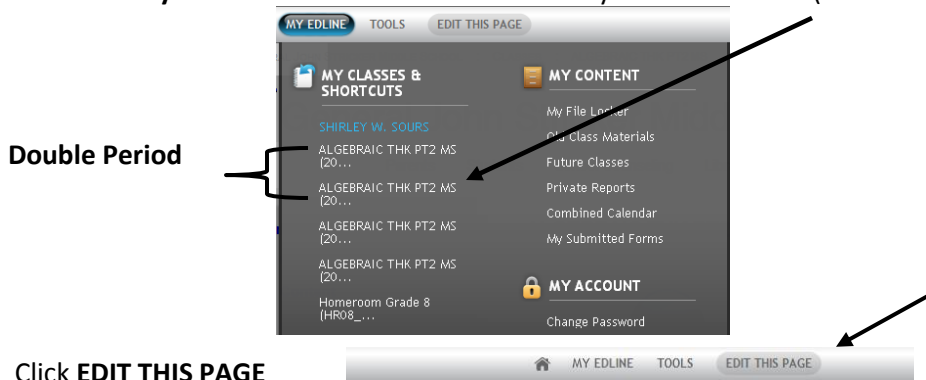




Hiding a Class Page for a Double-Period of the Same Class

If you have a **double-period of the same class**, two Class Pages have been created in EdLine, since these classes are listed as two separate classes in STARS and have different course numbers. Since you only have one group of students, you really only need one class page. You can hide the second class page by changing its Visibility in EdLine. Then, you will only need to add content to one class page for the class.

1. Log in to EdLine with your screen name and password.
2. Pull down My EdLine menu and click on the class you want to HIDE (second class of the double).



3. Click **EDIT THIS PAGE**

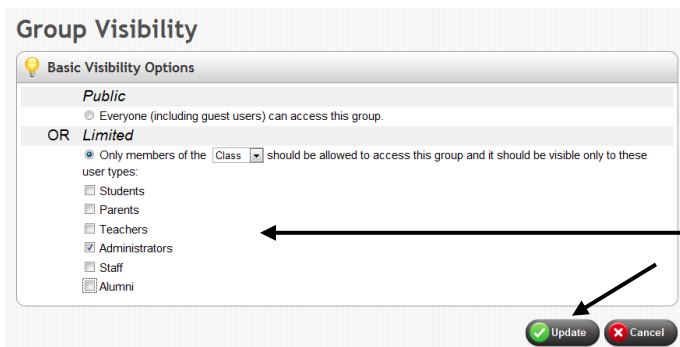
4. Click **VISIBILITY**



5. Click **CHANGE VISIBILITY**



6. Click the **LIMITED** radio button and **UNCHECK all groups except Administrators** (you cannot hide pages from Administrators); click **UPDATE**.



Uncheck all except Administrators

7. Click **Save and Return**

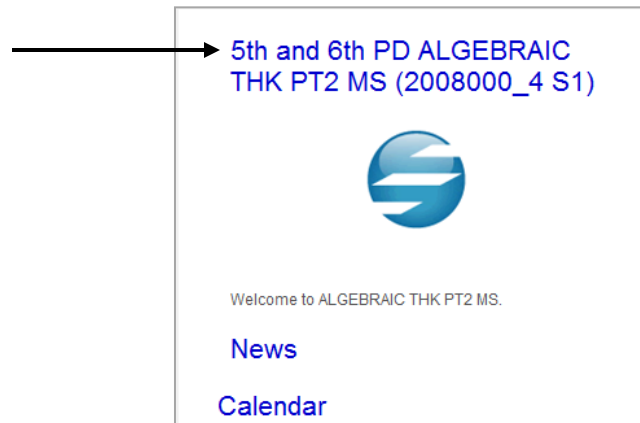


8. Click **DONE**



9. Now **Students and Parents will NOT see the class page for the second period of the double period class**. However, YOU as the teacher will still see the second class period listed as a Class under My EdLine. Therefore, **change the names of these Class Pages so that you can easily remember to add content to the VISIBLE page and not the HIDDEN page**. (Continue on to p.2)

10. Change the name of the **VISIBLE** Class Page to show both periods for the double-period class, as shown in the example below:



11. Then change the name of the **HIDDEN** class page by adding **HIDDEN** to the beginning of the Class Page name, as shown in the example below.



Only you will see this, but it will help you to avoid adding content to the hidden page when you access your Class Pages under My EdLine!

