

Step-by-Step Directions for Creating a Virtual Field Trip

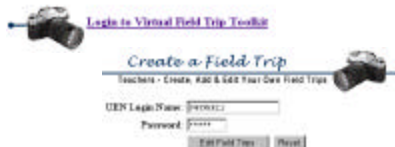
– **Before you begin:** Utah teachers must register with Utah Education Network. (<http://my.uen.org/>) Also, it is a very good idea to plan your page before you begin.

1. Go to the Virtual Field Trips web page: <http://www.uen.org/tours/>

2. Click on the *Create a Field Trip* link.



3. Click on the *Login to Virtual Field Trip Toolkit* link.



4. Fill in each field and then click the *Edit Field Trips* button.

5. After the validation process has been completed, the toolkit provides the option to create a new field trip, or to select an existing field trip. Make that choice from the popup menu then click the *Continue* button.



6. If the choice is to begin a new field trip, fill in the name describing the field trip. Also, select an appropriate core area relationship. Click the *Continue* button.



7. You will now see the **Editing Menu**.

The left frame contains all of the editing options. When you click on one of the choices, it will display in the right frame.



8. Click on **Title** to edit the name of your web site.

9. **Add Editor** allows you to give other registered educators access to the editing mode of your web site. This is a great way to collaborate on a project. Type in the name and click the *Add Editor* button. (If you no longer wish to have that person as a co-editor, click the delete button next to their name.)

Add Editor

Please enter the first and last names of the editor to be registered with UEN.)

First Name:

Last Name:

10. The **Welcome Message** is the first page that will appear when someone views your web site. Make sure the text is informative and inviting. The **Optional Text** box is a good place to include information about how to use this site in the classroom.

11. The **Welcome Image** will appear above your welcome message.

- Click on the *Browse* button to open a dialog box that displays the contents of your computer.
- By default, only HTML Files and folders will appear. Click on the *Files of type* option and choose *All Files*. (Remember: the image must be in the .jpg or .gif format with the appropriate three letter extension.)
- Scroll through the file directories until you have located the image you want.
- Click the *Open* button and the name and path of the file will appear in the Welcome Image Upload window.
- Click the *Upload Welcome Image* button.



12. To see how your web site looks so far, click on the **Preview** link at the bottom of the Editing Menu. That will open your web site in a new browser window. After looking at the preview, close the new preview window to return to the Editing window.



The bulk of your web site is created using the **Topics**, **Subtopics**, and **Topic Activities** links.

13. Topics will appear as buttons or links in the navigation frame.



To create a Topic:

- Click the **Topics** link.
- Fill in both text boxes. They may contain the same words or the **Topic Label** could be longer and more descriptive, and the **Button Text** could be shorter text. (Ex: Topic Label - "Let's Begin in the Mouth" & Button Text – "Mouth.")
- Click the *Add this Topic* button.



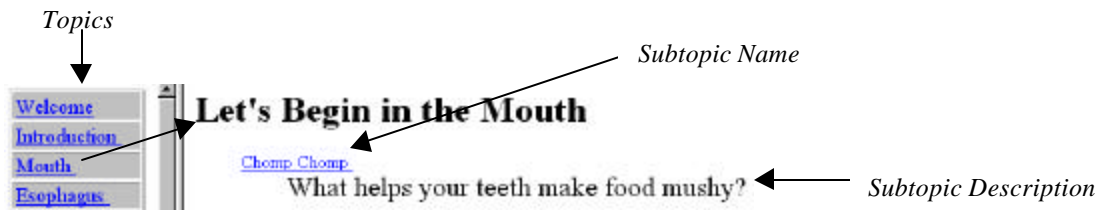
14. To Edit a Topic, click on the **Topic** link. A list of your topics will appear below the *Add this Topic* button. To delete or rename a topic click on the topic link and an editing menu will appear.

Edit Topic



☐ NOTE: Preplanning is important because topics will appear in the order they were created. The only way to change the existing order is by renaming the topics.

15. Subtopics support the topics. A subtopic is made up of three main areas; name, description, and content.
- Click on the **Subtopics** link.
 - You will see a list of the topics. Click the Add New Subtopic link below the appropriate topic.
 - You will see 3 text boxes. You must write in *each* of them. The Subtopic Name will appear when the topic button is used. The Subtopic Description is displayed beneath the subtopic name when the topic button is used. ☐NOTE: You may want to use the short description as a “teaser” – perhaps an interesting fact or an intriguing question. The Subtopic Content will appear on the next screen.



- d. Click on the *Save Subtopic* button to save your text.

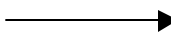

16. You can easily edit each Subtopic and add images. ☐ NOTE: Each Subtopic can have one main image and links to multiple images. (If multiple images are added, they will be displayed in a list in the order they are uploaded.) To edit your subtopics or to add an image:

- Click on the **Subtopics** link from the Editing Menu in the left frame.
- Click on the link with the subtopic's name (ex. above: Chomp Chomp) to access the subtopic menu.
- You will see various links to edit your subtopic. ☐NOTE: Remember that subtopics are displayed in the order they are created regardless of which topic they are moved to.
- To add an image, click on the Add or Edit Images for this Subtopic link. This works similar to the Welcome Image upload described in step 11, except that it has two steps – the upload and then the naming and description.
 - Upload: follow the directions in step 11.
 - Naming: The toolkit now needs to know what to call the image and whether or not it will be displayed as the subtopic's main image or it will be displayed as a link from the subtopic. Fill in both the name and the description. Also decide whether or not to have this image be the displayed image for the subtopic.
 - Click on the *Continue* button to complete the image upload process.



17. Each topic can have one or more Internet activity pages. Activities can be used to guide students to relevant, educational web sites. Each Internet site that you include in your activity can have a description as well as some questions or comments that help focus student attention on important concepts or information at that site.

To create an activity:

- Click on the **Topic Activities** link from the Editing Menu. You will see all the categories and a link to either create a new activity for a category or to edit an existing activity.
- Click the Add New Activity link below the desired category. 
- Fill in the name, the introduction, and the optional conclusion. 
- Click on the *Save Activity* button to define the activity.
- Click on the Add a new Web Activity Site link.
- Fill in each box.

Introduction
 · [Add New Activity](#)
 Let's Begin in the Mouth
 · [Add New Activity](#)

Site Name:

Site URL:

Site Description:

NOTE: It is highly recommended that you do not type the URL, but rather use the Open a new browser window link and follow the instructions on that screen.

- Click the *Save Site* button to save the information about this Internet resource. The Activity Edit Menu will be redisplayed with an extra menu choice.

Here is a preview of the activity:

Activity Name	→	Check out our digestive system.
Introduction & Directions	→	Read and follow the directions below each link before going to the web
Site Name	→	How the Body Works
Site Description	→	Click on the words "The Digestive System" to see an animated image of ready to describe the path an apple takes after being eaten.

- Use the link to the new Internet resource to get to the menu for adding the activity's focus questions for the site. Use the Add a new Activity Site Question link to add a focus question. Continue using that link to add more questions for the site.

Tour Activity Menu

- [Add a new Web Activity Site](#)
- To add questions to a site, or to edit a site, use the link(s) below
 - [How the Body Works](#)
- [Edit Activity Name and Introduction](#)
- [Add Activity Image](#)
- [Change Site Activity](#)

18. Your web site can have a custom look and feel.

- Click on the **Look and Feel** link from the Editing Menu.
- Make the selections you want from the popup menus.
- Click the *Add Color Scheme* button.

NOTE: Be sure to have contrasting colors for the background and the text.
 Consider how colorblind visitors will see the page colors.

Tour Look and Feel

Background Color:

Text Color:

Link Color:

Visited Link Color:

Form Color:

Editable Print Size:

Text Font:

Print Layout:

19. To view or share your web site, use the address that appears when you “preview” your web page. If you would like to add your completed site to the public core curriculum resources, use the Send Publish Request button at the bottom of the Editing Menu. A UEN employee will preview your site to make sure that it is appropriate and that it supports Utah Core Curriculum.

Congratulations!

HTML Tags: You can control the way the text is displayed when it's published, by using a few simple HTML tags to tell the browser how to render the page as it's displayed. For information about HTML tagging, see the online manual in the UEN Staff Development section. <http://www.uen.org/utahlink/train/manuals/web/>

Optional Features: Your web site can have a quiz, a posting board, and links to related Internet resources. To learn how to create one of these optional features, go to the Virtual Tour tutorial and click on the Options link: http://www.uen.org/training/free/manual.cgi?cat_id=11117