

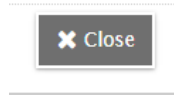
Managing a Page

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



Pages Sara Is A Member Of



Div 19

Add



MyClass
Information

Add

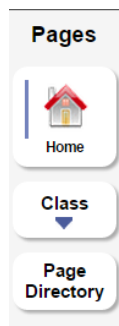


MyEd
Academy

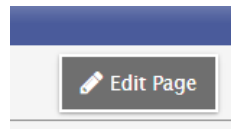
Add

Edit Page – Drag and Drop Widgets

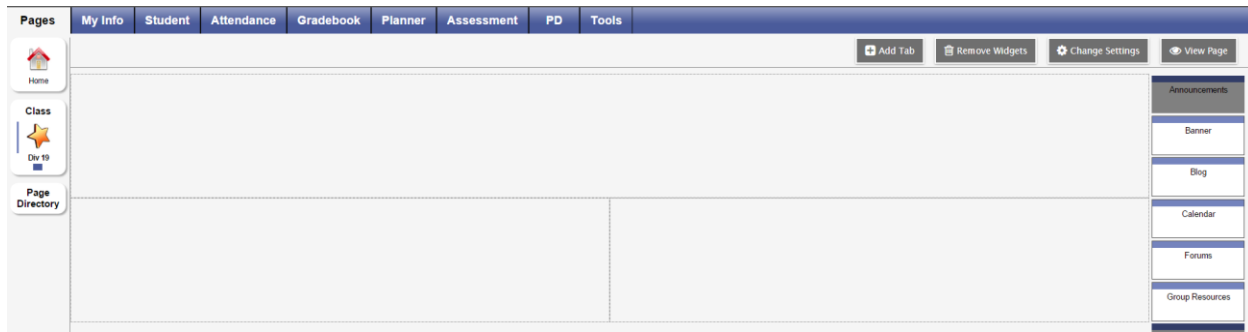
Click on your Page



Click on Edit 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):

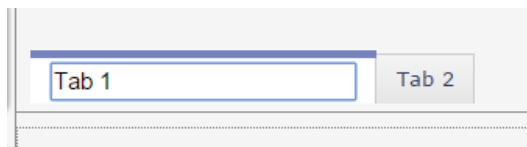
- **Banner** - can have multiple banners, add text, photos, videos or tables
- **Blog** - can have multiple blog widgets, add text, tables, videos and photos, new posts go on top and older posts go below
- **Calendar** - A calendar for display (not editable)
- **Class Information** - Only for page type = 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**



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

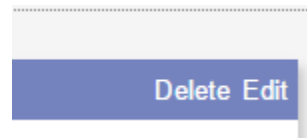
Remove Widgets

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