



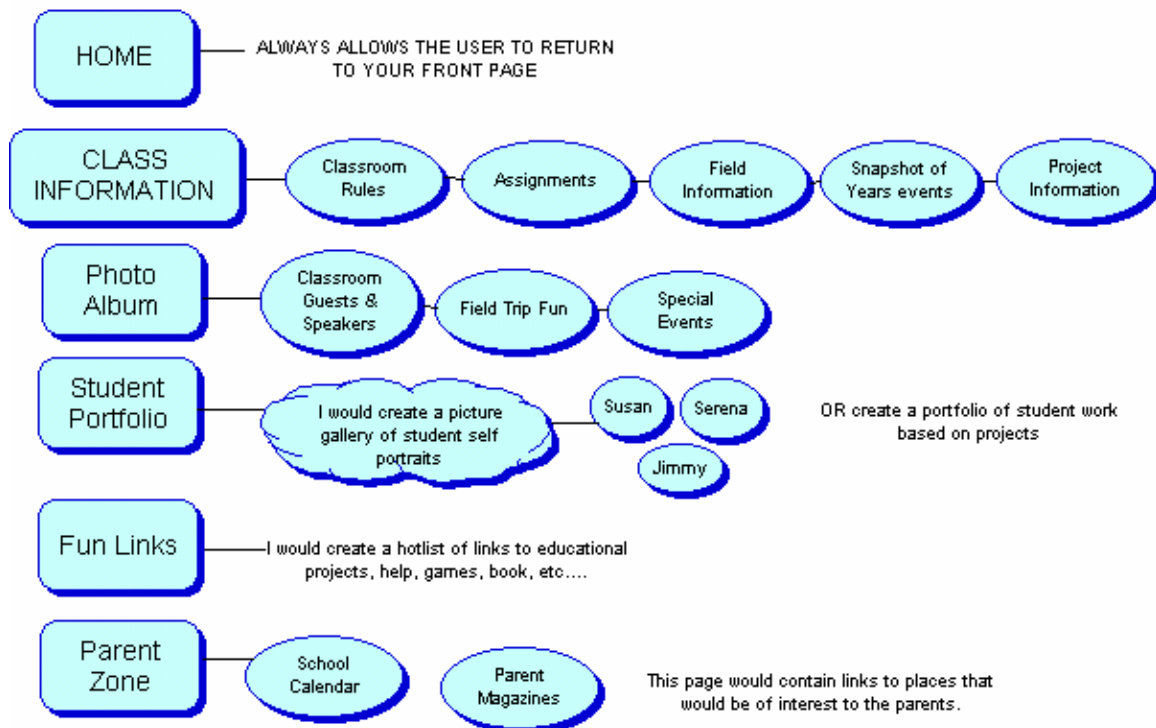
# STEP #1

## Defining Your Audience & Content

### Questions:

1. Is the information you are posting relevant and to WHOM?
2. How hard is it to gather the content (time, skill, equipment)?
3. What will you need to update and how often?
4. How can a parent help with some of the work?

### My Class Room Banner



# STEP #2

# SETTING UP YOUR LAYOUT



- Questions:**
1. Is every page 3 clicks away?
  2. Is it easy to navigate from one spot to another?
  3. Does it follow District Provided Guidelines?

Option #1

Classroom Banner	
Home Class Student Work Fun Links Parents Zone	THIS WOULD BE YOUR TEMPLATE FOR ALL YOUR PAGES  THIS SPACE IS WHERE ALL THE INFORMATION WOULD GO
Teachers Name Poway Unified (Link) School Site Address Phone Email Credits	

Option #2

Classroom Banner				
Home	Class Infor	Sudent Work	Fun Links	Parent Zone
THIS WOULD BE YOUR TEMPLATE FOR ALL YOUR PAGES  THIS SPACE IS WHERE ALL THE INFORMATION WOULD GO				
Teachers Name Poway Unified (Link) School Site Address Phone Email Credits				

Option #3

Classroom Banner

Design Your OWN

Teachers Name  
Poway Unified (Link)  
School Site  
Address  
Phone  
Email  
Credits

# STEP #3

## ADD COLOR AND GRAPHICS

### Questions:

1. Does the color take away or add to your design (Remember the color blind population)
2. Where did you get your graphics from?
3. Are they copyright protected? (read the small print)
4. Did you give credit to the graphic designers?
5. Are the graphics JPEG or GIFF?
6. Do the graphics support the theme or tone of you site?

## Graphic Tools

### Photo Imaging Software

Photoshop  
Photodraw

### Photo equipment

Scanner  
Digital Camera

### Free Graphic Sites

- <http://www.backflip.com/members/LFoote>
- [www.animfactory.com](http://www.animfactory.com)
- On and On and On

# STEP #4



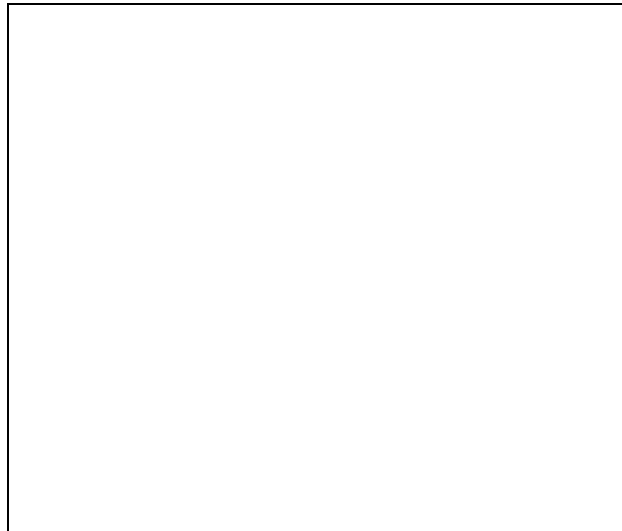
## Time to Start Construction

### ACTIONS:

1. Define 5 to 7 navigational links.

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2. Define the layout and draw a rough picture.



3. Convert you layout into a table structure
4. Gather graphics to support EntryPoint Page (you do not have to use a different graphic for every button)
  - a. Look at what other people have done  
<http://www.powayusd.com/webresources>
  - b. Look for graphics on free sites
  - c. [www.backflip.com/members/LFoote](http://www.backflip.com/members/LFoote) (join if you have not)
5. Launch Frontpage and begin to build
  - a. Create the table (remember 600 pixels wide)
  - b. Create your banner
  - c. Add your navigational buttons and graphics
  - d. Add your color or background
  - e. Add your personal/school information at the bottom
  - f. Convert you navigational buttons into links
  - g. **MAKE SURE THIS PAGE IS PERFECT** ~ JUST LIKE YOU WANT IT
  - h. Duplicate this page using "File Save As" When you rename your default page, make sure you are using the same name you used when your created your links.
  - i. Begin to add your content to your duplicated pages

