

## InstaNet at NGT Summer Institute

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<http://instahelp.scgov.net>

### Think About...

- Consider using the blank planning template or creating a storyboard (plan) before you begin
- Content is first, decoration is last
- Pages should have a consistent look
- Graphics should enhance, not distract
- Know your graphics weight and size before uploading; consider using the batch upload feature
- Backgrounds should be subtle, not busy
- Navigation is primary. (You should be able to travel to your key pages from any page.)
- A web site is never finished. (It needs consistent care and feeding—updating)
- Indicate "last updated" somewhere on your home page

### Instanet Left Menu Layout

*Decide what you want on each page and how often you plan to update*

Announcements=Your Home Page

- Tip: Remove the 652 x 109 graphic at the top and insert your own header

Schedule and Homework

- Tip: You can copy and paste from Word, however, beware of junk/extra html

Classroom Calendar: one or multiple of each member of the department

My Virtual Classroom: Newly created pages are linked to the district high school student resource site. You can change this to reflect your own classroom activities.

Recommended Links: Your choice

Gallery: Possible photo page

- Tip: 200 x 200 is a nice size. Consider using tables to insert and caption photos.
- Use the new "Photo Gallery" feature

Our School: Pre-linked

District Website: Pre-linked

Teacher's Office: All about you! ☺

Grades

## Free Resources

Go to <http://instahelp.scgov.net> for more resources

**PDF Creator** (I encourage participants to upload classroom newsletters, forms, study guides as pdfs)  
<http://www.primopdf.com/>

**Save as PDF** in the print window (Macintosh only)

**Xnview** <http://perso.wanadoo.fr/pierre.g/xnview/enhome.html> User-friendly graphics editing software

**Picasa 2** More graphics editing <http://picasa.google.com/index.html> This piece resizes, crops, creates albums and exports as jpegs among other things. Very user friendly. (The Macs have iPhoto built in, so no need to obtain anything extra.) I encourage users to compress the file size before uploading of graphics.

**Calendars.net** <http://calendars.net> For creating multiple and highly customized calendars

**Audacity** <http://audacity.sourceforge.net> Voice recording software for Mac or Windows; Useful for foreign language and ESOL teachers

**WebMonkey For Kids** <http://www.hotwired.com/webmonkey/kids/tools/index.html> For those who have a little code knowledge...this is more fun than the adult site and has some useful project ideas.

**WebMonkey** <http://www.webmonkey.com> The big boy/girl version

**GRSites.com** <http://www.grsites.com> Excellent site for backgrounds, clip art etc. Allows user to customize the selected item and then either download or email the graphic.

**Gif.com** <http://www.gif.com> Teachers like animations. We've had success with this site.

**Clip Art at Discovery School** <http://school.discovery.com/clipart>  
(Other free educational clip art can be found by using "image search" in netTrekker.)

**Movie Clips** downloaded from United Streaming (use clips under 10 mbs)