

Using Your Instructor Website

Instructor Logon

Go to http://cf.linnbenton.edu/artcom/find_instr.cfm and click on your name in the list of instructors. To logon to your website, click “Logon” at the bottom of the navigation buttons on the left. Use the same username and password as when you logon to the computer at LBCC.

Instructor Logon

Use your NOVELL logon (the username and password you use to login to your LBCC computer). Your username is usually the first six letters of your last name, first letter of your first name.
Example: Mary Smith's username would be **smithm**

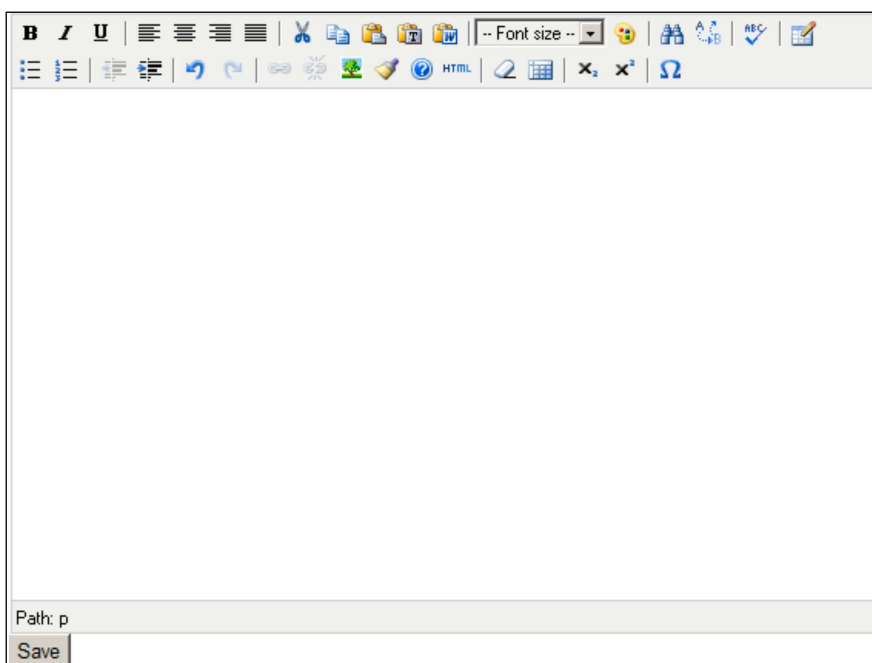
username

password

Forgot your password? Call Help Desk Services (541) 917- 4333
Monday - Friday (except College holidays) 8:00 - 12:00 and 1:00pm - 5:00pm
[Novell Login Help](#)

tinyMCE Editor





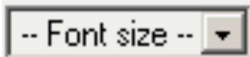





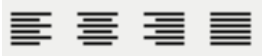


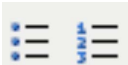
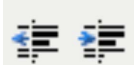
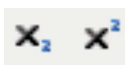



After you are logged in, click on “Edit Page” at the top of the left navigation buttons. This will bring up tinyMCE, a word-processor-like webpage editor. Click inside the window to begin typing.




tinyMCE Webpage Editor

tinyMCE works on Windows with Internet Explorer 6.x and higher and Mozilla Firefox 1.x and higher and on Macintosh computers with Mozilla Firefox 1.x and higher.

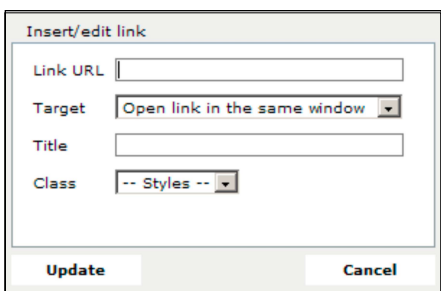
Please note: the paste functions don't work with **Mozilla Firefox**. You can use keyboard commands to paste into tinyMCE if using Mozilla Firefox.

 Save	Save button. Be sure to click this button after you finish editing to save your changes.		
 Cut and Copy	 *Paste, Paste Plain Text, Paste from Word <i>*Paste only works in Internet Explorer</i>	 Undo and Redo	
 -- Font size --	Change font size	 Change font color	 Spell check
 B <i>I</i> <u>U</u>	Bold, Italic and Underline	 Display hidden elements.	 Inserts special characters
 Text align		 Find and replace	 Create Table
 Create Bullet or Numbered		 Outdent / Indent	 Subscript / Superscript
 Cleanup messy Code		 Help using tinyMCE page editor	 HTML View / Edit HTML code

Insert Hyperlink Window



Highlight the link text, then click the Insert/Edit Link button. To link to a page on your website, follow this example : web.cfm?pgID=1004, where "1004" would be replaced by the pgID for your page. Put the entire URL including "http://" if the link is not to a page in your website. To unlink, highlight link text and click Unlink.



Insert/edit link

Link URL


Target

Title

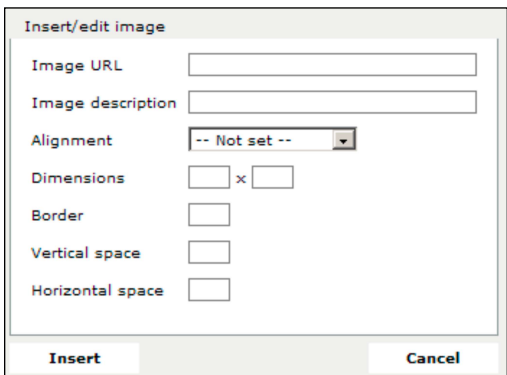
Class

Update Cancel

Insert Image Window



Click "Insert/Edit Image" then paste a link to a .gif or .jpg. Type a description for the image in the image description field. Add the image width and height in pixels in the Dimensions fields to ensure the image displays correctly in the browser. Add space and/or a border around the image by typing a value in pixels in the spaces provided. To insert in the webpage, click "Insert."



Insert/edit image

Image URL

Image description

Alignment

Dimensions x

Border

Vertical space

Horizontal space

Insert Cancel

Website Management Functions

[Upload/Delete Files](#) | [Add New Page](#) | [Edit Page](#) | [Edit Page Title](#) | [Page is Linked](#)
[Add Section](#) | [Rename a Section](#) | [Manage Sections](#) | [Delete Section](#)
[Edit Calendar](#) | [Calendar is not available to students.](#) | [Gradebook](#) | [Edit Contact Info](#)

Website Management functions appear at the top of the page when you are logged in to your website.

Page functions allow you to add pages, delete pages, turn pages on and off.

Section functions allow you to add, delete and turn sections on and off. (*Sections are used to group pages with related content. For example section WR121 would contain pages relating to that course.*)

Calendar functions allow you to add and edit events and turn the calendar link on and off.

A gradebook is available by special request.

Adding a Page to Your Web Site

To add a new page to the site, choose a section from the drop-down menu below, enter a title for the page, then click the **Create** button.

By default, the new page will be visible on the Web site.

Website Section

Page Title

Page is Linked? Yes No

Click on “Add a New Page”. Choose a section from the dropdown list, then type a name for the new page and click “Create”. You will be taken to the new page.

A link to the new page is automatically added to the Site Map. You can access the new page by clicking the link on the Site Map, or through a link at the bottom of the page from other pages in the same section.

Deleting a Page from Your Web Site

You can delete any page except a section page. To delete a page, click on “Delete Page”.

Adding a Section to Your Web Site

Sections currently in this website:

Syllabi

Section Title

When you click Submit, a new page will be created and you will be taken to the new section page. It will have the same name as the new section. A new page is created when a new section is created.

Click on “Add Section”. Enter a section title, then click the “Submit” button. After you click Submit, you will be taken to a new webpage with the same title as the section title.

The Section title will show up on the bottom of the webpage when you are in other sections of the website. A link to your new section is automatically added to the Site Map.

Delete a section by clicking “Delete Section”.

Using the Calendar

Click on date to edit

March 2006						
<<	March 2006					>>
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16*	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*Date has event scheduled

March 16, 2006

CS111 Exam

Mar 16, 2006 1 pm - 3 pm
Covers chapters 12 - 14

Click on “Edit Calendar”. Click a date on the calendar. On the next screen, add event details and click “Add Event”.

Create a link so students can view the calendar by clicking “Calendar is not available to students”, then click “On” and “Submit”. The link will appear in the row of left navigation buttons.

Uploading Files to Your Website

1. Log in to your website, then click “Upload/Delete Files” in the upper left corner of the page. Instructions for uploading a file are on the upload/view/delete page.
2. After the file is uploaded, the link to the file is displayed.
3. Copy the link by following the instructions on the page.

You can upload the following file types: .gif, .jpg, .doc, .txt, .htm, .html or .pdf. If you need to upload other file types, contact Kate Johnson, johnsok@ml.linnbenton.edu 541-917-4656.

Linking to the uploaded File



Navigate to the webpage where you want a link, then click on “Edit Page”. In the tinyMCE edit window, type text for the link, for example “Week 3 homework” then highlight the link text. Click the “Insert/Edit Link” button on the tinyMCE toolbar . Right-click in the Insert/Edit Link window and click paste to paste in the link from step 3 above. Click the “Save” button at the bottom of the tinyMCE edit window.

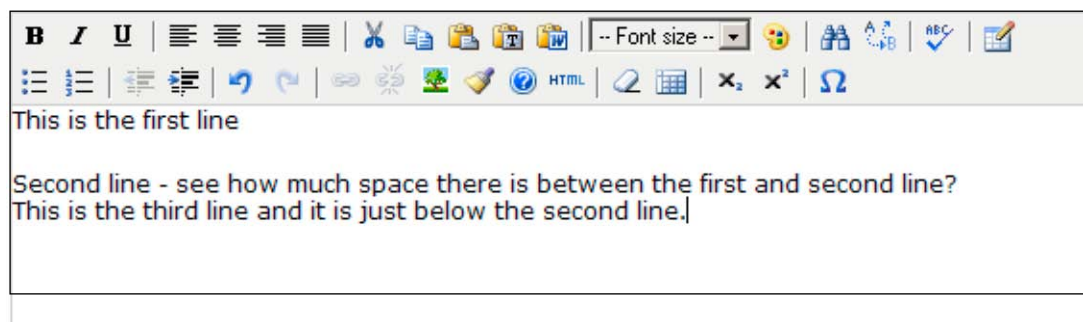
Pasting from a Word Processor into the tinyMCE Window



To copy and paste directly from Microsoft Word, use the “**Paste from Word**” icon to paste text from Word into the tinyMCE window. Microsoft Word adds hidden code to documents which affect how pages display in a browser, and the “Paste from Word” function removes the problematic code. Word Perfect files can be pasted directly into the tinyMCE window.

Formatting Text

The following illustration shows the difference between using the “Enter” key to force a line break and using “Shift + Enter”, which creates a line break with no space between the lines of text.



Using “Shift + Enter” keys to force a line break adds no extra space between lines of text.

Using the “Enter” key at the end of a line of text adds a large amount of space between the lines.

Problem: When editing in HTML mode, the window displays code without word wrap turned on.

Solution: Click the “Word Wrap” checkbox in the HTML editing window.