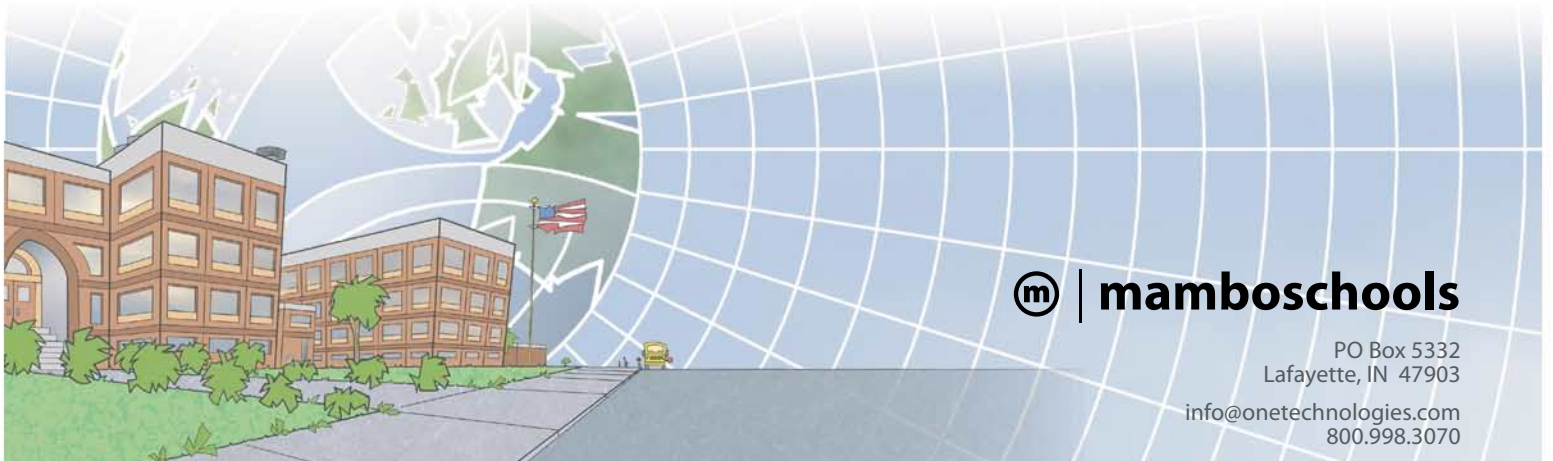# mamboschools ™

mamboSchools™
Web Application Manual

teacherPlace: Building Web Pages
Part 2 of 4

This web application manual will educate and introduce teachers to the teacherPlace component within your mamboSchools™ site. The teacherPlace Component allows your teaching staff to create a profile, web page(s), and a blog within your mamboSchools™ web site. It also allows teachers to create quizzes, generate discussions, and display their micro-blog posts via their Twitter™ account.

This manual is the second of four and demonstrates how a teacher logs into teacherPlace to create and update classroom web pages.

mamboschools

teacherPlace™ Directory

Search Teacher Directory

| Search by Last Name | Search | **1.** | **2.** | Search By Position ▼ |

3. Last Name Starts With: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Teacher Directory

Sort By: Name ▼

Mrs. Adler	3rd Grade	889-0040 x.525	✉ 📖
Mrs. Bogoyevac	1st Grade	889-0040 x.504	✉ 📖
Mrs. Carlson	1st Grade	889-0040 x.521	✉ 📖
Mrs. Champion	4th Grade	889-0040 x.519	✉ 📖
Mrs. Denove	Kindergarten	889-0040 x.503	✉ 📖
⊞ Mrs. Fleishman	5th Grade	889-0040 x.515	✉ 📖
⊞ Mrs. Forman	Kindergarten	889-0040 x.502	✉ 📖
Mrs. Hall	Special Education	889-0040 x.613	✉ 📘
Ms. Harvey	Special Education	889-0040 x.512	✉ 📖
Mrs. Howard	Counselor	888-0040 x.236	✉ 📖
⊞ Mrs. Irvin	Health Clerk	889-0040 x.223	✉ 📖
Mrs. MacNish	4th Grade	889-0040 x.518	✉ 📖
Mrs. May/Ms. Finigan	1st Grade	889-0040 x.520	✉ 📖
⊞ Mrs. McKagan	Library Clerk	889-0040 x237	✉ 📖

7. ⊟ M___cozzi | Computer Specialist | 889-0040 x.533 ↗ ✉ 📖

❝ I am so proud to be the Technology Specialist here at YB! GO BRUINS! ❞

8.

⊞ Mrs. Milgrim/Mrs. Sher	2nd Grade	889-0040 624/524	📖
Mrs. Perrin	Kindergarten	889-0040 x.501	✉ 📖
Mrs. Sarno			
⊞ Mrs. Stagg			
Dr. Barbara Starr			

5.

533 ↗ 💬 📖

9.

6.

| Mrs. Wald__ | | | |
| Mrs. Waters | | | |

<< S___ Pr___

4.

The teacherPlace Directory

When the public user accesses your school web page link, the following directory appears. The public may search for teachers in several ways:

1. Last Name Search
2. Search by position (optional)
3. Alpha Search
4. Manual Pagination (lower portion)

To locate quick information about a faculty or staff member, the public may: Review their name, position (optional), school (optional), or phone number.

5. To author an email, the public may click at the eMail icon. Users fill out the form and submit.

6. To visit a favorite or personal external website click the open site icon.

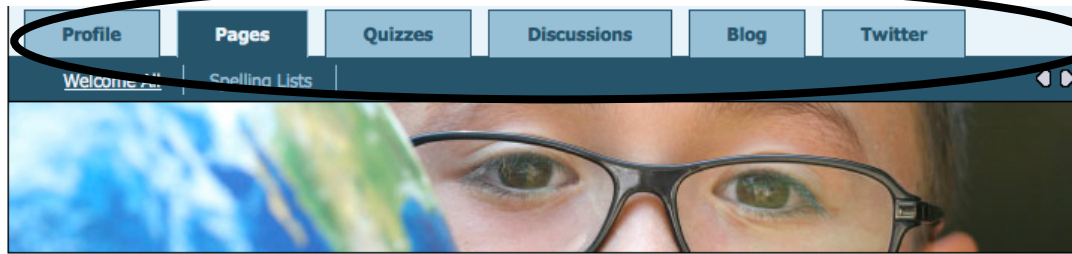7 To access more teacher information, click the teacher name link or the plus icon.

8. Review the "About Me" information.

There are two ways to access teacher-Place pages:

9. Click the open book icon or roll-over this icon and select the web page from the popup box (not shown in the diagram).

NOTE: If the book icon is closed, web pages are unavailable.

teacherPlace™ Overview

teacherPlace allows your staff to create their own profile, class web pages, and blog. In addition, they can build online quizzes/discussions, and connect to Twitter™ to provide this feed to parents and the public.

- **New Online Quiz and DiscussionTools.** Teacher users now create and generate quizzes and discussions to add to their web pages.

    1. Profile - Includes an events calendar, school alert area, and gallery.

    2. Pages - Continue to create class web pages with new "My Media" folder and easy-to-integrate images, audio, and video tools.

    3/4. Build quizzes and generate discussions to attach to your web pages.

    5. Blog - Create blog with RSS feed, archival posts, tags, and comments.

    6. Twitter - Display your Twitter™ feed to your parents and public.

- **My Media Manager.** Full access to your pdf, image, audio and video files to place within your agenda items.
- **Unlimited Page Photos.** No more 3 photo limit. Endless photostrip.
- **Agenda Item Tools.** Publish/Unpublish, move, and expand/contract items.

teacherPlace™ Class Web Pages

Logout

15.

| Profile | Pages | Quizzes | Discussions | Blog | Twitter |

Welcome All | Spelling Lists

1.

2. Welcome First Grade Parents!

3.

It's Signs Week!

4.

The safety of our children is our number one goal at school. As adults, we have to learn signs to pass our driving tests. But, sometimes we forget that children need to know and understand them too. 😎

We will focus this week on common signs: Stop, Railroad Crossing/Crossbars, Traffic Lights, Walk Signals and Informaiton/Construction signs. As children ride bikes to school they need to learn these signs.

Weekly Agenda

Add Agenda I

5.

Monday

Spelling List: Week 7

Begin our the weekly theme: Signs Mr. Pine's Mixed Up Signs

Read Mr. Pine's Mixed Up Signs

Birthday's This Week: Jason Cooper (14th)
Math Sheet on Counting in Multiples of 6.

Special Class: P.E. - Swimming begins for four weeks. Parents, please send swim suit. Our school provides the towels.

Attachments

- My Favorite Search Engine (WebLink)
- PDF Worksheet 7 (PDF Document - PDF)

Add Atta

6.

Tuesday

Signs: Stop, Railroad (Sign and Crossbars)

Miss Caroline thought she would throw in a song from "her day" that goes along with the themes. Miss Caroline is old. :)

▶ ■ 00:00 _____ 00:00 ◀))))

Photo Gallery

Add New Photo

7.

---

8. ## Contact Me!

Miss Caroline
Room 10
765-555-1212x810
Email Me!
Visit My Website

9. ## Favorite Links

- Alphabet Fun
- Starfall Reading
- Max's Math
- Add pageLink

10. ## Class Handouts

- Discipline Plan
- Classroom Rules
- Add pageDoc

11. ## mediaConnect

- Flickr
- Podcast
- Moodle
- Blog

12. ## Quizzes

- My First Quiz
- Add Quiz

13. ## Discussions

- Sample Discussion
- Add Discussion

14. ## pageStats

- Created: Aug 7, 2009
- Updated: Aug 11, 2010
- Viewed 169 times

In this manual, you will learn how to create and update a class web page.

The Class Web Page allows you to define the following page information and images:

1. Page Header Image
2. Page, Section and pageClip™ Titles
3. Message Area
4. Page Avatar
5. Agenda Items
6. Agenda Item Attachments
7. Page Photo Gallery
8. Contact Information
9. pageLinks
10. pageDocs
11. mediaConnect Links
12. QuizClip
13. DiscussionClip

The Class Web Page also includes one other area that does not require additional information:

14. pageStats: Displays when page was created, last updated and the number of hits (page views).

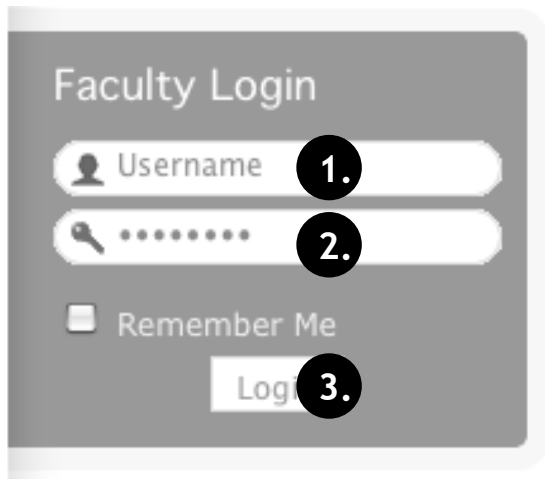Icons and settings provide an easy-to-use page building system.

15. Class Web Page Settings

The following tutorial demonstrates a step-by-step setup of a class web page.

It is recommended that you pull this page out of your manual. The sample page to the left is referenced throughout the tutorial.

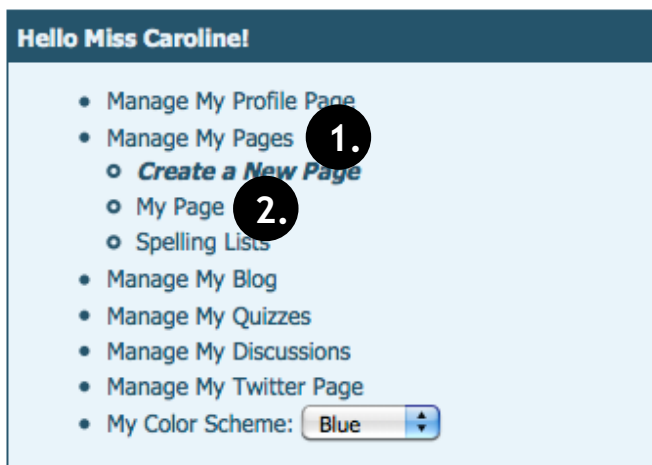# Web Page Setup: Login and Header

Log Into teacherPlace

1. Locate your web site login link or area.

2. Type in your assigned "Username"

3. Type in your assigned "Password"

4. Click the "Login" button. A welcome message will appear.

NOTE: If you are unable to locate the web site login area, contact your site administrator or call mamboSchools support at 800-998-3070.

Locate the teacherPlace Directory and User Menu

Locate your teacherPlace directory. At many sites, this directory page is listed within the main menu under the Classrooms or Academics link and is titled "Class Web Pages"

1. At the top of the directory you will see the user menu. Click at "Manage My Pages" .
2. The default page link, "My Page", appears. Click it. Your default web page will appear.

NOTE: If you are unable to locate the teacherPlace directory, contact your site administrator or call mamboSchools support at 800-998-3070.
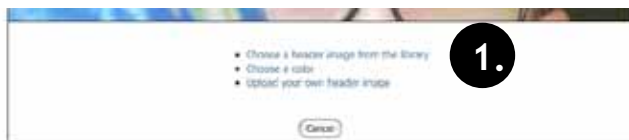
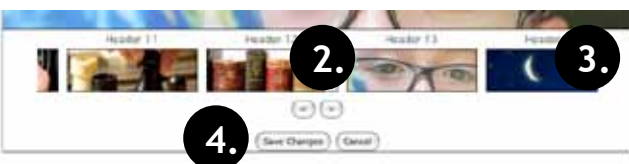## Step 1: Changing Your Header Image

Figure 1

The header image runs the horizontal length of your page at the top. Click the edit pencil within the header area. (See Page 5, #1)

1. Figure 1: Click the top link: "Choose a header image from the library."
2. Figure 2: Click left/right scroll arrows to review images.
3. Click an image to select.
4. Click the "Save Changes" button.

Figure 2

NOTE: You can select a solid color header by selecting "Choose a color". Also, you can upload your own header image by selecting "Upload you own header image"

Web Page Setup: Message Area/Content

Step 2: Edit Your Welcome Title (Message)

The welcome title (message) is located below the header. Locate the welcome title (message) and click the edit pencil. (See page 5 - #2)

1. Edit the "Welcome Message" area.
2. Adjust the message font
3. Adjust the message font size.
4. Click the "Save" button.

TIP: If the title is cut off, decrease the font size or change the display font.

Step 3: Updating the Page Content

The page content area is typically reserved for a few introductory paragraphs of information about the page. However, this area can contain longer passages and serve as the main part of your page. To update the title and content, locate and click the edit pencil. (See Page 5 - #3)

1. Edit the content area title.
2. Edit the content area by clicking into area and typing. Word Processing-like tools are available. (See below)
3. Click the "Save Content" button.

Content Editor Tools
a. Spell Checker
b. Paste from Word. Assists in copying text from Microsoft Word into the editor.
c. Justification L to R: Left, Center, Right, Justify (Both Sides)
d. Automatic Numbering, Automatic Bulleting
e. Text Formatting L to R: Boldface, Italics, Underline, Text Color, Text Background Color
f. Add emoticon
g. Add Web Link
h. Table Editor
i. Add horizontal line

Step 4: Selecting an Avatar

The avatar is a small picture that represents you or your page. To add or change an avatar, locate the area and click the edit pencil (See Page 5 - #4)

1. Click left/right scroll arrows to review images.

2. Click an image to select.

Web Page Setup: Agenda Items

What is an Agenda Item?

Monday 1.

Spelling List: Week 7

Begin our the weekly theme: Signs Mr. Pine's Mixed Up Signs

Read Mr. Pine's Mixed Up Signs 2.

Birthday's This Week: Jason Cooper (14th)
Math Sheet on Counting in Multiples of 6.

Special Class: P.E. - Swimming begins for four weeks. Parents, please send swim suit. Our school provides the towels.

Attachments

My Favorite Search Engine (WebLink)   3.
PDF Worksheet 7 (PDF Document - PDF)

The main part of your web page is composed of agenda items. Each agenda item is made up of three parts:

1. **Title.** The title can be a day of the week, like "Monday"; a subject area, like "Advanced Chemistry Homework", or a general title, like "About Me".
2. **Content.** This area contains your agenda item content. It can be a large paragraph, a list, or bullet points. Content can contain images, audio, or video.
3. **Attachments.** Add documents, web links, teacherPlace quizzes and teacherPlace discussion below *each* agenda item.

NOTE: *Agenda items are edited to reflect new information or are deleted when the information is out of date. Add as many agenda items as you want, and reorder them. Archive items by using the publish/unpublish button.*

Step 5: Adding and Creating an Agenda Item

Add Agenda Item

Title: Title   1.

Agenda Content goes here   2.

My Media

avatar2.png
avatar2_avatar.png
birthday_balloons.jpg
breakfast_food.jpg
construction.jpg
construction_photo.jpg
IMG_0957.jpg

Insert Media

Upload Media
Add External Video

Save Agenda   3.

CLOSE

To add an agenda item, locate the plus sign and the "Add Agenda Item" link. Click the link. (See page 5, #5)

1. **Add a Title** (ie Monday, Advanced Chemistry Homework, or About Me, etc.)
2. **Type in content.** See page 8, step 3 for descriptions of the word processing-like tools.
3. Click the "**Save Agenda**" button.

Repeat this step to continue adding agenda items.

Note: Located to the right of the content area is your current media list. In our sample, you can see a list of different image, audio, and video files. Using the "Upload Media" and "Add External Video" links, adding media files is easy. If you wish to learn how to add images, audio, video, YouTube video or TeacherTube video, **please refer to the teacherPlace Lessons located within the "Documents and Manuals" library on the mamboschools.com web site.**

Step 6a: Adding an Agenda Item File Attachment

Add Agenda Attachment

Attachment Type: File Attachment   1.

Attachment Title: 2.

Use Existing: – Select Attachment –

Filename: Browse...   3.

Save Attachment   4.

CLOSE

This is an optional step. You are not required to add attachments to your agenda items.

You can add file attachments below your agenda items. This allows parents and students to access and download a weekly spelling list, a project syllabus, or a newsletter. To add an attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

1. Click the "Attachment Type:" dropdown, select "File Attachment"
2. Type in title for your document.
3. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your PDF (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
4. Click the "Save Attachment" button. Allow time for uploading.

Notes:

• You may reuse any document already uploaded by selecting the title from the "Use Existing:" dropdown.
• You may add an unlimited amount of attachments to one agenda item.
• Most popular file types are supported and may be uploaded. For text documents, it is recommended that PDF files are used.

Web Page Setup: Adding Photos

Step 6b: Adding an Agenda Item Web Link Attachment

This is an optional step. You are not required to add attachments to your agenda items.

You can add web link attachments below your agenda items. This allows parents and students to visit web sites that further reference or enhance your agenda item post. To add a web link attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

1. Click the "Attachment Type:" dropdown, select "Web Link"
2. Type in title for your web link
3. Enter the "Weblink URL" (web site address).
4. Click the "Save Attachment" button.

Step 6c: Adding an Agenda Item teacherPlace Quiz

This is an optional step. You are not required to add attachments to your agenda items. Quizzes are created using the teacherPlace Quiz Creator (click the quiz tab in the teacherPlace menu bar). See "teacherPlace Quiz" manual for further instructions.

You can add quiz attachments below your agenda items. This allows students to take a practice quiz that further references or enhance your agenda item post. To add a quiz attachment, select any agenda item and locate the Attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

1. Click the "Attachment Type:" dropdown, select "Quiz"
2. Type in title for your quiz.
3. Click the "Select Quiz" dropdown menu, select your quiz.
4. Click the "Save Attachment" button.

Step 6d: Adding an Agenda Item teacherPlace Discussion

This is an optional step. You are not required to add attachments to your agenda items. Discussions are generated using the teacherPlace Discussion Generator (click the discussions tab in the teacherPlace menu bar). See "teacherPlace Discussion" manual for further instructions.

You can add discussion attachments below your agenda items. This allows students to respond or comment to a teacher-generated post. To add a discussion attachment, select any agenda item and locate the attachment area. Click at the plus sign "Add Attachment" link. (See Page 5, #6)

1. Click the "Attachment Type:" dropdown, select "Discussion"
2. Type in title for your discussion.
3. Click the "Select Discussion" dropdown menu, select your discussion.
4. Click the "Save Attachment" button.

Step 7: Adding A Photo Into The Page Gallery

This is an optional step. You are not required to add photos to your page.

Each page has its own photo gallery. You can add an unlimited number of photos (each with a brief caption) to your page. The public can browse the photostrip and click to enlarge any photo. Click at the plus sign "Add New Photo" link. (See Page 5, #6)
1. Enter a brief caption for your photo.
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your photo (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click "Save Photo" button.

Repeat this step to continue adding photos.

Step 7 (cont.): Adding A Photo Into The Page Gallery

NOTES: You may reuse any photo or image already uploaded by selecting the title from the "Use Existing:" dropdown..

Photos directly sent to your desktop from most new digital cameras are too large to be uploaded via the gallery. To use your digital photos:
• learn how to lower your camera resolution setting. Many have a "web" resolution setting.
• learn how to resize your photos using your Windows operating system. Windows XP users can use the Microsoft Powertoys Resizer. Adobe Photoshop Elements or the open source "Gimp" software can easily resize photos.

Contact your site administrator or the mamboSchools Support Team for more information about resizing photos using any of the methods listed above.

Step 8: Editing Your Contact Information Clip

My Information

PageClip Title:	Contact Me!
Display Name (e.g. Mrs. Smith):	Miss Caroline
First Name (Used for sorting):	Vanatta
Last Name (Used for sorting):	Caroline
Title (e.g. Mr., Mrs., Miss):	Miss
School Assignment:	– Select School –
Position 1:	– Select Position –
Position 2:	– Select Position –
Room Number:	Room 10
Phone Number:	765–555–1212x810
Email Address:	caroline@mamboschools.co
External Website:	http://www.mamboschools
E-Z Web Address:	caroline

Update

CLOSE ✕

The contact information is used within the directory, profile, and class web pages.   Locate the "Contact Me!" pageClip and click the Edit Pencil icon. (See page 5, #8). The instructions below are listed, *in order, top to bottom*.

1. Type a new pageClip title.
2. Enter your classroom friendly name.
3. Enter your first name. (Optional. Used for directory sorting)
4. Enter your last name. (Optional. Used for directory sorting)
5. Enter your surname. (Optional)
6. Select your school assignment. (See note below if empty.)
7. Select your primary position. (See note below if empty.)
8. Select your secondary position. (See note below if empty.)
9. Add room number or location. (Optional)
10. Add phone number with extension (Optional)
11. Add eMail Address (Optional)
12. Add your "External URL" or other web site address. The external link will be displayed on the directory listing.
13. Add your "E-Z Web Address" word. (See note for explanation)
14. Click the "Update" button to save your new information.

NOTES:
If you leave the any of the areas blank in steps 3-12, the public will not view this information.

The school assignment, primary position, and secondary position must be defined by your web site administrator. The teacher directory can be sorted by these fields, if they are created and assigned.

The "E-Z Web Address" allows you to select a shorter name to publicize your web site. In the example to the left, Miss Caroline's web pages can be found at: http://www.districtname.k12.in.us/caroline/

Step 9: Adding a Web Link to the pageLink Clip

Create PageLink

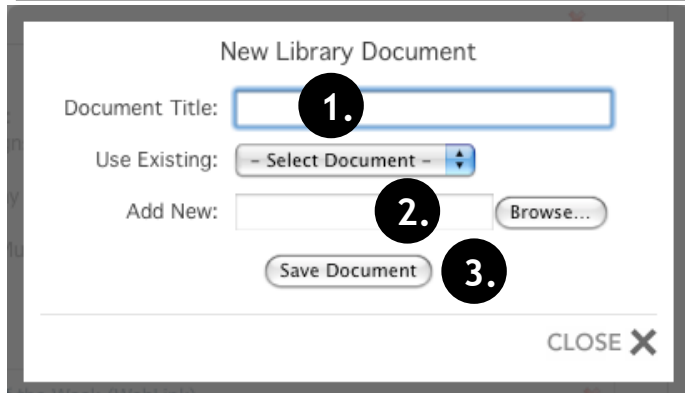|	
PageLink Title:	**1.**
PageLink URL:	**2.**
Save PageLink	**3.**

CLOSE ✕

Each page can have their own web links. Typically, these links are ones you attached to the page for a longer time period than the agenda item attachment links. You can add an unlimited number of web links to this pageClip. Locate the pageLinks area and click at the plus sign "Add pageLink" link. (See Page 5, #9)

1. Enter the title for your web page link.
2. Enter the web page (link) URL.
3. Click the "Save PageLink" button.

NOTE: Your title with link will appear in the listing. Repeat this step for each web link you wish to add to a page.

Step 10: Adding a Document to the pageDoc Clip

New Library Document

Document Title: **1.**

Use Existing: – Select Document –

Add New: **2.** Browse...
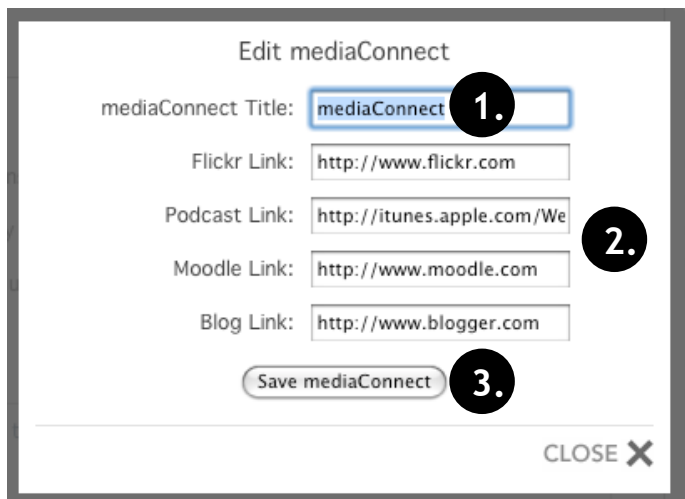
Save Document **3.**

CLOSE ✖

Each page can have their own document library. Typically, these document links are ones you attached to the page for a longer time period than the agenda item attachment links. You can add an unlimited number of documents to this pageClip. Locate the pageDocs area and click at the plus sign "Add pageDoc" link. (See Page 5, #10)

1. Add a title for your document.
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your PDF or other file (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click the "Save Document" button. Allow time for uploading.
NOTE: Your document with link will appear in the listing. Repeat this step for each document link you wish to add to a page. *You may reuse any document already uploaded by selecting the title from the "Use Existing:" dropdown.*

Step 11: mediaConnect

Edit mediaConnect

mediaConnect Title: mediaConnect **1.**

Flickr Link: http://www.flickr.com

Podcast Link: http://itunes.apple.com/We

Moodle Link: http://www.moodle.com **2.**

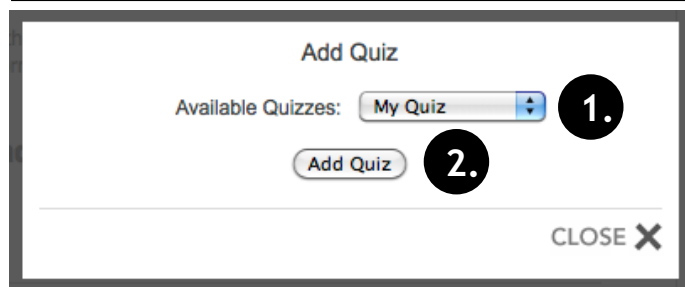Blog Link: http://www.blogger.com

Save mediaConnect **3.**

CLOSE ✖

If you have a Flick'r photo gallery, favorite podcast, moodle course, or an external blog, you can link them easily. To add your web address for any of these sites, click the Edit Pencil to the left of the title. (see page 5, #11)

1. If desired, edit the mediaConnect Title.

2. Add the URL of your external web site to any mediaConnect area (Remember to add "http://" to your URL for full compatibility.)

3. Click the "Save mediaConnect" button.

NOTE: To activate your special site link, click the publish/unpublish circle beside the mediaConnect site in the list.
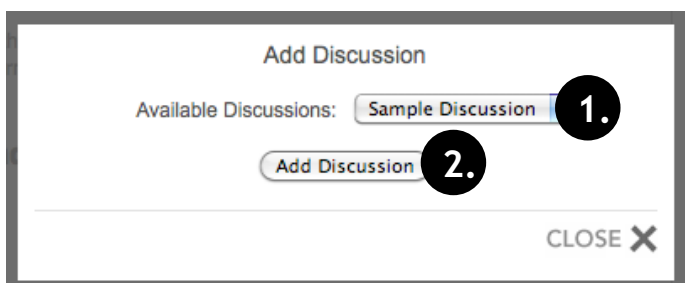
Step 12: Add Quizzes to the QuizClip

Add Quiz

Available Quizzes: My Quiz **1.**

Add Quiz **2.**

CLOSE ✖

Quizzes are created using the teacherPlace Quiz Creator (click the quiz tab in the teacherPlace menu bar). See "teacherPlace Quiz" manual for further instructions. You can add quizzes to your page by adding them as agenda attachments or linking them from the quizClip (see page 5, #12). This allows students to take a practice quiz that further references or enhance your page. To add a quiz to this pageClip, click at the plus sign "Add Quiz" link. (See Page 5, #13)

1. Click the "Available Quizzes:" dropdown, select your quiz.
2. Click the "Add Quiz" button.

Step 13: Add a Discussion to the DiscussionClip

Add Discussion

Available Discussions: Sample Discussion **1.**

Add Discussion **2.**

CLOSE ✖

Discussions are generated using the teacherPlace Discussion Generator (click the discussions tab in the teacherPlace menu bar). See "teacherPlace Discussion" manual for further instructions. You can add discussions to your page by adding them as agenda attachments or linking them from the discussionClip (see page 5, #13). This allows students to respond or comment to a teacher-generated post. To add a discussion to this pageClip, click at the plus sign "Add Discussion" link. (See Page 5, #13)

1. Click the "Available Discussions:" dropdown, select your quiz.
2. Click the "Add Discussion" button.

Web Page Setup: Page Icons
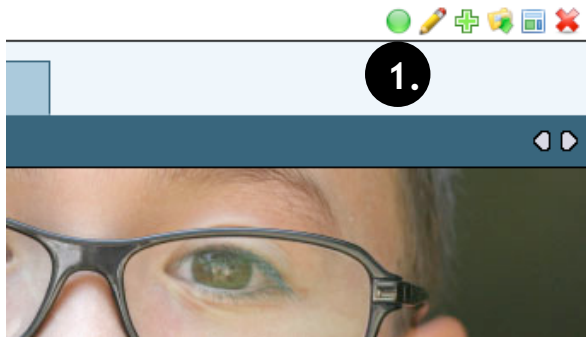
Icon Chart

The following icons will assist you in designing your page. **All icons are fully explained in the teacherPlace Lesson 5, located in the document and manuals link on the mamboSchools web site.**

Icon	Icon Name	Description	Instructions	Location
	Edit	Allows class page, blog, titles, sections, agenda items, and pageClips to be edited.	Click to edit an item, title, section, or post.	profile, class page(s), blog
	Publish	Allows class page, blog, titles, sections, agenda items, and pageClips to be viewed by the public.	Click to toggle between published and unpublish state.	profile, class page(s), blog
	Unpublish	Allows class page blog page, titles, sections, agenda items, and pageClips to be hidden to the public.	Click to toggle between unpublished and published state.	profile, class page(s), blog
	Add	Allows agenda items, events, attachments, photos, blog posts, pageClip items.	Click to add an item, image, post, event, or clip.	profile, class page(s), blog
	Delete	Deletes a page, agenda item, agenda item attachment, blog post, event, album photo, and certain pageClip items.	Click to delete item.	profile, class page(s), blog
	Upload	Allows user to upload an avatar.	Click to upload an avatar.	class page(s)
	Order (H)	Reorders a class page	Click, Hold, and Drag horizontally (left/right)	class page(s)
	Order (V)	Reorders an agenda item or certain pageClip items.	Click, Hold, and Drag vertically (up/down)	class page(s)
	Contract	Contracts or closes an agenda item.	Click to contract item.	class page(s)
	Expand	Expands or opens an agenda item.	Click to expand item.	class page(s)

15. Class Web Page Icons

These "page icons" appear on top of each page within the web section of your teacherPlace site (see page 5, #15). From left to right these icons are: Publish/Unpublish page, Edit Page Title, Create a New Page, File Manager, Page Layout, and Delete Page. For information on these functions, review the following information.
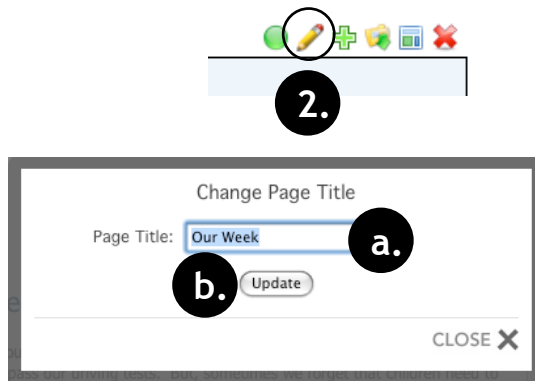
1. Publish/Unpublish Page

1. Publish/Unpublish Page Icon: Click this circle to shift between publish and unpublished state for the entire page.

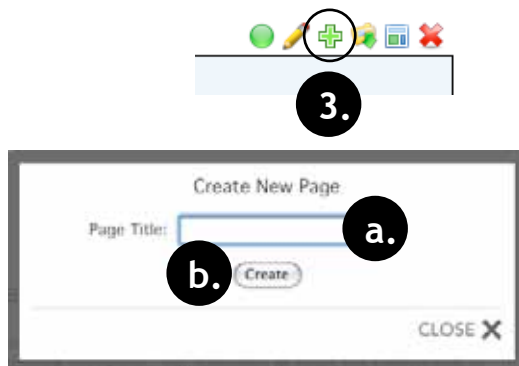rst Graders!

Web Page Setup: Page Icons

2. Edit Page Title

To change the title of your default page, click the "Pencil" Icon within the "Page Icons" .

a. Change the page title

b. Click the "Update" button.
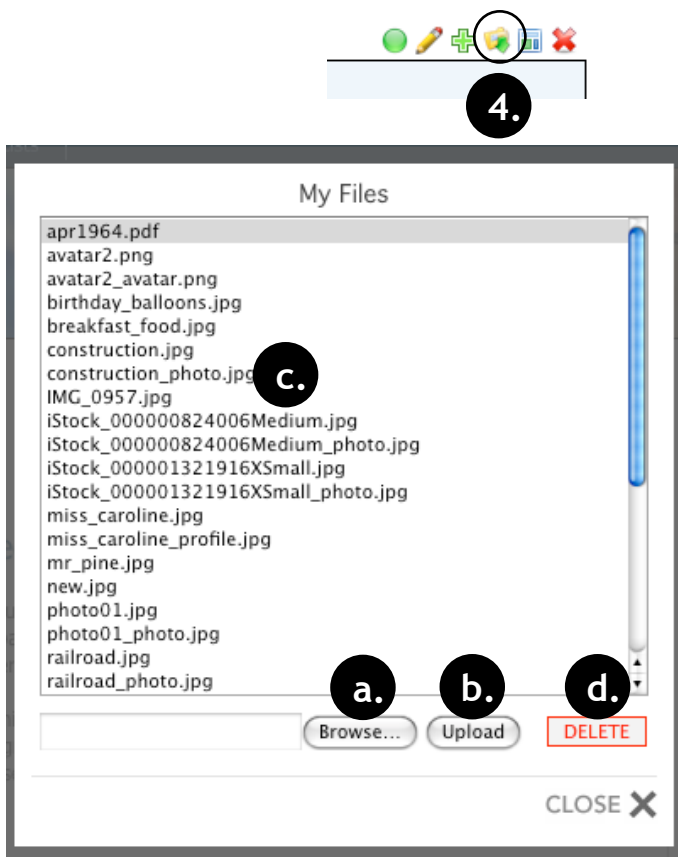
3. Create New Page

To add another page to your site, click the green Plus Sign Icon within the "Page Icons" .

a. Type in your new page title.

b. Click the "Create" button.

teacherPlace will create your new page, place the title along the menu bar, and display the new page for you to develop.

You can create as many pages as you want. As page titles expand beyond the menu bar, navigation arrows allow access to these page title links.

4. The File Manager

The file manager is a directory that lists all your media files. These are files you have uploaded on your profile, blog, and class web pages. To access the file manager, click the "Folder" icon.

You can upload media files in many locations, but the option to upload through the file manager is available.

To upload files:

a. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your photo (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.

b. Click "the Upload" button. The filename will appear in the directory list.

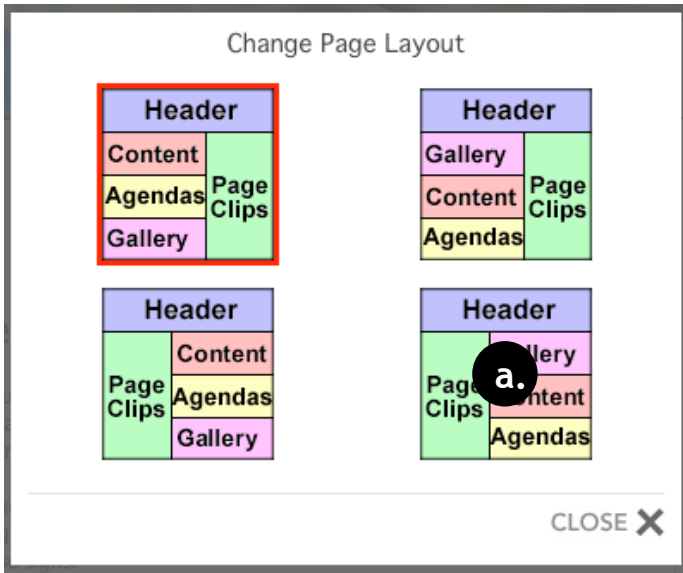The only place to delete unwanted files is through the file manager.

To delete files:

c. Highlight the file name you wish to delete.

d. Click the "delete" button.

CAUTION: *The file manager will not delete references or links within your profile, blog or class web pages. All references or links MUST be deleted on these pages. If file references or links are not deleted, the links will be broken and error when accessed by the public. Deleted image references or links may show a red "X" or dot when viewed.*

Web Page Setup: Page Icons

5. Page Layout

The page layout tool allows you to reposition the major parts of a class web page. To access this feature, click the "Page" icon.
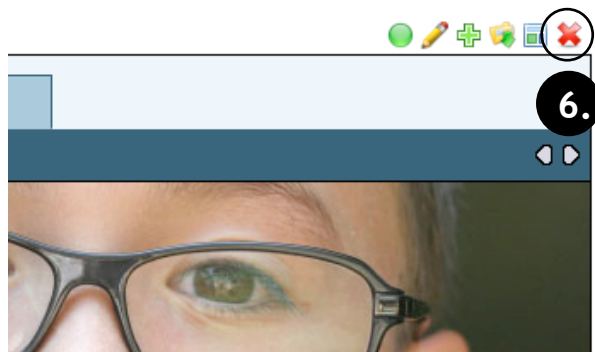
When opened the "Change Page Layout" displays the current layout with a red border.

To change the layout:

a. Click at a different layout.

Be patient. The page will automatically adjust.

6. Delete Page

To delete the current page, click the red "X".

Delete Page - Click the red "X" to completely delete page. A warning dialogue message will appear prompting you to proceed or cancel.

CAUTION: *There is no undo command.*