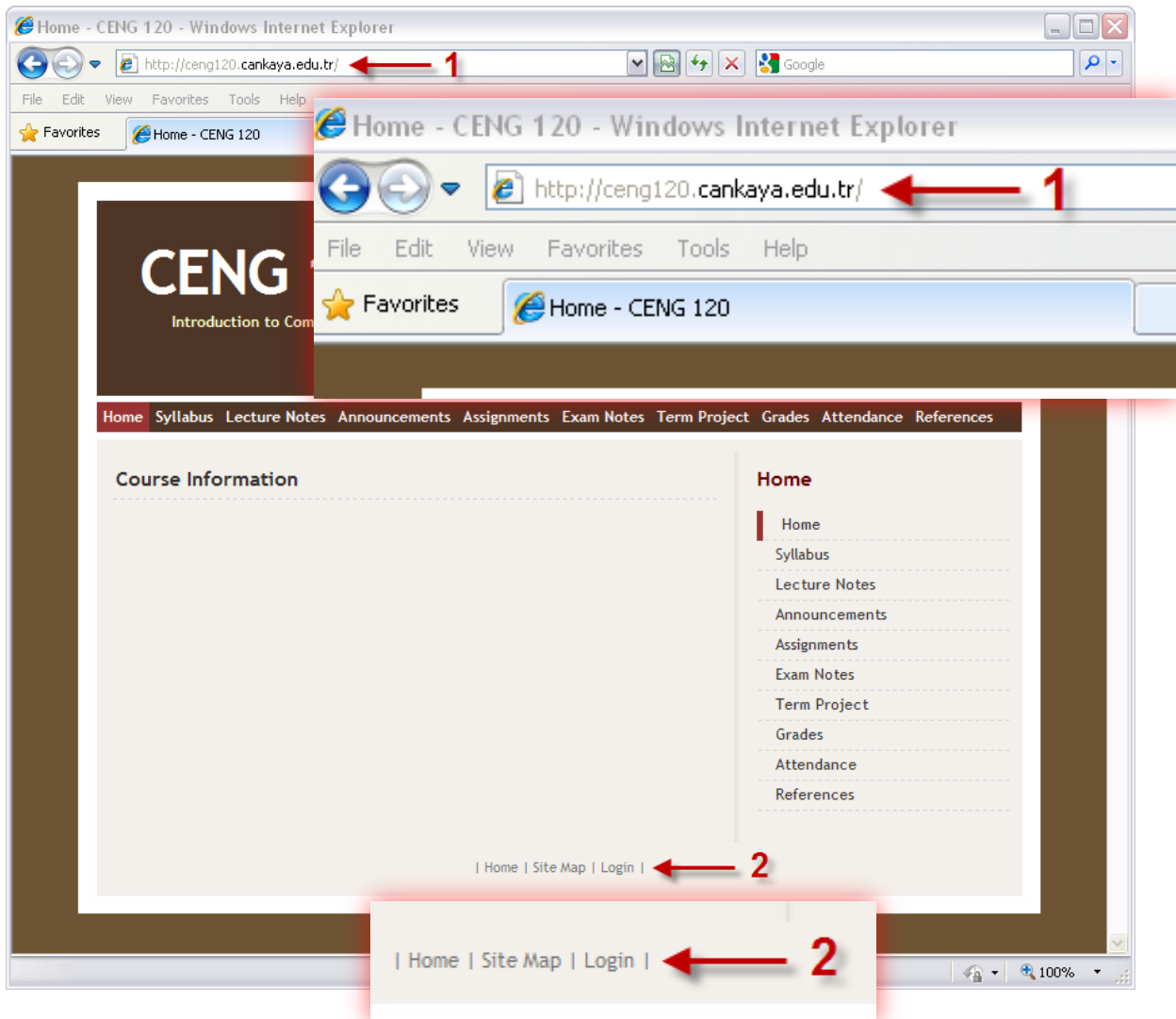


How to Edit/Publish your Course Website

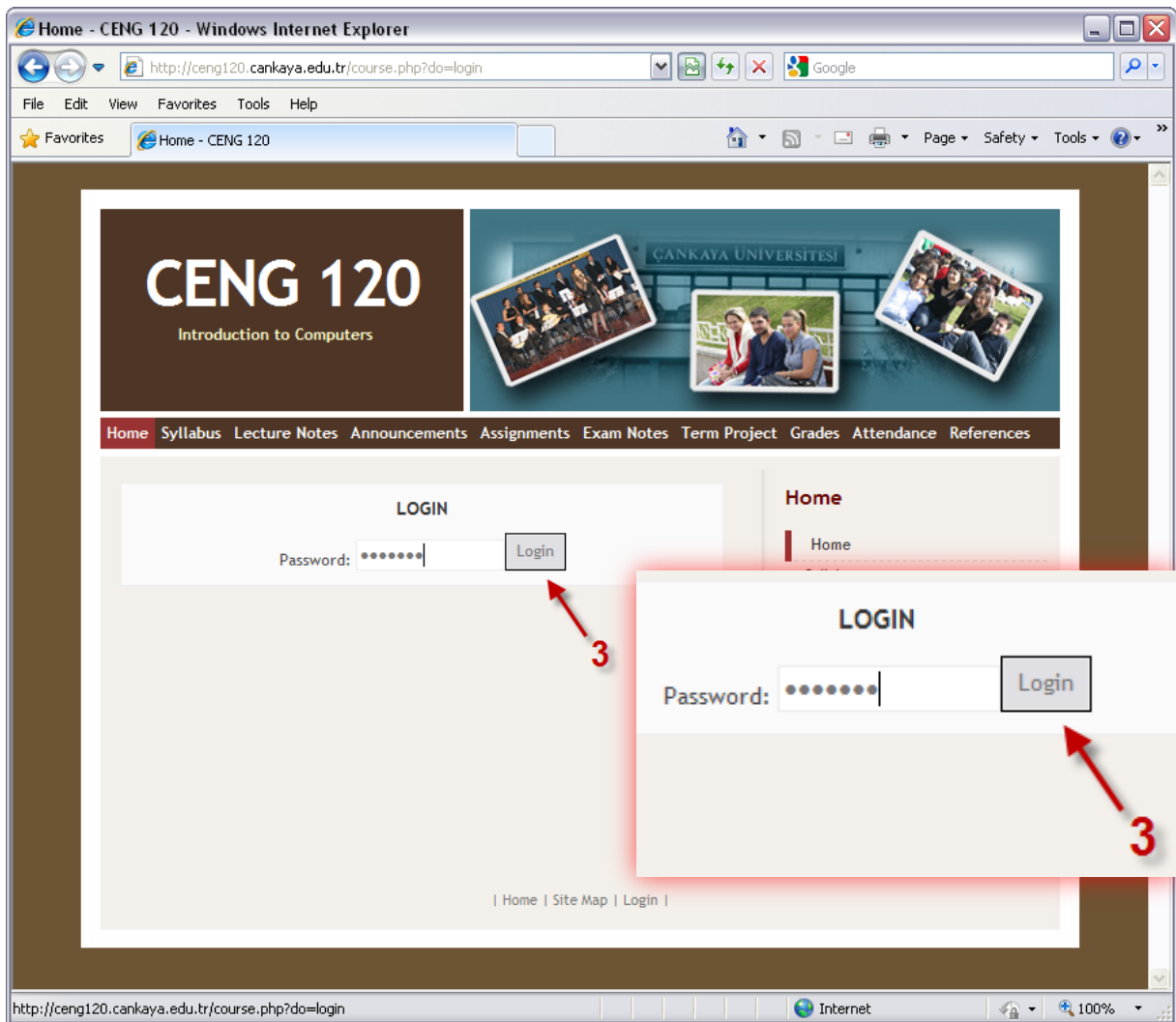
Open your web browser, and enter the address of your course, which is the course code in lower case and without the spaces and "cankaya.edu.tr" as its suffix, eg:

CENG 120: ceng120.cankaya.edu.tr (1)

"Login" to enter **administrative mode**, which enables you to edit the contents of the page and also gives you the rights to change the general look of the pages (2)



Enter the password given to you and click "Login".



Upon entering the page in administrative mode, select the page you want to edit from the predefined links which appear depending on the template selected either on the top, right or left of the page. In the example, the links appear on the top and on the right side of the page, and the active page is "Home" (check right side of the page).

Note the 3 icons above "Course Information".

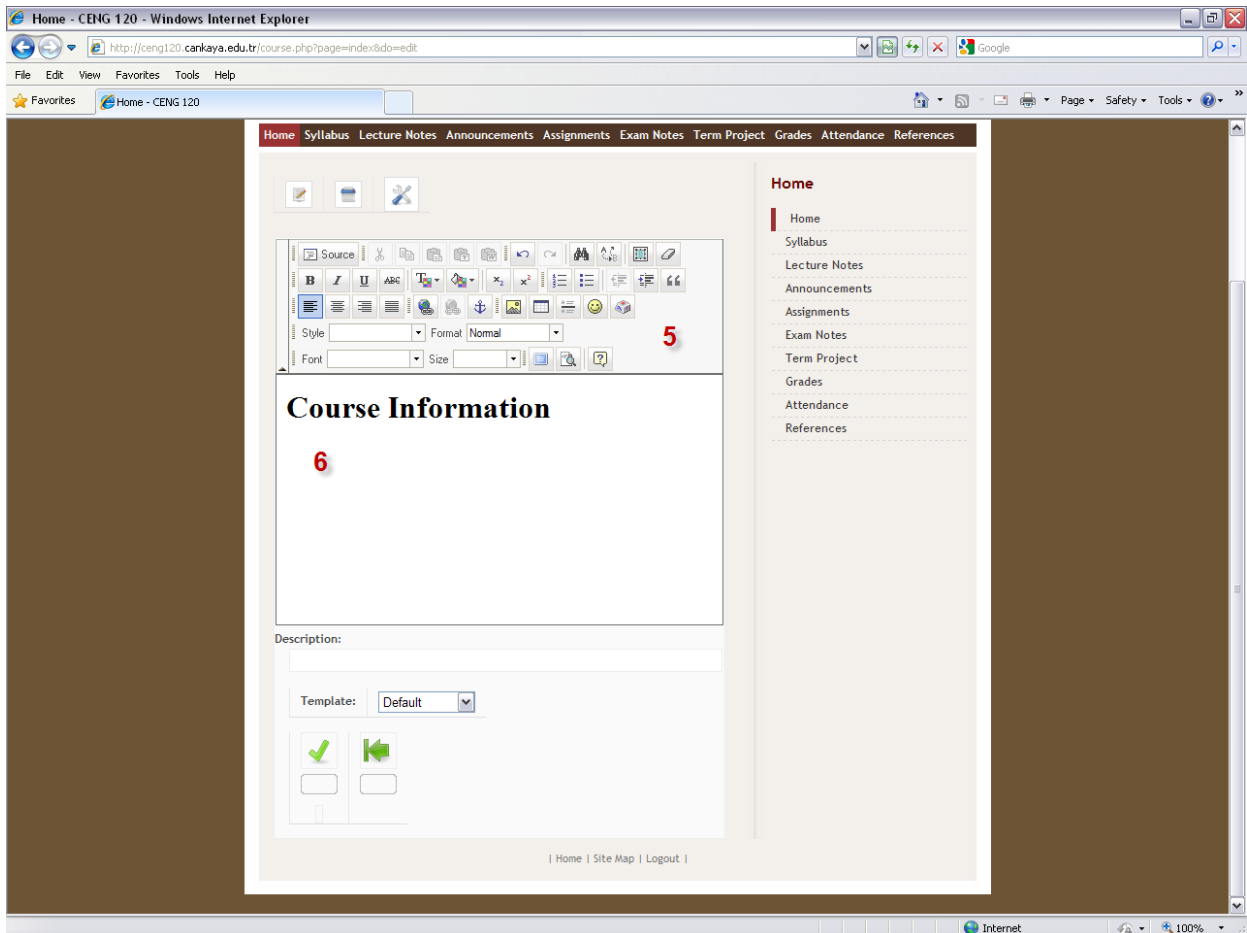
The first one enables you to **edit** the page you're on (4).

The second one enables you to **delete** the page you're on, but in case the page is one of the main pages, which come by default, you're not allowed to delete. But you may delete any pages you've added under these main pages.

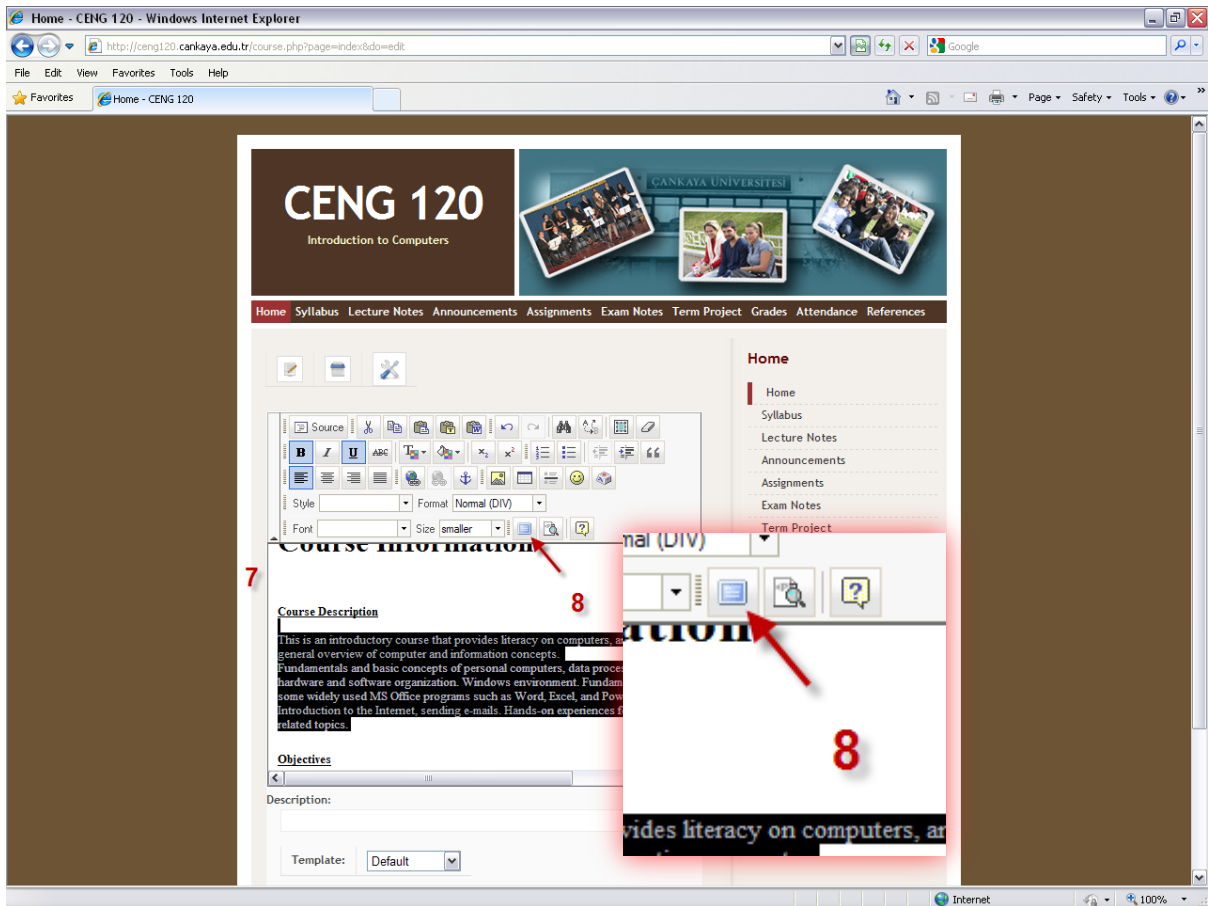
The third icon takes you to the "Site Administration" page, where you can make changes to the general layout of the pages, add pages etc.



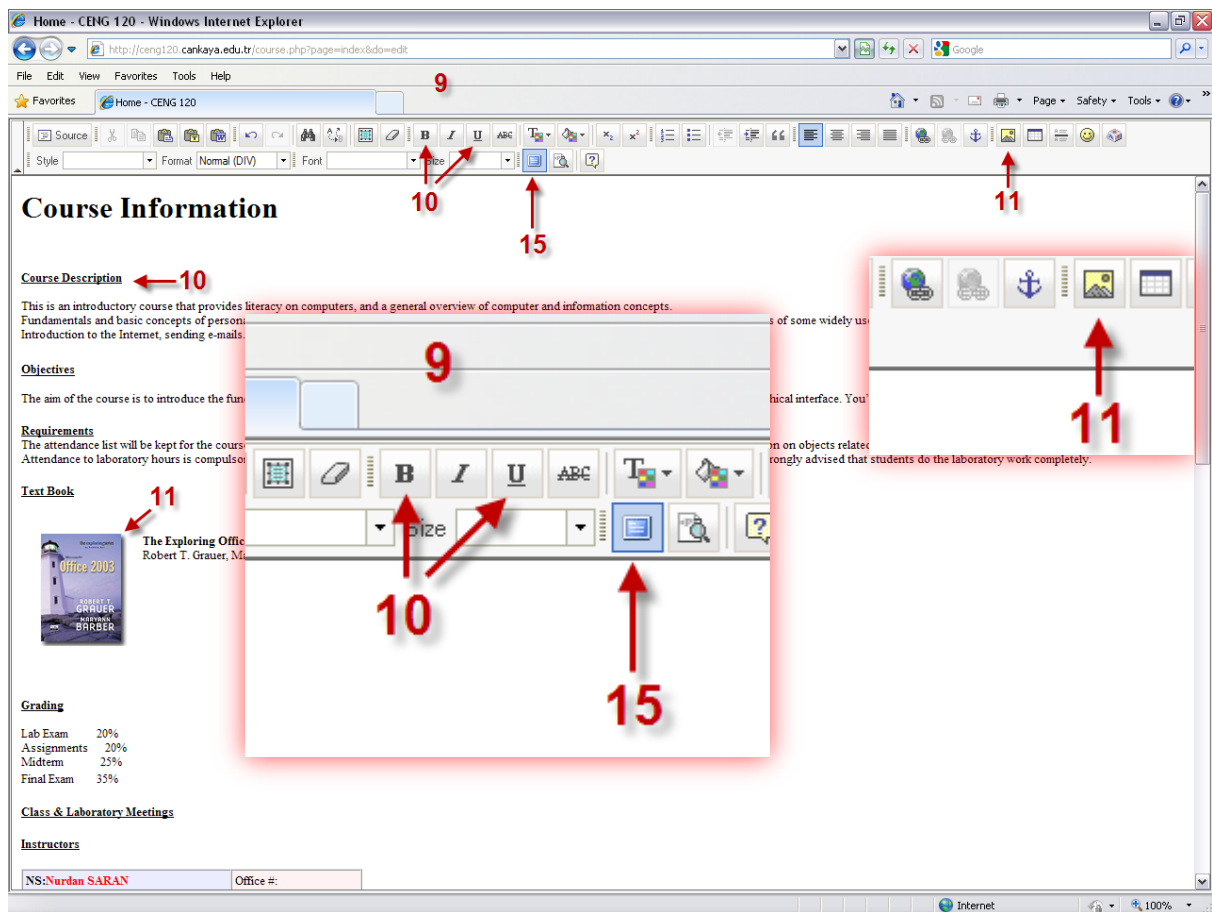
In the edit mode, you can edit the page, as if you're using any Word processing program, like Microsoft Word (5). If you have the information to be published on the page already stored in some file, you can **copy** the text from there, and **paste** it in the given space (6).



If you find the editing space to narrow, and would like to have a bigger workspace, you can click on the icon shown in the below picture (8). It will immediately maximize the editor size, only the edited area will be visible, whereas the rest (7) will disappear during the editing time.



This editor (9) can be used like any word processor. For example, you can make the font bold and underline (10) if you need. You can insert an image anywhere in the text (11). If you want to exit the **fullscreen mode**, and minimize the editor, press the icon shown below (15).



If you want to insert a link to some webpage, select the text which will keep the link (12), and press the "Insert/Edit Link" button (12).

The screenshot shows a Windows Internet Explorer browser window displaying a course page. The page content includes a table with dates and topics, and sections for Course Evaluation, Exams, Lab Assignments, and Student Data Disks. Two red arrows labeled '12' point to the 'Insert/Edit Link' button in the browser's toolbar and the URL field at the bottom of the browser window.

5	Mar 16-Mar 20	Writing, editing and formatting documents, Moving, copying, undo, etc commands, Case study: Creating a document.
6	Mar 23-Mar 27	Formatting paragraphs, Bulleted lists, Page formatting, Setting Tabs, Searching and replacing text etc.
7	Mar 30-Apr 03	Introduction to Spreadsheets and MS Excel.
8	Mar 06-Apr 10	M I D T E R M
9	Apr 13-Apr 17	Spreadsheets and MS Excel.
10	Apr 20-Apr 24	Formulas, and constants, toolbars, and menus in spreadsheets.
11	Apr 27-May 01	Graphics and charts. Case study: Working example
12	Apr 04-May 08	Introduction to Power Point. Main functions, tool bars and menus.
13	May 11 -May 15	Creating a presentation, content and formatting and color scheme case study.
14	May 18-May 22	General overview

Course Evaluation
Course evaluation will be based on performance on exams and assignments.

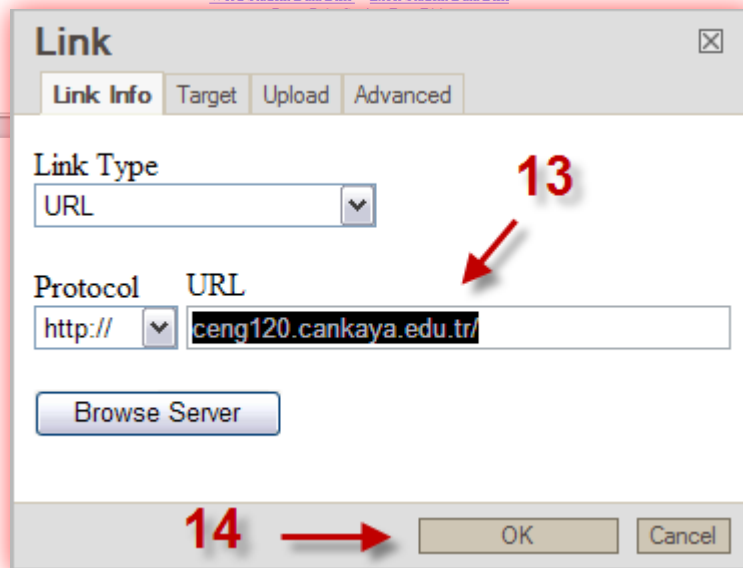
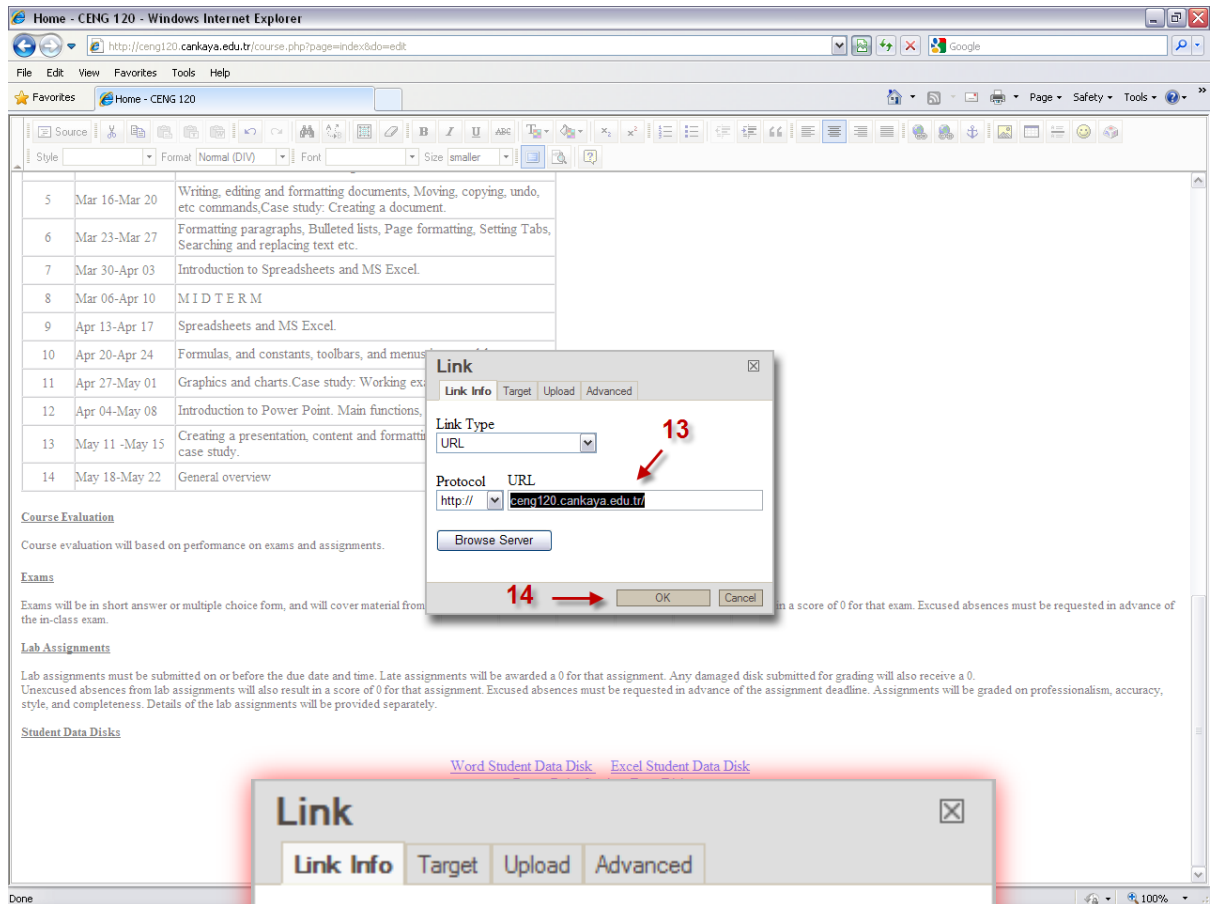
Exams
Exams will be in short answer or multiple choice form, and will cover material from lectures and the textbook. Unexcused absences from exams will result in a score of 0 for that exam. Excused absences must be requested in advance of the in-class exam.

Lab Assignments
Lab assignments must be submitted on or before the due date and time. Late assignments will be awarded a 0 for that assignment. Any damaged disk submitted for grading will also receive a 0. Unexcused absences from lab assignments will also result in a score of 0 for that assignment. Excused absences must be requested in advance of the assignment deadline. Assignments will be graded on professionalism, accuracy, style, and completeness. Details of the lab assignments will be provided separately.

Student Data Disks
[Word Student Data Disk](#) [Excel Student Data Disk](#)
[PowerPoint Student Data Disk](#)

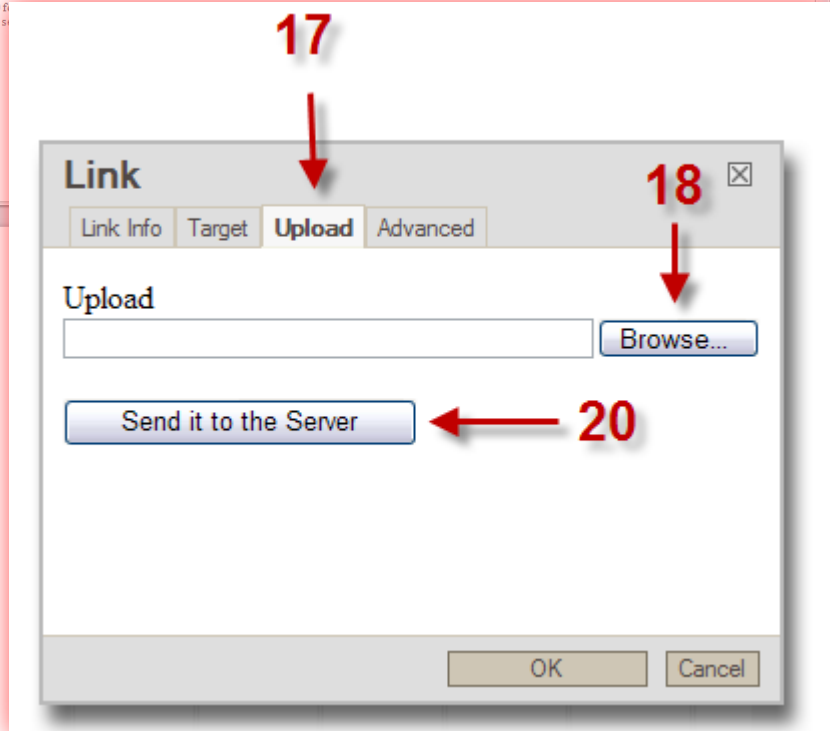
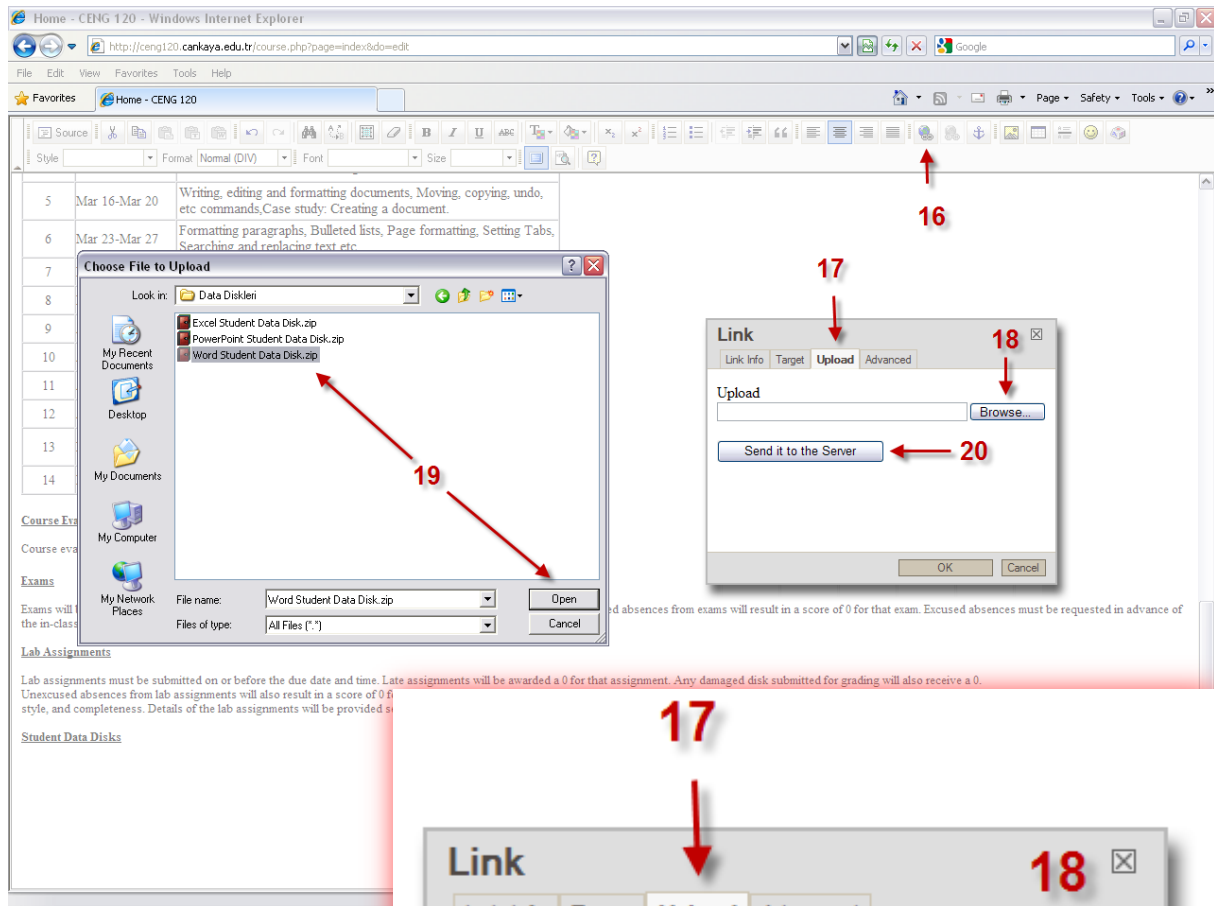
Last updated: February 12, 2009
Url: <http://ceng120.cankaya.edu.tr>

In the opening dialog box, enter the address of the page you want to link to **(13)**, and click “**OK**” **(14)**. The link will be immediately ready. If you want to edit a link that was previously given, you can use the same button.

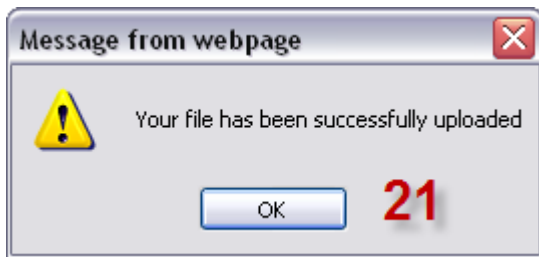


If you want your students to download some files from your course pages, you can again use the same "Insert/Edit Link" button (16).

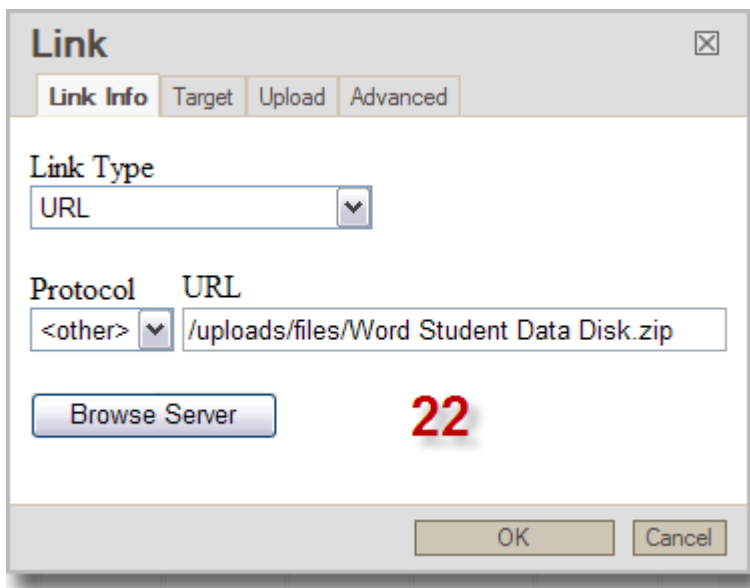
Select the text you want to link to the file, click the "Insert/Edit Link" button (16), select the "Upload" (17) tab in the opening dialogue box. Click "Browse" (18) and another dialogue box will open. Select the file you want to link to (19) and click "Open" (19); the window will close. Click the button saying "Send it to the Server" (20).



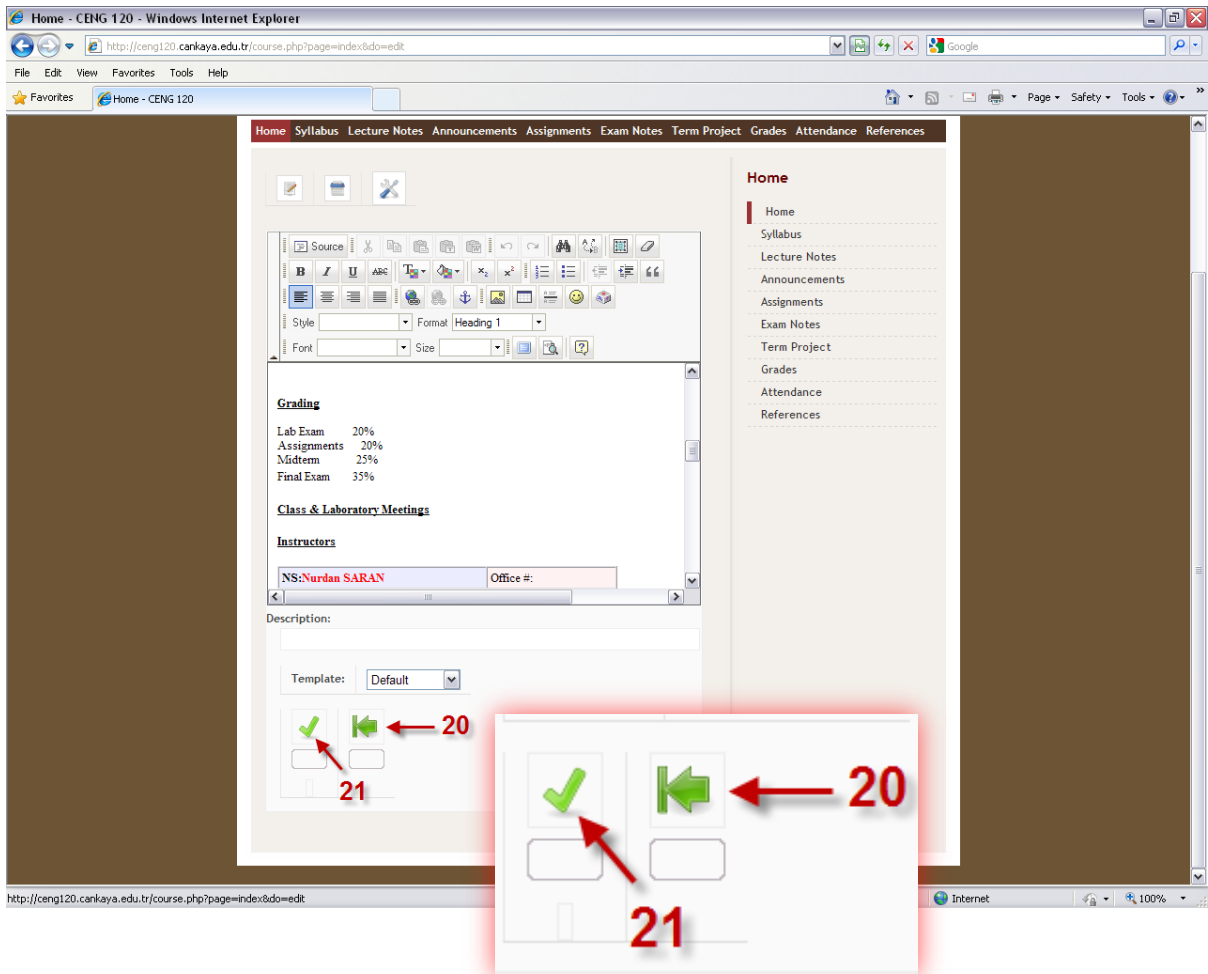
A small dialogue box will appear, stating the transfer was successful (21).



Click the first tab of the remaining window, and check if the link to file exists (22).



In order to **save the page**, click the tick (21). If you do not want the page, and **cancel** your last changes, click (20).



After finishing editing, and logging out, you can see, what your page looks like.
If you want to have a look at an working example, please check the following address:
<http://ceng120.cankaya.edu.tr>

