

YourClassPage.com™ - Classpage Editor Guide

NOTE: The Classpage Editor is a single web form. To go between fields of information on the form, use your mouse and click on the fields, or use the tab key on your keyboard or the Scroll Bar on the right side of your browser to go up and down.

10 Quick Ways For Maintaining Your Classpage!

1. Sign-In to the Classpage Editor

Use your Internet web browser to go to your school's classpage directory at:

www.yourclasspage.com/

Your-Schoolcode is typically your school's main 10 digit telephone number (all numbers with no dashes, spaces, or any other characters).

- a. Find your name in your school classpage directory
- b. Click "**Teacher Sign-In**" to the far right of your name
- c. The Editor Sign-In window will be displayed
- d. Enter your Password (see your local contact if you do not know it)
- e. Click "**GO**"

2. Changing Your Password

After you sign-in to the classpage editor for the first time, you should change your default password.

- a. Click on the **Change Password** button
- b. The Change Password window will display.
- c. Enter your current password
- d. Enter your new password
- e. Re-Enter your new password
- f. Click "Change Password" to submit change

Use your new password from now on!

3. Updating "Your Information" Profile.

Enter the heading for your classpage, your name, and your email address.

- a. Click the **Your Info** button
- b. Make changes as desired

- c. Click the **Top to Save** button
- d. **Enter your password**
- e. Click the **SAVE** button
- f. Click the **View Classpage** button and review your info

Make sure your information is what you want. If you need to make changes, repeat this entire step.

4. Posting Homework and Adding Text To Your Classpage

The main body of your classpage is a good place to communicate homework assignments, schedules of events, spelling words, and other class information. You can type this information or you can also copy and paste it from a word processor.

You may want to highlight the subjects that will be studied during the week so that parents can discuss them with their children at the dinner table. Moms and dads can access your classpage from work before coming home! They can also be automatically notified via email whenever your classpage gets updated with new information.

- a. Click the **Add Text** button
- b. Click inside the text-box and type (or copy and paste) homework and other information
- c. When finished, click the **Top to Save** button
- d. Enter your password
- e. Click **Save**
- f. Click the **View Classpage** button and review your classpage
- g. If you need to make changes, repeat this step from the beginning
- h. When completely finished, return to the top and Enter Password and click "Save and Notify"

NOTE: To delete unwanted text, simply use your mouse and holding down the left button, highlight text you wish to delete. Then press the delete key on your keyboard.

On the right side of the text-box are Up and Down arrows and a "Slide Bar". You can enter as much information as you wish in the text-box and use the arrows and slide bar to navigate up and down within the box.

5. Creating Online Flashcards

Flashcards are a great learning tool to offer your students! In seconds, you can provide them a simple online tool for reviewing math problems, spelling words, reading lists, chemistry symbols, foreign language words, and other

subjects.

Teachers that teach more than one subject may create up to five sets of flashcards!

- a. Click the **Flashcards** button
- b. Click inside the desired flashcard text box
- c. Enter one flashcard per line by using the Enter Key to go to the next line
- d. Click the **Top to Save** button
- e. Enter your password
- f. Click the Save button
- g. Click the **View Classpage** button
- h. Click the Flashcard link that should now appear at the top of you classpage
- i. Review the flashcards and make sure your information is what you want
- j. Repeat these steps if you need to make changes

NOTE: Delete flashcard information the same as in the Add Text section.

6. Changing Colors

You can experiment with different colors for your classpage background and text. If you are using Windows and MS Internet Explorer 5.5+, you can change colors in the full screen editor. You may also follow these steps to change colors.

- a. Click the **Colors** button
- b. Click a background color or background pattern
- c. Click text color
- d. Click the **Top to Save** button
- e. Enter your password
- f. Click the SAVE button
- g. Click the **View Classpage** button
- h. Repeat these steps to make additional changes

7. Adding Links

Follow these simple steps to add favorite web links to your classpage. These links are typically those that are related to the subject matter being taught which you think your students and parents would find helpful.

- a. Click the **Add Links** button
- b. Enter up to 20 links to other websites
- c. Add a comment for each link if desired
- d. Click the **Top to Save** button

- e. Enter your password
- f. Click the SAVE button
- g. Click the **View Classpage** button
- h. Repeat these steps to make any changes to your links

An example might be The Smithsonian: For Link 1, type www.si.edu for the Web Address, and type "Online Resources from the Smithsonian Institution:" for the Comment.

8. Attaching Files

You can add up to five files to your classpage for parents and/or students to download. Follow these steps to add one or more files.

- a. Click on the **Add Files** button
- b. Click on the "Browse" button and search your computer to identify the file you wish to attach
- c. Click open
- d. Add a comment for each attached file if desired
- e. Click the **Top to Save** button
- f. Enter your password
- g. Click the SAVE button
- h. Click the **View Classpage** button
- i. Repeat these steps to make any changes

Examples of files you may wish to attach include Word documents or Excel files.

9. Adding Photos

You can add photo files to your classpage by following these steps.

- a. Click on the **Add Photos** button
- b. Click on the "Browse" button and search your computer to identify the picture image file you wish to add to your classpage
- c. Click open
- d. Click the **Top to Save** button
- e. Enter your password
- f. Click the SAVE button
- g. Click the **View Classpage** button
- h. Repeat these steps to make any changes

Adding a Single Photo Picture to the top of Your Classpage

You can add a picture to the top of your classpage by following these steps.

- a. Click on the **Add Photos** button
- b. Go down to **"Insert Picture"** at the bottom of the section
- c. Click on the "Browse" button and search your computer to identify the picture image file you wish to add to the top of your classpage
- d. Click open
- e. Select the desired Alignment of Left, Center, or Right for the image
- f. Click the **Top to Save** button
- g. Enter your password
- h. Click the **SAVE** button
- i. Click the **View Classpage** button
- j. Repeat these steps to make any changes

10. Using the Full Screen Editor, Save and Notify, and Other Features

- If you are using Windows and Microsoft Internet Explorer 5.5 or greater, when you click on the **Add Text** button, you are presented a full screen editor that is similar to Microsoft Word. You can use the editor just like a word processor to maintain the content of your classpage. You can format text with bolding, font size, colors, centering, etc..


The tool bar that is presented includes various editing buttons. Click the "?" button on the tool bar for an explanation of each.

The full screen editor also provides you the capability to easily add a selection of clipart to your classpage. Simply click on the smiley face clipart below the text-box or on the "Click Here For More Clip-Art" link.

- **When you are finished updating your classpage, follow these final steps:**

- a. Click the **Top to Save** button
- b. Enter your password
- c. Click the **SAVE and Notify** button

This will notify any parent or student that has requested to be automatically notified via email whenever your classpage has been

changed. They request this by clicking on the  button that appears at the top of your classpage.

- We continue to add new features and enhancements. Please let us know if you have any suggestions!

The best way to get used to the classpage editor is to play with it. Don't be afraid to add and delete information, experiment with colors, and try adding some flashcards.

Most of all, HAVE FUN!

www.yourclasspage.com/editor.html

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