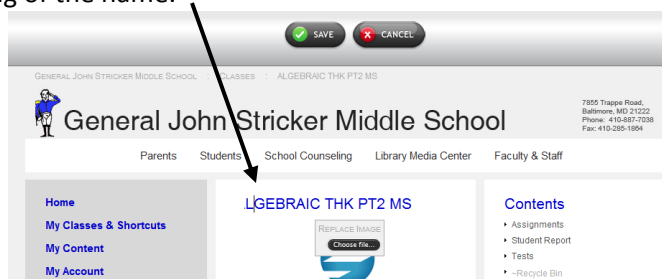


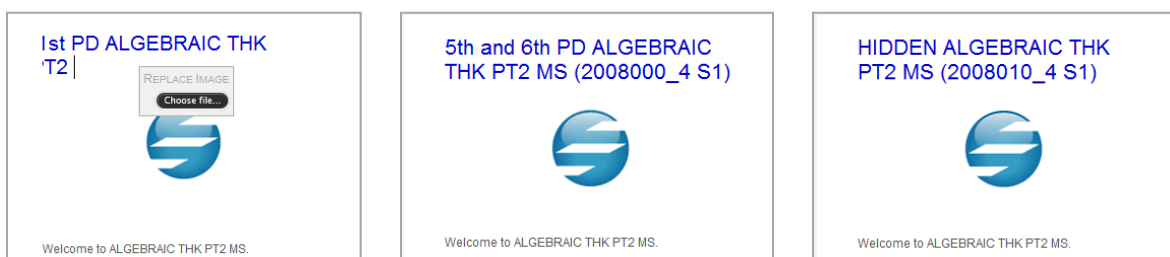
## Changing Class Names, Welcome Message, and Picture

1. Click on a class under **My EdLine**.
2. Click on **Edit Page**.
3. Click at the beginning of the Class Page name; if the first few letters of the name are hidden, click your cursor near the beginning and use the left arrow key on your keyboard, then tap the space bar, to see the beginning of the name.



4. Add the **period** for this Class (1<sup>st</sup> PD, 2<sup>nd</sup> PD, 3<sup>rd</sup> PD) to the beginning of the Class name as shown. If you teach a **double-period of the same class**, add **both periods** to the name for the first class; for the second class of the double-period, add the word **HIDDEN** to the beginning of the class name.

\* See also **Hiding a Class Page for a Double Period of the Same Class** on the EdLine portal at the General's Help Desk @ <http://bcpsgeneraljohnstrickerms.pbworks.com>.



5. **Edit the Welcome message** as desired; use the **formatting toolbar** to change the look. **Replace the image** if you like by clicking on **Choose file** to select a copyright-friendly image you have already downloaded.

\* See the **Copyright-Friendly Image Resources** on the EdLine portal at the General's Help Desk.

