

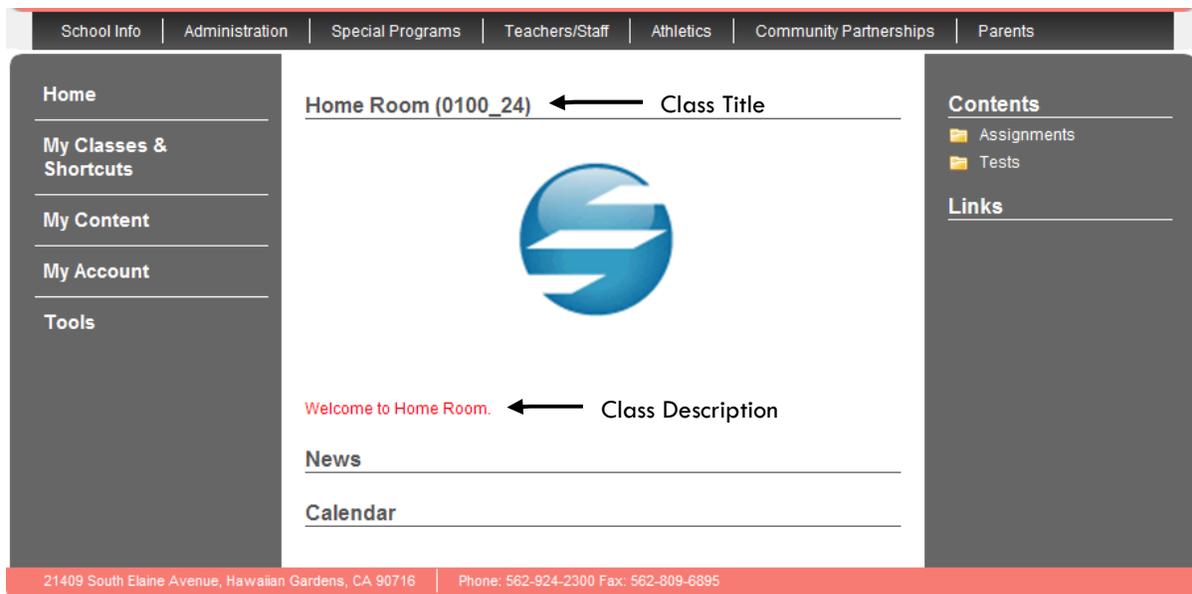
Customizing your Teacher/Class Page

When you first log into Edline you will be on your site's home page.

- To access a class page, click on the **My Edline** link at the top of the page.
- Here you will see “My Classes and Shortcuts”.
- Select the class page you wish to customize. Secondary teachers will have one page for each period/section taught.



You can personalize your class page(s) by adding a picture for the class as well as a brief description to let your classes know about important information.



Each class/group page contains the following sections:

Class/Group information -This pane in the center of the screen contains the class title, a photo of your choosing, and a description of the class

News – This section allows you to add announcements you wish to share for this class

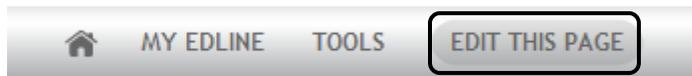
Calendar – Let's you add events to the calendar

Contents – The contents section lists folders, or documents. Put assignments or tests in the Assignments or Tests folder. You can create additional folders as needed.

Links – Here you can create links to other pages on your site, or to external links on the web that may be helpful to your students in this class.

Editing the Class Page

Click on the **Edit this Page** link



The **Edit Mode** toolbar appears. The options that appear on this menu depend on your permissions. You may not see the Designer, Templates, and Add box options. Teachers have permission to edit their class pages. Additional permissions may be granted to edit other pages.



Edit Class Title

- Highlight the existing title and enter new text as desired. When changing the class title it can be helpful to include the Period of the class. (For Example: Period 1 Algebra)
- To save the changes click the **Save** button at the top of the screen, or click **Cancel** to cancel the changes you made to the title.

Edit Image

- Make sure the image you want for this page has been downloaded and saved to your computer. (Edline currently supports **jpg**, **gif**, and **png** files).
- To display a new picture, position your mouse over the existing image. Click the **Choose Image** button that appears. Search for the image to add, and click **Open** to attach the file.



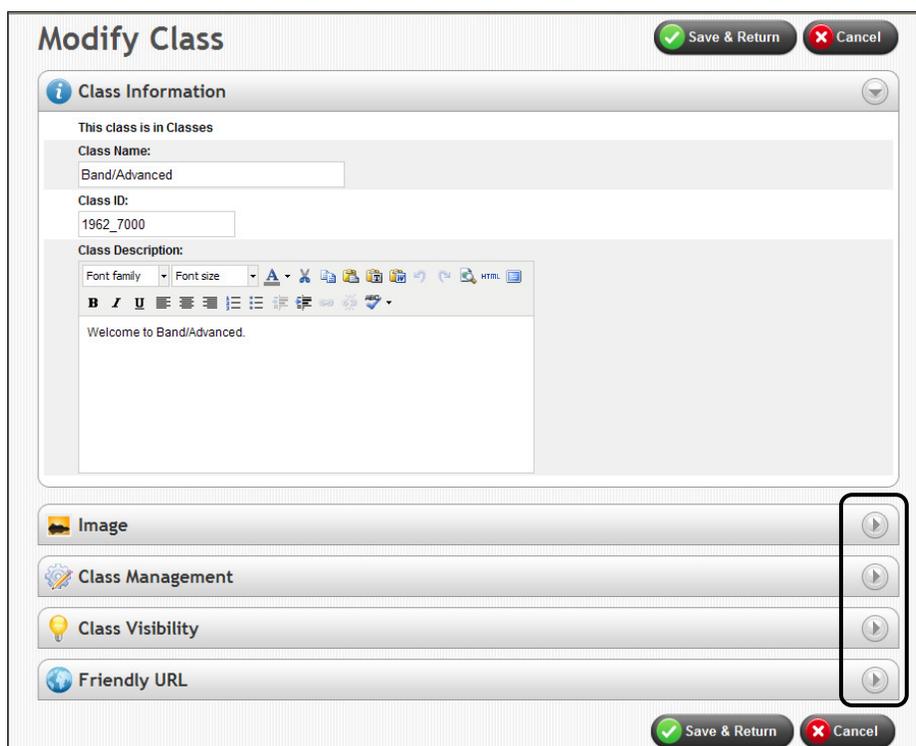
Edit Class Description

- Click in the class description field. When you highlight the class description text, the Edit Mode toolbar is replaced with the **Formatting** toolbar.



- Use the formatting features that appear at the top of the screen to customize the text as desired.
- When finished, click **SAVE**.
- Click **DONE** from the Edit Mode toolbar to exit Edit Mode.

NOTE: If you prefer, all these editing changes can also be managed by clicking on the **Summary Info** option in the **Edit Mode** toolbar. This option displays the **Modify Class** window where additional options are available.



- To expand and access each section for editing, click on the arrows at the far right of each section.
- Make changes as desired, and then click **Save and Return** to return to your home page.
- Repeat above steps any time you wish to make any changes to your class page(s).