

FrontPage Staff Development Design Project: Implementation Plan

A. Description of sample participants to be used for implementation

The participants used to pilot the Instructional Materials will come from all three of the target populations represented in the Design Document. The first group will be the teachers who have knowledge of FrontPage and use it on a semi-regular basis. They are the teachers who are at the workshop more for work time, than for instruction. The second group will be the teachers who have used FrontPage once or twice, but would like more instruction. The third group will be made up of teachers who have never used FrontPage and who need background as well as instruction.

Specifically, the teachers who are piloting the Instructional Materials fit into the above groups as follows:

- 1) John is the school's website designer, an expert. He fits into the first group of teachers who have knowledge of FrontPage and use it on a semi-regular basis. John has a very good understanding of FrontPage since he uses it monthly to create the school website. He is interested in using the workshop for more time to work on his own classroom website. He is also going to assist with the workshop as needed.
- 2) Sarah is a math teacher who uses her classroom website to post assignments and to put fun, educational links out for student use. Sarah has most of her curriculum already planned out, so she does not access her website for updates very often. She went to last year's workshop, but does not have a very good grasp on all of the ins and outs of FrontPage. Sarah would be considered in group two and she would be in the middle on her level of FrontPage use/understanding.
- 3) Judy is Language Arts teacher who has never used FrontPage. Even though Judy will be retiring in about five years, she would like to learn how to use FrontPage to create a classroom website. She is mainly interested in creating a website that has links to book chats and information for research. Judy would be in group three and she is a novice.

B. Description of the process to be used to implement the instruction

The pilot test will be delivered in the workshop leader's classroom. It has less computers than the room where the actual workshop will be held, but it has the same type of computers and there is a SmartBoard in the room for the leader and participants to use. The pilot will occur during an hour of teacher planning time.

Once the piloting group arrives, the leader will give a short introduction to the pilot and what she hopes to accomplish. After the introduction the leader will run through the pilot in a similar fashion to the true workshop, following the design document steps. The leader will provide each person with the materials that can be found in the appendix and then ask for feedback in an informal conversation. If the participants have further suggestions, they may email the leader.

C. Description of Instructional Materials (please see appendix for all documents)

Computer – each teacher involved in the workshop will need a computer with Internet access, so that they may create and work on their websites through FrontPage.

Opening a FrontPage sub web: FrontPage 2000 – this document gives the directions for opening a FrontPage sub web on the district server. Each of the first time users will need these directions because they show the teacher how to open their newly created subweb.

Opening a FrontPage sub web after the first time – learners in groups two and three will need these directions in order to open their subwebs. The workshop leader will give these instructions to all learners, so that learners in group one will have a copy for their records and so that groups two and three can begin using their subwebs on their teacher computers in their classrooms.

Creating a new page – this document describes how to open a new page and start working. This will mainly be relevant to learners in groups two and three.

Save As Title File Name – learners in groups two and three will be interested in this document because they will need to know how to save their files.

Creating a Hyperlink – all groups will have this document to show how to create a hyperlink.

Tables – this document shows more advanced learners and new learners who want to use this method of website development how to create and add tables. This document also discusses how to add to tables as the page develops.

Inserting Clipart – each group may be interested in learning how to insert clipart and this document can assist with the directions for inserting clipart.

Page Properties – this document describes how to change the page properties associated with the website. It includes directions for backgrounds, text color, hyperlink text color, and using background pictures.

D. Description of Assessment Tools and Assessment Procedures

The assessment tool that will be used is a Zoomerang survey that quickly checks learner knowledge, attitude, and continued interest for the next workshop. (Note: The following format may be adjusted a little to fit the Zoomerang survey layout.)

Questions asked in the survey include:

1. What was the most important learning aspect of this workshop?

<<text box for comments>>

2. How do you think that this workshop will help you in your classroom? (Please list specific examples.)

<<text box for comments>>

3. How difficult did you find learning about FrontPage?

_____ Too easy _____ About right _____ Too difficult

4. How was the vocabulary of the FrontPage workshop?

_____ Too easy _____ About right _____ Too difficult

5. How was the length of the FrontPage workshop?

_____ Too long _____ About right _____ Too short

6. How were the directions in the instructional materials?

_____ Confusing _____ About right _____ Very clear

7. What did you think about the examples used in the workshop?

_____ Confusing _____ OK _____ Very clear

_____ Too few _____ About right _____ Too many

8. Would you like to take another workshop about FrontPage and teacher websites?

_____ No _____ Maybe _____ Yes

9. Would you recommend this workshop to a friend who wanted to learn about FrontPage?

_____ No _____ Maybe _____ Yes

10. Do you think you could explain FrontPage to a friend after this workshop?

_____ No _____ Maybe _____ Yes

E. Media Analysis

The media that will be used during the instructional session will be an example website with a flashy introduction page, an agenda page, a links page for helpful sites, and a final quiz page. The introduction page will be flashy in order to help motivate the learners to create interesting websites. The introduction page will show the purpose of the workshop, the objectives for the workshop (the Know, Understand, and Be Able To Dos), include a space for teacher additions, and will link to the other three pages. The Agenda page will hold a schedule for each of the two workshops. The links page will incorporate links to different helpful sites. Examples of helpful links include: ikeepbookmarks.com, backgroundcity.com, clipart sites, calendar sites, quiz and game making sites, etc. The final quiz page will hold a FrontPage created quiz that teachers can use on the SmartBoard to review the session materials and to test their knowledge.

F. References

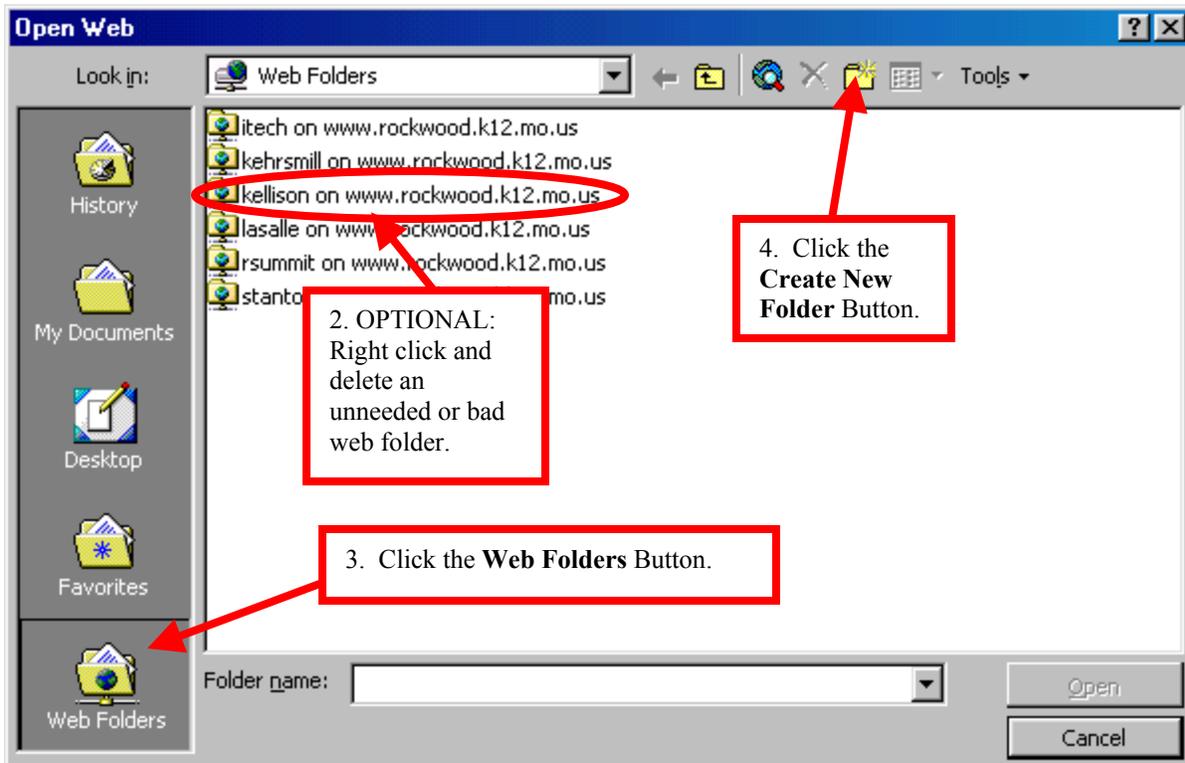
- John, Sarah, and Judy all three assisted with the creation of this portfolio. They were there to start the design project and all three have helped with giving feedback on each part of the process.
- Dale Menke, the building principal, gave support and assistance with the surveys and instructional materials.
- The Rockwood RITTS program provided the main pieces of the instructional materials: <http://www.rockwood.k12.mo.us/itech/RITTS/pd4ets.htm>.

G. Appendixes

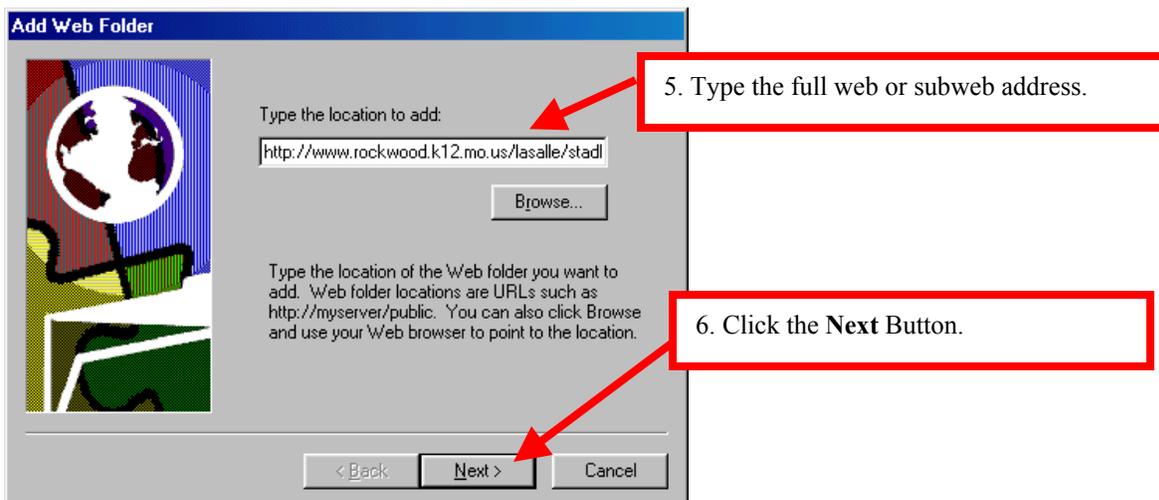
- 1) Opening a FrontPage sub web - FrontPage 2000
- 2) Opening a FrontPage sub web after the first time
- 3) Creating a new page
- 4) Save As Title File Name
- 5) Creating a Hyperlink
- 6) Tables
- 7) Inserting Clipart
- 8) Page Properties

Opening a Sub Web in FrontPage 2000

1. From the **File** menu, choose **Open Web**.
2. OPTIONAL: If you have an item in the Web Folders list that does not work correctly, you may right click on it and delete it from the list of webs. This step will be necessary if the “path” to your web or subweb has changed.
3. Click the **Web Folders** button.
4. Then, click the **Create New Folder** button.



5. A Add Web Folder Wizard will appear. In the **Type the location the add** area, enter your full subweb address.
Example: <http://www.rockwood.k12.mo.us/lasalle/oldenburg>
6. Click the **Next** button.



7. Type your **User name** and **Password**. (Notice that the Resource line has changed.)
8. Uncheck the “**Save this password in your password list**” check box.
9. Click **OK**.

Enter Network Password

Please enter your authentication information

Resource: http://www.rockwood.k12.mo.us/lasalle/stadler

User name: emckenna

Password: *****

Save this password in your password list

8. Uncheck this box for password protection.

10. Click **Finish**.

Add Web Folder

Enter the name for this Web Folder:

stadler on www.rockwood.k12.mo.us

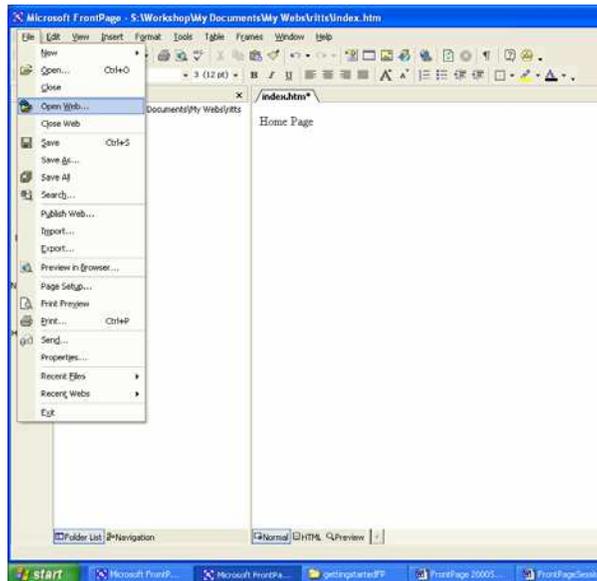
< Back Finish Cancel

11. Click **Open**.

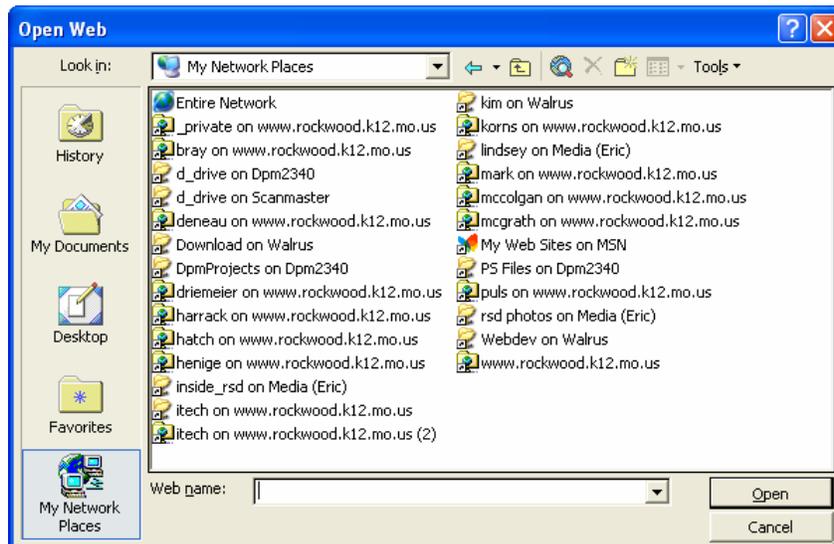
FrontPage

Opening a Sub Web (after the first time)

1. File
2. Open Web



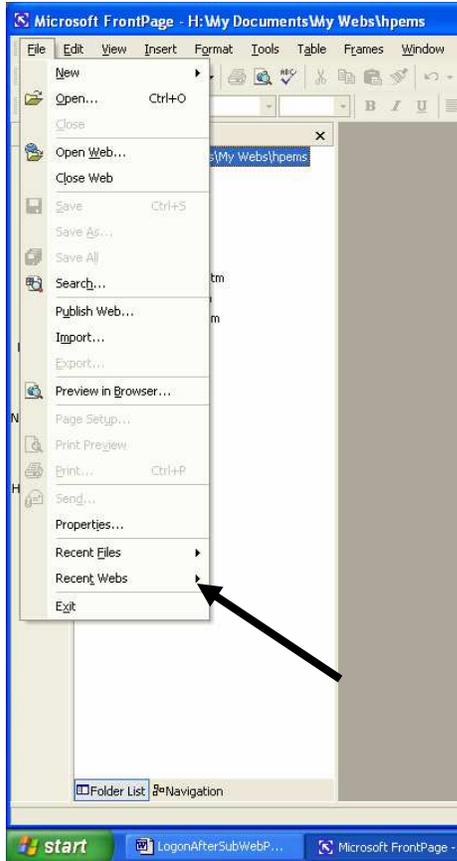
3. Click on My Network Places (or web folders in FP 2000)



4. Click on your web
5. Open
6. Type in your user name and password

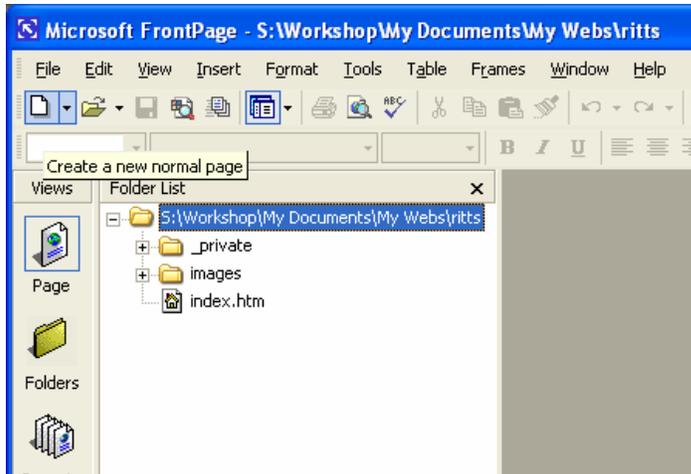
OR

1. File
2. Recent Webs

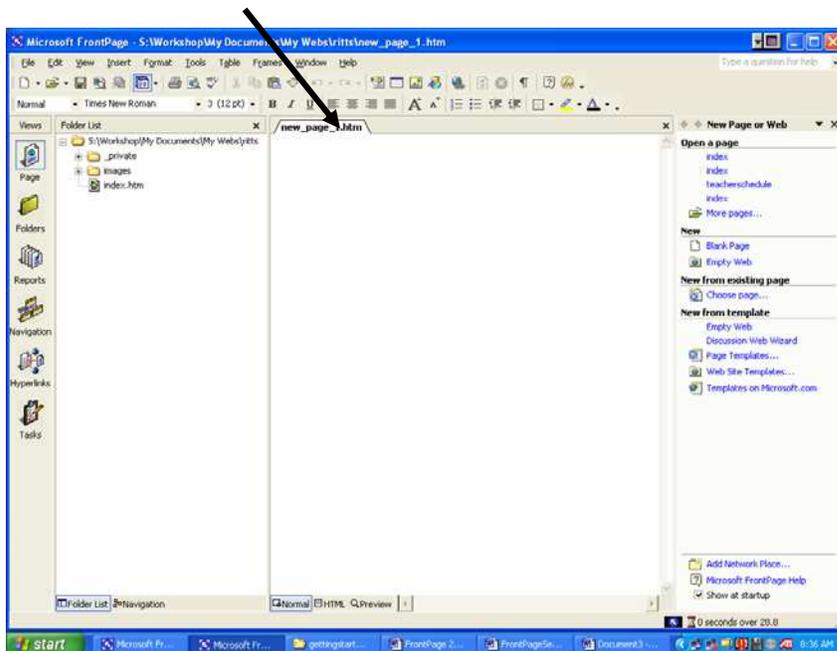


FrontPage Creating a New Page

1. Click on the white piece of paper

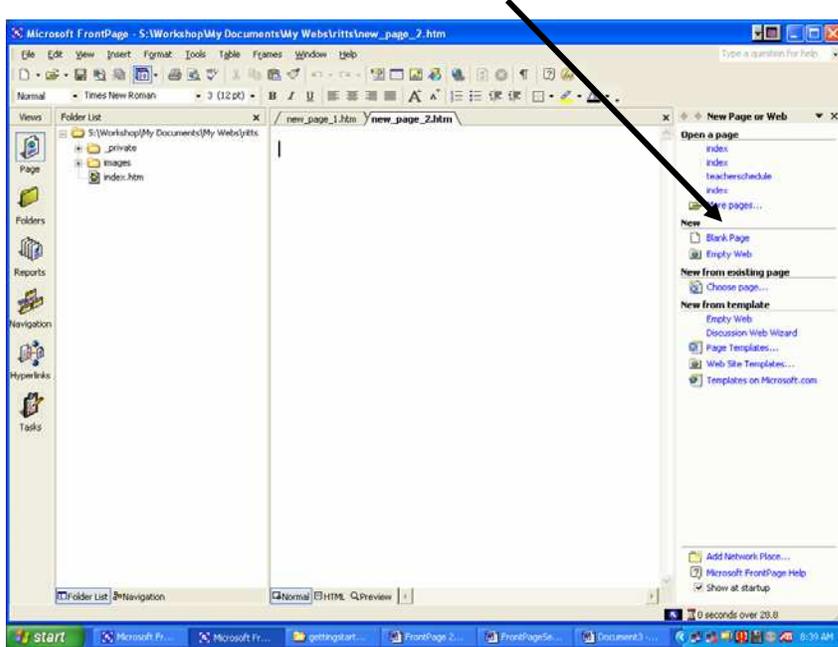


2. The page opens in the Normal Tab work area



OR

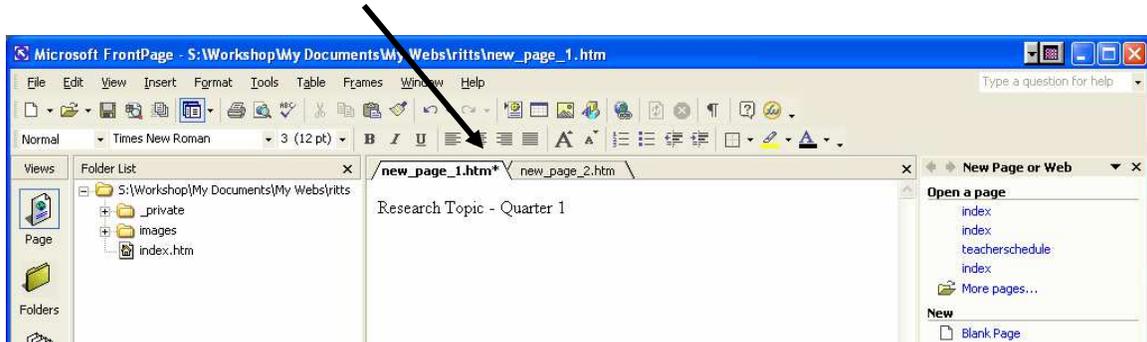
1. Click on the Blank Document in the Right Pane



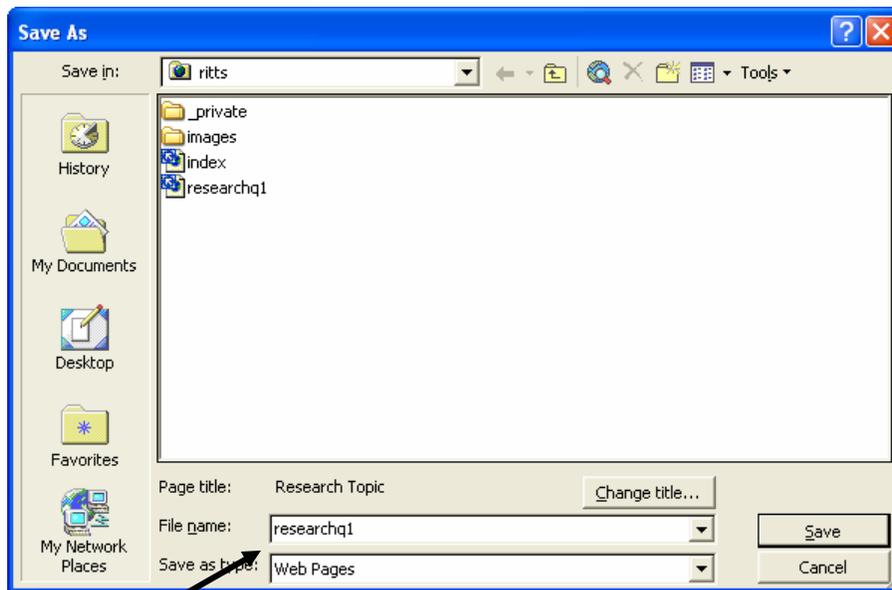
2. Notice both pages are now open in tab form

FrontPage Save As Page Title and File Name

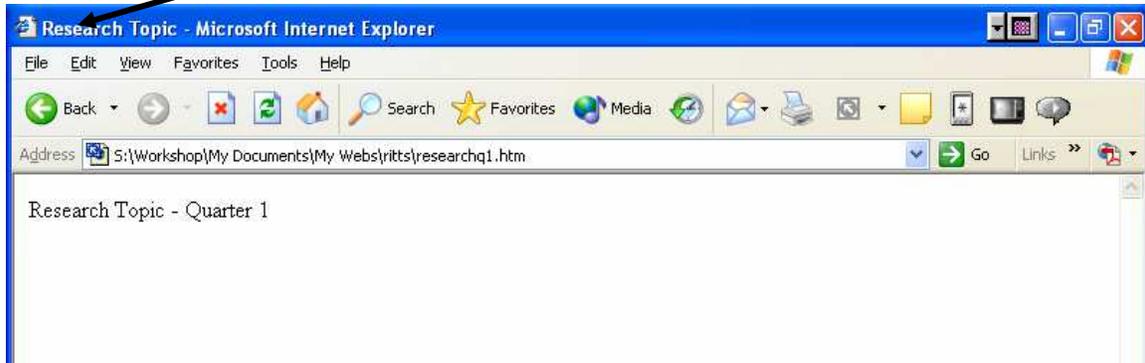
1. Type a heading on your new page
2. An asterisk appears with new_page1.htm* This means this page hasn't been saved yet.



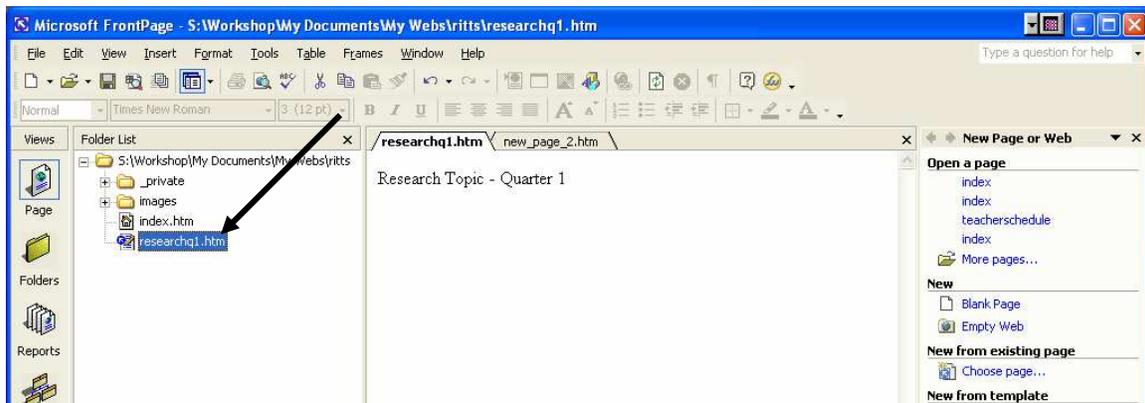
3. First time to save click on Save or Save As
4. Save As box appears
5. The File name will be part of the web address
6. The File name and Page Title do NOT need to be the same
7. Page Title could be "Research Topic" and the file name could be "researchq1"



8. The Page Title appears at the top of the page in your browser



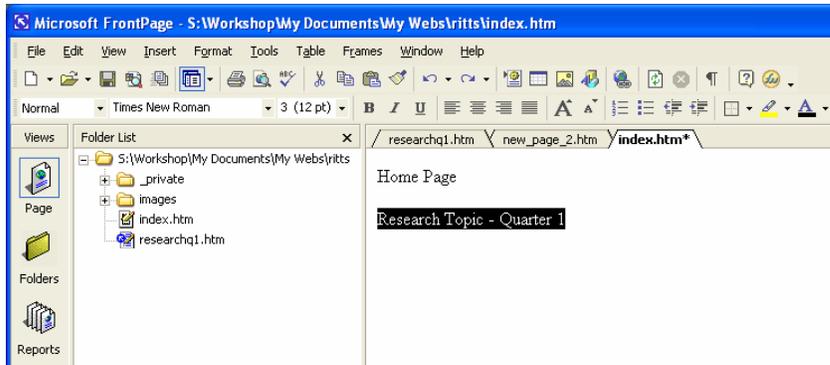
9. Now the page appears in your folder list



10. The page tab has changed to the file name and the asterisk is gone.

FrontPage Creating a Hyperlink

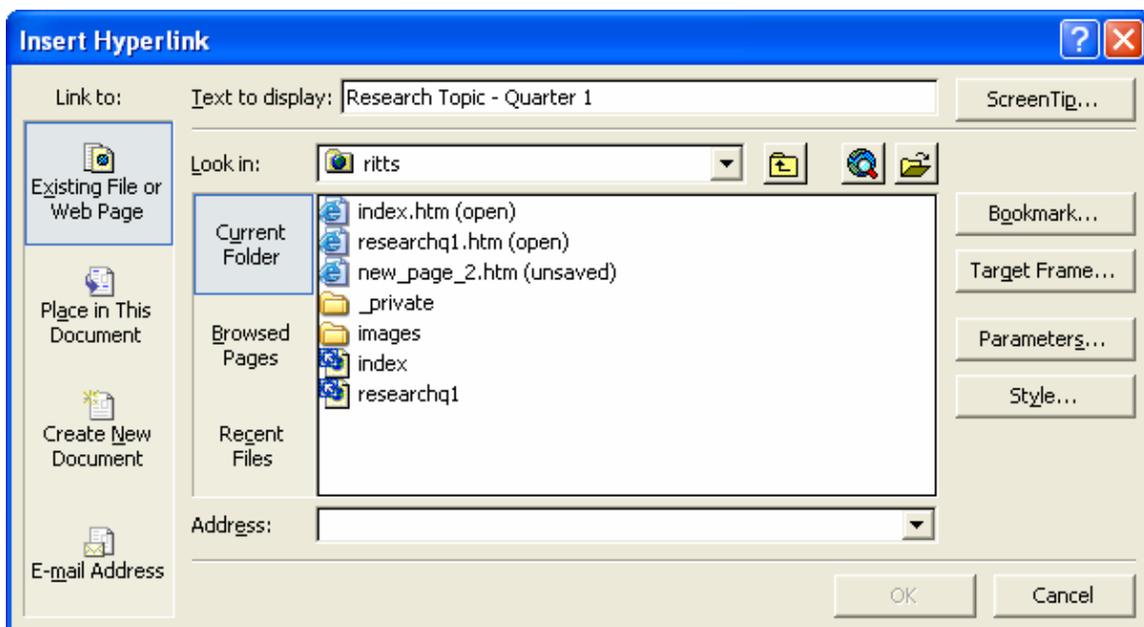
1. Highlight the word or phrase you want to be the hyperlink



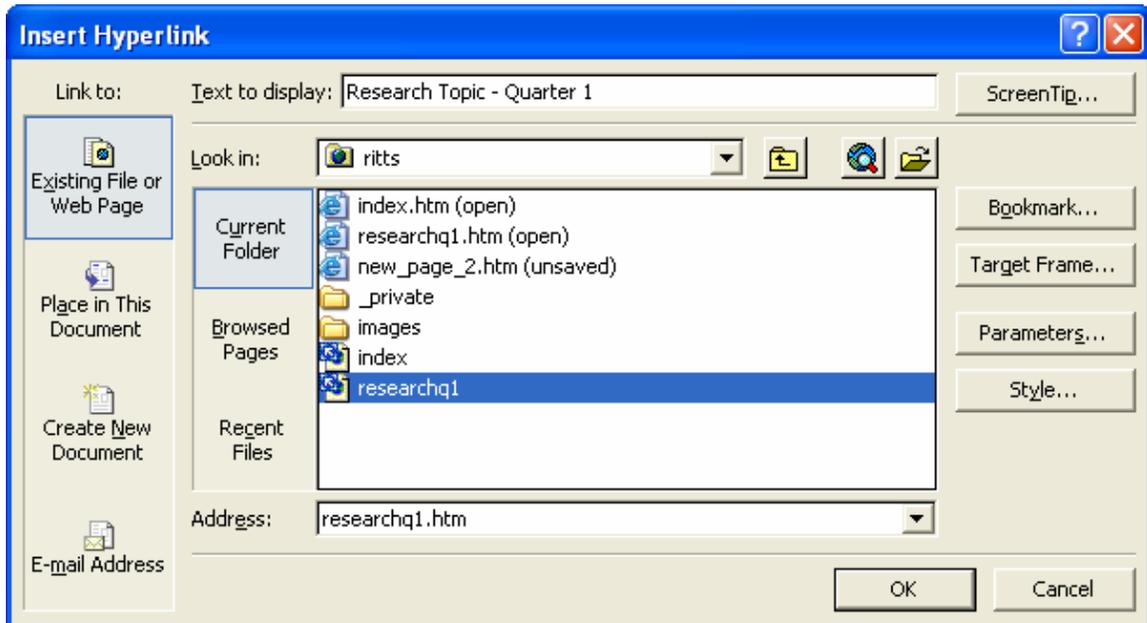
2. Click on the Insert Hyperlink button



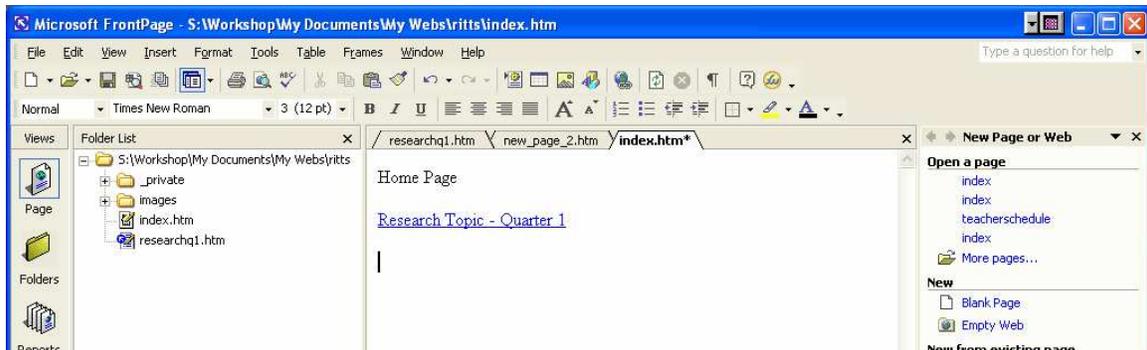
3. The Insert Hyperlink box appears
4. Select the page you want to hyperlink to
5. Notice there is an (open) page and the same page at the bottom. This just lets you know which pages are open. You may select either one.



6. The page pops into the “Address:” box



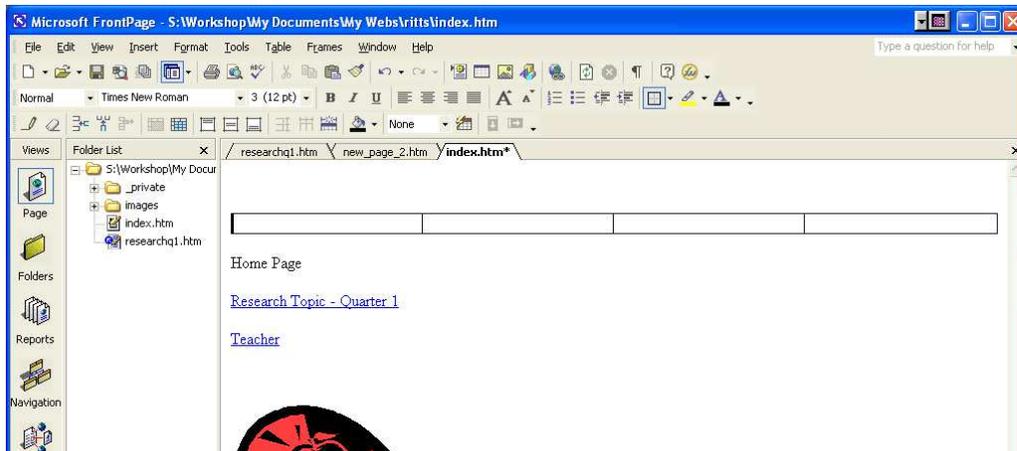
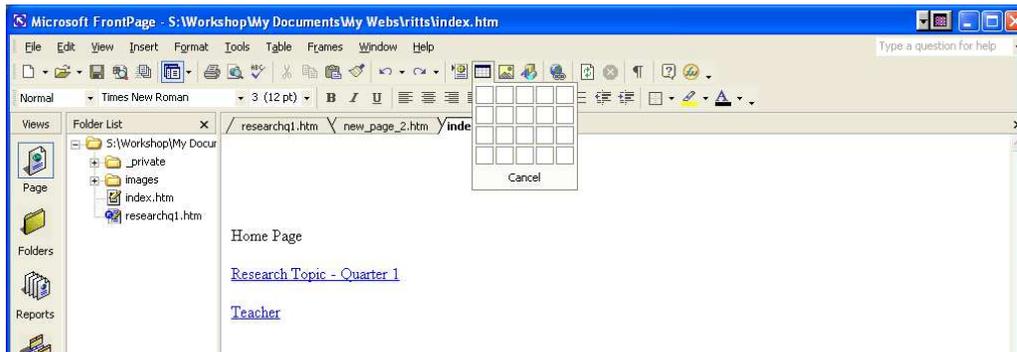
7. The selected word or phrase is underlined and blue. Indicating a hyperlink



FrontPage Tables

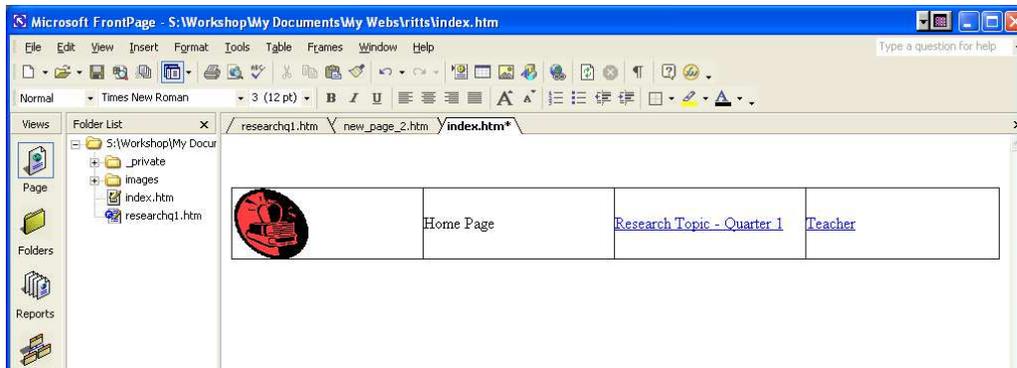


1. Click on the Insert Table button
2. Click and hold down the mouse
3. The draw a table box appears
4. Drag the number of columns and row you want then let go
5. The table pops into the page

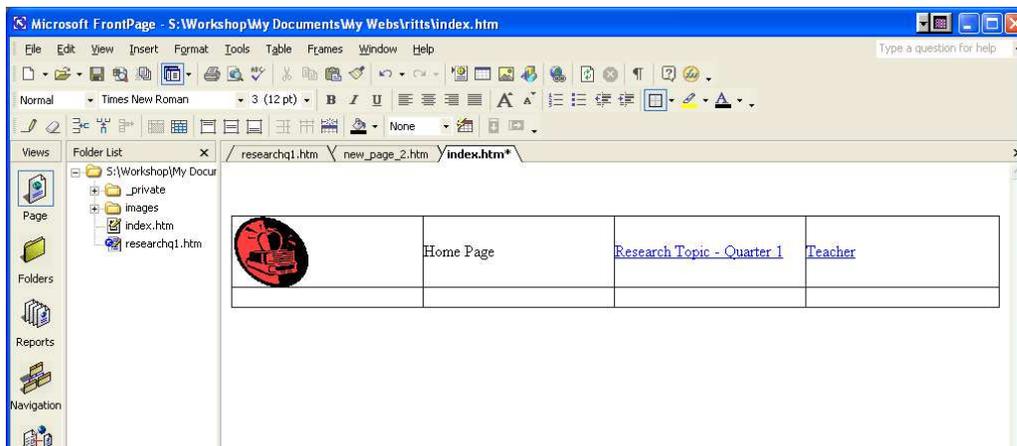


(It's always a good idea to "Enter" down one time before inserting a table.)

6. You can click and drag words into the cells or type directly into them.



7. Add more cells
8. Click in the last cell and hit the Tab key.
9. Another row appears



10. You may also center and other formatting

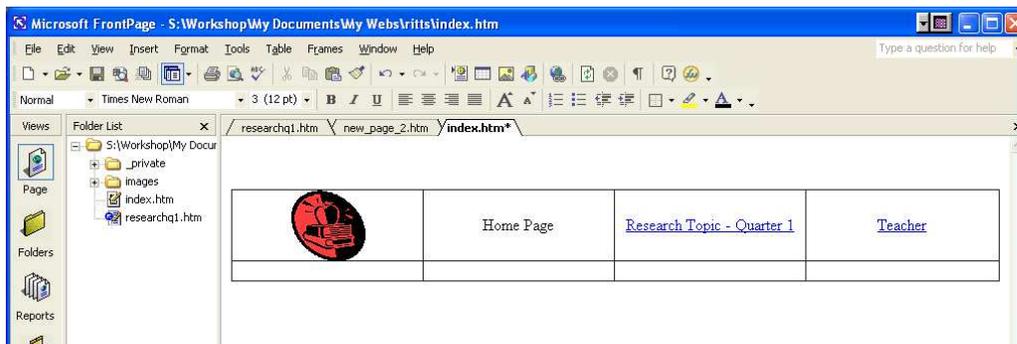
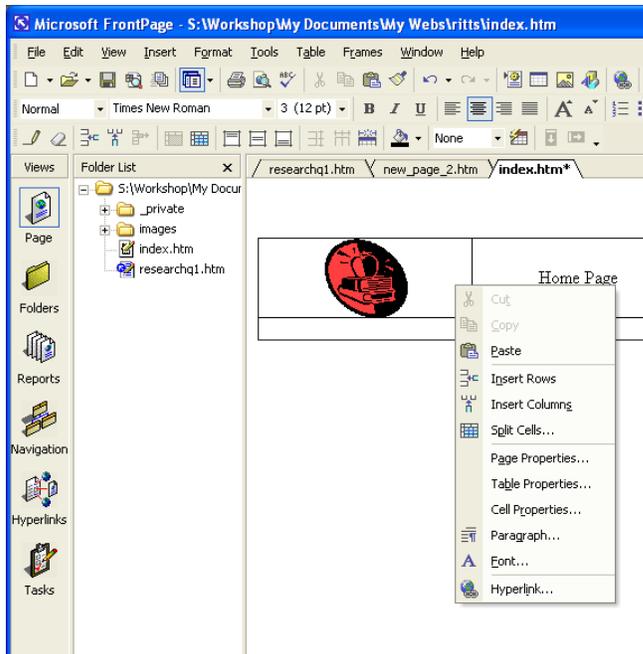


Table Properties

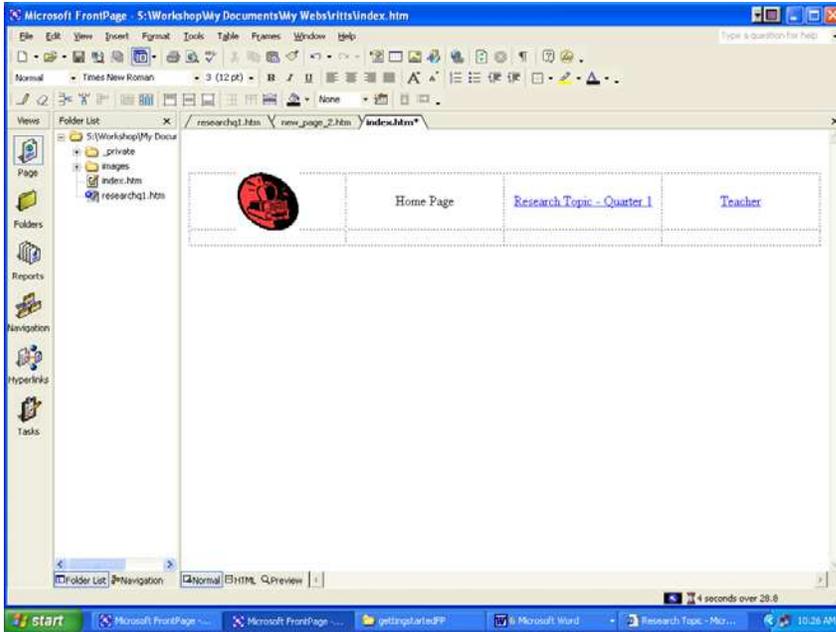
1. Right click in the table
2. Select Table Properties



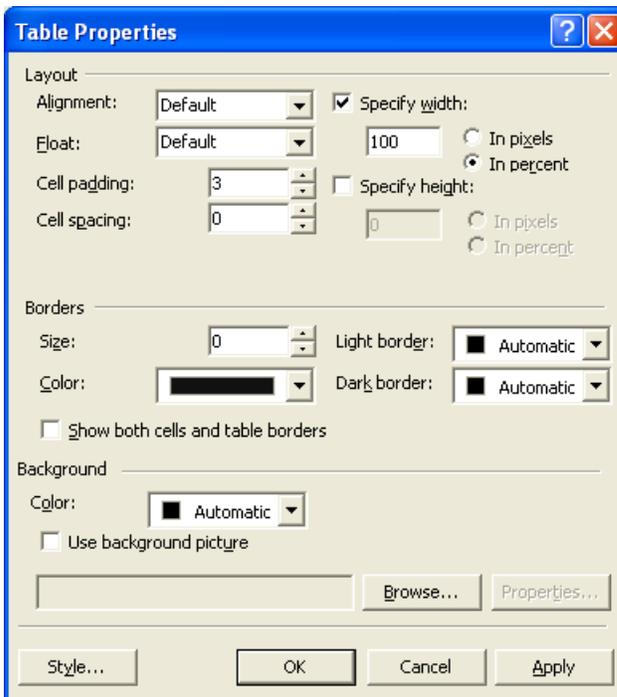
3. Borders used to be “In Style” not any more
4. Borders do have their usefulness
5. Set the border size to “0” and it disappears when viewing on the web.



In FrontPage you see a dotted line. (Normal Tab)

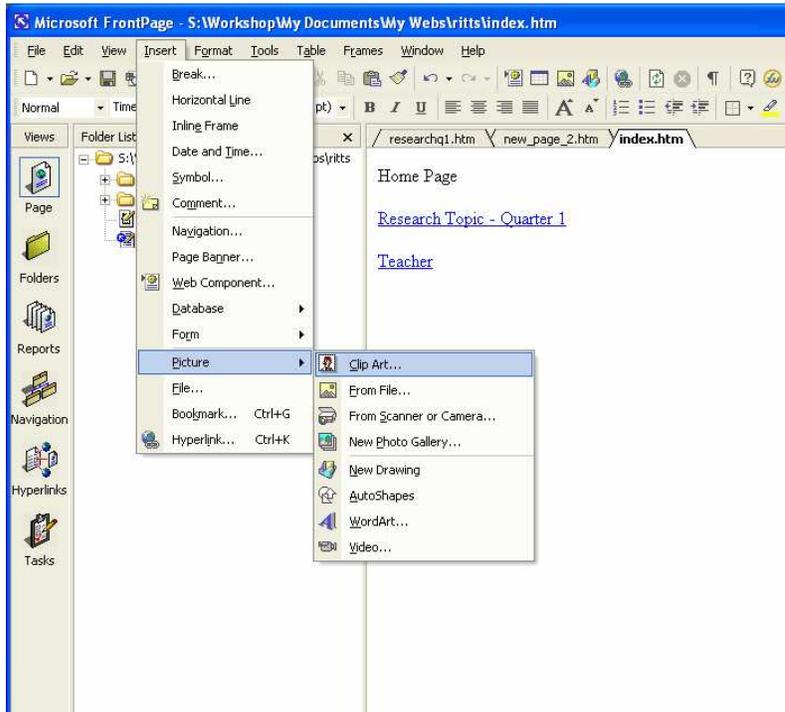


Cell padding – the space between the words and the cell wall
 Cell spacing – the space between the cells

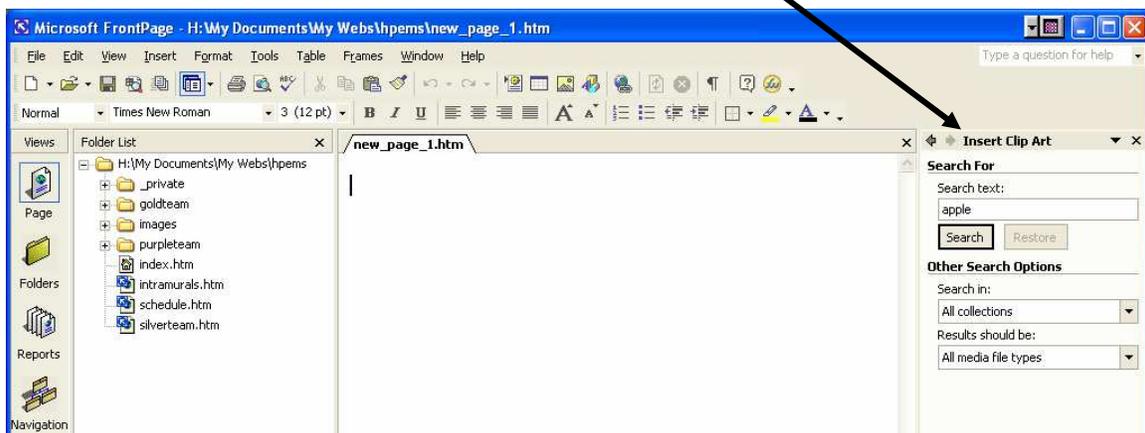


FrontPage Insert Clipart

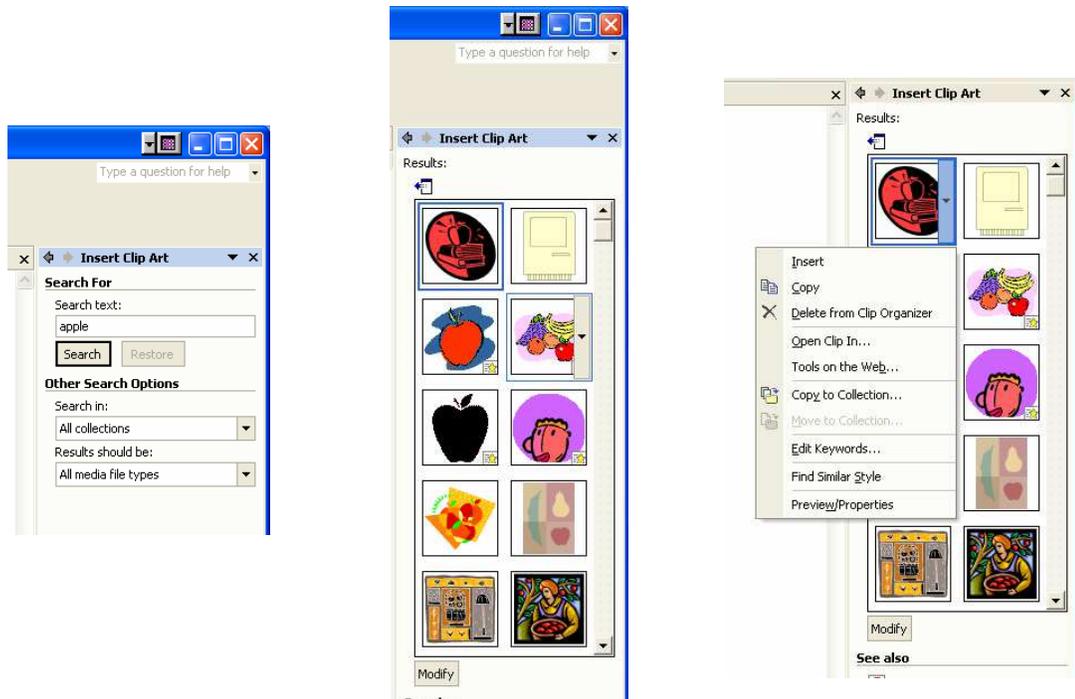
1. Click on Insert
2. Select Picture
3. Click on Clip Art



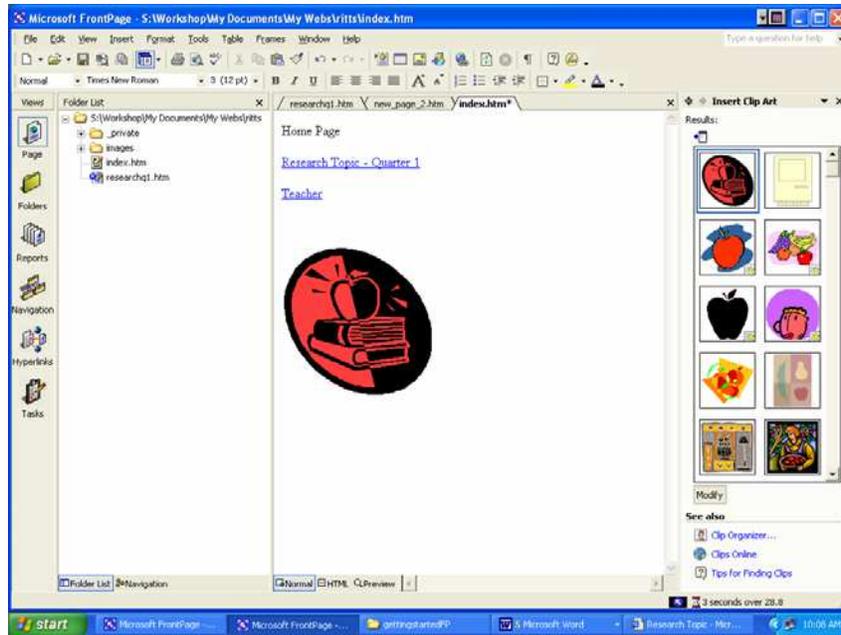
4. The insert clipart pane opens in the right column



5. Type in a search word
6. "apple"
7. click search
8. Click the drop down arrow next to the picture
9. Click Insert

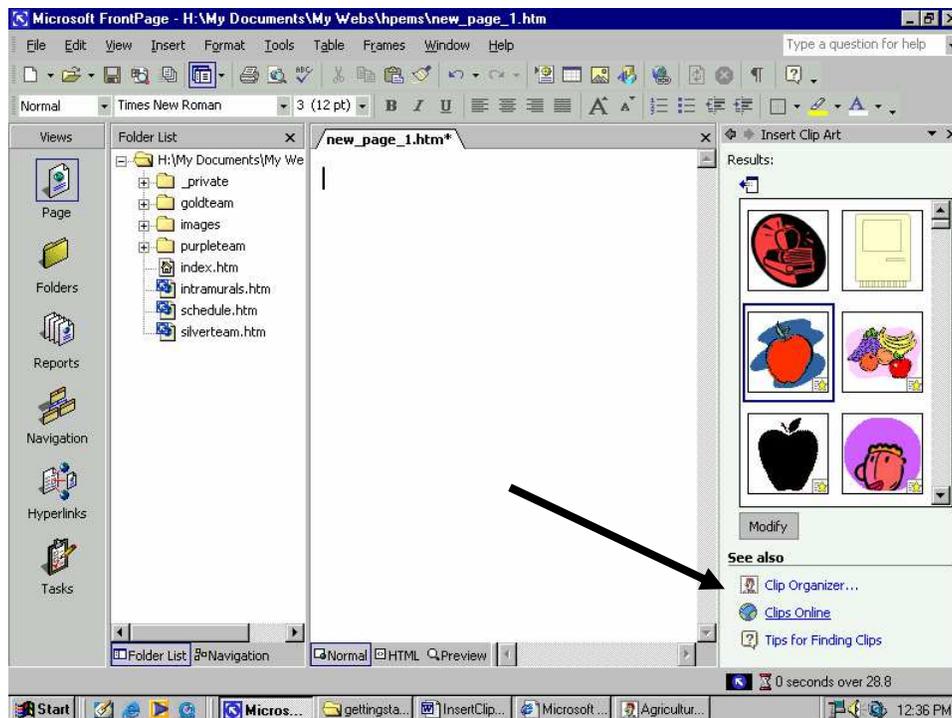


10. Clip Art appears in the web page.

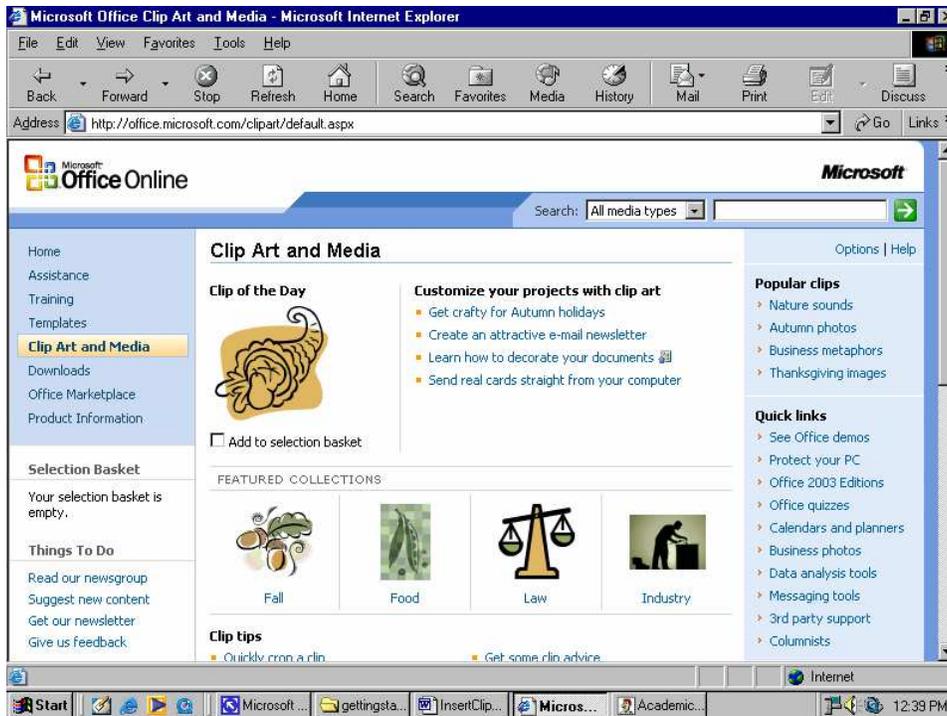


Microsoft Clipart Gallery web site
<http://office.microsoft.com/home/default.aspx>

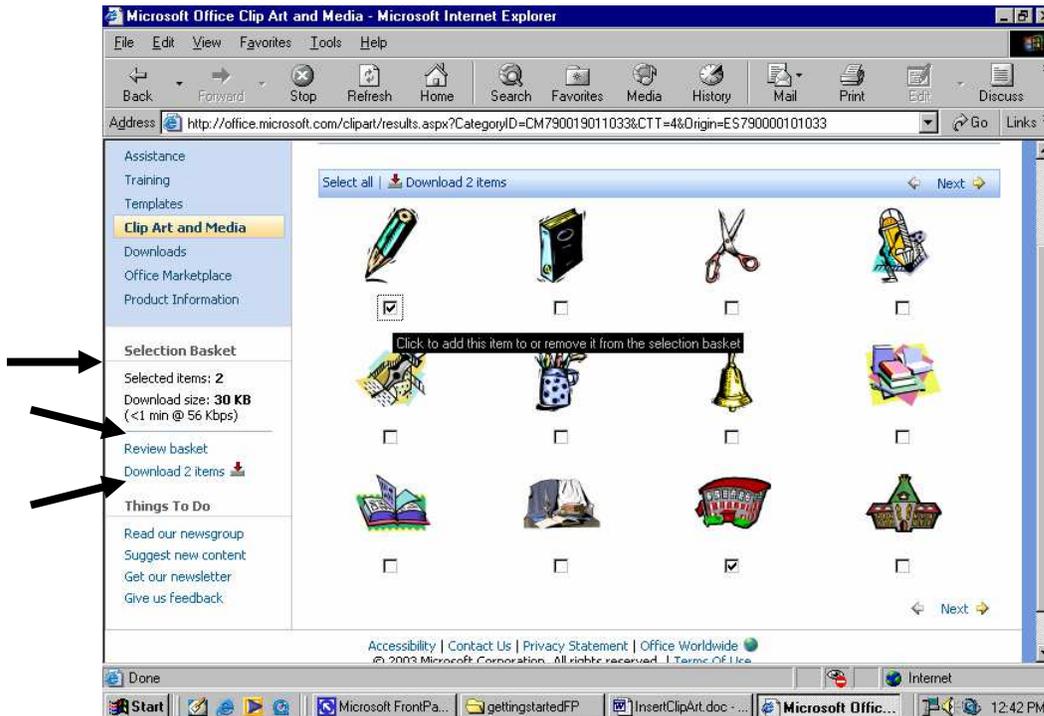
1. Click on clips online



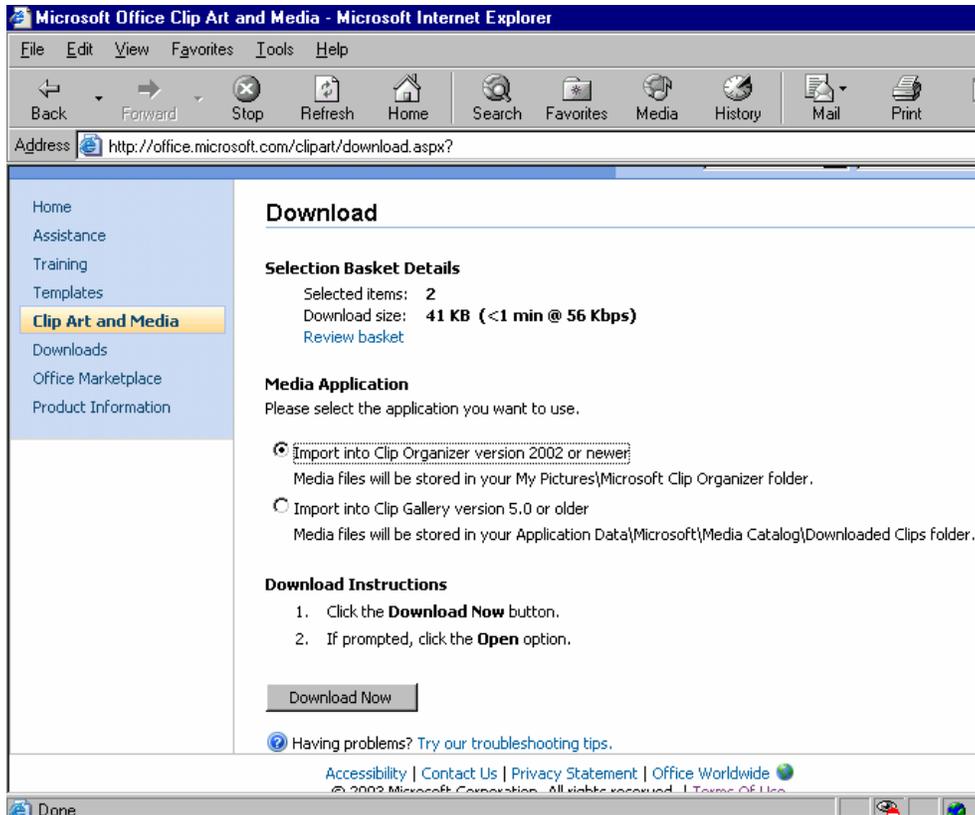
2. You'll be taken to: <http://office.microsoft.com/home/default.aspx>



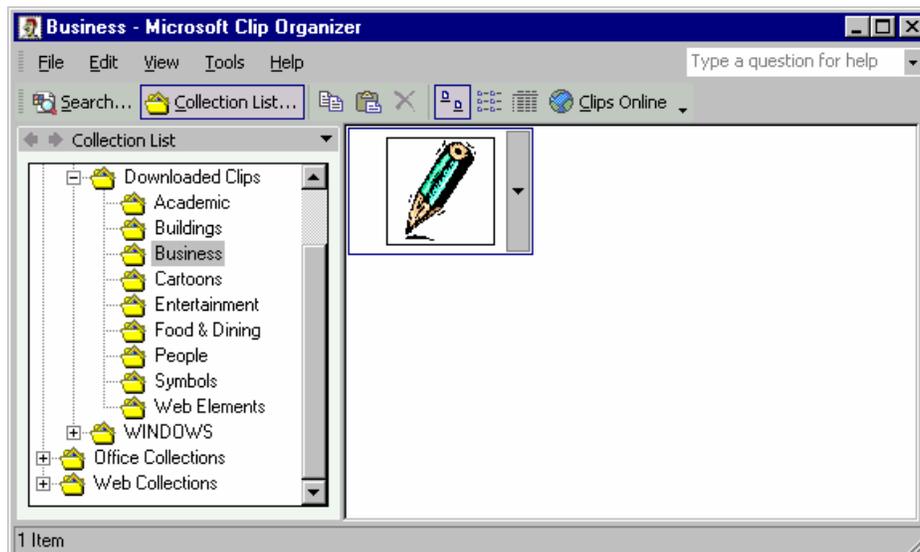
3. Check the box and it is placed in the Selection basket



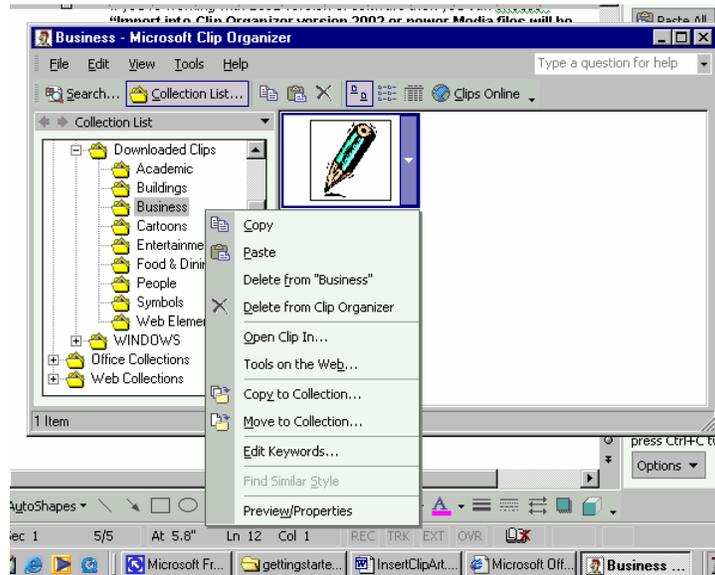
4. You may review your selections and/or download them



5. After you click download
6. Click "Accept"
7. If you're working with 2002 version of software then you can choose **"Import into Clip Organizer version 2002 or newer Media files will be stored in your My Pictures\Microsoft Clip Organizer folder."**
8. Download Now
9. The Clip Organizer opens



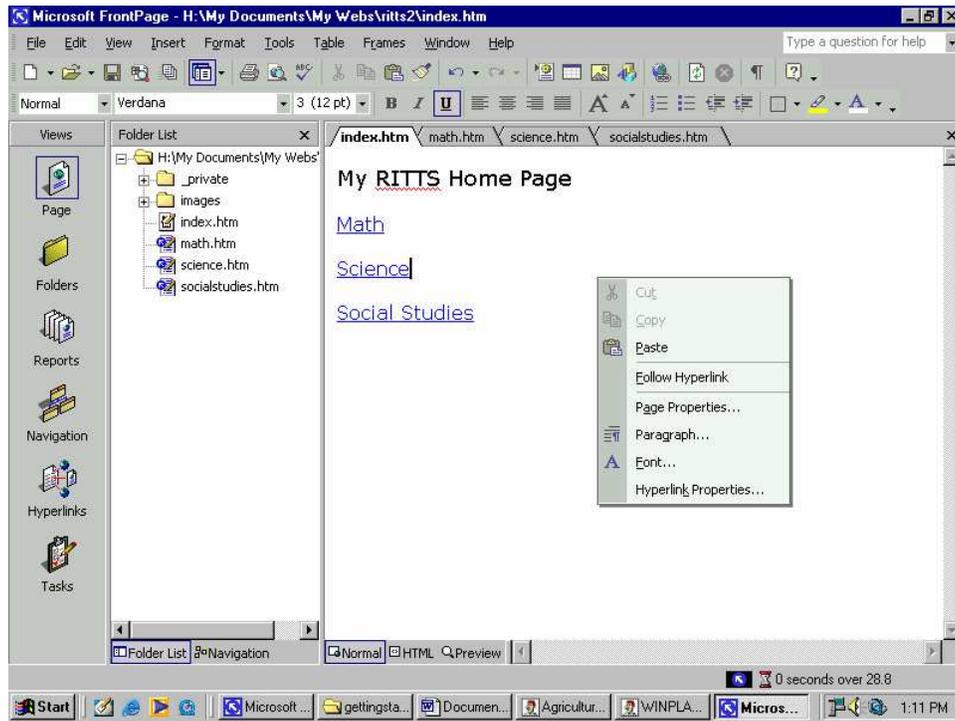
10. Copy and paste into your page



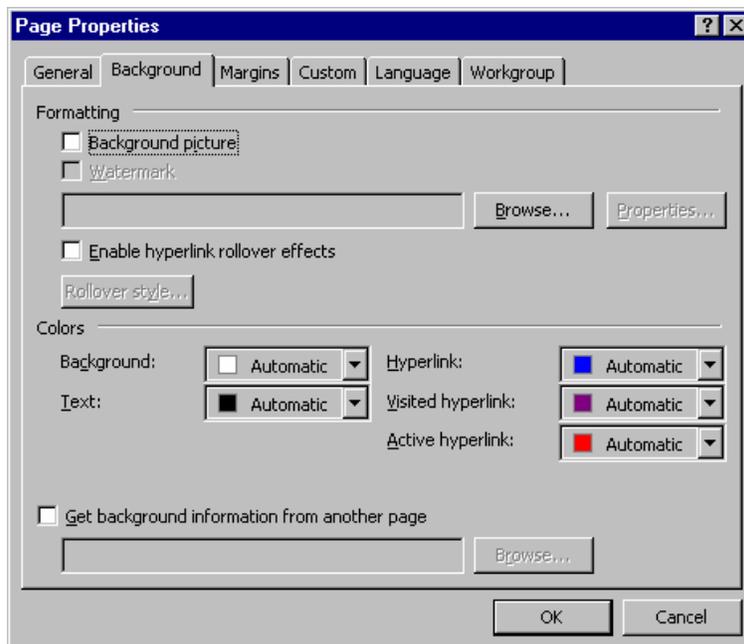
FrontPage

Page Properties – Background Tab

1. Right Click in Normal Tab
2. Select Page Properties

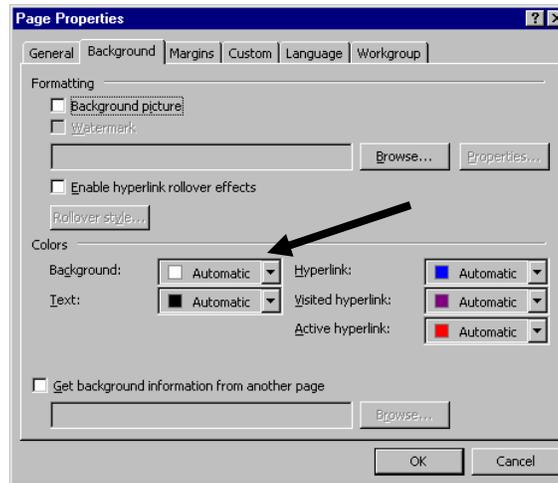


3. Select the Background Tab

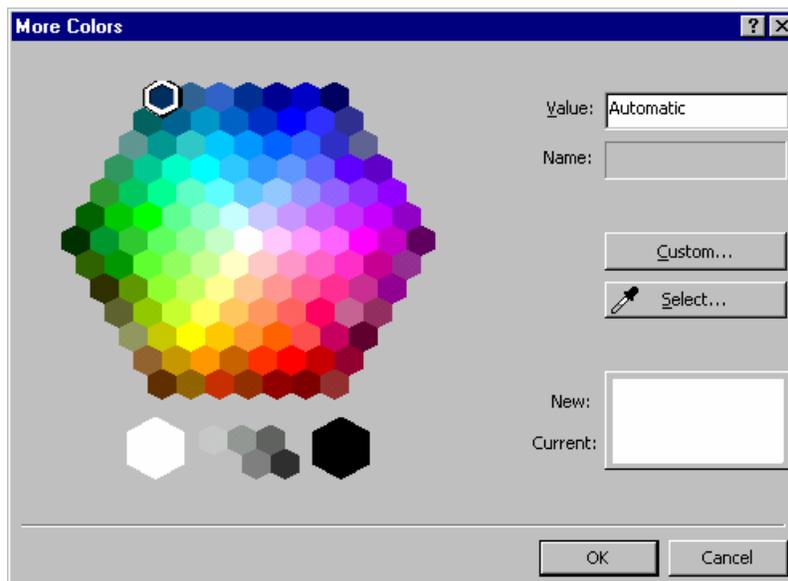
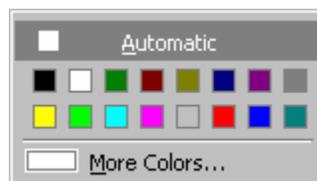


Background and Text Color

1. Click the drop-down arrow next to “Background”



2. The default color palette opens
3. To select from more colors click on “More Colors...”

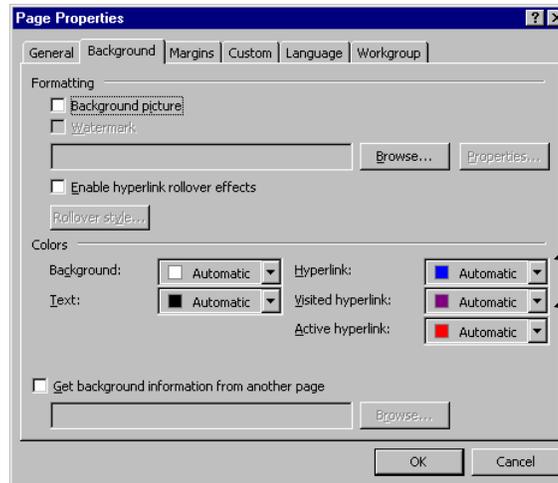


4. A white background with black text is a very clean look and easy to read
5. Keep in mind contrasting colors when making color choices

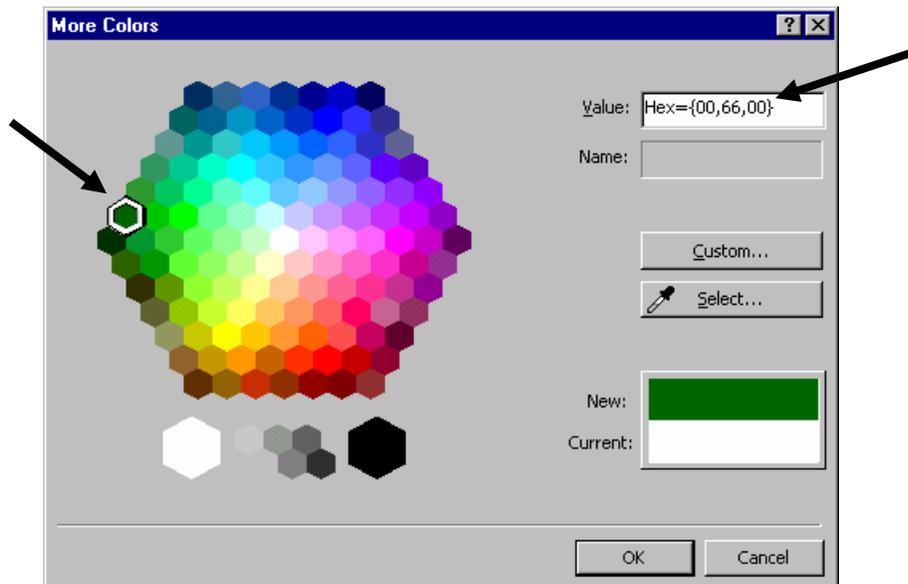
6. DO NOT use hot pink, bright yellow, bright blue, bright green backgrounds. They make it difficult for the user to read the page.
7. Follow the same steps to choose the text color.

Hyperlink Color

1. If you change the color of the background you may want to consider changing the color of the hyperlink
2. Hyperlink has the original color (traditionally bright blue) and the visited color (traditionally purple)



3. Follow the same steps as selecting a background color or text color (Notice the Hex number)

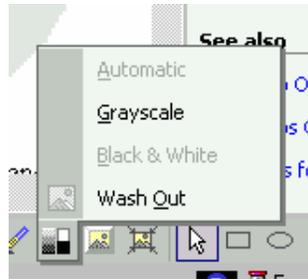


Background Picture

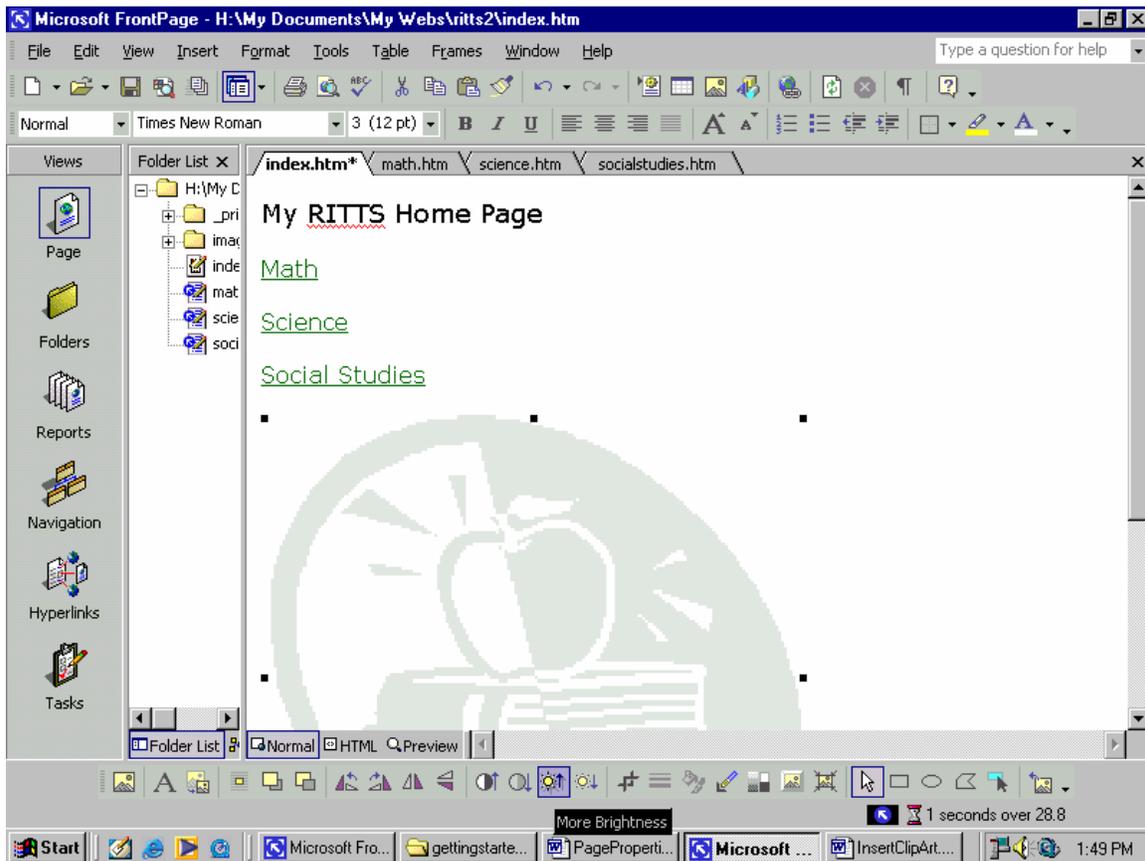
1. You need to be really careful if you decide to add a background image to your web page. The image can interfere with the message of your web page. A multi-color picture is very difficult to read through. It is possible to fade the picture with the brightness button or click the color button



Then select "wash out"

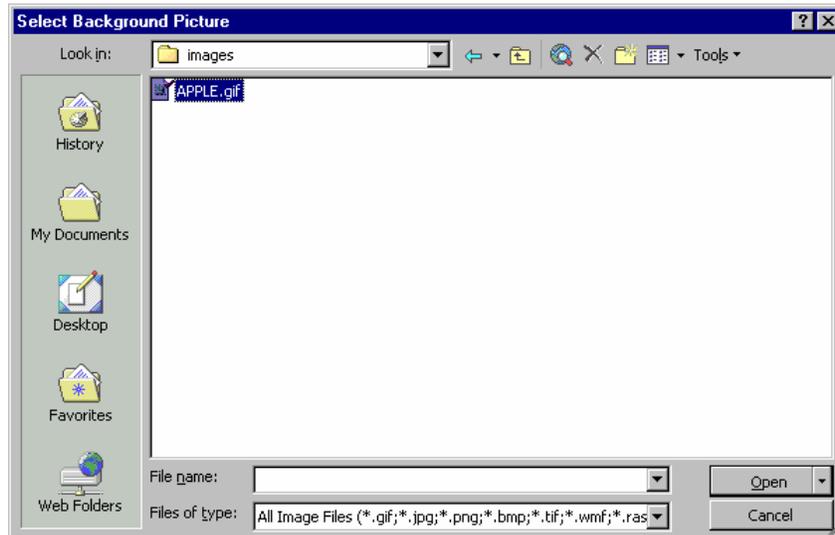


2. Once that's done click save again and you'll be asked to save over top of the original image.

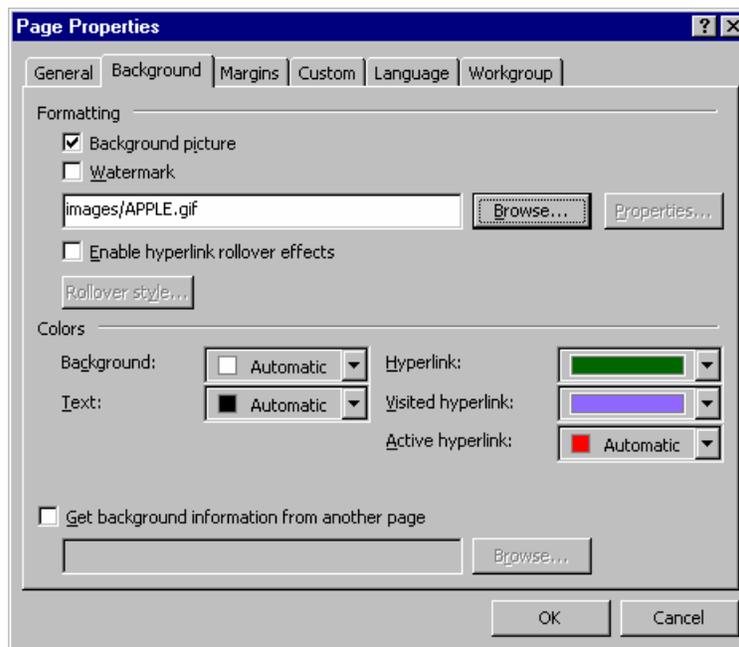


3. Delete the image off the page

4. Right Click on the page
5. Page Properties
6. Click Browse
7. Navigate to your image
8. Select it and Open



9. The file extension of that image pops into the box
10. OK



11. If you check the Watermark box the image will stay still as you scroll down the page. (watermark means something different in PowerPoint)

12. The image will tile across the page

