

EDLINE – Hint of the Week

Week of October 14, 2003

The *News* box is a good place to put important announcements and other information you want students and parents to see when they visit the class home page.

Entries in the *News* box are listed by the date they were added or modified, with the most recent items at the top.

Adding an item to the News box

- 1 Go to the class home page by clicking the class name in your *My Classes* shortcut box.
- 2 Click the "Edit" button at the top of the *News* box.
- 3 Click the "Add to News..." button at the top of the page.
- 4 Enter a title for the news item in the "Title" field.

You can put a copy of this news item on your other class home pages as well. Select these classes now from the "Other Classes" list.

Click the "Create" button to continue.

- 5 Enter a brief description of the news item. The description will appear under the title in the *News* or when you point your mouse over the item. You can also enter a date for the item, and it will display automatically on the calendar.
- 6 Enter or upload the main text of the document. Either type the content of the document into the large box in the Content section or upload a document you have already created. Instructions for uploading a document can be found on page 18 of the teacher guide.
- 7 Click the "Update" button to save your changes.

Removing an item from the News box

- 1 Click the "Edit" button at the top of the *News* box.
- 2 Select each item you want to delete by clicking the checkbox next to it. If you want to delete everything on this page, click the "Select All" link in the upper-left corner of the list.
- 3 Click the "Delete" button at the bottom of the page.

Modifying an item in the News box

- 1 Click the "Edit" button at the top of the *News* box.
- 2 Click the "Edit" button next to the item you want to modify.
- 3 Click the "Update" button at the bottom of the page to save your changes.