

Web Publishing

Web Publishing services are provided by LeTourneau's Web Development department. The information below is provided as a courtesy based on information provided by the Web Development group. For more information on personal and department web publishing please contact webmaster@letu.edu

STUDENTS

No direct web publishing services are provided to individual students at this time. Students wishing to maintain pages on behalf of recognized student organizations should contact the Web Development office by email to webmaster@letu.edu. A number of free services exist for students wishing to develop pages for personal use, including [Google Sites](#), [Weebly](#) and [Wix](#).

FACULTY/STAFF

Purpose

LeTourneau University provides online web space to faculty and staff. This storage space is primarily for the publishing of personal web pages that adhere to the guidelines described in Appendix H ("Guidelines for Internet Publications") of the Faculty/Staff Handbook. These guidelines may be found on LeTourneau's website at <http://www.letu.edu/administrative/HR/handbook/fshb-full.pdf>.

The online storage space may also be used for storing small documents that need to be accessible over the Internet. For example, a staff member may want to store a PowerPoint presentation online so that it can be accessed by their professional colleagues.

Instructions

1. Log in to LETNET.
First, you must log on, as yourself, to a computer on the LeTourneau network (LETNET). This can be done through one of two methods:
 1. If you are using a computer at one of the LeTourneau sites (e.g., in an office or in a learning resources center), simply log on to that computer as yourself.
 2. If you are not at a LeTourneau site, (e.g., on a home computer), you must connect to LETNET through the LeTourneau terminal server.
2. Copy files to your personal web publishing folder.
Locate the web pages or other files that you wish to make available online. Select those files (by clicking, or ctrl-clicking for multiple selections) and then right-click your selection and choose the Copy command from the popup menu. Then open the Windows Networking share called `\\www.letu.edu\www-personal` by clicking your Windows Start button, clicking Run, then typing in the address. Right-click an empty space inside this folder and choose the Paste command from the popup menu.
3. View your web pages or files.
Open a web browser and view your files. Your web pages or files will now appear on LeTourneau's website at <http://www.letu.edu/people/<your-network-username>/<filename>> (For example, a web page named "family.html" stored in John Smith's personal web publishing folder will appear at <http://www.letu.edu/people/johnsmith/family.html>)

Special Features

Private Folders

You may create a folder called "intranet" at any level under your personal web folder. Web pages or files placed in your "intranet" folder, or inside any of its subfolders, will only be available to viewers on the campus network, or to those who are able to provide a valid LETNET username and password. For example, if you are a faculty member and you want a file called "mypresentation.ppt" to be accessible only by your students and/or your LeTourneau colleagues, then put that file inside your "intranet" folder within your personal web folder. LeTourneau students and employees would be able to access the file at <http://www.letu.edu/people/<your-network-username>/intranet/mypresentation.ppt>