

To Create a New Page:

1. Go to “new page” (it’s a sheet of paper with a +; you can find it in the top right corner)
2. Name your page (this is what will show up on the side bar on the left side)
3. Where it says “select a template”, choose the type of page you’d like (web page is a normal page, file cabinet is the one where you can upload files).
4. Select the location for your page. If the page you are creating is a main page (i.e., chemistry) you can select the option that says “put page at the top level”. If the page you are creating is a sub-page (i.e., a unit in chemistry), select the option that says “put under ____” and then select the correct location.
5. Once you have selected all the correct options, go to “create”.

To Make the Page Show Up on the Navigation Bar/Left Side Bar:

1. Go to “more” (found at the top or in the top right corner), and select “manage sites”. On the left side of the page, look for the option that says “site layout”. Here you will find a box labelled “navigation”. Click “edit” and then go “add page”. Select the page(s) you just made and go OK. If your page is a sub page (i.e., it is a subtopic under a main unit), use the arrows to move it up until it is under the correct main page, and then click the right hand arrow to indent it (it will show up indented).
2. Repeat this step until you have created all your pages and you are satisfied with it.

How to Utilize the Calendar:

1. Firstly, to make the calendar on the site different colours, you must create different calendars. To do so, where it says “my calendars” (on the left), click the triangle and create a new one. Name your new calendar. Repeat this step for as many different events/colours you want.
2. In order for your students to see these events, you must make your calendar public. To do so, click on the triangle next to your new calendar name and go to “calendar settings”. At the top, click the link that says “share this calendar” and check the box that says “make this calendar public”. Repeat this step for all your calendars that you want to make public.
3. Once you are finish, go to the main calendar and start filling in your events. When you click a day to establish an event, make sure you set the calendar to the one that fits your event.
4. Repeat these steps for all necessary events.

To Insert the Calendar onto Website:

1. Go to “edit page” (the pencil looking icon) at the top right of the page.
2. Next, go to Insert > Calendar.
3. There will be a prompt that asks you to change the dimensions of the calendar. Change these dimensions so that it fits your preferences.
4. In order for your calendar to have all the different colours, you need to select “display another calendar”. Select all the different calendars you want to display on your site. Unfortunately, you do not get to choose the colour you want these events to show up in.