



Vol 2 No 3

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**PLEASE DISTRIBUTE TO ALL INTERESTED STAFF**

### **sa.edu and school website presence**

sa.edu was provided to all schools by the Department to supply high quality, high-speed internet access and a comprehensive suite of Internet Management tools to support the management of Internet access for staff and students. Coupled with that it provided a web presence for all schools. The website created was a standard template. Most schools have now taken advantage of this by updating their website to advertise and provide information on their school to the world. It is a great medium through which you can create an image of your school. Some Anangu schools have already upgraded their website, Pipalyatjara [www.pipalyatjara.sa.edu.au](http://www.pipalyatjara.sa.edu.au) ; Ernabella [www.ernabella.sa.edu.au](http://www.ernabella.sa.edu.au) ; Amata [www.amata.sa.edu.au](http://www.amata.sa.edu.au) .

Creating a web page is relatively simple using Microsoft Front Page. What you need to do first is to plan to develop a successful site. Before you switch on your computer you will need to think strategically about a few key issues, get out the pen and paper! I have attached the TSOF template for web site design, which sets out a design process for establishing a site.

It is also very important to be aware of the guidelines in relation to publishing student photographs on the web. For excellent information on Internet Safety, Guidelines, web publishing and design, view the Allabout sa.edu web site [www.allabout.sa.edu.au](http://www.allabout.sa.edu.au)

I would like to work with schools, staff and students to establish their schools website, or upgrade their site. I am in the process of documenting information that would be of benefit to schools when establishing, managing and upgrading their sites. Please contact me we can work together to get the process started.

### **SINA TALK LIST**

The SINA (Schoolsnet Internet Network Administrator) Talk List is a valuable resource for school ICT managers. The talk list consists of predominantly technical and SINA support officers in South Australian schools. The idea of this talk list is to share knowledge, seek support and offer advice and solutions to ICT problems. I recommend to that all school IT support staff and any interested staff subscribe to this list. You do not need to contribute to discussion, you can view questions and responses from other participants.

To subscribe go to the sa.edu Customer Care Centre Website and click on Sina Advice List and fill in and send the Subscribe Form.

<http://www.saedu.schools.net.au/>

Visit the Customer Care Centre Website as well for technical support, the SINA administration manual, download patches for internet and networks.

### **SCHOOL ADMINISTRATION EDSAS MACHINES**

A reminder to schools, if you get the message "Network Initialization Failed" it could be that the F:\ on your machine has been disconnected. The first step to attempt to resolve this problem is to run the mapserver command, which will remap the EDSAS, network drives.

To do this:

Click on Start, Run and type in the Run box mapserver and click OK

A black DOS screen should appear mapping your network drives, check again if you can access EDSAS.

**TERMINAL SERVER WORK** – Telstra will be working on prioritising our Terminal Server network on the weekend. Can I please have feedback from all schools during next week on whether the Terminal Server service is better, worst or much the same? Thankyou.

## Irfan View

Have you discovered the nifty freeware program, Irfan View? Use this program (PC only) to manage images, create a slideshow, play sounds, animations and movies, view graphics and thumbnails, resize, crop, change file format, batch process and much, much more. It is very useful for teachers working with a directory of images from a digital camera. You can also download a range of plugins. It is a very small program, quick to load, easy to use and extremely versatile. Best of all, it is free! Visit the website to download Irfan View at <http://www.irfanview.com/>

## TSOF TECHNOLOGY IN THE ARTS PROGRAMME

Jim Edson and Vala Vinogradoff from Technology School of the Future will be presenting the programme Technology in the Arts, at Ernabella School from Tuesday May 6<sup>th</sup> until Thursday May 8<sup>th</sup>. Russ has sent all Principals an email detailing this programme.

Please contact Russ for more details or to lodge your interest in attending.

## USING THE PREVIEW PANE WITH MICROSOFT OUTLOOK

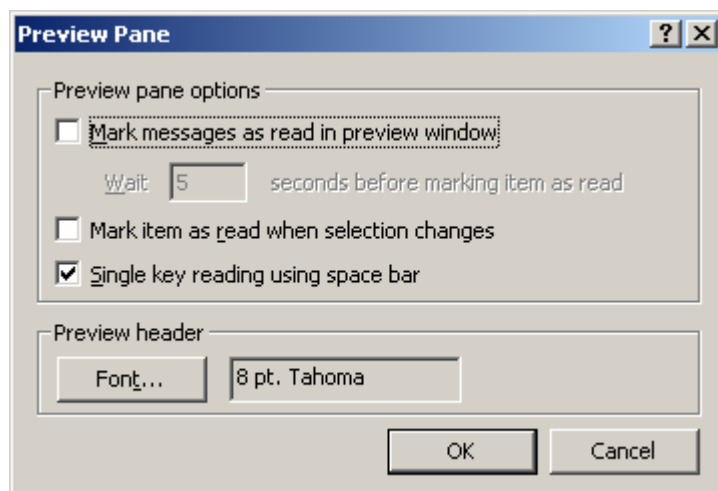
If you use Microsoft Outlook as your emailing software I would recommend that you setup Outlook to view messages using the Preview Pane. You then can setup Outlook to view those messages without opening them, you can then decide whether you want to delete or open the message. By default all messages sent and viewed in the Preview Pane will be opened as you preview them. This is not good practice as at times viruses are attached to emails and automatically opening them will result in a virus being activated on your computer. To get around this you need to **de-select** “**Mark Items as read when selection changes**”.

To do this:

In Outlook click on **View; Preview Pane** (this is a toggle button to select and deselect the viewing options).

Once Preview Pane is selected

Click on **Tools / Options / Other / Preview Pane** and **deselect** *Mark item as read in preview window* and *Mark item as read when selection changes*. Click OK and close out.



## School Web Site Design - a basic layout

### Audience

- is the most important factor in web design. Who is it for? This template is designed as a school 'brochure' to tell prospective and current parents and interested community members about the school. It is relatively brief and does not need much maintenance.

### Layout

Layout essentials - clean, consistent design, links to main pages on each page, Index page has: disclaimer, DETE link, contact email.

### Content

Pictures and brief text make up the content. The web is a highly visual medium, and full colour pictures are much more powerful than lengthy text.

Longer items of text should be in PDF\* format so that they can be easily printed if needed. [\*see below]

### Index

The home page introduces school and links to other pages

### Overview -

A quick summary of what's distinctive: location map, type of school, enrolment,

### History -

Put the school in context - how old, how it has changed, old pictures, nature of the community

### Curriculum -

Particular emphases - special programs, focus, special events, possibly illustrative student material

### School Info. -

Sports program; Canteen; Uniform; Calendar; selected policies, enrolment guidelines, etc...

### Contacts -

Staff, Parent reps, District Office, etc.

### More Layout

**Tables** provide easy attractive layout opportunities to position text and images on the page.

**Italics, Bold** and exotic **fonts** should only be used for special emphasis and for only a few words.

Pictures are more effective than words. Images must be small file size and in Gif or Jpeg format.

### PDF Files

PDF files can be placed on a web site for material that is designed to be printed. They can be prepared in MS Word and saved as PDF. They are viewed with Adobe Acrobat which is freely available on the web.

### Web Authoring Programs

There are many programs.

Netscape Composer was used to write the template; FrontPage is part of the Microsoft package. More sophisticated programs are available. Ease of use is a major factor for school use.