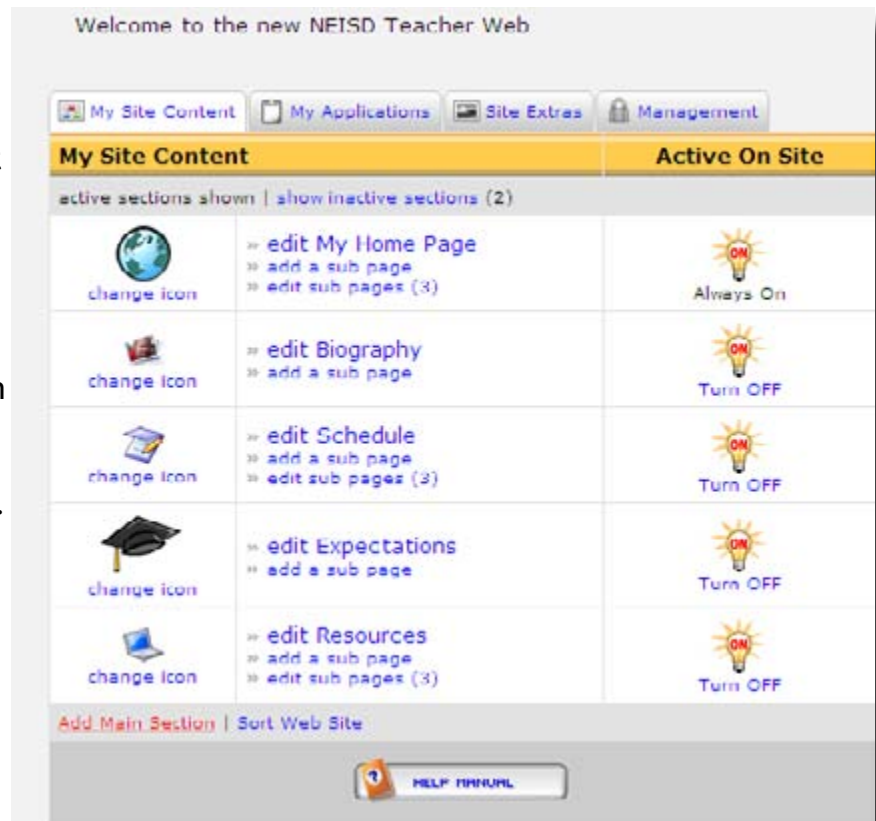


Creating Club and Organization Web Pages With Teacher Web

STEP 1: Log into your teacher web and click on the Add Main Section link (see below)

You can name this new section whatever you wish. It will now, by default appear on the left navigation menu. Title your page and create a file name for the main site (no spaces or special characters in the name). Click create section. From this point, there are two options as to how you can make and display the site.

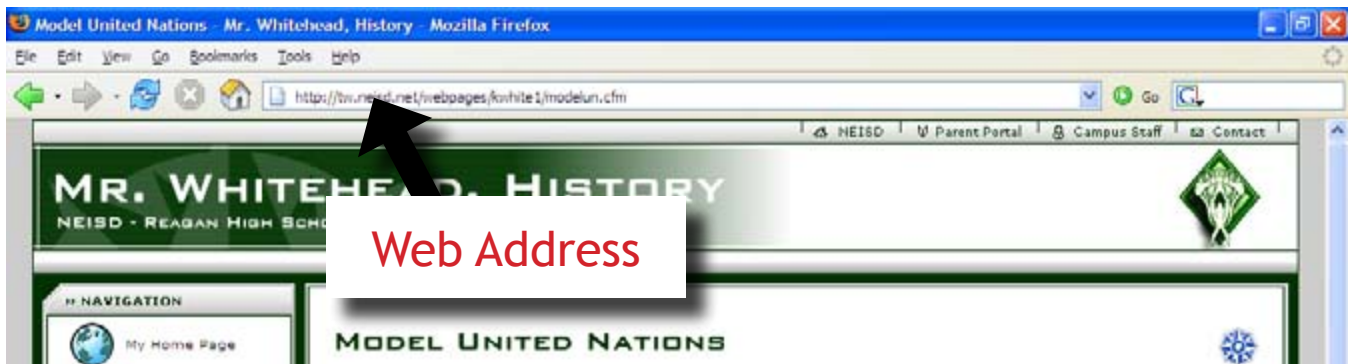


OPTION A: Use Teacher Web to create the site

or

OPTION B: Create the site using any html editor, like DreamWeaver or FrontPage, and upload the file to your Teacher Web.

STEP 2, OPTION A: From the My Site Content page, click the edit ____ (name of your organization) link and you can now edit your page just as you would any other Teacher Web page. To complete the process, go to your teacher web site and click on the organization's link.

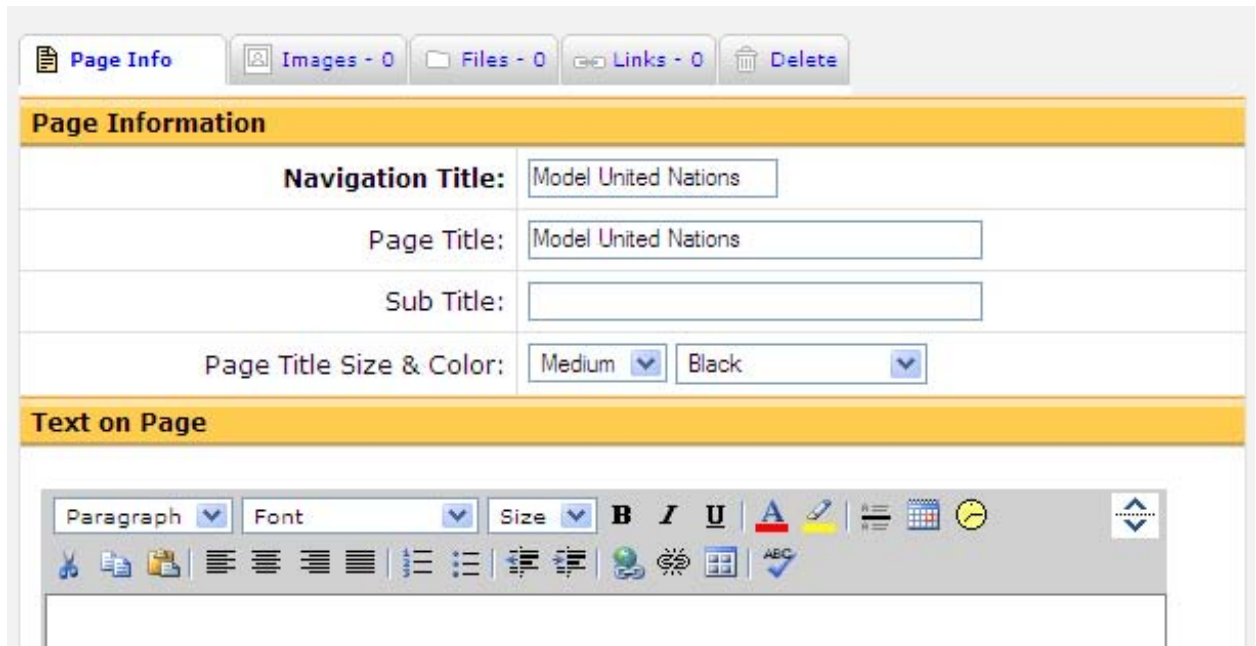


Copy the web address and email it to the WPC at pward@neisd.net

STEP 2, OPTION B: Create the web site using any web design tool. When creating the pages, please be sure to adhere to the following guidelines.

- put all files in a single folder
- make sure all file names are lower case
- do not use spaces or punctuation in the file names
- make sure that all images used are also in the same folder as the web pages

From the My Site Content page, click the edit _____ (name of your organization) link. Click the Files - 0 tab. From here, upload each file (images and html files) to the Teacher Web Site.



The screenshot displays a web page editor interface. At the top, there are navigation tabs: 'Page Info', 'Images - 0', 'Files - 0', 'Links - 0', and 'Delete'. Below these tabs is a yellow header bar labeled 'Page Information'. Under this header, there are several input fields and dropdown menus: 'Navigation Title' (containing 'Model United Nations'), 'Page Title' (containing 'Model United Nations'), 'Sub Title' (empty), and 'Page Title Size & Color' (with 'Medium' selected for size and 'Black' selected for color). Below the 'Page Information' section is another yellow header bar labeled 'Text on Page'. Under this header is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, bulleted and numbered lists, indentation, and other editing functions. The main content area of the editor is currently empty.

Once all of the page have been uploaded, click the View Page link. Click the file that will be your organization's home page. Copy the web address and email it to the WPC at pward@neisd.net.