

Getting Started: A Teacher's Guide

Admin Page Overview

Technical Support

Edlio High School

Create Tech Support Request

Home

Your Stuff Add events to your calendar

My Pages

My Calendar Create albums & upload pictures

My Classes

My Album

My Links Create link to other websites

My Videos Upload video & audio files

Good Afternoon, John Smith!

Your Classes

You have no classes for this term. [Create a class now](#) and start posting homework.

If your classes seem to be missing, the term may have ended.

If this seems to be in error, [let us know](#).

[Browse old classes](#)

+ Add n

Manage your pages

1. To access your pages, click on the **My Pages** link on the left hand side of your admin page.



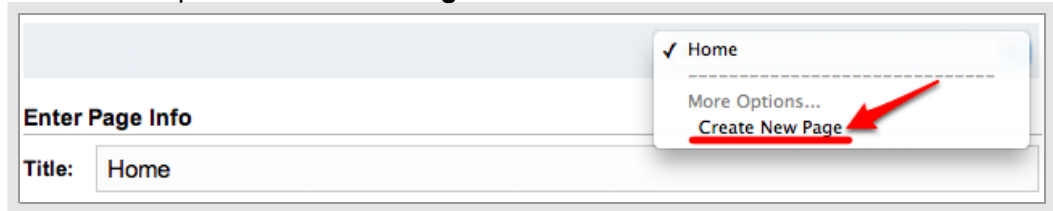
This will open your first ("Home") page.

2. To add files (documents, pictures, etc.) simply click the **Choose File** button on the bottom of the page.

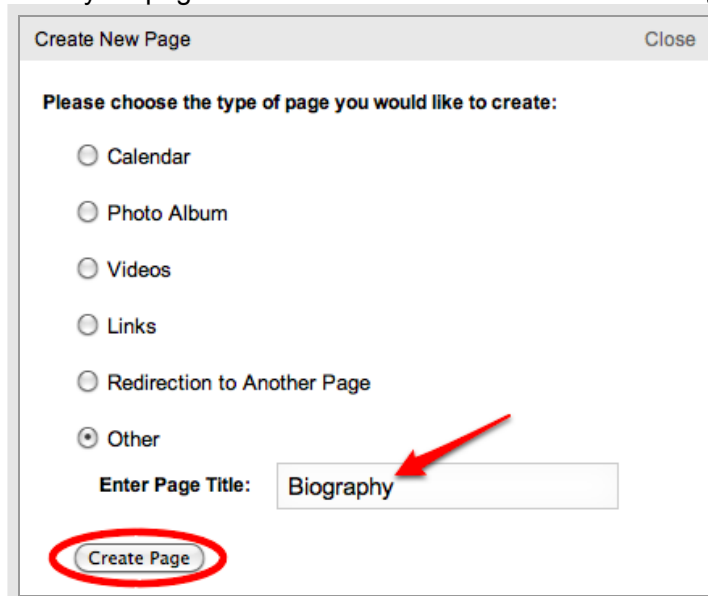




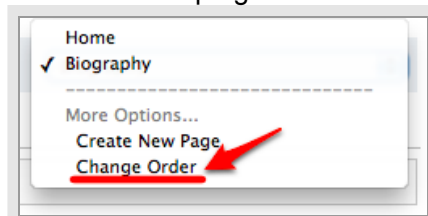
3. To add a new page, click on the drop down menu on the top right corner and choose the option **Create New Page**.



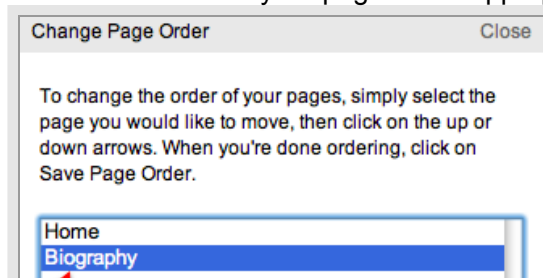
Give your page a title and click on the button **Create Page**.

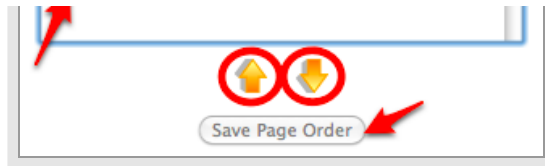


4. Once you have a few pages, you may reorder them by going to the drop down menu in the top right corner and choosing the option **Change Order**.



In the pop up window select the page that you wish to move and by using up and down arrows move your page to the appropriate location.





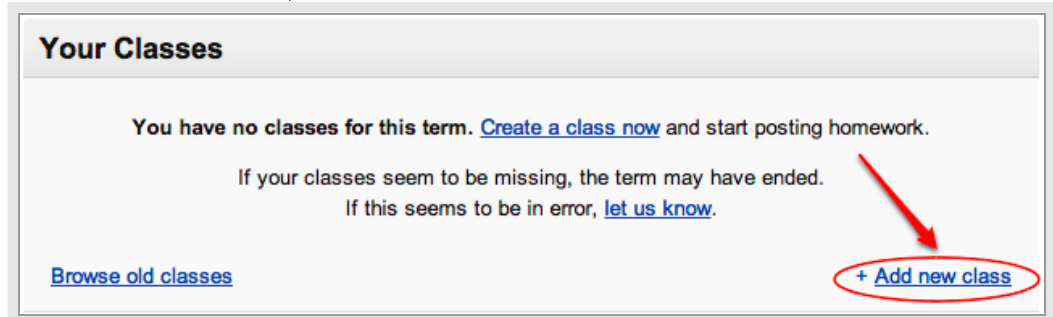
Important: Whenever you are done making changes to your pages, always remember to save your page by clicking the **Save** button on the bottom of the page.

Manage classes and homework

1. To access your classes, click the **My Classes** link on the left hand side of your admin page.



2. To create a new class, click the **Add Class** button.



3. Give a name to your class, then assign a department and a term. You can also include a code, period, location, description and attach files to this page. Once you are done, click **Save** on the bottom of the page.

Add Class

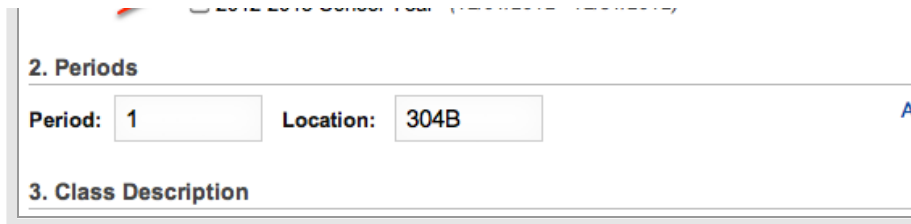
1. Class Info

Name: Decimals

Code:

Departments: Business Math
 Third Grade

Term: 2011-2012 School Year (08/01/2011 - 07/31/2012)
 2012-2013 School Year (12/01/2012 - 12/31/2012)

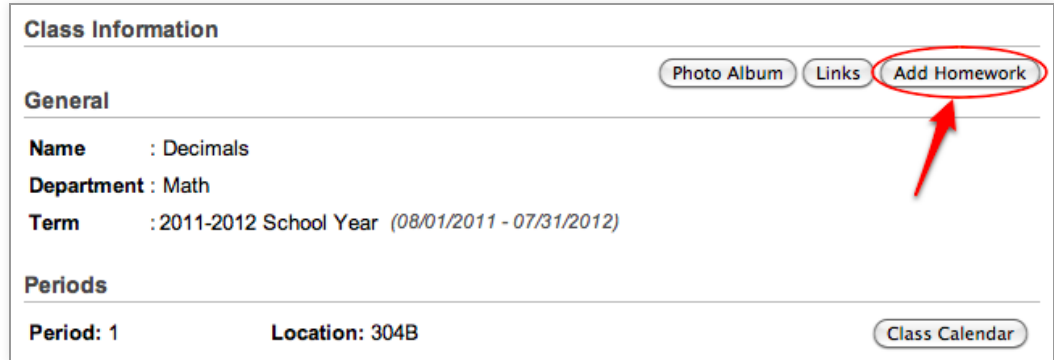


2. Periods

Period: Location:

3. Class Description

4. After creating a class, add homework by clicking the **Add Homework** button.



Class Information

Photo Album Links **Add Homework**

General

Name : Decimals
Department : Math
Term : 2011-2012 School Year (08/01/2011 - 07/31/2012)

Periods

Period: 1 Location: 304B Class Calendar

Important: In order to add homework, you must first create a class.

Have feedback on this article?

Please let us know how we can improve things at

feedback@edlio.com
