Managing a Page

Once you have created a group and enabled your Page for the group you need to manage your page.

Go to Pages TT > Click on Page Directory

Add your newly created page

Click Close

Edit Page – Drag and Drop Widgets

Click on your Page

Widgets are the options for features or tools you can include in your webpage. For example, a Blog widget, a Forum widget, or a Class Information widget. These are located on the right hand side of the editing page.
Drag and drop the widgets you want to your page

Click Edit (far right) to add text, photos, tables, or videos to your widget

### Types of Widgets (all drag and drop):

- **Banner** - can have multiple banners, add text, photos, videos or tables
- **Blog** - can have multiple blog widgets, add text, tables, videos and photos, new posts go on top and older posts go below
- **Calendar** - A calendar for display (not editable)
- **Class Information** - Only for page type = Class, will display room number, teacher contact information
- **Forums** - Area for discussions
- **Group Resources** - Resources that you wish to share with your group
- **Submit Assignments** - a place for your group members to submit assignments
- **Survey** - can create a survey for your group members
- **Weather** - this widget currently does not work
- **Websites** - add links to websites that can **only be viewed by the page administrator**

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**Add Tab**

To add another page, click on Add Tab

To change name of tab, double click

**Remove Tab**

To remove a page, click on the tab you want to remove

Edit Page

Click on Remove Tab
Remove Widgets
To remove widgets
Click on Remove Widgets
A Delete button will appear on the widgets
Delete the widget you no longer want

Change Settings
This button will bring up the page information

View Page
Select this button to see the page