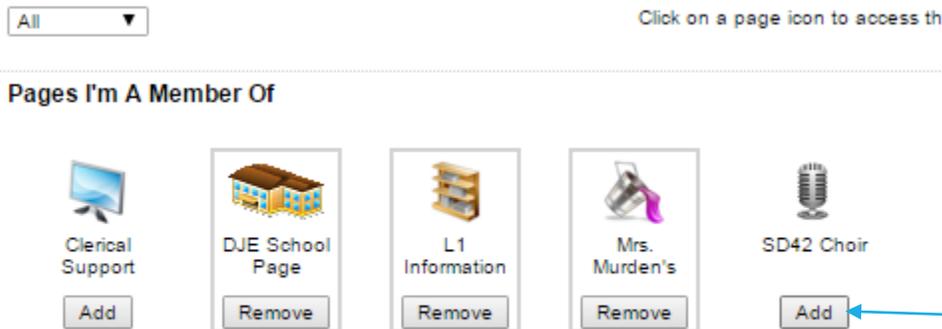


# MyClass - Managing Your Page

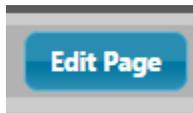
## 1 Pages Top Tab > Click on Page Directory

Once you have created a group and enabled your Page for the group, you can go to the Pages Top Tab, click on **Page Directory** and select your newly created page to add it to your list.

Click on **Add** then click on **Close**.

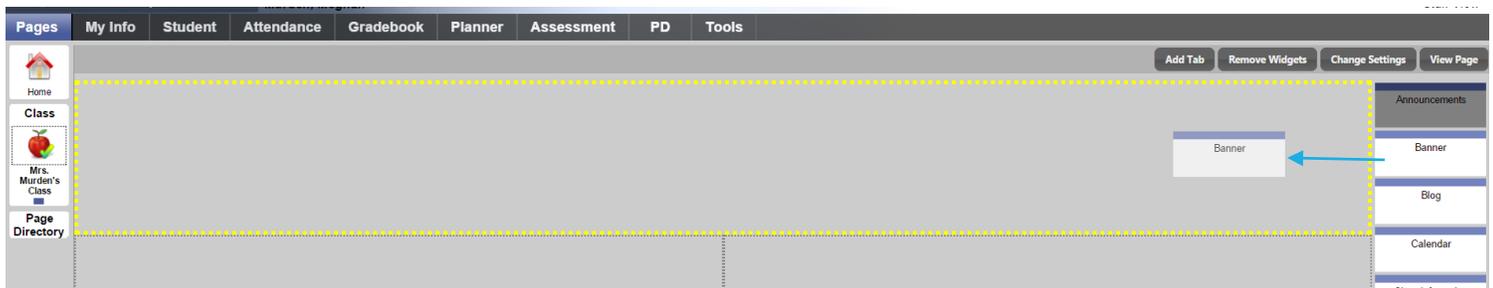


## 2 Edit Page – Drag & Drop Widgets and Add Tabs



Click on

**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. You will find the widgets on the right hand side of the editing page.



Click on to add text, photos, tables or video 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**