href="#">Christine Passmore</a>
<a href="#">Mark Alamillo</a>	<a href="#">Michele Guinan</a>	<a href="#">Brian Patterson</a>
<a href="#">Mary Alcantar</a>	<a href="#">Gregory Gushwa</a>	<a href="#">Daemein Patterson</a>
<a href="#">Ricardo Aldape</a>	<a href="#">Angeles Guzman</a>	<a href="#">Jessica Patton</a>
<a href="#">Carol Aleman</a>	<a href="#">Ryan Haas</a>	<a href="#">Jessica Patton</a>
<a href="#">Claire Alger</a>	<a href="#">Nancy Hagan</a>	<a href="#">Scott Patton</a>
<a href="#">Laura Allen</a>	<a href="#">Randall Hage</a>	<a href="#">Judi Patton</a>
<a href="#">Christina Alley</a>	<a href="#">Kelly Hale</a>	<a href="#">Anne Paxton-Smith</a>

<http://class.guhsd.net/index.php?EMP=DE27>

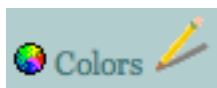
Find your name in the alphabetized list and follow the link.  
You'll see a generic screen with very little content.



In the upper left-hand corner of the blue field is a key icon. Click it. And enter your Performance Profile password.

The *Admin screen* presents a text editor and a number of items with pencils next to them. Click a pencil to edit an item. Click x to cancel or ✓ to save.

## CHANGING YOUR THEME



lets you choose from more than a dozen appearance styles. Rollover the themes to see a larger thumbnail. Click to select and save. You may assign a different theme to each of your prep pages from within their respective *Admin screens*.

## SELECTING A THEME IMAGE



Select from several pages of graphics to complete the appearance of your page(s). You may also prepare and upload your own.

## MAIN MESSAGE BODY

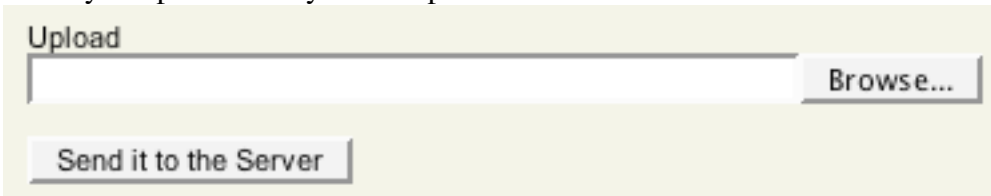
Word-like toolbar items are largely familiar. Additionally...



click to add an image

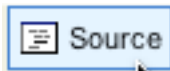


Type and/or select text, then click to add a link to a web address or document. Both image and link inserts will prompt you to choose from  
 A web address  
 A file on the WSL server  
 A file you upload from your computer.

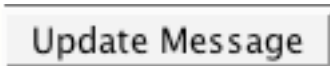


Please edit and save images in a size and format appropriate for the web BEFORE uploading. Among acceptable file formats are JPEG, GIF, PNG, PDF, XLS, DOC, PPT, TXT, RTF. No document may not exceed 8 MB in size.

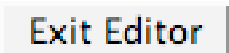
Once confirmed, click OK.



lets you embed HTML content you wish to include in a page. Example: the iframe code snippet for a Google Calendar.



to save work in the editor window.



returns you to an updated view of the page that students and parents will see.

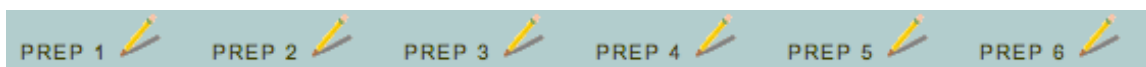
### FREQUENTLY USED LINKS (optional)



lets you maintain a list of frequently accessed links that display in the left column on all pages associated with your home page and one or more prep pages. Examples: TurnItIn.com, the online assessment site Quia.com, the Library of Congress, etc. This is a quick alternative to managing such links within a page's main body editor. It is **not** set up to add links to your local documents. That is accomplished within the main message body of a page.

Adding an unlimited number of categorized links for individual preps is covered later in this manual

### SETTING UP PREP PAGES




You have up to six page groups available to you. Think in terms of preps, not periods or blocks. Most instructors in a traditional schedule teach perhaps three preps but more than one section of each. Organizing your site by prep rather than period avoids the need for redundant entries. Edit and save each name, replacing PREP# with a concise name for the course. You do not have to use all of the page groups. Unused preps will not be visible to visitors. Too many long names will overflow the navigation bar. To remove a link to a prep, simply delete the name and save. The corresponding prep name will revert to PREP#, which is invisible to the public.

To edit a prep page group, go to it's page and click the edit key






## MORE PAGES/ARTICLES











If you'd prefer not to pack everything you have to share in a single page for each prep, you may add an unlimited number of posts/pages attached to your home page and/or prep pages. This is an ideal way to cover necessary subjects like Homework Policy, Grading Methods, Course Standards, Classroom Rules, Tests and Assessments and How to Make an Appointment.

*Did you know you can add multiple articles to each of your prep pages?*  
**Read More** | Click  **Add New** | or disregard and continue editing below.

When there is more than one post/article associated with a page group, an article manager will appear in the admin screen...

### Articles

 **Add New**       Visible    Hidden

		Introduction			
		NEW: Blogging			

Here you can manage the order items appear, hide or show, edit or delete by clicking on the respective icons. Control how many items appear inline on the home/prep page and how many appear as links in a right column. Click "Update article display settings" to save changes.

# of items/articles to display full-text:

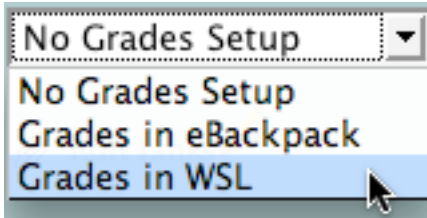
1

# items/articles to display as sidebar links:

10

**Update article display settings**

## GRADES



If you are already familiar and comfortable with uploading grades to eBackpack, you may continue to use that method but uploading grades to WSL is much easier!

From Making the Grade or EZGradePro, export grade files for the web into a folder on your hard drive named 'webgrades'. Save the folder as a zip archive (Control-click on the folder). In WSL, click Upload Grades. Browse for and select the zip file and Upload. That's all there is to it. For more information regarding how to export from Making the Grade watch Jim Epler's video tutorials at [http://edtech.guhsd.net/MTG\\_posting\\_grades.php](http://edtech.guhsd.net/MTG_posting_grades.php)

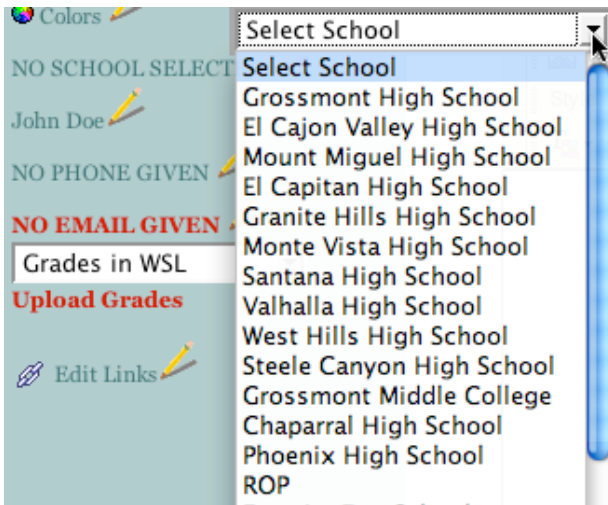
## MORE LINKS (optional)

Each Prep Editor window contains a link named Links. This will open a new window where you can add, edit, delete and review links you create for the specific course. Category, Description and Unit fields are provided for your convenience and are optional. Sorting by these fields is alpha-numeric; keep this in mind when choosing your labeling scheme. Links can be sorted by title alpha-numerically OR by date.

In order to save you duplicate data entry, you may select more than one prep to apply a given link to.

Close the window when you are done.

## GOING LIVE



Your web site is immediately accessible on the World Wide Web but you must select and save your school location in the *Editor window* before your students and parents see a link to your site from your school's web site or

<http://www.guhsd.net/teachersites.html>

They can also find you by clicking the Teacher Web Sites link on the Parent, Student and Faculty/Staff home pages.

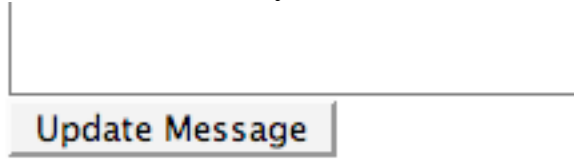
If you wish to un-publish your site from the online listing, select and save OFFLINE as your school site in the

*Admin screen*. To take an individual prep's web page offline, simply delete its name from the appropriate prep box in the *Editor window* and save. All of that page's data will be preserved but the link to it will be removed. To reinstate the link, add and save the name again in the SAME box in the *Editor window*.

Your public web address is <http://class.guhsd.net/index.php?EMP=<your employee ID with letters capitalized>>. Yes, that's a mouthful and not easy to remember. This won't change. We recommend your students find you in your school's teacher page list when accessing your site from a shared computer. From home they can simply bookmark your page

**BE SURE TO LOGOUT WHEN YOU ARE DONE!**  
**WHAT IF I DECIDE I DON'T WANT TO USE WebSiteLITE?**

If you already maintain a web site that you are happy with, you can click the "I have a different web site I'd rather use" link and complete the form. This will ensure your non-WSL site is linked to from your school's teacher web site list.



**I have a different web site I'd rather use**

If you have previously declared a non-WSL site and now wish to use WSL, click **You are currently using <http://damerling.edublogs.org> as your web address and any changes you make to WebSiteLITE will not be seen by your audience. If you would like to use your WebSiteLITE presence instead, [click here to use WebSiteLITE](#), otherwise click 'Exit Editor' below.**

This will reinstate WSL as your web site of record.

If you have declared a non-WSL web site and now wish to declare a different non-WSL web site, login, reinstate WSL as your site, then use the "I have a different web site I'd rather use" link to declare the new site.