

Maintaining Your Teacher Page

Logging in

1. Bring up your school website.
2. Point to the Teacher Pages tab and then click on your name.
3. Once you are looking at your page, locate the STAFF LOGIN link at the top of the page, click it and then login.

Editing the page

1. Point to Page Properties in the upper left and from the menu select *Edit Page* and/or *Check out and Edit page*.
2. Scroll down to the PAGE CONTENT section and make your edits in the window.
3. When finished, click the *Publish* button at the bottom.

Adding a new page

You may want to add a page to your set of Teacher web pages such as “Classroom Procedures” or “Field Trip form.”

1. Point to Page Properties in the upper left and from the menu select *Add New Page*.
2. Select *Content Space Page*. IMPORTANT: This is the only option you should pick unless you have been trained on configuring one of the other options.
3. Enter the Title for the new page. Ex: Classroom Procedures.
4. Press the Tab key on the keyboard or click the small blue arrow beneath the Title so the Name box is filled in.
5. Click the *Create Page* button.
6. Fill in the PAGE CONTENT section as needed.
7. Click the *Publish* button.

Deleting a page

If you have a page in your set of web pages that is no longer needed, you may get rid of it this way:

1. Bring up your main Teacher page – the one with your name on it. One way to get there is to go back to the Teacher Pages list and click on your name.
2. Point to Page Properties in the upper left and from the menu select *Manage Sub-pages... > Page Status*.
3. Locate the page you want to delete and check the box to the left of it.
4. Click the *Archive* button.
5. When prompted, if you are sure you want to delete the page, click *OK*.
6. Click *Close*.