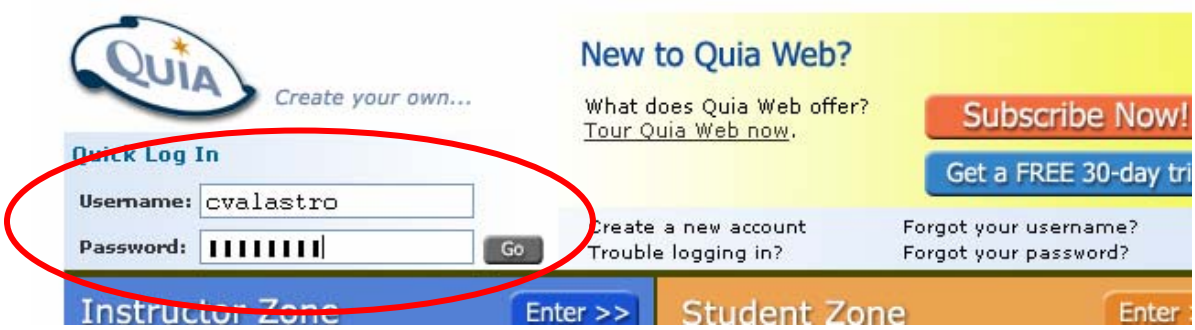
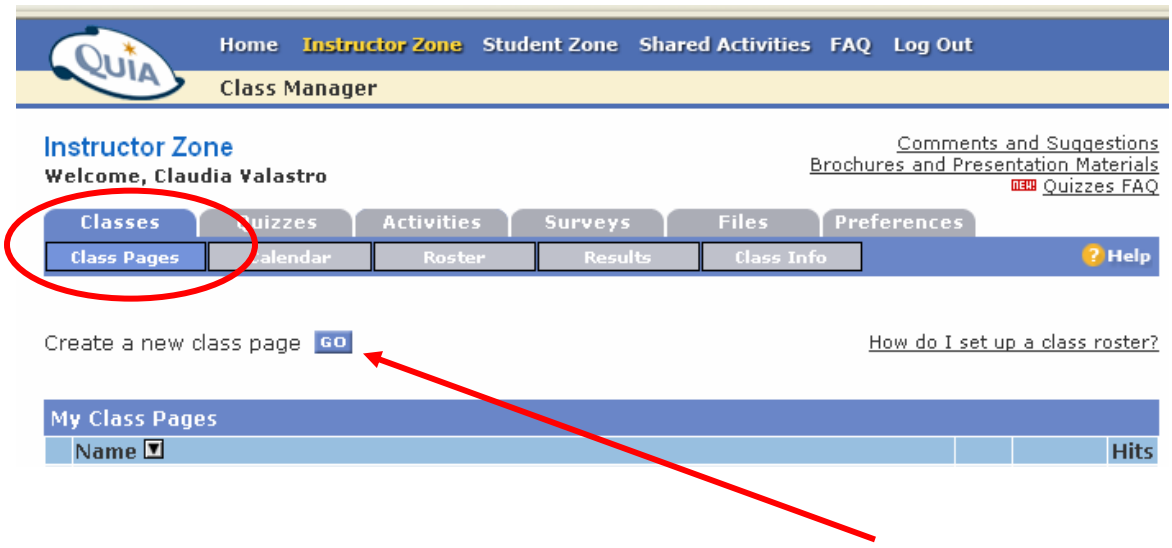
Creating a Web Site in Quia

1. Go to www.quia.com/web and login with your **username** and **password**:

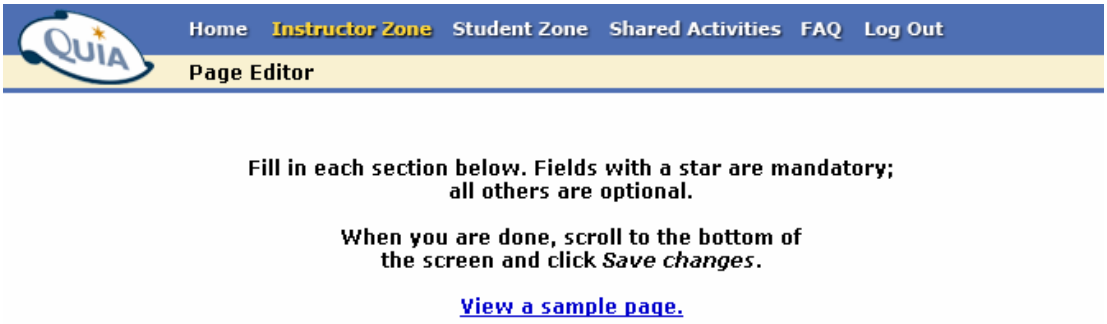


2. Click on **GO** or hit **Enter**. You should now be in the **Instructor Zone**.

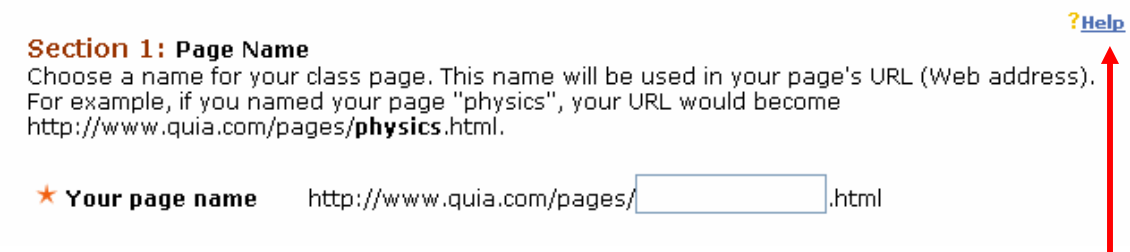
3. Click on the **Classes Tab** if not already selected.



4. Create a new class page by clicking on the **Go button** to the right.
   The **Page Editor** will appear.



5. Fill in each section, starting with **Section 1 – Page Name**:



Notice there is a **Help link** at the top-right corner of each section that gives additional explanation as needed.

I recommend starting each of your pages with your last name. For example:

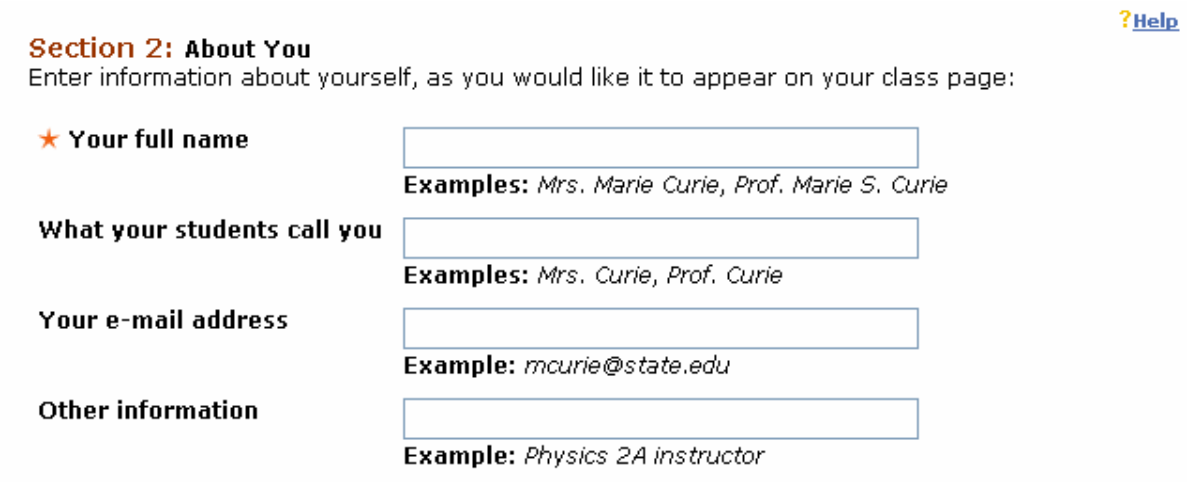
valastrohome

valastroaccountingper1

valastrobcisper2

Your page names must be between 2 and 20 characters long, all lowercase, and contain only the letters a-z and/or numbers 0-9. Spaces and punctuation are not allowed.

6. Complete **Section 2 – About You**:



7. Complete **Section 3 – About Your School or Department**:

?Help

Section 3: About Your School or Department

Enter information about your school (or department), as you would like it to appear on your class page. These fields are all optional:

School name

Examples: *Westdale Elementary, CSU Physics Dept.*

School address 1

School address 2

School address 3

School phone number

School fax number

School Web page http://

East Chambers High School
234 East Buccaneer Drive
Winnie, TX 77665
Fax 409.296.9596

East Chambers Junior High
1931 State Hwy 124
Winnie, TX 77665
Fax 409.296.2724

East Chambers Intermediate
213 School Road
Winnie, TX 77665
Fax 409.296.8108

East Chambers Elementary
316 East Fear Road
Winnie, TX 77665
Fax 409.296.3259

East Chambers ISD
1955 State Hwy 124
Winnie, TX 77665
Fax 409.296.3528

School Phone: 409.296.6100

Web Address:
www.eastchambers.isd.esc4.net

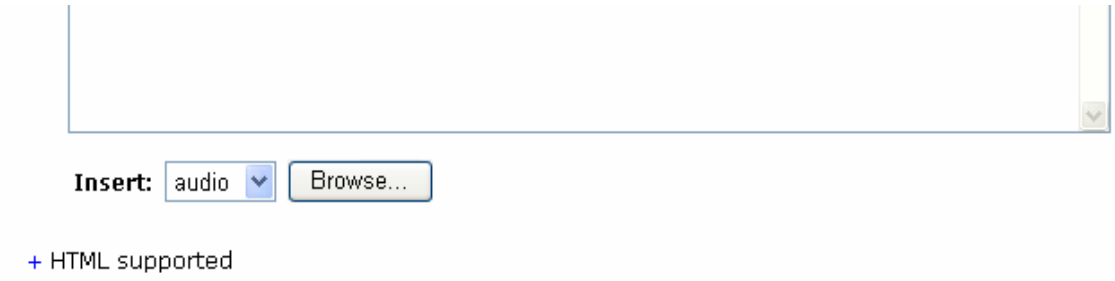
8. Complete **Section 4 – Your Message**:

?Help

Section 4: Your Message

Enter your message. This is the place to discuss homework assignments, upcoming exams, field trips, projects, study sessions, and anything else that might be of interest to your students. You can optionally use HTML tags to control the formatting of your text. Click the *Help* icon to the right to find out more.

+

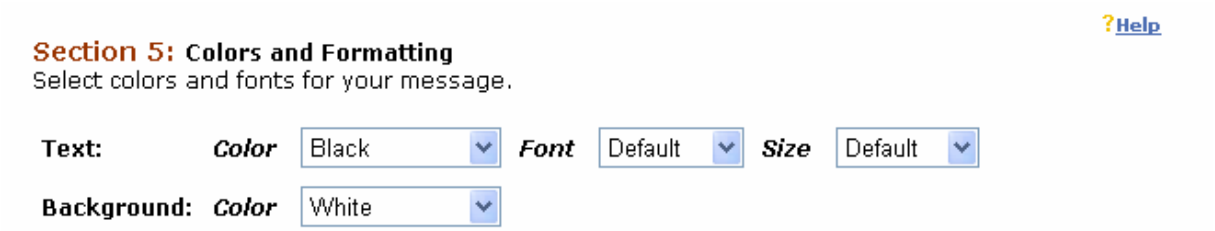


Enter a message for your students and/or their parents in Section 4. This is also the place to post lesson plans, class schedule, homework assignments, etc.

You can also upload images, audio files, and other files to the Instructor Zone and then add them to your class page. You need to upload your files first under the Files Tab before you can upload them here.

This is the only part of the Quia Web template that allows you to use HTML for additional formatting. This is indicated by the blue plus signs **+** . You can find basic HTML formatting tags and special character information on the Help link for this section.

9. Complete Section 5 – **Colors and Formatting**:



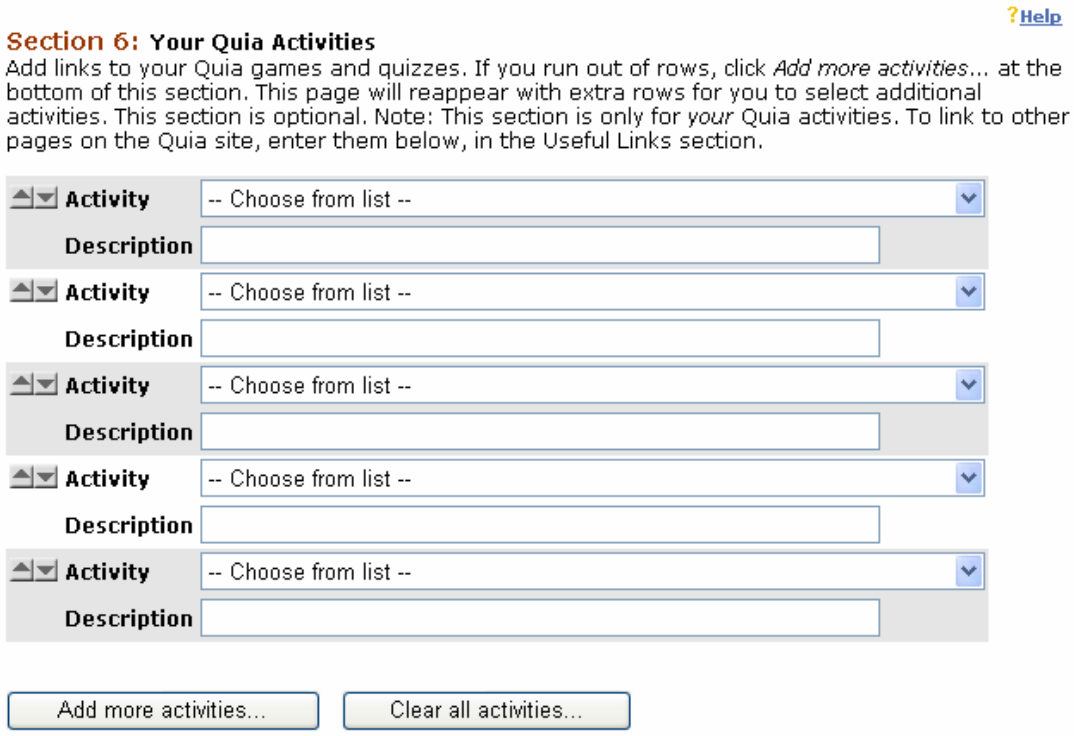
10. Complete Section 6 – **Your Quia Activities**:

It is best if you create your activities first. If you create them first, they will appear in the dropdown menu so that you can choose them from the 'Choose from list.'

The activity types include:

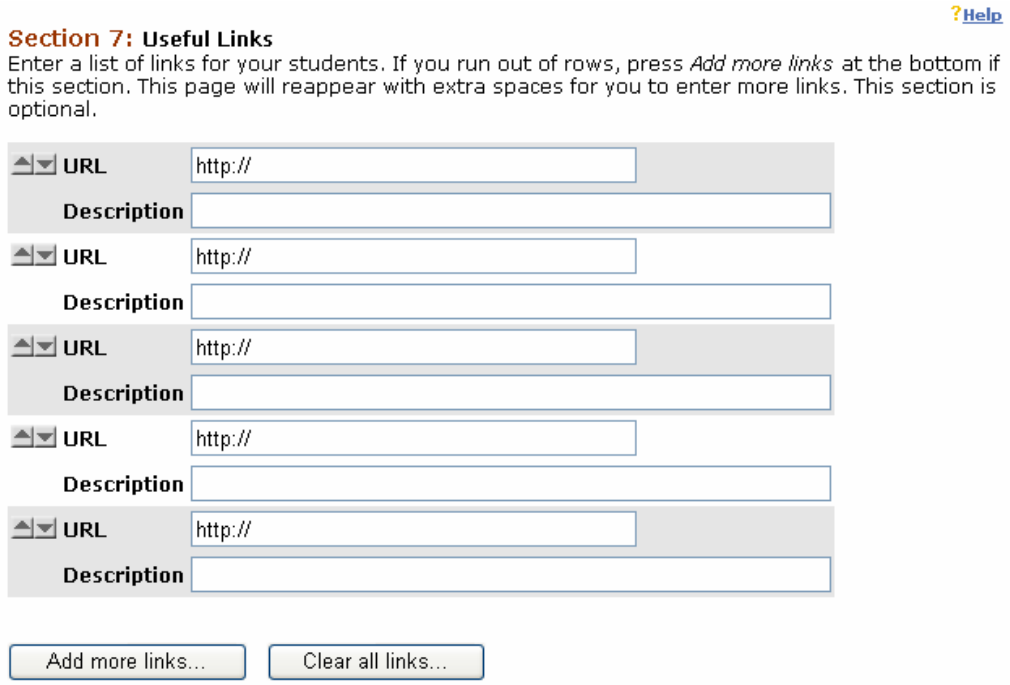
Activity types:									
ba	battleship	cb	challenge board	cz	cloze	cm	columns	h	hangman
jw	jumbled words	jg	matching, flashcard, concentration, word search					ol	ordered list
pa	patterns	pp	picture perfect	pop	pop-ups	rr	rags to riches	sh	scavenger hunt
mq	mini quiz								

In addition, you can search for shared activities that others have created and shared, as well as include links to your quizzes and surveys.



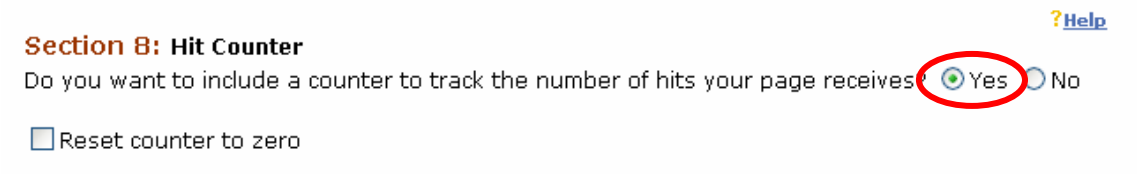
11. Complete Section 7 – **Useful Links**:

This is where you can add links to your favorite Web resources.



12. Complete Section 8 – **Hit Counter**:

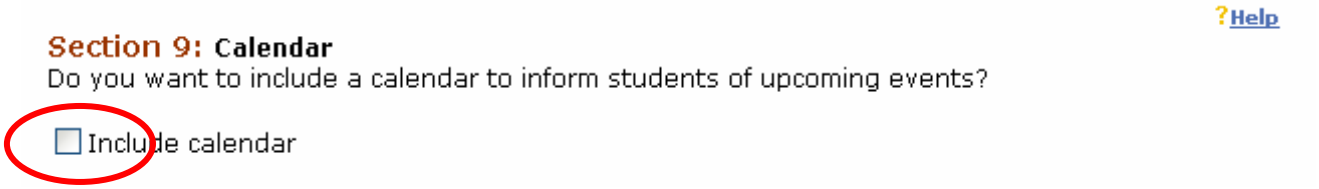
Your page can display a counter showing the number of hits received. Simply select YES if you would like this feature.



13. Complete Section 9 – **Calendar**:

You can add a calendar to your page by checking the "Include Calendar" box.

Setting up the events in your calendar is a separate step achieved by going to the Instructor Zone, clicking on the Classes tab, and then clicking the Calendar subtab.



14. You can see the effects of the choices you have made by clicking on the **"Preview changes"** button at the bottom of the page. If everything is as you like, then click on "Save changes." If not, make changes, preview changes again, and determine if you are ready to save the changes.

15. You can always **EDIT** your page at any time by returning to the Instructor Zone, choosing the Class Pages tab, and then selecting the Edit link for the page of your choice.

Then just be sure to save changes when you are satisfied.

16. When you are finished and ready to leave Quia, be sure to **LOG OUT**.