

To add link:

1. Click "Add Link"
2. If you set up folders, then you can select the folder here
3. Type in title
4. Insert link (this can be copied and pasted or manually typed in)
5. Type brief description if preferred
6. Click "Save Link"

To add classroom image gallery:

Note: Class Slideshow will be seen on the classroom homepage under the gallery section.

(Images must be in jpg format)

1. Click "Add gallery"
2. Type in a name for that particular gallery
3. Click "Browse" to upload images
4. If you will notice you can only upload 5 Images at a time.
5. You can only type in one caption, so if you type in a caption it will be on all five pictures.
6. There is an opportunity in another step to type captions for each individual picture.
7. Click "Add Slideshow"
8. You will see a list of the pictures you uploaded
9. There is an edit button next to each picture
10. If you click on this picture you will be able to add or edit the caption
11. There is also a red X next to each picture. By clicking this you will delete the picture.
12. If you want to add more images you click "Add Images at the top of the displayed pictures.
13. You can reorder the pictures by clicking and dragging the pictures.
14. Make sure if you do this you click "Save Order" at the bottom of the page.

To add images to an already existing gallery:

(Images must be in jpg format)

1. Click on the existing gallery you wish to add images to.
2. Click add images
3. Remember you can only upload 5 images at a time.

To add a new page of subpage:

(This allows you to add content to a blank content area; you are still capable of adding images, files and links within the text area)

To Add a new page under the "My Pages" area, click the "ADD NEW PAGE" link.

- Type the title of the page
- Click the "Save Sub Page" button

Sub pages can be connected to a specific classroom or to particular page.

- Click the Add a Sub Page underneath which class or page you like it located

Click the Page Title once it's added to edit the page content

- Make sure you click "Save Page>>" when you're finished editing