

Steps for Publishing Your E-Portfolio to the Web

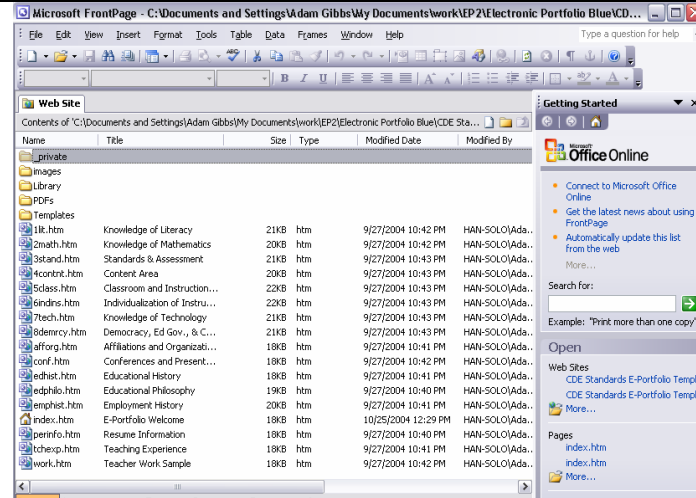
There are three steps to publishing your E-Portfolio to the Web. The first step is to complete the editing and the addition of artifacts to your E-Portfolio. The next step is to make sure all of the necessary permissions are on file for any photos of minors, that all material on your Web site is used in accordance with the Fair Use Act, and that you do not violate any copyright laws. Once this is complete, the next step is to direct FrontPage to where you want your Web site published to. This location should be your Web drive or the (W:) drive. A (W:) drive account will automatically be created for you when you take ED 331. In other words, you will use FrontPage to map your E-Portfolio to the (W:) drive. Here are the instructions to accomplish this.

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| <u>Permissions, Fair Use and Copyright Issues</u> |
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| Permissions to Publish Photos of Minors. | |
| Fair Use | <p>Fair Use Of Copyrighted Materials http://www.utsystem.edu/OGC/IntellectualProperty/copypol2.htm</p> <p>Fair Use Guidelines For Educational Multimedia Complete document provided by Georgia Harper; prepared by the Educational Multimedia Fair Use Guidelines Development Committee, July 17, 1996 http://www.utsystem.edu/OGC/IntellectualProperty/ccmcguid.htm</p> |
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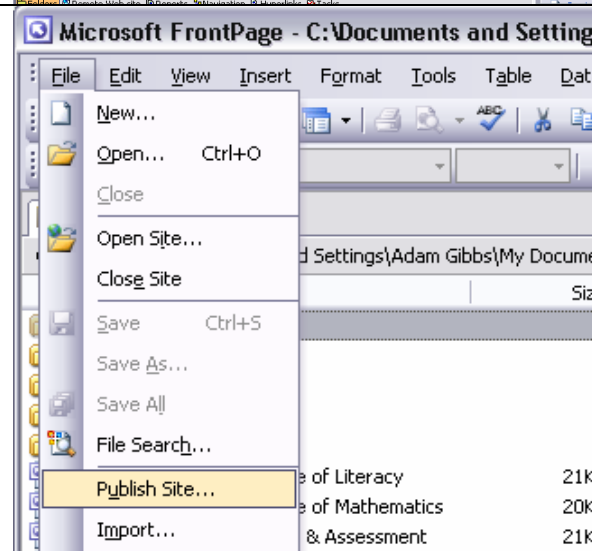
1. Publish your E-Portfolio to the (W:) drive.

- Open your site within FrontPage.
- Click “File.”
- Click “Open Site.”



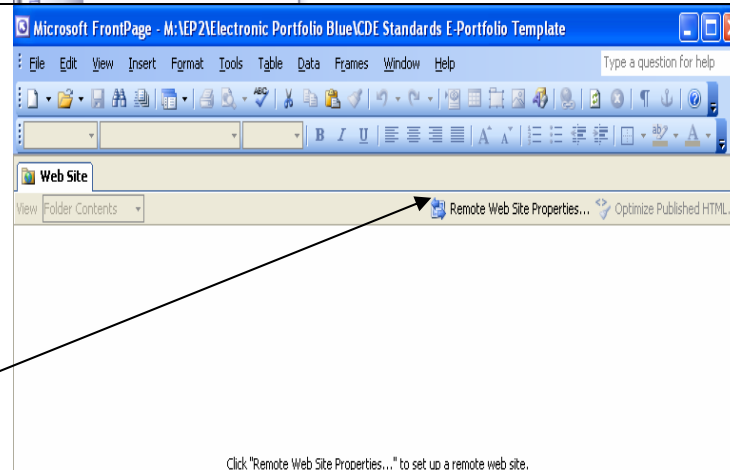
2. Publish your site.

- Click “File.”
- Next, click “Publish Site.”



FrontPage may tell you to Click “Remote Web Site Properties...” to set up a remote Web site.

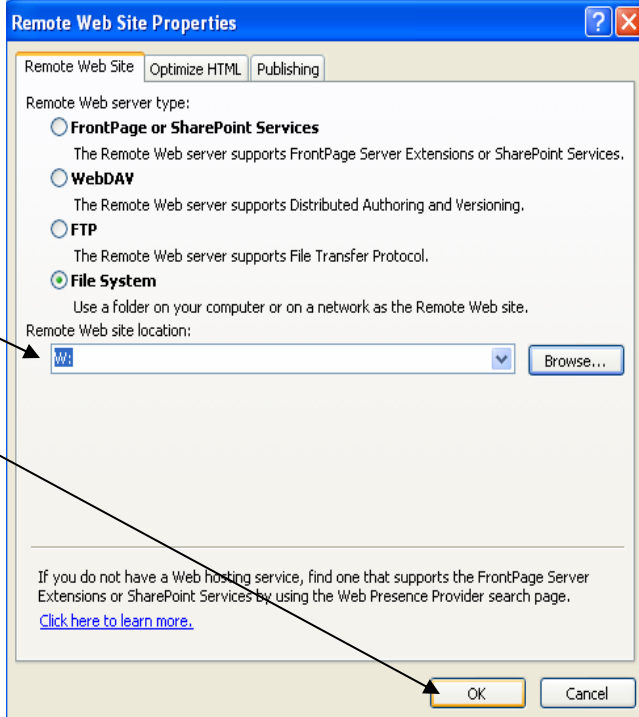
- Click the “Remote Web Site Properties.”



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| <p>3. The “Remote Web Site Properties” window will open.</p> <ul style="list-style-type: none"> • Click the “File System” radio button. • Next, Click “Browse.” | <p>Remote Web Site Properties</p> <p>Remote Web Site Optimize HTML Publishing</p> <p>Remote Web server type:</p> <p><input type="radio"/> FrontPage or SharePoint Services The Remote Web server supports FrontPage Server Extensions or SharePoint Services.</p> <p><input type="radio"/> WebDAV The Remote Web server supports Distributed Authoring and Versioning.</p> <p><input type="radio"/> FTP The Remote Web server supports File Transfer Protocol.</p> <p><input checked="" type="radio"/> File System Use a folder on your computer or on a network as the Remote Web site.</p> <p>Remote Web site location: W: [] [Browse...]</p> <p>If you do not have a Web hosting service, find one that supports the FrontPage Server Extensions or SharePoint Services by using the Web Presence Provider search page. Click here to learn more.</p> <p>OK Cancel</p> |
| <p>4. The “New Publish Location” window will open.</p> <ul style="list-style-type: none"> • Navigate to “My Computer.” • Double-click the “(W:) drive.” • Click Open. | <p>New Publish Location</p> <p>Look in: Adam.Gibbs\$ on 'monet' (W:)</p> <p>My Recent Documents</p> <p>Desktop</p> <p>My Documents</p> <p>My Computer</p> <p>My Network Places</p> <p>Desktop</p> <p>My Computer</p> <p>3 1/2 Floppy (A:)</p> <p>Local Disk (C:)</p> <p>Removable Disk (D:)</p> <p>CD Drive (E:)</p> <p>agibbs\$ on 'Kandinsky' (M:)</p> <p>SOE_Share\$ on 'kandinsky' (P:)</p> <p>student_share\$ on 'morpheu...</p> <p>Adam.Gibbs\$ on 'monet' (W:)</p> <p>cahs_share\$ on 'kandinsky' (X:)</p> <p>My Documents</p> <p>FTP Locations</p> <p>Add/Modify FTP Locations</p> <p>Site name: [] [Open] [Cancel]</p> |

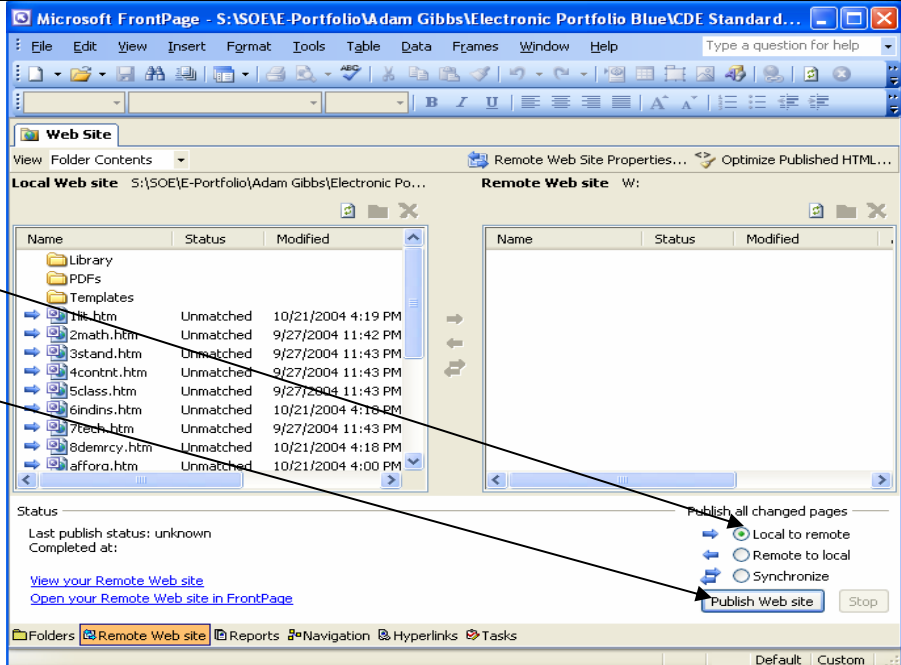
5. You will now be looking at the “Remote Web Site Properties” window.

- You should see “W:” in the “Remote Web site location:” box.
- Click “OK.”



6. Publishing your site to the (W:) drive.

- Click the “Local to remote” radio button.
- Next, click the “Publish Web site” button.



6. Publishing your site to the (W:) drive continued...

Your E-Portfolio is now published to the (W:) drive and is live via the World Wide Web!

You can now view your E-Portfolio by opening an Internet browser and typing in your Web address for your E-Portfolio.

