2) Teacher Webpage-Handouts

Handouts are referred to as "documents".
Click Classroom Handouts.
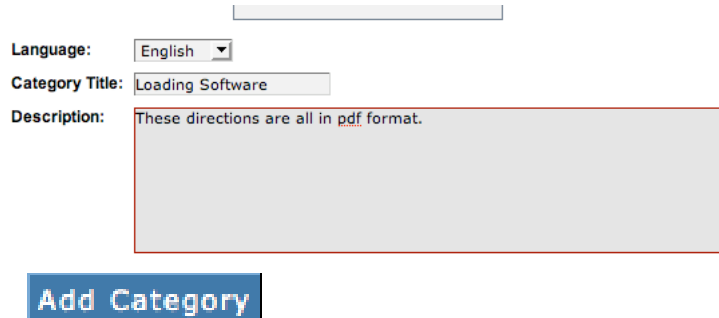Click Add New category. If you don't all will be listed as "unfiled".

■ Classroom Handouts

Add New Category

Name the category and type in a Description.

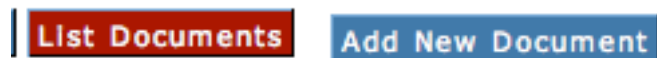Add Category to Submit.

Language: English
Category Title: Loading Software
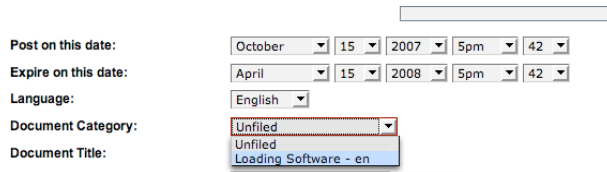Description: These directions are all in pdf format.

Add Category

Click on List Documents.
Click Add New Document.

LIst Documents **Add New Document**

Assign dates.
Choose a language.
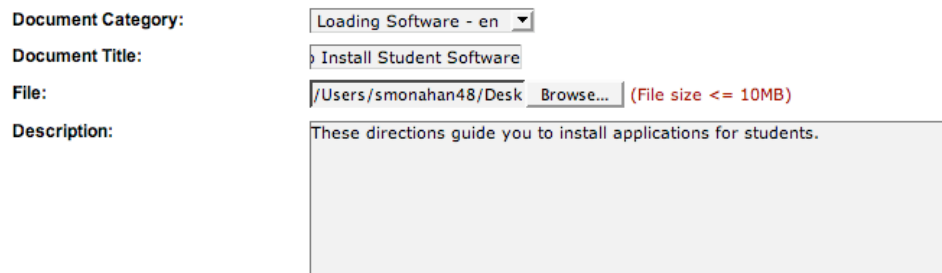Choose a Category.

Post on this date: October 15 2007 5pm 42
Expire on this date: April 15 2008 5pm 42
Language: English
Document Category: Unfiled
Unfiled
Loading Software - en
Document Title:

Give the document a Title.
Browse to locate a document.
Give it a Description.
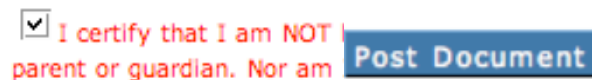
Document Category: Loading Software - en
Document Title: Install Student Software
File: /Users/smonahan48/Desk Browse... (File size <= 10MB)
Description: These directions guide you to install applications for students.

Check the box.
Post Document.

☑ I certify that I am NOT
parent or guardian. Nor am **Post Document**