

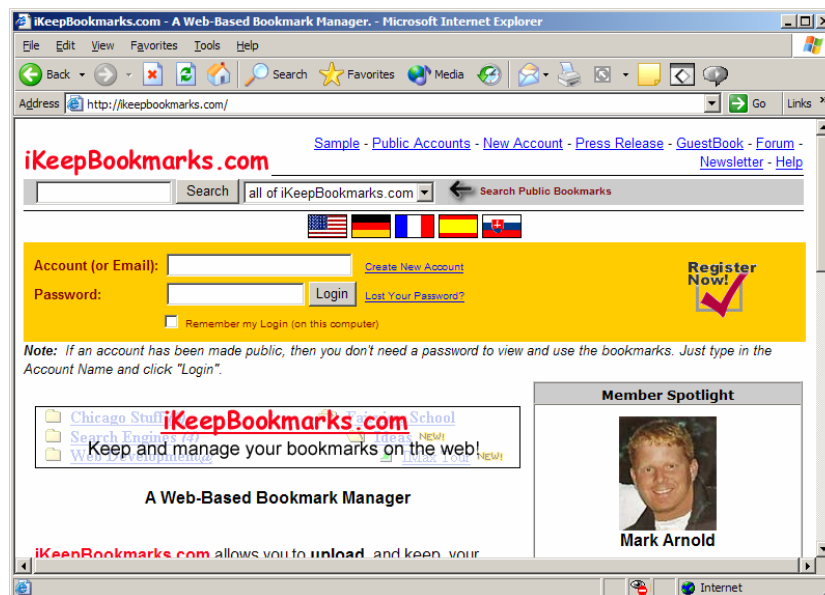
iKeepBookmarks.com

A Web-Based Bookmark Manager

The easy way to store, organize, and share instructional websites!

Do I need an iKeepBookmarks account? If you answer “yes” to any of these questions, an iKeepBookmarks account will benefit you.

- ✓ Do you want to use your bookmarks at school and at home?
- ✓ Do you use more than one computer?
- ✓ Do you need to share instructional website with colleagues in your department or team?
- ✓ Do you want an easy-to-maintain set of instructional web links that can be shared with students?



Create An Account: Step by Step Instructions:

- ✓ Go to <http://www.ikeepbookmarks.com>
- ✓ Click on the link that says “Create New Account” (You may want to create one account that all teachers in your grade level, department, or team will use)
- ✓ Create an authoring password
- ✓ Uncheck “Remember my password on this computer”
- ✓ Choose “Schools” for account type
- ✓ Scroll down to “Contact Details” and fill in each of the fields
- ✓ Click “Finished”
- ✓ Your URL will be given to you... **write it down!** You will need it to create a link from your VP home page to your iKeepBookmarks page or to set it as the homepage on your computer.
- ✓ Click on “Begin using your account”. You can add bookmarks from home, school, or any computer with Internet access



Creating the Organizational Structure- Adding Folders and Subfolders

Think of iKeepBookmarks as a File Cabinet. The yellow section of the page is like the folders. The green section is for your files or links. First, create the folders. Later, add the links.

Decide now how your links will be organized. Most teachers create a folder for each class or subject they teach. Within each folder they create a subfolder for each unit of instruction.

NOTE: For each folder or subfolder you create, you will be given the option of locking it. If you click the “locked” check box, the folder will be locked and **only you** will have access to that folder when you are logged in. This can be used for storing websites for later review or for websites that will not be used by students.

To create folders-

- ✓ In the yellow section click on “Add”
- ✓ Create a title for your folder (for example Math, Space, etc). Think of your audience. You want your titles to be organized so students will understand them.
- ✓ You can write a short description and choose an icon if you wish.
- ✓ Click on “Finished”
- ✓ Click on “Add” to add another folder.
- ✓ Continue until you have added all of the folders that you will need.

To create subfolders inside of your main folders-

- ✓ Open up a folder by clicking on it.
- ✓ Choose add from the yellow bar.
- ✓ Give your new subfolder a title
- ✓ Click on “Finished”
- ✓ Click on “Add” to add another subfolder.
- ✓ Continue until you have added all of the subfolders that you will need.

Adding links to folders and subfolders.

- ✓ Click on a folder or subfolder to open it
- ✓ Click on “Add” on the green bar
- ✓ Create a title for the link that you are going to add
- ✓ Type in (or copy and paste) the URL
- ✓ Write a description and choose icons if you wish
- ✓ Click on “Finished”
- ✓ Add more sites to the same folder or subfolder by click again on “add” in the green section. Remember: If you want to add sites to a different folder, you must first open that folder. Otherwise you will be putting sites in the wrong folders.

Other Features:

Options: Click on "Options" in the Main Menu

Visitor Security:

Visitors can have as much power as you would like them to. Select carefully.

Browse Options:

Do you want your email address to be on the page? Do you want the "new" icon to show? Do you want a hit counter? Do you want to see the editing tools on your page? Caution: It is very easy to hit the X which will delete your files.

Account Details and Contact Details

If you ever need to change things, this is where to do it. If you would like to pay for an account to limit advertising on your page, you can do it here.

Bookmarks: Click on "Bookmarks" in the Main Menu

When you click on bookmarks, you have two choices. You can either upload your current favorites from your computer to the Internet, or you can download the links in your iKeepBookmarks account to your computer. At times, iKeepBookmarks can run very slow or even be down. It is a good idea to keep a downloaded copy of your bookmarks on your home directory for a back up plan.

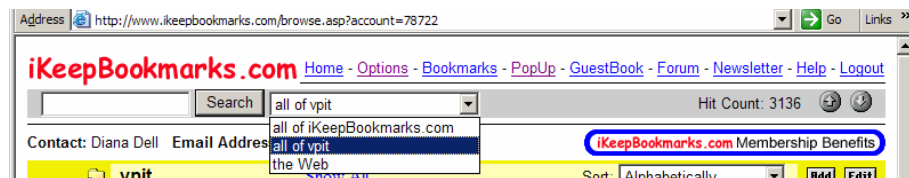
POP-UP: Click on "Pop Up" in the Main Menu

This feature allows you to add a link to the page you are on, without leaving it. The title and URL of the page will be filled in automatically. It is a good idea to add the Pop-up feature to both your home and school computer. To do this:

- ✓ Select Pop-Up from the main menu.
- ✓ Drag the red iKeepBookmarks.com link to the toolbar of your browser

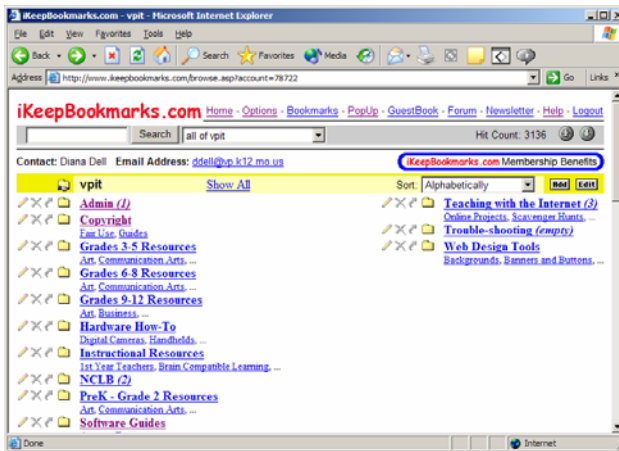
Drag this --> **iKeepBookmarks.com** <-- Drag this

Searching The search bar is where the "Search" button is located. You may choose to search just your page, all of iKeepBookmarks, or the Web. Since many teachers use iKeepBookmarks, you can often find a folder of links on whatever topic for which you are searching.

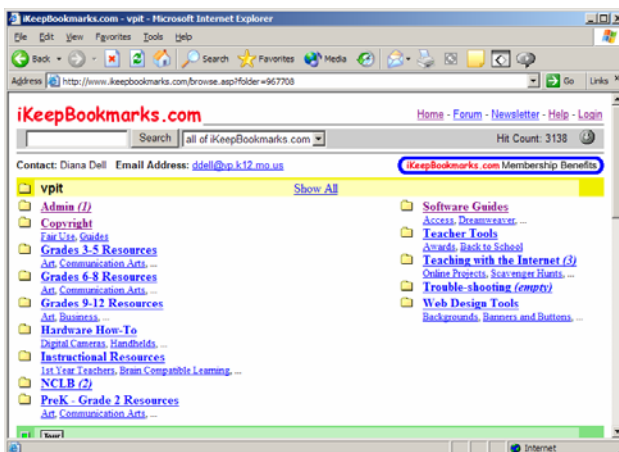


Other Useful Information

- ✓ Click on the folder icon next to a folder and it will expand, displaying its contents.
- ✓ Click on the square icon next to a link and it will open up the link into a new browser window.
- ✓ Set up your Browse Page as your home page in Internet Explorer. To do this:
 - First open your iKeepBookmarks page in Internet Explorer.
 - Choose Tools/Internet Options from your browser menu.
 - Click the button that says "Use Current."
- ✓ The "Tour" button is located on the links bar. If you press this button, you will be taken on a "tour" of all of the links under the links bar. A tour is a frame with a menu bar at the top of the screen. This menu bar has a "Next" button and a "Prev" button. These buttons allow you to go from site to site, sequentially.
- ✓ "Logout" will sign you out of your account and return you to the default security level.



This is what your page will look like in edit mode when you are logged into your account. Notice the editing tools to the left of the folders.



This is what your page looks like when you are not logged in. This is the view your students will see. Notice there are no editing tools to the left of the folders.

Some sections of these instructions were adapted with permission from handouts created by Becky Lopane and Carmen Marty. Additional information was adapted from the Help section of iKeepBookmarks.com.