Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seventh Grade Civics

Internet Basics

Follow the instructions below and keep this as a primer for working on your webpage.

1. **Creating a bookmark**

Open an Internet search engine, preferably Google Chrome, but Mozilla Firefox will work.

At the top of the page, to the right of the arrows, you will notice a white bar displaying the name of the current website (i.e. [www.google.com](http://www.google.com) or [www.novinger.k12.mo.us](http://www.novinger.k12.mo.us)). This is called the “website address.”

Click on the website address to highlight it and type in it’s place dsullivanadaircountyr1.weebly.com and enter.

When that page comes up, notice under the title “Adair County R-1 Social Studies” listings for various pages in the website. Click on “Mr. Sullivan’s Classes 2014-2015.” This is located on the far right.

When you see the bald eagle, scroll down to find your specific class. Click on that link.

When you see the homepage for your class, you are going to save it to your favorites or bookmarks. Click on the control (ctrl) key and the “D” key at the same time. A small window will pop up showing the name of the page and the options to save it. Save it as a bookmark. Now anytime you go to the internet, you can quickly access the page for your course without typing in the web address.

1. **Working within your webpage**

Go to the website address near the top of the page and highlight it. Type in “students.weebly.com” and enter to access your page. Log in using your user id and password. If you notice, your user id is your initials, the hour of your class, and the year.

Click on the link “My Site” or whatever name is showing as the name of your page. You are now at your page.

Click once on “My Site” over the picture. Delete those words and rename your page with your first name being part of the title. When finished, click on the yellow box showing “publish: in the top right corner. When the “Website Published” box comes up, click on the blue “x” to close it. You have renamed your page.

Open a new, second web search engine. Do a google search for images you enjoy, find one and click on it to open the image. Right click on the image with your mouse. A small menu with saving options pops up, click “save as” and save the image to your desktop.

Go back to your page. Scroll over the image under your title until you see a button saying “edit image.” Click on that button. A box comes up to select background. Click “upload image.” Click “Upload photo from your computer.” Go to your desktop and find the image. Open it in place of the original image. Click “ok” then click on the publish button. You have now changed the image on your home page.