



# Publishing Using SiteMaker



Follow these directions to put your writing on SiteMaker.

**Do not use the “Back” and “Forward” buttons.**

1. Go to the Beacon Learning Center home page at <http://www.BeaconLearningCenter.com> .
2. Click “Student Resources.”
3. Choose “SiteMaker.”
4. Click “Participant Section.”
5. Under **Student Resources**, click “Build and Manage Reports.”
6. Click “Add a New Report.”
7. Click the box. Click your **school district**. Click “Next.”
8. Click the box. Click your **school**. Click “Next.”
9. Click the box. Click your **teacher**. Click “Next.”
10. Click the box. Click your **name**. Click “Next.”
11. Click the box. Click the **theme** you are writing about. Click “Next.”
12. Click in the textbox. Type your password. Click “Next.”
13. Click the button next to “Build a New Report.”
14. Click the box. Click the **topic** you are writing about. Click “Next.”
15. Read this page.
  - If anything is wrong, click the “Change” button.
  - If everything is correct, click the “Continue” button.
16. Click the “Add a Page” button.
17. Click in the text box. Type your **title**. Click “Next.”
18. Click in the text box.
  - Type your writing in the box. Click “Next.”
  - If your writing is on a disk, copy and paste it in the text box. Click “Next.”
19. Graphics
  - If you don’t want a picture, click “No Graphic.” Click “Next.”
  - If you want a picture, click “Add Graphic.” Click in the circle by the picture you want. Click “Next.”
20. Click in the text box. Type a short sentence about the picture. Click “Next.”
21. Click “Add Sound” and click the sound you want, or click “No Sound.”
22. Click “Add Movie” and click the movie you want, or click “No Movie.”
23. If you used a web site when you were writing, click in the **top** text box and type in the name of the Web site. Then, click in the **bottom** text box and type the Web URL. Remember to start with <http://>. Click “Next.”
24. Click “Preview Page” to see what your page looks like and to check for errors.
25. Click “Close Preview” when finished checking your page.
26. Click “Change Page” if you need to fix your page. Press “Save Page” if everything was correct.
27. You will not have multiple pages in this report, so press “Exit Now.”
28. If you are **finished** with the report and you are ready to give it to your teacher, then click “Send to Teacher.” If you are not finished and want to work on the writing some more, press “Exit Now.” Then, you can pull up this report any time and make corrections from any computer that has access to the Internet by following steps 1-5 and choosing “Edit an Existing Report” rather than “Add a New Report.” Follow the directions on the other pages to edit your report.)