

This handout is designed to provide Hall of Pride facilitators with some step-by-step guidelines that will help as you create an interactive display for your school. The display you and your students create should tell the story of school accomplishments and achievements, outstanding individuals and alumni. It should also tell of outstanding attractions in the community.

Steps to Create A Display

1. Get to know the web site layout - Its Contents and How to Use.
2. Explore topics that fit the 5 main categories.
3. Start with what you know and who you know for resources.
4. Organize and set-up topics for each main category.
5. Have students think of and write short articles for the topics.
6. Decide on the article layout.
7. Use the Content Set-up area of the web site for work.
8. Meet the specifications for articles and photos..
9. Preview the display on-screen.
10. Submit, review and approve articles for Hall of Pride Review

- ❑ **Get to know the Web site layout – Its Contents and How to Use The Site.**

Iowa Hall of Pride Facilitator's site:
www.iowaschooldisplays.org

User Name	As given to you
Password	You create

The **Facilitator's Main Menu Page** is the control center for managing users and article content From this page **User Setup** allows the facilitator to Add, Edit and Delete site user information.

The **Content Set-Up** is the working area of the site where information related to topics, articles and photos starts, is edited, reviewed and submitted for Hall of Pride approval.

The **Content Management** section details the status of works in progress and also shows what has been submitted for review or approval. The facilitator can use this section to unlock articles.

The **Guidelines** section contains all the needed information for preparing articles and photos according to the Hall of Pride specifications. The **Article Layouts** chart is especially useful to facilitators. It lists all requirements for each article layout – headline, text, caption and photos.

- ❑ **Explore topics that fit the 5 main categories.**

About Our School
 About Our Community
 Notable Places
 Notable People
 Notable Events

Think of possible topics related to your school and community that would work under each of the five categories listed above. Make a list for each category.

- ❑ **Start with what you know and who you know for resources.**

Talk with the school administrator or superintendent, the athletic director, teachers, retired teachers, students, people

in the community, Chamber of Commerce office, the public or school library – anyone that might have information related to the topics you decide on. Talking to these people might lead you to other information sources and photo sources.

- ❑ **Organize and set-up topics for each main category.**

Once you have done some thinking about topics and looking for resources, create a list of definite topics for each main category.

Go into the **Content Set-Up** portion of the Web site. Click on one of the 5 main categories. Click **Add Topic**. Notice the character limitation as you type the topic in the spaces provided. Short articles will need to be written that correspond to that topic.

Set-up as many topics as you need under each of the main categories. You can go back in to add or delete topics as needed.

Articles will need to set up under the topics. Use the **View Articles** and then **Add Article**. Notice the character limitations.

- ❑ **Have students think of and write short articles for the topics.**

If you are working with a class or a team of students, have them think of specific articles that could be listed under each topic. Ask them who might be good sources of information for these articles.

Create a list of article completion goals for the year. Set a time deadline.

Assign or let students choose the article(s) they want to work on. The facilitator can set

up students as users at the Hall of Pride site. A student can access the site from any computer.

Articles can also be typed using a word processing program, saved and copied and pasted into the article layout section.

There are **Facilitator Worksheets** available under the **Guidelines** section of the Web site.

❑ **Decide on the article layout.**

Check out the choices under the **Article Layouts** link in the **Guidelines** section of the web site.

Consider what layout style(s) will work best for the kinds of information to be included on each screen.

View some of the article samples featured in the HS Modules at the Hall of Pride site found at www.iowahallofpride.com

❑ **Use the Content Set-Up area of the web site for work.**

Click on the name of one of the 5 main Hall of Pride **categories**.

Select a **topic** that has already been set-up to work with.

Click **View Articles**. You will either **Add** a new article or **Edit** a work in progress.

Select a **Layout Style**.

Create a Headline.

Type the article text directly into the space provided or copy and paste from a word processing program.

You can upload a properly sized image from your hard drive, floppy disk or network drive by clicking **Browse and finding the location of the image file**.

Fill in the caption section for the image.

Click **Save** when you have finished working with the article or a portion of the article.

❑ **Meet the specifications for articles and photos.**

The formatting for text will not show any Bold, Italic or Underline. It is a very simple style text.

Keep the headline and caption sections within the listed character limits.

Read the **Guidelines** sections on the web site regarding scanning images, image specifications and preparing images.

The use of a scanner and photo editing software will be necessary.

Category photos must meet the exact pixel specifications.

The **Style Sheet** document in the **Facilitator's Worksheets** section is a one-page overview for meeting the text and image specifications.

❑ **Preview your display on-screen**

You need to install the plug-in **Shockwave** on your computer.

When an article and/or image has been saved, you can click the **Preview** button and view the on-screen appearance.

Shockwave will allow you to see the actual screen image for your display.

You can go back and make editing changes as needed for the article and image after previewing. Or you can **Approve for Hall of Pride Review**.

❑ **Submit, review and approve articles for Hall of Pride Review.**

When an article is in a completed form, the user needs to **Submit For Review**.

The facilitator will notice the **Facilitator Review** link is highlighted in red.

Using the **Content Management** section of the web site, the facilitator reviews each submitted article.

The article is then sent back for revision or approved.

By clicking the **Approve** button the article moves on for **Hall of Pride Review**.

When the Hall of Pride Review is completed the article will either be **approved for the display or come back for revision**.

❑ **Remember to Sign Out at the end of each session.**

❑ **Technical help is available from the Main Page menu by clicking:**

support @iowaschooldisplays.org