

Creating a Faculty Website Overview

Instruction begins at 9:30 a.m. each day and is held in the Scalia Electronic Classroom (2nd Floor Dinand Library). Formal instruction lasts until lunchtime each day. In the afternoon, faculty return to the lab to work on their websites and Ed Tech Personnel are available for individual consultations until 4:00 p.m. Thursday afternoon, the workshop officially ends with each participant making a short presentation (5 minutes) about their website.

The following items will help facilitate the development of a website:

1. Access to your P drive for saving/organizing files.
2. Copies of syllabi, CVs, etc. available in MS Word or some other digital format.
3. Pictures, slides, etc. to be scanned or CDs with digital images.

Faculty are encouraged to spend some time looking at websites that have been created by their colleagues for ideas about how they might want to organize their site. Many of them can be accessed at <http://www.holycross.edu/edtech/web/webliogr/>.

Day 1

Introduction to Web Design/Introduction to *Dreamweaver*

This session will begin with an overview of the web and a discussion of basic web design principles. Information about the college's web policy will be reviewed, accounts will be set-up and you will learn about common elements included on faculty websites. Finally, you will be introduced to *Dreamweaver* and learn how to use the basic Holy Cross template. By the end of the first day, you will have created a basic layout of your "home" page in preparation for Day 2.

Day 2

***Dreamweaver* & File Management (9:30 – 10:15)**

Using the homepage that you created on Day 1, you will learn about several of *Dreamweaver's* tools that will help you manage your website including the creation of "Library Items" which will help you maintain consistent navigation.

Digital Imaging (10:30 – 12:00)

This session will focus on learning how to acquire images from various sources including flatbed and slide scanning, digital cameras and the web. You will also learn the basics of *PhotoShop Elements*, software that allows you to create and edit images. By the end of the second day, you should have converted the images that you need for your website to digital and re-sized them for the web.

Day 3 (July 25th)

Digital Images on your Website (9:30 – 11:00)

This session will discuss different ways that you can add images to your website, including tables, text-wrapping and the use of web-based slide shows.

Creating PDF Files for your Website (11:15 – 12:00)

This session will show you how to convert Word or Excel documents to a pdf format using Adobe Acrobat for posting on the web.

Day 4 (July 26th)

Publishing to the Web (10:00 – 10:30)

During this session you will learn how to publish your website to the college's web server using *Dreamweaver*.

Website Presentations (2:00 – 3:00)