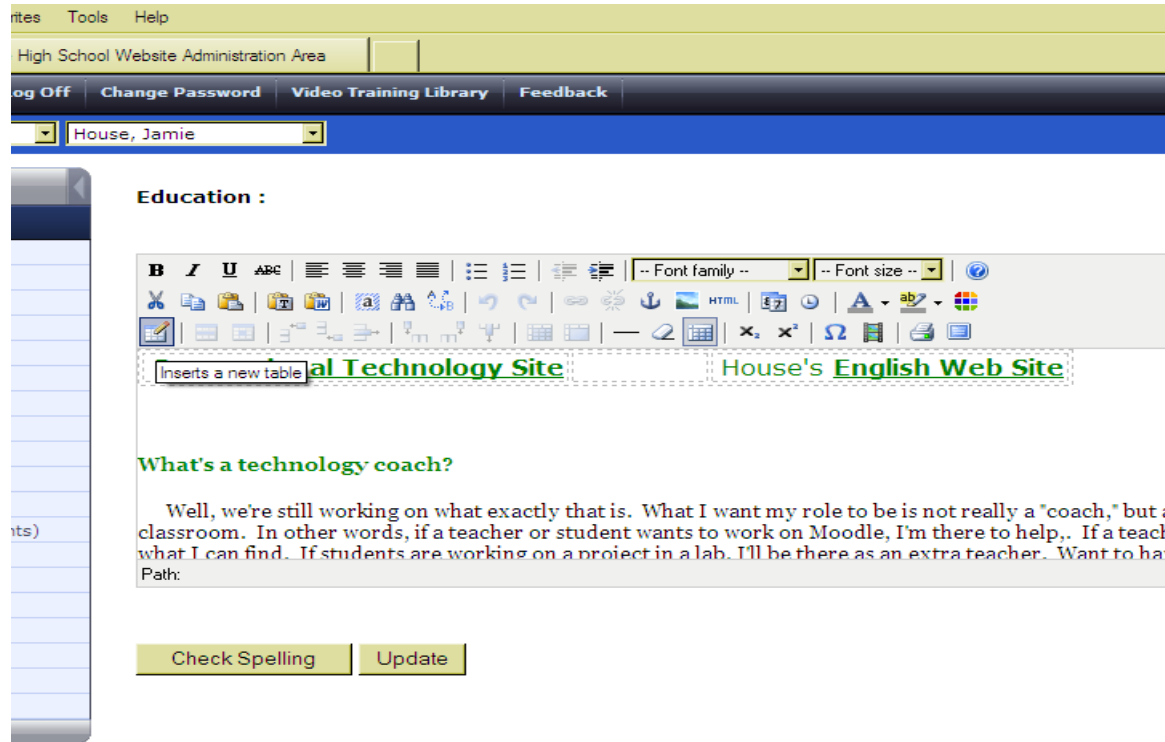


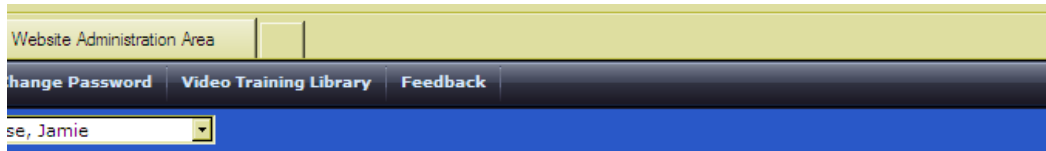
Using Tables in SchoolInSites

You can link to several different pages in your education section (or any section) by inserting a table. It's one of those buttons in the page's menu. You can make the table visible or not depending on if you apply borders or shading.

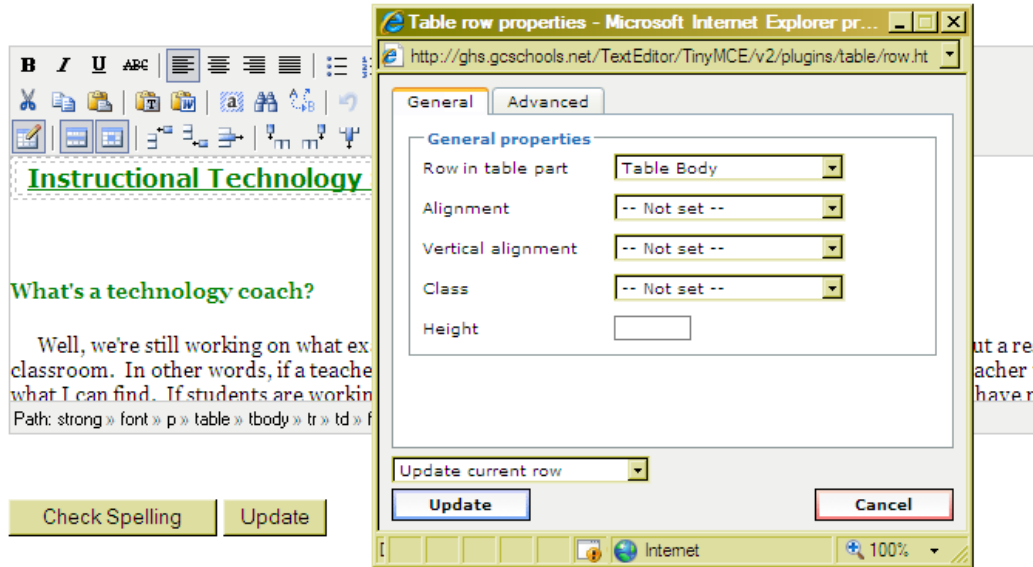


The screenshot shows the SchoolInSites administration interface. At the top, there is a navigation bar with links for "Log Off", "Change Password", "Video Training Library", and "Feedback". Below this is a dropdown menu showing "House, Jamie". The main content area is titled "Education :". A table insertion tool is visible, showing a table with two columns and one row. The first column contains the text "al Technology Site" and the second column contains "House's English Web Site". Below the table, there is a section titled "What's a technology coach?" with a paragraph of text and a "Path:" label. At the bottom of the page, there are two buttons: "Check Spelling" and "Update".

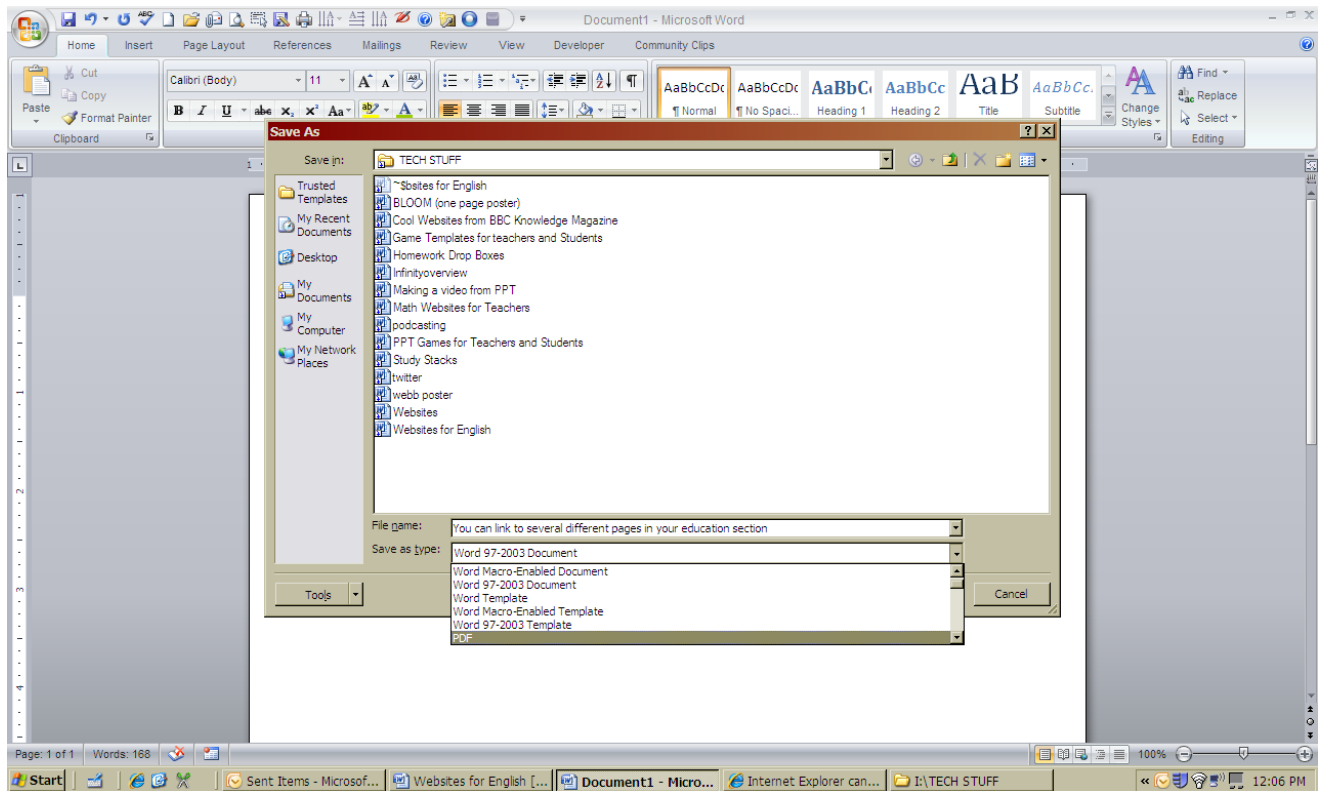
You can edit the way the table looks by click on one of the buttons next to the table button or by right clicking. The Advanced section will change the borders and color (shading).



Education :



If in one box of the table you want to link to student work or to a file, you can do a couple of things:
Save each example of student work or your file(saving it as a pdf file works well. You can even save PPTs that way) in your File section.



You'll browse and upload your file. Once you've done that, open the file and copy the url from the top. Then go to your education page, type the assignment or student's name, highlight it, and click on the sideways figure 8 or chain link. Copy the link. Hit update. That should do it. In the past, I have copied several of my students' work to one long word document, then saved that as a Pdf file and just linked to that one file. It saved me lots of time. You should be able to link this way in your calendar also, and it really doesn't matter whether you save your files as files or forms. Just make them easy for you to find. Hope this helps.

Great use of tables: [Debbie Patten](#)

[Example of P0werPoint saved as a PDF](#)