



Technology Integration & Instruction

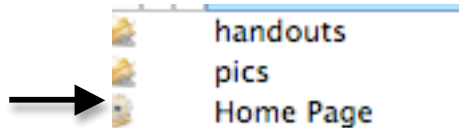
Home Page Construction Kit (HCK3): Refresher - How to Update Your Web Site

Note: These directions are for teachers who already have a FirstClass home page. Contact Priscilla Kotyk of the TII department if you don't have a webpage and would like to create one.

Open First Class, then open the Web Publishing folder.

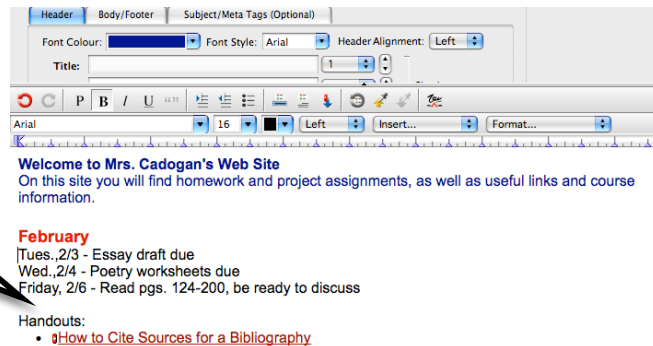


Open the Home Page document

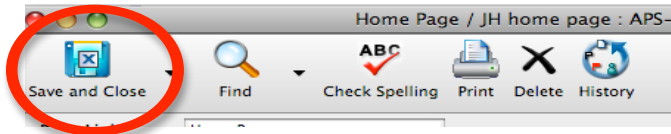


Edit the content of your homepage as needed.

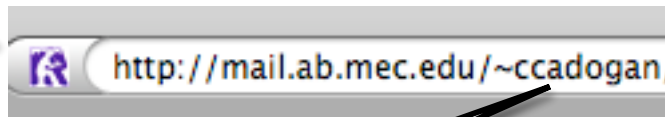
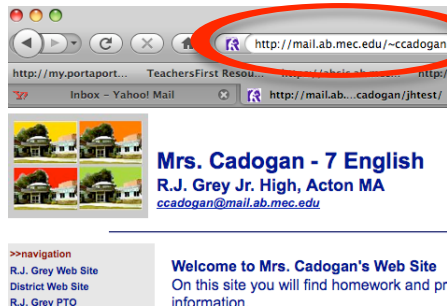
Make changes to your home page in this section. Use the formatting tools to change font, color, size, etc., just as you would if you were typing an email.



Be sure to click Save and Close when you are done making changes.



To view your site home page, open the Internet and go to **mail.ab.mec.edu/~username**



Enter your email user name here.