

▶ Login & Turn Editing On	
<ol style="list-style-type: none"> In IE or FireFox, go to : http://smccd.mrooms.net/ Log in using your G number and 6-digit birthdate MMDDYY. (You can change this.) Select link and click Turn Editing On button 	
▶ Section Titles & Subtitles Podcast 12	
<p>Select a topic/week section to develop.</p> <ol style="list-style-type: none"> Insert a label with the section title. (Use Heading 1, to format text and improve Accessibility.) Insert a label with a subsection title (Heading 2) Use return key to add white space before/after title. Avoid section summaries. (non-transferable!) 	
▶ Files & Upload Podcast 13	
<p>Select Files link from the Administration block.</p> <ol style="list-style-type: none"> Select Make a folder. Decide on naming system: <ul style="list-style-type: none"> topics, weeks, units, lessons or modules task types (e.g. course info, labs, readings) file type (e.g. images, docs, movies) Don't touch "moddata" and "backups" folders. Select Upload a File, browse, upload the file. For multiple files, use compression software to zip. Upload the zipped file. Unzip it in Files window. 	
▶ File Names and Types Podcast 14	
<ul style="list-style-type: none"> Keep file names to less than 12 characters; no spaces; no special characters (!@#\$%^&*.,< >); with extension (doc, pdf, txt, rtf) included. Use compatible file formats: html, txt, rtf, pdf, pps, doc, ppt, odt; avoid: swx, wkb 	
▶ Content / Resource Types Podcast 15	
<p>Select an option from the Add a Resource menu.</p> <ol style="list-style-type: none"> Compose a web page (HTML formatting) Link to a file or web site (document or web page) Display a directory (folder contents – item links) Add an IMS content package (publisher materials) Insert a label (headers, subheaders and text) 	

▶ Compose a Web Page Podcast 16	
<p>Select Compose Web Page from Add a resource menu.</p> <ol style="list-style-type: none"> Name: Create a name for this resource; Summary: write short description of the resource; Full Text: write text; add formatting and images. Window: Select same or new window (800w x 600h) Select a folder (or Make a folder) Click "Save changes". 	
▶ Formatting Tools	
	Font type
	Font size
	Headings (accessibility)
	Bold, italic, underline, strike
	Subscript, superscript
	Copy, cut and paste
	Undo / restore edit
	Text Align
	Numbered / bulleted list
	Write from left or right (Arabic)
	Indent in / out
	Text / background color
	Anchor / "go to" point
	Linking –add/remove links to page..
	Insert / Upload an image
	Insert a table (data/layout)
	Switch to code view
	Full screen editor
Formatting tools will not appear in the Safari browser.	

▶ Link to a Web Page (external) Podcast 17	
<p>Copy the URL of the web page into your "clipboard". Select option from Add a resource menu.</p> <ol style="list-style-type: none"> Name: Create a name for this resource link; Summary: write short description of the resource; Location: Paste URL into location field or use "Search for web page" option. Window: Select same or new window (800w x 600h) Click "Save changes". 	
▶ Link to a File (internal) Podcast 18	
<p>Select option from Add a resource menu.</p> <ol style="list-style-type: none"> Name: Create a name for this resource link; Summary: write short description of the resource; Location: "Choose or Upload a File"; Window: Select same or new window (800w x 600h) Select a folder (or Make a folder) Click Upload a file button; Browse to the file. (Before you upload, use proper file naming conventions. See section 4) Then, click Upload this file; Click CHOOSE file and close upload window. Click Save changes. 	
▶ Display a Directory Podcast 19	
<p>Select option from Add a resource menu.</p> <ol style="list-style-type: none"> Name: Create a name for this resource link; Summary: write short description of the resource; Display a directory: Choose a directory; "Save changes". 	
▶ Resource List Podcast 20	
<p>Select Resources from Activity block. A list of your uploaded content is created with Summary info.</p>	
▶ Consortium Resources	
<p>For much more information on open source content, copyright law and good practices, see "Creating and Adding Content for your Class" in the WebAccess Faculty Tutorials.</p>	