

[How to Login and Edit Class Description on Web Page](#)

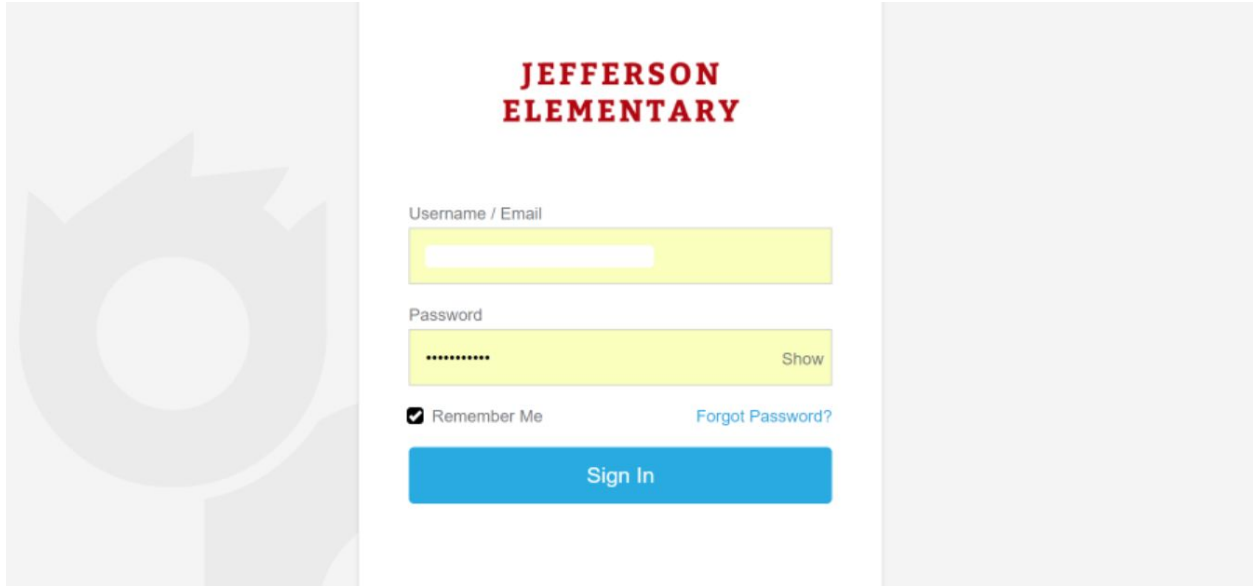
First visit the Massena Central Homepage and Click on the Jefferson Elementary icon at the bottom of the Screen.



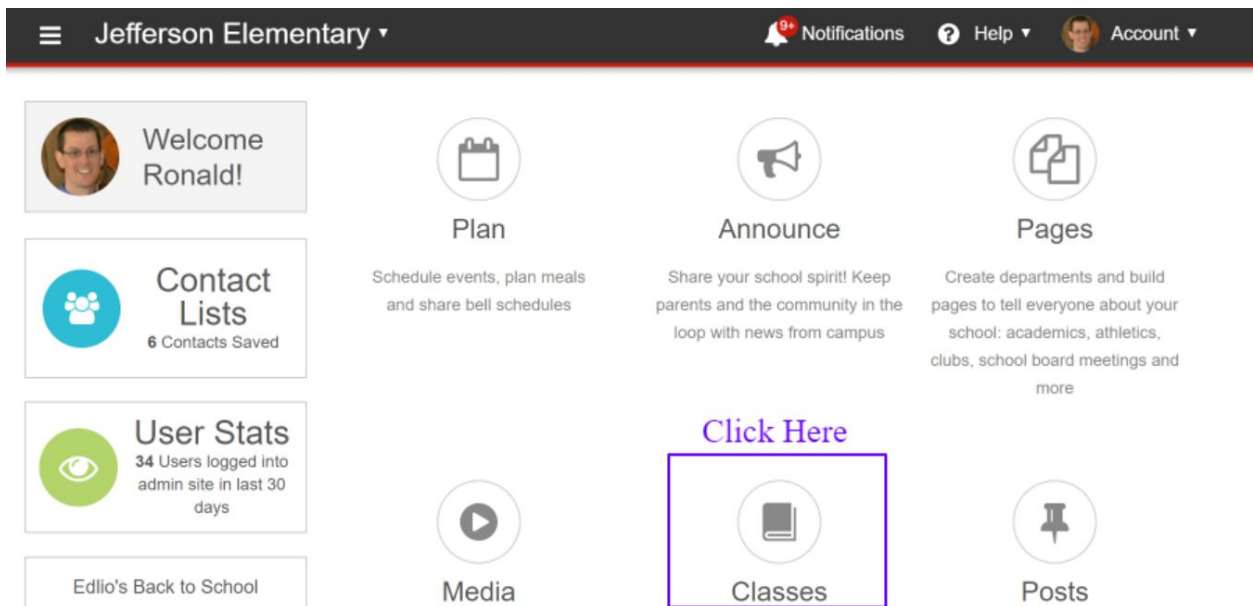
[Once on the Jefferson Page](#), hover over Academics and choose Staff Login.



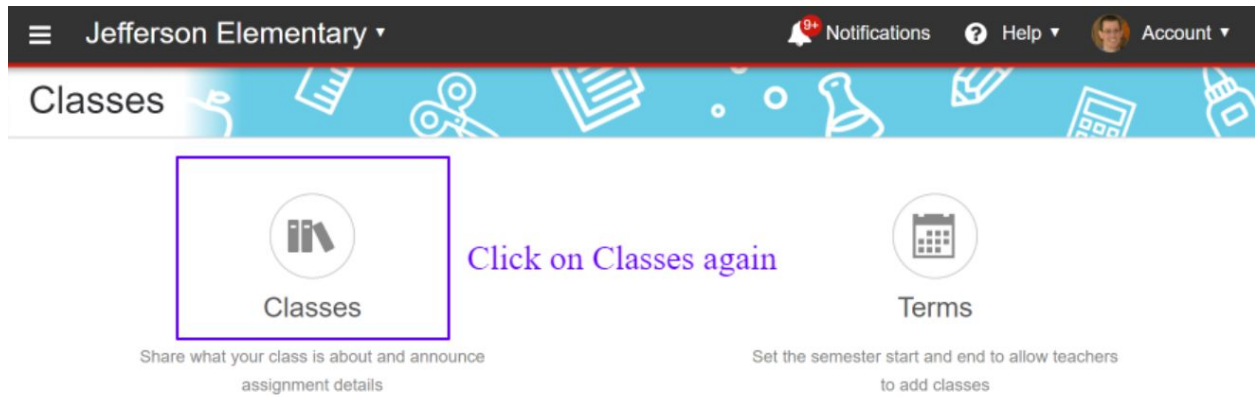
You will be brought to the Sign In page for the Edlio site. Enter your email address and password and click the blue Sign In button.



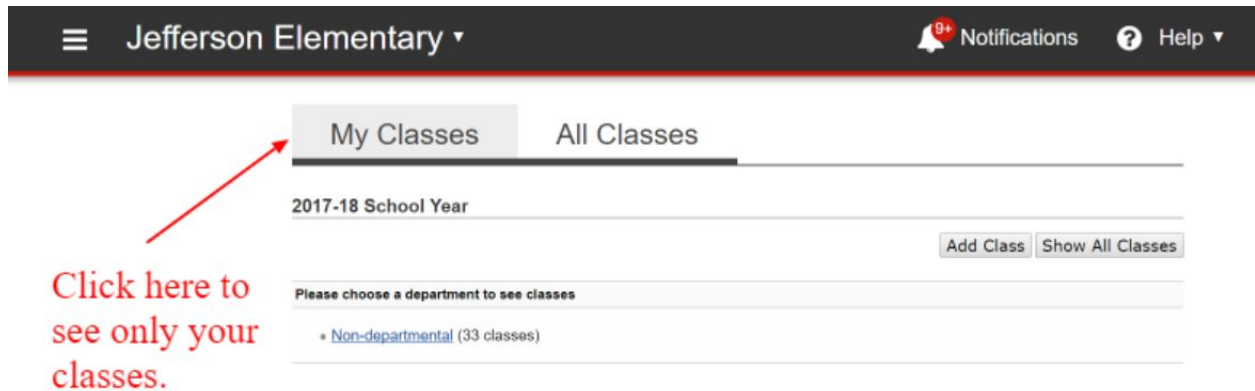
This will be your next screen. Click on Classes at the bottom of the page.



You will need to click on Classes again on this screen.



On the following screen you can view All Classes or My Classes. You are going to want to click on My Classes.



You will then be taken to the following screen where you are going to want to click on the blue “edit class” link next to your class name.

Jefferson Elementary ▾ Notifications 9+ Help ▾

My Classes All Classes

NEW! Google Classroom Integration
Add class to connect your account.

Add Class Assignment

Copy Classes

Current Terms

2017-18 School Year **Click here to edit Class Description**

Massena ITCC [edit class](#) No assignments Copy from Past Term 1 subscriber

On the next page you will be able to edit your description and add files to be viewed by students or parents.

Jefferson Elementary ▾ Notifications 9+ Help ▾

Description (optional)

Edit your Class Description

This page is a sample for working the process out to have all teachers create this page.

My name is Ron Jacobs and I work for SLL BOCES as an Instructional Technology Curriculum Coach. What does that mean? I am in district to help support and implement the use of technology in the classrooms. I can meet 1-1 with staff to show them new uses of the technology available and I can also help create a lesson involving technology and co-teach the lesson with the classroom teacher.

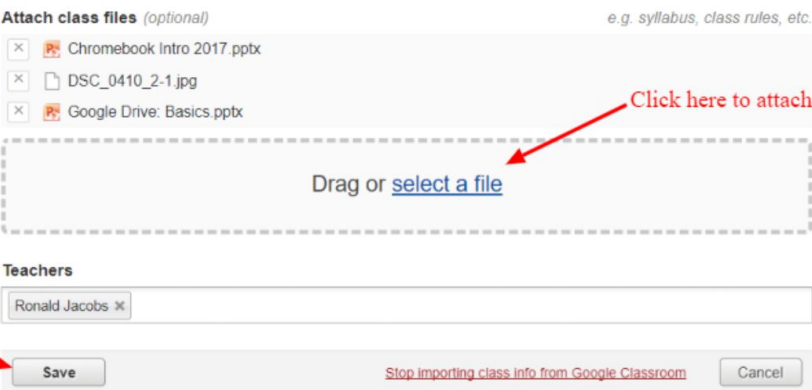
This is my 3rd year in this position with BOCES.

Thanks for visiting my page.

If you have any questions, you can contact me using the following email address.
ronald.jacobs@sllboces.org

Powered by TinyMCE

***** Be sure to scroll all the way to the bottom and click on the Save button.*****



The screenshot shows a user interface for attaching files. At the top, it says "Attach class files (optional)" with a note "e.g. syllabus, class rules, etc.". Below this are three file entries: "Chromebook Intro 2017.pptx", "DSC_0410_2-1.jpg", and "Google Drive: Basics.pptx". A dashed box contains the text "Drag or [select a file](#)". A red arrow points from the text "Click here to attach file to the page" to the "select a file" link. Below the dashed box is a "Teachers" section with a text input field containing "Ronald Jacobs x". At the bottom, there are "Save" and "Cancel" buttons. A red arrow points from the text "Be sure to click on the Save button before leaving the page" to the "Save" button. A small link "Stop importing class info from Google Classroom" is also visible.