

# Creating a Course Web Site

## What you will do:

- ✓ Use Web Templates
- ✓ Use Shared Borders for navigation
- ✓ Apply Themes
- ✓ Use the Categories control
- ✓ Add threaded discussions
- ✓ Add a hit counter
- ✓ View web site statistics

As an educator or administrator you are always looking for new and exciting ways to communicate with students and others in an easy to use, cost effective, and efficient manner. The World Wide Web satisfies all these criteria and allows almost instant delivery of information, virtually anywhere. You can create a reference page with links and a course calendar, or you can create an entire online course. FrontPage 2000 allows you to easily create and maintain Web pages suited to your needs without having to know any HTML.

In this hands-on session, you will learn how to create a course Web site. You will learn how to use templates and themes to create your site, make your Web site easy to navigate, , and view activity on your site. You will also learn how to add a threaded discussion enabling students to interact with each other online.

## Before You Begin

Microsoft® FrontPage® is a Web site authoring and management program. It has many powerful features, yet it is still easy to master.

FrontPage allows you to create individual Web pages, entire Web sites, or update existing Web pages and sites. Some of the functionality is enabled by server extensions, which must be loaded on the server where the Web content will be published. FrontPage server extensions are available for most popular Web servers. If you want to see the current list see [www.microsoft.com/frontpage](http://www.microsoft.com/frontpage). You can easily test your Web pages by previewing them in your favorite browser. When you are ready to publish your creation to a live Web server, simply click the **Publish** button and specify the server you want to use.

**Words to know:**

**Browser**—A program that allows you to view HTML formatted documents (like Microsoft® Internet Explorer).

**HTML**—HyperText Markup Language. The language used to format web pages.

**Microsoft® FrontPage 2000**—The latest version of Microsoft's Web authoring and management program used to create and manage Web sites and pages with no knowledge of programming in HTML. Provides Seamless integration with the Microsoft Office family of applications.

**Microsoft® Internet Explorer 5.0**—Is the latest version of Microsoft's popular web browser. It allows editing and displaying of Web pages and collaboration on standard office documents through discussions and round tripping.

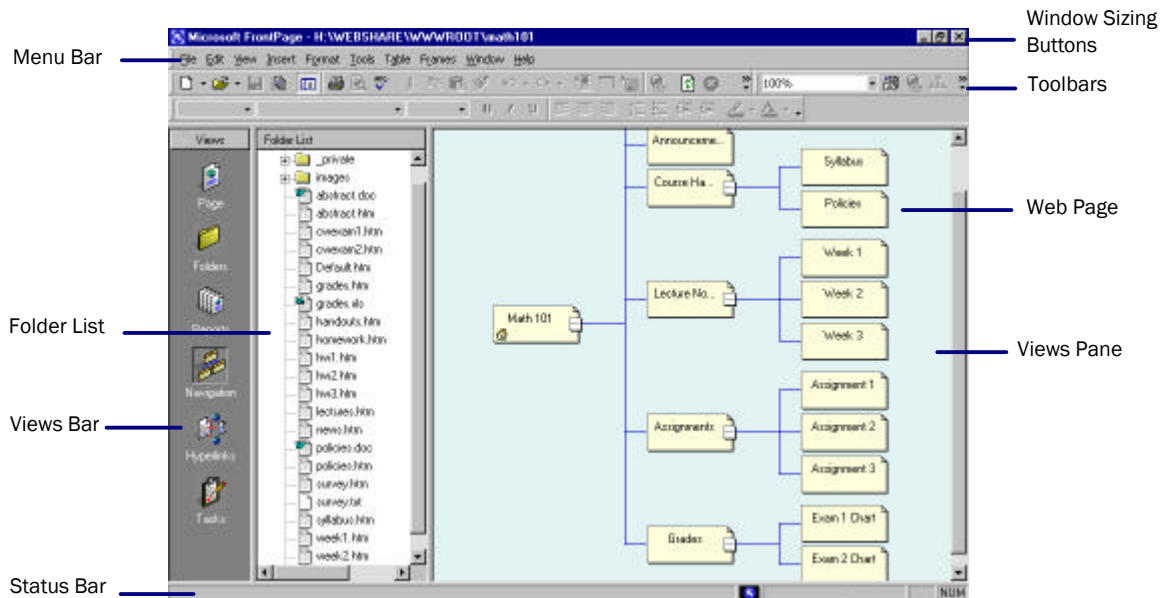
**Threaded Discussions**—A Web page feature that allows individuals to have a topic based discussions

**URL**—Uniform Resource Locator is the name and location of a file or web page.

**World Wide Web**—The collection of interconnected computers on the Internet.

## Touring FrontPage

Before you start developing your own Web pages, become familiar with the features of FrontPage. The following illustration shows the Navigation view:



## Using Web Templates

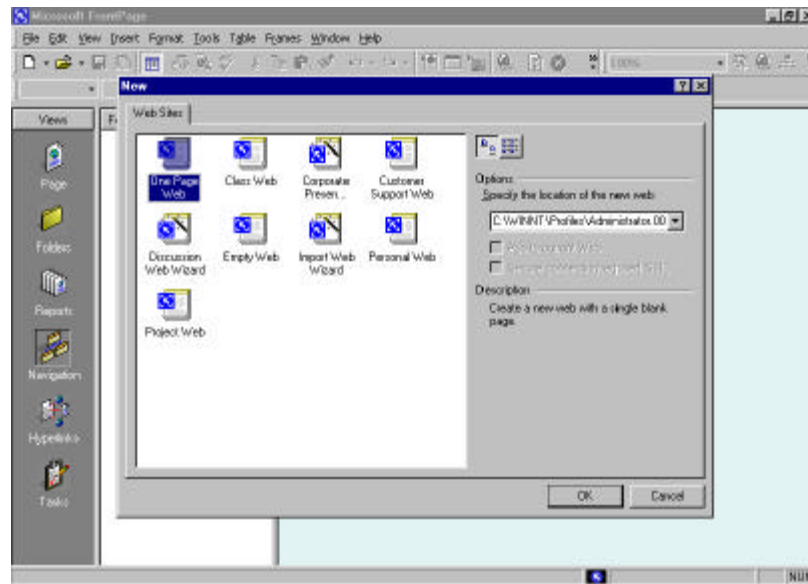
This section describes how to quickly create a class Web site to deliver course materials and timelines, and to provide a forum for your students to communicate electronically.

You will use the **New FrontPage Web Wizard** to create your Web from a template, name it, and then choose the server on which you want to store your Web.

The following illustration shows the dialog box you use to create a new Web from a Wizard or a template:



**Class Web** is one of the templates in the themes and templates add-on pack available for download on the Microsoft web site. Be sure to check the FrontPage section of the Microsoft web site for enhancements, updates, and breaking news regarding FrontPage.



You can test your Webs on your own computer before you publish them to a Web server. However, anything that requires server functionality will not be available.

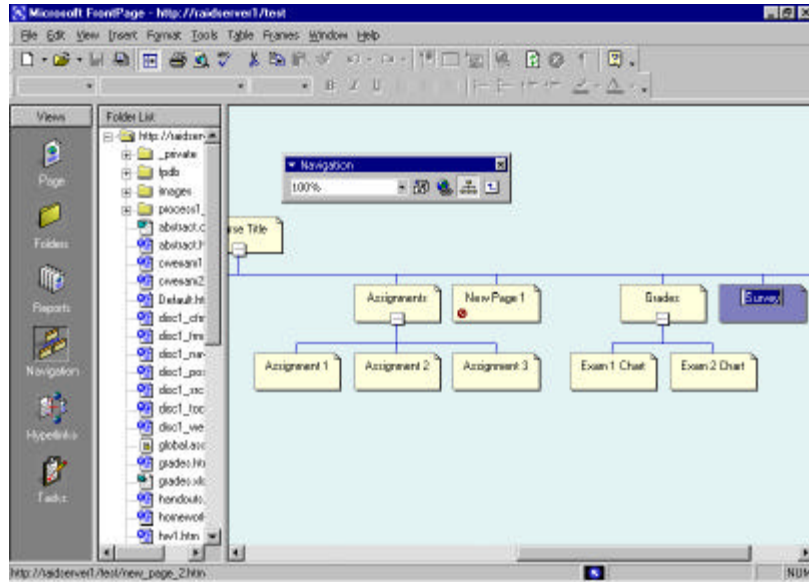
### *To create a Web site with a wizard*

1. Start FrontPage.
2. On the **File** menu, click **New**, and then click **Web**.
3. Click **Class Web**.
4. Type the address of your Web server in the **Specify the location of the new Web** box, and then click **OK**. In this workshop, type in **http://webserver/myclass##**. The ## after myclass is the number of the machine you are using. Once the web is created, you are in **Page** view.
5. In the **Views** bar, select **Navigation**.

The organizational structure of your new Web is shown in the Views Pane. You can now add your own information to the pages created by the Wizard and even create additional pages as necessary. Later in this workshop you will learn how to add a Threaded Discussion page to your site.

### To create a new page

1. On the **File** menu, click **New**, and then click **Page**.
2. Right-click on the new page in **Navigation** view, and then click **Rename**.



3. Type **Survey** in the page title box and then press **Enter** to save your changes.
4. Double-click on **Page** on the **Views** bar to change to **Page** view.
5. Type in a brief synopsis at the top of the survey that describes to perspective respondents the reasons why they should take the time to fill out the form.



You can create a customized theme for your institution using the "modify" button in the themes dialogue box.

## Using Themes

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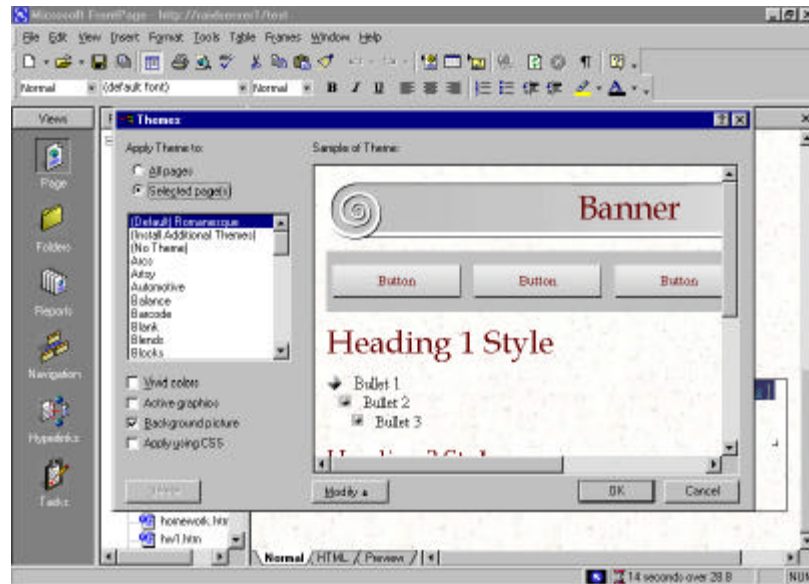
The Class Web template uses a theme, or a standard design for all the pages included in your site. Themes make it easy to format the appearance of an entire Web site. Themes change the fonts, colors, buttons, and background into a single page or site-wide format. Using themes, you won't have to make formatting changes on each individual page. Just choose the theme you want from the list to change the entire look of your site. Note that individualized page formatting that has been done will be overwritten with the new theme. Therefore, the general rule of thumb is to choose a theme first and then modify individual pages to suit your needs. If you like, you can choose a different theme to apply to your course Web site.



You can create a customized theme for your institution using the “modify” button in the themes dialogue box.

## To apply a theme

1. In the **Format** menu, click **Themes**. In the **Apply Theme to:** option button, click either **Selected page** or **All pages**, based on your preference.
2. Scroll up and down the list of themes in the **Sample of Theme** list to select the individual themes you want to display. Once you have selected one, click **OK** to accept the changes and close the list.



3. If you would like to change the components of a theme, click the **Modify** button and click the area you want to change (Color, Graphics or Text), and then make your changes in the resulting dialogs.
4. Click **OK** to save your changes to the theme.



The ease of Web page creation is enabled by **FrontPage Server Extensions** on the Web server. If you do not wish to use these features, you may disable the features that require these extensions from the **Options** menu.

## Using Shared Borders for Navigation

One of the most important considerations in creating a Web site is to make it easy to navigate. Users need to be able to find and use the pages in your site quickly and easily. If your site is difficult to use, it will not be an effective learning tool.

With FrontPage you can use the structure available in the Navigation view to organize your pages. Through this view you can use shared borders to provide complete navigation of your site. Simply drag the pages in the Navigation view to the appropriate spot in the hierarchy of Web pages and then place navigation bars in the appropriate area on a Web page to apply a change to all pages.



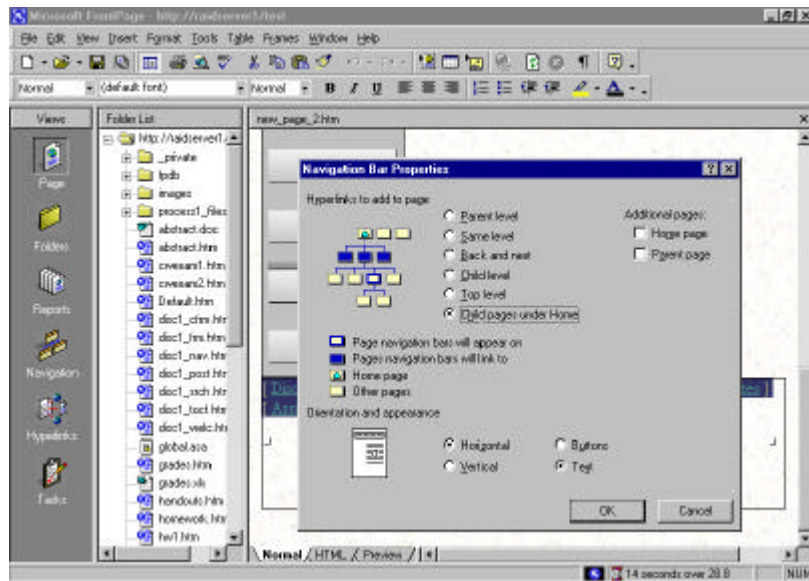
To automate the use of shared borders for website navigation, make sure to use the **Navigation view** to establish an organizational chart of your web.

### To activate Shared Borders

1. In **Page view**, right-click anywhere on the page and select **Shared Borders**. (You already have shared borders on your class Web because you are using a theme.)
2. Click the check boxes for the borders you want to use and select **Apply to: All pages** or **Current page**, based on your preferences.
3. Click **OK** to accept your changes and close the dialog box.

### To add Navigation Bars

1. Click on the bottom shared borders and from the **Insert** menu select **Navigation Bar**. The Navigation Bar Properties dialog box opens.



2. Select **Child pages under Home**. Under **Orientation and appearance**, select **Text**, and then click **OK**. As you add new pages to your site, the navigation bars will update automatically.

## Using Categories

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Many Web sites use site maps to make it easier for site visitors to find the pages they need. The shared borders you created will allow easy navigation of the Web site, but they will not provide one click access to all pages within the Web. A site map provides an organized set of links to all pages in your Web site. You can easily create a site map by using categories. Categories allow you to organize individual Web pages into groups, for example, assignments, exams, and discussions. Then you can organize the display of links to those pages on a site map. Smaller Web sites can accomplish this by using a Table of Contents, but as the site grows the Table of Contents will become unwieldy and implementing the use of a site map that is organized by categories will become imperative.

### *To create categories*

1. In any view except **Tasks**, right-click on a file in the **Folder List**, select **Properties**, click the **Workgroup** tab, and then click **Categories**.
2. Type the category you want to create in the **New Category** box, for example, *Assignments*, and then click **Add**. Repeat this for each new category. (Create categories for Assignments, Exams, Information, and Notes.)
3. Click **OK** to close the **Master Category List** and **OK** a second time to close the **Properties** dialog box.

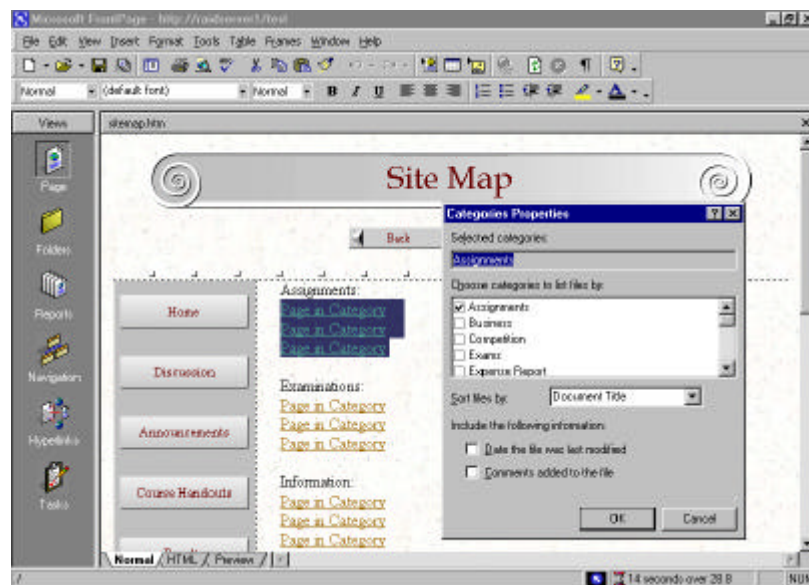
### *To apply categories to pages*

1. In **Navigation** view, right-click on a page, select **Properties** from the shortcut menu, and then click the **Workgroup** tab.
2. Select the check boxes beside the categories you want to assign to the page, and then click **OK**.

To assign categories to a file in the **Folder List**, right-click on the file you want to assign categories to. Select **Properties** from the shortcut menu and then click the **Workgroup** tab. Select the check boxes beside the categories you want to assign to the page and click **OK**.

## To create a Site Map

1. On the **File** menu, click **New** and then click **Page**. The page will appear at the bottom of the **Folder List**. Type *sitemap.htm* as the file name.
2. Right-click on the file, select **Properties** and type *Site Map* in the **Title** box and click **OK**. Drag and drop the file into the top level of the organizational chart in **Navigation** view (the same level as Grades, Assignments, and so on).
3. Double-click on the Site Map page to open it for editing.
4. Type *Assignments:* and press **Shift+Enter** to move the insertion point to the next line.



5. From the **Insert** menu, click **Component**, and then click **Categories**. Select the **Assignments** check box and click **OK**. Press **Enter** to start a blank new line. This displays the pages you assigned to the Assignments category in this list. Multiple categories may be selected, allowing one page to appear in multiple sections of your site map.
6. Repeat steps 4 and 5 for each category you want to appear in the site map. (Add Exams, Information, Miscellaneous, and Notes.)



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## Creating a Threaded Discussion

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Your students might not have the luxury of being in close proximity to each other, and even if they are, their time is at a premium. You can facilitate out of class discussion by creating a forum on your Web site for a structured, topic-based conversation. A Threaded Discussion allows Users to enter an online conversation at any time and be able to quickly understand the current discussion. The Discussion Web Wizard makes it easy to add a threaded discussion to your course Web site.



Microsoft Exchange Server 5.5 includes a FrontPage Discussion Wizard enabling you to use Exchange Public Folders to host your discussions giving you more control over the discussion.

### *To create a Threaded Discussion Web*

1. From the **File** menu, click **New**, and then click **Web**. The **New** dialog box appears.
2. Click **Discussion Web Wizard**, select the check box for **Add to current Web**, and then click **OK**. The Discussion Web Wizard opens.
3. Click **Next**, and then click **Next** again. This confirms the main features of the discussion (leave the defaults checked).
4. Enter a title for your discussion. Leave the discussion folder as `_disc1`, and then click **Next**.
5. Click **Next** on the fourth page indicating you want to have only subject and comments on a submission form.
6. Click **Next** on the fifth page indicating that you want to allow anyone to participate in the discussion. The discussion can be restricted if you want by selecting **Yes**.
7. Select **Newest to oldest** as the sort order for messages on the sixth page, and then click **Next**.
8. Make sure to leave **No** selected on the seventh page and click **Next**.

9. Select how you want items found in a search to be displayed and click **Next**.
10. Select **Contents beside current article** to allow ease of navigation within the discussion, and then click **Next**. (Frames are supported by most browsers now so don't hesitate to use them.)
11. Click **Finish** on the last page, but pay attention to the fact that the Wizard is giving you the name of the main page in the discussion Web's structure, you will need to place this information into the navigational structure of the main Web. The filename of the page will be *disc1\_frm.htm*.
12. Switch to **Navigation** view and drag and drop *disc1\_frm.htm* into the organizational structure at the level directly below the home page.
13. Right-click the page, click **Rename** and change the page name to *Discussion*. Press **Enter**.

## Web Site Management

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You now have a course Web site that will be a very useful resource for your students to discuss and access information about your class. You have even provided the ability for students to collaborate with peers. Of course you will want all of your work to stay usable and current. It is frustrating to navigate through a stale Web site filled with links that are no longer valid. You also want to see if your Web site is being used.

You can maintain your Web site through reports that allow you to get a bird's eye view of the health and vitality of your site. Broken hyperlinks, slow pages, stale pages, quantity of pictures, and links are available in a report. Hit Counters will provide you with the number of visitors to a given page. This allows you to see the popularity of specific pages in your site, although most Web sites usually put a Hit Counter only on the home page.



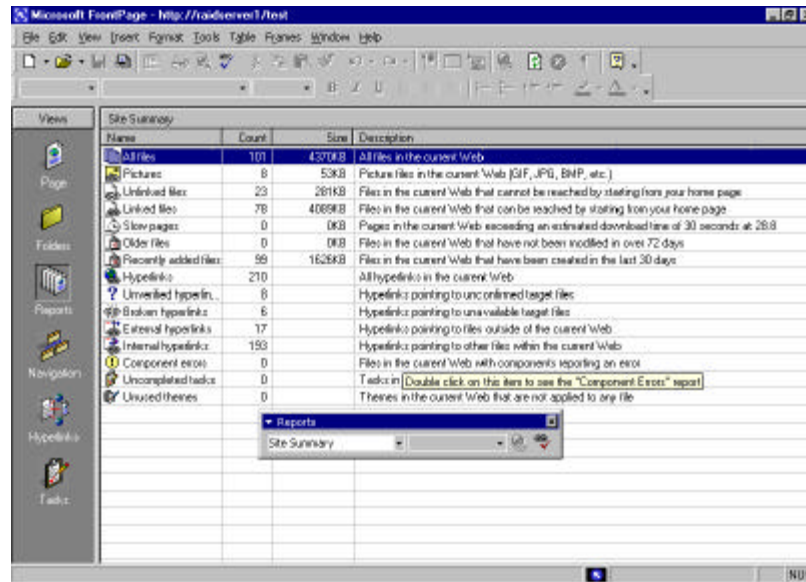
To easily edit different pages, just double click on the page you wish to change to in the **Navigation View**.

### *To add a Hit Counter*

1. Double-click the home page in **Navigation** view to open it for editing.
2. From the **Insert** menu, click **Component**, and then click **Hit Counter**.
3. Select the number style you want and click **OK**.
4. Type *Visitors since* and today's date (for example, *Visitors since 4/10/2000*). Save your work.

## To view site statistics

- From the **View** menu, click **Reports**, and then click the report that you want. If you want an overview of the entire range of items tracked on your site, click **Site Summary**.
- or-
- Click **Reports** on the **Views** bar to display the last selected report.



For more detailed information about Web site traffic, look into the many applications available for Web servers that provide a highly detailed analysis. Refer to your Web master for answers to your specific questions.

## Getting Help

You can get help from the Office Assistant or the online Help at any time while you are using FrontPage. To open the Office Assistant, click the **FrontPage Help** button on the Standard toolbar. To open the online Help, on the **Help** menu click **Microsoft FrontPage Help**. If you have an Internet connection, you can also point to **Office on the Web** on the **Help** menu and choose from several resources that may be of interest to you such as **Product News**, **Frequently Asked Questions**, and **Online Support**. Don't forget to go to [www.microsoft.com/frontpage](http://www.microsoft.com/frontpage) for all the latest information.

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