LEARN 101

Enter Teacher Name

1. Topic Settings
2. Section name: Enter your name
3. Save Changes

Insert Your School Logo and Type School Name

4. Topic Settings
5. Click on 🖼
6. Find or upload image
7. Upload a file
8. Browse
9. Select your logo and click "Open"
10. Upload this file
11. Image Description
12. Insert
13. Resize logo if needed
14. Type your school name beneath logo
15. Save Changes

Adding a Class Introduction

1. Click on "Add Resource"
2. Under "Resources" select ✴ Label
3. Type your class information
4. Save and return to course

Adding a File

5. Select a Topic Folder
6. Click on ➕ to add a resource
7. Under "Resources" select 📄 File
8. Type a Name and Description
9. Click on 🗎 to add a file
10. Upload a file
11. Browse
12. Select file
13. Open

14. Upload this file
15. Click on "Appearance"
16. Display: New Window
17. Save and return to course

Adding a URL

1. Select a Topic Folder
2. Click on ➕ to add a resource
3. Under "Resources" select ▤ URL
4. Type a Name and Description
5. Send
6. Type in your URL
7. Click on "Appearance"
8. Display: New Window
9. Save and return to course

Adding a Folder

1. Select a Topic Folder
2. Click on ➕ to add a resource
3. Under "Resources" select 📁 Folder
4. Type a Name and Description
5. Click on 📁 to create a folder
6. Type name of folder
7. Create folder
8. Save and return to course

Adding a Lightbox Gallery

1. Select a Topic Folder
2. Click on ➕ to add a resource
3. Under "Resources" select 🖼 Lightbox Gallery
4. Type a Name and Description
5. Save and return to course
6. Click on your gallery
7. Add images
8. Choose a file…
9. Upload a file
10. Browse

11. Select your file/image
12. Open
13. Upload this file
14. Add more images at will
15. Update this Lightbox Gallery
16. Save and return to course

Adding a Book

1. Select a Topic Folder
2. Click on to add a resource
3. Under "Resources" select Book
4. Type a Name and Description
5. Save and return to course
6. Click on your book
7. Type Chapter title and enter content
8. Save changes
9. Under "Table of Contents" click on to add another chapter
10. Repeat steps 7 thru 8