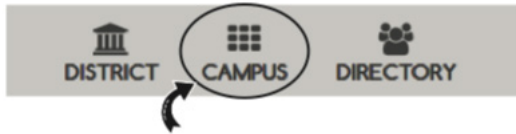




## LOGGING IN:

1



Use the **campus selector** located at the top of your site to make sure you are on the correct website before logging in.

### PLEASE NOTE:

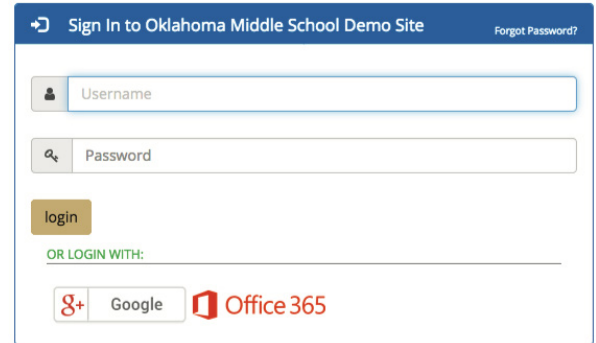
- Single Sites will not have a campus selector at the top. Skip step one.

2

The **Log In** words will always be at the bottom of every page. The location of the Log In can vary depending on the footer design chosen.

3

Use your login credentials, Google or Office 365 SSO.



## CONTROL PANEL:

VIEW LIVE SITE

RETURN TO DASHBOARD

GO TO THE LMS WEBSITE

UPDATE HOME PAGE &  
CREATE ADDITIONAL  
PAGES

EDIT PROFILE &  
CHANGE PASSWORD

# TEACHER TIPS

**1** On the left side of your control panel, click on the red, "Pages" icon. Click on your name. This opens up, "Edit Content" which is highlighted in green and contains the text editor to edit your page content.

**2** You can click on the gray "Page Settings" button that's on example 1 to view the options you see in example 2.

**3** Back at the top, you can navigate to, "Add a Page". This will display our various page types for you to choose from to create a new page within your profile section.

## PLEASE NOTE:

- You can view Teacher Page Examples by clicking the button on this page.

**4** Also at the top, the last icon is "Manage Pages" which allows you to view all your created pages, reorder, edit, delete, displays the page type, as well as an option to turn off page visibility to the public.

**1**

Teacher Pages > Teacher Name

Page Settings

EDIT CONTENT

ADD A PAGE

MANAGE PAGES

Set Page Background Color: #ffffff

Color Palette:

**PASTE OPTIONS**

GOOGLE DRIVE ACCESS

CREATE LINKS

ADD PICTURES AND VIDEOS

**2**

Page Settings: Administration > Teacher Name

Please save your work before making any changes to the page settings.

Here you can edit your pages within your section, such as module side bars, page visibility, and changing the page name.

Update Page Title: Teacher Name

Update Custom Name:

Set Page Visibility To OFF: No Yes

Homepage: Default: Teacher Name

Left Sidebar Module Layout: Teacher Name Left Modules

Right Sidebar Module Layout: Teacher Name Right Modules

Apply Themes to all pages in this section: No Yes

Page Lock Settings: Create Login Info Use Teacher Login

**PASSWORD PROTECT PAGES**

Submit

Close

Teacher Pages > Teacher Name

Page Settings

EDIT CONTENT

ADD A PAGE

MANAGE PAGES

Teacher Page Examples

Popular Media Tools General Classroom Links Directories All

**3**

Teacher Pages > Teacher Name

Page Settings

EDIT CONTENT

ADD A PAGE

MANAGE PAGES

Order Pages Alphabetically by Title

Move	Edit/Delete:	Title:	Page Type:	Lock:	Search:	Visibility:	View:
		Teacher Name Profile				ON OFF	

**4**