

***netStartClass™*** Quick Training Guide  
by *netStart Web Services for Education*

prepared for

# District Staff Members





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Getting Started

Welcome to netStartClass! This is your log-in screen. You can access this screen from any computer connected to the Internet. In most cases this page will be located at:

**http://classroom.yourdistrict.org**

### Step 1...

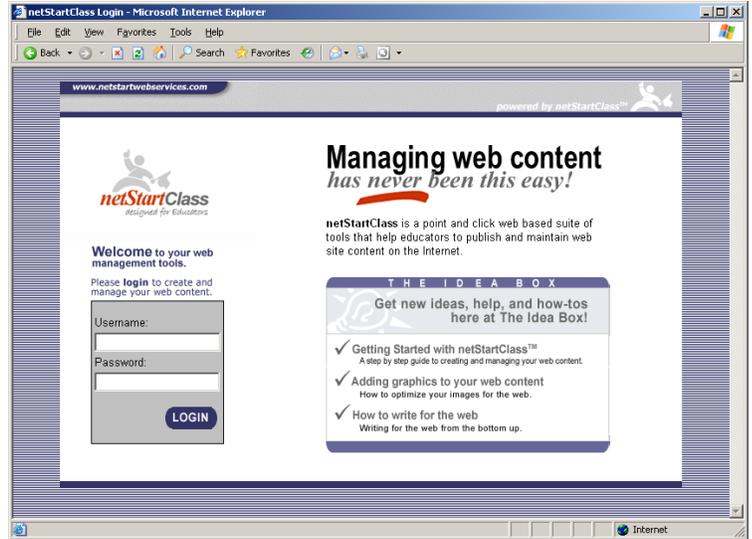
Enter your UserName. In most cases your username is the first part of your e-mail address. Exp: Username@district.com

### Step 2...

Enter your Password. In most cases your password is your district e-mail password.

### Step 3...

Click "Login".



## Web Site Manager

The Web Site Manager is the starting point for building and editing your Web Pages. Here you can:

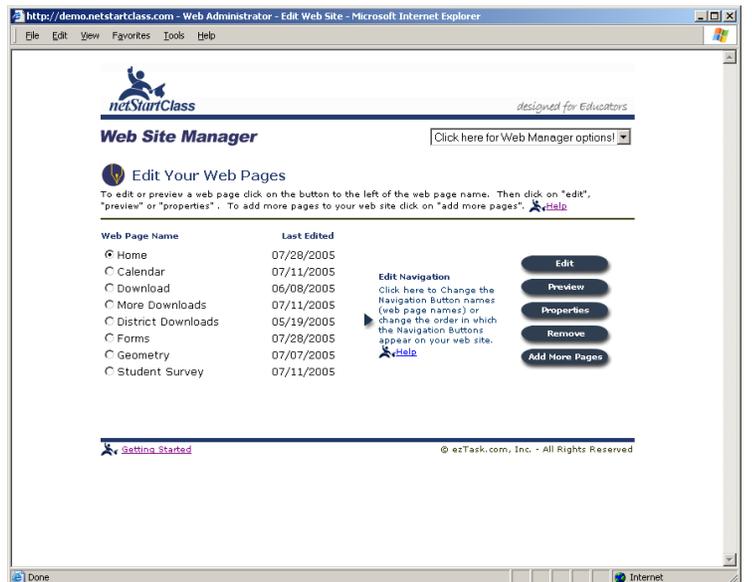
- Edit Web Pages
- Preview Web Pages
- Modify Web Site Properties
- Remove Web Pages
- Add More Web Pages

### Step 1...

To edit your "Home Page", click on the "Radio Button" next to home page. (The home page is selected by default).

### Step 2...

Next, click "Edit".





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Content Editor

The Content Editor Page is the place where you can create and modify your web pages. Here you can:

- Add a Slogan
- Modify Page Footnotes
- Add Images
- Add a Headline
- Add Story Content

### Step 1...

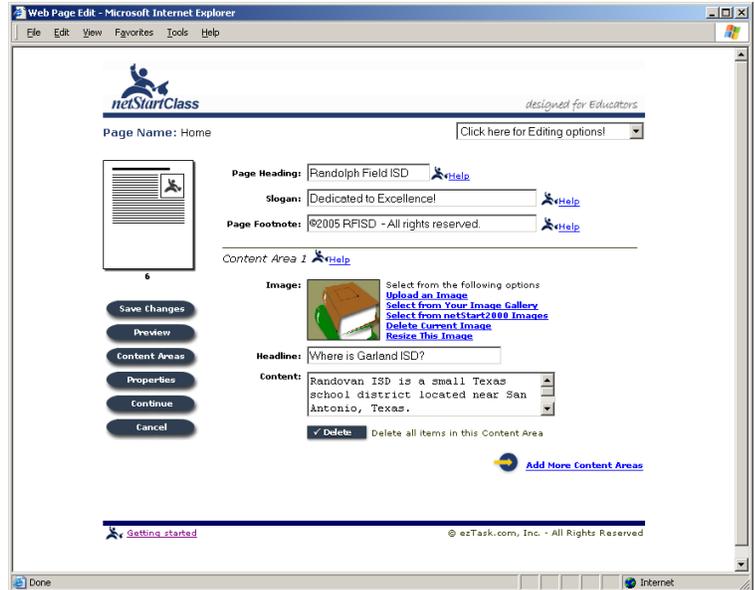
Select "Preview" from the left side of the page. Review your home page.

### Step 2...

Close the preview window by clicking on the "X" on the upper right hand corner of the window.

### Step 3...

To modify your page content, place your mouse cursor in the content box and begin editing your text.



## Page Layout

Change your "Page Layout" to give each of your web pages a unique appearance.

### Step 1...

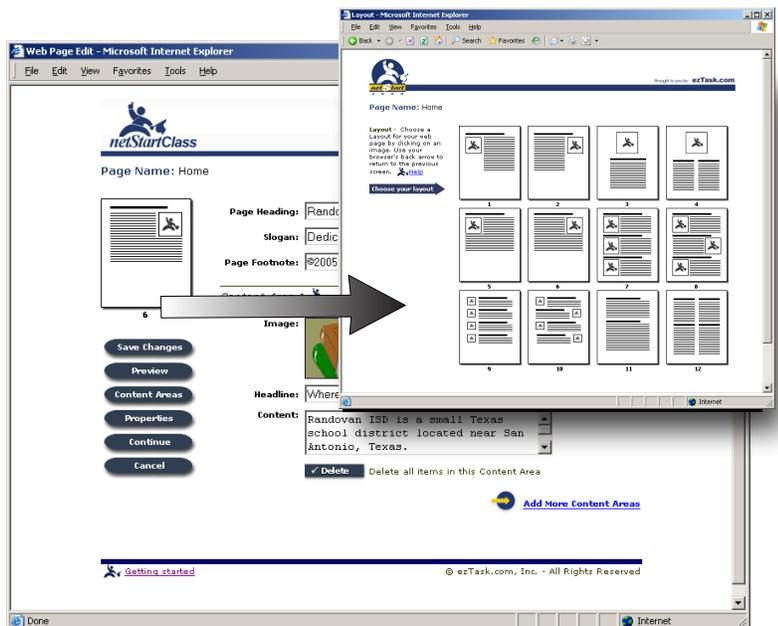
Click on the page layout image on the left side of the page. Just above the "Save Changes" button.

### Step 2...

Select a layout from the pop-up window by clicking on one of the images.

### Step 3...

Select "Preview" from the left side of the page to see your new web page layout.





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Adding Images

The Content Editor provides the following options for adding images to your web pages.

- Upload an Image
- Choose Images you have Uploaded
- Choose the netStart Image Gallery
- Delete an Image
- Resize your Jpeg Images

### Step 1...

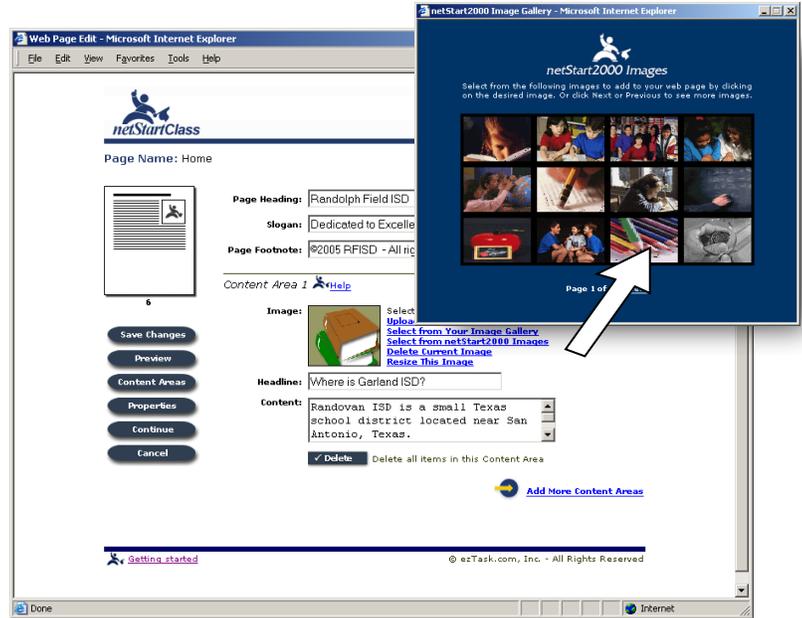
Click on the blue link, "Select from the netStart2000 Images".

### Step 2...

Browse through the images by clicking on "Next or Previous". Click on the image you wish to add to your page.

### Step 3...

Select "Preview" from the left side of the page to see your new image.



## Resizing an Image

You can easily change the size of an image by selecting "Re-size this Image".

### Step 1...

Click on the blue link, "Resize This Image".

### Step 2...

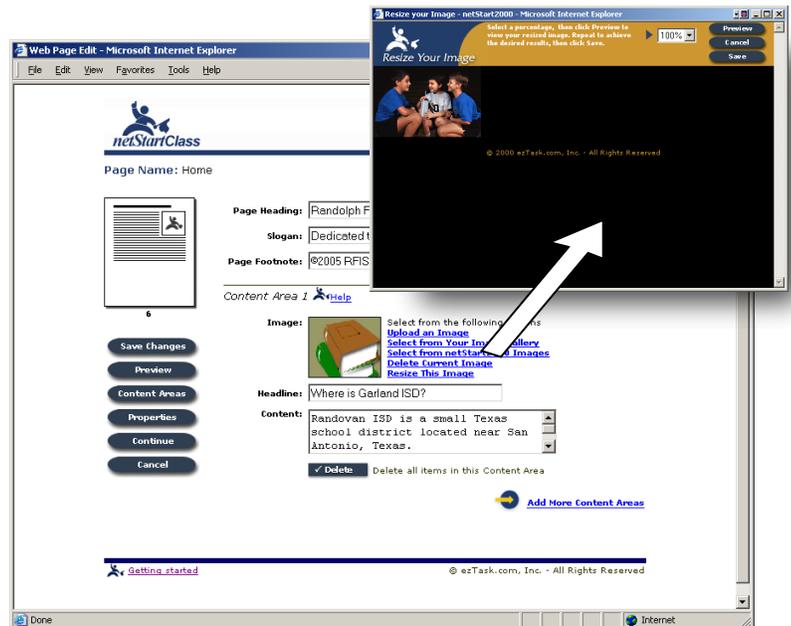
Select a percentage of your original image's size, then click preview to view the resized image. Repeat until desired image size is selected.

### Step 3...

Click "Save" to add the resized image to your web page. Note: after an image has been resized, additional resizing will cause the image to degrade.

### Step 4...

Select "Continue" from the left side of the page, to return to the Web Site Manager.





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Edit Your Calendar

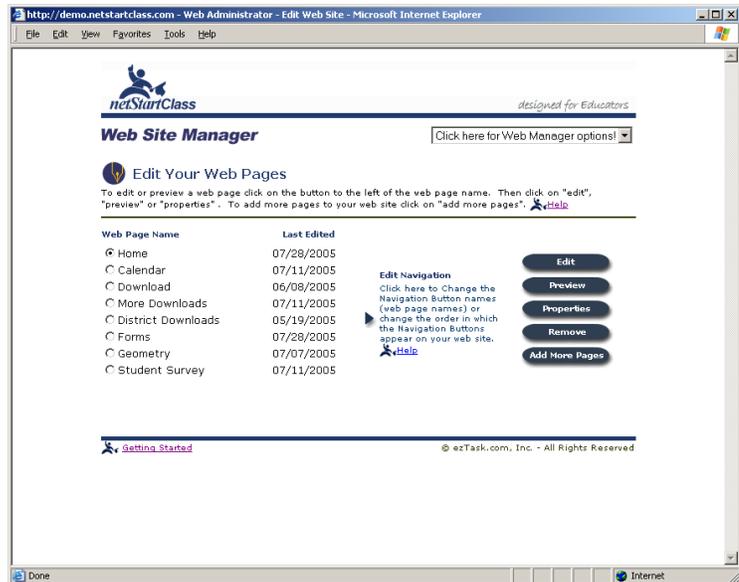
Select your calendar page from the Web Site Manager.

### Step 1...

To edit your Calendar, click on the "Radio Button" next to calendar page. (The home page is selected by default).

### Step 2...

Next, click "Edit"



## Event Manager

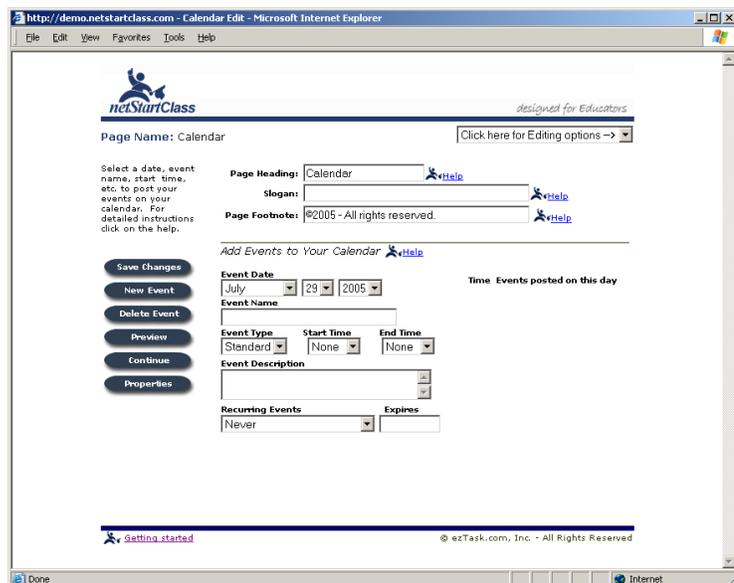
From the Event Manager you can add, delete or modify events on your calendar.

### Step 1...

To add an event to your calendar:

- Choose the Event Date
- Enter the Event Name
- Choose Type: Holiday or Standard
- Choose Event Start Time
- Choose Event End Time
- Enter an Event Description
- Add Recurring Options

Note: You can enter one event and have your event repeat every day, every week on this day, every two weeks on this day, every year on this day, etc. Example: If you want your event to appear for five days, select recur every day and enter an expire date for the end of day of the recurrence.





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Download Page

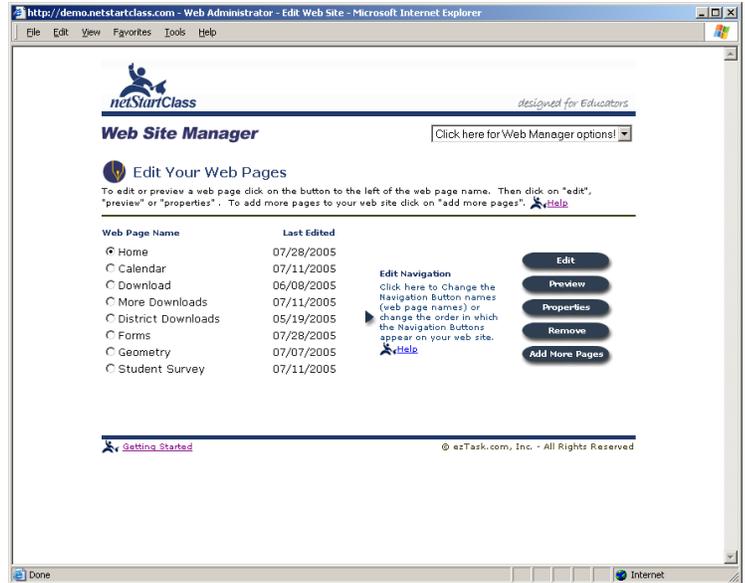
Select your Download Page from the Web Site Manager.

### Step 1...

To edit your Download Page, click on the "Radio Button" next to page name. (The home page is selected by default).

### Step 2...

Next, click "Edit"



## Download Editor

The Content Editor for the Download Page has the same features as the Content Editor we use when editing the Home Page. One additional feature is the "Document Upload". This feature will allow you to post documents to your web page.

### Step 1...

Add a headline, which is the title of your document. Exp: Spelling Words.

### Step 2...

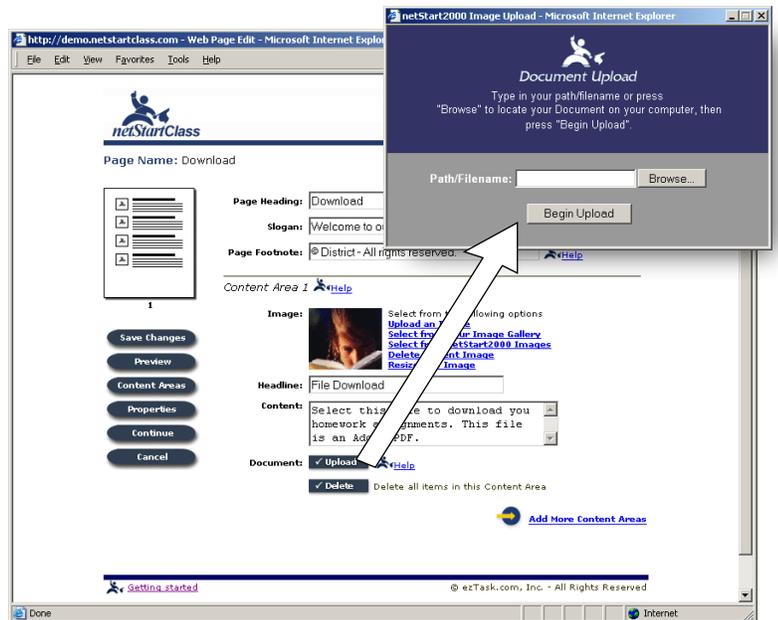
In the Content Box, add a description of the file your are posting. Here you should also tell your visitors what type of file you have posted. Exp: This MSWord Document.

### Step 3...

Click the "Upload" button below the Content Box. Then click browse to find a file on your computer or on your network. Then click "Begin Upload".

### Step 4...

Select "Preview" from the left side of the page to see your new Download web page.





# netStartClass™ Quick Training Guide

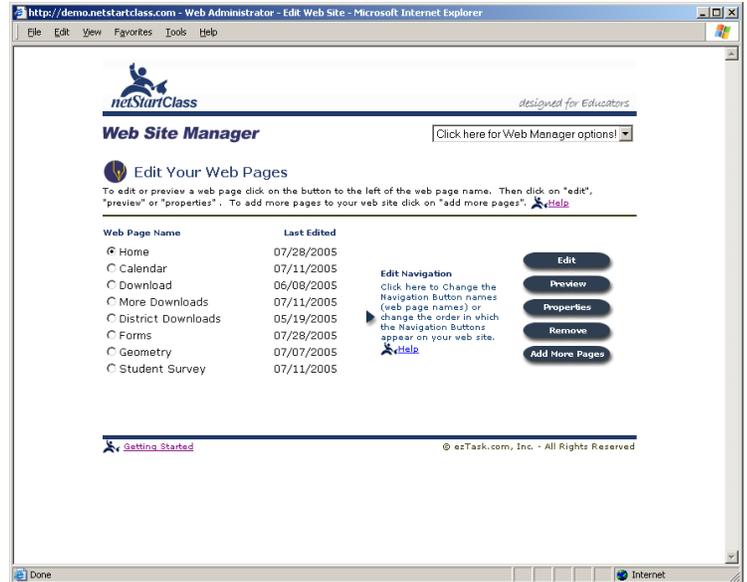
by netStart Web Services for Education

## Add More Pages

Expand your Web Site by adding more Web Pages.

### Step 1...

To add more pages to your Web Site, select "Add More Pages" from the right side menu options of the Web Site Manager.



## Choosing Your Page

You can customize your netStartGold Web Site by adding an array of additional Web Page types.

- About Us
- Calendar
- Contact Us
- Download
- Forms/Quizzes
- Homework
- Links Page
- Syllabus
- And More!

### Step 1...

Select a "Page Type" from the drop down menu.

### Step 2...

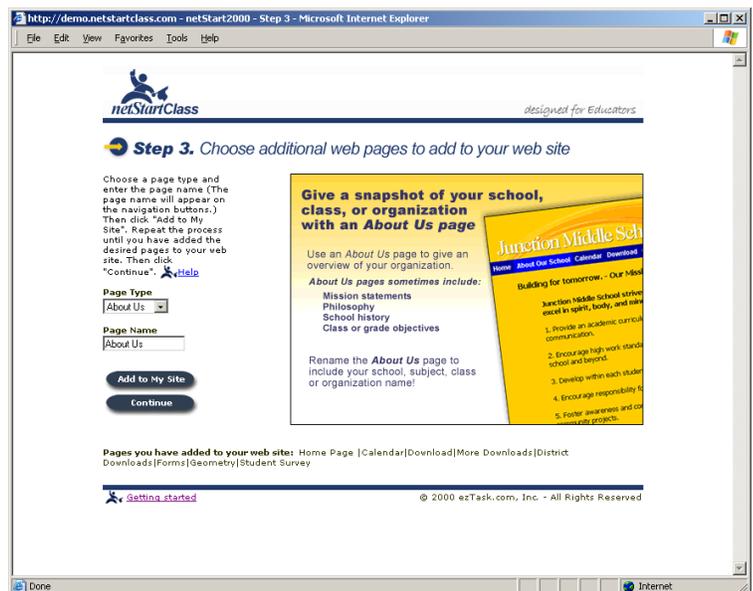
Enter a "Page Name", Exp: Links Page could be named "Resources Page".

### Step 3...

Click on the "Add to My Site" button.

### Step 4...

Click on the "Continue" button to begin editing your new Web Page.





# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## netStartClass ezEditor

Use the WYSIWYG ezEditor to add formatting to your content. Word Processor like features include: Font Formatting, Hyperlink Manager, Bulleted List and more!

### Step 1...

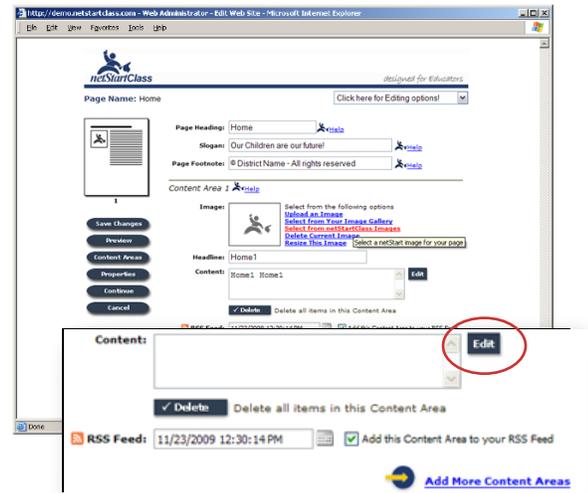
From the Web Site Manager, click the "Radio Button" next to the desired page, then click "Edit".

### Step 2...

Select "Properties" from the menu buttons located on the left side of the Content Editor Page.

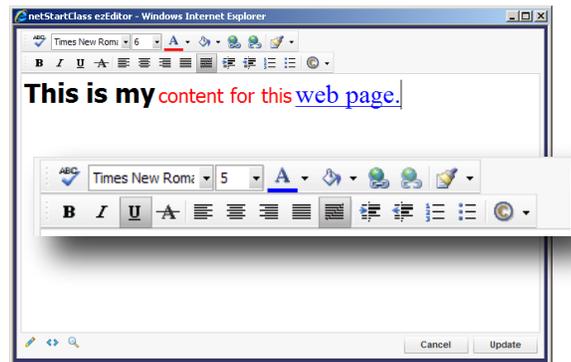
### Step 3...

To access the ezEditor simply click on the "Edit" button to the right of any content box.



### Step 4...

Next you can "cut and paste" your content from another source or enter it directly into the ezEditor then click "Update". Your formatted content has been added to your content box.



### Step 5...

Next, click on the "Save Changes" button and your ezEditor modifications are visible on your web page. Click "Preview" to view your changes. It's that easy...



# netStartClass™ Quick Training Guide

by netStart Web Services for Education

## Enabling RSS Feeds

Use the Web Site Manager to enable RSS Feed for your web pages.

### Step 1...

From the Web Site Manager, click the "Radio Button" next to the desired page, then click "Edit".

### Step 2...

Select "Properties" from the menu buttons located on the left side of the Content Editor Page.

### Step 3...

Select "Enable RSS Feed", then click "Submit". An RSS Feed icon will now be below each Content Area. Any Content Area may be omitted from the RSS Feed by un-checking "Add this Content Area to your RSS Feed".

### Step 4...

To make a Content Area appear as a new item on your RSS Feed, you may change the timestamp by clicking the calendar icon next to the box which displays the date. This will update the timestamp to show the current date and time.

Note: Only one RSS Feed is Generated per web site. You can add any web page to the RSS Feed but remember... it is best to only enable RSS on your web pages that are modified frequently.

After your RSS Feed has been enabled, an icon will appear under the left side navigation of the website and on most browsers, will appear in the menu bar of the browser. To subscribe to your RSS Feed, visitors may click on either icon.

