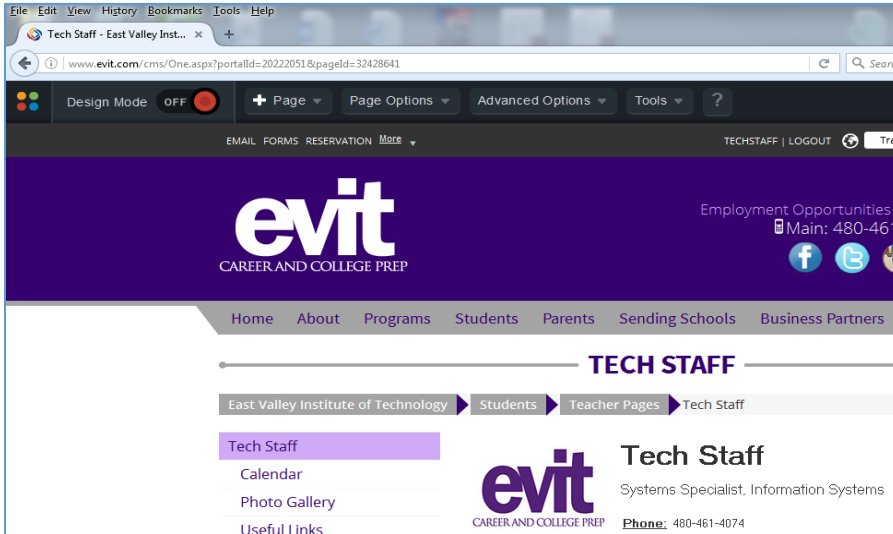
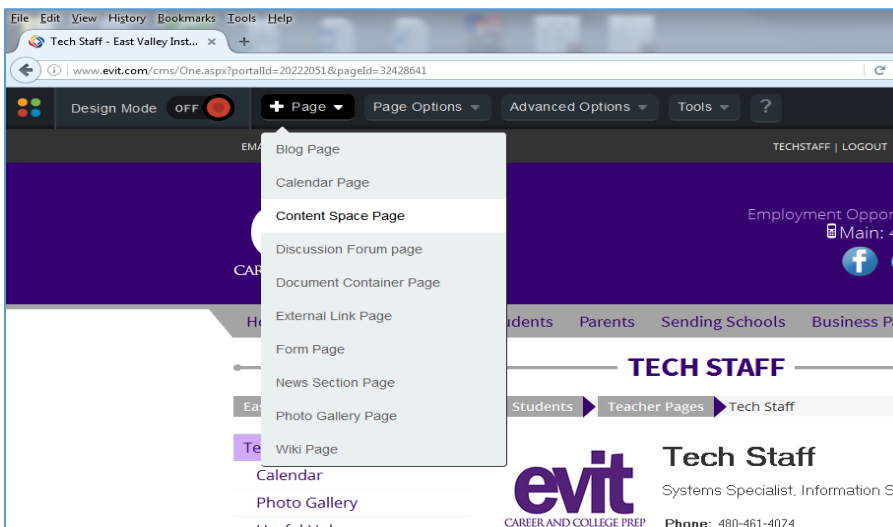


Adding a Page to the Teacher Pages

- Log in and navigate to your teacher page. The top controls are displayed once you have logged in and reached your page.



- Click on the **+ Page** to select a pre-built page. Then select the type of page that you want to add. In this example, the Content Space Page is selected.

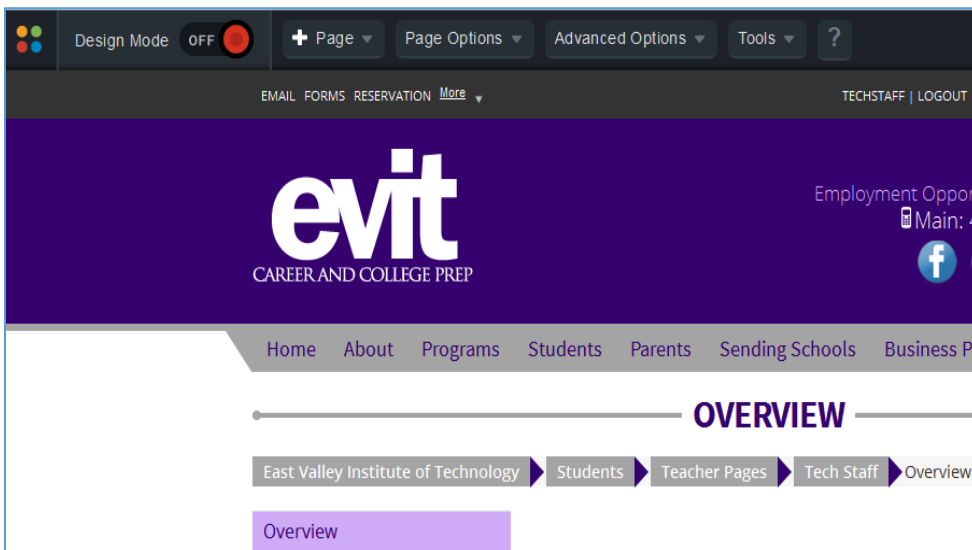


- On the new page, enter a Title and Name. It is best practice to enter the same name on both fields. The names will need to be unique within your Teacher Pages. Meaning that the system will not allow you to have two pages with the same name.
- Click on “Create Page”

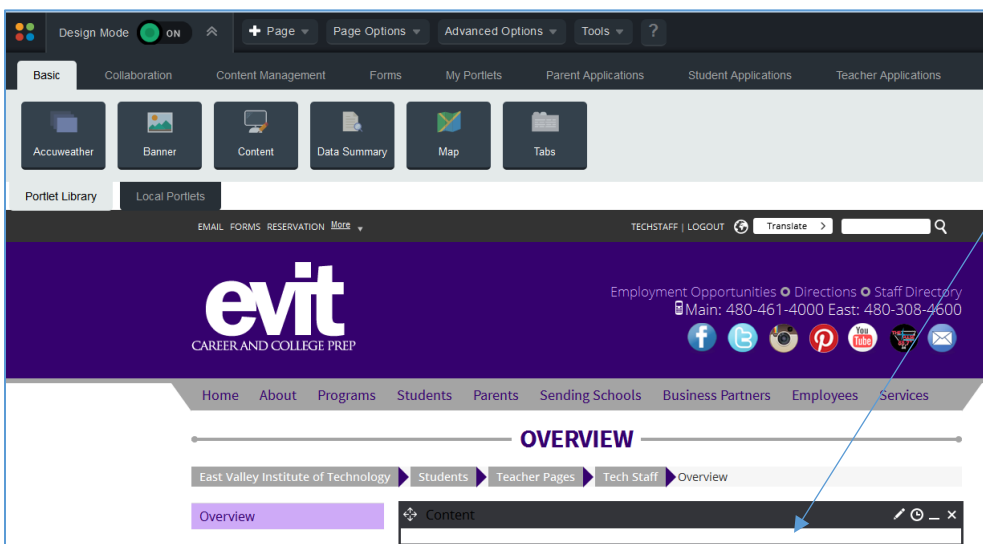
- Add any additional information to the properties of your page.
- You will have two options to save.
 - Click on “Save Draft” to save a draft copy that you will return later to complete or modify.
 - Click on “Publish” to save your page and publish it publicly.

- Click on “Yes” when prompted

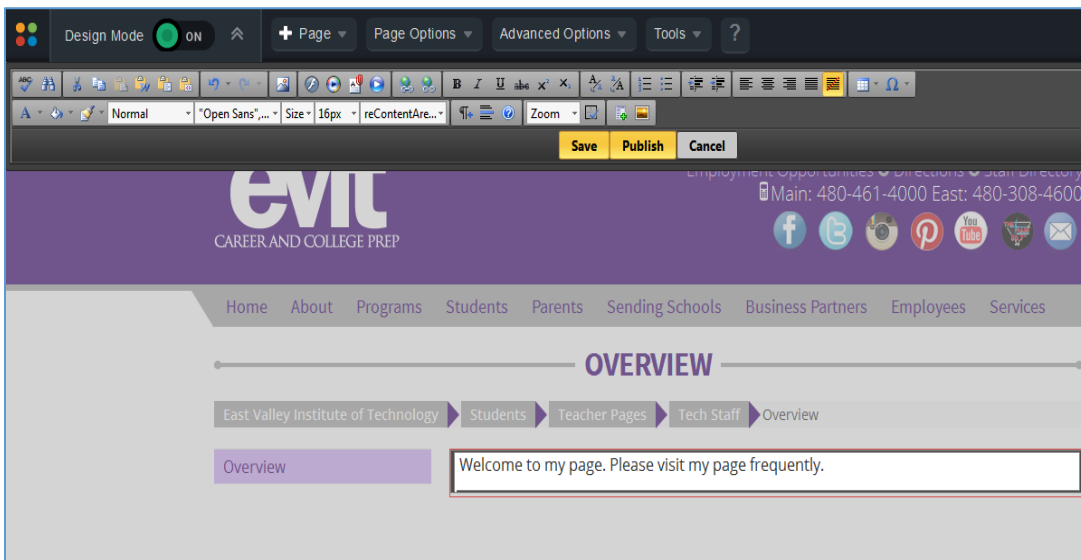
- The page has now been added on the left navigation and is ready for editing.
- Click on the red button on the top-left of the screen to change to Design Mode, which enables the use of the html editing tools.



- The button will turn to green and the design tools will be displayed as shown below.
- To begin editing your page, click anywhere within the content space box to enable the editing tools.



- The editing tools will be displayed. You can start adding content in the space box. This area is much like a word editing environment.
- When you are done editing or adding content to your page, ensure that you either click ‘Save’ or ‘Publish’.
- If you are done editing, simply click on the green button to exit design mode.



The newly added content will be displayed on your new page.

