

Web Page Builder

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Web Page Builder

By using the Web Page Builder, you can publish your own web pages without needing to know HTML. TaskStream provides a series of templates that make it easy to design and maintain pages that can be continuously updated with new resources, files, articles, and web links.

To access the Web Page Builder, click the **Web Page Builder** link on the left menu bar or on the home page.



Menu Bar



Home Page

Creating a Web Page

To create a new web page, enter a title in the title field, and then click the **Create It** button.



Step 1: Select Template

In this step, you have the option of choosing from a variety of templates as guides to help you build your web page.

To see a snapshot of the design and structure of any template, click on the **More info/Preview** link located next to the name of the template.



If you prefer to create your web page from scratch, choose the Custom option (the first option on the list). For the purposes of this demonstration, we will choose the Custom option.

Click the **Next Step** button to continue.

Step 2: Choose Style

In step 2, you can select layout options and themes. The layout options enable you to choose how the links to the different pages of your portfolio will be displayed. After making your style choices, click the **Web View** button to view your template with your selected style choice. Before you can preview another style choice, make your choices and then click the **Save** button. Then you will be able to click the **Web View** button to see this choice. After you have made your style choices, click the **Next Step** button to continue.



Step 3: Edit Content

In step 3 of the web page creation process, you will structure your web page and add content to it.

Your web page workspace is divided into two frames. In the left frame you can edit the structure of your web page by using the buttons at the top to add, delete, move, copy pages and sections. In the right frame, you can add text, images, standards, and additional content sections.



Adding Information

Click a link from the left frame. You should now see the Edit Web Page area in the right frame.

Click the **Edit** button located on the right to open the Content Editor window.



There are seven tabs at the top of the Content Editor window. Use these tabs to navigate to the forms where you can add text, images, standards, file attachments, video files and web links to your web page.



Adding Introductory Text

On the Introductory Text tab, you will see three text entry fields. The first field enables you to edit your web page title, the second enables you to add an optional title description, and the third lets you add introductory text.



A Spell Check button is provided to assist in checking your text for spelling errors.

After you have added the introductory text, click the **Save** button to save your text and continue to add more text. To close the window, click the **Save and Close Window** button.

*Note: If you have the HTML Toolbar enabled, you will be able to format text. To enable the HTML Toolbar, go to the My Account Info area and click the **Enable** link corresponding to the toolbar preference.*

Adding an Image

In the Image section, you can add a single introductory image and/or a slideshow.

Single Introductory Image

You can choose to upload your own image file in either a .gif or .jpg format, or choose from a selection of stock images for your introductory image.



To add your own image, click the **Browse** button. A dialog box will open, allowing you to select and open the image file from your computer. The path of the file will appear in the Browse field.

Note: For Mac users, please make sure to add the .gif and/or .jpg extension to the file

name.

To select a stock image, first select the category of stock images you wish to browse from the pull-down menu. Then click the title of the image you want to use and a preview of the image will appear in the area to the right of the image list. After the image has been selected or designated for upload, you can select the alignment of the image.

Click the **Add Image** button to complete the process.

Note: Images less than 512KB in size can be uploaded to this area.

Slideshow

To add multiple images within a slideshow to this section of your portfolio, click the **Slideshow** link.

Enter a title for the slideshow and check the **Save Changes** button.

To upload images to your slideshow, click the **Add Image** button.



The screenshot shows the 'Slideshow Properties' form. At the top, there is a section titled 'Add Slideshow to COURSE DESCRIPTION' with a sub-header 'An image slideshow is an opportunity to display multiple images within your web presentation. You can add up to 20 images.' Below this, there are two tabs: 'Stock Introduction Images' and 'Slideshow'. The 'Slideshow' tab is active. The form contains a text input field for 'Title of Slideshow' and a 'Save Changes' button.

This will bring up the Add Image to Slideshow form. Click the **Browse** button to choose an image file you wish to upload. You may also enter a title for the image and notes or a description.

Note: If you do not enter a title for the image, the file name will be used as the title.



The screenshot shows the 'Add Image to Slideshow' form. It has a title bar 'Add Image to Slideshow'. The form includes an 'Upload Image' section with a 'Browse...' button. Below that, there are text input fields for 'Title' and 'Notes/Description (Optional)'. At the bottom, there are three buttons: 'Cancel', 'Save & Return', and 'Save & Add Another Image'.

If you are going to add additional images, click the **Save & Add Another Image** button. When you are ready to upload the final image, click the **Save & Return** button. This will bring you back to the main Slideshow area. You may add up to twenty images.

Note: Images that are 2MB or less in size can be uploaded. The images will automatically be compressed if they are greater than 512K in size. If the images cannot be successfully compressed to less than 512K in size, you will not be able to upload the image without first optimizing it using a digital graphics program.

The Slideshow area provides a way for you to add additional images, remove all images or selected images, reorder images and edit title and description. To make changes to an image, select the image from the image list and then click the appropriate button from below the list. The **Move Up** and **Move Down** buttons enable you to reorder the image. To save changes to the order of the images, click the **Save Changes** button. The **Remove** button enables you to remove the image. The **Edit Information** button enables you to change the title and description for an image.



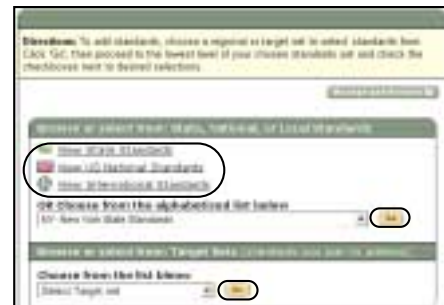
To preview the slideshow, close the Content Editor and click the **Web View** button.

To delete the slideshow, click the **Delete Slideshow** button.

Adding Standards

Using the Standards Tab, you can access the Standards Wizard, where you can add standards and corresponding benchmarks to your web page from either a full regional set of standards or from a target set you created.

To start the standards selection process, you can either click one of the links at the top of the Standards Wizard to view state, USA/National or International standards or you can select a regional set or a target set from the appropriate pull-down menu and click the **Go** button.



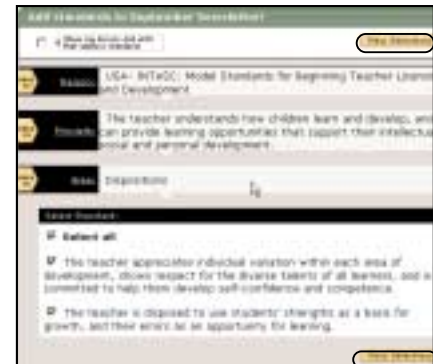
Note: After the first time you use the Standards Wizard, it will default to the last set of standards you chose.

After you have selected a standards set, you can navigate through the standards hierarchy by using the **Go to Next Level** button.



The lowest level of the standards hierarchy will display the relevant assessment indicators, which you can select by checking the appropriate check boxes.

Once you have made your selections, click the **View Selections** button to view your selections in their entirety.



The standards you have selected will appear in condensed form, meaning that only the heading and beginning text of each standard are displayed.

In the View Selections area, you can control the display of the standards in your web page using the yellow triangular icons located next to the standard level descriptor to expand and collapse the level.



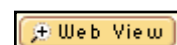
If you want to add more standards to your selection, click the **Add More Standards** button located at the top and bottom of the window.

Click the **Save** button to save your selections, or the **Save and Close Window** button to save your selections and close the window

After you have attached the standards, the Content Editor window will close, and your web page workspace will display the introductory text, and the image and standards you've added.



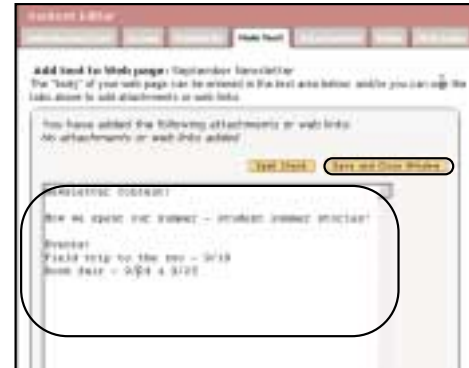
You can preview your web page throughout the creation process by clicking the **Web View** button located on the top menu bar. The Web View will give you an idea of how your web page will look when it is published to the web.



Adding Main Text

Using the **Main Text** tab, you can add additional text to your web page. Text entered into this area will appear below any image and/or standards you have added into your web page (as opposed to the Introductory Text, which appears above image/standards).

A **Spell Check** button is provided to assist in checking your text for spelling errors. After you have added the text, click the **Save and Close Window** button.



Note: If you have the HTML Toolbar enabled, you will be able to format text.

Attaching New Files

When you click the **Attachments** tab, you will notice that the menu defaults to the New File attachment form. To attach a new file, first name it, and then select the file by clicking the **Browse** button and locating and opening the file on your computer. You can also add a description to your file.

Click the **Add File** button to attach and upload your file.



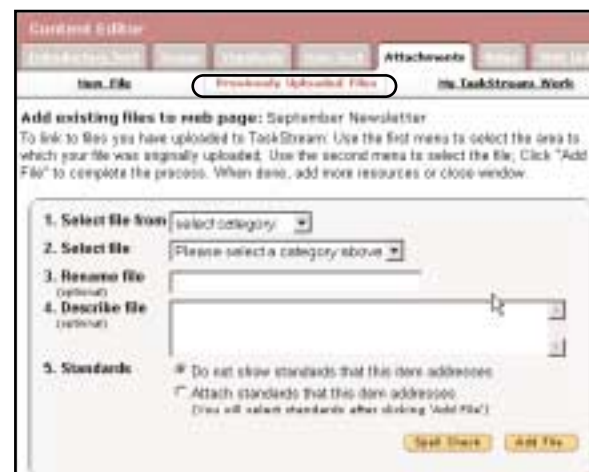
As files are attached, they will be listed at the bottom of the form where they can be viewed, edited, or deleted.

Attaching Previously Uploaded Files

If you have file attachments that have already been attached to lessons, units, web folios and/or other web pages, you can easily attach them by clicking on the **Previously Uploaded Files** link on the Attachments menu.

In the Previously Uploaded Files form, select the category area (Lessons, Unit Plans, Web Folios, and Web Pages) in which the file exists.

Next, select the file that you want to attach.



You may rename and/or add a description for the file. Click the **Add File** button when you are finished. Added files will be listed at the bottom of the form where they can be viewed, edited, or deleted.

Note: Attaching previously uploaded files will not use additional storage space.

Attaching TaskStream Work (Units, Lessons, Rubrics, Web Folios and/or Web Pages)

You can attach work that you have created in TaskStream, such as units, lessons, rubrics, web folios, and other web pages to your web page by clicking the **My TaskStream Work** link on the Attachments menu.

In the **My TaskStream Work** form, select the work category that you would like to attach from the first pull-down menu. After selecting a category, use the second pull-down menu to select the title of the work. You can add a description of the work in the text entry field provided (optional).

Click the **Add File** button when you are finished.

Adding Web Links

The **Web Links** tab of the Content Editor window contains a form for attaching web links to your web page. You can use this form to link to external web sites.

To add an external web link, you should enter the name of the link in the first entry field and the associated URL in the second field.

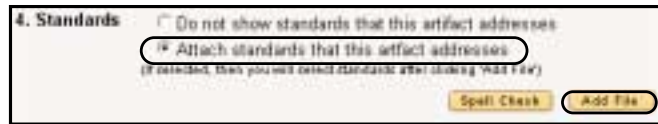
If you have multiple pages within your web page, you will see a pull-down menu from which you can select an existing page to attach as a web link.

A description field is provided to enable you to add annotations for the linked web pages.

Click the **Add Link** button when you are finished. Added links will be listed below the form where they can be edited or deleted.

Attaching Standards to Files

To attach standards to an artifact; i.e. new or existing files, TaskStream work, and web links that you are adding to your web page, select the radio button next to the Attach Standards option located at the bottom of the Attachments and Web Links forms, and click the **Add File/Link** button.



The Standards Wizard home page will open allowing you to start the standards selection process.

You can select a set of standards by either clicking the links at the top of the Standards Wizard to view state, USA/National or International standards or selecting a regional set or a target set from the appropriate pull-down menu and clicking the **Go** button.



After you have selected a standards set, you can navigate through the standards hierarchy by using the **Go to Next Level** button. The lowest level of the standards hierarchy will display the relevant assessment indicators, which you can select by checking the appropriate check boxes. Once you have selected the assessment indicators, click the **View Selections** button to see a full view of your selections, or the **Accept and Return** button to return to the form in which you were working.



The standards will be listed with the corresponding artifact at the bottom of the forms where they can be viewed and edited.

NOTE: After the first time you use the Standards Wizard, it will default to the last set of standards you chose.

Setting Preferences for Attachments

You can change the order in which files are displayed by clicking the **Preferences** button on the upper right-hand corner of the web page workspace area.



You can choose to display files alphabetically or by type.

Select one of these options, and click the **Save Change** button.



Adding a New Content Section

Adding new content sections to a page enables you to break up related content, and affords you the option of adding text, images, standards, and web links to those separate areas. Think of your web page as a single essay and each section as a paragraph.

To add a new content section to your web page, click on the **Add New Content Section** button.



In the Add Section window enter a title for the new section. You also can add an optional title description.

Click the **Create It** button to add the new section.



You should now see the new section appear in the left frame of the web page workspace. New sections are designated with a diamond-like icon. The new section will also appear at the bottom of the edit content workspace.

Click the **Edit** button to add content to the new section.



Note: Content section information (i.e. text, images, standards, attachments, and web links) is added in much the same way information is added to the web page--click on the Edit button and then click on the appropriate tab in the resulting pop-up window.

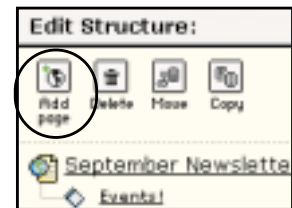
Editing the Structure of a Web Page

You can change the structure of a web page in several ways. You can add new pages to organize the content and presentation of your web page. You can move a page or section within the current web page, or you can move it to another page or section within an existing web page. The copying feature works similarly to the move feature; however, instead of moving the original page or section, you are making a copy of the selection and placing it in another location.

Adding a New Page to Your Web Page

To add a new page, select an existing main page or a sub-page by clicking the title in the left frame, and then click the **Add Page** button at the top of the left frame.

Note: Additional web pages can only be added to existing pages; they cannot be added to sections.



When the Add Web Page window opens, enter a name for the web page. You can also add an optional title description if you like. Click the **Create It** button to add the page.



If you add a page within an existing sub-page, the Add Web page window will give you the option to choose at which level you want to place your new page.



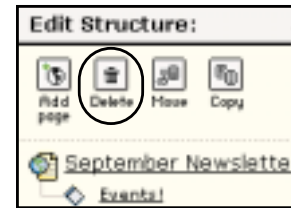
The new page will appear under the main web page. By default, the new page created is automatically selected. If you want to add more pages to your main web page, click on the title in order to select it.



Deleting a Page/Section

To delete a page or section, click the page or section you wish to delete, and then click the **Delete** button at the top of the left frame.

An alert box will appear, asking you to confirm the deletion. Click **OK** to accept the deletion or **Cancel** to cancel the deletion.

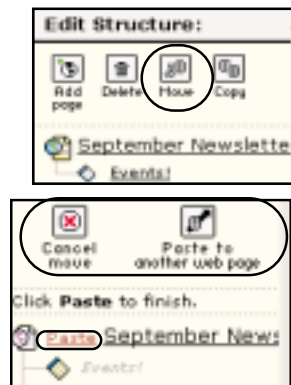


Moving a Page/Section

To move a page or section, click the page or section you wish to move. Then click the **Move** button at the top of the left frame.

A **Cancel Move** button and a **Paste To Another Web Page** button will appear at the top of the left frame, and a list of the pages and sections within the current web page will be displayed with **Paste** links appearing next to each one.

To paste the page or section within the current web page, click the **Paste** link next to the page or section to which you want to move your selection.



The Placement Options window will appear, displaying the various location options for pasting the selected item.

Choose an option and click the **OK** button.

To paste the page or section to another existing web page, click the **Paste to another web page** button. A list of all your existing web pages will appear.

Select the one, to where you want to move your selection, and click the **Paste** link next to the page or section where the selected item should be moved.

The Placement Options window will appear, displaying the various location options for pasting the selected item.

Choose an option, and click the **OK** button. The item will be moved to the selected location.

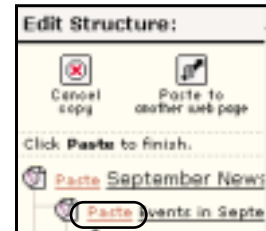


Copying a Page/Section

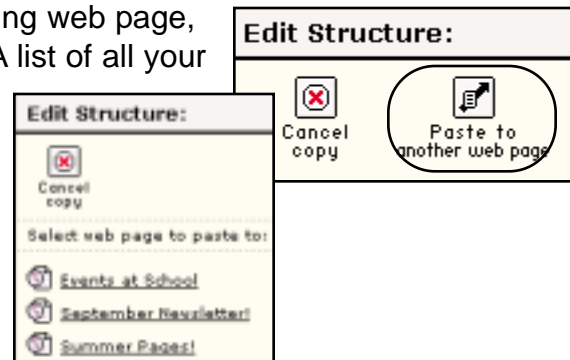
To copy a page or section, click to select the page or section you want to copy, and click the **Copy** button at the top of the left frame. A **Cancel Copy** button and **Paste to another web page** button will appear at the top of the left frame and a list of the pages and sections within the current web page will be displayed with **Paste** links appearing next to each one.



To paste the copied page or section within the current web page, click the **Paste** link next to the page or section to which you want to copy your selection.



To paste the copied page or section to an existing web page, click the **Paste to another web page** button. A list of all your existing web pages will appear, select the one to which you want to copy your selection, then click the **Paste** link next to the page or section where the selected item should be copied.



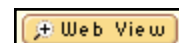
Choose an option and click the **OK** button. A copy of the item will appear in the location that you selected.

Step 4: Publish/Share

In step 4, you can publish your web page and share it formally with your assigned reviewer in a program, or informally by e-mailing it to colleagues.

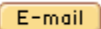
Previewing a Web Page

You can preview your web page throughout the creation process by clicking the **Web View** button located on the top menu bar. The Web View will give you an idea of how your web page will look when it is published to the web.



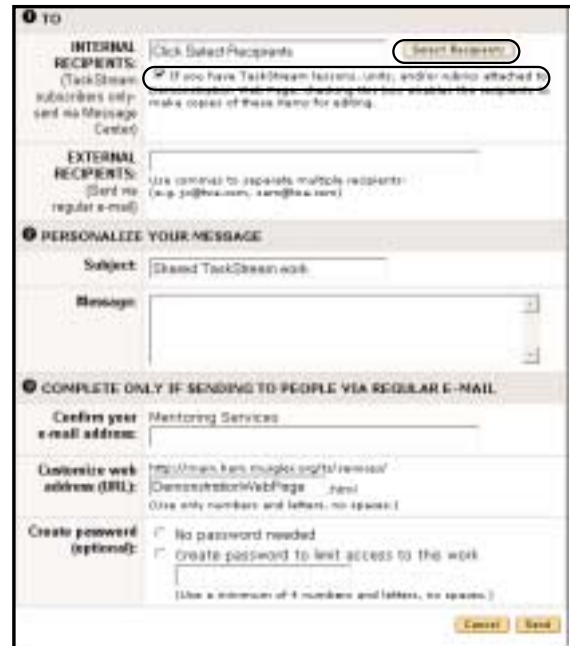
E-mailing a Web Page

To e-mail your web page, click the **E-mail** button to open the E-Mail form. On the e-mail form, you can choose to send your web page to internal recipients, i.e. TaskStream subscribers, and/or to external recipients, i.e. to an e-mail address outside of TaskStream.



To e-mail your web page internally (via the TaskStream Message Center) click the **Select Recipients** button to open the Member Locator. Search for individuals to whom you wish to send your portfolio and use the Member Locator to select and save their name(s).

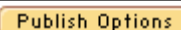
When e-mailing your web page internally, you can choose to make items within it available for copying. Check the appropriate check box, to enable recipients to copy lessons, units, and rubrics within the portfolio to their accounts. Uncheck the box to send read-only copies of your work.



To e-mail your web page to external recipients, type the recipients' e-mail addresses in the **To:** field, compose a message in the message field at the bottom of the form, and click the **Send** button. When you e-mail your web page externally, your web page will be published to the web, and you will be sending the recipient a direct link to the contents of your work and all attachments. If you would like to limit access to the link for your published work, you can select to require people to enter a password you specify.

Publishing a Portfolio

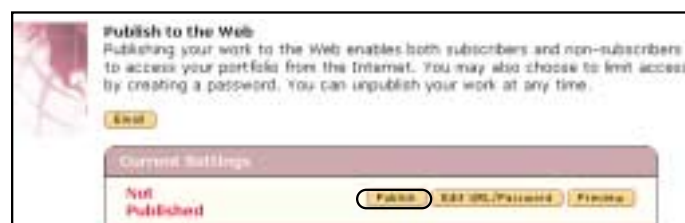
To publish your portfolio, click the **Publish Options** button.



You can choose to publish your portfolio to the web and/or publish it to the Cybrary.

Publish to the Web

To publish to the web, click the **Publish** button. In step 1 of the Publish to Web area, your portfolio will be assigned a URL. You can



choose to keep the suggested URL, or you can personalize it, by changing the editable portion of the URL.

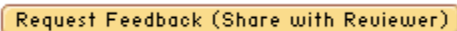
In step 2, you have the option to limit access to the URL of your published work by choosing to require people to enter a specified password to access it.

Click the **Publish** button to set your preferences and publish your work.

Once your portfolio is published, the URL will be displayed in the Current Settings area of the Publish to Web section. To edit the URL and the password, click the **Edit URL/Password** button and make the desired changes. To unpublish the portfolio from the web, click the **Unpublish** button.

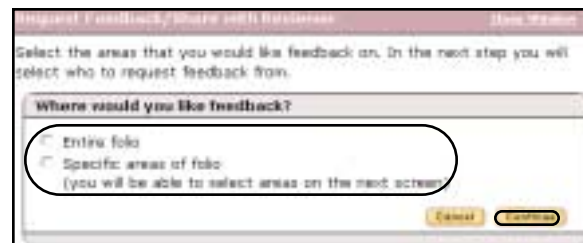
Share with Reviewer/Comments

If you are working with a Reviewer, you can share your web page with him or her. To share your web page with a Reviewer, click the **Publish/Share** link. Next, click the **Request for Feedback** button.

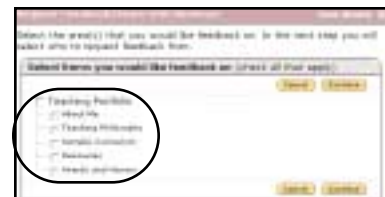


Note: If you do not see the Request Feedback button, no Reviewer has been assigned to you. Please contact your Program Coordinator.

When the pop-up window opens, you should select the appropriate radio button to either request feedback for your entire web page or for specific areas of the web page.



If you choose to request feedback for specific areas of your web page, you will be able to select the areas on the following screen after you click the **Continue** button.



The next step is to select your Reviewer(s). Choose the Reviewer(s) with whom you would like to share your work by checking off the appropriate name(s). Checking a program name will share the work with all Reviewers assigned to you in the program. Click the **Submit** button.



The next screen confirms that you have submitted your work to the selected

Reviewers. Read the directions on sending comments to your Reviewer. You will need to click the **Close Window** link at the top of the window to close the confirmation window and access the comment areas.

If you requested feedback on specific areas of your web page, those selected areas will be flagged with a Feedback requested message in red text.

Sending Comments - General vs. Specific Area comments

To send general comments to your Reviewer(s), click the **General Comment** link at the top of the web page layout frame (left frame).



Next, click the **Add Comment** button at the top of the General Comments area in the right frame.

When the general comments window opens, type in a comment in the comment field and click the **Send Comment** button.



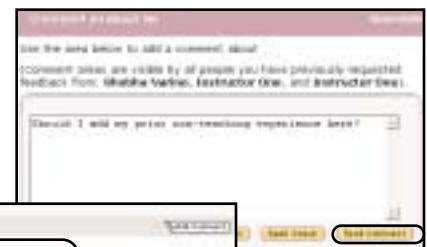
Your comments will appear in the General Comments area of the web page



To send specific comments to your Reviewer(s), click the page or section in the layout frame and the comment area for the selected page/section will open. Click the **Add Comment** button to access the comment window.



When the comments window opens, enter your comments in the text box, then click the **Send Comment** button to send your comments to your Reviewer(s).



Your comments will be displayed at the top of the selected page/section.

