


Setting Up the Teacher/Class Page


Teachers can begin to personalize their class by displaying a picture for the class in the **Group Info** section, and adding a description for the subject.

1. From the Edline menu bar, select **Edit This Page** to access the class home page in the edit mode. The Edit Mode toolbar appears.

 **Note:** The options listed on the Edit Mode toolbar depend upon your permission to update content and the type of page you are updating. For example, some school staff will not have design permissions, so the **Designer**, **Templates**, and **Add Box** options will not be available. A document page Edit Mode toolbar will have different options.



2. Update the title of the class by typing the new name in the header. Click **Save** when finished.

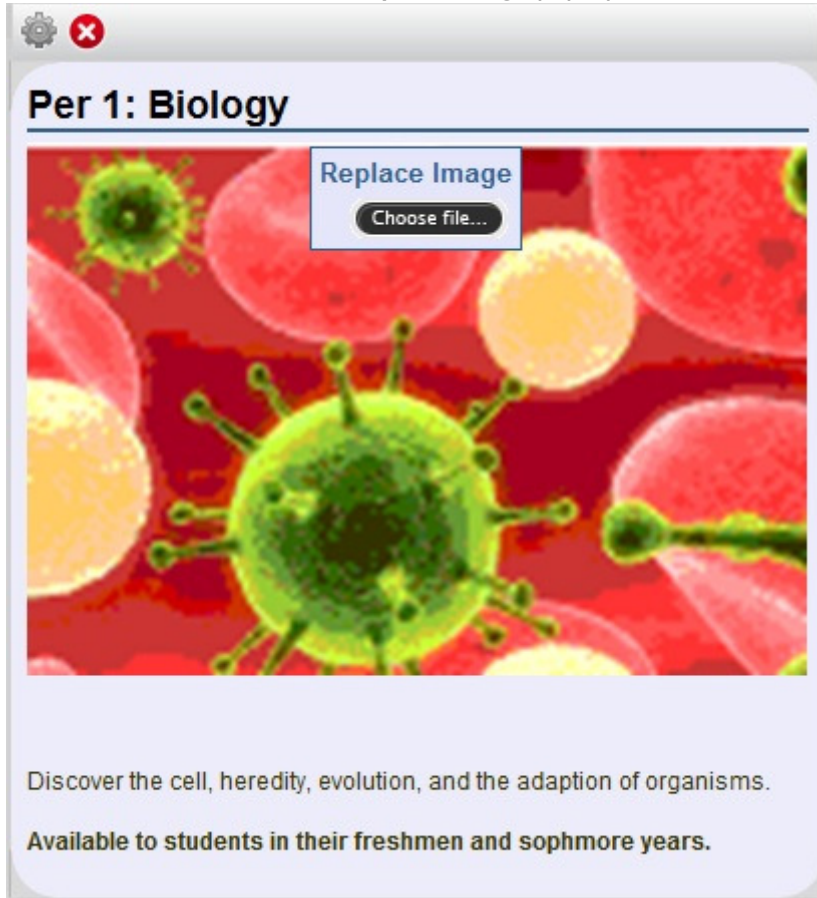
 **Tip:** When entering the name of the class, include the period number information first. Students and parents will then see the classes in the order of the student's class schedules when they select **My Edline** and then **My Classes and Shortcuts** from the Edline menu bar. Teachers will see their own class list in period order, too.

3. Type a brief welcome or highlight key features for the class under the picture. When you click in the class description text, the Edit Mode toolbar is replaced with the Formatting toolbar.



Use the Formatting toolbar to enhance your content as desired. Click **Save** when finished.

- To update the picture of a teacher class page, hover over the picture in the **Group Info** section, and select **Choose File** from the **Replace Image** pop-up menu.



 **Important:** Images should be no larger than 200 kb. For best result, set the width of the picture to the size of the page column.

Search and upload the picture, and click **Done** when finished.
The image will now be displayed in the **Group Info** section of your web page.

Related Links:

- [To Add an Image to a Class Page](#)
- [To Add Documents and Homework to a Class Page](#)