

## Home Page

### To upload or change teacher picture:

1. Click on the picture box on the homepage.
2. Click browse
3. Find the picture of your choice.
4. Click upload image (images must be in jpg format)

### To edit teacher information on the homepage:

1. Click edit teacher information.
2. Type in the information you want listed.
3. There are buttons in the dialog box that allow you to bold, italicize, underline, number, bullet, and/or link (How you format it here is how it will look on the webpage. If you do nothing then it will look as it does on your screen.)
4. Once you have your information typed in, click save teacher description. There is an additional dialog box on the homepage. This can be used for class schedule, detailed information about teacher, announcements, etc.
5. You can type the information into the box and edit it using the bottoms located at the top. You can also copy and paste from Word.
6. If you put your mouse over the button a box will pop up describing what the button is for.
7. Notice that you can insert links and pictures to this portion of the homepage.
8. If you log out and back in the bottom text bon will appear blank. This does not mean that information is gone.

### To edit calendar information:

1. Click on the date, "Add Event", or "View Full Calendar"
2. Enter the information you want to display. You do not have to fill in every box.
3. The description will display on the homepage calendar.
4. You have the option in the "Class" box to select if you want it to be added to the classroom calendars.