

# Classrooms

## To add new classroom:

(This will allow you to add announcements, links, assignments, and photo galleries for each class)

1. Click on "ADD NEW CLASSROOM"
2. Type in classroom title
3. Click save classroom
4. You will notice the title now appears on the left side of your screen under CLASSROOMS

## To edit classroom information:

1. Refer to "To edit calendar information on homepage." The steps to insert description and picture are the same.

## To edit class calendar:

1. Refer to "To edit calendar information." The steps are the same for class calendars.
2. The dates put on the homepage calendar will also show up on the class calendars.

## To add announcements:

(This can be field trips, permission slips, student of the week, etc.)

1. Click on the classroom you want to add announcements to. These will be found listed on the far left side of the screen.
2. Click "Add Announcement"
3. Type in title
4. Type any additional details or description necessary.
5. Notice you have optional formatting buttons.
6. There is also a place for a picture if preferred.
7. Click "Save Announcement."
8. Once the announcement is listed under Class Announcements you have the option to edit or delete.
9. The announcements do not delete when it has passed. You must manually delete the announcements.