

Create Your Own CTA Website

What you will be doing: You will be creating a website that will be linked to the class CTA webpage. The purpose of your website is to serve as communication tool, and it will be a place where you will display your work for this class. Your website will consist of a “Welcome” page (home), “Picture Gallery” page, “Blog” page, and “Class Projects” page.

Rules: This website will be used for school purposes *only*. Do not include your last name on *any* of the web pages you create. You will identify yourself by typing your first name and last initial (ie. Suzie S.). You will only add web pages that are assigned in class. Inappropriate behavior or content is *not* permitted. Any misconduct will result in zero and a discipline referral.



Step One: Open an Internet browser; go to www.yola.com to open a free account. Select “Get Started Now” and complete the form. Use your student school email account and agree to the terms. Use a password YOU will remember. To avoid forgetting, open a new MS Word document and save your password/login information on your “U” drive. Save the file as “Yola account info.”

Step Two: Select a Style. Choose from several FREE templates that are available. You will be able to update your web pages later.

Assignment 1: Create a Welcome Page (home)

This is the **first** webpage you will create. The title of your website should be listed at the top: First Name Last initial CTA Website” (ie. Suzy S CTA Website)

Then the heading of this webpage is “Welcome.” On this webpage, you will type a purpose statement explaining why this website exists. Copy & paste these two paragraphs:

Welcome to my website for Cooper High School’s Computer Applications and Technology class! This website allows me to post class projects and will let me practice some of the skills I learned in this class.

Class Description: *This class will focus on creating and formatting documents. This class is valuable for students who are interested in pursuing a business career, students who plan on going to college, or students who want to create letters, flyers, or other personal projects. During this class, students will learn how to use various features in programs such as Microsoft Word, PowerPoint, Excel, Access, and Publisher.*

1. Insert an image from Google images search engine that represents technology. First, you will need to save the image as a jpeg on your “u” drive. Then you can upload the image to your website.
2. Save your web page. Select the tab “Publish to the Web.” **Setup your web address.** Select “Get a free Yola subdomain.” and enter the name as www.firstnamelastinitialCTA@yolasite.com (ie. suzyscta@yolasiste.com) This will create a FREE website.
3. Once the “Congratulations” dialog box pops up, **print the page that confirms you website address.** I need this info so I can post in on our class website.