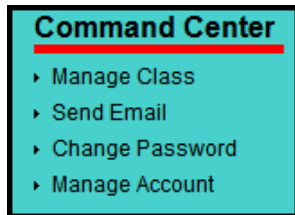


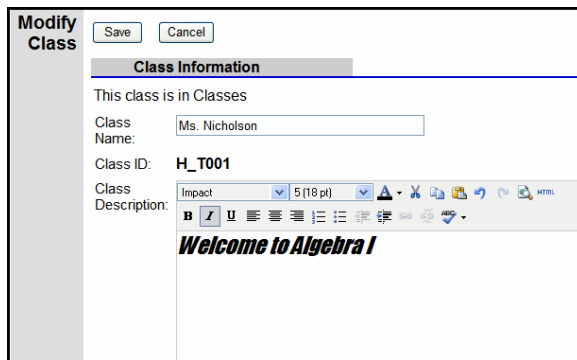
ABC Unified School District Technology Professional Development Program

Customize a Class Page

You can personalize your class page(s) by displaying a picture and adding a short description on each class home page.



- In the My Classes shortcut box, click the class name to choose a class to update.
- Click **Manage Class** in your Command Center.



Add Class Information

From here you can load a picture for your class as well as enter a description.

- **DO NOT** change the Class Name or the Class ID.
- To display a description, type a description of the class into the “**Class Description**” field.
- Use the formatting features to customize the text as desired.



Display an Image

- To display a picture, click the **Browse** button in the Image section. (Edline currently supports **jpg**, **gif**, and **png** files).
- You will see a **Choose File** dialog box. Click the name of the image file and click the **Open** button. The name of the image file will be displayed in the text box next to the Browse button.
- Click the **Save/Update** button at the bottom of the page to save the new description and picture for your class page.

Note: the image must be small enough to fit. It must not exceed 75 kilobytes and be approximately 314 pixels wide.