TIPS for editing your WebPages

1. **Make sure you are in edit mode** if you want to make changes. (4th button from the left, use the dropdown to switch to edit mode)

2. **Remember the pencil!** (if you want to edit the content box, put your cursor in "upper left corner", and pencil will appear)

3. **to add a counter** (go to edit drop down and choose "page settings")

4. **to add documents** (make sure you are on the classroom documents page first)

   4a. **Create a category** i.e. 5th period English, (go to edit dropdown and choose manage categories)

   4b**. Add a document** (edit drop down, choose add a new document, use standard)

   4c. to create PDF's from home use this link www.primopdf.com

5. **Create a slideshow** (**make sure you are on classroom album page first**)
   THEN   click the edit dropdown and choose manage albums
    Click on the album tab (left) then on the right click the big green + sign

    To see your pictures remember to click on the all items on the left-hand side)

6. **Creating a category for classroom calendar** (first make sure you are on calendar page)
   Then in the edit dropdown choose "manage categories" in the dialog box
   then **choose to add** a category I.e., 5th period English

   6b. **To create an event for the calendar category** (go to dropdown choose add event)
       (Remember to name the event on the "general tab" and give it a date)
        (Then go to the Category tab and choose "bind to Category"
   and choose the category you want)

   This is not everything, just tips. We will continue to learn together.
   Go at your pace, ask plenty of questions to the tech team, and utilize the support chat feature, and you will be fine

If you don't panic, you will have created something special. That will communicate for you. Remember you can not "hurt or damage" anything, so let it be a "fun" learning, exploring experience, there is nothing we can't fix!!

Everyone appreciates what you are trying to do, (Parents, Students, Community and Staff (so there is no room for self criticism!)

Chris and the Entire TechTeam