



Web Poster Wizard

Quick and easy online school projects and short reports.

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What Is This?

Web Worksheet Wizard and Project Poster have combined to make Web Poster Wizard. This FREE tool allows educators create a lesson, worksheet, or class page and immediately publish it online. Teachers can also set up classes and assign to students. Students complete the assignments by creating their own online projects or reports. Teachers and students add images and links to their pages.

Teacher Activities:

1. Register and set up a class.
2. Create a Worksheet.
3. Allow students to make Posters if desired.
4. View students' Posters.
5. Showcase exemplary work.

Student Activities:

1. View teacher Worksheets.
2. Use class code to create Posters.

Teacher Guide

You must first register to use Web Worksheet Wizard, but you only have to register once. If you already had an account with Worksheet Wizard, use that same information to log in.

Register and Log in

- Click the **Register** link or log in if you have already registered.
- To register, enter your personal information to create your account (We do not share your information with anyone)
- Click the **Register Teacher** button to finalize your account.

Teacher Login: [New Users](#) [Register](#)

E-mail address

Password

Returning Users [Forgot Password](#)

Create your class.

- Enter the class name under the **Add A Class** section.
- Click the **Add Class** button.

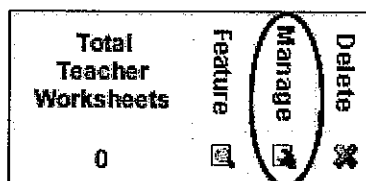
- The class will be added to the table and assigned a class code.

Class Code	Class Name	Created On	Total Student Posters	Total Teacher Worksheets	Feature	Manage	Delete
160219	Advanced American Literature	Jul 26, 2007	0	0	1	1	1
157996	Literature	Jun 18, 2007	9	1	1	1	1

Legend: View Teacher Feature Page Delete Class Manage Worksheets, Posters and Teacher Features

Create Teacher Worksheets

- Click the **Manage** icon in the table next to the class for which you would like to make a teacher Worksheet.



- Click the **Create Worksheet** button to make a new Worksheet.
- Read the directions and click the **Next** button.
- NOTE: You must always start here! **Never** use the browser's **Back** button once you get started. Only use the one tool itself. Otherwise you may accidentally create multiple copies of your unfinished worksheet or lose the work done so far.
- Enter a title for your Worksheet.
- Choose a Header and Sub Header layout by clicking on the radio button (small circle) below the format you like best.
- Choose a layout for your Body Text and Links by clicking on the radio button under the one you prefer.
- Click on the **Next** button at the bottom of the page.
- Enter a page heading which can be the same as your Worksheet title.
- Enter a sub header.
- Enter the body text of your page.
- Click the **Next** button at the bottom of the page.
- Add up to 16 links to your page by entering a link title and URL. Be sure that you do not enter multiple sets of [http://](#) already provided for you.
- If you would like to include an image it must be no larger than 350 pixels width and height. Use the **Browse** button to find the picture on your computer.
- Enter an image caption, especially if the image is copyrighted.
- Click the **Next** button at the bottom of the page.
- Select font styles for your Worksheet.
- Select color schemes for your Worksheet. You can choose a preset color scheme by using the drop-down menu and the **Apply Scheme** button. This ensures the colors of the text and links look good together. If you are more adventurous also choose your own scheme by clicking on the colors you want for the different elements.
- Click **Next** button at the bottom of the page.
- The final page will list your Worksheet ID number, your unique URL, a link to view your finished Worksheet, and a link to delete it.

The Worksheet ID: 103296
 Direct URL: <http://poster.4teachers.org/worksheet/view.php?id=103296>
 You can view it now by clicking here.

- Click the **Finish** button to return to the Teacher home page.

Edit or Delete Teacher Worksheets

- Click the **Manage** icon in the table next to the class for which you would like to edit a teacher Worksheet.

Worksheet						Action	
#	ID	Project Title	Number of Pages	Date Last Revised	View	Edit	Delete
1	103295	Star Points	1	Jul 26, 07			

Legend: View Worksheet Edit Worksheet Delete Worksheet

- On the following page, there are many options to help you edit your Worksheet.
- Under the Update Main Information section, you can click the links to either change the header, body layout or work or you can click the second link to change your fonts or colors.
- Under the Update Page Contents, you can change page order and update your body content or links and images. You also view your Worksheet or delete it.
- Directly under the table, you can click the **Add New Page** link to add more pages to your Worksheet.

Update Main Information

Header / Body Layout and Worksheet Title
 Fonts and Colors

Update Page Contents

Page #	Header	Sub-Header	Content Links/Images	Actions
1	Header Goes Here		Content Links/Images	View Edit Delete

Reorder Pages

Add New Page

Directing Students to the Worksheets

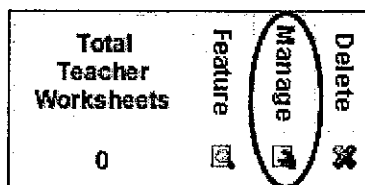
- Students will need your Worksheet ID Number, Class Code, or last name to retrieve your Worksheets.
- To retrieve a Worksheet they should go to the home page of Web Poster Wizard. In the bottom right-hand corner the **Search for Posters and Worksheets** section. They can use the drop-down menu to select the item by which they to search. Then they need to enter the corresponding information in the text field. A click of the **Search** button will r results.

Search for Posters and Worksheets

Teacher Name ▼ Segraves

Assigning Student Posters

- If you would like to assign your students a poster, you will need to give them your **Class Code**.
- If you would like to make a handout for them, log in to your account and click the **Manage** icon in the table next to the class for which you would like to create a handout.



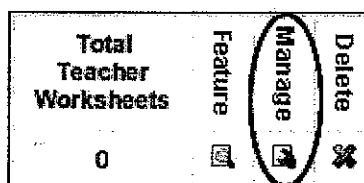
- Next, click the **Manage Posters** tab at the top of the page.



- Now, click the **Print Class Handout** button.
- Print the page and distribute it to the class.
- They will then need to go to the home page of Web Poster Wizard and create a new Poster. See the Student Guide help.

Reviewing and Managing Student Posters

- Once your students have created worksheets, you can locate them by logging into your account.
- Click the **Manage** icon in the table next to the class for which you would like to view student Posters.



- Next, click the **Manage Posters** tab at the top of the page.

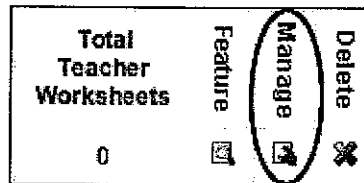


- You will then see a table of student-created Posters. There are many options included in the table. You may view authors, project titles, images, revision dates, and deletion dates.
- You may also **View**, **Edit**, or **Delete** Posters.
- If a student forgets his or her password, you can use the **Edit** link to log in to the student's account and change the for him/her.
- Posters are kept for one month. If you would like to keep them longer or create a Teacher Feature, use the **Archive** which is in the shape of a suitcase. Archived Posters are kept for as long as you wish.

Creating a Teacher Feature

- You can quickly create a showcase of work done in Web Poster Wizard in order to share it with parents, staff, or other students. The Teacher Feature option allows you to quickly create a Web page that automatically links to:
 - all the teacher Worksheets in one class
 - all the student Posters in one class

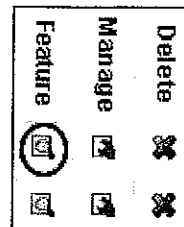
- both Worksheets and Posters in one class
- To create a Teacher Feature, first log in to your account.
- Click the **Manage** icon in the table next to the class for which you would like to make a Teacher Feature.



- Next, click the **Teacher Feature** tab at the top of the page.



- Choose one of the options depending on what you wish to showcase. You can create a private page that is only for you select the first option. Note that if you are creating a Teacher Feature of archived student Posters, you will want the Posters before creating the page because only archived Posters will be automatically added to the Teacher Feature.
- Once you have selected an option, you can select a background color for your page.
- Next, enter a **Project Title**, **Subtitle**, and **Project Text**.
- You may also upload an image and include an image title. Be sure to include where you acquired the photo.
- Click the **Submit and Preview** button.
- To view your Teacher Feature, click the **Feature** button, shaped like a magnifying glass.



- To edit a Teacher Feature, click the **Manage** button and the **Teacher Feature** tab. Make any updates you wish and click the **Submit** button when you are finished.

Student Guide

You can use this tool to locate and view your teacher's worksheets or to create your own Posters to complete a teacher project.

Locating Your Teacher's Worksheets

- You will need a Worksheet ID number, Class Code, or last name to retrieve your teacher's Worksheets.
- To retrieve a Worksheet, go to the Web Poster Wizard home page. In the bottom right-hand corner there is a **Search Posters and Worksheets** section. Use the drop-down menu to select how you would like to search. Then enter the corresponding information in the text field. Click the **Search** button to retrieve the results.

Search for Posters and Worksheets

Worksheet ID

- Click the correct Worksheet on the results page to view it.

Creating Your Teacher-Assigned Poster

- On the home page of Web Poster Wizard, go to the **Student Login** section and click the **Create a New Poster** link
- Read the directions and click the **Next** button.
- **Enter your name, your teacher's name and your class code.**

Your Name: (Required)
 (40 characters left)

Teacher's Name: (Required)

Class Code: (Required)
 Note: If you do not have a class code, ask your teacher for help.

Password: (Required)
 Please enter a password so you can edit your project poster later.
 Note: Password must be 5-10 characters long.


Please re-enter your password for confirmation.

Next

- Next, select the background you would like to use. You may select either plain or color. If you select a color background will have several choices.


Plain Background:

Provides no background color and the links appear directly below the body text.



Colored Background:

Provides border and background colors, and the links are to the right of the body text.



Select the background that you want for your poster:

Red

Blue

Green

Yellow

Pink

Grey

No Color

- Click the **Next** button.
- Enter a Project Title, Subtitle, and Project Text.
- Click the **Next** button.
- You may enter up to 10 links. Be sure to enter both a **Label** and **URL**. We have already provided the `http://`.

Links: (Optional)

1.	Label	The Literature Network
	URL	http://www.online-literature.com/poe/
2.	Label	Edgar Allan Poe Society
	URL	http://www.eapoe.org/
3.	Label	
	URL	http://

- You may also upload a picture for your poster by clicking the **Browse** button and selecting the picture on your computer you would like to upload.

Image: (Optional)

Select an image for your page. Note: the image will be resized to have a maximum width and height of 368px.

- Enter an image title and the source of the image in the text fields.
- Click the **Next** button.
- Click the **Finish** button.

- The resulting page will list your Poster ID number, the URL of your Poster, and a link to view it. You will want to print or copy the ID number for future use.

Editing Your Poster

- To edit your Poster, go to the home page of Web Poster Wizard.
- In the **Student Login** box, enter your **Poster ID** number and your **Password**.
- Click the **Log In** button.

Student Login:	
Poster ID	<input type="text" value="225718"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	

- On the following page, there are many options to help you edit your Poster.
- You can use the various links on the left side of the page to update your user information, update the layout of your poster, update the content of your Poster, and update your links and image.
- The links under the thumbnail of your Poster allow you to either view your Poster or delete it.

Locating Your Poster

- To retrieve a Poster, go to the Web Poster Wizard home page. In the bottom right-hand corner there is a **Search for Posters and Worksheets** section. Use the drop-down menu to select by which item you would like to search. Then enter the corresponding information in the text field. Click the **Search** button to retrieve the results.
- If you have forgotten your Poster ID and need it to edit your Poster, you can search by your teacher's last name or teacher Code.

Search for Posters and Worksheets	
Worksheet ID	<input type="text" value="103295"/>
<input type="button" value="Search"/>	

- On the results page you can find your Poster and its ID number.

Search Result						
Teacher Name = Segrave						
Posters List						
#	ID	Teacher Name	Project Title	Date Last revised	Automatic Deletion After	
1	224535	Anna Liby	Ughes	Jun 21, 07	archived	
2	225718	Jonn Smith	Fee	Aug 02, 07	Sep 02, 07	
Worksheets List						
#	ID	Project Title	Number of Pages	Date Last Revised		
1	101363	Colorado Blue Spruce Award	1	Jun 18, 07		
2	103286	Star Poets	1	Jun 26, 07		



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