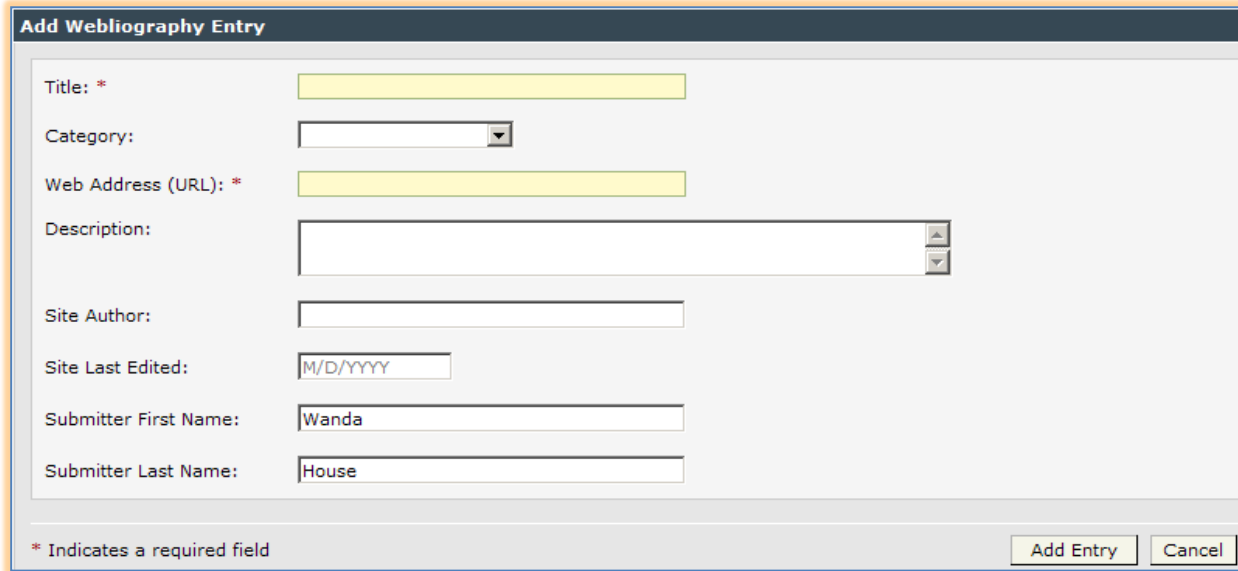


Webliography-Students

This tool is used to add Web sites that are relevant for a course. Instructors and students are both able to add entries to the Webliography. The Webliography can be sorted by the date the item is submitted, by category, or by the person who submitted the entry.

- ❖ Click the **Add New Entry** link.
- ❖ The **Add Webliography Entry** window will display (see illustration below).



The screenshot shows a web form titled "Add Webliography Entry". The form contains the following fields:

- Title: ***: A text input field.
- Category:**: A dropdown menu.
- Web Address (URL): ***: A text input field.
- Description:**: A text area with scrollbars.
- Site Author:**: A text input field.
- Site Last Edited:**: A text input field with a date format mask "M/D/YYYY".
- Submitter First Name:**: A text input field containing "Wanda".
- Submitter Last Name:**: A text input field containing "House".

At the bottom left, there is a note: "* Indicates a required field". At the bottom right, there are two buttons: "Add Entry" and "Cancel".

- ❖ Input a **Title** for the entry, such as **Siena Heights University Web Site**.
- ❖ If categories have been created, click the **Category** list arrow and select a **Category**.
- ❖ Input the **Address** for the Web site into the **Web Address** box.
- ❖ Fill in the rest of the boxes with pertinent information.
- ❖ Click the **Add Entry** button to insert the entry into the **Webliography**.
- ❖ To display the site, click the link in the Webliography.
- ❖ The site will open in a new window.