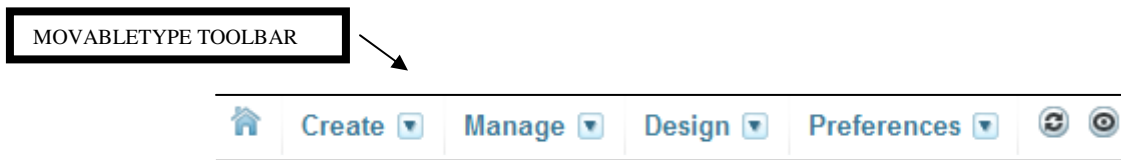


# MovableType for Teacher Webpages

Go to <http://faculty.musowls.org/mt/> or the Faculty Portal  
Login using your MUS username and password



## Create

Click this button to create a new Entry, Page, or Upload a File (or Picture)

### Create Entry

Type in your content, adding any links and images you want. You have basic formatting buttons on the Entry page. You can copy from Word or a webpage and paste, but the format needs to be checked. There is a button for looking at the html code if you know how to use html.

### Categories

Before you save your Entry, categorize it by clicking on [+ Add category](#). If you do not see that option, click on Display options first and put a checkmark next to category.

Click the [+ Add category](#) on your screen underneath the entry to add a new category or to select a previously-added category.

Entries can have more than one category.

To Add a **New** Category click [+ Add new](#) after doing the step above.  
Type the category name in the box that appears and click the plus sign to the right of it. Be sure to click OK when through.

You can also work with Categories under the Manage button.



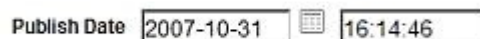
### Comments

The default is set to not allow comments.

### Publishing

Status – the default is Published for entries and Unpublished for pages.

The Publish Date automatically reflects the current date and time. Entries are shown on the web in reverse order of when they were published. If you wish to manipulate an entry to another place on the webpage, you can do so by typing in a different Publish Date.



**Save** – remember to click Save. You can Preview beforehand if you wish.

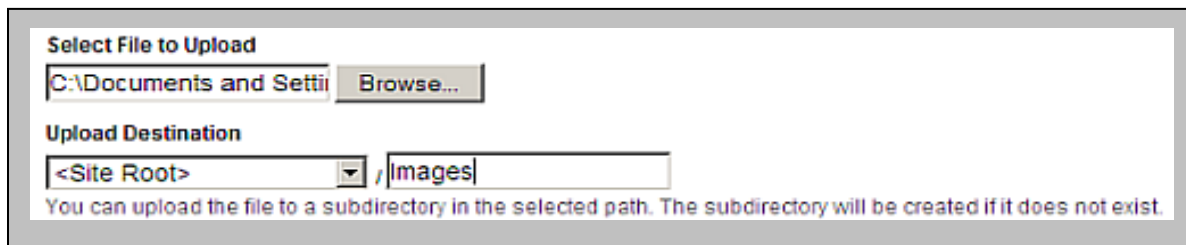
## Create Pages

Look at someone else's blog to get an idea of the way that Pages are used differently from entries. I usually put more static things on pages, like syllabi, course expectations, etc.

## Upload File (or Image)

Click Create, then Upload File. In the dialogue box that opens, click Browse to find your file.

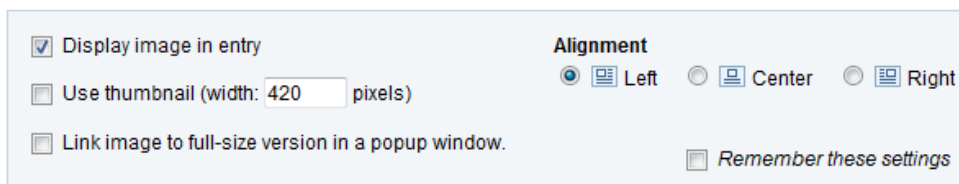
\*Important: If you are uploading an Image, type *Images* in the last box. If you are uploading a file, type *Files* in the last box.



**New entry with image** – check the box if you want to do so.

**Thumbnail** – use this if you want your image to be smaller than the original. You will have to type the number of pixels in the box. In the example to the right the original picture is 420 pixels wide. If you want your image to be about half of the original type in 200.

Create a new entry using this uploaded file.



## Upload a File (or Image) in a Previously Created Page or Entry

You have two buttons on your toolbar that let you add an image or file as you work.



After you click the button, you will get the screen below with a list of already uploaded images and files. You click next to one to select it. Notice that you also have the option to Upload a New File (or image).



	Asset Name	Size
<input type="radio"/>	trial.ppt	13.0 KB
<input type="radio"/>	The 2ndAnnual Ole Miss Advanced Filmmaking Workshop.doc	30.0 KB
<input type="radio"/>	Thumbnail image for river1.jpg	2.1 KB
<input type="radio"/>	river1.jpg	84.7 KB

If you try to upload a file with the same name as one already in your blog folder, you will be prompted with a warning. You can overwrite the old one or change the name of the new one. Bug alert: Sometimes if you choose to overwrite the old one, you will get an error message and have to click the back arrow button to get out of it. My experience is that it actually overwrites the file. Let me know if you have this problem.

### Example of Entries with Files and Categories:

You create an entry on Photosynthesis and click the button to *Upload a File*, a PowerPoint presentation you created earlier. (.pps is better than .ppt format)

You type in some more instructions in the entry. Before you save your entry, click *Add category*. You might want to categorize the entry as Homework, Photosynthesis, PowerPoint, and Ch 8.

If a person visiting your site clicks on the category PowerPoint, he will see all entries that have been labeled with that designation. Likewise if a person clicked on the category Ch 8, he would see all posts relating to Ch 8.

## File Types

I suggest you turn any Word documents into pdf files first. That way all of your students can access them, whether on a Mac or a PC. If you do not have a pdf creator, email the HelpDesk and then email me to show you how to use it. (easy to use) PowerPoints can be saved as a pps file. That stands for PowerPoint show. They will open as a PowerPoint show when clicked.

## Hyperlinks

While in an Entry or Page, you can click the link button to create a hyperlink.



The first time you do so, you may see a message to look at the address bar area for a message. You will see a message to click the bar to see additional choices. (not sure of the exact wording here.) When you click it choose Always allow... You will then need to start the hyperlink process over.

After clicking the link button, you will paste in the address for the link. Next you will be prompted to type in the word(s) that will be used for the link. (example: if linking to the MUS homepage, you would type in MUS)

Alternate method

Type the word 1<sup>st</sup> and then click the link button. You will only be prompted for the address.

## Manage

Click this button to manage previously created entries, categories, or assets (files and images). You will get a list of the items. You can delete or change whichever item you wish to work on.

## Design

If you want to change the style of your pages and cannot do so by clicking Design, Styles, notify me.

## Preferences

These are also already set. If you need to change them, you will need to have me or Jonathan do it for you.

## Publishing and Viewing



The last 2 buttons on the toolbar are for **Publishing** your site and **Viewing** your site

You need to publish when you create a new **Page**, change an entry, and other times. You will usually be prompted to do so. If your webpage is already open in Internet Explorer you may have to click the Refresh button to see changes.

**Logout** when through (upper righthand corner)

## Other Hints

At the beginning of a year you can go to Manage Entries and Unpublish ones that you do not want to show yet. As the year progresses and you are ready for the entry, you will go back to the entry and Publish it.

Categories can be very helpful so your students can quickly find information that has moved down the entries so that it is no longer seen.

Cleanup and Finishing – If you created a pdf file or a pps file just to upload, remember to delete it from your computer (probably saved temporarily on your Desktop.)

## **Suggestions for Items for Teacher Webpages**

Here are some things faculty often put on their webpage. Think in terms of what would be helpful for students and/or parents to find there.

1. Syllabus
2. Class Policies
3. Links to websites for practice, review, culture
4. Links to Textbook site
5. Links to current news topics related to subject area
6. Project guidelines and examples
7. Project showcase
8. Office Hours
9. Handouts
10. Summer Packets