

Important Guidelines for Students Using Faculty of Education Website Accounts

- 1) All Education students will have a website folder assigned to them. The location of the website folder is H:\website. There are a number of ways that you can access this folder.
 - a. Method A: Go to the 'MY COMPUTER' Icon on your computer (Windows) DESKTOP. You should see an icon for the 'H Drive'. This drive is your personal home directory, and no one but you has access to it. Within this folder, you should see the 'Website' folder.
 - b. Method B: Rather than clicking on the 'MY COMPUTER' Icon, you can alternately click on 'MY DOCUMENTS'. This will also take you directly to your 'H Drive' or home directory. You will be able to find the website folder from this point.
- 2) It's important to realize that any file that 'lives' inside your h:\website folder is available to anyone connected to the Internet. If you have a file or information that should not be available to the public, please do not place this file into your h:\website folder.
- 3) The URL (Uniform Resource Locator) for your Education website is <http://education.uregina.ca/yourusername>. It's important to remember this, and/or bookmark this location so that you can easily get to the site to view or to view revisions.
- 4) You should make every attempt to organize and to maintain the organization of your h:\website folder. For instance, it would be wise to create subdirectories WITHIN the h:\website folder such as 'Images'. This would be THE place to save or transfer any images or graphics that you would like to include on your website.
- 5) If you have previously saved files to your 'h Drive' that you would like to use with your website, be sure to COPY and paste them into your website folder. Do not CUT and paste OR drag-and-drop these files. If you do, these files will not work properly once on your web page.
- 6) The 'Index' file is an important file within your Website folder. The 'Index' file, by default, the first file that appears when someone types in your root URL. For instance, if someone tries to browse <http://education.uregina.ca/courosa> ... the file that would be brought up to your Internet browser would be the file named 'index.htm'. Additionally, this file does not HAVE to be called 'index.htm.', but is limited to these FOUR filenames: index.htm, index.html, default.htm, default.html. Use only one of these names.
- 7) If you would like to create SUB websites, you can simply create additional folders within your website folder. For instance, if you wanted to create a Health Webquest, you could create a folder called 'HealthWebQuest' in your website folder. And IN this folder, you would create an INDEX file. Your URL for this

particular folder would then be
<http://education.uregina.ca/yourusername/HealthWebquest>.

- 8) When naming files for your website, it is good to use filenames that relate to the nature of the file. Also, refrain from using spaces, or special characters in your filenames. This may cause problems later. A proper filename might look like this, “personal.htm” or “WebLinks.html” but NOT “untitled file.html” or “assignment#1.html”.
- 9) When saving images from the Internet using Microsoft Internet Explorer, jpeg files (image files) are sometimes (by default) saved as .jpe files. It would be wise to change the file extension to .jpg when saving these files, or else you may have difficulties later on.
- 10) To create and edit your HTML pages, there are a number of programs available. Microsoft Front Page, Symantec Visual Page and Netscape Composer are all available in the Faculty of Education computer labs. The first two programs mentioned here have to be purchased, however Netscape Composer is available for free on the Internet (netscape.com). Additionally, Microsoft Word can also be used to create webpages HOWEVER, this program does not allow for much flexibility in the design process.
- 11) You cannot access your website folder at home. However, you may already have webspace available to you through your ISP (Internet Service Provider). Both Sasktel and Access Communications provide this service as part of your Internet plan (you may just not know it). This may be a better solution for those who would like to continue to work on their projects after convocation.
- 12) All files stored on your website (and on your ‘H Drive’) are backed up daily. This process is automatic. Additionally, at any time, you can get a CD burned with all of your files from your home directory. This service costs \$5, includes the CD, and is available through the education technicians (email edtech@education.uregina.ca).

Please email Alec Couros (alec.couros@uregina.ca) if you need further clarification on your website folder.