

## **Edit Your FCCJ Instructor Web Page Using Microsoft FrontPage**

When changes need to be made to your instructor Web page, it can be confusing as to what you need to do. This Captivate movie demonstrates how to make and save changes to your Web page.

Some changes that you might need to make could be the course ID number, links to your syllabi, deleting a course, or changing office hours.

This demonstration will show you how to open your Web site in Internet Explorer and make changes. You must have Microsoft FrontPage loaded on your computer to make the changes demonstrated here.

1. Access your Web page by going to [www1.fccj.edu/Userid](http://www1.fccj.edu/Userid).
2. In your Internet Explorer window click on the File menu.
3. Select Edit with Microsoft FrontPage. You will be prompted for a Userid and password.
4. Enter your college Userid and password. Precede the Userid with `fccj\`
5. Click OK. On the left side of your screen you will see a list of all of the files used in the Web site. The right side of the page opens with the index or main page. What we see here is a standard template using tables for positioning items on the page.
6. To open any page for editing, double-click it in the left side of your screen. You can use regular word processing features to edit this page. We will change the office hours for this example.
7. Click and drag over None to highlight it and type the new hours.
8. When you make a change to a page in FrontPage it automatically places an asterisk (\*) after the name on the tab at the top of the window. This is your signal that you have not saved your changes.
9. Open the File menu and click Save.
10. Return to Internet Explorer by clicking the icon on the task bar. To view your changes refresh the page by click the refresh button on the toolbar or by pressing F5 at the top of your keyboard.