Post Class Information

1 On the **Teacher Home Page**, below **Class Administration**, click **Post Class Information**.

Class Administration
Seating Chart
Daily Attendance (HR)
Lunch Counts
Period Attendance
Post Homework
1 Post Class Information
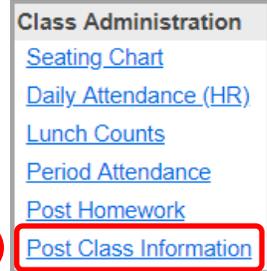
2 In the **Page Name** field, enter a name for the page for your own reference.

3 In the **Enter the text for your page** section, enter the text you want to display on the screen. You can format your text using the rich text editor at the top of the field.

4 (Optional) To upload an image to your page, click **Click here to upload a picture**.

5 In the **Select the classes that will use this page** section, select checkboxes beside the name(s) of the class(es) for which you want to use this information page.

6 Click **Save**.

7 (Optional) Click **Check Spelling** to run a spellchecker on your page.

5 (Optional) To add links to your class information page, complete the following steps:

a Click the **Links** tab.

b In the **Seq. No** field, enter a number to indicate the order in which you want the link to display (if you plan to post multiple links).

c In the **Name** column, enter the website's name.

d In the **URL** column, enter the web address (including *http://*).

e (Optional) In the **Description** column, enter a description for the website.

f (Optional) Click **Check Spelling** to run the spellchecker.

g Click **Save**, and then repeat this process for other links.

6 (Optional) To add documents/resources to your page, complete the following steps:

a Click the **Attachments** tab.

b In the **Seq. No** field, enter a number to indicate the order in which you want the link to display (if you plan to post multiple attachments).

c In the **Name** column, enter the name of the attachment.

d (Optional) In the **Description** column, enter a description for the attachment.

e Click **Save**.

f In the **File** column, click **Upload Attachment**.

g On the **File Upload Utility** window, click **Browse**, and then select the file you want to attach.

h Click **Upload**. Repeat as necessary.