

What your page must contain:

Please note that the main page of your site - the one which is accessed on entry - **must** be called index.htm

Each page on your site must have:

- a title
- a link to the index page for the BTs Home Pages -
<http://www.ioe.ac.uk/scitech/Courses/ITPGCE/BTs/index.htm>
- a link to the IT PGCE Home Page -
<http://www.ioe.ac.uk/scitech/Courses/ITPGCE/index.htm>
- ALT tags for all images

In addition you should annotate the HTML on one of the pages as if explaining it to someone who does not know the language. I have written a [page](#) to show you how to do this – it is at:

<https://www.ioe.ac.uk/scitech/Courses/ITPGCE/coursematerials/exchangeshare/es1docs/insertingcomments.htm>

What your page may contain

You may consider including some or all of the following on your pages:

- keywords and page descriptions - see the HTML code of any page on this site for examples
- mouseovers on links
- a counter - the one used on the main IT PGCE page is from [NedStat](#)
- manipulated images - Hotspots etc. (a digital picture of each member of the cohort will be available.)

In addition, you could consider how accessible your page is to people with a variety of disabilities. The 'Bobby' site (at www.cast.org/bobby) will provide you with help on this. We will look again at web page accessibility in the session on ICT and SEN.

When you have made your pages

On the disc you have been given, you should create a folder named from your initial and family name - e.g. mine would be tbrosnan, put your completed page(s) and graphics in this and then hand it to Tim Brosnan who will upload it to the IT PGCE site. If you wish to be able to change the contents of your pages (recommended) you should complete the Institute's Web Authoring Application Form print it and give it to Tim Brosnan to sign. The URL of your folder will be:

<http://www.ioe.ac.uk/scitech/courses/itpgce/bts/yourfolder>

where 'yourfolder' is the name of the folder containing your pages.