

Hawai'i History Day Website Guide for NHD WebCentral

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Accessing NHD Webcentral Resources

1. To access all NHD Website resources, visit [NHD's Padlet](#)

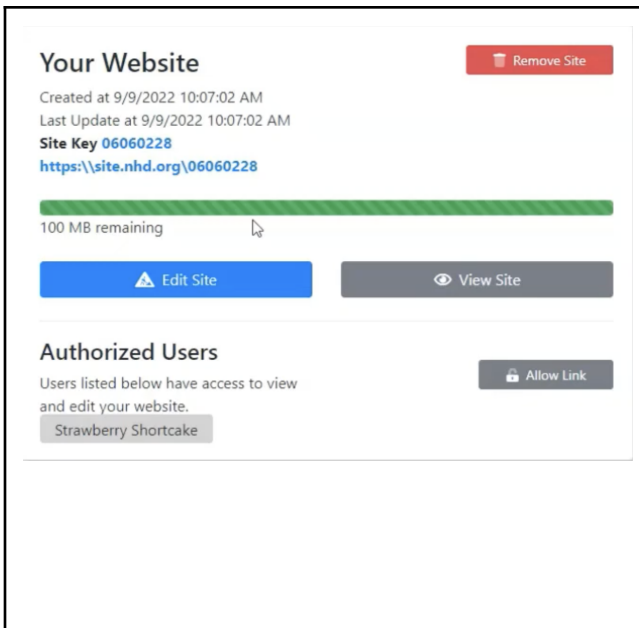
Before Getting Started

1. Read over the [Website Rules](#), and review them with your students
2. Distribute the [Website Checklist](#) and [Eval Sheets](#). Your students should have these for reference, and should refer to the checklist as they work on their website.

Registering

1. **Individual Websites**
 - a. Go to: <https://website.nhd.org/>
 - b. Click "Register"

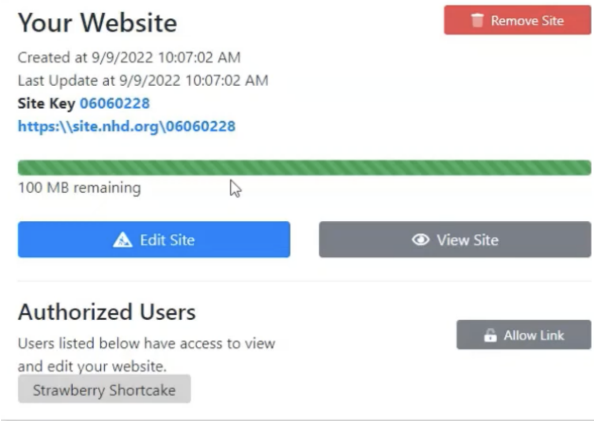
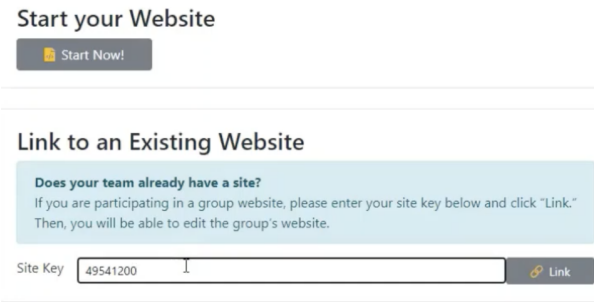
- c. Fill in the date of birth information requested.
 - i. Those under 13 will need to fill in required parent consent information on the next page. If parents do not have an address to fill in, the teacher can provide the email address.
- d. Create your account:
 - i. Need to fill in your name, email, username, and password **Write the username and password down right away so you don't lose it!*
 - ii. Click the terms of service agreement
 - iii. Re-enter your login information to log in again
 - iv. Click "Start Now" under "Start Your Website"
- e. "Start Your Website Screen"

	<p>← You should see the this.</p> <p>Here are what the buttons do:</p> <ul style="list-style-type: none"> • Edit Site: Will lead you to your website, where you can edit • View Site: Will show you how your website appears to outside people • Site Key: Your unique url. You will enter this in during registration for the NHD contest • URL: This is your full website URL • Remove Site: You can press this to delete your website if you want to start over completely. <i>Warning: This action cannot be undone.</i> • Size Limit Bar: Green bar shows how much space you have remaining. Need to be under 100 MB • Authorized User: See video tutorial for more info on this one.
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2. Group Websites

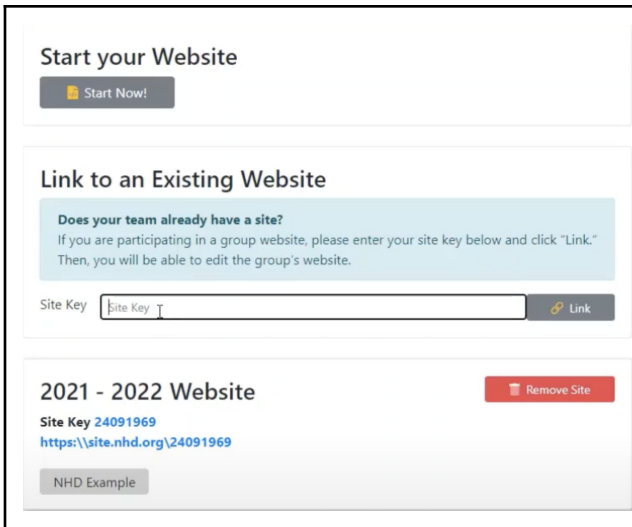
- a. Select 1 student in the group to start the website (*student 1*).
- b. Go to: <https://website.nhd.org/>
- c. Click "Register"
- d. Fill in the date of birth information requested.
 - i. Those under 13 will need to fill in required parent consent information on the next page. If parents do not have an address to fill in, the teacher can provide the email address.
- e. Create your account:
 - i. Need to fill in your name, email, username, and password **Write the username and password down right away so you don't lose it!*
 - ii. Click the terms of service agreement

- iii. Re-enter your login information to log in again
 1. Click "Start Now" under "Start Your Website"
- iv. "Start Your Website Screen"

	<p>← You should see the this.</p> <ul style="list-style-type: none"> • Click "Allow Link." • Copy the Site Key and send it to your group members.
	<p>Each group member must register and create their own accounts, following the registration instructions from step (2b) to step (2e-iii). (above).</p> <p>← After logging in, you should see this.</p> <p>Under "Link to Existing Website," enter the Site Key from <i>student 1</i>.</p>

3. Starting New Websites in Existing Accounts

- a. Go to: <https://website.nhd.org/>
- b. Click "Sign In" and sign into your account
 - i. If you forgot your login information, click "Forgot Password?" and follow the prompts to recover your login information.

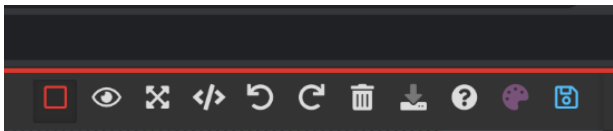


← You should see the this.

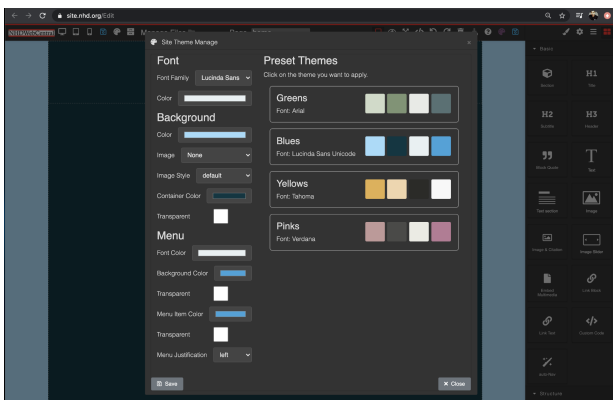
- **Start your Website:** Click to start your new website, if you are doing an individual website
- **Link to Existing Website:** If you are doing a group website and you are not the host account, type in the site key (from the group member who started it) to link to, and access, your group website

Building a Website

1. Background



Go to the palette icon at the top bar of the site. (Purple icon, second to the right)



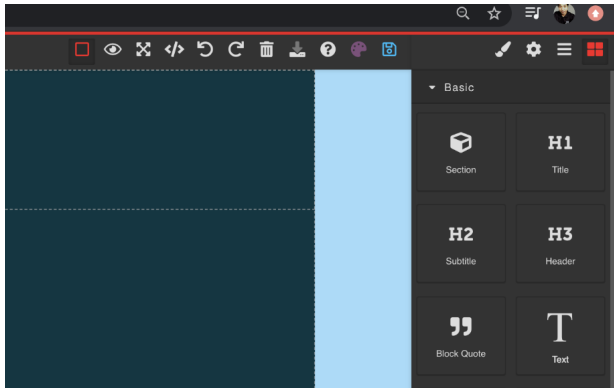
You can choose a Preset Theme (right) or customize your own (left)

Click "Save"

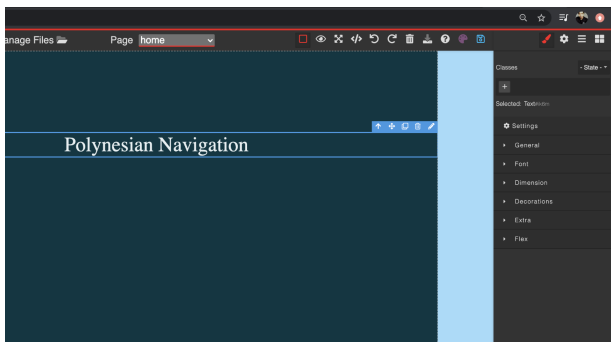
See video here for more:

https://www.youtube.com/watch?v=xRSeRFH79ec&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=4

2. Title



Drag and drop text boxes. You can select "Text," or "H1," "H2," or "H3" depending on the text size you want.



Click into the text box to bring up the "settings" menu to the right. You can adjust the settings of your title from there.

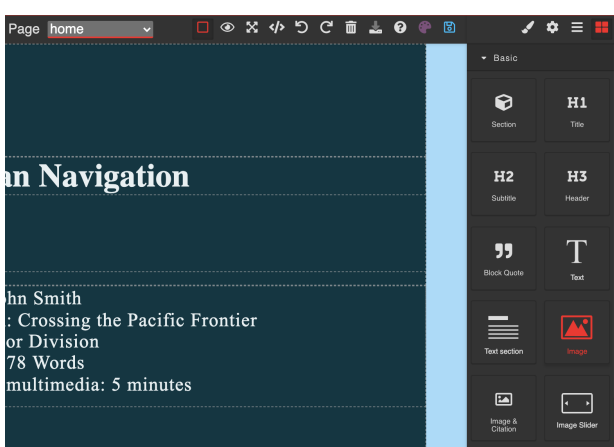
(eg: Font > font size, font color, alignment, etc)

Make sure you save!

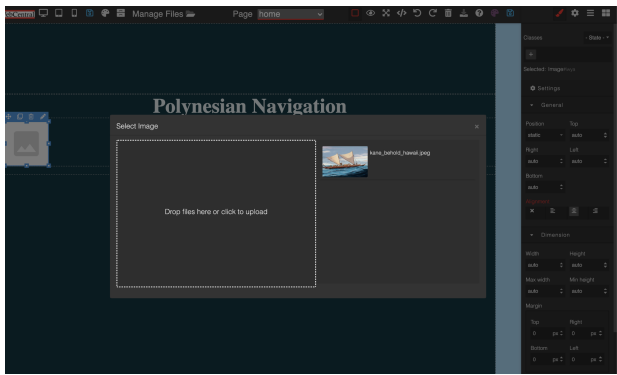
See video here for more:

https://www.youtube.com/watch?v=c8WSt8_BU_k&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=2

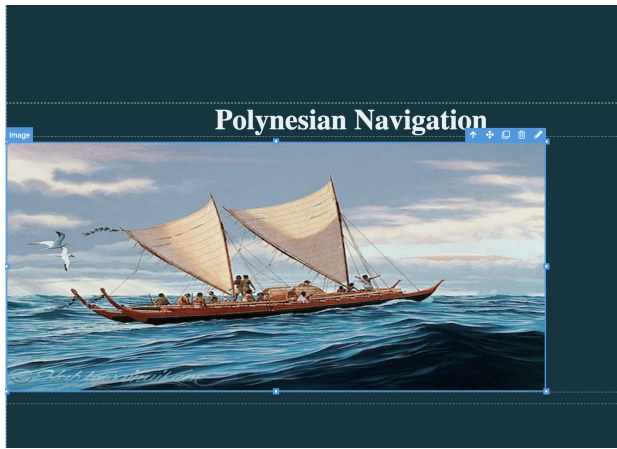
3. Adding a Photo



Drag and drop an image block or an image and citation block from the elements menu.



Double click the image box on the page to open the image library. You can drag and drop images from your computer into the library and select the image you want to insert from there.



Drag the boxes at the corners and sides of an image to resize it.

See video here for more:

https://www.youtube.com/watch?v=EhHe-mExNCM&list=PLgMH911UHQ51HfNlyoQ0TxBab3skTp8_R&index=6

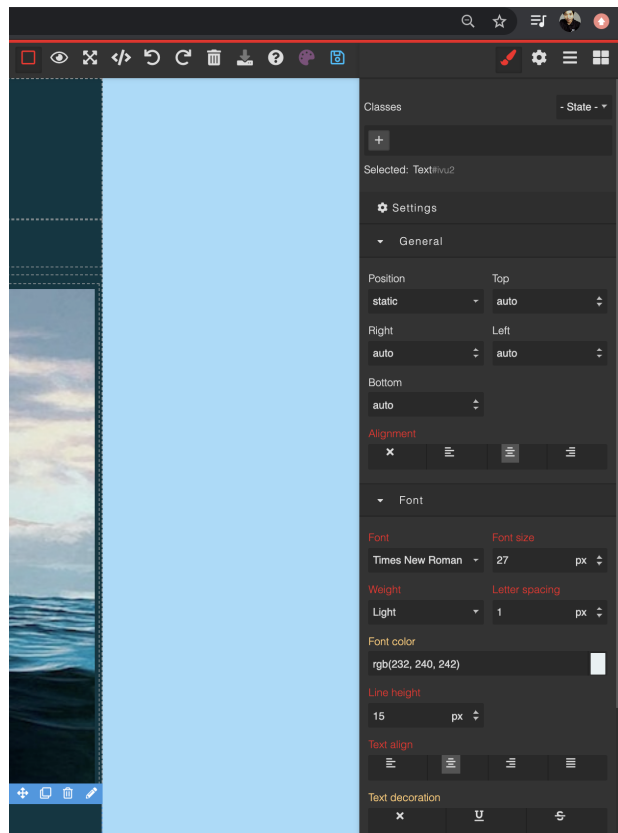
4. Reminders for the Front Page/Adding Text



Drag and drop text boxes (in the elements menu) to add text. Don't forget, your front page should have:

- Your name(s)
- Entry title
- Division and category
- Number of visible, student-composed words in the website
- Total length of multimedia
- Number of words in the process paper

The main menu that directs viewers to the various sections of the site



Use the brush or frame icons to navigate between text box settings and new elements to add.

For text changes: Click "Font" under "Settings"

- Adjust font using "Font"
- Adjust letter thickness using "Weight"
- Adjust size using "Font Size"
- Adjust spacing between letters using "Letter Spacing"
- Adjust spacing between lines of text using "Line Height"
- Adjust alignment (flush left, centered, etc) using "Text Align"
- *Note: If your text is not aligning the way you want it to, make sure you are adjusting the text alignment and not the alignment of the element that the text is in. You need to make sure you are in "Font" when you try to adjust the text alignment.*

See video here for more:

https://www.youtube.com/watch?v=blQVhdiJmvQ&list=PLgMH911UHQ51HfNllyoQOTxMab3skTp8_R&index=5

5. Using the Flex Box Element

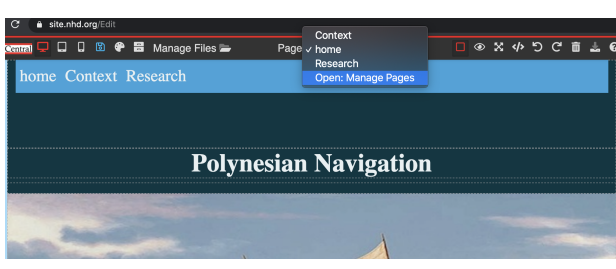


The Flexbox is found on the elements menu. When you drag and drop it, it appears as two boxes. Flexboxes are an important element because they are flexible and you are able to resize them by clicking and dragging at a corner or a side. When you combine them with other elements (such as images or text), they will more easily conform to the size of your Flexbox.

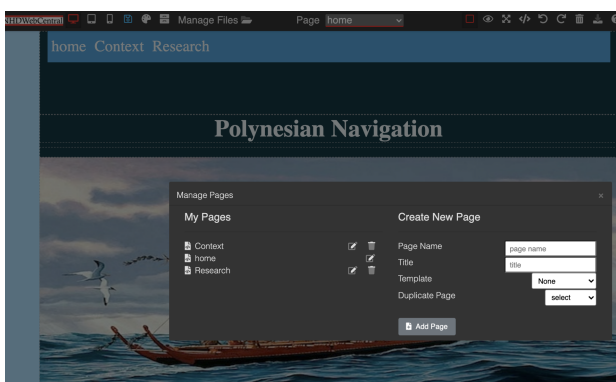
You can also delete one of the two boxes when your flexbox is dragged and dropped into your website.

See video here for more:
https://www.youtube.com/watch?v=4t-VYhwc3E&list=PLgMH911UHQ51HfNlyoQ0TxMab3skTp8_R&index=8

6. Adding a New Page

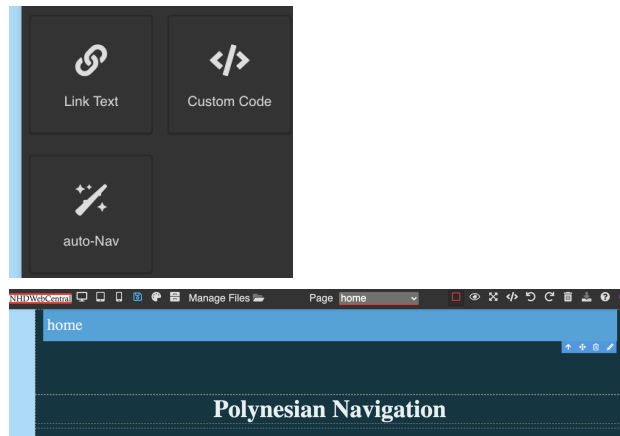


- Click "Page" at the top of the site
- In the dropdown menu, choose "Open: Manage Pages"



- Under "Create a New Page" fill in:
 - Page Name
 - Title
 - Template
 - Duplicate Page
- Save and refresh page

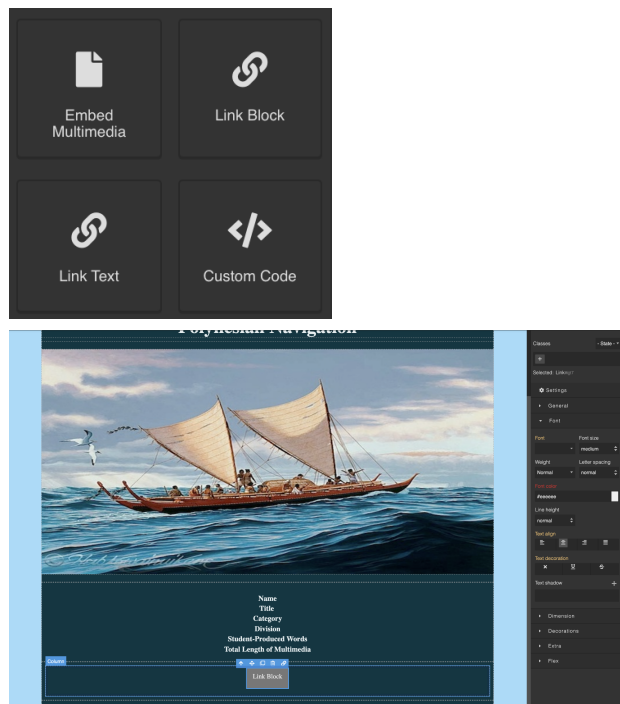
7. Linking Pages



Auto-Nav

The auto-Nav bar will navigate your audience from page to page on your website. New pages that you add to your website will be automatically added to this bar at the top of your page.

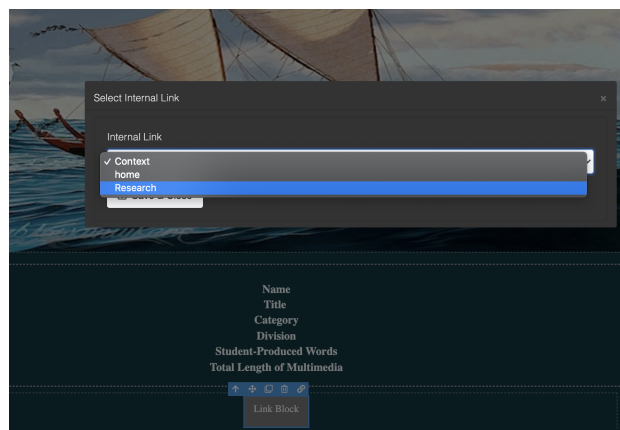
In the elements menu, find auto-Nav bar (it is under "link text"). Then add it to the webpage by clicking and dragging it to the top of the webpage.



Link Blocks

Link Blocks are buttons that can be added to pages, where users can advance from page to page on the website.

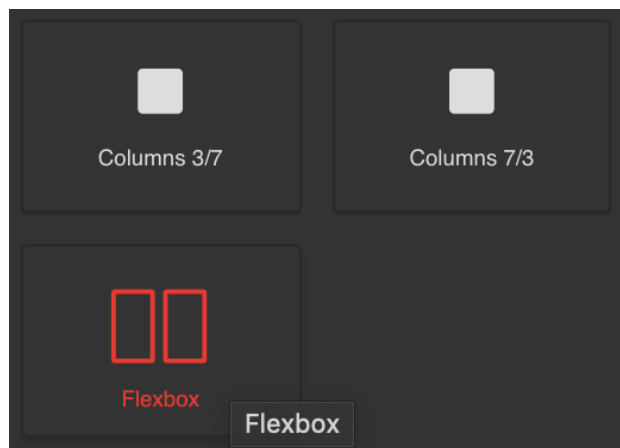
- Insert a flexbox
- Click and drag the Link Block element into the flexbox
- Change the text in the Link Block to the page you want to link to
- Click the Link Block and select the link symbol (the chain). Select the page you want to link to in the dropdown menu
- Save



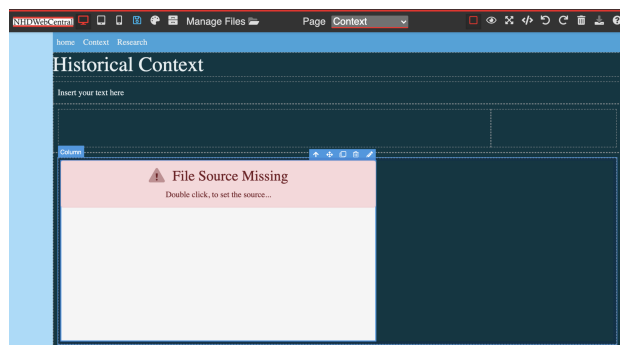
See videos here for more:

- **Adding an Auto-Nav:**
https://www.youtube.com/watch?v=wj9M_mHwHtU&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=3
- **Adding a Link Block:**
https://www.youtube.com/watch?v=JB95KoKCIcQ&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=7
- **Adding Two Link Blocks:**
https://www.youtube.com/watch?v=ZoOLoCTe3dk&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=10

8. Adding Multimedia



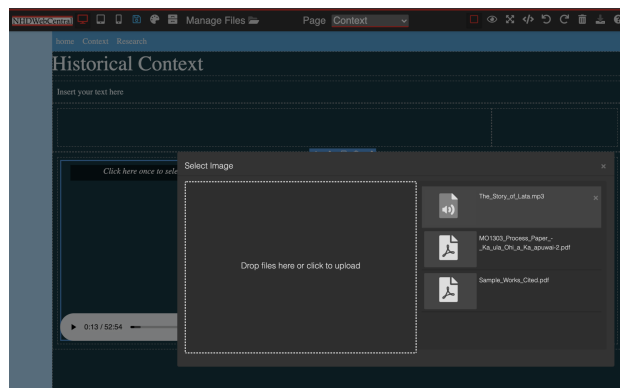
Add a Flexbox to set where on the page you want to add your multimedia



Drag and drop "Embed multimedia"

Double click into the multimedia box to access your file library

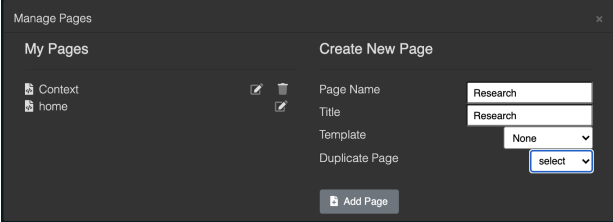
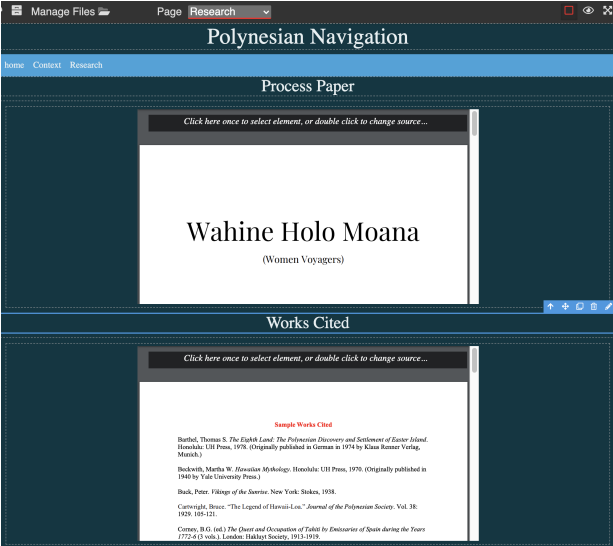
1. You can then upload your multimedia into the flexbox by selecting the file from the file library, or dragging and dropping the file from your computer to the multimedia box.



See video here for more:

https://www.youtube.com/watch?v=Kbuij_xLgco&list=PLgMH911UHQ51HfNlyoQOTxMab3skTp8_R&index=9

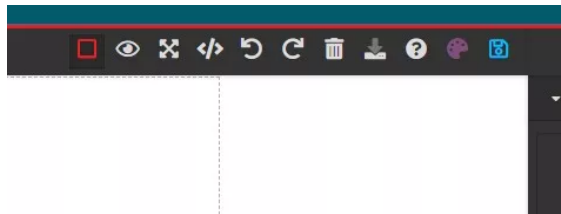
9. Creating a Process Paper and Bibliography Page

	<p>Create a new page</p>
	<ol style="list-style-type: none">2. On the new page, drag and drop Title > title the page3. Drag and drop auto-Nav bar4. Drag and drop Section title/header/text > title the section (eg: Works cited)5. Drag and drop Flexbox (You can delete a Flexbox column if you want)<ol style="list-style-type: none">a. Drag and drop "Embed Multimedia" into the Flexboxb. You can then upload your process paper from your computer into the Flexbox6. Repeat for your Annotated Bibliography7. Save!
<p>See video here for more: https://www.youtube.com/watch?v=avOv8NdrIWM&list=PLgMH911UHQ51HfNlYoQ0T-xMab3skTp8_R&index=11</p>	

Troubleshooting

1. Read this First: There are 3 ways to find help if you run into issues when building your website.

a. 1) On your website, click the Question Mark icon to be directed to helpful links



b. 2) NHD has put together a [FAQ \(Frequently Asked Questions\)](#) sheet. Check to see if it addresses your question!

c. 3) If you still have questions, email Hawai'i History Day at historyday@hihumanities.org, or the [NHD Webcentral Team](#)

