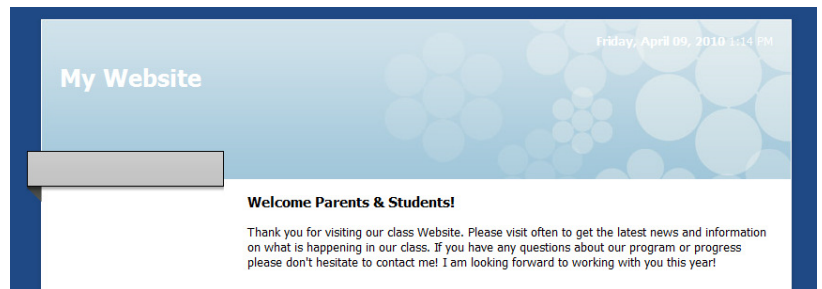


## My Website

All registered users of **SAS** can create a **Website** to use as a communication tool. The **Pages** are formatted; you just need to supply the content.

You can modify your **Website** to reflect:

- the specific classes you teach
- the events relevant to your class or school
- the resources you want available for yourself, colleagues, students, and/or parents

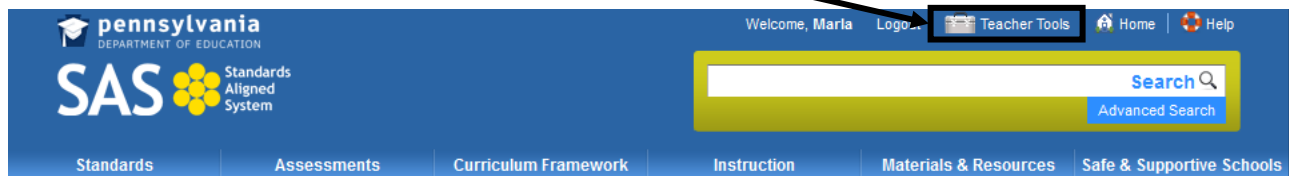


Your website address is: <http://websites.pdesas.org/your SAS username>

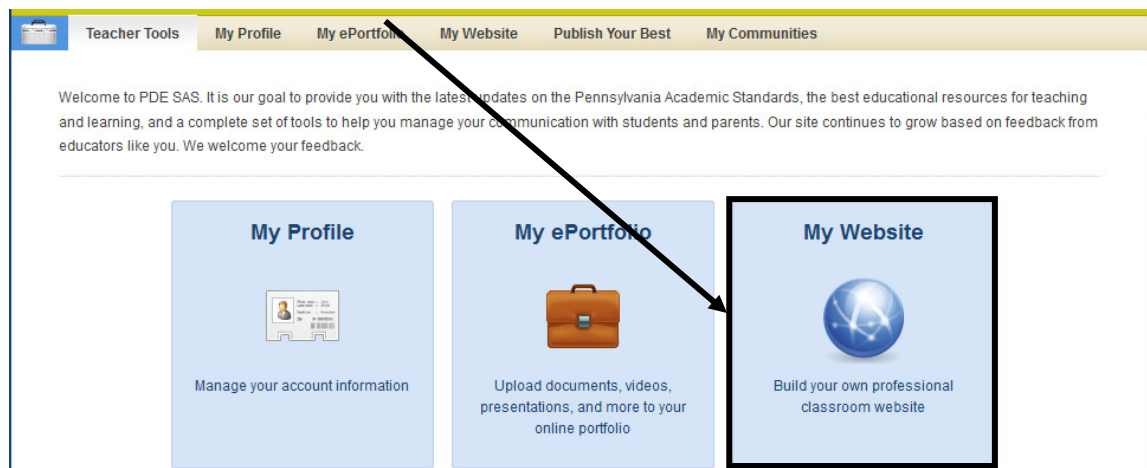
<http://websites.pdesas.org/mwitkowski/>

To open the **Website Builder**:

- Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.



- Choose **My Website** from the **Teacher Tools** menu:



## Enabling Your Website

When you begin creating your **Website**, it is visible only to you, when you log in to the **SAS** site. Visitors to your **Website** will see the following message:

**If you are a visitor to this website, please note that the website creator currently has not enabled the website. Thus, it is unavailable for public access.**

If you are the website creator and would like make this website available for public access, you will need to enable your website. To enable the website, you must first navigate to this page, <http://www.pdesas.org/module/edfx/website/>, and verify the check box next to Enable my Website. Then, click on the Save button at the bottom of the screen. Your website is now enabled and publically accessible.

To share your **Website** with colleagues, parents, and students, you will need to enable your site.

1. Place a **checkmark** next to the **Terms of Use** statement for the SAS website. For further information on policy, please refer to the **Terms of Use** link, as well as any documentation set forth by your district.

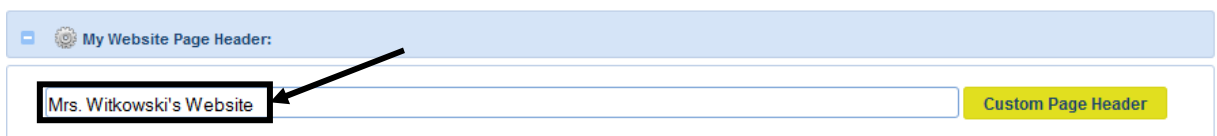
### Terms of Use

Educators who create webpages should use this service in compliance with our **Terms of Use** policy. All content published on personal webpages should be appropriate for viewing by children and families and should relate to school activities. Please refer to the appropriate documents for additional details.

2. Place a checkmark next to **Enable My Website**.

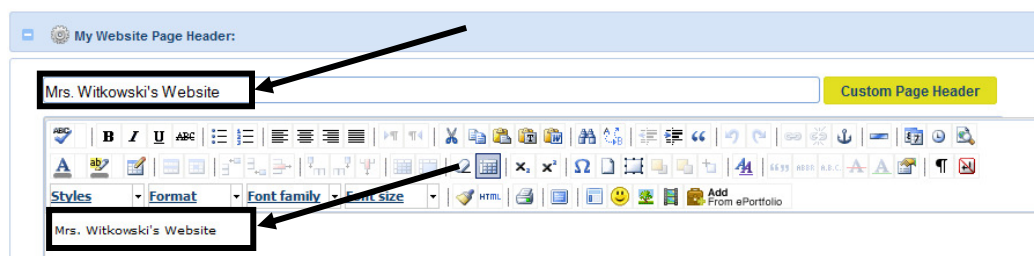


3. Type a **Name** for your site to the left of the **Custom Page Header** button.



4. Click the **Custom Page Header** button.

The SAS rich-text editor will open. You can use the editor, which functions very similar to a word processor, to type the name again. The **Name** will appear in the heading on your site, as well as in the title bar of your browser.



**NOTE:** See p. 102 for more information on using the rich-text editor.

5. Include a **Copyright Statement** that will appear at the bottom of each page in your website, appended with the current year.

6. Click **Save** at the bottom of the **Website Builder** tab. You will receive a confirmation message. Click **Ok**.

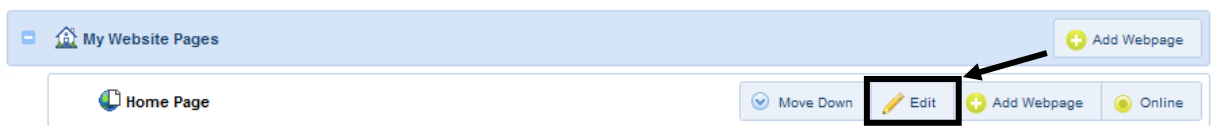
**Save**

7. Click on **View My Website** to preview the changes.



## Editing a Webpage

1. Locate the **Home Page**, and then click **Edit**.



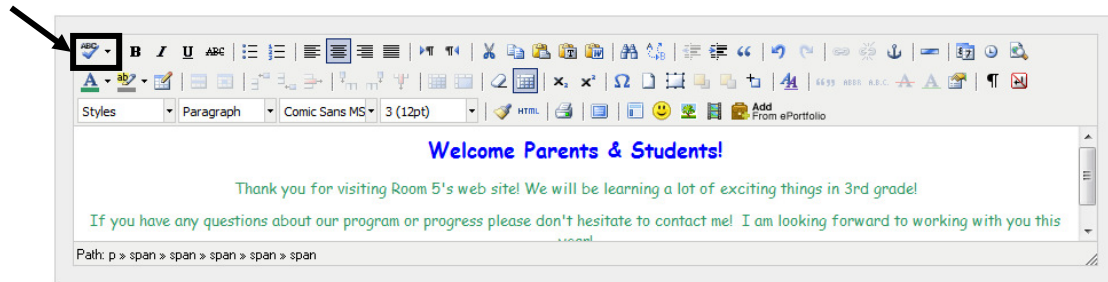
2. The SAS rich-text editor will open. You can use the editor, which functions very similar to a word processor, to enter text, hyperlinks, and graphics that will appear on a **Page**. Advanced users who know HTML code can also enter and edit code using the rich-text editor.



**NOTE:** The acronym **HTML** stands for **Hypertext Markup Language**, the computer code that is used to create web pages. You can use simple **HTML** code to enhance your **SAS Website**.

The **Home Page** is the main page of the **Website**, which initially contains a *default welcome message* for parents and students.

3. Once you have edited the message and/or added additional content to the **Home Page**, **Spell Check** your work.



4. Check **Show this page on your website menu?** To have this webpage display on your site's menu on the **Website Builder** tab.  Show this page on your website menu?

Make this webpage available online?

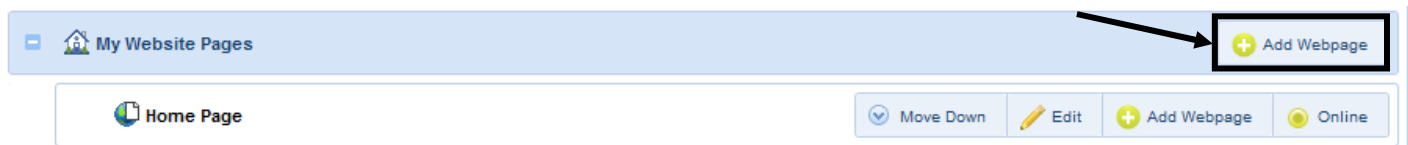
5. Check **Make this page available online?** to have this webpage visible to people who visit your **Website**.

6. Click **Save**. You will receive a confirmation message. Click **Ok**.

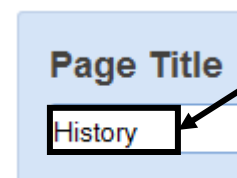


## Creating a New Webpage

1. Under **My Website Pages**, click **Add Webpage**.



2. Under **Page Title**, type a name for the **New Webpage**.

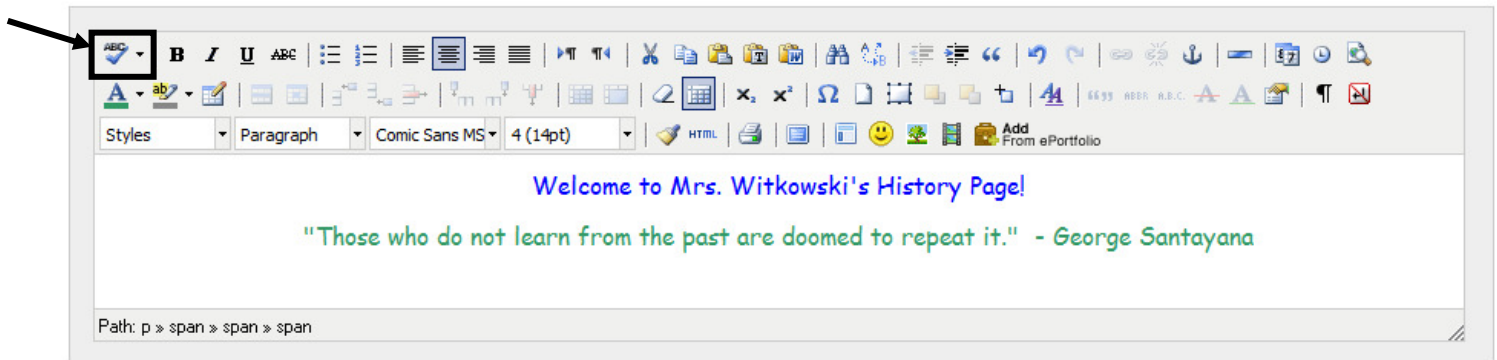


**NOTE** - To create a **Sub-Page** for an existing **Webpage**:

- Locate a **Webpage** that you wish to create a **Sub-Page** for.
- Scroll over to the right, and click **Add Webpage**.

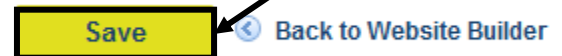
- Use the SAS rich-text editor to add content to the page. You can use the editor, which functions very similar to a word processor, to enter text, hyperlinks, and graphics that will appear on the **New Webpage**.

Advanced users who know HTML code can also enter and edit code using the rich-text editor.

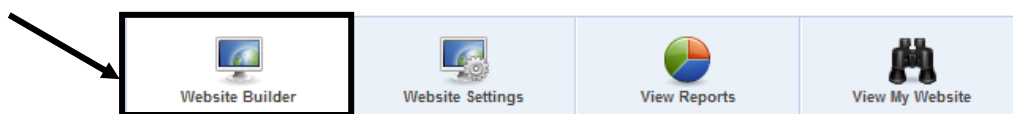


- Once you have added content to the **New Webpage**, **Spell Check** your work.
- Be sure that **Show this page on your website menu?** is checked so that this course will display on your site's menu on the **Website Builder** tab.
  Show this page on your website menu?
- Check **Make this page available online?** if you are ready to have this webpage visible to people who visit your **Website**.
  Make this webpage available online?

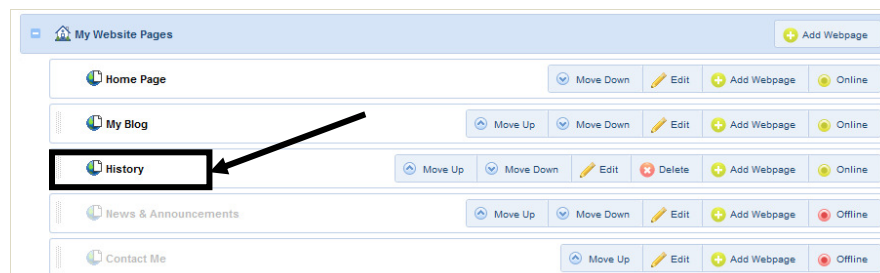
- Click **Save**. You will receive a confirmation message. Click **Ok**.



- You will be returned to the main **Website Builder** tab.



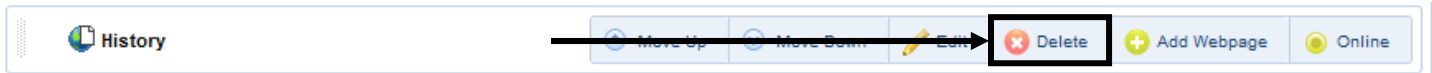
- The **New Webpage** will be added to the list under **My Website Pages**.



- Repeat Steps 1-7 to add as many additional **Pages** as necessary.

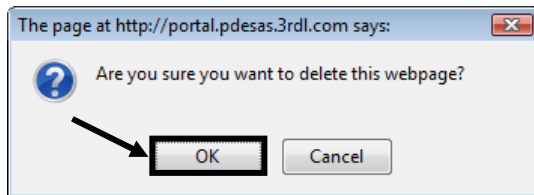
## Deleting a Webpage

1. Locate the **Page** you wish to delete, and then click **Delete**.



**NOTE:** You are only able to delete pages that you have created. Default pages such as the **Home Page**, **News & Announcements**, **Contact Me**, and **My Blog** cannot be deleted.

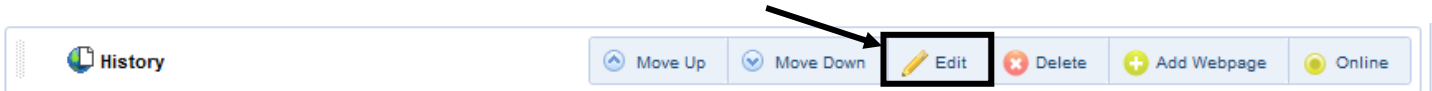
If the **Webpage** you are deleting has a **Sub-Page** connected to it, the **Sub-Page** will also be deleted.



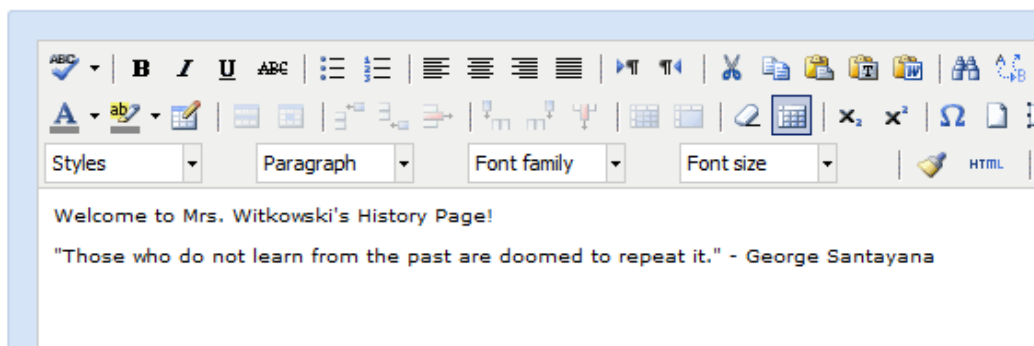
2. Click **OK**. The **Webpage** will be removed from the list underneath **My Website Pages**.

## Formatting Text with the SAS Rich-Text Editor

1. Open the webpage editor by clicking on the **Edit** icon (pencil) to the right of that webpage title.



2. Enter text you wish to appear on your webpage.



3. Highlight the text you wish to format.

To highlight text on a **PC**:

- **Mouse:** - Move the mouse pointer before the text you wish to select. Holding down the left mouse button, drag the mouse until all text is selected. Release left mouse button.
- **Keyboard:** - Move the cursor with your arrow keys before the text you wish to select. While holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

To highlight text on a **Mac**:

- **Mouse:** - Move the mouse pointer before the text you wish to select. Holding down the mouse button, drag the mouse until all text is selected. Release the mouse button.
- **Keyboard:** - Move the cursor with your arrow keys before the text you wish to select holding down the shift key, use the right arrow key to move the cursor over your text. When done selecting the word or phrase, release the shift key.

4. Click an icon on the toolbar to apply the formatting. Using the toolbar, you have many of the same formatting options as a word processor, including:
1. Bold, italics, and underline
  2. Bullets and numbers
  3. Text alignment
  4. Undo and redo
  5. Spell check



**NOTE:** For bulleting and numbering, if you want multiple list items, put a hard return after each item, so they each appear on their own line.

A screenshot of a rich text editor interface. The toolbar at the top contains various icons for text formatting (bold, italic, underline, text color, background color), alignment, indentation, and other functions. Below the toolbar, the content area shows the text "Welcome to Mrs. Witkowski's History Page!" in blue, followed by a quote: "Those who do not learn from the past are doomed to repeat it." - George Santayana in green. The status bar at the bottom left shows the path: Path: p » span » span » span.

## Formatting HTML Code with the SAS Rich-Text Editor

Users who wish to enter and edit HTML code will need to click on the HTML icon in the bottom toolbar of the rich-text editor.



That will reveal all HTML coding:



To return to the screen with the rich-text toolbar:

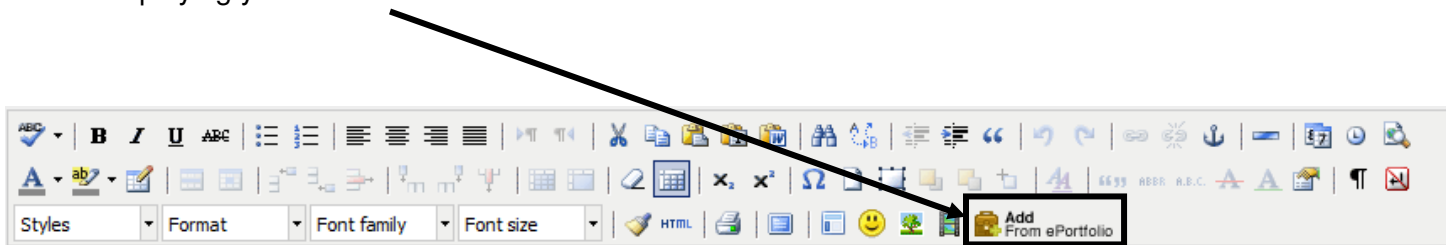
- Click the **Update** button to save any changes made to HTML coding
- Click the **Cancel** button to return without saving changes



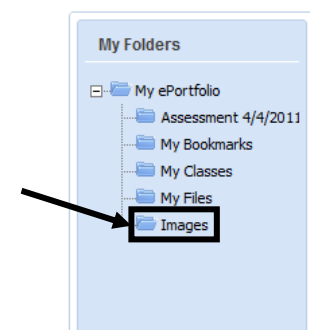
## Inserting ePortfolio Items on a Page

Users have the ability to take items saved in their **ePortfolio** and add them to any **Page** on their **Website**.

1. Click the **Add from ePortfolio** icon on the toolbar in the rich-text editor. A window will open displaying your **ePortfolio**.

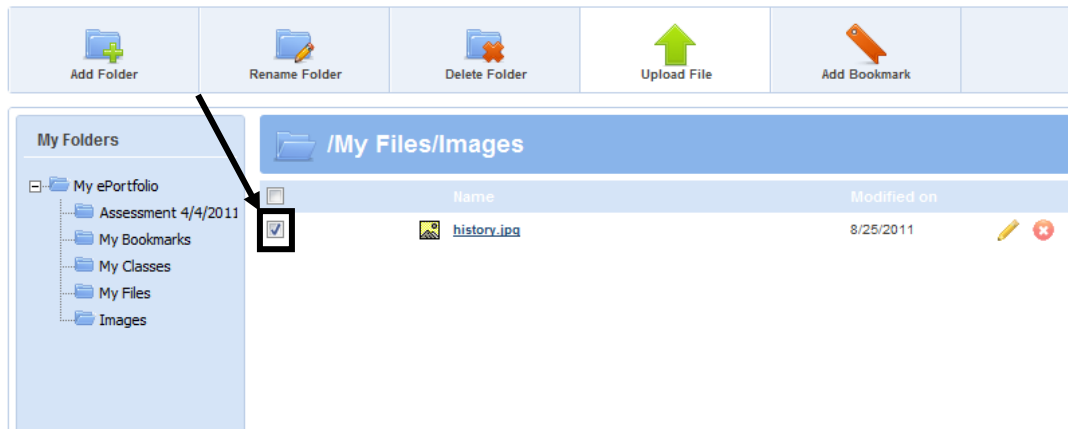


2. Click on the **Folder** where the item is stored. The items within the **Folder** will display on the right side of the tool.





3. Check the item you wish to insert, and click **Insert Selected**.

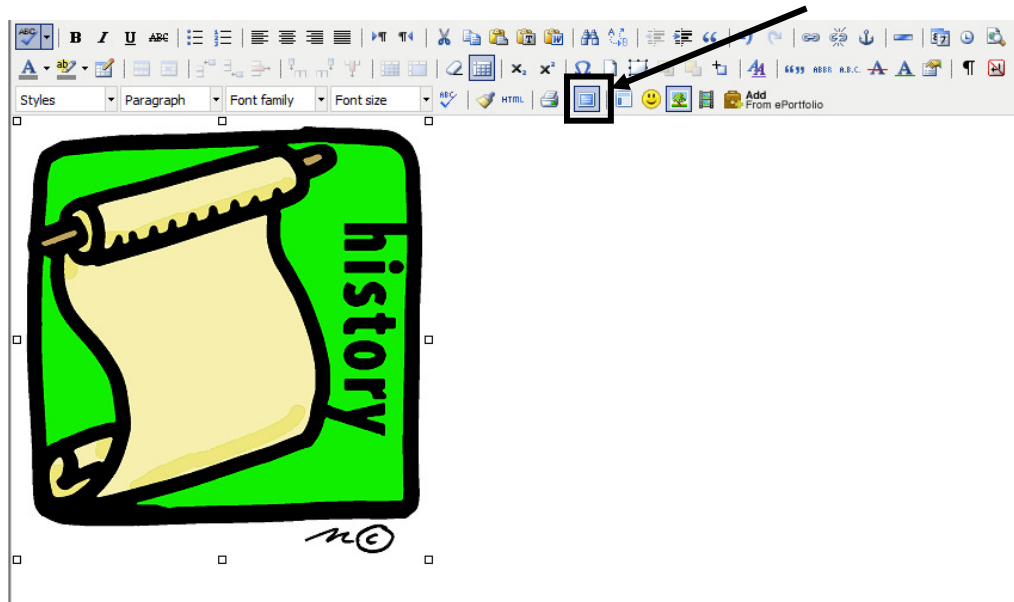


**NOTE:** Users can also **Upload File(s)** directly to the **ePortfolio** within the **Portfolio Manager**. Click on the **Upload File** button to add files to the **ePortfolio**. See p. 91 for further **ePortfolio** instructions.

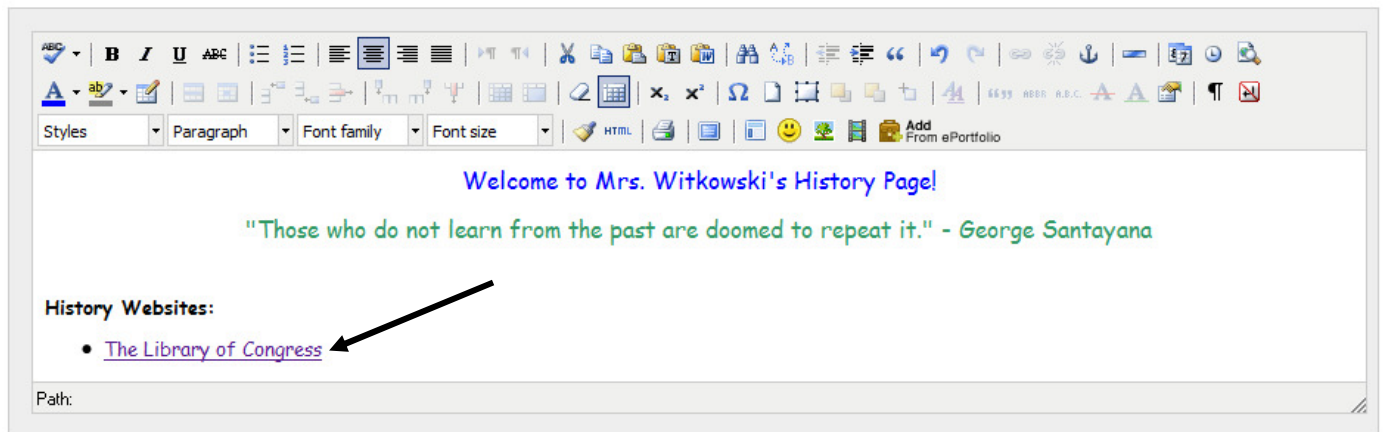
4. The item you selected will be inserted on your **Webpage**.

In this case, the image can be resized by clicking on it, and dragging the handles.

If the rich-text editor window is too small to view the entire image, click the **Toggle Fullscreen** icon to have the rich-text editor cover the full screen. Click the icon again to return the rich-text editor to its normal size.



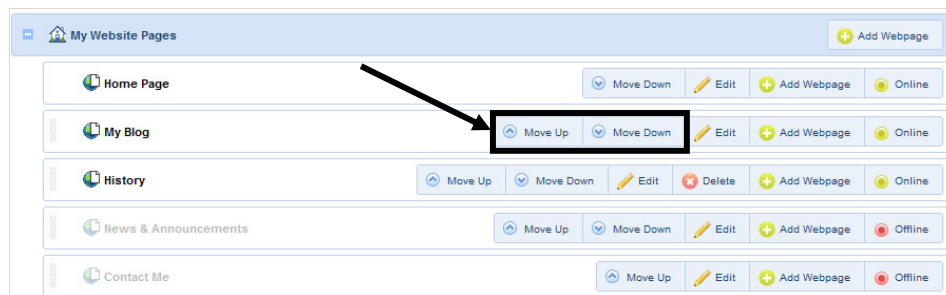
Inserted files, bookmarks to web sites, or bookmarks to items within **SAS** will appear as hyperlinks.



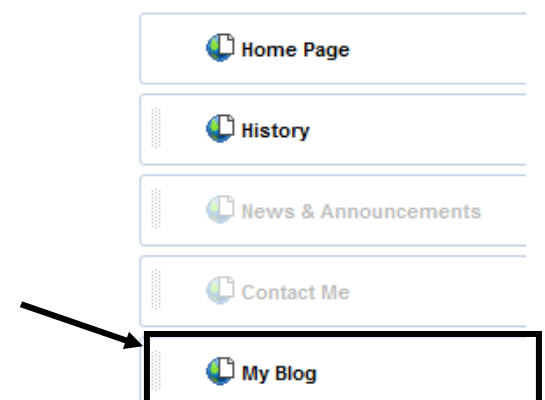
## Reordering the Navigation Menu

Users can elect to reorder the **Webpage** navigation menu.

- Click on the **Move Up/Move Down** arrows next to the **Webpage(s)** you wish to move. The **Webpage(s)** will move up or down the list one space with each click.



Changes to the order will be reflected on the live **Webpage**. In this case, **My Blog** was moved to the bottom of the navigation menu, underneath **Contact Me**. If a page is moved any **Sub-Pages** of that page will be moved as well.

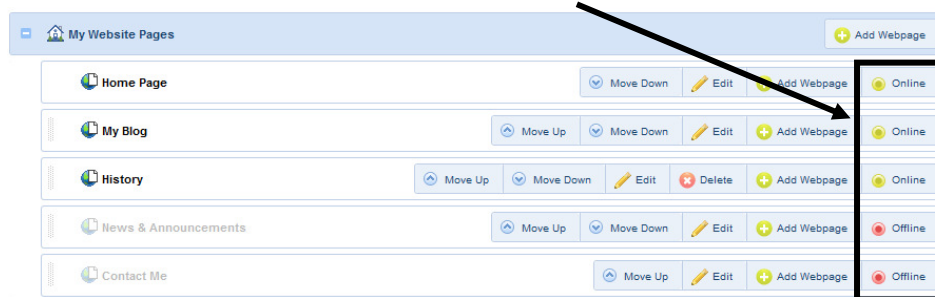


## Displaying Pages Online

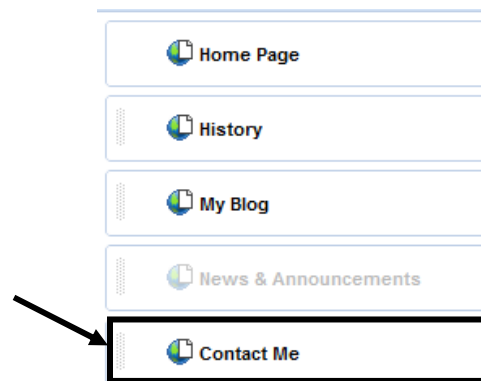
The question “*Make this webpage available online?*” controls whether or not a page is displayed **Online**. Users can control this option from the SAS rich-text editor.

Make this webpage available online?

Users can also click **Online/ Offline** buttons to display or remove pages on the live **Webpage**.



Changes to display will be reflected on the live **Webpage**. In this case, **Contact Me** was added to the live site.

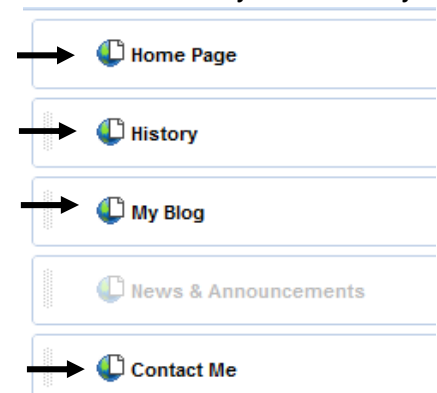


## Viewing the Website

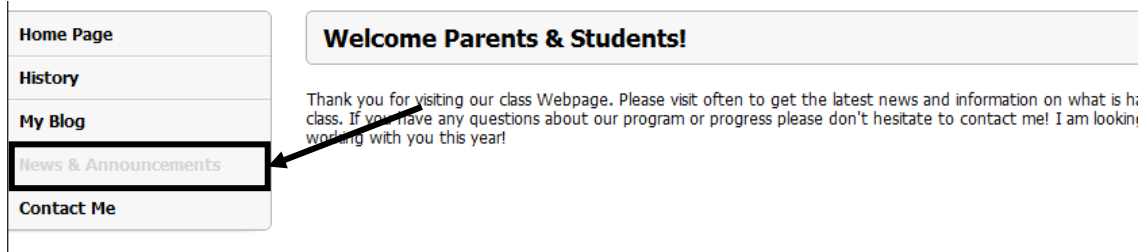
To see what appears to visitors to your **Website**, click **View My Website**.



Any **Webpages** that appear in full color on the **Website Builder** menu will be visible by a visitor to your website.

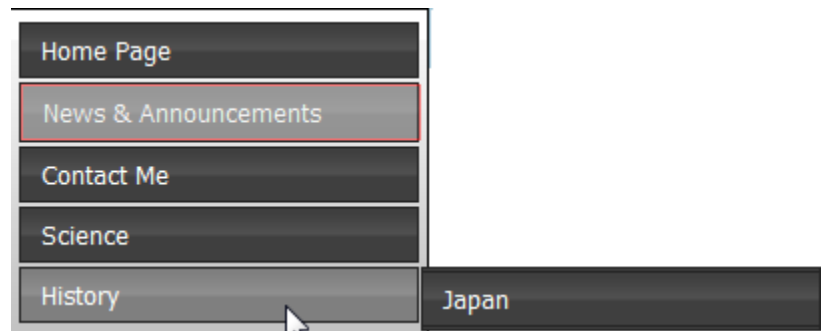


Any **Webpage(s)** that are grayed out will not be visible to your website visitors. However, they will be visible to you when you click on them in **View My Website**.



**Sub-Page(s)** will only appear when visitors hover their mouse over the **Webpage** the **Sub-Page** is connected to.

**NOTE:** If you have applied a change to your site and do not see it immediately, please refresh your browser.



## Contact Me

Determine whether or not to include a way for visitors to contact you. This option will include a **Contact Me** page on your **Website** that will allow visitors to fill out a contact form directed to your email address.

Please fill out the form below to contact me.

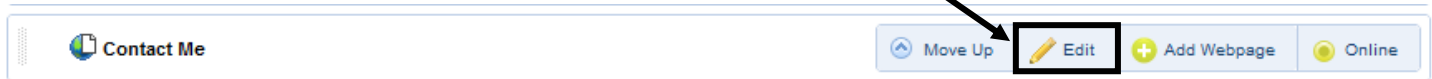
Your name

Email

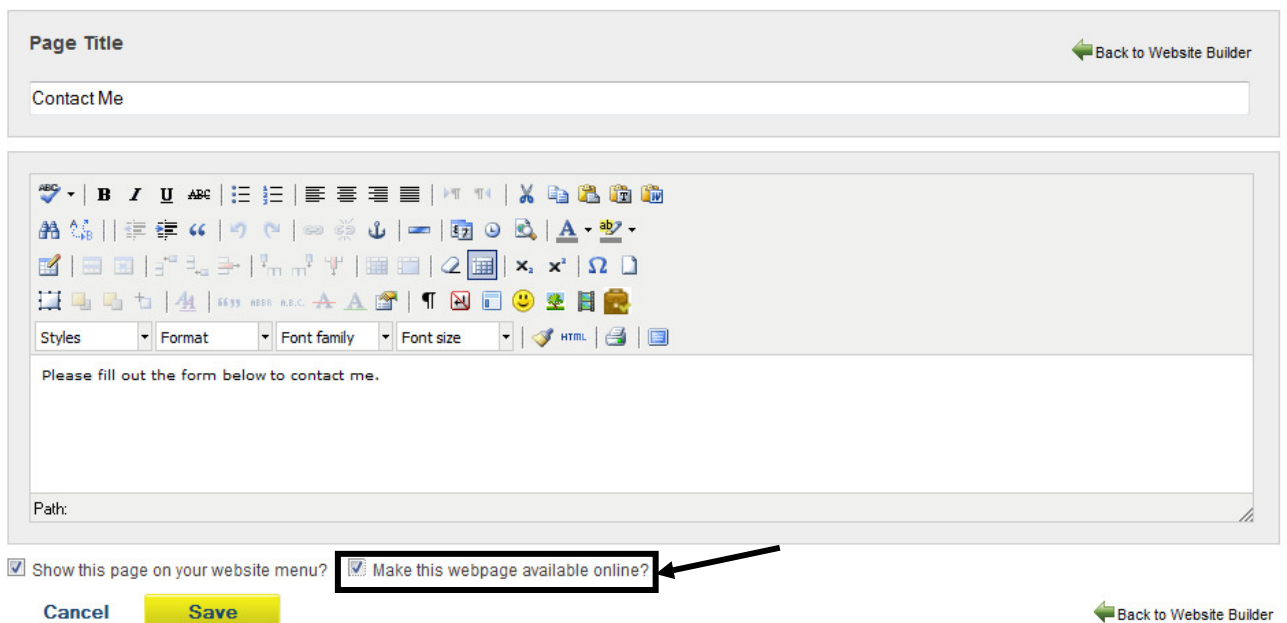
Subject

Type a message to be sent

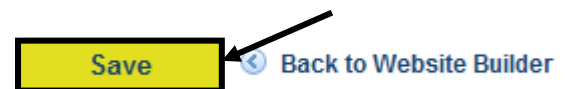
1. Locate **Contact Me** and click **Edit**.



2. The rich-text editor will open. Make any changes necessary (e.g., font family, size, or color) to the default text “*Please fill out the form below to contact me*”.



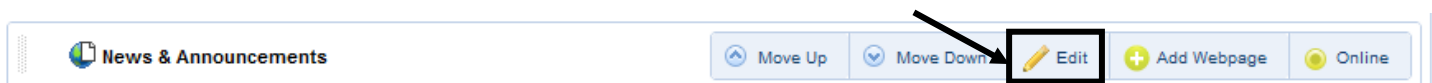
3. Check **Make this page available online?** to have this webpage visible to people who visit your **Website**.
4. **Save** your changes. You will be returned to the main **Website Builder** tab.



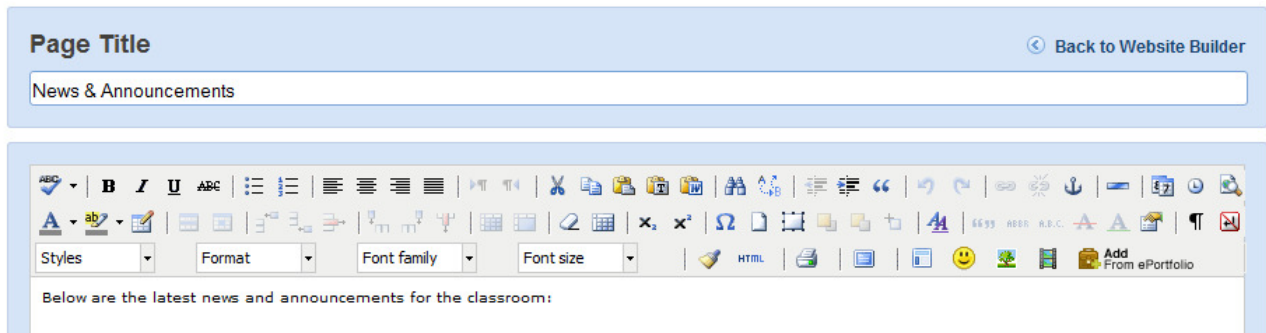
## News & Announcements

You can post important **Announcements** for visitors to your **Website**.

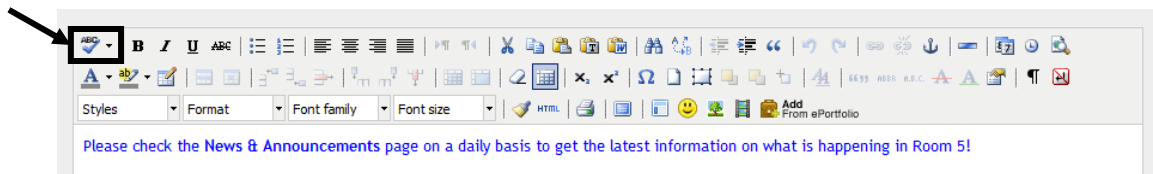
1. Locate **News & Announcements** under the **My Website Pages** header and click **Edit**.



- The rich-text editor will open. Make any changes necessary (e.g., font family, size, or color) to the default text “*Below are the latest news and announcements for the classroom.*”



- Once you have edited the message and/or added additional content to the **News & Announcements** page, **Spell Check** your work.



- Be sure that **Show this page on your website menu?** is checked so that this page will display on your site’s menu on the **Website Builder** tab.  Show this page on your website menu?

Make this webpage available online?

- Check **Make this page available online?** to have this webpage visible to people who visit your **Website**.

- Click **Save**. You will receive a confirmation message. Click **Ok**.



- You will be returned to the main **Website Builder** tab.



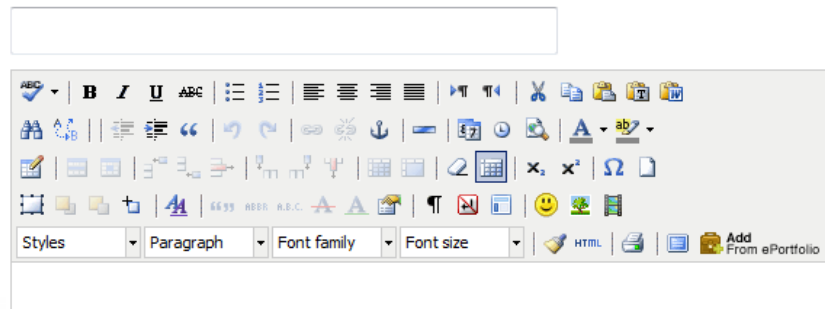
## Adding an Announcement

1. Select **Add Announcement** from the **News & Announcements** toolbar.



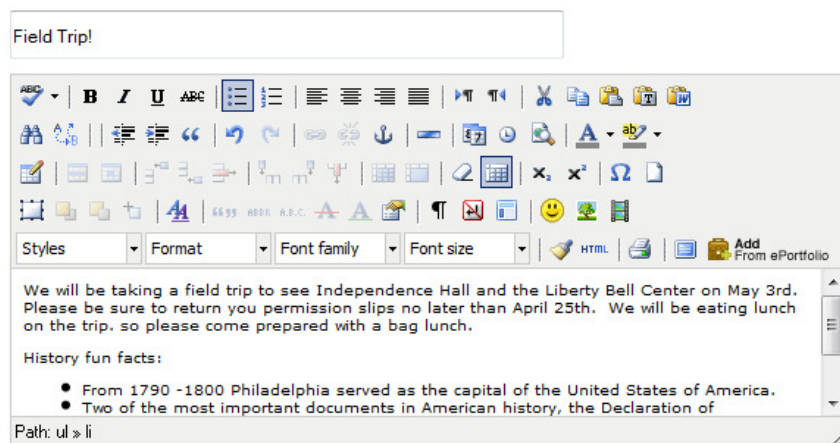
**Note:** This tool bar is not the same as the **News & Announcements** page under the **My Website Pages** section. It appears lower on your screen and is blue like the **My Website Pages** header.

2. The SAS rich-text editor will open in a window.



**NOTE:** **Announcements** are text only, and cannot include images

3. Enter a **Title** for the **Announcement**.



4. Once you have entered the message text, **Spell Check** your work.

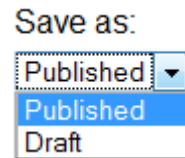
5. Select a **Post Date** and **Expiration Date** for the **Announcement**. Click on the **Calendar** icon to select dates.



- The **Post Date** is the date the message will appear on your **Website**.
- The **Expiration Date** is the date the message will be removed from your **Website**.

6. Select an option from the **Save As** drop-down menu.

- **Published** – will publish the **Announcement** to your **Website** on the selected **Post Date**.
- **Draft** – will save the **Announcement** as a **Draft** so that you can continue making changes to it.

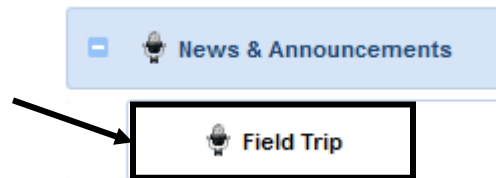


The **Announcement** will not be posted on the **Website** until you select the **Published** option.

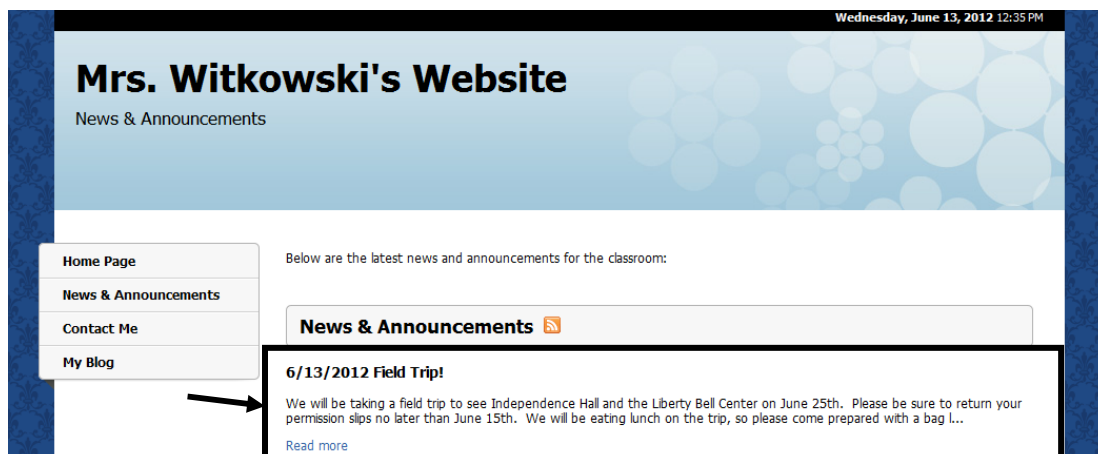
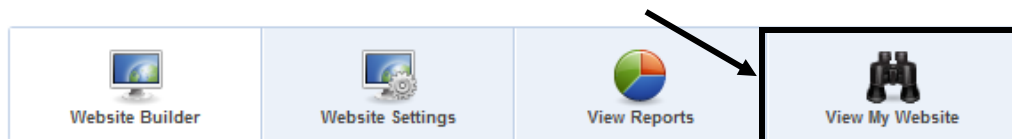
7. Click **Save**.



8. The **Announcement** will be added to the **My Announcements** list.



9. Click **View My Website**, and navigate to the **News & Announcements** page to view the **Announcement**. The **Announcement** will appear live beginning on the **Post Date**.





- If the **Announcement** is longer than a few lines, click on **Read more** to view the full text.

### Field Trip!

6/13/2012 By Maria Witkowski

We will be taking a field trip to see Independence Hall and the Liberty Bell Center on June 25th. Please be sure to return your permission slips no later than June 15th. We will be eating lunch on the trip, so please come prepared with a bag lunch.

History fun facts:

- From 1790 - 1800 Philadelphia served as the Capital of the United States of America.
- Two of the most important documents in American History, the Declaration of Independence and the Constitution, were written in Independence Hall.

## Editing an Announcement:

- Click **Edit** to the right side of the **Announcement** name.

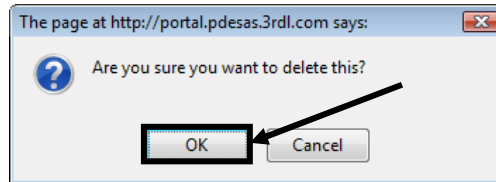
- The editor will open in a new window. Make the necessary changes within the rich-text editor.

- Save** your changes.

## Deleting an Announcement:

- Click **Delete** to the right side of the **Announcement** name.

- Click **OK**.



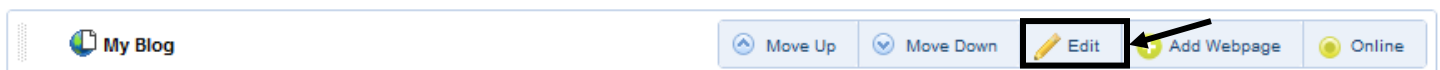
- The **Announcement** will be removed from the **My Announcements** list.



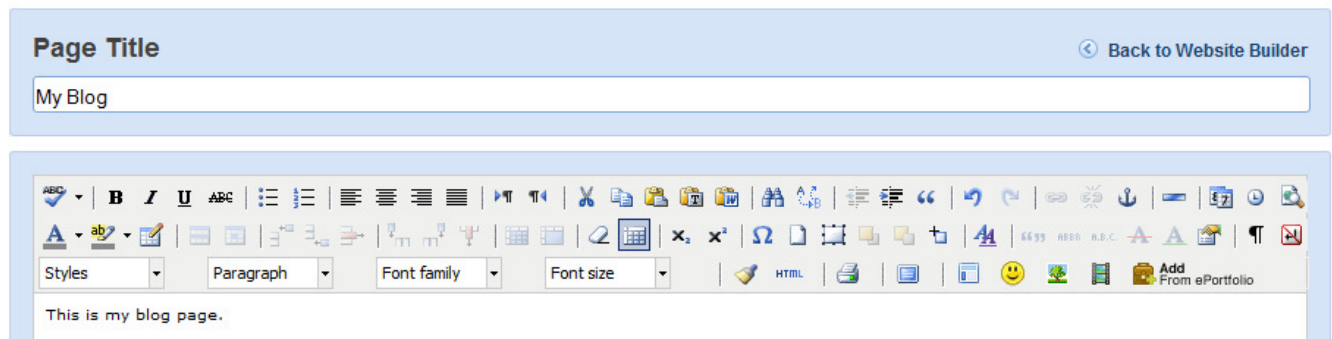
## My Blog

You may elect to maintain a **Blog** in order to share opinions and discuss various topics in the form of an online journal, in which readers may comment on **Entries**.

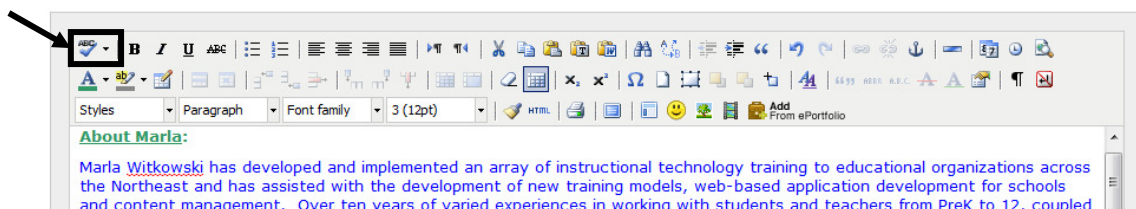
- Locate **My Blog** under the **My Website Pages** header and click **Edit**.



- The rich-text editor will open. Make any changes necessary (e.g., font family, size or color) to the **Page Title** and/or the default text "*This is my blog page*".



- Once you have edited the message and/or added additional content to the **My Blog** page, **Spell Check** your work.



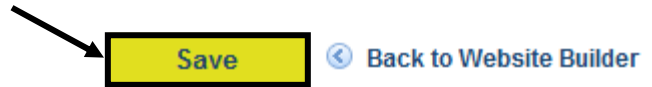
- Be sure that **Show this page on your website menu?** is checked so that this page will display on your site's menu on the **Website Builder** tab.

Show this page on your website menu?

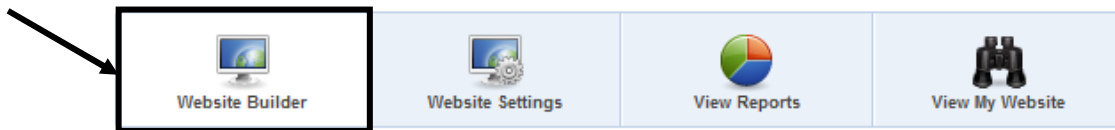
Make this webpage available online?

5. Check **Make this page available online?** to have this webpage visible to people who visit your **Website**.

6. Click **Save**. You will receive a confirmation message. Click **Ok**.



7. You will be returned to the main **Website Builder** tab.



## Creating a Blog Entry

1. Locate **My Blog Entries** and click **Add Blog Entry**.



**Note:** This tool bar is not the same as the **My Blog** page under the **My Website Pages** section. It appears lower on your screen and is blue like the **My Website Pages** header.

2. Enter a **Title**.

3. Enter the text of your **Blog Entry**.

Title

Twitter Twins

Styles ▾ Format ▾ Font family ▾ Font size ▾ HTML Add From ePortfolio

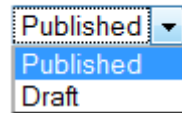
Twitter has been very useful to me and I'd like to thank the colleague that got me hooked (Thanks Mike!). It's allowed me to follow and even talk to people that I have only read about. I saved my first response from my personal idol, Kathy Schrock like I was a giddy little schoolgirl! Technology and the web are always changing and growing. It is virtually impossible for any one person to have a firm grasp on everything that is out there and available for educators. Twitter has allowed me to develop a personal learning network and I have found amazing resources.

Path:

4. Select an option from the **Save As** drop-down menu.

- **Published** – will publish the **Blog Entry** to your **Blog**.
- **Draft** – will save the **Blog Entry** as a **Draft** so that you can continue making changes to it.

Save as:

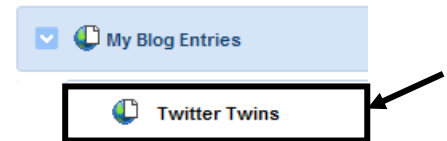


The **Blog Entry** will not be posted on the **Website** until you select the **Published** option.

5. Click **Save**.



6. The **Entry** will be added to the **My Blog Entries** list.



7. Click **View My Website**, and navigate to the **My Blog** page to view the **Blog Entry**.



## Mrs. Witkowski's Website

My Blog

Home Page

News & Announcements

Contact Me

My Blog

This is my blog page.

**My Blog Entries**

**Twitter Twins**

Twitter has been very useful to me and I'd like to thank the colleague that got me hooked (Thanks Mike!). It's allowed me to follow and even talk to people that I have only read about. I saved my first response from my personal idol, Kathy Sch...

8/25/2011 1:35:00 PM By Marla Witkowski | Comments:0 Read more


- If the **Blog Entry** is longer than a few lines, click on **Read more** to view the full text.

### Twitter Twins

8/25/2011 By Maria Witkowski

Twitter has been very useful to me and I'd like to thank the colleague that got me hooked (Thanks Mike!). It's allowed me to follow and even talk to people that I have only read about. I saved my first response from my personal idol, Kathy Schrock like I was a giddy little schoolgirl! Technology and the web are always changing and growing. It is virtually impossible for any one person to have a firm grasp on everything that is out there and available for educators. Twitter has allowed me to develop a personal learning network and I have found amazing resources.

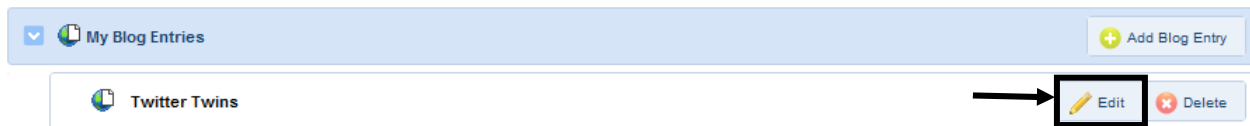
- Once your **Blog Entry** has been published, it is also possible for visitors to your **Website** to **Comment** on your **Entry**.

 Comments

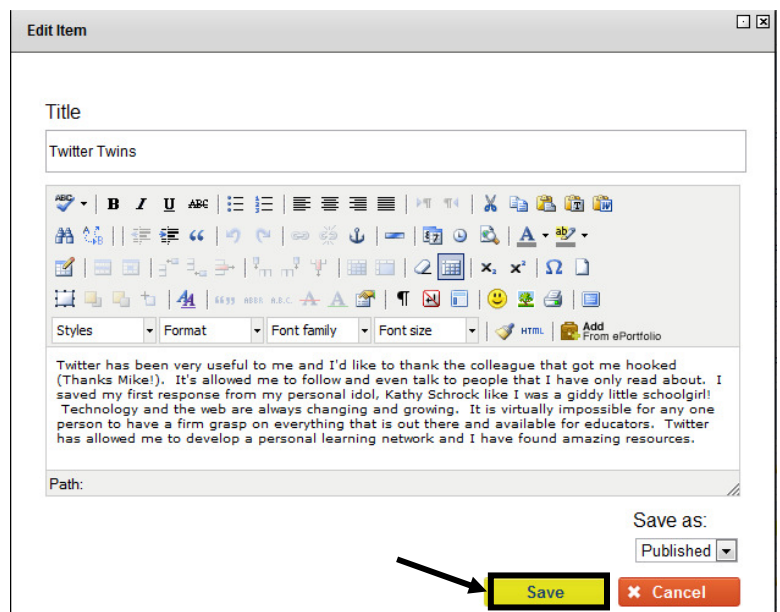


## Editing a Blog Entry:

- Click **Edit** to the right side of the **Blog Entry** name.



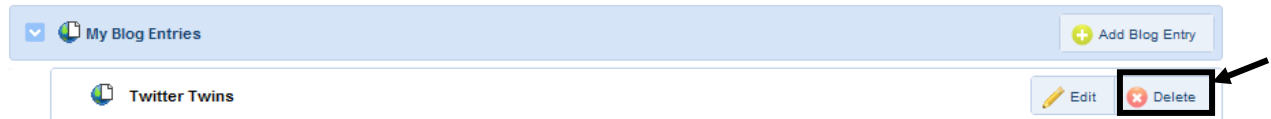
- Make the necessary changes to the text.



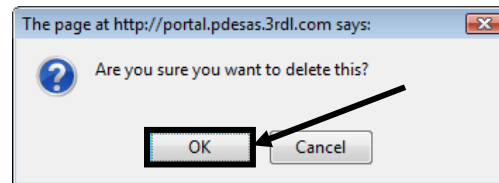
- Save** your changes.

## Deleting a Blog Entry:

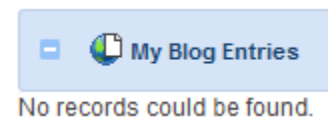
1. Click **Delete** to the right side of the **Blog Entry** name.



2. Click **OK**.



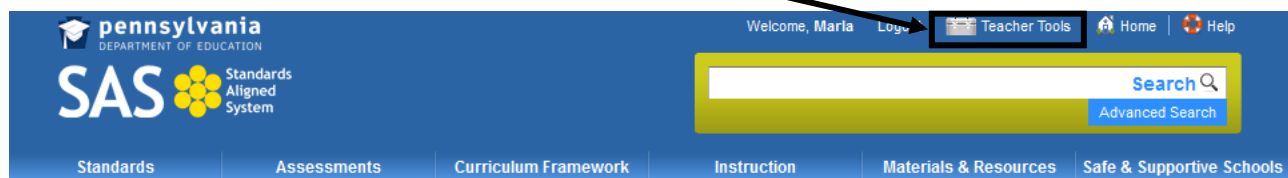
3. The **Blog Entry** will be removed from the **My Blog Entries** list.



## Searching for a Blog

Once you have established a **Blog**, other users will be able to search for it within the **SAS Learning Communities**.

1. Click **Teacher Tools** in the upper-right hand corner of any page in **SAS**.

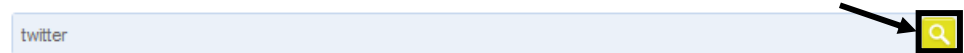


2. Choose **My Communities** from the **Teacher Tools** menu:



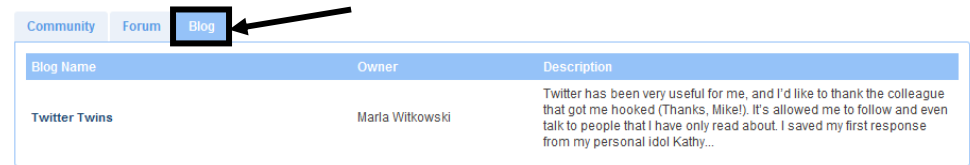
3. Enter a **Keyword**, and click the **Search** icon (magnifying glass).

To join additional communities, or to suggest that another user join, please refer to the search area below:



A search bar containing the text "twitter" and a magnifying glass icon on the right side. An arrow points to the magnifying glass icon.

4. Click the **Blog** tab. A list of all related **Blogs** will appear.



The screenshot shows a navigation bar with three tabs: "Community", "Forum", and "Blog". The "Blog" tab is selected and highlighted with a black box and an arrow. Below the tabs is a table with the following data:

Blog Name	Owner	Description
Twitter Twins	Marla Witkowski	Twitter has been very useful for me, and I'd like to thank the colleague that got me hooked (Thanks, Mike!). It's allowed me to follow and even talk to people that I have only read about. I saved my first response from my personal idol Kathy...

Users can also view any related **Communities** or **Forums** related to the **Keyword** by clicking on the tabs.

Users can also view a list of all **Communities**, **Forums**, and **Blogs** by clicking on **Browse Communities, Forums, and Blogs**, located directly underneath the **Keyword Search** tool.

[Browse Communities, Forums, and Blogs](#)

5. To view a **Blog**, click on the **Blog Name**.



A rectangular button with the text "Twitter Twins" inside. An arrow points to the button.

6. You will be taken to the appropriate **Blog**:



The screenshot shows a blog page titled "Mrs. Witkowski's Website" with the subtitle "Twitter Twins". On the left side, there is a navigation menu with the following items: "Home Page", "News & Announcements", "Contact Me", and "My Blog". The main content area features a post titled "Twitter Twins" dated "8/25/2011 By Marla Witkowski". The post text reads: "Twitter has been very useful to me and I'd like to thank the colleague that got me hooked (Thanks Mike!). It's allowed me to follow and even talk to people that I have only read about. I saved my first response from my personal idol, Kathy Schrock like I was a giddy little schoolgirl! Technology and the web are always changing and growing. It is virtually impossible for any one person to have a firm grasp on everything that is out there and available for educators. Twitter has allowed me to develop a personal learning network and I have found amazing resources." Below the post, there is a "Comments" section with a "Add Comment" button.

## Commenting on a Blog Entry

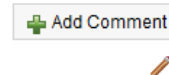
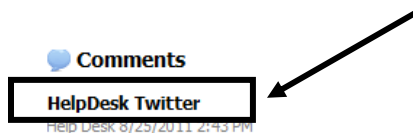
Once you have located a **Blog**, you may choose to leave **Comments** about an **Entry**.

1. Scroll beneath the **Blog Entry**, and click on **Add Comment**.



2. A window will open. If you are currently logged into the portal, your **Name** and **Email Address** will appear. If not, please enter them.
3. Enter a **Subject**, and your **Comments**.
4. Scroll underneath the **Comments** and click **Submit**.

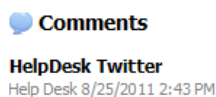
5. Your **Comments** will appear underneath the **Blog Entry**.



6. Click the **Title** to view the **Comments**.

## Editing Comments

1. To **Edit** your **Comments**, click on the **Edit** icon (pencil).





2. Make the necessary changes to the text.

Add Comment

Help Desk

helpdesk@3rdl.com

HelpDesk Twitter

Twitter is a wonderful tool! We have created a Twitter account for the SAS Help Desk. Please follow us @ <http://www.twitter.com/sashelpdesk>

3. Click **Submit**.

4. The changes will appear in your **Comments**.

#### HelpDesk Twitter


Marla Witkowski 6/13/2012 12:54 PM


Twitter is a wonderful tool! We have created a Twitter account for the SAS Help Desk. Please follow us @ <http://www.twitter.com/sashelpdesk>

 Reply

## Replying to Comments

1. **Comments** will appear underneath the **Blog Entry**. Click the **Title** to view the **Comments**.

 Comments

 Add Comment

**HelpDesk Twitter**

Help Desk 8/25/2011 2:48 PM

2. Click the **Reply** button to respond to the **Comments**.

#### HelpDesk Twitter

Marla Witkowski 6/13/2012 12:54 PM

Twitter is a wonderful tool! We have created a Twitter account for the SAS Help Desk. Please follow us @ <http://www.twitter.com/sashelpdesk>

 Reply

- A window will open. If you are currently logged into the portal, your **Name** and **Email Address** will appear. If not, please enter them.

**Add Comment** □ ×

There are not a lot of tweets yet for the HelpDesk. What types of things will you be tweeting about?

Cancel
Submit

- Enter your **Reply**.
- Scroll underneath the **Reply** and click **Submit**.

Cancel

Submit

- Your **Reply** will appear underneath the **Comments**.

**HelpDesk Twitter**  
Help Desk 6/23/2010 12:35 PM

⋮

**Re: HelpDesk Twitter**


John Jones 6/23/2010 12:52 PM

- Click the **Title** to view the text of the **Reply**.

↳ **Re:: HelpDesk Twitter**

Marla Witkowski 6/13/2012 1:00 PM

There are not a lot of tweets yet for the Help Desk. What types of things will you be tweeting about?

 Reply

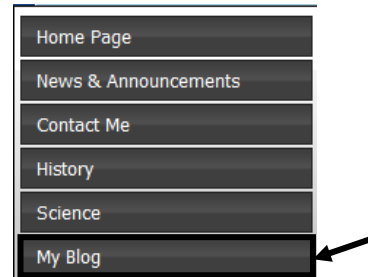
## Deleting Comments

Occasionally a user may post **Comments** that you or another user may find objectionable. If so, you may wish to remove them from your **Blog**.

1. Click on **View My Website**.



2. Click on **My Blog** in the **Navigation Menu**.



3. Locate the appropriate **Blog Entry**, and click on **Read more**.



4. Locate the **Comments** underneath the **Blog Entry**.
5. Click the **Delete** icon (X) to remove the **Comment(s)**.



## Blog Archive

As **Blog Entries** and **Comments** are added to the **Blog**, a **Blog Archive** will automatically be created, and will appear underneath your **Navigation Menu**. It will list the **Month(s)**, **Year(s)**, and **Number of Blog Entries**.



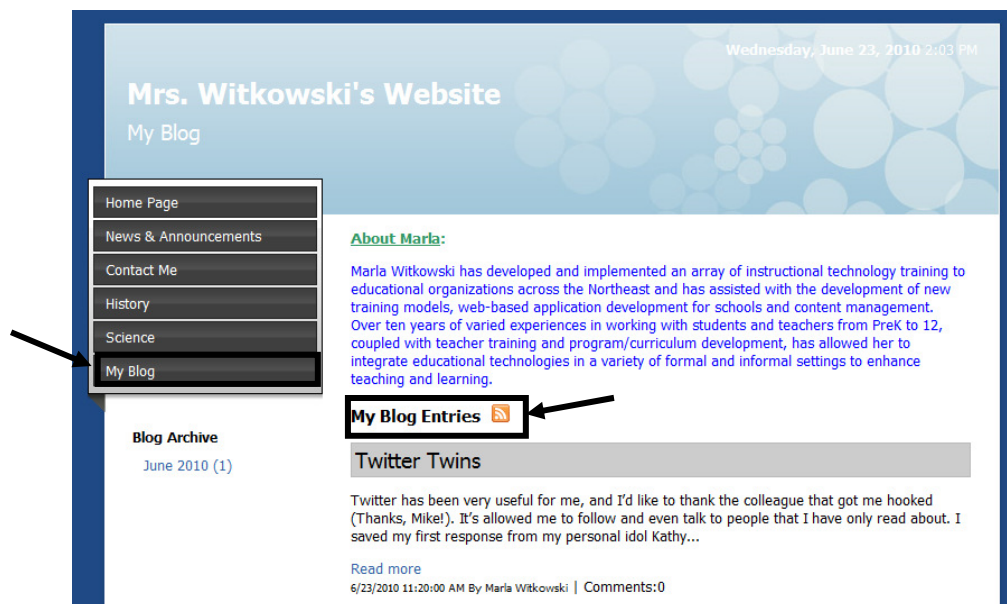
## Subscribing to a Blog

Stay informed about the latest updates to a **Blog** by subscribing to an **RSS Feed**.

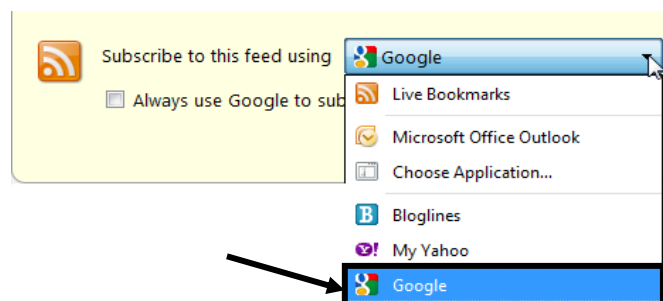
**RSS** stands for Really Simple Syndication. It allows you to easily stay informed by retrieving the latest content from the blogs you are interested in. You save time by not needing to visit each site individually.

RSS feeds can be read using software called a **Feed Reader**, or aggregator, which can be web-based, desktop-based, or mobile-device-based. Some common Feed Readers include Google Reader, My Yahoo, and Bloglines.

1. Navigate to the **Blog** you are interested in subscribing to.
2. From the **My Blog Page**, click on the **RSS** icon next to **My Blog Entries**.



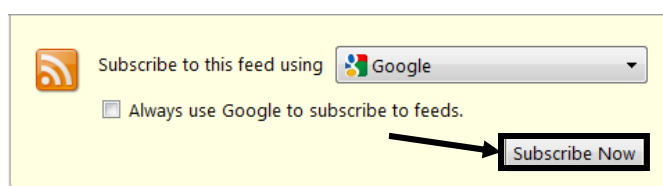
3. Select a **Feed Reader** from the drop-down list.



4. Click the **Subscribe Now** button.

You may be prompted to sign in to your **Feed Reader** account.

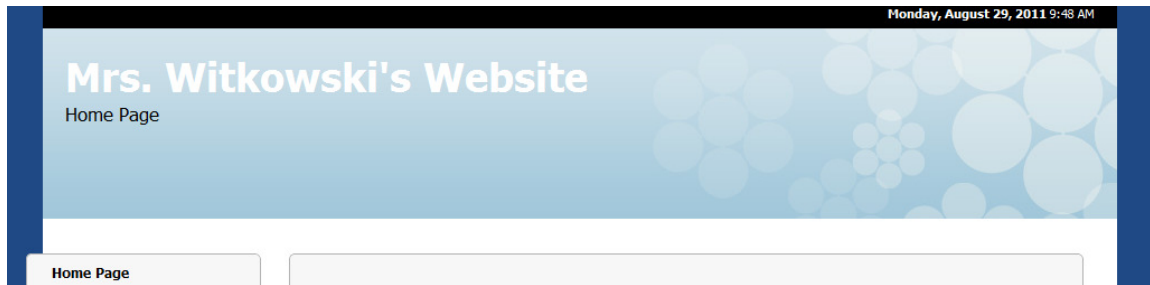
If you do not currently have an account for a selected **Feed Reader**, you may be prompted to sign up for a free account.



- Any time a new **Update** is posted, it will be delivered to you via your **Feed Reader**.

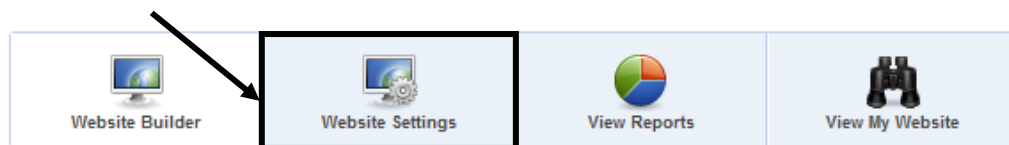
## Website Settings

By default, this is how your **Website** will appear:

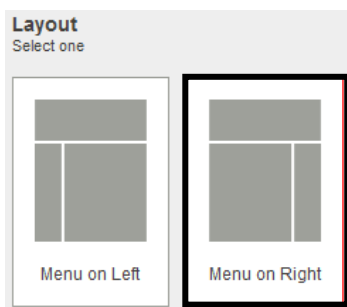
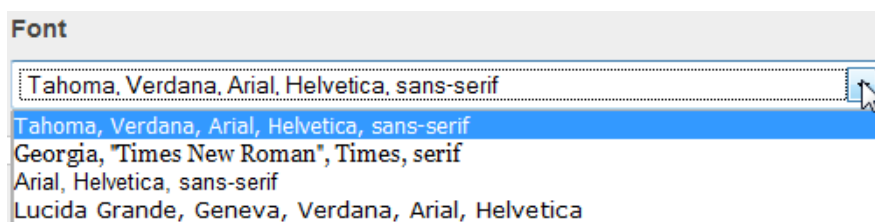


A **Website** can be customized to suit your personal taste. You can choose from a collection of themes, layouts, and patterns and color schemes to enhance the look of your page.

- Click on **Website Settings**.



- Select the **Font** grouping for your Website.



- Select a **Layout**. The navigation menu for your site can appear on the left or right side of the page.

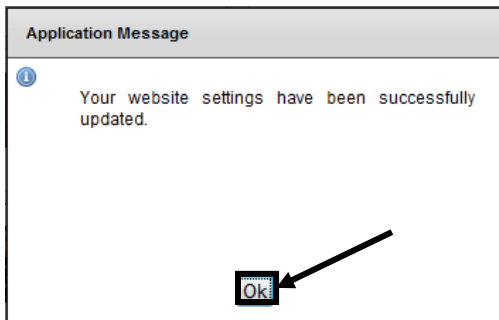
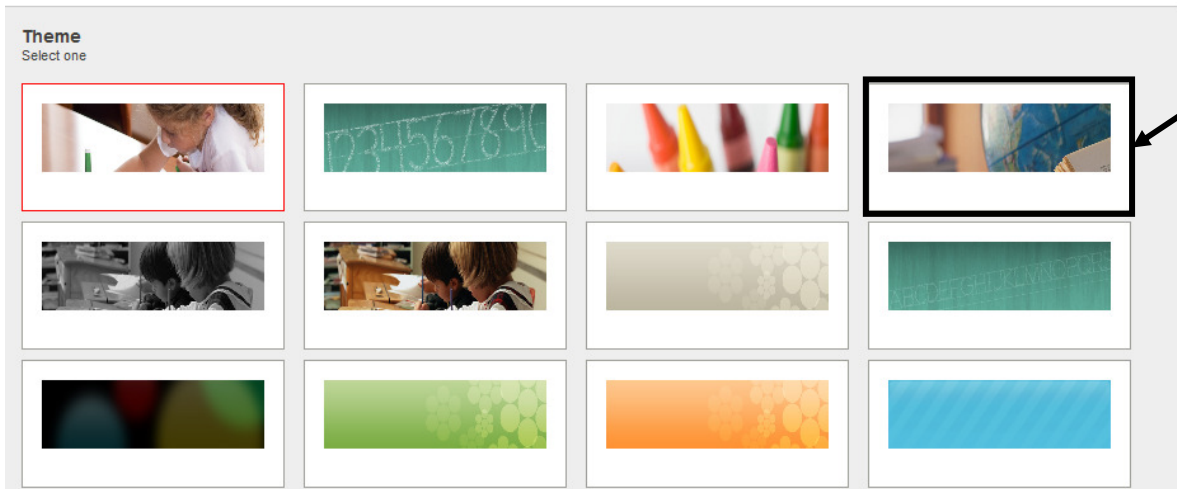
- Select a **Background Color**.





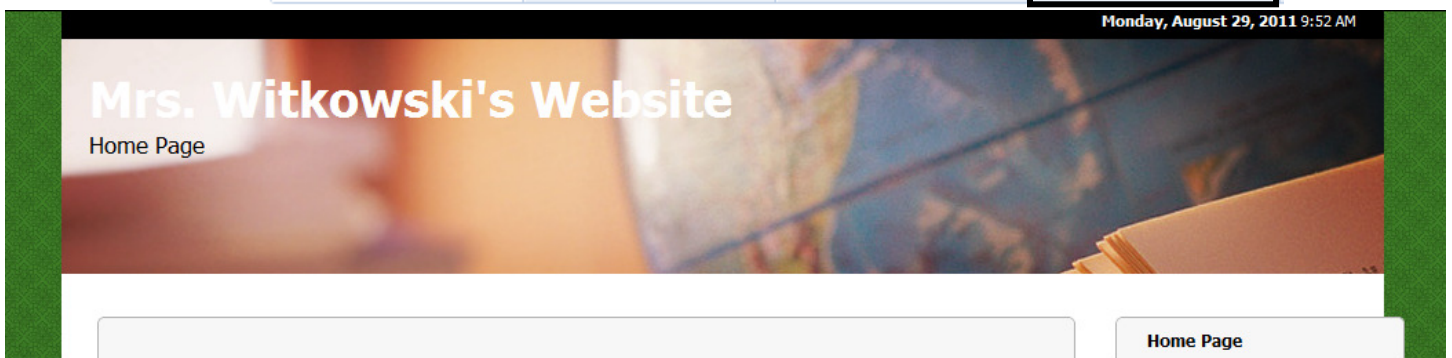
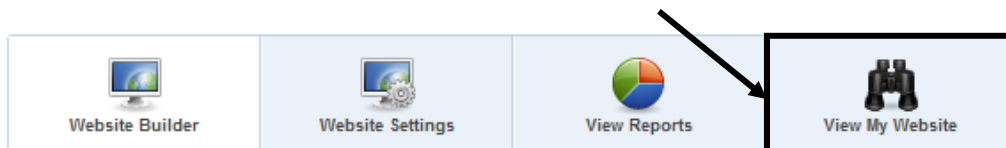
5. Select a **Background Pattern**.

6. Select a **Theme**.



7. **Save** your changes, and then click **Ok**.

8. Click on **View My Website** to preview the changes.



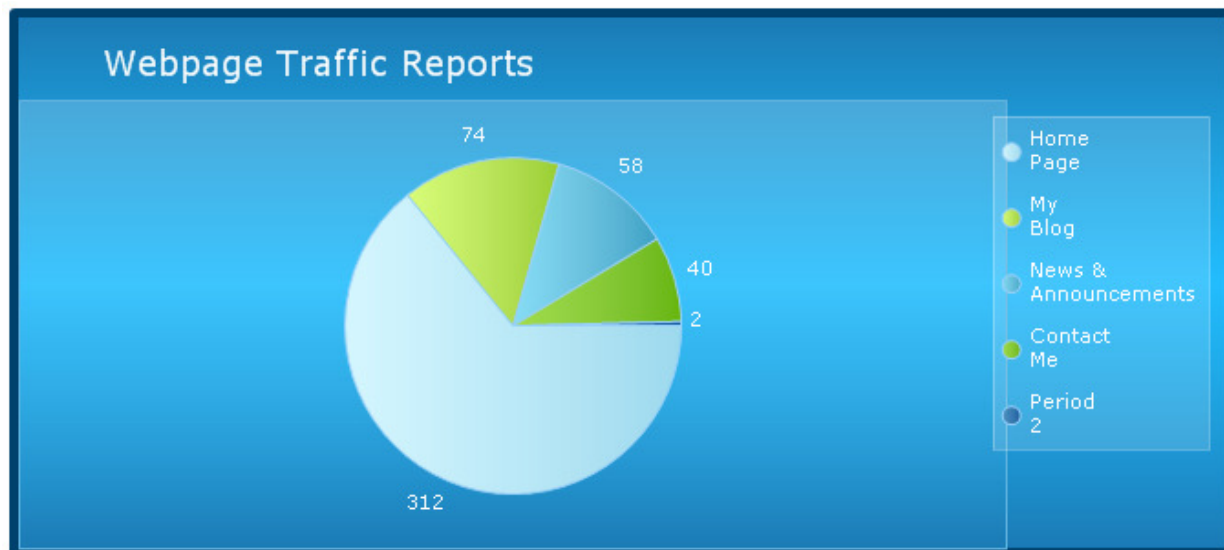
## Viewing Reports

See how many people have visited each page in your **Website**.

1. Click on **View Reports**.



2. View a chart that shows the **Page Title**, **Number of Page Views**, and the date and time **Last Visited On**.



Page Title	# of Page Views	Last Visited on
Home Page	312	8/29/2011 9:52:00 AM
My Blog	74	8/25/2011 3:13:00 PM
News & Announcements	58	8/25/2011 1:49:00 PM
Contact Me	40	3/31/2011 2:08:00 PM
Period 2	2	8/25/2011 12:24:00 PM

3. This information can also be used to see how navigable the website is, and to determine which areas of the site are most popular or useful for visitors. Those pages that are not receiving much traffic may not contain enough information to garner multiple visits.

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