Web Page for Proficiency III *(Web Based Learning Activity or Annotated Collection)*
Using a Sample Web Page

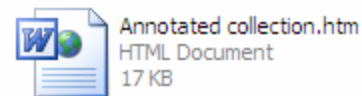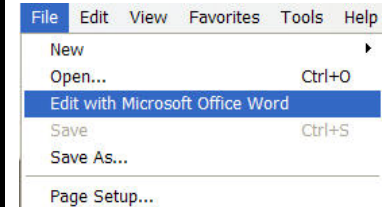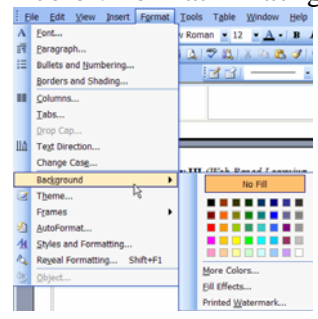| **Web Based Learning Activity or Annotated Collection**	**A** **Web Based Learning Activity**	**B** **Annotated Collection**	**C** **How to Edit an Existing Web**
To edit and use a Prof. III Sample Activity as your web page: **Copy & paste a sample activity-** *See the directions in Box A or B* **Edit the copied file** - *See the directions in Box C*	**To use the "Butterfly Super 3" sample:** - Go to: My Computer > LISDcomm > ESC > Proficiency 3 Address ⬜ N:\ESC\Proficiency 3 - Right-click & COPY. "Butterfly Lesson Sample" - Paste it in your H:drive. - Right-click on the file name and rename the file. *(Include last name_title)* **Examples:** *binford_butterflies* **or** *ferguson_frog cycle* - Open and begin modifying the page. *See: **How to Edit a Web Page (Box C)*** 📄 Butterfly Lesson Sample.htm HTML Document 36 KB	**To use the "Annotated Collection" sample:** - Go to: My Computer > LISDcomm > ESC > Proficiency 3 Address ⬜ N:\ESC\Proficiency 3 - Right-click & COPY. "Annotated collection" - Paste it in your H:drive. - Right-click on the file name and rename the file. *(Include last name_title)* **Examples:** *binford_butterflies* **or** *ferguson_frog cycle* - Open and begin modifying the page. *See: **How to Edit a Web Page (Box C)*** 📄 Annotated collection.htm HTML Document 17 KB	- Open the web page you saved in your **H:drive.** - Go to **File to Edit with Microsoft Office Word.** File Edit View Favorites Tools Help New Open... Ctrl+O Edit with Microsoft Office Word Save Ctrl+S Save As... Page Setup... - Begin making changes. *(See Step 1 below.)*
1. Double-click the WordArt title. *Life Cycle of Butterflies* 2. Type a new title. *Edit WordArt Text — Impact — **Lizard Life** — OK Cancel*	3. If desired, change the WordArt Style by clicking the WordArt Gallery button. *WordArt — Edit Text* ⭕ Other WordArt changes can be made. Color changes, etc.	4. Click the **X** inside the cell on each side of the title and delete it. ❌ 5. Insert a graphic into the cell. Clipart. 👤 From File. 🖼️ *Make sure credit is given at the bottom of the web page for all graphics, especially any copied from the Internet. Check all copyright requirements from the graphic source.*	6. Delete the **other X** on the page. **Remember to save often!** 7. To Save: Click the 💾 icon or Use the shortcut keys Ctrl + S.
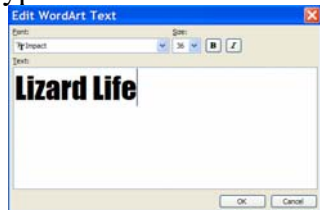
WEB BASED LEARNING ACTIVITY	1. Delete the Introduction or Task Definition text.
	
	2. Type your own introduction.
	
	3. Delete the bulleted text and enter your own text.
		Do NOT Delete Major Headings
		PLAN
		
		What am I supposed to do?
		  • Type your own description.
		
		What will the result look like if I do a really good job?
		  • Type your own description.
		
		What do I need to make to show what I learned?
		  • Type your own description.
		
		What do I need to find out about in order to do the job?
		  • Type your own questions.
		  • Type your own questions.
		  • Type your own questions.
			Delete all sample hyperlinks and any other items you do not need.
			
			Insert your own hyperlinks. *See the "Hyperlink Help Card".*

ANNOTATED COLLECTION
 	
Rader's GEOGRAPHY 4 KIDS.COM
This site has an introduction to the earth sciences. Includes topics on the Earth's structure, atmosphere, hydrosphere, biosphere, etc.
http://geography4kids.com
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	1. Change the background color. Format > Background	2. Under the WordArt Title type a purpose or description of the content of the web page.
		
		3. Delete all annotated web sites on the page.
		
		4. Decide whether the Website Titles or the addresses will be the active links on your page. (See samples in 1st box)
			5. Begin inserting your own hyperlinks.
			  ▪ Type the title for the site.
			  ▪ Type a brief annotation.
			  ▪ Insert the URL Address (link address). *See the "Hyperlink Help Card".*
			
			6. Make sure either the title or URL is an active link.

Option 1: To Submit the Web Page

1. Open the saved web page file & then g*o to **File to Edit with Microsoft Office Word.** (This step is only if you are not already editing the page.)*
2. ***Go to SAVE AS.***
3. Change **Save as type:** Choose Web Page (*htm; *html) from the pop-down window. *Do **NOT** choose "Single File Web Page" or "Web Page Filtered"*
4. In the Save in: space navigate to: **My Computer >LISDcomm > Proficiency 3 > Campus folder > Grade or Ancillary folder**
5. **Double-check:**
   ▪ File name: last name_topic description
   ▪ Save as Type: web page
   ▪ Save In: Your Grade Level folder (see above)
6. Click **SAVE.**

Option 2: To Submit the Web Page

1. After completing the web page save a final time in your H:drive.
2. Close the web page. Close Microsoft Word.
3. Open your H:drive folder and locate the web page file in the Prof. III folder.
4. Copy the file: (Options)
   • Right-click on the file and go to copy.
   • Highlight the file and use CTRL + C to copy.
   • Highlight the file and go to Edit to Copy.
5. Paste it in the designated location.

Email the facilitator when this has been done.