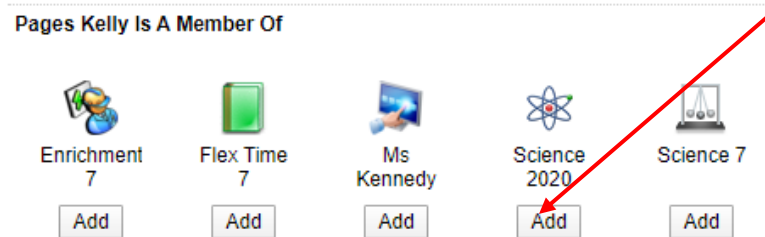
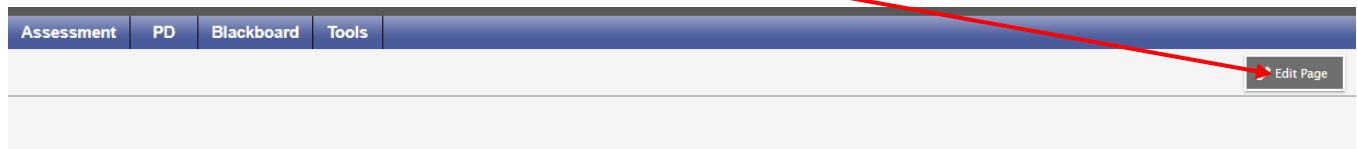


Adding widgets to your Teacher class page.

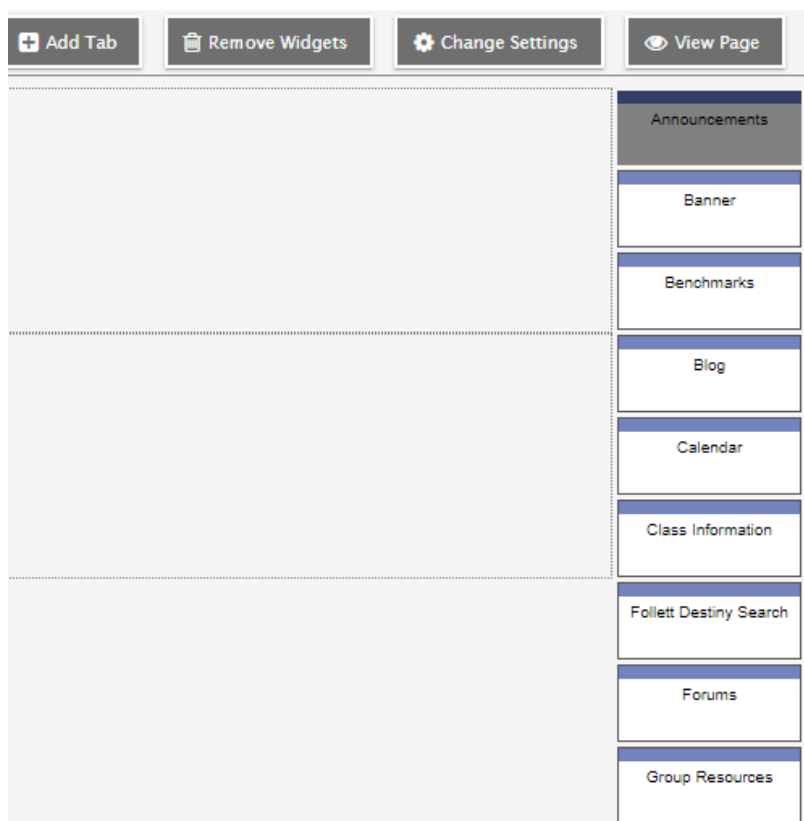
- 1) On the home page, click on page directory. Find the page icon you just created and click Add, then click on close.



- 2) Now the class will appear under the Academic section
- 3) To add widgets on your page, select your page and click edit Page (top right)



- 4) A bank of widget will appear on the right, drag and drop widgets as needed (dark greyed widget cannot be used)



- 5) Always, add the banner at the top (where you can display titles or links to other pages) Other useful widgets are Blog, Calendar, group resources and class information.

If you don't like the way widgets are displayed you can move them around and delete them.

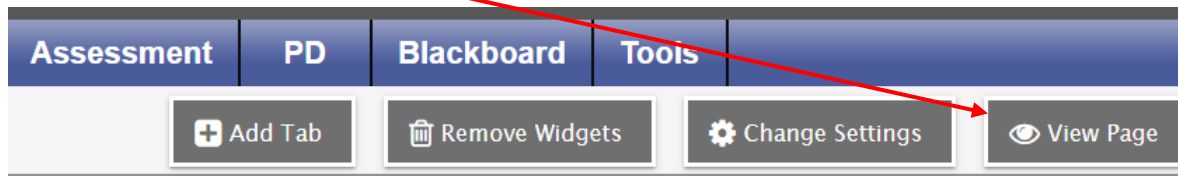
Here is a [link](#) to a quick tutorial video on how to create a class/teacher page [Design a page for a class](#)

Widget type	Widget Description	Number of instances per Page:
Banner	The Banner widget is used to relay information to groups of people, using a rich text editor. For example, you might use it to post your school's mission statement.	Multiple instances allowed
Blog	The Blog widget is used to relay information through dated entries. For example, a school principal can write a weekly blog about news of interest.	Multiple instances allowed
Calendar	The Calendar widget displays the current month by default. Click the arrow buttons to move to the next or previous month.	Single instance only
Class Information	The Class Information widget can be used on class pages. For teachers, schedule information for the class appears.	Single instance only
Forums	The Forums widget can be added to any Page as a place for Aspen users to discuss particular topics of interest.	Multiple instances allowed
Group Resources	The Group Resources widget can be added to any Page as an online repository for documents that need to be accessed by a group of users.	Single instance only
Quick Charts	The Quick Charts widget lets you run saved Quick Charts on a Page.	Multiple instances allowed
Submit Assignments	The Submit Assignments widget is used on class pages in the Student portal. Students can upload assignment files for teachers to	Single instance only
Survey	The Survey widget can be added to any Page. Anyone with access to that Page can take the survey.	Single instance only

6) If you need more space you can add tabs to your page. To edit name, double click on the tab and rename



7) Click on view page if you are ready to add content to your page. You can easily toggle between editing page and adding content.



8) When editing content in a widget make sure you click save, in order to preserve your work.

9) One very useful widget is Group Resources. If the widget is added to your page it will be available to all members. Folders can be created and files can be organized. You can upload web links, files, notes and folders. Click on Edit to access functionalities.

