



NEW FEATURES IN FIRSTCLASS 8.3

The following features are now available to staff when using the latest FirstClass client software (Mac OS X):

Web Publishing

All staff have access to creating web pages using FirstClass email. FirstClass 8.3 makes it very easy to produce professional looking web pages.

Eg. Address: <http://staff.gsacrd.ab.ca/~dmckinney>

Blogs

Weblogs are similar to online journals. Staff can post regular updates and information for students, staff, and/or parents using this feature. Comments/responses are not available in this feature.

Podcast

A podcast is an audio or video presentation posted on the web. Staff can easily record messages and/or instructions using this feature.

Workspaces

Staff can now create their own conferences and calendars that can be shared with our staff members. A great way to facilitate collaboration and promote Professional Learning Communities within our division.



GETTING STARTED

FirstClass Client 8.3 must be installed on the computer (Mac OS X only)



USING WORKSPACES

1. Double-click on the **Workspace** icon to open the application.
2. Select **NEW WORKSPACE** and then select from the templates available:
 - a. Standard Workspace (*good starting point...*)
 - b. Empty Workspace
 - c. File Sharing Area
 - d. Document Sharing Area
 - e. Student Project
3. Double-click on the **NEW WORKSPACE** icon that should now appear in your **WORKSPACE** window.

Note users must have a FirstClass account to access the Workspace.

- A **NEW WORKSPACE** using a Standard Workspace template will include:
- a. Discussion Conference
 - b. Calendar
 - c. File Storage (various types of files)
 - d. Documents area
 - e. Bookmarks area
 - f. Contact Database

Adding Members to the Workspace

You can provide other FC email users with a copy of the **NEW WORKSPACE** on their desktop. Click **WORKSPACE MEMBERS** and add/delete their name to your list.



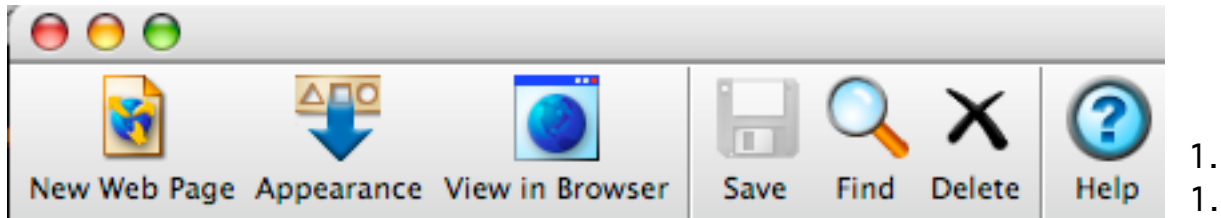
Chat Rooms – can be added upon request

WEB PUBLISHING

All staff members with a FirstClass email account have access to posting information to a website. Internet addresses for everyone uses the same naming convention (i.e. login name)



Eg. <http://staff.gsacrd.ab.ca/~dmckinney>



Double click on the **WEB PUBLISHING** icon.

BACKGROUND

The above toolbar should appear on the top of the window. Initially the folder will be empty. Contents of the website will appear in the left pane. Folders, Blogs, Podcast, files and/or web pages that appear in the left pane will also appear as **navigation links** when viewing your web page in an Internet browser. The first non-folder item that appears in the list will serve as the title page for your website.

2. Click **NEW WEB PAGE**. Select from the following templates:

- a. About Me
- b. Welcome
- c. Blank Page (suggested starting point)
- d. Podcast
- e. Blog
- f. Web Calendar
- g. Web Folder
- h. Listing Folder

3. Choose **APPEARANCE** to select the template you would like for your website.

4. Add/edit content the same way you create email messages.



Page Name – name given to the navigation link

Page Title – title that appears on the web page

Adding graphics – just drag into message or copy/paste

5. **VIEW IN BROWSER** to see how your website will look.

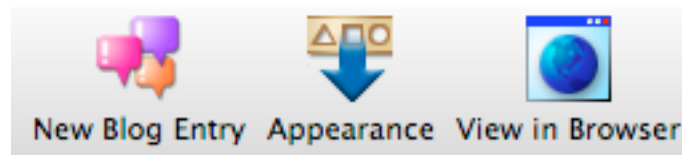
BLOGS AND PODCASTS

Blogs and **Podcasts** add functionality to your website. **Blogs** are an easy way to post updates for your site visitors. **Podcasts** enable you to go beyond text and pictures. In Podcasts you can use a built-in audio recorder or you can add video/audio content created in **GarageBand** and/or **iMovie**.

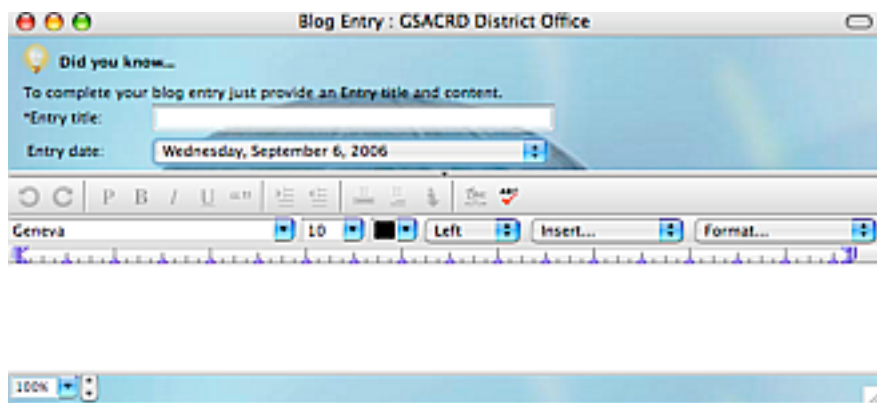
An added value to the use of **Blogs** and **Podcasts** is that this type of content is easily accessible to people who “**subscribe**” to your blog or podcast. Visitors who subscribe will be notified when your site is updated. The updated content may be viewed on a computer, handheld, or cell phone.

ADDING A BLOG TO YOUR WEBSITE

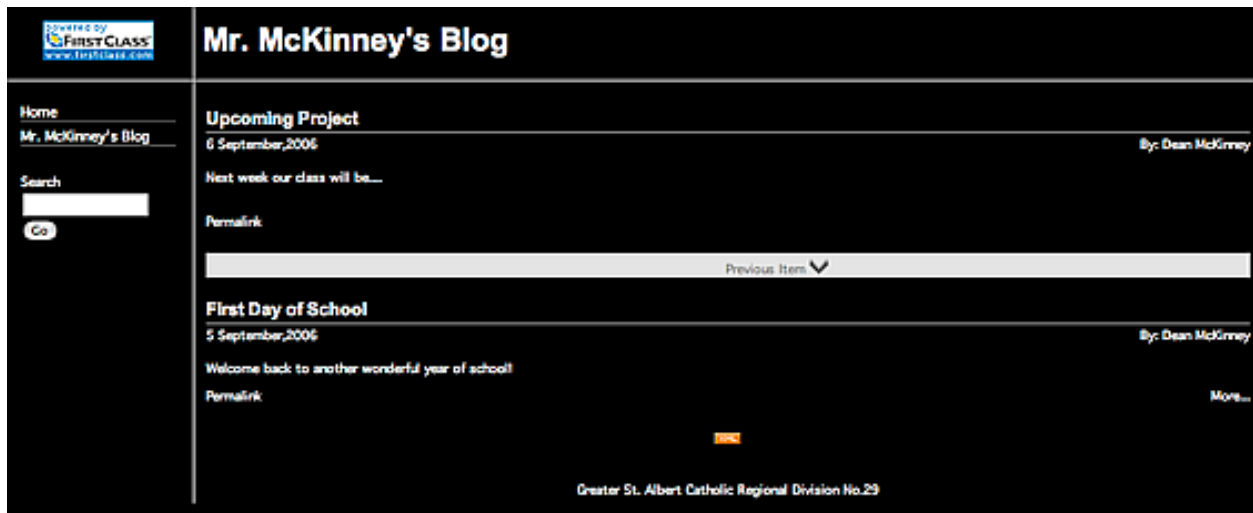
1. Click **NEW WEB PAGE** and select the **BLOG** template.
2. Select **APPEARANCE** to decide how it will look.



3. Choose **NEW BLOG ENTRY** to add content as you would in an email message.



4. View the Blog using the **VIEW IN BROWSER** button.



Note you can rename your Blog by selecting the name in the left pane and choosing FILE MENU→GET INFO.

Subscribing To The Blog



Some people may wish to subscribe to your BLOG. Subscriptions can be read using various applications. For example, **NetNewsWire Lite**, **Mozilla**, and **Safari** will subscribe to Blogs. Users can see updates to your blog when they open their application—they do not have to visit the website! These applications are also known as **RSS Readers**.

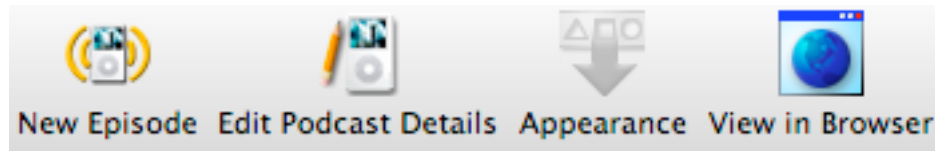
Use the following steps to subscribe:

1. **RIGHT-CLICK** or **CONTROL-CLICK** on the **XML** button on your **BLOG** page.
2. Choose **COPY LINK** and paste into your RSS Reader.

Note these steps will appear different depending on the browser used. Goal is to put the URL or address of your blog into the reader.

ADDING A PODCAST TO YOUR WEBSITE

A **podcast** is a collection of *audio, video* tracks or clips (episodes). You first create a **podcast** to hold your episodes, then you create your episodes inside it. This would be similar to developing a television show and then creating individual episodes.



1. Click **NEW WEB PAGE** and select the **PODCAST** template.
2. Select **NEW EPISODE**

Did you know...
Creating a podcast episode is easy. Just follow these three steps.
1 Drag and drop an audio or video file onto this form, or create your own content by clicking Record Episode.
2 Fill in the fields below. Fields with an asterisk are mandatory.
3 Click Save.

*Title: Subtitle:

*Author: Summary:

Search keywords:

Content description:

00:00 00:00:00 00:00

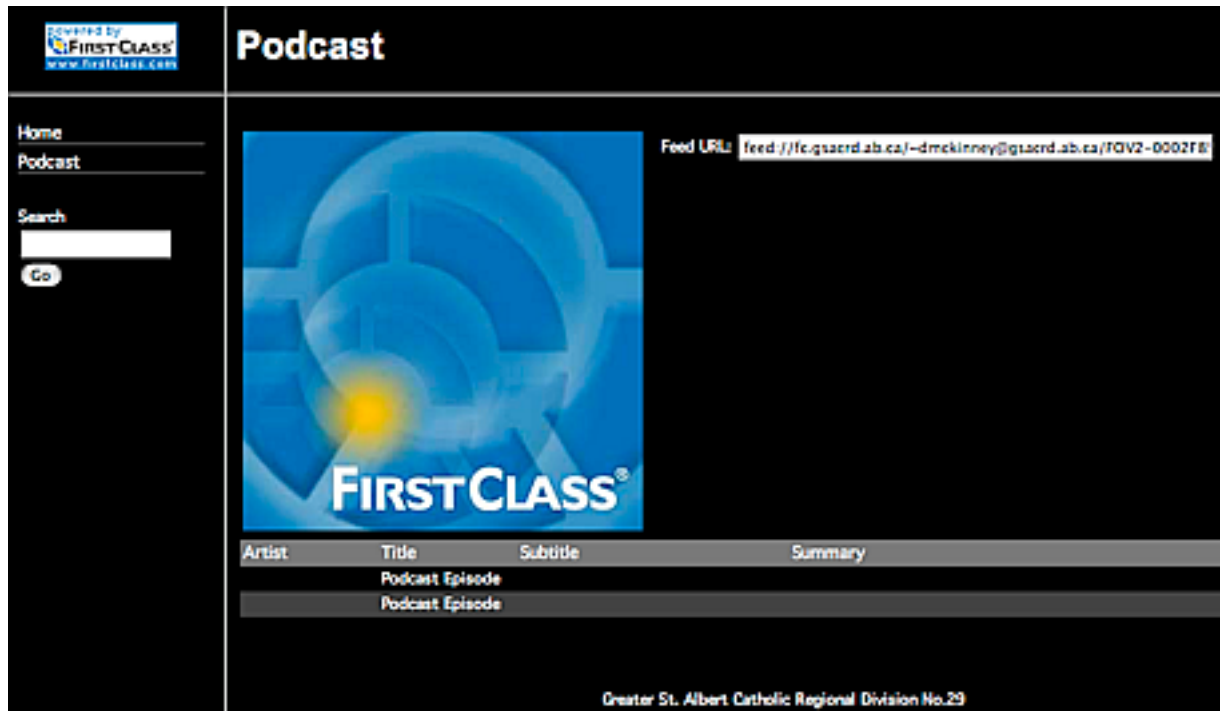
a.

3. Complete the Podcast details and then select **RECORD EPISODE** to record an audio podcast. Save when complete.

You can add podcasts created in other applications by simply dragging the podcast file to this form. Podcasts can also be created in **GarageBand, iMovie,** or **Audacity**. Files can be converted for use in podcasts using **iTunes** or **Quicktime Pro**.

Podcasts can be viewed or listened to using a variety of devices including computers, handhelds, iPods, and cell phones.

4. Select **APPEARANCE** to determine how your PODCAST will appear in a web browser.
5. Choose **VIEW IN BROWSER** to see how it will appear.



The **FEED URL** is the Internet address for your podcast. Podcasts can be watched using any web browser. Visitors can also **subscribe** to your episodes by copying the address into a podcast player. iTunes is a very common tool used to subscribe to podcasts.

Subscribing in iTunes (newer versions)

1. Copy the podcast address from the **FEED URL**.
2. Open **iTunes** and then select **ADVANCED MENU → SUBSCRIBE TO PODCAST**.
3. Paste or type your address to subscribe.

iTunes will automatically check for podcast updates. Podcasts downloaded to the subscriber's computer are saved to their computer.

A TEACHER'S WEB SITE

Websites are created at the teacher's discretion. Some suggestions...

1. Title page
2. Course Outlines
3. Current Homework (Blog)
4. Web Page Links
5. Resources Files (files, podcasts, PowerPoint, etc.)
6. Behavior Expectations
7. Class/course calendar

To improve navigation it is best to plan how you will organize the website. Use folders to organize the site. Keep the number of navigation links to no more than ten. Web pages can be inserted into folders for better organization and navigation. This may be the best when teaching multiple courses.

You can create as many pages as you need for the site. You are not limited to one podcast or one blog.

Adding Links to Web Pages

1. Type the words or Internet address.
2. Select the words and choose EDIT MENU→MAKE LINK.
3. Type the URL address in the **TARGET URL** box.

The selected words will provide your visitors with an Internet link.