

Teacher Pages – Getting Started

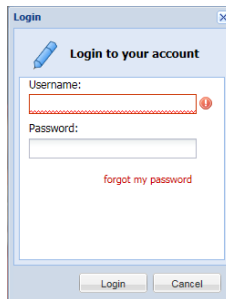
Accessing Your Teacher Page

1. First you must log into the website. Navigate to your schools site. You must be on your schools website in order to see your name.

2. Click Login in the upper right-hand corner.



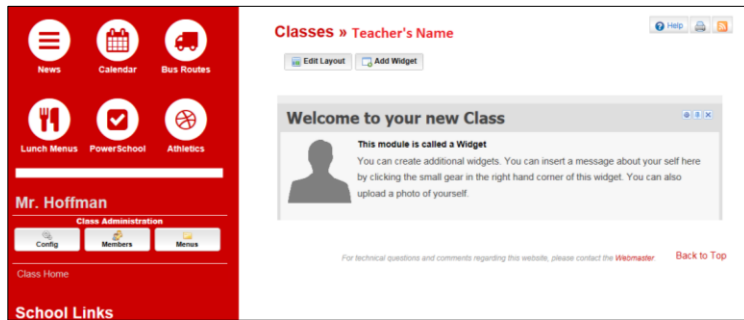
3. Log in with your username and password.



4. Once you are logged in, on the top navigation, **click Teacher Pages and then Your Name**. This will take you to your Teacher Page.

* If you do not see any your name listed, contact your administrator. They need to assign you a classroom and assign permissions.

Editing Your Homepage



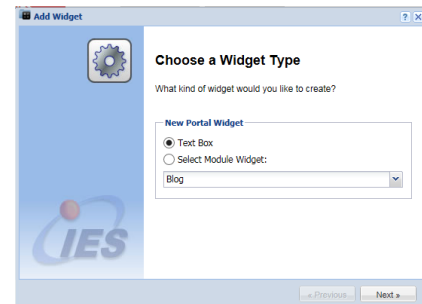
Add Homepage Widgets

1. Click Add Widget.



2. The Choose a Widget Type opens:

You can then select to create a **Text Box** (like the Welcome to your new Class Widget) or **Select Module Widget** (which allows you to add premade widgets by clicking the drop-down arrow).



3. Click **Next**.
4. **Click Finish**. Your widget is created and ready for you to edit and add content.

Edit the Homepage Widgets

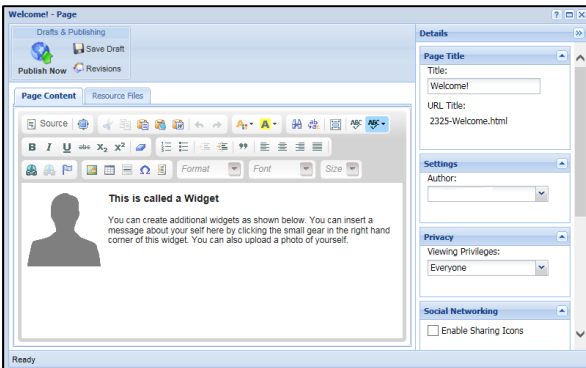
There are three buttons at the top right corner of each widget **if you are logged in**.



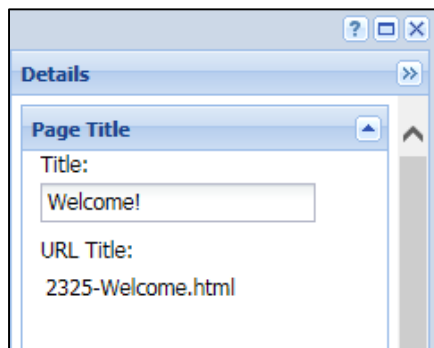
1. **Gear** – this is the **Configure Widget button**. This is where the editing of the widget is done. This is where the editing is done for your page and the button you will use most.
2. **Thumbtack** –this is the **Widget Style button**. This is where you can change the style of the widget.
3. The **X** – this button **deleted the widget** from the page. **If you delete a text box the information is deleted permanently.**

Adding Content Using the Configure Widget Button (Gear Icon)

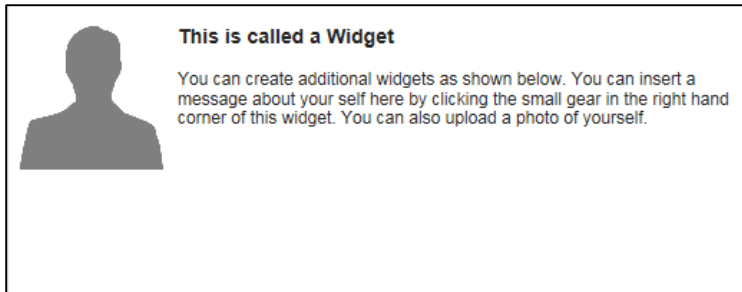
After you click the Gear icon a window will pop up, this is the Text Editor.



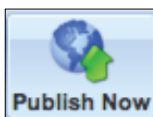
1. Enter a **Page Title** on the right side.



2. Add your content.



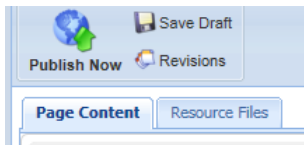
3. Once you have entered your content press **Publish Now** in the top left. **Your edits will not be live until you press the Publish Now button.**



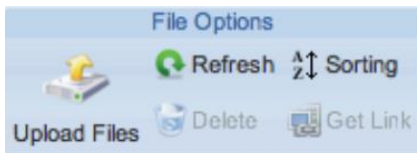
Upload a File

To upload a file:

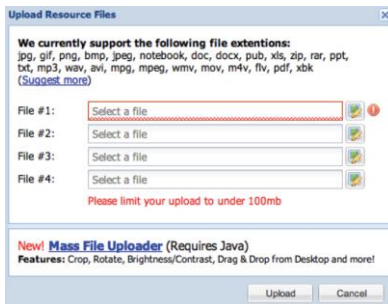
1. Click on the **Resources Files** tab.



2. Click the **Upload Files** button that appears at the top.



3. Browse your computer for the file or files.



4. Click **Upload**.

When you are finished, press **Publish Now** and then press **Publish** in the popup window.

