

Handout #8

Class Management System (CMS) pages

1. Go to your **File Manager** in Internet Explorer.
2. Hit **ctrl-N** to open a new browser window, and click on the link to **your home page** so that you now have two Web page windows open—one on your **File Manager** and the other on your **Home Page**.
3. Open **FrontPage** and, in *FrontPage*, **open** the dummy **cms.htm** file which you have saved on your disk.
4. Click to position the cursor **between** the **two horizontal lines** in the **cms.htm** file.
5. Now update your **cms.htm** page with the following text, **NOT INCLUDING** the hyperlinks between the brackets (*don't type the http://... URLs—they're there to help you do Step 6 correctly*):



6. Make each bulleted item a **hotlink** to a new web page (for example, <http://www.geocities.com/loginname/studentannouncements.htm>--see above for the others, noting that **the calendar page is different**).
7. Add your email address, as indicated, and **save** this **cms.htm** again.
8. In **FrontPage**, use the **template.htm** again to create a dummy page for each of the **4** new pages in the bulleted list above (**studentannouncements.htm**, **parentannouncements.htm**, **assignments.htm**, **cmslinks.htm**—**NOT** including the Calendar page).
9. Put a **statement** in each new page about what will be going on that page (**Announcement for Students**, for example), and, as you **Save** each page **As...**, be sure to hit the **Change Title** button and type a title such as **Announcement for Students** for the page title, then hit **Save**.
10. In your **File Manager**, **after** you've **saved** them, upload **all 5** of the files you've just edited or created (that's **cms.htm**, **studentannouncements.htm**, **parentannouncements.htm**, **assignments.htm**, **cmslinks.htm**).

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11. For the **cmslinks.htm** page, complete it in the same way you did the **links.htm** page (**handout #6**), except that for this **cmslinks.htm** page you may only have links to **quality Education-related websites**.
12. **Save** the file again when you're done and upload it to your **File Manager**, as usual.
13. Go to your **home page** in IE and check that everything works as it should.

Completing the pages of your CMS website

11. Go to your **Yahoo! mail account** and click on the **Calendar tab** to set up the **calendar feature** for your CMS home page. Check out all the options (**Check Options** button in top right corner) and customize it to your personal taste.

Here's a checklist for you to help you check out the Yahoo! Calendar features:

- ◆ Colors (your choice from the menu at left)
- ◆ General Preferences
 - i. Default View
 - ii. Time Intervals
 - iii. Starting Day
 - iv. Week Begins on (Month View is perhaps best here, but your choice again)
 - v. Working Hours
- ◆ Photos (your choice)
- ◆ Sharing
 - i. Set this so that **Anyone can view (but not edit)**
- ◆ Holidays (Choose US *and* Canada so you get religious holidays, too)
- ◆ Weather

12. Save the changes you made to the Options.
13. Now check out how to add entries into the cells of the calendar (by clicking in the actual calendar on the **number** of the date in the box for each day of the month). Take some time to familiarize yourself with this neat tool.
14. Feel free to add anything else to your CMS that you think will add value to your work with your students. **FINALLY: Test every link everywhere**, make sure it **ALL** works the way it should.