

Web Pages Project Handout #8

Class Management System (CMS) pages

[The following set of directions assumes that you are using Microsoft *Office 2007*. You may need to make minor adjustments if you are using an earlier version of Microsoft *Office*.]

1. Open your *SuperFreeHost File Manager*.
2. Hit **ctrl-N** to open a new browser window, and click on the link to **your home page** so that you now have **TWO** Web page windows open—one on your **File Manager** and the other on your **Home Page**.
3. Open *SharePoint Designer* and, in *SharePoint Designer*, **open** the dummy **cms.htm** file which you already have saved on your disk.
4. Click to position the cursor **between** the **two horizontal lines** in the **cms.htm** file.
5. Now update your **cms.htm** page with the following text (see figure below, but put your name instead of Ms Gordon, and make the year the current year!).



6. Make each bulleted item a **hotlink** to a new web page (for example, <http://loginname.superfreehost.org/studentannouncements.htm>)

The others will be:

...../**parentannouncements.htm**

...../**assignments.htm**

...../**cmslinks.htm**

The **Calendar** page will be treated differently as you will see, and it has the link:

http://calendar.yahoo.com/your_login_name

7. Add your email address, as indicated in the illustration, and **save** this **cms.htm** again.
8. In *SharePoint Designer*, open your **template.htm** file to create a dummy page for each of the **4** new pages in the bulleted list above (**studentannouncements.htm**, **parentannouncements.htm**, **assignments.htm**, **cmslinks.htm**—again NOT including the Calendar page).
9. Put a **statement** in each new page about what will be going on that page (**Announcement for Students**, for example), and, when you **Save** each page **As...**, be sure to hit the **Change Title** button (get used to doing this—it is VERY important for any web project!) and type a title such as **Announcement for Students** for the page title, then hit **Save**.
10. In your **File Manager**, **after** you've **saved** them, upload **all 5** of the files you've just edited or created (that's **cms.htm**, **studentannouncements.htm**, **parentannouncements.htm**, **assignments.htm**, and **cmslinks.htm**).
11. For the **cmslinks.htm** page, complete it in the same way you did the **links.htm** page (**handout #6**), except that for this **cmslinks.htm** page you may only have links (a **minimum of 10**) to **quality Education-related websites**. There is no need to add any further information to the other CMS web pages unless you would like to do so.
12. **Save** the **cmslinks.htm** file again when you're done and upload it to your **File Manager**, as usual.
13. Go to your *SuperFreeHost* **home page** and check that everything works as it should.

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Completing the pages of your CMS website

14. If you do not already have a Yahoo! email account, you must create one for this exercise. Go to <http://www.yahoo.com> and **Sign Up** for an email account
15. After you have created a Yahoo! email account, or if you already have one, go to your **Yahoo! email account** and click on the **Calendar tab** to set up the **calendar feature** for your CMS home page. Check out all the options (check the **Options** button in the top right corner) and customize the calendar to your personal taste.

Here's a checklist to help you check out the Yahoo! Calendar features:

Colors (your choice from the menu at left)

General Preferences

Default View
Time Intervals
Starting Day
Week Begins on (Month View is perhaps best here, but you decide)
Working Hours

Photos (your choice)

Sharing

Set this so that **Anyone can view (but not edit) your calendar**

Holidays (Choose US *and* Canada so you get religious holidays, too)

Weather (decide which town you want weather conditions for)

16. **Save** the changes you made to the **Options**.
17. Now click on the **Calendar Tab** at the top of your **Yahoo! Mail window** and

check out how to add entries into the **cells** of the calendar (by clicking in one of the actual calendar on the **Number** of the day of the month in the box for each day). Take some time to familiarize yourself with this neat tool.

18. Feel free to add anything else to your Class Management System that you think will add value to your work with your students.

19. **FINALLY: Test every link everywhere**, make sure it **ALL** works the way it should.

Writing Assignment:

One last task: Write a **minimum 200 word email response** telling your instructor what you think is the value of using a Class Management System website like this with a real class of students. What would you add to the System over and above what is required for this assignment? What changes would you recommend, if any?

Send your instructor an email with your **SuperFreeHost website address** so that (s)he can check out your CMS pages.

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