

## Setting Up Your Web Site

1. Open Internet Explorer and go to <http://www.teacherweb.com>
2. Click on Create Your Web
3. Click on Create Your TeacherWeb Site
4. Select Illinois
5. Choose the appropriate school from the list: Greenbrook, SpringWood, Waterbury.
6. **In the box where you Enter Teacher Name, type in your login name. For example, I would type in pjones.**
7. Click submit
8. Scroll down the next page and enter the following information:
  - a. Your account code  
PO894KYVL (that's the letters PO, not P zero).
  - b. Your email address
  - c. Your school's zip code
  - d. Grade level
  - e. A password that contains **at least two digits** (for example, sweetheart22)
9. Click submit.
10. When your website opens, be sure to bookmark it so that you can get back to it easily.
11. Click on any one of the icons, and then click on the bottom divider line. This will take you to the Update Index Page.
12. You can make changes on the **Update Index** page. You may want to change the name/title that appears at the top of your page. You can check that your email address is correct. After you make these changes, scroll down to the bottom of the page, enter your password, and click on **Submit Name and Email Changes**.
13. Click on **Customize Home Page** and check the box **Include School Link**. Below that, enter <http://www.esd20.org>
14. Another feature the Update Index page offers is printing handouts containing your Web address. On the Update Index page, click on "Teacher Web location handout" and then print as you normally would from Netscape.
15. You can use the Update Index page to make changes to all of your web pages by clicking on Update, entering the appropriate information, and then entering your password and clicking submit.
16. Now you should be ready to choose the background design and graphics you want to have on your Web site by clicking on the appropriate button on the Update Index page. Remember, if you don't want to change an item, leave it as it is.

## Completing/Updating your Web pages

1. Access your site by typing in the address given to you on the page you printed after creating your site.
2. At the top of every page are links that allow you to navigate to the pages on your site.
3. Clicking on the **top divider line** on any page will allow you to make changes on that page only.
4. Clicking on the **bottom divider line** will take you to the Update page where you can change the text on any page and also make other changes, such as
  - a. Add/Rename/Delete Pages
  - b. Change Fixed Text
  - c. Change Name/Email address
  - d. Change Graphics
  - e. Delete Web Page
  - f. Note: You cannot have different backgrounds on every page.
5. In order to see your changes, you must (1) enter your password and (2) click the Submit button. Then you must (3) click the reload button at the top of Netscape to see the changes.

**Help** – This is an area if frequently asked questions, and they are extremely helpful. Check this area out whenever you are having trouble or want to add something to your Web site. **Also use the link below if you ever forget your password.**

<http://TeacherWeb.com/help.htm>

## Submitting your site for approval

In order for your site to be linked to your name in the staff directory listed on the district's web site, you must email your **principal** your site's address. Your principal will review the site and, if he/she finds it acceptable, will forward the address to the Technology Coordinator and Webmaster. If no changes are necessary, your site will be linked to your name. Therefore, when someone wants to access your web site, all the person has to do is click on your name in the staff directory.

**Please be sure to read, sign and submit to your principal the Web Publishing Agreement before submitting your site for approval.**