

COUN-511, Computers & Technology for School Guidance settings, Spring 2011

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New Instructor Angelfire Website is at <http://davidslowik.angelfire.com/>

School Guidance Counselor's Website Project

This document contains instructions for creating your School Guidance website account using Angelfire, along with basic site development procedures. We will work together during class time, or after class as needed, to ensure that everyone is clear on assignment requirements and site development procedures. For your convenience, direct links are provided here to various Angelfire site locations where you can manage your account and get help on site design and management.



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(A) Creating Your Angelfire Account

The totally free Angelfire site is now too limited for a practical, multi-page Counselor's website. I spent a good bit of time looking into options. The best option for your Coun.511 and School Guidance needs is one of two low priced Angelfire offerings. You can pick the option you prefer, but are required to sign up for one for Coun. 511 course.

Option 1. "Angelfire Entry" \$ 11.40 Per Year -- The Minimum Required Option

This is the lowest priced option that uses the Webshell Editor and HTML/FTP, and also allows you to create multiple pages. The good news is you get 40 MB or twice as much storage space as you did with the former totally free account that I created. This is all you really need to purchase to create a valuable website ! (Remember that we have no textbook expense for our course. So I hope that this will be OK with you.)

Option 2. "Angelfire Basic" \$ 32.45 Per Year -- An extra cost option you MAY want

This is the option I just personally purchased for the following reasons.

- + 100 MB of disk space (60 MB more than the "Entry" option giving opportunity to include larger files including short videos)
- + No Ads (advertising can be a distraction for visitors)
- + Website Stats (statistics on your site's usage)

Here Is What You Need To Do

1. Create your Angelfire account at <http://www.angelfire.com>
2. Decide which of the two options you want to use.
3. Once you have logged into your Angelfire account, please click [Upgrade your account](#) to gain access to Angelfire's Web Shell file editor and FTP access.
4. We will be using Webshell as our website development "Editor". For many years, creating and managing your website using the Angelfire "Webshell Editor" was a totally free, although limited option. This changed recently in the following ways.

5. Send me your Angelfire URL (I.E., address) via a message in our Coun.511 Blackboard course. You can also email me with that info if necessary for some reason.

(B) Web Site Requirements

As stated in the Coun. 511 syllabus:

- Create a simulated School Guidance Counselor's Web Site in support of students, parents / guardians, and use by teachers and other school staff (free Angelfire website account will be established per student).
Syllabus Addendum 1/23/2011: Angelfire will now cost you \$11.40 per year for the minimum required features.
- Creation of School Counselor Home Page, Students Page, and Counselor / Faculty website pages that offer site recommendations and, via your assignment files, research findings, commentary, analysis and recommendations that would improve counseling on your chosen topic.

Minimum Requirements for Your Web Site Project

- Create An Original Web Site Using Angelfire.com Basic Editor
- Create a site that includes at least (3) three "Pages".
 1. Start with your Home Page that will support School Guidance Counselors and Faculty. Angelfire's file management system calls your Home Page "index.html" and this is the starting point for all visits to your website.
 2. Create a second Page for Student Support.
 3. Create a third page for Parent / Guardian Support
- Create "hotlinks" to/from your Homepage and the other Pages You Create.
- For each Page, include at least 5 links to related websites created by professional organizations, K-12 Schools / Districts, or others with content supportive of your selected project focus, or supportive of School Guidance Counselors in general. Each site link needs to include a description of how that site can be helpful to your clients / site visitors.

- For each page, also include your own "original content" as text / doc files, slideshows, or other types of content. Example: You can include your 5-site "Website Evaluations" document, "Research Report" assignment, Internet Address Book (IAB), Research Slideshow, Video Intro slideshow, ETC.
- Make it YOUR site in look, content, and feel. Where applicable, please replace the Angelfire Logo (in Step 6) or other Angelfire advertising or promotional statements.
- Identify yourself as the owner and manager of the site. Optionally, you can include your Email Address.
- Include a "Site Updated" Date on your Home Page.
- Include a Hit Counter on Home Page

(C) Developing Your Angelfire Website

Links are provided here that take you directly to Angelfire's online help areas.

Angelfire Webshell Editor's FAQs

Planning Ahead	Uploading Images
Files and Directories	Adding New Pages
More about index.html	Linking Your Pages
Editing Options	Saving & Updating Files
Using the Basic Editor	

HELP: Working With Webshell

Help is available at http://help.lycos.com/kb_cat.php?id=21

What is Web Shell?	How do I move files in my Web Shell?
What is a transloader?	How do I rename files?
Can I use FTP instead of Web Shell?	How do I upload files/images?
Can I edit an HTML page?	How should I organize my files?
How do I put graphics or images on my page?	How do I preview my work?
What are subdirectories?	What is the code clipboard?
How do I delete a file?	What does the file upload button do
Can I make copies of my files?	

Sample Website Editing Tasks and Procedures

Task Examples

1. Sign into Angelfire and proceed to your account's Web Shell
2. Go through a 12 step process to edit your Homepage,
3. Add a graphic to your Homepage,
4. Add sound to your Homepage,
5. Create a 2nd web page and go through the same 12 step process to edit it,
6. Add links from the homepage to the second page and the second page back to the homepage.

Task / Editing Procedure

Follow these steps to accomplish the 6 bullets above:

- Log into your Angelfire account
- On the next screen, about half way down, click on the Blue Area called "WEB SHELL" .
- On the next screen, you will see a Web Shell Directory which is a white box on the left - in it are 3 entries, one of which is "index.html" . That is the name of your Homepage that Angelfire created. It is the same for all websites.
- To edit this page, click on index.html to highlight it, and then click on the green Edit button in the middle of the screen.
- On the next screen, you will see a Basic Editor page starting with "Step 1:Choose Colors: - This is the first of a 12 step process you will use to edit your Homepage - you will use the same 12 step process to edit every other page you create.
- For Step 1, select the colors you want - select Background and the Text colors which will be a strong contrast - be careful not to select the usual hotlink blue color as you background color since you wouldn't be able to see the hotlinks you will set up later
- Step 2 is where you can add a Background image like you see the Yellow Lined Notepad on this page - just leave it blank for now
- In Step 3 you can select the page alignment - most pages will be left aligned but a homepage looks nicer if it is centered, so select center here.

- Step 4 allows you to select the Font Size. Select the desired size.
- In Step 5 you enter the Title for your Homepage - erase anything there and type in something that will identify the Theme for your Web Site.
- In Step 6, you can add an Image to your homepage - for now just erase what anything there and leave the box blank - we'll add an image later.
- Step 7 is used to create a list - we don't need a list so erase anything that is there and leave blank
- Step 8 is where you set up your links to go to other pages
- Step 9 is where you can type in all the text you want to appear on this page. Erase anything there and type in a few sentences of your own - like - "Welcome to My School Guidance Counseling Website. You can change this easily ay any time to better reflect the value of your website to your targeted support groups. Option: This Text Block also can be used to add HTML code to do things like add sound or other graphics to this page.
- Step 10 allows you to set up the order in which items will appear on this page - for now make Main Image 1st, Text Block 2nd, List 3rd and Links 4th - most pages will have Main Image 1st and Links 4th
- In Step 11, answer Yes to include a hit counter - homepages usually have them but other pages you create don't.
- In Step 12, answer Yes to Include Email Address - again Homepages usually have them but other pages you create do not.
- Save Often: Click on the SAVE button and your masterpiece will be saved on the Angelfire Server - available to anyone to whom you give your URL - remember your URL is the entire address. Example, my new site's URL is <http://davidslowik.angelfire.com> This is the address that you give people so that they can visit / view your Web Site. But only you will be able to edit your site.
- Preview Your Site: On the next screen, scroll down your Web Shell Directory, and click on "index.html". Click on the View button

Basic HTML Code Used In Editing Parts of Your Site

Editing with HTML code is accomplished only in Step 9 for our purposes. Following are some basic html codes that you can use for common page formatting tasks. You will only use these in Step 9, the Text Block.

- Skip 1 line or Paragraph Break: `
` To Skip 1 Line - gives you a carriage return - notice that the HTML starts with a `<` sign and ends with a `>` sign (br stands for break). You would type in `
` after the end of the target sentence.
- Skipping Lines: If you wanted to Skip 2 Lines after the 1st sentence you would type in `<p>` (stands for paragraph) which gives you 2 carriage returns
- Bold: If you wanted to make text appear in bold type in that sentence you would type the sentence this way: enter `` before the targeted text, and then enter `` at the end.``turns bold on and... ``...turns bold off.
- Underline: `<u>` before targeted text to activate and `</u>` after the text to turn off
- Center Text or Images??? `<center>`...turns it on and... `</center>`...turns it off.
- Change Text to Italic??? `<i>`...turns it on and... `</i>`...turns it off.
- Make Text a Headline??? `<Hx>`...where x is a number from 1-6 (smallest) turns it on and... `</Hx>`...returns to default
- Draw a Horizontal Line??? `<hr>`...draws a line
- Make a Bulleted (unordered) List???
``...(and a typed heading) prints the heading for the list...
``...(and a typed 1st item) would print an indented bullet and the first list item...
``...(and a typed 2nd item) would print an indented bullet and the second list item...
``...ends the list.
- Make a Numbered (ordered) List???
``...(and a typed heading) prints the heading for the list...
``...(and a typed 1st item) would print an indented bullet and the first list item...
``...(and a typed 2nd item) would print an indented bullet and the second list item...
``...ends the list.
- Add a Page Counter??? ``...adds a counter.
- Make words into a Hotlink??? The html code to make words into a hotlink is ...
` Click Here for the ASCA's School`

Counselor Website

This would make the words "Click Here for the ASCA's School Counselor Website" into a hotlink to visit that site.

- Add a Sound File to a Page that will Play Automatically???

If I had uploaded a sound file to my Angelfire account called peaceful.wav the html code to get it to work would be... **<bgsound src="peaceful.wav" loop="infinite">** or if you would like to have a DVD Player Icon on the page to turn the sound on, off, or pause, then use this HTML

<embed src="peaceful.wav"autostart=true width=144 height=60 loop=1>

- Add a Sound File that Requires Clicking on Some Words to Play it???

Make sure the sound file has been uploaded to your Web shell, then type this in the text box of the page you want it on.

** Click Here to Hear Some Music **

- Combining Codes: Example might be using Bold and Underline. Before the targeted text, enter **<u>** and then after that text enter **</u>**. The forward slash / turns that formatting feature off.

Creating Additional Website Pages

- Log into your Angelfire account so you can see your Web Shell
- In the middle, toward the bottom of your screen, you will see a "Create" button with an empty box to the left of it
- In this box to the left of the "CREATE" button, type in the name for your new page - make it meaningful (for example students.html), use only lower case, don't use spaces, and ALWAYS end it in .html (like the example above). Ending the name with .html is essential since it tells Angelfire that this is a "Page".
- Hit the CREATE button
- On the next screen, for Step 1 select "Basic Editor", for Step 2 select "Standard Layout", and for Step 3 select any Style Sheet you like - then hit the SUBMIT button.

- On the next screen you will be led through the same 12 Step Process you did as per above to set up your Homepage - you can go through as many of the 12 steps as you want now or none of them since you can always come back to this page and Edit it.
- Don't forget to hit the SAVE button if you are going to Log Out!!! If you still have some juice left, continue as per below.

Creating Links Between Website Pages

Link from your Homepage (called index.html) to the 2nd page (or others) that you created, and from that page back to your Homepage.

- If your Web Site address were <http://davidslowik.angelfire.com/>, and your second page was called students.html, you would go to your Web Shell, select your Homepage (index.html), and click on the Edit Button to get the 12 step edit screen.
- To establish a link from the 2nd page (like students.html) back to your Homepage (index.html), you would do the following - if your Web Site Home Page address were <http://www.davidslowik.angelfire.com/index.html> , and your second page was called students.html, you would go to your webshell, click once on students.html page and hit the Edit button. Next, go to Step 8 on your students.html page, and edit it by erasing anything that is in the first box under "URL (Web address) and erasing anything that is in the first box under "Description" and then typing the address of your HomePage.
- Type an instruction such as "Click Here to Return to My Homepage" in the box labeled "Description". This would create a hotlink from your Students Page back to your Homepage.