

# **<sup>1</sup>PUTTING 'FAVOURITE WEB-SITES' INTO THE SHARED FOLDER**

The Internet is a useful source of research material for class topic work. If you find a good site that you want your class to be able to access you can put it into the shared folder so that the children can find it easily.

Log-on to the Internet in the usual way and find the site you want to save. (Either use a search engine or type the address into the address window)

## 1. Save the site to your own 'favourites' folder.

Click on '*Favourites*' and the Favourites list will appear on the left side of the screen.

Click '*Add*' (Top left of favourites screen) and the 'Add Favourite' window will appear

Click '*OK*' and the title of the site will appear on your favourites list.

Close down Internet Explorer

## 2. Put site from your favourites folder into shared folder

Open the 'Shared Documents' folder on your desk-top

Open the 'Infant' or 'Junior' folder (depending on your own level)

Open 'Websites' then your own class folder

Click '*View*' (on tool bar at top of window) then '*Explorer Bar*' then '*Favourites*'

You will now see your own favourites list' on the left hand side of the window

Click and drag the link to the site you want into the folder (main area on the right of the window)

The link will now be available to the children when they log on.

## 3. To get the children to use the link

Tell them to do the following:

Log-on

Open 'Shared Documents' folder on the desk-top

Open the relevant folder (Infant or Junior)

Open 'Websites' folder

Open class folder

Double click on the link

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<sup>1</sup> Gscott@Burgh/06/09/01