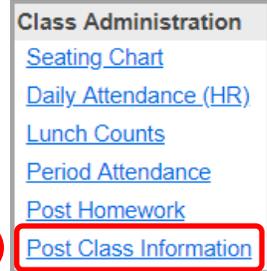


Post Class Information

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

A screenshot of the 'Class Information Page Maintenance' interface in GradeBook. The interface includes a 'Page Name' field with 'Creative Writing' entered, a rich text editor containing the text 'Welcome to Creative Writing!' and 'Check here every Monday for the poem that you will be quizzed on at the end of the week.', an image upload section with a picture of a dog, and a section for selecting classes with checkboxes for 'Freshman English', 'Remedial English', and 'Creative Writing' (which is checked). At the bottom, there are buttons for 'Check Spelling' and 'Save', and links for 'Delete this Class Information Page' and 'Add a New Class Information Page'. Red circles with numbers 1 through 7 are overlaid on the interface to indicate the steps described in the text.

- 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.

ProgressBook - Class Information Page Maintenance

GradeBook | Page Name: Creative Writing

Dashboard | Page Name: Creative Writing

Attachments

Instructions:
 Step 1: Enter a Sequence Number and a Name, then click the Save button. *Required
 Step 2: Click the "Upload the attachment" button to upload your file.

Seq No. *	Name *	Description (Optional)	File	Delete
1	Harlem (A Dream Deferred)	Week 3 Poem (January 22)	Upload Attachment View Attachment	<input type="checkbox"/>
2	The Road Not Taken	Week 2 Poem (January 15)	Upload Attachment View Attachment	<input type="checkbox"/>
3	The Raven	Week 1 Poem (January 8)	Upload Attachment View Attachment	<input type="checkbox"/>

Check Spelling Save