

Designing Web-Enhanced Courseware for the Higher Education Classroom

Nancy C. Grim, Director
Center for Teaching and Learning in Science,
Mathematics, and Technology, ED 200

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Examples

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Step 1: Make Folder on Desktop

- Close all programs and move to the Desktop.
- Right Click and select New Folder
- Give the folder a name using the following format
 - GrimProjectFolder
 - GrimWebPage
 - GrimThematicUnit
 - GrimWeatherProject
- Notice that each example has a name with zero spaces. This is very important.
- Plan to save all documents you have or create inside this single file. It makes life much easier in the long run.

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Step 2: Prepare a new file

- Plan to create the first file using Netscape Composer 7.0 or above. This first file is considered to be the “home page.” Typically the program looks for this home page as the first file in any set. The name of the file you will create (and that the program seeks) is *index*. Allow the program to put any web extensions on it for you so that you do not plan to lose files.

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Step 3: Open new file

- Open Netscape Composer
 - Some forms of the program open Netscape in the Navigator setting. If this happens, go to window and select Composer.
- Open New File In Composer
- Hit Return a few times (to help out in creating the file. You can delete them later.)
- Type in a working title and hit return in a few more times.
- At the bottom of the page, type: *return to home* or *return to index*, and/or type: *click here* or *next page*, etc.

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Step 4: Inserting a Table

- Most information should be placed into tables or at least hidden tables. It helps keep the format correctly aligned. Hidden tables replace the need for tabs. Tabbing only creates havoc in the long run.
- Go back to one of those extra spaces and click insert, table, insert table.
- Select some column and row parameters such as 10 rows, 2 columns, 100% width, and 1 pixel width. You can always add/delete a row or column later. To have a hidden table you would change the pixel width to 0. To be thicker, make it a larger number such as 4.
- Highlight the first column. Select table properties. You will see two tabs, table and cells. Click on cells. Change the width option from pixels to % of table. I typically use a value between 25 and 50% depending on what I want to do. This can be changed later.
- Highlight the first row. Select table, join selected cells. Click on center button and bold button. Type in title. Adjust format as desired similar to Office programs.
- Type and format as you want.
- To add a row or column—click in the desired location and select table, insert, and whatever option you want.

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Step 5: Insert Picture

- Be sure to have the image in the folder first.
- Select insert, image, choose file, ok.
- You want to make sure that the location does not have any file information in the name. For example location: A://folder/picture.jpg should be only picture.jpg
- Be sure to make the picture (and all attached files “relative to the location of the file on which you are working.) Sometimes hitting advanced options. Clicking in a box or two and hitting ok without changing anything make this hidden box appear and be checked.

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Step 6: Save index file

- You need to go ahead and save the working index file so that you can link to other documents, etc. You can always change it in Composer, resave and view/browse in Navigator at any time.
- Hit save.
- You will be asked for a page title. This title name is really the name that appears when the file is printed in the header. Type whatever makes sense—index, homepage, weather unit, start page—and click ok.
- Then you are asked for the name of the file. Select your folder on the desktop. Type in *index* and click ok. Let the program put the extension on the file for you.
- If you want to see what you've typed hit browser.
- To return to the index page or to start a new file go through window.
- When in doubt, save everything and open Netscape fresh from the start.

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Step 7: Word to Web Conversions

- Open your file in word.
- Go to the end of the file and type return to home and/or click here to move to next page or file, etc.
- Save the file in your working folder.
- Save As the file as a web page. Let the program put on the extensions for you.
- To save hassle in the long run. Both files should be in the same folder.

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Step 8: PowerPoint to Web Conversions

- Open your file in PowerPoint. Go to the end of the file and type return to home and/or click here to move to next page or file, etc.
- Save the file in your working folder. No spaces.
- Save As the file as a web page. Let the program put on the extensions for you.
 - Find the folder you want to save in. To save hassle in the long run. Both files should be in the same folder.
 - Click on publish. It will ask—publish as what? Select all pages, unselect web notes, select all browsers, select open in browser (at bottom), and then click on web options.
 - Web Options-General: slide navigation controls, browser colors; Picture: screen size 1024x768. These can be adjusted.
 - Click ok. Click publish. Close the file.
- Please remember that you will see a web file with the original name and a new folder with the same name. The folder holds all support documents. When you link the index page to this presentation you will want to link to the single web page. It is acting as an index page for the presentation. Always keep the originals in the same folder.

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Step 9 Linking Files

- This is a circular process for linking files. You always want to think about where you are linking to.....
- Start with the index page.
 - Highlight the word(s) that are to be linked (such as Assignment 1).
 - Click on link. You will see a box with options. Click on choose options to select the New-to-be-linked page (Assignment 1). Select it.
 - View the options box to see if the Relative to URL box is checked or appears at all. If not checked or missing—click on advanced edit. Then click on the text under value. Below that is a text box that will have the file name on it. Be sure to delete all characters in front of the file name. (This is assuming that your file is in your folder.) When you click on okay—the relative to URL box should now be checked. Click ok.
- Continue with the New-to-be-linked page. Highlight the return words. Repeat the process to return the circle. (Find and link to index.)
- Save everything, view, and check you work.

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Step 10: Hyperlinking

- Highlight the text or picture you want linked to the internet.
- Select insert link (or hyperlink depending on version of Composer).
- Type in address (or paste from internet search on different window).
- Click ok.

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Step 11: Start Your Engines

- Projects such as this are always in flux. That is okay. Keep adjusting and saving and viewing over and over again.
- Remember:
 - creating/changing a file happens in Composer
 - Viewing/Browsing happens in Navigator.
- Attach the file onto your faculty webpage, blackboard site, livetext, or other supportive web-courseware.
- Encourage your students to submit projects to you via their personal CSU website. It is a neat way to integrate technology, fun, and learning together.

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