

# Posting Assignments Online—Revised February 2004

[directions for MACINTOSH]

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## Before you begin:

- ❑ Make sure you have a LewNet account and that the FirstClass client software, version 6 or higher, is installed and set up for accessing LewNet on the computer you plan to use.
- ❑ Review the district's [Web Page Guidelines](http://www.lewiston.k12.me.us/~resfored/techsup/webguide.pdf) (<http://www.lewiston.k12.me.us/~resfored/techsup/webguide.pdf>) to be reminded about what can and what cannot be posted online. (The two most critical things to attend to are FERPA and copyright laws.) Anything you post online must abide by the guidelines.
- ❑ Ask Jan Brackett to turn on the Home Page folder in your LewNet account so you can access it.

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This document is divided into *these sections*:

[Creating a posting for the first time](#) (pages 1-3)

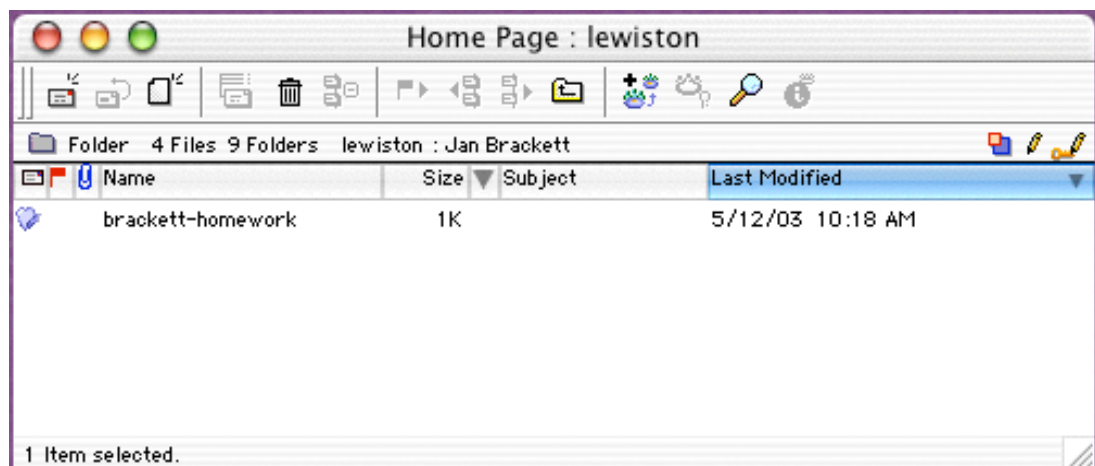
[Adding an assignment posting](#) (page 4)

[Tips & Embellishments](#) (page 5)

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## Creating a posting *for the first time*:

- ❑ Log into your LewNet email account.
- ❑ From the File menu, choose Open > Home Page to open your Home Page folder for the first time. (If you have opened it before, it should appear in your email desktop window.)
- ❑ Create a new folder. (File > New > New Folder)
- ❑ Holding the Ctrl button down, click on the name of the New Folder, and choose Rename from the drop-down menu.
- ❑ Type a new name for the folder in this way:
  - Type your last name.
  - Type one hyphen.
  - Type the word "homework."
  - The entire folder name should be typed in lower case with no spaces separating the elements. For example, a teacher named Ms. Brackett would name this folder:  
brackett-homework

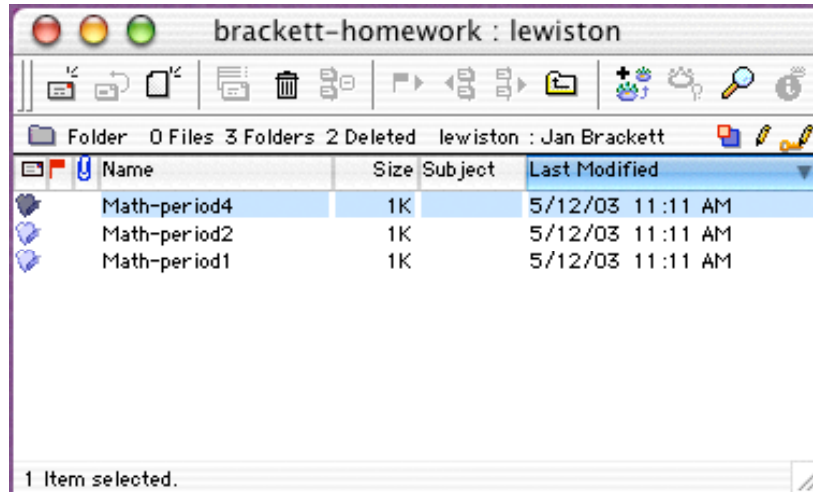


- ❑ When finished renaming the folder, hit the Return key on the keyboard.

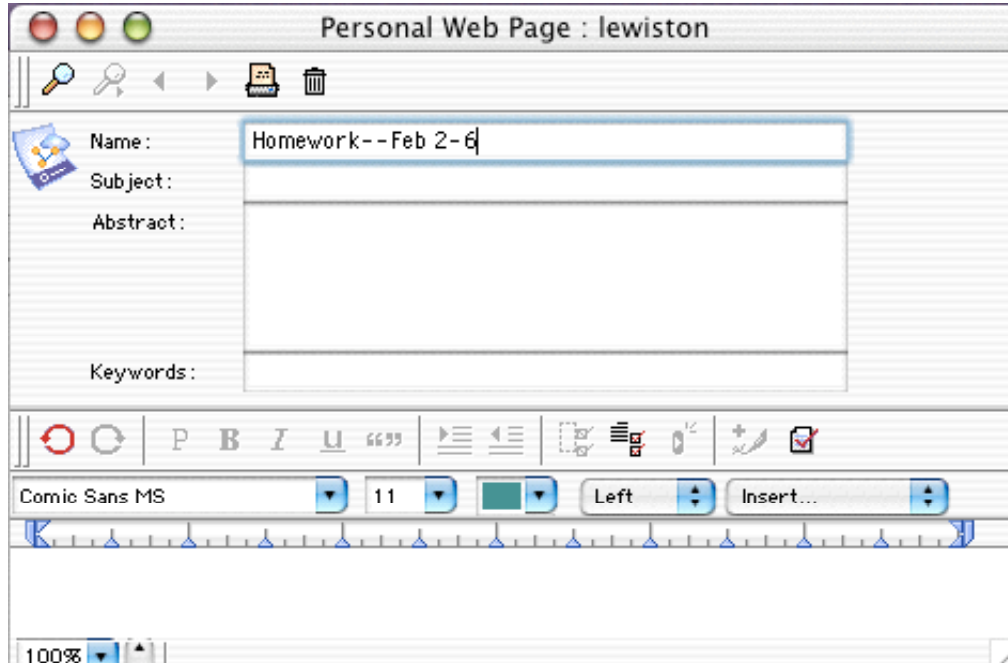
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- ❑ Open the folder you just created.
- ❑ If you wish to post separate assignments for different classes (recommended for the upper grades), make a new folder for each class you teach. Rename each folder (Ctrl > Rename) with a reasonably short identifying name. For example:



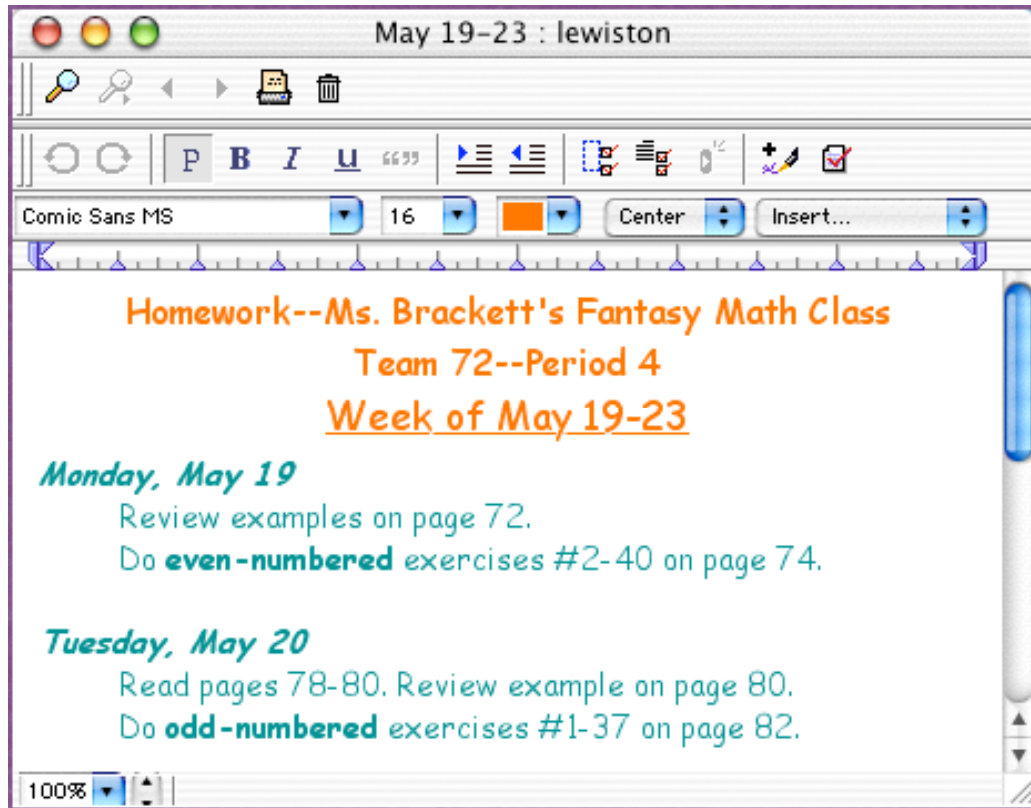
- ❑ Open the folder of the class for which you would like to post an assignment.
- ❑ From the File menu, choose New > New Document Special > Personal Web Page.
- ❑ In the Name box, replace the words "Personal Web Page" with a name for your assignment.



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- Put a header at the top of each document that identifies the teacher, the subject, the class, and the team/grade level, so that students and parents who access these files from home are least likely to be confused.



- Type in the assignment/posting. These postings can be used for homework assignments to be accessed at any time from within or outside the school, or for in-class assignments you wish your students to access from a computer during school hours.
- When you click the red close button, this document will be available online.
- Test the document online to be sure it acts/looks as you expected. In your browser, go to the page:  
[http://www.lewiston.k12.me.us/~\(your LewNet user ID\)/\(your homework folder name\)/](http://www.lewiston.k12.me.us/~(your LewNet user ID)/(your homework folder name)/)  
For example, the folder used in these examples would be located at:  
<http://www.lewiston.k12.me.us/~jebrackett/brackett-homework/>
- Tell Jan Brackett that you now have assignments posted online and that you would like a link to them added to the district's homework page:  
(<http://www.lewiston.k12.me.us/~lewschdept/homework.htm>). Tell her what title you use (especially Miss, Mrs., Ms.), what subjects or grade(s) you teach, if you're on a team, etc.

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### Adding an assignment posting (See illustrations on previous pages):

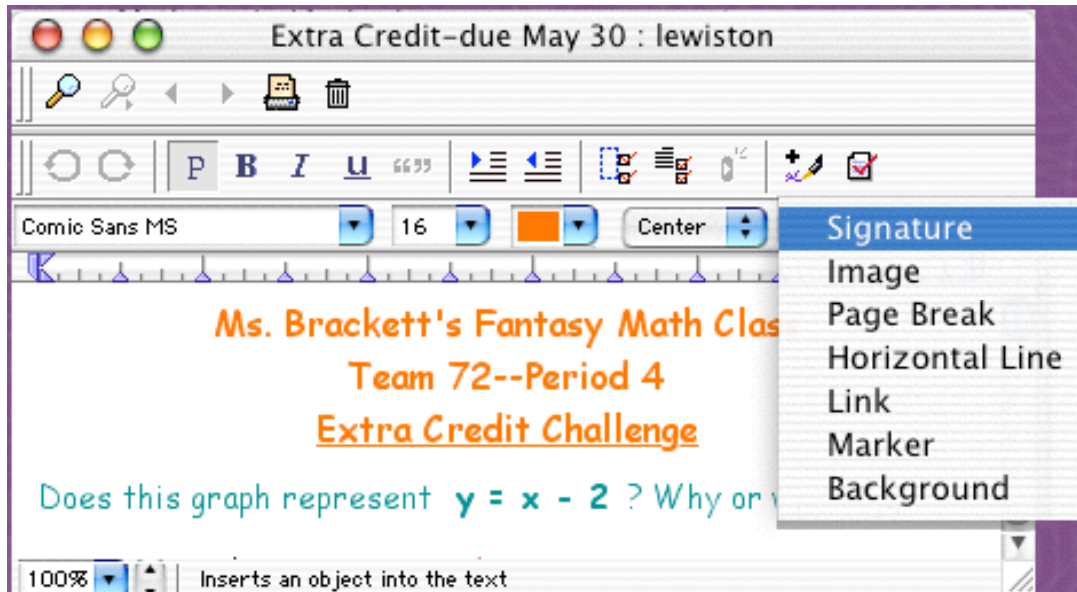
- ❑ Log into your LewNet email account.
  - ❑ From your LewNet desktop window, open your Home Page folder.
  - ❑ Open your homework folder.
  - ❑ If you divided your assignments into separate group/class folders, open the folder for the class for which you want to post an assignment.
  - ❑ From the File menu, choose New > New Document Special > Personal Web Page.
  - ❑ In the Name box, label the posting with an appropriate name.
  - ❑ Put a header at the top of each posting that identifies the teacher, the subject, the class, and the team/grade level, so that students and parents who access these files from home are least likely to be confused. (You may be able to save time by copying and pasting this from another posting.)
  - ❑ Type in the assignment.
  - ❑ When you click the red close button for this document, it will be available online.
  - ❑ Test the document online to be sure it acts/looks as you expected:
    - Go to the district's home page: <http://www.lewiston.k12.me.us/>
    - Click on the Homework button.
    - Click on the link to your homework postings.
- (This is also the easiest way for your students to find your assignments online.)

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## Tips & Embellishments:

- You can add horizontal rules or your email signature by using the Insert drop-down box on the button bar.



- You can insert images by using the Insert drop-down box OR Edit > Insert > Insert Image OR by copying and pasting. (Animated images might not work if you use the copy-paste method.) In addition, it is possible to copy-paste equations made with the Equations Editor in AppleWorks and graphs made in the Graphing Calculator.  
Remember: These files are published online, so you must abide by copyright law and the district's [Web Page Guidelines](#). This means you cannot post a copyrighted image, or post student work or student photos, without permission.
- Consider posting a document that contains homework guidelines or policies for your class.
- Documents posted online this way are not deleted until you purposely delete them. (This is different than email messages, which automatically expire after a certain amount of time, unless you tell them not to.) It might be a good idea to keep postings up for a full quarter, then delete everything and start all over again for the new quarter.
- Because you can include links to the Internet in these documents, you can use this kind of posting for an in-class assignment that guides students' use of the Internet. There are two different ways to include a link in a document:
  1. Type (or copy and paste) the full Internet address into your document. Once you close the document, it will turn into an active link online.
  2. Type the words you want to turn into a link. Select them. Click the link button in the button bar. Enter the full address (including the http:// part) of the link in the Target URL box. (Images you put in your documents can be linked to web pages using this method as well.)