

WEBSITE BASICS

EASY

LESSON PLANS
4 TEACHERS



PATTY ANN

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**Lessons Written & Illustrated
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For Teachers

How to Use Website Basics

Welcome to Website Basics! You may use this ready made curriculum as a primary- or supplemental instructional aid.

At your discretion the lessons may be dispersed in the order given or in any sequence depending on your course design.

Purposefully the LESSONS are designed to be used and shared with your students:

- ✓ As a Slideshow
- ✓ As Handouts

Student objectives and assignments are incorporated into each lesson. The curricula is intended as an a basic overview and outline on which to expand your own lessons.

HELPFUL! Teachers set up your computer network to designate a communal folder that students can access. You can set up folders that contain class lessons, resources and links, and drop boxes for completed student assignments.

PLEASE NOTE! As technology continues to evolve so does Window platforms and Internet browsers. Therefore many codes presented here will have variations—and quite possibly alternate step-by-step options.

Web links are subject to change. At this document revision all links work. *Please check them prior to sharing assignments.*

Thank YOU & ENJOY!

A Look at Lesson Highlights

- Lesson 1** *Let's See What You Know!*
- Lesson 2** *Finding Resources on the Internet*
- Lesson 3** *The Basics of Web Building with Notepad*
- Lesson 4** *Anatomy of a Website*
- Lesson 5** *Constructing a Website*
- Lesson 6** *Browsers*
- Lesson 7** *Story Boarding*
- Lesson 8** *Add More HTML Codes*
- Lesson 9** *Lists, Lists & More Lists*
- Lesson 10** *HTML for Inserting Hyperlinks*
- Lesson 11** *Tables*
- Lesson 12** *Creating Your Personal Website*
- Lesson 13** *Page Design*
- Lesson 14** *Web Domains*
- Lesson 15** *Web Hosting*
- Lesson 16** *Introducing Project Charters*
- Lesson 17** *Better Yet Page Re-Design*
- Lesson 18** *Cascading Style Sheets > CSS*
- Lesson 19** *Javascript*
- Lesson 20** *Introduction Dreamweaver (If Applicable)*
- Lesson 21** *Incorporating Dreamweaver with Your Personal Website*
- Lesson 22** *Assignment for Your Personal Website Specifications*
- Lesson 23** *Explore and Teach Dreamweaver Functions*

Lesson 1

Let's See What You Know!

Objectives

- We'll take a look at resources...what's there and where you go to find them.
- You will take a self-assessment to see how familiar you are with some common web publishing acronyms. To accomplish this you will research and find the answers on the Internet.
- We will review the self-assessment so you will gain new terminology and knowledge of web publishing.



Resources > What Are They?

■ Your Classmates

You may help each other during some activities, but please remember that when helping it is only verbal help. Each person must do their own keyboarding work.



■ The Internet / Intranet

■ Books

■ Teachers

■ Parents

■ Community

■ Libraries

■ Other Suggestions?



Web Publishing Assessment

Let's See What You Know!

What do these acronyms stand for?

Example: CTE = Career and Technical Education

1. WWW =
2. URL =
3. HTML =
4. XHTML =
5. CSS =
6. What is the difference between HTML and XHTML?



Lesson 3

The Basics of Web Building with Notepad

Objective: You will learn the fundamental HTML coding in Notepad to build and construct a web page to share with the class.

To Begin Using Notepad (Note! Window Versions May Vary in Steps/Actions)

1. To Get to Notepad: START menu ► ALL PROGRAMS ► ACCESSORIES ► NOTEPAD
2. Code some simple HTML plus some comments
3. To Save Your File: SAVE ► FILE ► Name your file: **Practice1.htm**

To Open a Saved Web Page in Notepad

1. To Get to Notepad: START menu ► ALL PROGRAMS ► ACCESSORIES ► NOTEPAD
2. In an untitled Notepad window on the FILE menu ► OPEN
3. Go to the folder containing the file.
4. Click the FILES C... arrow, then ALL FILES
5. In the C... dialog box click the file and OPEN

Preview Web Page in Microsoft Internet Explore (IE) or Firefox

1. START ► INTERNET EXPLORER
2. FILE ► OPEN
3. BROWSE to the folder/file containing your file
4. Click the file ► OPEN ► click OK

Lesson 4

Anatomy of a Website

Objectives:

- Define website terminology
- Understand how web terminology interrelates
- List the different functions and goals of websites
- Differentiate website navigation structures
- Plan and organize a successful website



Terminology

Website = a collection of web pages linked together to form a website.

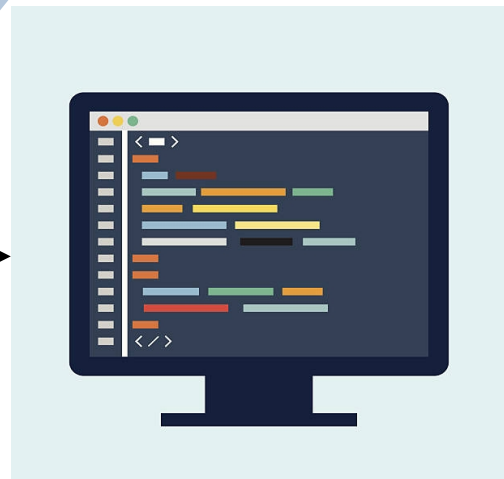
Web page = a single document made using HTML coding to display information.

Home page = the entry page for a website that links to other pages.

Web server = a computer that hosts websites and delivers web pages to other computers in response to browser requests.



A web server can host many websites.



Web pages have HTML coding that displays on the computer when requested by the browser.

Lesson 5

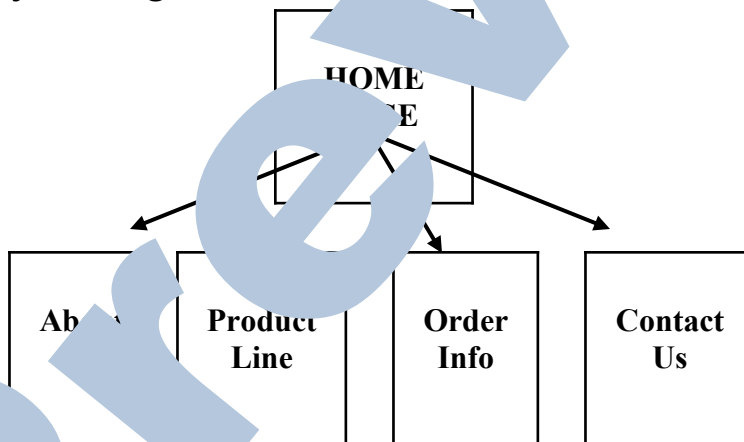
Constructing a Website

Decide the Purpose of Your Web Site

- Personal Information
- Business
- Online Store
- Forums
- Newsletters

Decide How to Organize Your Web Site

1. Home Page + Other Linked Pages
2. Break Pages by Content or Topic
3. By Navigation > Hierarchy > Linear



- Assignment** – On a piece of paper write out ...
- (1) Diagram how you want your personal website to be constructed.
 - (2) Label your HOME page plus 3 or 4 other pages.
 - (3) Label all web pages for how you would name them when saving a HTML file.
 - (4) Name your website and
 - (4) Define the navigation between the web pages.

Lesson 7

Story Boarding

Objectives

- What are Story Boards?
- How and why are they used?

What is story boarding and why is it important?

Story boards are visual aids to help visualize thoughts, processes, content, and workflow.



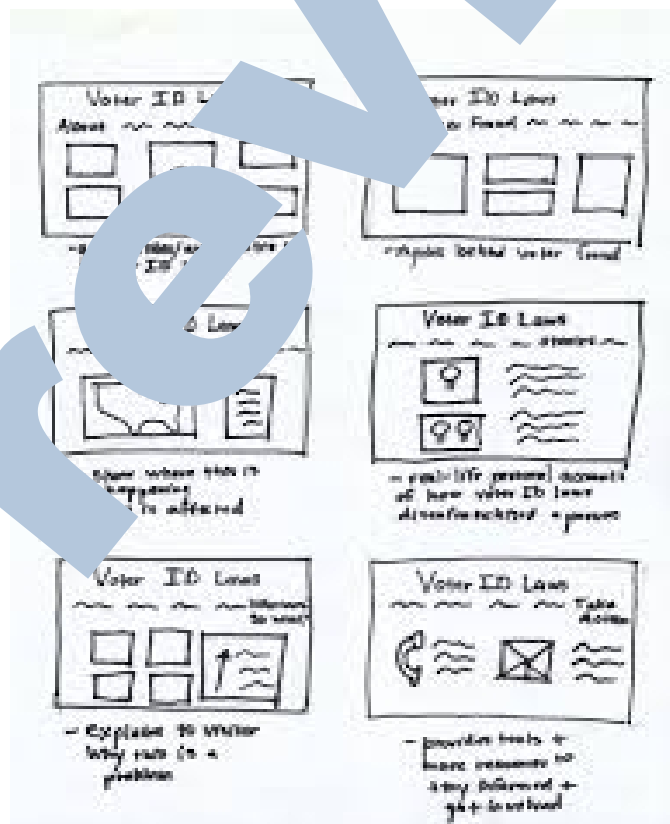
Storyboarding Helps Decide . . .

1. What topics go on which page
2. What pictures go on each page
3. What type of page navigation will be used
4. What will go on the home page
5. How the pages will be linked
6. What are your goals for each page

Assignment

1. Use Lesson 5 Assignment and expand on it.
2. Story board out your website.
3. Include content, pictures, and all graphic elements that will go on each page.
4. Decide how to layout and arrange your content.
5. Describe the type of navigation, how the pages will be linked, and the primary purpose for each web page.

Hand sketching is useful when storyboarding. It is easy to use markers for color spots, add side notes, block out content areas, erase and rearrange as suit.



Headings

HTML for Headings

HTML can define several levels of headings. Here is an example that might conform to this coding:

```
<h1>students</h1>
```

```
<h2>students</h2>
```

```
<h3>students</h3>
```

```
<h4>students</h4>
```

```
<h5>students</h5>
```

```
<h6>students</h6>
```

Each level of heading is a different size & style. Typically when starting with an h1 it will be the largest size.

Do not overlap headings. Keep only the text in between the tags.



Lesson 9

Lists, Lists & More Lists

Objectives

- To learn,
- Differentiate and
- Code HTML for the different types

Two type of lists:

1. Unordered lists like bullet points
2. Ordered lists using numbers

All lists are specified by 1 of the 2 types above.

List Tag Coding:

UNORDERED:

```
<ul>
<li>Corvette</li>
<li>Mustang</li>
<li>Chevrolet</li>
</ul>
```

Displays As:

- Corvette
- Mustang
- Chevrolet

ORDERED:

```
<ol>
<li>Corvette</li>
<li>Mustang</li>
<li>Chevrolet</li>
</ol>
```

Displays As:

1. Corvette
2. Mustang
3. Chevrolet

Lesson 11

Tables

Objectives

- Discover what tables are used for
- Describe how tables enhance a web page
- List the benefits and utility of a table
- Find the HTML coding for tables on the Internet

Read this tutorial link:

<https://ghmit.com/html/tutorial.html>

Go to this link to generate HTML for a table:

https://ghmit.com/html/html_generator.cfm

Students be able to analyze objectives above.

After you have read the tutorial on tables, generate a table and place it in your practice web page. Be sure to place pictures and content within the table. Practice and play with many tables to get the feel of how they work.



Lesson 12

Creating Your Personal Website

Assignment Objectives

1. Build upon all lessons learned. Design a website that introduces you to your classmates.
 2. Create a website folder named **my_web** and one other folder inside named **images**. You will place your web pages in the **my_web** folder and all pictures (jpegs, gifs) in the **image** folder.
 3. Create a minimum of 4 web pages. The home page will be named **index.htm** and the 3 other pages will have a single word name followed by **.htm**
 4. Organize the hierarchy of your website.
 5. Plan web page navigation and all links will be used.
 6. Plan what headings, content, pictures and anything else that will be included in each page. Make sure you follow the requirements list on the next page to incorporate all the design features into your website.
 7. You will organize, design, and create a personal website that will contain the requirements on the following page. You will also personalize your website. This means you can use any content and pictures that represent you best.
- Use the resources to accomplish this assignment. Review assignments and resources in a designated folder as defined by your teacher.
- Use HTML codes on the Internet. And yes you may help each other!

Personal Website Specifications

Your website should meet the following specifications upon completion. Take time to thoughtfully map out how you will incorporate each item. You may add any other elements to your website as you see fit. Let your talents shine!

Check List	Website Requirements
	Website Organization
	A folder named my_web that contain an images folder inside. All pictures used in your website. Four (or more) web pages are also in the my_web folder.
	The home page is named index.htm . All other web pages are named in lower case using one word and ending in .htm
	Website Design
	Every web page is consistent with each other. Use a consistent format for orderly viewing.
	All headings are standard on every page. Text is displayed in a consistent manner; and content placement is appropriate.
	Text content is consistent between all web pages. Standardize type fonts, sizes, and colors. Use line breaks for aesthetic appeal.
	Pictures are sized for display and placed appropriately.
	Overall page is appealing and professional looking.
	Your website will have a theme which could be the same color for all web pages, or include a border, or fancy title bar, something that ties all pages together.
	Technical Elements
	Each page has a heading.
	Each page has blocks of text, with the exception of your home page, which may not have as much text.
	Each page has a title.
	Each page has a Date tag at the beginning.
	All pictures are stored in the images folder.
	Use Hyper links to tie all pages together. These links will be used on every page.
	Use ordered and unordered lists on one or more web pages.
	Use line breaks on pages to allow adequate spacing.
	Use a background color or wallpaper on at least one of your web pages. If you use one page, probably it will be your home page.
	Use a variety of fonts and sizes of your text, but don't use a combination of more than 3 types.
	Choose a font and style for your heading that remains the same on each page. Make the heading color different on each page.
	Use tables to make the layout of your web pages uniform and to control the look of the pages. Change the border color of the tables to match your page background so they are not visible. Find HTML codes on the internet for table codes.
	Use a horizontal rule on one or more pages.
	Place something moving on at least one page: a marquee or other item.

Grading for Your Personal Website

The Rubric will be used to grade this assignment.
This assignment is worth a possible 50 points.

Grading Criteria					
There are 22 required elements	Does Not Meet Assignment Criteria 0	Meets Assignment Criteria-Minimally 10	Assignment Criteria Below Average 12	Assignment Criteria Average 18	Assignment Criteria Above Average 25
Assignment includes required elements					
	Does Not Meet Assignment Criteria 0	Meets Assignment Criteria-Minimally 4	Assignment Criteria Below Average 6	Assignment Criteria Average 8	Assignment Criteria Above Average 10
Assignment is complete and accurate in detail					
	Does Not Meet Assignment Criteria 0	Meets Assignment Criteria-Minimally 4	Assignment Criteria Below Average 6	Assignment Criteria Average 8	Assignment Criteria Above Average 10
Assignment addresses objectives					
	Did Not Meet Deadline 0	Did Meet Deadline 5			
Assignment was completed within time					
Assignment Total					

Lesson 14

Web Domains

Questions:

- ▶ Where do you find a domain name for your website?
- ▶ How do you figure out if the name you have chosen is taken?
- ▶ Is there a registry for website names?

Objectives

- Define what a domain name does
- Identify the different types of domains
- List 3 websites for all domains
- List the yearly cost of a domain name

Assignment

Provide the answers to the above objective questions.
Place answers in Word document and submit it to your teacher.



Lesson 16

Introducing Project Charters

Objectives

- Construct a project charter for a website that will be created
- Design and develop a time line, milestones, and checkpoints for a project charter

Project Charters

- Why do we need a project charter?
- What is it used for?
- How is one created?
- What does a work line?

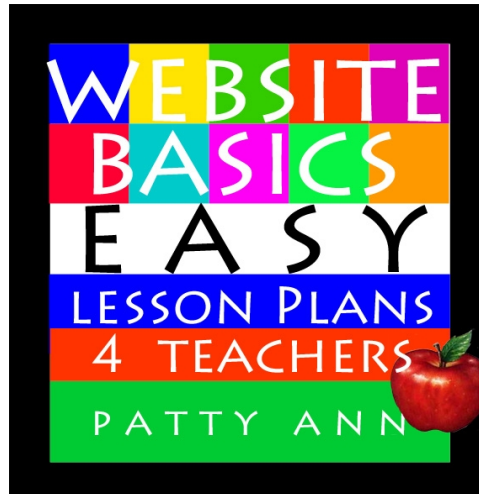


Your Project Charter May Look Like This:

Team Roles & Responsibilities	
Tom Taylor	Facilitator/Project Coordinator
Jane Smith	Content & Images, Web Development
Rick Burns	Storyboards & Primary Customer Contact

Due Date	Type of Deliverable	Customer Approval	Teammate Responsible	Comments & Notes
Oct 15	Project starts	Meet with customer to see their requirements	Jane Rick Tom	Initial customer meeting will set the date for the project charter
Nov 1	Project Charter Complete	None Needed	Jane Rick	Customer already discussed date requirements
Nov 10	Storyboards Due	N.A.	Rick	Rick will meet with customer
Nov 11	Storyboards Approved	Customer Approved with 1 exception	Rick	Customer wants 3 more pictures on page 2 under the headline
Nov 15	Edit Content prior to upload on web	N.A.	Jane	N.A.
Nov 20	Content and Images put into Web program frame it up	None at this time	Jane Rick Tom	DO NOT LEAVE A SPACE BLANK – PUT “NONE”
Nov 25	Web Content edited		Jane	N.A.
Nov 30	Web Content 1st check with customer	Customer approved basic design	Rick Tom	Customer wants to change some of the content
Dec 5	Final check and finalize website	Customer approval required for complete check off	Jane Rick Tom	Customer signed off on website
Dec 6	Website to WWW	N.A.	Rick	Project Done

Thank YOU for Previewing
Website Basics



Thank You !
Your Purchase Supports

