
Customizing your Class Website

- A. Adding INFORMATION to your website**
 - B. Setting up SHARING AND PERMISSIONS**
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A. Adding INFORMATION to your website:

1. To post an **ANNOUNCEMENT** on your Welcome Page:
 - a. You should be on the Welcome Page. If not, click on the appropriate link to “WELCOME” on the Side Bar.
 - b. With the Welcome Page open, click on the PENCIL BUTTON (Edit Page) at the top right of the page. This will make the page “editable.”
 - c. Click on the box where ANNOUNCEMENTS is found.
 - d. Place your typing cursor below the ANNOUNCEMENTS label, and then you may start typing the information you want to post.
 - e. When done, click on SAVE at the top of the website page.

2. To change / add a photo in the **PHOTO OF THE WEEK** section of your Welcome Page:
 - a. While in the Welcome Page, click on the PENCIL BUTTON (Edit Page) at the top right of the page. This will make the Welcome Page “editable.”
 - b. Scroll down and click on the box where PHOTO OF THE WEEK is found.
 - c. If you want to REPLACE a current photo on the page, simply click on the photo and a small Image Toolbar will appear. Click on the “X” button on the Photo Toolbar to delete the photo. Then proceed with the steps of inserting a new photo (Refer to: CREATING A TEACHER’S WEBSITE, Part K, #4, g-2).
 - d. If you want to ADD another photo on the page, simply place your typing cursor on that part of the text box where you want your new photo to be posted (either before or after the existing photo). Then proceed with the steps of inserting a new photo (Refer to: CREATING A TEACHER’S WEBSITE, Part K, #4, g-2)
 - e. When done, click on SAVE at the top of the website page.

3. To post / change a Calendar Event in the **CALENDAR** section of your Welcome Page:
 - a. While in the Welcome Page, click on the “Google Calendar” rectangular button at the lower right corner of your website calendar.
 - b. A new window with the main Google Calendar Page will appear.
 - c. Find and click on the specific date (and time) where you want to post an event.
 - d. On the text box that will appear, type the Event details that you want to post, then click on CREATE EVENT.
 - e. Follow steps (c) and (d) for any additional Events you want to post.
 - f. When you are done, click on the small red button at the left corner of the main Google Calendar Page to close this page.
 - g. You will see these events posted on your website Calendar after you “refresh” the Welcome Page (do this easily by clicking on the HOMEWORK page link on the Sidebar, then click back on the WELCOME page).

4. To post / delete an assignment in the **HOMEWORK** Page:

- a. You should be on the Homework Page. If not, click on the appropriate link to “HOMEWORK” on the Side Bar.
- b. To ADD an assignment, simply click on the “ADD FILE” button. This will allow you to browse through your computer and choose the homework file that you want to post.
- c. Double-click on the file that you have chosen to post. This will immediately attach the file to the Homework page.

NOTE: Name the Homework file the way you want to label it for your website viewers to see. Do not forget to include instructions either within the Homework file or as a separate file that you will also need to post, appropriately named/labeled.

- d. To DELETE an assignment, simply click the small checkbox to the left of the file’s name, then click on the DELETE button in your Homework page.

NOTE: It is good practice to delete outdated assignments as your website only has 100 MB of storage space.

5. To post / delete a file or a link in the **PARENT RESOURCES** Page:

- a. You should be on the Parent Resources Page. If not, click on the appropriate link to “PARENT RESOURCES” on the Side Bar.
- b. To ADD a file, simply click on the “ADD FILE” button. This will allow you to browse through your computer and choose the resource file that you want to post.
- c. Double-click on the file that you have chosen to post. This will immediately attach the file to the page.

NOTE: Name the Resource file the way you want to label it for your website viewers to see.

- d. To DELETE a file, simply click the small checkbox to the left of the file's name, then click on the DELETE button in your Parent Resources page.

NOTE: It is good practice to delete outdated files as your website only has 100 MB of storage space.

- e. To ADD a weblink, click on the "ADD LINK" button. This will allow you type in the URL of the website you want your viewers to navigate to. It will also allow you to Name this link and even describe the link briefly to your viewers.

B. Setting up SHARING AND PERMISSIONS for your website:

1. To invite specific people to view your website...

- f. Click on the MORE button at the top right of your web page, then choose "Sharing and Permissions."
- g. A new web page will open.
- h. Click inside the text box for "Add People."
- i. Type in the Gmail addresses of people that you want to view your website. Separate each Gmail address by a comma and a space.
- j. Adjacent to the text box you are typing on, there is a dropdown menu labeled "Can Edit." Click on it, and change it to "Can View."
- k. Confirm that the box adjacent to "Notify People via Email" is checked.
- l. Click "SHARE & SAVE".
- m. To go back to your website, CLICK on the Sidebar where you see the name of your website (e.g. Mr. / Ms. _____ Class).

2. To allow specific people to view your CALENDAR...

- h. Click on the "Google Calendar" rectangular button at the lower right corner of your website calendar.
- i. The main Google Calendar Page will appear. Click on the Settings button (the button with a picture of a "Gear") located on the upper right corner of the Google Calendar Page.
- j. Select "Settings" from the dropdown menu.
- k. A new window will appear. Under the "SHARING" column, click on the link labeled "Share this Calendar."
- l. Confirm that the box adjacent to "Make this Calendar Public" is NOT checked.
- m. Under "Share with Specific People" enter the Gmail addresses of people that you want to view your calendar. Type one Gmail address at a time.
- n. Confirm that the Permission Settings column indicates "See All Event Details." If not, click the dropdown button and change accordingly.
- o. Click "Add Person" and type the next Gmail address to share your calendar with.
- n. When all the Gmail addresses have been entered, click "SAVE".
- o. To go back to your Main Google Calendar Page, click on the "Back to Calendar" button at the bottom left corner of the screen.
- p. Once finished with the Main Google Calendar Page, just close that page (do NOT sign out if you are not yet done with your website).

NOTE: To view your website the way other people will see it, click on the MORE button at the top right of your webpage, then choose "Preview Page as Viewer."

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