

NC Classes Online Participant's Quick Guide

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*NC* your service  
[www.ncgov.com](http://www.ncgov.com)



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# Getting started with NC Classes Online

Welcome to NC Classes Online, the website creation tool designed especially for teachers. NC Classes Online provides everything you need to create a great-looking website quickly and easily. NC Classes Online utilizes a page wizard tool to allow teachers to create classroom websites. In just thirteen easy steps you will have your own classroom website online.

## FYI - Maintaining Your Account Information.

It is very important to maintain your Yahoo! Account Information for your classroom Web page. The last section of this guide will walk you through changing your account information as well as changing your password. For now, you can get started building your Web page.

The screenshot shows the 'Review My Account Information' page on Yahoo!. At the top, it says 'YAHOO! ACCOUNT INFORMATION' and 'Welcome nck12teacher71 - [Help](#) - [Sign Out](#)'. Below this is a blue header with the text 'Review My Account Information'. A message reads: 'Review the member information listed below, click the **Edit** button above each item to change the information. Be sure to click **Finished** when you're done.' There is a 'Finished' button on the right.

The main content area is titled 'Yahoo ID Card' and is divided into several sections:

- Public Information:** Name: Mr Chris Smith; Yahoo! ID: nck12teacher71; Yahoo! Mail Address: [Sign Up Now!](#); Password: [Change Password](#).
- Member Information:** Gender: Female; Birthdate: On file; Industry: Education, Research; Occupation: Academic/Educator. Includes an **Edit** button.
- Member Information (continued):** Yahoo! Mail Address: [Sign Up Now!](#); Alternate Email 1: nck12@ncmail.net (primary); Special Offers: Do not send me any offers.
- Time Zone:** U.S. Pacific; **Language & Content:** English - United States; **Prompt for Password:** Daily.
- Address/Contact Information:** Name: Mr Chris Smith; Home Address: 27601. Includes an **Edit** button.

On the right side of the page, there are several links and options:

- Public profiles:** nck12teacher71 [Edit/Create Profiles](#)
- Yahoo! People Search:** [Create a Listing](#)
- Yahoo! GeoCities:** [Create your free homepage](#)
- Options:** (for individual services) [Address Book](#), [Auctions](#), [Calendar](#), [Classifieds](#), [Clubs](#), [Finance](#), [Shipping Order](#)

## Accessing the teacher website.

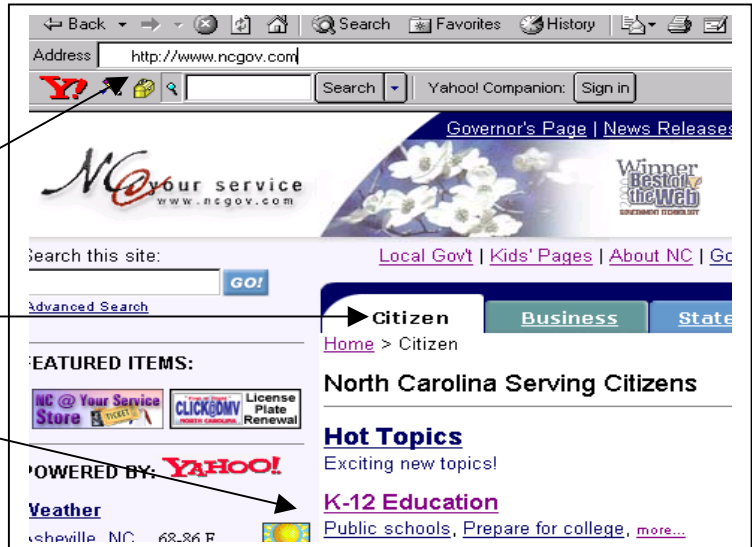
NC Classes Online is one of many resources offered through in the K-12 section of the North Carolina web portal.

To access the website:

1. Open your web browser and type this URL:  
[www.ncgov.com](http://www.ncgov.com).  
You will be at the NC Government portal.

2. Select the citizen tab.

3. Select the K-12 Education link.



4. On the K-12 Education page scroll down until you reach the “NC Classes Online” section and select the following link:

- [Use NC Classes On-Line Page Wizard](#)

5. Select Use NC Classes On-line Page Wizard.

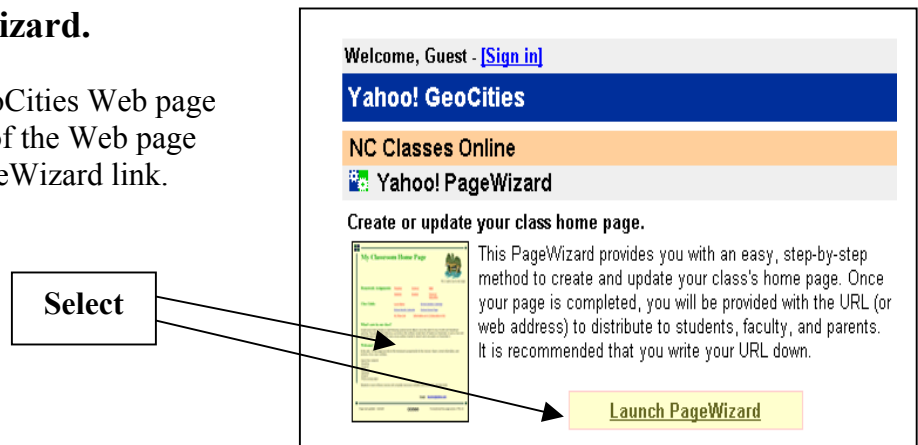
6. You are now ready to login to the NC Classes Online Page Wizard.

# Login to NC Classes Online Page Wizard

The page wizard is a tool designed by the online service, Yahoo! and NC @ Your Service state government web portal team. When you select NC Classes Online PageWizard from the NCGov web portal you will be directed to the Yahoo! GeoCities website to login to the PageWizard.

## Log on to the PageWizard.

1. On the Yahoo!GeoCities Web page select the picture of the Web page or the Launch PageWizard link.



The screenshot shows the "Existing Yahoo! users" login form. It asks the user to "Enter your ID and password to sign in". The "Yahoo! ID:" field contains "nck12teacher71". The "Password:" field contains "\*\*\*\*\*". There is a checkbox for "Remember my ID on this computer" which is unchecked. A "Sign In" button is at the bottom. Below the button, it says "Mode: Standard | [Secure](#)".

2. On the Yahoo! GeoCities login screen type in your name and new password. Select the [Sign In] button. (If you have not changed your password, your default password is "yahoo")

After you have typed in your Yahoo! ID and Password, and selected the [Sign In] button you should return to the PageWizard Selection Tools page. You should see your Yahoo! ID in the Welcome bar.



You are now ready to begin to build your Web page with PageWizard!

# Creating Your Teacher Website

Yahoo! PageWizard builds your teacher website by asking questions about what information you would like on your Web site. You simply answer the questions.

After you log in to Yahoo! PageWizard you will see the URL for your teacher Web site on the right hand side of the Welcome bar. This is how you will view your page in your web browser.



## Step 1. Select the color and the title for your Web page.

1. Select the Launch PageWizard link. This will launch the PageWizard in a separate window. Familiarize yourself with the layout of the PageWizard including links to each step in the PageWizard process the [Preview] button and the sample Web page with



2. Select the [Begin] button.

3. Select the color for the background of your Web page. Allow time for the color to change in the preview bar when you make a new selection.

4. After selecting your color, click the [Next] button.

### Choose a look for your page

Click on a button below to choose a style for your page.

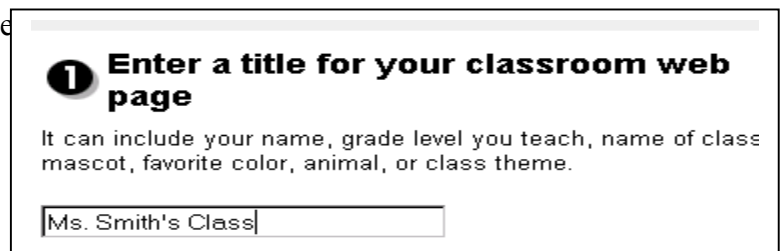
- Cream  Blue
- Gray  Lilac
- Lime  Mustard
- Peach  Purple
- Teal

Preview Cancel < Back Next >

5. Enter a title for your Web page in the textbox.

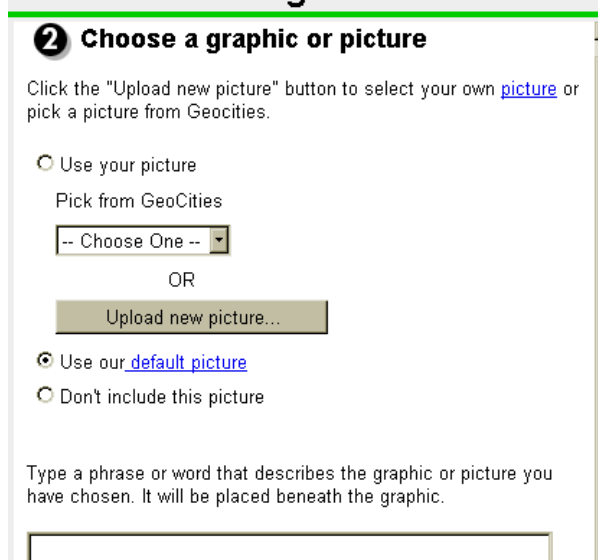
For this class type:  
Mr./Ms. \_\_\_\_\_'s Class.

6. Select the [Next] button.



## Step 2. Add a graphic.

1. In the next section you are given four options for selecting a graphic for your Web page.



**2 Choose a graphic or picture**

Click the "Upload new picture" button to select your own [picture](#) or pick a picture from Geocities.

Use your picture

Pick from Geocities

-- Choose One --

OR

Upload new picture...

Use our [default picture](#)

Don't include this picture

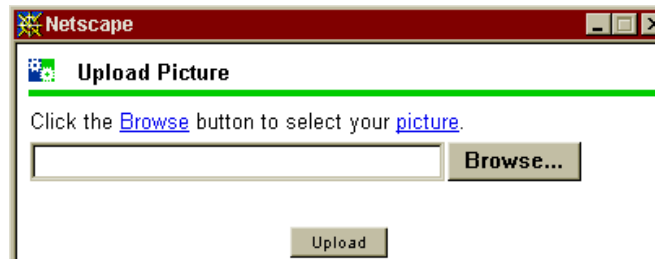
Type a phrase or word that describes the graphic or picture you have chosen. It will be placed beneath the graphic.

### Graphic options

- Choose a picture from Geocities files
- Upload a picture from your computer
- Use the PageWizard default picture
- Don't include a picture

**The most difficult choice is Upload new picture. For this demonstration we will select that choice.**

2. Select the [Upload new picture] button. Be patient for the upload picture window to open.
3. Select the [Browse] button.

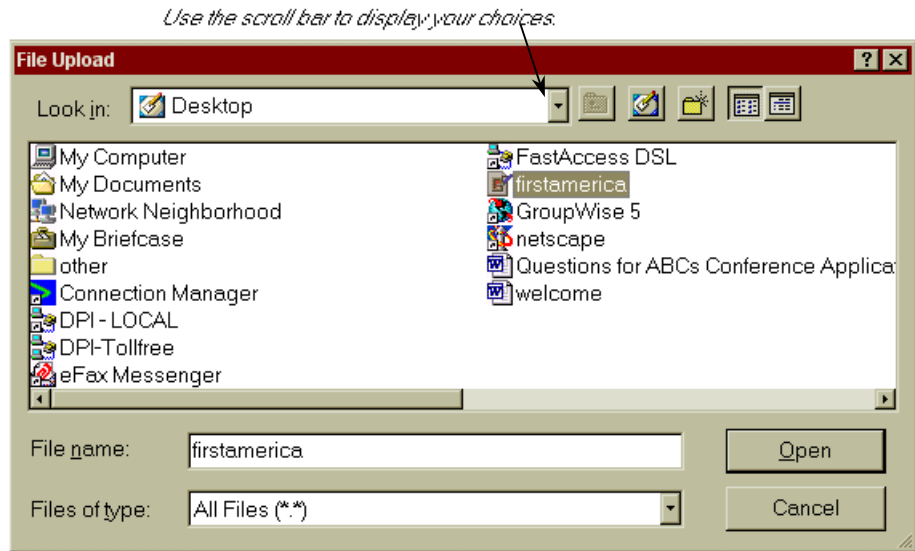


- In the [File Upload] dialog box select the folder where your picture is located in the look in textbox.

- In the [Files of type] textbox select [All Files (\*.\*)].

- In the display contents window select the picture file you will use on your Web page.

- Select the [Open] button.



In the [Upload Picture] window you should see the name of the graphic you selected.

- Select the [Upload] button.

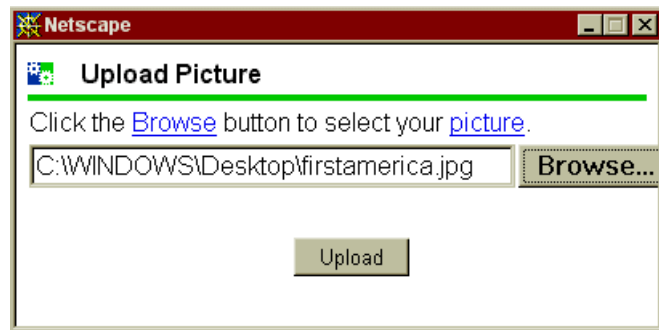
- Use your picture  
Pick from GeoCities

firstamerica.jpg

OR

Upload new picture...

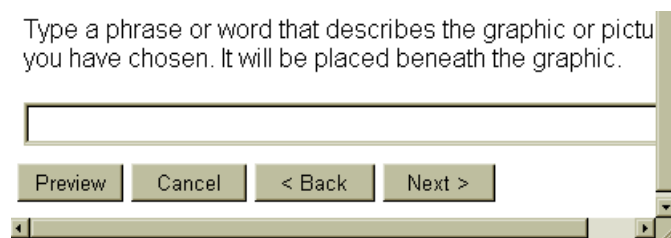
- Use our [default picture](#)
- Don't include this picture



**The title of your graphic should appear in the Pick from GeoCities textbox in the Yahoo! PageWizard.**

- Type a name for your picture in the textbox at the bottom of the Yahoo! PageWizard Window.

- Select the [Next] button.



### Step 3. Write an Introductory Section

**3 Write an introductory section**

Please give a heading to this section. You can call it Welcome, Introduction, A Note from the teacher or anything else that describes what this section is about.

Welcome to ABC Middle School

Please enter the text of your message to your site visitors.

As your teacher, I am very excited about this upcoming year. Check my Web page often for updated information.

Preview Cancel < Back Next >

1. Type a title for the introductory section of your Web page in the first text box. For this class type:

Welcome to ABC Middle School

2. Type the introductory text in the second text box. For this class type:

As your teacher, I am very excited about this upcoming year.  
Check my Web page often for updated information.

3. Select the [Next] button.

## Step 4. Include your E-mail address.

1. Type your e-mail address in the text box.
2. Select the next button.

**4 E-mail address**

Insert either your school e-mail address or another e-mail account below. Remember, this e-mail address is where students and parents will send you messages. If you do not want to display an e-mail address, leave this section blank.

(ex. yourname@yahoo.com)

Preview Cancel < Back Next >

## Step 5. Class Links

1. Type a title for your selected URL in the Link Name text box. Type the URL address in the Web Address text box. For this class type in the following:

**5 Class links**

Enter the URL addresses for your school's homepage, and other links related to your class. Add links to the lunch menu, school calendar, and sporting events by entering the name of the link on the left, and the URL address on the right. If your school district does not have this information on-line yet, leave the boxes blank for now. These links are popular among students and parents, so add them when your school district provides them on-line.

Link Name (ex. My favorite page)	Web Address (ex. www.yahoo.com)
1. School Home Page	<a href="http://www.ncpublicschools.org">http://www.ncpublicschools.org</a>
2. NCDPI Home Page	<a href="http://www.ncpublicschools.org">www.ncpublicschools.org</a>
3. NC @ Your Service	<a href="http://www.ncgov.com">http://www.ncgov.com</a>
4. NC State Library	<a href="http://statelibrary.dcr.state.nc.us/ncslhome.htm">http://statelibrary.dcr.state.nc.us/ncslhome.htm</a>

Links to NC Wise Owl and Information on K-12 Education in NC will be added automatically.

Link Name:

Web Address:

School Home Page

<http://www.ncpublicschools.org/internet.resources/ncschools.html>

NCDPI Home Page

[www.ncpublicschools.org](http://www.ncpublicschools.org)

NC @ Your Service

[http://www.ncgov.com/](http://www.ncgov.com)

NC State Library

<http://statelibrary.dcr.state.nc.us/ncslhome.htm> - about

2. Select the [Next] button.

## Step 6. What's New in Our Class.

1. Type additional information in the What's New in Our Class section. For this class type the following:

We have an upcoming fieldtrip to the State Legislative Building next month.

2. Select the [Next] button.

**6 What's new in our class?**

This area allows you to personalize your site with additional information for your students. You can choose to add a text message. This section is designed to meet all your other needs for a classroom web site.

We have an upcoming fieldtrip to the State Legislative Building next month.

## Step 7. Homework Assignments

Step 7 allows you to enter up to ten homework assignments for six separate subjects. If you don't need to use all of the available space for assignments or subjects, leave the sections blank and select the [Next] button.

**Homework Assignments**

Here you can post your classes' homework assignments to your class web site. You can enter as many assignments.

Enter a subject that you teach

Enter information for up to 10 assignments.

No.	Date (MM/DD/YYYY)	Description
1.	8/15/2001	"Summer Vacation Essay" Due
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>
7.	<input type="text"/>	<input type="text"/>
8.	<input type="text"/>	<input type="text"/>
9.	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>

**Items Entered** (max: 6 items)

1. Enter a subject title in the Subject that you teach textbox. For this class type the following:

Home Room

2. Type the date and description for each homework assignment due in the date and description text boxes. For this class type the following:

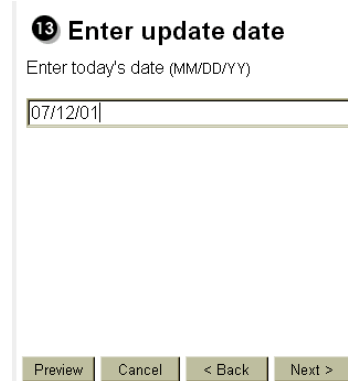
Date	Description
8/15/2001	"Summer Vacation Essay" Due

The [Items Entered] box allows you to go from one class to another or delete a class using the arrows and the [x] button.

3. Select the [Next] button

## Step 8. Enter update date.

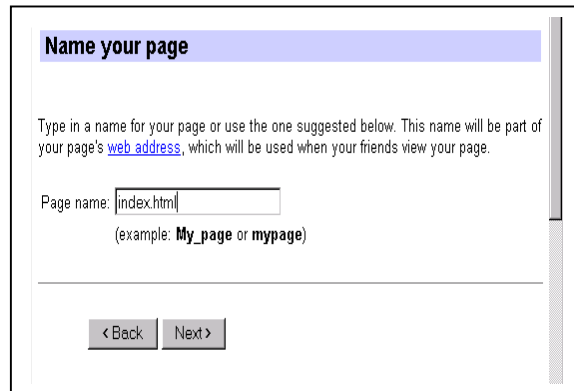
1. Verify today's date in the date textbox.
2. Select the next button.



**13 Enter update date**  
Enter today's date (MM/DD/YY)  
07/12/01  
Preview Cancel < Back Next >

## Name your Page.

1. Please accept “index” as the name of your classroom page – the default should be index.html. (If it is not, rename your page “index.html”)
2. Select the [Next] button.



**Name your page**  
Type in a name for your page or use the one suggested below. This name will be part of your page's [web address](#), which will be used when your friends view your page.  
Page name:   
(example: **My\_page** or **mypage**)  
< Back Next >

When you select the next button you will be moved to the congratulations screen.

3. Write down the URL for your website. The URL is case sensitive. Write it exactly as it is on the Congratulations screen.

WEBSITE URL:

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4. Select the [Done] button.

## Congratulations!

You have finished creating your own Classroom Home Page. You and your friends can now view your page at the [web address](#) below!

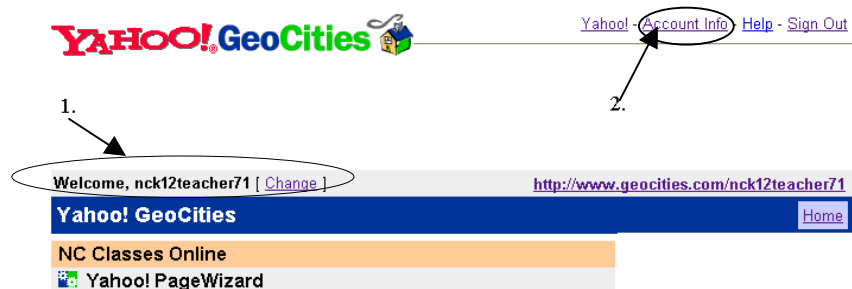
Please write down your web address for future reference.

# Managing your Account Information

When you first log in to NC Classes Online your account information is set to the default. For your account to be accurate you will need to edit your account information. Also, currently you have a generic password, which is “yahoo.” You need to change that password. Choose a password that is easy to remember but hard for anyone else to guess. Write down your password here: \_\_\_\_\_

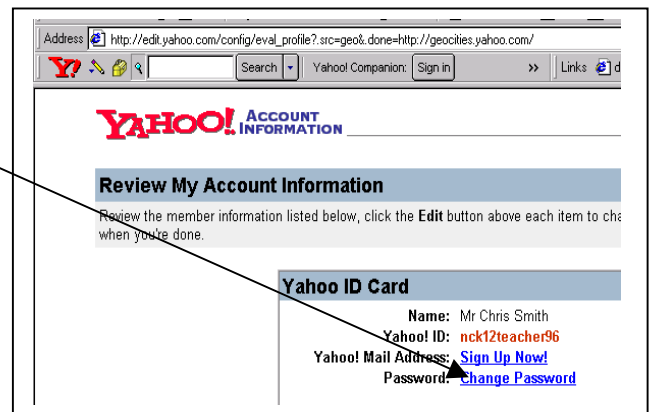
## Accessing your account

1. You should already be logged in to the Yahoo!GeoCities Web page. You will see your User ID on the welcome bar if you are logged in.

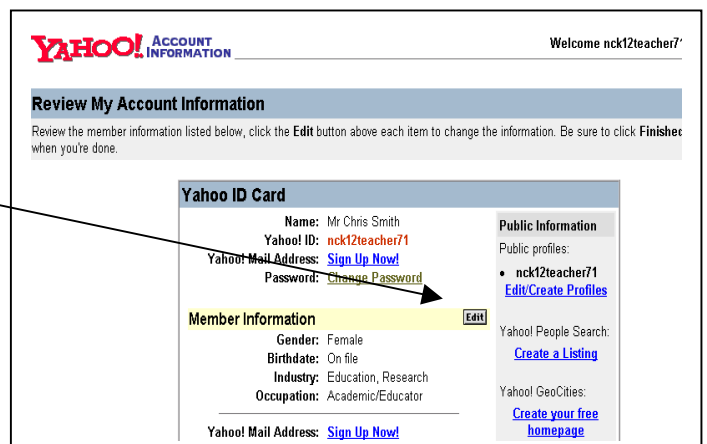


2. At the top of the NC Classes Web page select the Account Info button. This will launch your Account Information Web page.

3. To change your password:
  - Click on the blue text that reads “Change Password”
  - Enter your old password: yahoo
  - Enter your new password
  - Re-enter your new password for confirmation
  - Click [Save].
  - Click the [Return to Account Information] button.



4. Back on the account information page you will see edit buttons on the yellow section title bars. Select the Member Information [edit] button.



- You will be at the member information Web page. Select the text box for each of the fields and choose the appropriate answer.

- When you have completed the survey, select the [Finished] button. You will return to the Account Information page.

- On the Account Information page, select the Address/Contact Information [edit] button.

**Edit Member Information for: nck12teacher71**

Enter or edit your member information in the spaces provided. Be sure to click **Finished** when you're done. Finished Cancel

**Member Details**

Birthdate: *Not displayed for security reasons*

Gender:

Industry:

Occupation:

**Why?**  
Your member details are used to better personalize Yahoo!'s services.

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**Email Information**

Select Primary Alternate Email Address:

Yahoo Mail: [Sign Up Now!](#)

Alternate Email 1:   
[Non-verified](#)

Alternate Email 2:

**Why?**  
Yahoo! sends purchase confirmation messages to your primary email address.

**Member Information** Edit

Gender: Female

Birthdate: On file

Industry: Education, Research

Occupation: Academic/Educator

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Yahoo! Mail Address: [Sign Up Now!](#)

Alternate Email 1: nck12@ncmail.net (primary)

Special Offers: Do not send me any offers

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Time Zone: U.S. Pacific

Language & Content: English - United States

Prompt for Password: Daily

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**Address/Contact Information** Edit

Name: Mr Chris Smith

Home Address: 27601  
United States

Phone: - not set -

Fax: - not set -

- You will be at the edit contact information Web page.
- Add the appropriate information in each text box.

When you have completed the contact information survey select the finished button. You will return to the Account Information page.

**Edit Contact Information for: nck12teacher71**

Enter your name, home address, and work or school address in the spaces provided. Be sure to click **Finished** when you're done. Finished Cancel

**Your Name**

Prefix:  First\*:  Middle:  Last\*:

**Why?**  
We need to know your name when you purchase something at Yahoo!

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**Home Information**

Street Address Line 1\*:

Street Address Line 2:

**Why?**  
Yahoo! stores your address so you don't have to re-type it each time you buy something from Yahoo! Shopping or