Name:_____ Period:_____

UPLOAD DRAFT TO YOUR TIME MANAGEMENT PAGE

___ Complete paper draft & reflection. Make sure no real name (your own or anyone else's is in either document OR file name).
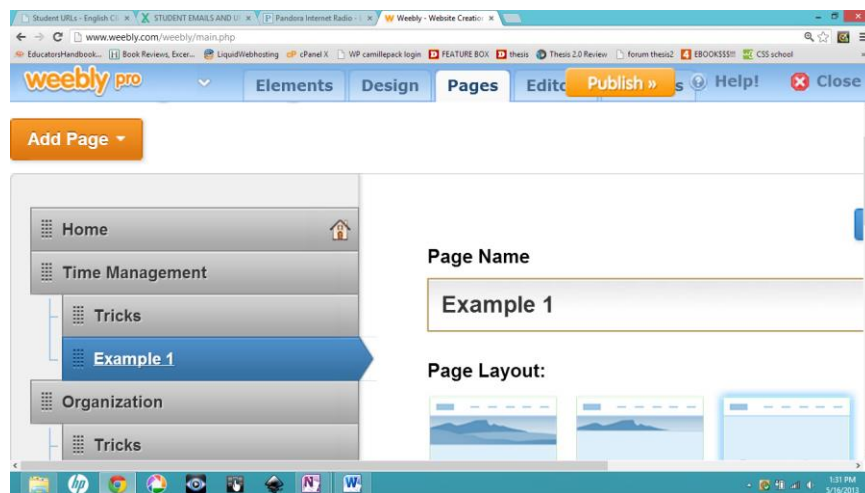
___ Login to your webpage

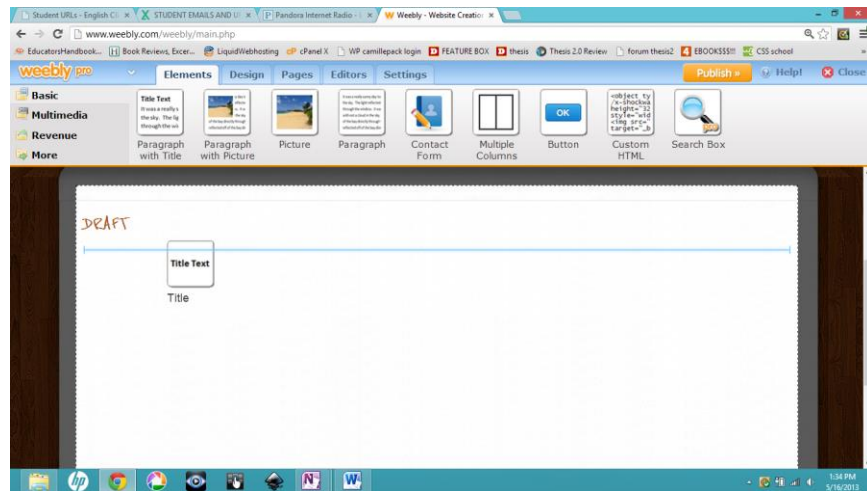___ Choose the blue edit button

___ Go to "Pages"

___ Select "Add Page" (standard with no heading). Name page Example 1, situate it underneath Time Management, and click "Edit Page."

___ Drag the "Title Text" box down twice. Name the first one

"Draft" and the second one "Reflection." If you make a movie of

your story, it will go beneath the draft with the title "Digital Story."

(Note: to make the movie later, you'll go to

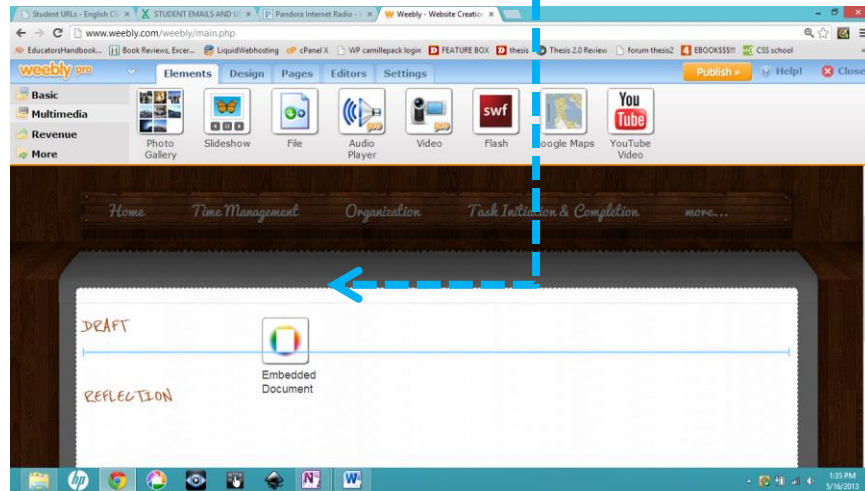englishclique.weebly.com/schedule-q41.html

and download "Digital Story Part 1 & 2"

at the bottom of the page for step-by-step

instructions. Totally fun.)

___ Select "Multimedia" and drag down two "Embed Documents."
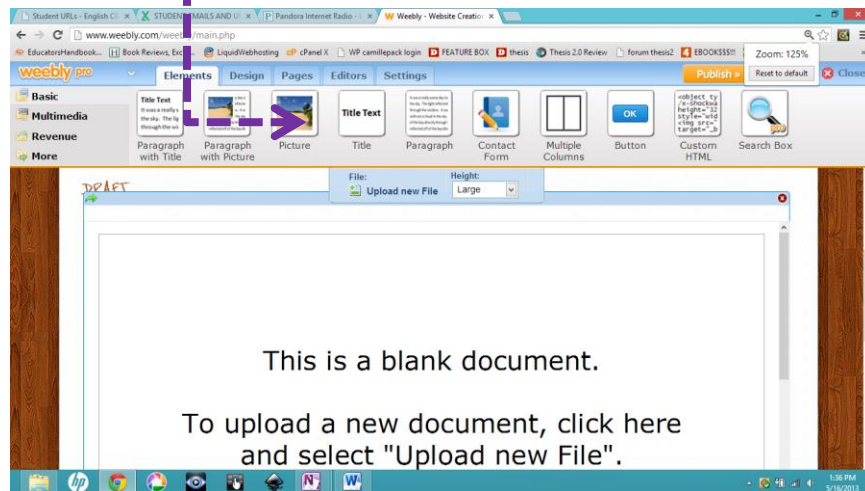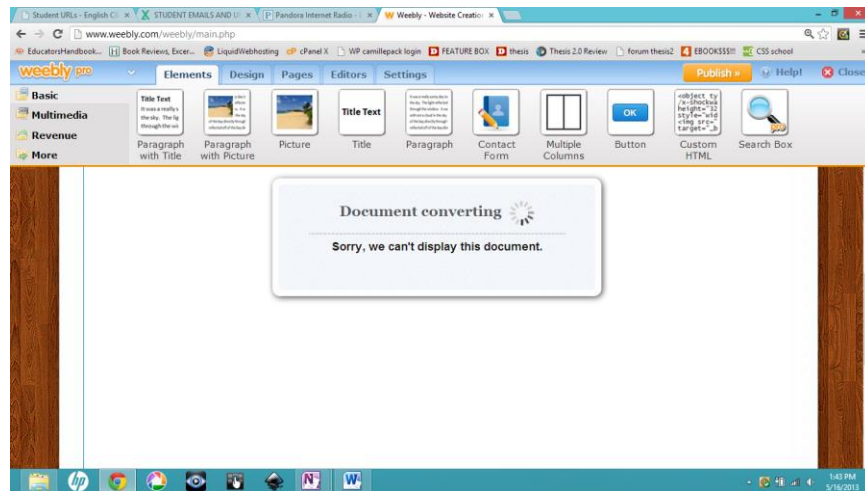
Put one under each title.

___ Left click once within the blank embedded document. This will

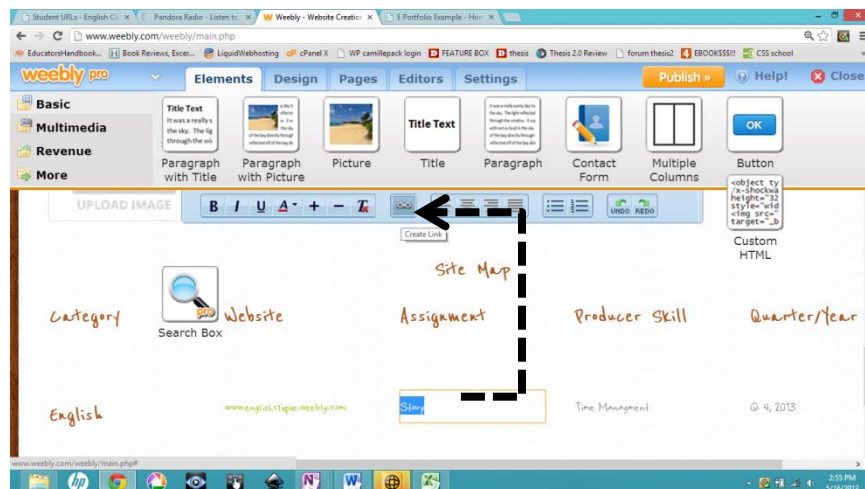bring up a tiny blue box near the top of the embed field.
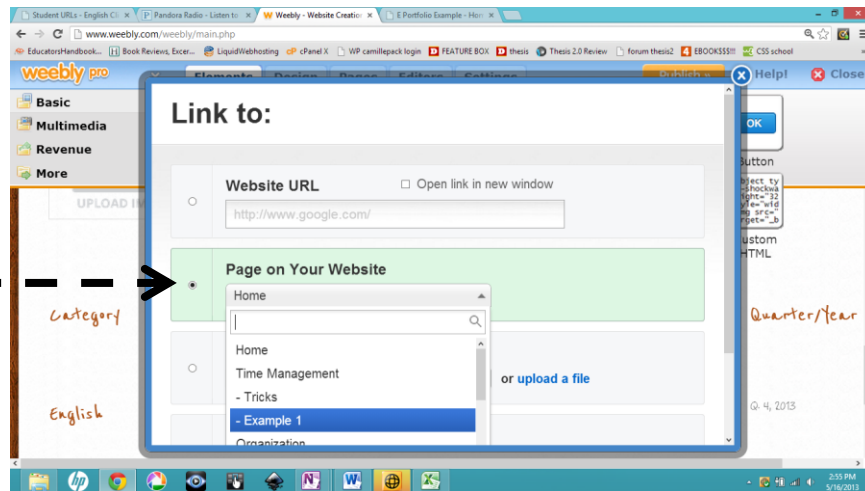
Select "Upload document."

_____Allow the document to convert without opening new windows.

so the internet connection isn't overwhelmed. It may take several

minutes to convert.

_____ Once you've completed the upload, go to your home page and

modify your "Site Map" to reflect your new assignment entry. By

entering paragraphs into each cell. In the English row under

"Assignment" write "Story." Link the "Story" text to the actual story

by highlighting the "Story," and choosing the infinity or sideways 8 to

"Create Link."

___ Select "Page on Your Website" and click "Example 1" under Time Management. After you hit save, this will create a hyperlink, so all uploaded assignments can be found easily from your home page.

Way to go!

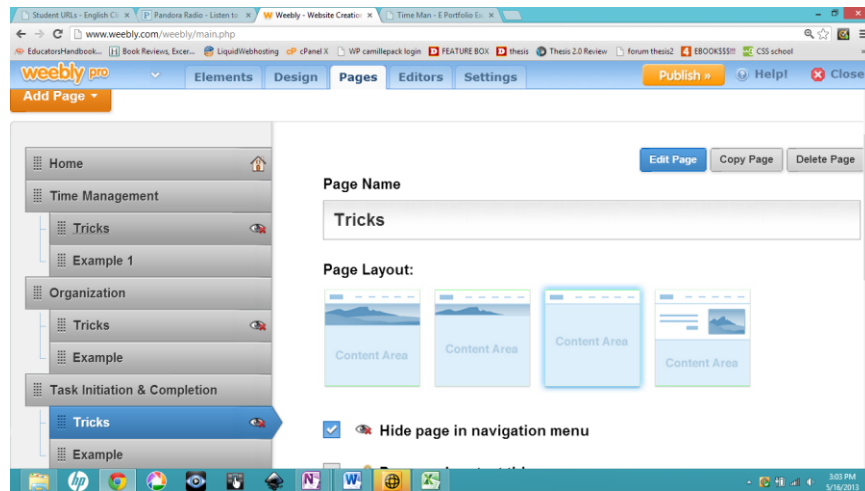*The only thing left . . . checking the old stuff, making your digital movie for extra credit, and even some poetry extra credit. How do I check old stuff? Turn the page.*
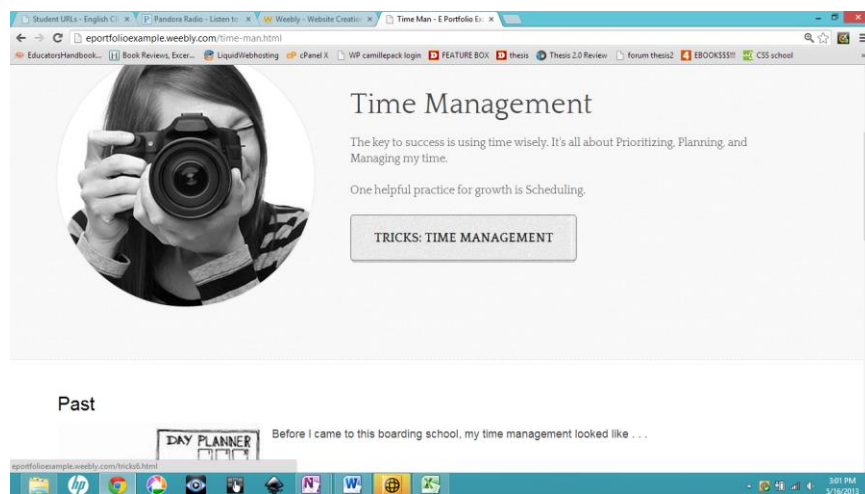
FINAL CHECK (OLD STUFF)

___ Make sure each Producer Skill has a hidden "Tricks" page.

"hide" the page, go to "Pages," select the page, and click "Hide Page

in Navigation Menu." The little eyeball with the x means it's hidden.

___ Check to see that each Producer Skill Page is defined in a short

sentence all your own and has a button called "Tricks" that links to

your "Tricks" page.

___ On each Producer Skill Page, underneath the heading and button, make sure you've added the Past/Present/Future with corresponding APPROVED images.

___ Make sure each of the "Tricks" pages contains the information we talked about in class summarized in your own words. Include *approved* pictures, *approved* videos, and even other tricks you like for practicing the Producer Skill. Use eportfolioexample.weebly.com to gather your content and see samples of stuff you can write.