Santa Barbara County Education Office

4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, CA 93160-6307
(805) 964-4711 • Fax (805) 964-4712 • Direct Dial 964-4710 plus extension

Service and Leadership • www.sbceo.org

School Website Uploading Instructions   **IT-0097**

Websites are an effective way for schools and teachers to display what they do and communicate it to the Internet community. Web documents are created using HTML (Hypertext Markup Language) format. Graphics are created using GIF or JPEG formats. Website development training is periodically offered through the SBCEO Technology Training Center. For more information, please call 964-4710 ext. 5248.

School site and district office home pages are found in the **Schools & Districts** link on the Santa Barbara County Education Office (SBCEO) Network home page (www.sbceo.org). One directory lists school districts in alphabetical order, and another directory lists all schools in alphabetical order. All schools and districts listed, which are underlined and appear in hypertext, are linked to a website.

Once HTML files are completed, the person responsible for the school's website connects to the SBCEO Network and uploads (file transfer) the HTML and graphics files from his or her computer to the SBCEO server.

Requirements:
- Computer with HTML and Graphics Editor software
- Knowledge of HTML programming
- SBCEO Network Account (authorized for home page management)
- File transfer software:
    - PC - WS_FTP
    - Macintosh - FETCH

The basic procedure for uploading a website is outlined below. Detailed instructions are included for Windows and Macintosh platforms.

1. Create your HTML and graphics files on your microcomputer. Test links and layout before uploading your files.

2. Logging in:
   If you are connected through a LAN (Local Area Network), you need to connect to the SBCEO Network web server with your authorized Account Name and Password.

3. Using a file transfer protocol (FTP) client such as WS_FTP or FETCH, transfer (upload) the html and graphic files from your computer to the SBCEO Server.

4. Rename the homepage file to **Welcome.html**

5. The website's address or URL will be **http://www.sbceo.org/~websitename/**. For example, if the website name is "sbschools" the complete URL is http://www.sbceo.org/~sbschools. It is necessary to add the "~" (tilde) before the account name. The account name is limited to 25 characters.

Uploading HTML and Graphic files using WS_FTP (Windows)

Before you will be able to upload files to your website, your account must be activated for FTP access by SBCEO IT Services. This is done by submitting the School Website Application. Please contact IT Services at 964-4710 ext. 5250 for more information

You must have an FTP client such as WS_FTP installed to perform the upload procedure.

1. Create a sub directory on your computer and name it **website**.

2. Construct your html and graphics files (GIF or JPG) and save them to your **website** directory. **Note: the homepage file must be named Welcome.html**.

3. Once you have a connection to the Internet, open the WS_FTP client. If this is your first time, create an SBCEO entry in WS_FTP as follows:

1. Select **New.**
2. Type **SBCEO** in **Profile Name**
3. Type **ftp.sbceo.org** in **Host Name:**
4. Select **Automatic** for **Host Type.**
5. Type your account name in **User ID:.**
6. Type in your password in **Password.**
7. Click on the **Startup** tab
8. In the **Initial Remote Host Directory** box, type in public_html
9. Click **OK**

The program will automatically find your public_html directory.

4   After you've entered your public_html directory you are ready to upload files. The FTP client window will change to the following view:
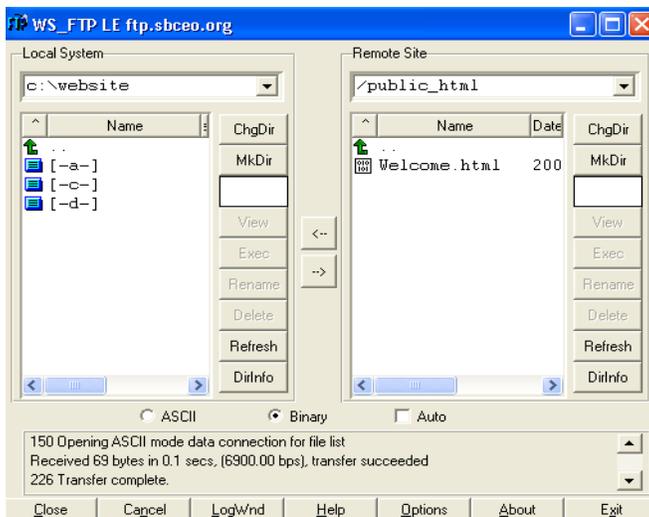
Local System represents files on your computer. **Remote Site** represents files in your user directory on the SBCEO server.

WS_FTP will automatically place you in your public_html directory in the webserver. To upload files you will select the file(s) from your computer (left side) and press the **->** button.

The files will begin transferring to the SBCEO server.

Files can also be transferred from your directory on the server to your computer by selecting the file and then pressing the **<-** button.

After you've uploaded all html and graphic files remember to rename the homepage file to **Welcome.html** by selecting that file, clicking on the **Rename** and renaming the file. (This is case sensitive, uppercase **W** and lowercase **elcome.html**). The school's **URL** will be http://www.sbceo.org/~websitename/. You must have the "~" before the account name.

Uploading HTML and Graphic files using Fetch (Macintosh)

Before you will be able to upload files to your website, your account must be activated for FTP access by the SBCEO IT Services. This is done by submitting the School Website Application. Please contact IT Services at 964-4710 ext. 5250 for more information

You must have an FTP client such as Fetch installed to perform the upload procedure.

1. Create a folder on your computer and name it **website**.

2. Construct your html and graphics files (GIF or JPG) and save them to your **website** folder. **Note:** the homepage file must be named **Welcome.html**

3. Once you have established a connection to the Internet, open Fetch. Fill in the following information to create a New Connection.
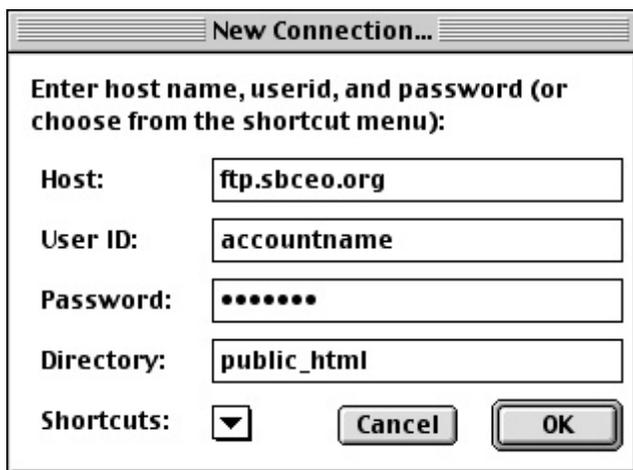
1. Type in **ftp.sbceo.org** for **Host.**
2. Type in your **account name** in **User ID.**
3. Type in your **password** in **Password.**
4. Enter **public_html** in **Directory.**.
5. Click **OK.**
Fetch will automatically find your directory and open a new window which will graphically show files on the server and your computer.

4. Fetch's main window will appear. Select **Automatic** at the bottom of the window. The files displayed in the large window represent files in your account on the SBCEO server. To upload files to the SBCEO you select **Put File.**
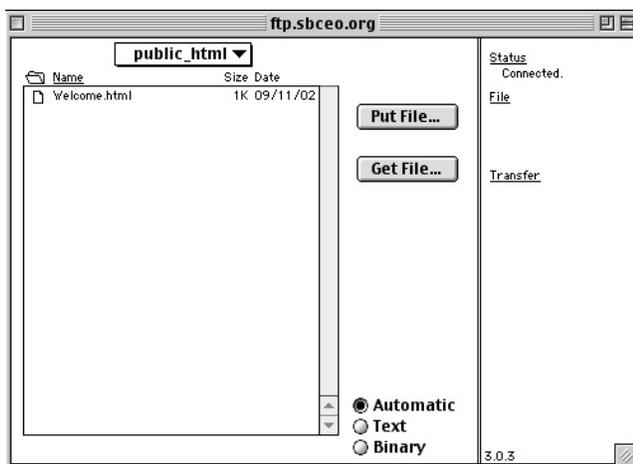
When you select **Put File** Fetch will then display a Window showing the files on your computer.

You select the file by clicking on **Open**. Fetch will then display the file and you select **OK**.

A running dog icon indicates the file is being transferred. When the main window reappears the file transfer is complete.

Once all the are files are uploaded, rename the homepage file to **Welcome.html.** To do this, highlight the file name, go to **Remote** on the menu bar and select **Rename Directory or File**. In the box, enter the new file name **Welcome.html** (uppercase **W** and lowercase **elcome.html**) and then click **OK**. The **URL** will be http://www.sbceo.org/~websitename/. You must have the "~" before the account name.