

NC Classes Online Reference Guide
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Recommended Educational Web Resources

Department of Public Instruction (DPI)

- DPI 's Homepage
<http://www.ncpublicschools.org/>
 - Permission form to publish student's work on the Internet:
http://www.dpi.state.nc.us/ncbest/web/resources/permission_school.html
 - Permission form to publish student's photograph on the Internet:
<http://www.dpi.state.nc.us/ncbest/web/resources/photo.html>
 - Computer/Technology Skills Curriculum for k-12
<http://www.ncpublicschools.org/curriculum/computer.skills/index.html>
-

Yahoo!

- Evaluating web sites (Accessible, Accurate, Appropriate, Appealing)
<http://www.yahooligans.com/tg/evaluatingwebsites.html>
-

State of North Carolina

- Educational Resources and K-12 Information
<http://www.ncgov.com>
-

NC Wise Owl

- Online Windows for Learning
<http://www.ncwiseowl.org/>
-

Learn NC

- North Carolina Teacher's Network
<http://www.learnnc.org/>
-

Web Resources for North Carolina Educators

- Web Resources for NC Educators
<http://www.itpi.dpi.state.nc.us/>
-

Internet Terminology

- **Accessibility** – The ability of people to obtain and understand information on the World Wide Web.
- **Bookmark** – This is a function where your favorite Internet sites are marked and then the address is stored in your favorite section. This allows you to find and access those sites easily and quickly.
- **Geocities** – Yahoo! Geocities is a publishing community where you can set up your own web site for free. Yahoo! provides you with all the tools needed to create and maintain your home on the web.
How to access Geocities:
 1. Go to Yahoo! home page at: <http://www.yahoo.com>
 2. Select Geocities under connect
 3. Provide Yahoo! ID and password
 4. Now you have access to:
 - a. Your account information in the upper right hand corner
 - b. Yahoo! PageWizards
 - c. Yahoo! Page Builder
 - d. Your classroom web page
- **Home page** – Every time you start your Web browser, the same web page appears; this is known as your **home page**. The home page acts as your "home base": if you point and click on too many hotlinks and get lost, you can get home by clicking on your browser's home icon.
- **Html (Hyper text markup language)** - The coding language used to create hypertext documents for use on the World Wide Web.
- **Http (Hypertext transfer protocol)** – A protocol that tells computers how to communicate with each other.
- **Hyper-link** – Any link that when selected will cause another document to be displayed or retrieved.
- **Hypertext** – Any text that contains links to other documents. Words or phrases in the document can be selected (clicked on) by a reader and cause another document to be retrieved and displayed.
- **Internet** – A group of computer networks that can talk to one another or a Network of Networks.
- **PageBuilder** – a tool also located on Geocities page that will allow you to customize your web site with different options by dragging and dropping your way to a full-featured site. You can customize your pages with more pictures, sounds, text, and by changing

locations of items on the page. PageBuilder makes your page personal. It can be found at: <http://geocities.yahoo.com/home/>

- **PageWizard** – a tool located on Geocities page that will allow you to build your own web site by just answering a few questions and then PageWizard will create a standard web page for you. PageWizard can be found at: <http://geocities.yahoo.com/home/>
- **URL** – address of Internet page
- **Web Page** – A point or place on the World Wide Web.

Sources Used:

<http://ac.stephens.edu/library/instruction/jargon.html>

Step-by-Step directions to Set-Up Yahoo! E-mail Account

1. Find a computer with Internet access and turn it on.
2. Launch an Internet browser: either Microsoft Internet Explorer or Netscape Navigator.
3. Go to <http://www.yahoo.com/>
4. Select Yahoo! Mail (free from anywhere) in the upper left section of the page.
5. Click on [Sign me up!](#) under “I’m a New User”.
6. A window will open that states “Sign up for Your Yahoo! ID with Mail”. Answer the questions in order to get your free e-mail account with password.
7. Then submit the form by selecting the button at the bottom “Submit This Form”.
8. If you missed any questions, Yahoo will ask you to reenter the information in red.
9. A welcome sign will appear. Also it will restate your Yahoo! ID and your new Yahoo! mail address.
10. ***Congratulations!*** – You have your own Yahoo! e-mail account set-up with a Yahoo ID and password.

Dear Parents:

I am writing to tell you about a new venture beginning in your child's classroom. Our school has chosen to participate in the NC Classes Online program. I am one of several middle school teachers creating a Web site for my classroom. NC Classes Online grew out of an exchange that former Governor Hunt had with students in a live videoconference during the State Fair in October 2000. One of the topics they discussed was the state's new Web site, *NC @ Your Service*.

In this videoconference, students asked how they could have a Web site for their classes so they could get vital information that pertains to them. They wanted to be able to look up homework assignments, schedules, lunch menus, the school's home page, sporting events and other activities. And, most importantly, they wanted it to reflect their school and their own class. The state took this idea to heart. The *NC @ Your Service* Project Office which is part of the Office of Information Technology Services (ITS) in the Governor's Office, the Department of Public Instruction (DPI) and Yahoo! joined forces to make this a reality.

Starting today, our school is a live participant in NC Classes Online. Information about our class is now available over the Internet, through our classroom Web site.

I hope you will find our classroom Web site a great communication tool and enjoy learning about your child's class. Your child's classroom Web site can be reached through the state's portal, *NC @ Your Service*, by going to <http://www.ncgov.com> and selecting "Citizen"; click on "K-12 Education" and scroll down to the "Student" section; click on "View NC Classes Online" and select the name of your child's school; then click on my name to see our classroom Web site.

Sincerely,

How do I access My Classroom Web Site for Viewing?

How to access your classroom web site for viewing

There are two ways you can access your classroom web page.

1. Access your school homepage and look for your class links.
2. Enter the URL in the browser window.

I highly recommend that you bookmark your classroom page since you will be viewing it on a regular basis. Be sure to bookmark the page on a computer you use frequently.

1. Right click on your mouse and a drop down box will be displayed.
2. Look for either Add to Favorites in Internet Explorer or Add to Bookmark in Netscape Navigator.

How do I access My Classroom Web Site for Editing?

Accessing your Classroom Web site for editing

To make changes to existing pages, find and launch the PageWizard like you did the first time.

1. Access www.ncgov.com.
2. Select Citizen
3. Click on K-12 Education
4. Choose "Use NC Classes Online PageWizard" under "NC Classes Online"

After you have launched PageWizard there is a button that asks you if you want to create or edit your web site. Select edit. Select the page you were working on and make your changes. You will be asked your password to access this page.

I strongly encourage you to bookmark the PageWizard to make it easy to edit you page.

Accessing PageBuilder Tutorial

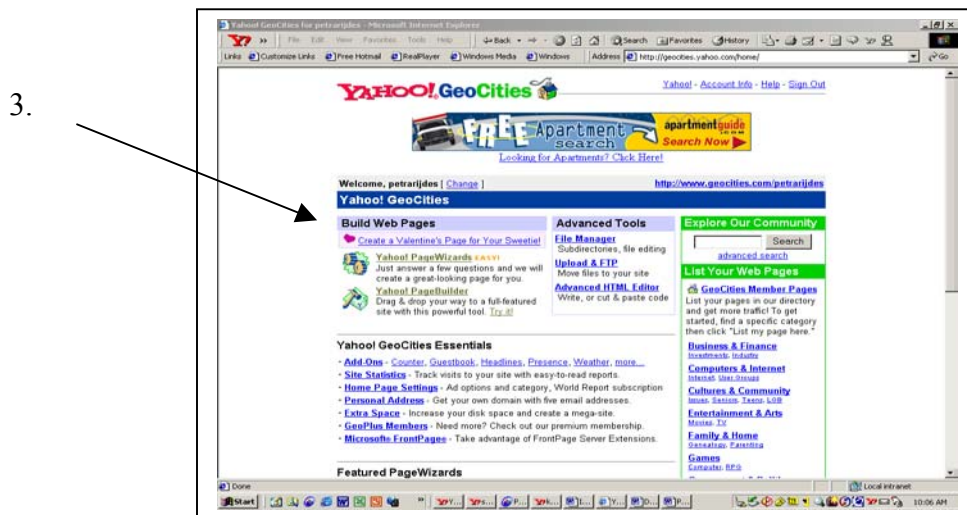
An example of how to access PageBuilder Tutorial and PageBuilder

Step 1 & 2: Access the Internet and go to Yahoo's home page: www.yahoo.com. Click on Geocities.

It can be found on the 3 row from the top, 4th text link over to the right labeled "Geocities"



Step 3: Click on PageBuilder or the text that reads "Try It"



Step 4 & 5: For the tutorial, click on “PageBuilder Tutorial”. Click on button that reads: “Launch Page Builder” when you are ready!

5.



4.

How to Customize Your Web Site

(Optional – are you ready for something more advanced?)

Introduction

PageBuilder is another Yahoo! tool located on the Geocities page that will allow you to customize your web site. You can customize your pages with additional pictures, sounds, text, and change the location of items on the page. This tool is like Microsoft Power Point for the web. PageBuilder allows you to link more pages to your site and to add sophisticated features. **However, you will no longer be able to edit your page in PageWizard.** PageBuilder is a user friendly user tool that gives you more flexibility than PageWizard over your own page.

System Requirements

The minimum requirements for Yahoo! PageBuilder are 133 Mhz Pentium, 32 MB memory, Win95 or above, 28.8KB modem, and Netscape or Microsoft Internet Explorer 4.0 and above. Although, slower machines will work, performance will suffer.

Note: PageBuilder will take 3-5 minutes to load over a 28.8 modem/phone line

Accessing PageBuilder

You can learn more about PageBuilder by accessing the PageBuilder Tutorial. It shows you how to use this tool in a few easy example. You can use this tutorial to see if PageBuilder is right for you. Accessing Yahoo! PageBuilder can be accomplished by:

1. Access the Internet and go to: www.yahoo.com



2. Click on GeoCities
3. Select Yahoo! PageBuilder
4. Take the PageBuilder Tutorial
5. Then launch PageBuilder
6. Have fun

Suggestions on How to Have a Successful Site

1. *How do we keep a successful web site that keeps students and parents coming back to visit*
 - *Frequently update your web site*
 - *Provide interesting, fun, and useful information on your page*
 - *Provide the menu, school calendar, sports, school home page links*
 - *Encourage students and parents to use free Internet access in available in some community colleges, public libraries, school libraries and community centers.*

2. *How do we get students and parents excited about the web sites*
 - *Publish student's work and photographs on your site with permission of their parents and if your school districts Internet policy allows it*
 - *Ask ideas and information from your students and parents about what they would like to see on the classroom web page*
 - *Parent feedback or parent information page*

3. *How do we involve students in the classroom web site*
 - *Ask students to find fun and exciting Internet sites that you could put on the classroom site*
 - *After you, teacher, opens the site for editing, ask some of your students to post the assigned homework online or select a different graphic. Teachers would need to double check to ensure correct information has been posted*

4. *What else can we include on the web site to make it fun?*
 - *Use PageBuilder – provides much more flexibility and creativity*
 - *Include a photo of yourself*
 - *Links to other interesting Internet sites*

PageWizard Layout

Steps Navigation Bar – jump from step to step using these links; notice the step you currently will display in hold

Preview Button – press at any time to preview your Classroom Web Page

The screenshot shows the Yahoo! GeoCities Classroom Home Page wizard. At the top, there's a blue header with the Yahoo! GeoCities logo and navigation links for 'Yahoo! - Check Email - Help'. Below the header is a blue bar with the text 'Classroom Home Page'. A 'Welcome, !' message is displayed. The main content area is divided into two columns. The left column contains a 'Steps' navigation bar with a list of links: Start, Choose Style, Page Title, Choose Graphic, Introduction (highlighted), E-mail Address, Class Links, What's New, Homework, Update Date, and Save and Publish. Below the steps is a 'Preview' button. The right column is titled 'Introduction' and contains a heading field, a text input area, and a 'Preview' button. At the bottom of the right column are '< Back' and 'Next >' buttons. A 'Sample Web Page w/ Steps' is shown at the bottom, featuring a '3' in a circle indicating the current step.

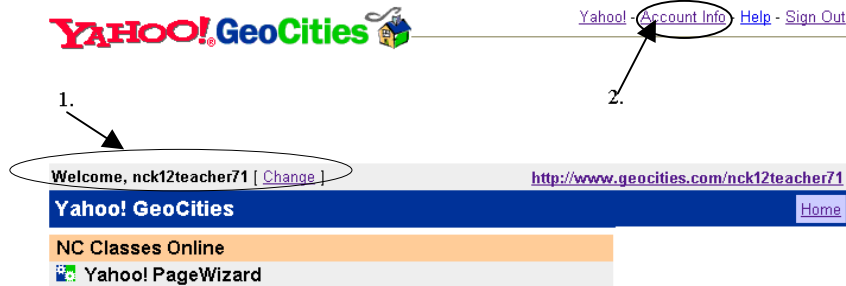
Sample Web Page w/ Steps – Each number represents the result of each step used to build your Web Page

Managing 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.

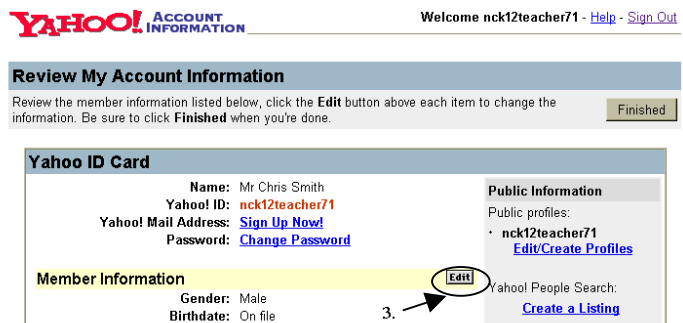
Accessing your account

1. You can access your account the same way you access the Yahoo! PageWizard through the NC @ your Service Web site. Once you log in, you will notice your User ID on the welcome bar.

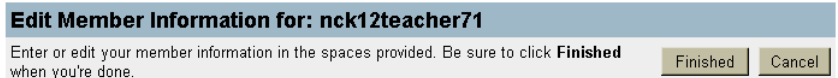


2. At the top of the NC Classes Web page select the [Account Info] button. This will launch your Account Information Web page.

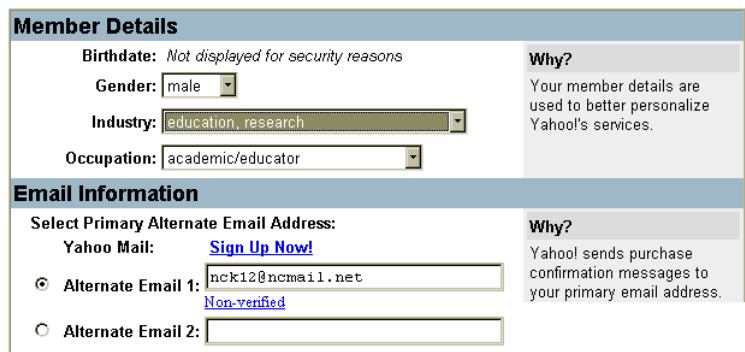
3. On the account information page you will see edit buttons on the yellow section title bars. Select the Member Information [edit] button.



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



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



6. On the Account Information select the Address/Contact Information [edit] button.

Member Information Edit

Gender: Female
Birthdate: On file
Industry: Education, Research
Occupation: Academic/Educator

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 Edit

Name: Mr Chris Smith
Home Address: 27601
 United States

7. You will be at the edit contact information Web 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

8. Add the appropriate information in each text box.

Your Name

Prefix: First*: Middle: Last*:

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

Home Information

Street Address Line 1*:

Street Address Line 2:

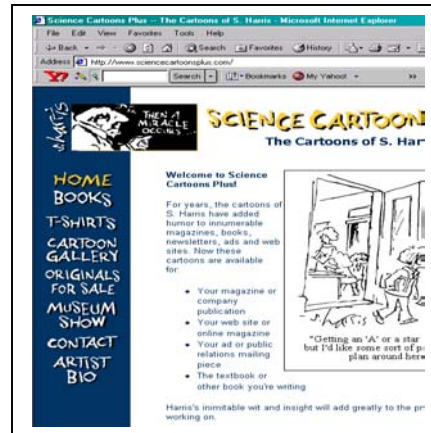
Why?
Yahoo! stores your address so you don't have to re-type it each time you buy something from Yahoo! Shopping or

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

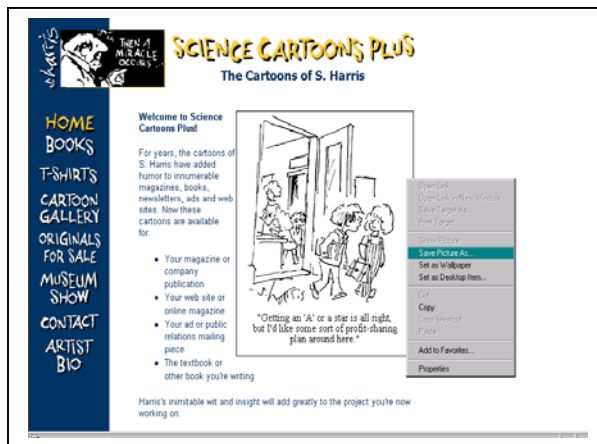
How to save a Graphic from the Internet

You can search the Internet for any graphic that you wish to have as your classroom Web page graphic. Once you find the graphic you wish to use for your Web page, you must save it and then upload it to the PageWizard (just as you do in step 2 of your Participant's Guide). Here are 3 easy steps to saving a graphic for later use.

1. Locate the picture you wish to use.



2. Right-click on the picture with your mouse and select [Save Picture As].



3. The [save Picture] box will launch in a separate window. Save the picture where you like. Here the picture is being saved to a floppy disk. Name the picture for identification purposes.

