

GSLIS TA Orientation & Training

Friday, June 15

1:30-3:30pm

Presented by GSLIS
IT Services

TA Training Agenda

- Welcome and Intro (5 min)
- Meet the IT Services Staff (10 min)
- Creating a class account (10 min)
- Creating a simple web page with Dreamweaver (10 min)
- Creating a site with Dreamweaver (30 min)
- Using Templates (30 min)
- Web design best practices (20 min)
- Evaluations

Workshop Objectives

Participants will learn about:

- Resources available to TA's
- Creating and managing a class account
- Creating simple web pages with Dreamweaver
- Using the Dreamweaver Site Tool
- Using GSLIS approved Dreamweaver Templates
- Basics of good web design

When you leave...

- You will understand how to create web pages using Dreamweaver
- You will understand how to use the Dreamweaver site tool to efficiently manage your site
- You will know the essentials of good web design
- You will learn about the IT Services staff and what they can do for you

TA Mailing List

- A place for GSLIS TA to discuss web design, dealing with students and professors or whatever strikes your fancy
- TA's only!
- TA Mailing List

Send an email to listproc@lists.cc.utexas.edu. In the body of the message, add the following:

subscribe gslis-ta YourFirstName YourLastName

IT Services

- Mary Lynn Rice Lively – Head of IT (among other things)
- Jay Forbes – desktop, web and application support
- Quinn Stewart – Streaming Media guru, multimedia hardware and software
- Shane Williams – systems administrator
- IT Lab staff – can tell you anything you need to know about managing course pages, using software, using multimedia equipment, etc.

GSLIS WebTeam

- Responsible for most GSLIS web content, linking to your course sites, etc.
- The people you need to speak with about getting your site online
 - Carlos Ovalle cjovalle@gslis.utexas.edu
 - Jay Forbes jforbes@gslis.utexas.edu
 - Audrey Ho audreyh@gslis.utexas.edu

Creating a class account

- <https://www.gslis.utexas.edu/technology/accounts.html>
- Enter *YOUR* name and *YOUR* ID number (don't make something up!)
- Select “Special Class Account”
- Enter the class name and number in the “Name as you wish it to appear on our servers” field

Login names for class accounts

- Class accounts start with a lower case “L”
- Enter complete course number without dots or dashes
- If you have enough space (login names are limited to 8 characters), add the instructor’s initials
- Example: Fran Miksa’s class *LIS 384K.8 Organization of Materials I* would be named “1384k8fm”

A quick note about class accounts

- When you create a class account, you are also creating an email address for that account. Don't be afraid to use it.
- You have a 40Mb of web space and 20Mb of email space initially
- Write down the login name and password for your professor

Creating simple web pages with Dreamweaver

- A WYSIWYG editor
- Property Inspector and Tag Editor
- View the code
- Get help “Using Dreamweaver”

Creating a Site in Dreamweaver

- <http://www.gslis.utexas.edu/~audreyh/sitemgmt>
by Audrey Ho

Site Management?

- A website is a collection of web pages and their elements (i.e. sound, images, media, whatever)
- Site management makes sense when you're dealing with multiples files and folders

Dreamweaver Site Management

- Allows you to create entire websites in one location on your local disk drive and move the files to a remote location (the host server space) without destroying links and relative file locations
- Allows you to change links site-wide, easily add and delete pages, provides version control, local back-up

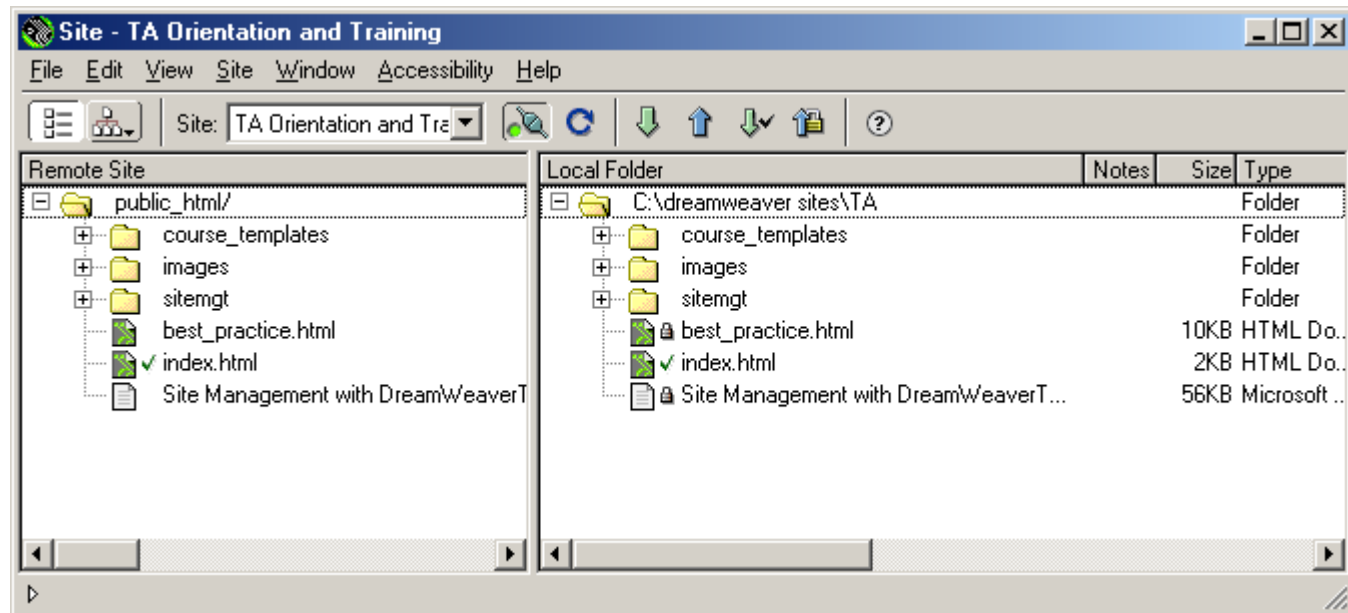
Create a site

- Enter a name for your site in the Site Name field.
- In the Local Root folder field, specify the folder on your local disk where site files, templates and or other items will be stored.
- Check 'Refresh Local File List Automatically' - this tells the software to automatically refresh the local file list every time you copy a file into your local site.
- In the HTTP Address field, enter the URL that your web site will use. This allows DW to verify links within the site that use absolute URLs. For example, <http://www.gslis.utexas.edu/~l384k8fm>
- Check 'Enable Cache'.
- Click 'OK'
- A warning message will appear to let you know that the initial site cache needs to be created. Click 'OK'

Remote info

- Select FTP from the pull down menu
- Enter "ftp.gslis.utexas.edu" as the FTP host
- Enter the name of the host directory where your public files are being stored; usually "public_html" (**NOT "public.html" or "public_html/"**)
- Enter your login/password info
- Check "Enable File Check In and Check Out"
- Check "Check Out Files when Opening"
- Enter your Check Out Name and your Email Address
- Click "OK" , Click "Done"

Site Management Interface



Site Management Interface

- Remote site is on the left, local site is on the right
- Top toolbar – get, put, check-out, check-in
- Directories/Folders, locks and checkmarks

Dreamweaver Templates

- Allow you to maintain a consistent “look and feel”
- Allow you to make site-wide changes easily

What is a template?

- An HTML page with portions marked as editable (that parts that you will change) and portions marked as un-editable (the parts that stay consistent across pages)
- Editable “regions” labeled in your Dreamweaver window

Using Dreamweaver Templates

- Templates can be downloaded from http://www.gslis.utexas.edu/~ta/course_templates/templates.html
- Choose a color and click “Download”
- Unzip the file into the root directory of your local site

GSLIS Templates

- Two folders – “Images” and “Templates”
- Two templates – template.dwt and printable.dwt (in Templates folder)
- Three images – curve_logo.gif, bottom_curve.gif and white_line.gif (all in Images folder)
- These should all wind up in your root folder

Editing the Template for your site

- Change the side bar to reflect the structure of your site
- You may want to add your class name and number to the top bar
- “printable.dwt” does not have a side bar

Creating files from the Template

- In Dreamweaver, select File>New from Template
- Choose the template you would like to use and begin editing
- You can only make changes to “editable regions”
- Save your file with a .html extension

Updating pages built on the template

- When templates themselves are updated, Dreamweaver will update all pages built from the template
- Only updates “un-editable regions”, not content you’ve added

Creating a template

- To create your own template, simply open an HTML file in Dreamweaver and select File > Save As Template
- This will save the file with a .dwt extension
- Highlight the sections you would like to make editable and choose Modify > Templates > New Editable Region
- You must label each editable region
- See Help > Using Dreamweaver for more

Essentials of Web Design

- http://www.gslis.utexas.edu/~ta/best_practice.html by Amy Degner and Jia Le

When organizing your site...

1. Keep your audience in mind – how will they use the site? What technological constraints exist?
2. When creating a new site, have your professor create a “wish list” and rank the items
3. What content is the most important? Make it easy to get to.

When designing web pages, always...

- Provide clear and consistent navigation
- Watch your labels
- Always provide contact information
- Include a “last updated” date

Some techie advice

- If possible, use text instead of images
- Watch your image file sizes; optimize your images
- Avoid using frames
- Use complementary colors
- Use the 216 universal-color palette
- Don't try to fit it all on one page
- Watch your plug-in's
- View your pages on different platforms and browsers
- Keep it simple!

One final note about web design...

- There are no absolutes in web design! There is no single right way to do things. When in doubt, consider your users' needs and use your best judgment.

Incorporating Blackboard

- Discussion board feature
- Chat & whiteboard
- Integrated class email list

Where to find help online...

- <http://www.gslis.utexas.edu/~ta>
 - Includes all of the material presented in this workshop and much more
- <http://www.gslis.utexas.edu/tutorials>
 - Tutorials on various computing and Internet-related topics
- <http://www.gslis.utexas.edu/technology/shortcourse.html>
 - Listing of all IT Services short courses

Evaluation

