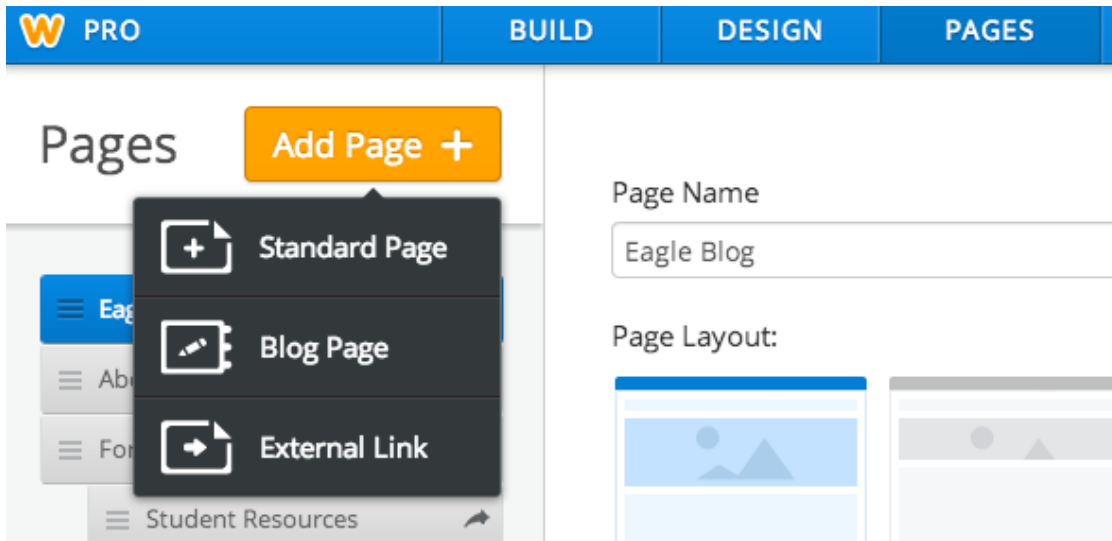
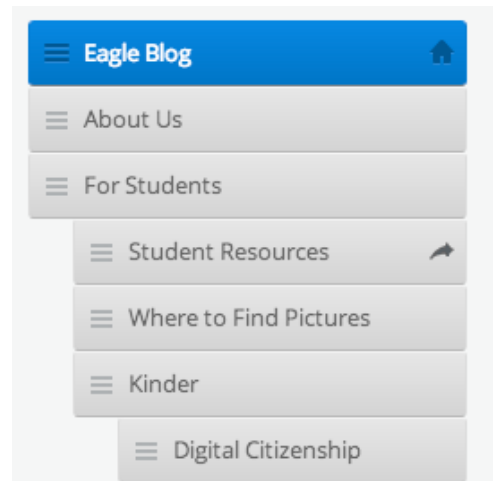


Adding Pages

1. Click on the Pages tab at the top. Change the name of the Home page to something like “My Class.”
2. Click on Add Page. To make a regular webpage, choose Standard Page. To create a blog, choose Blog Page. Give it a name. Repeat this step for all of the pages you want to build.



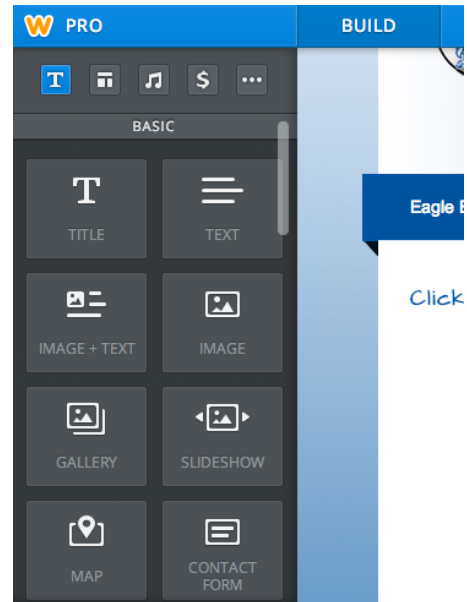
3. You can create sub-pages or “nesting” pages by dragging pages under each other on the left side. A page is nested if it is indented.



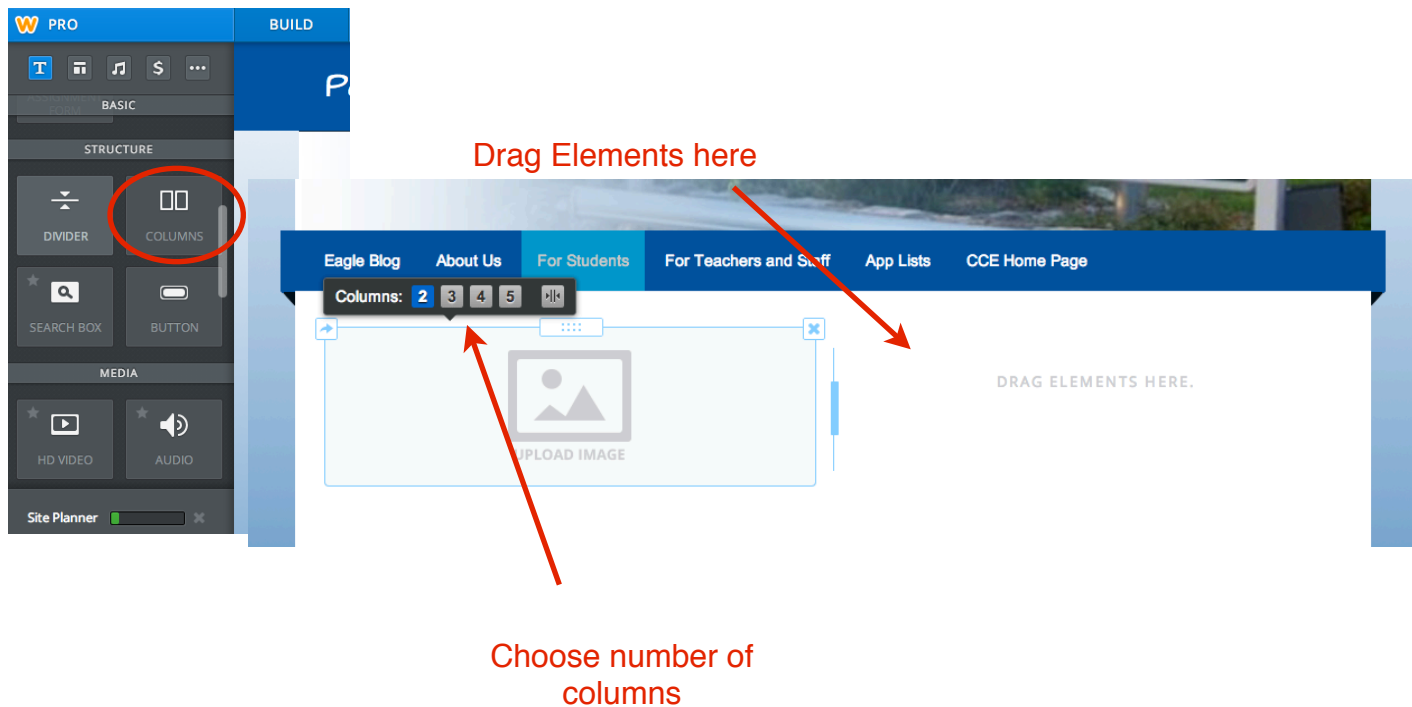
4. The last page should be a link to the campus website. Click on Add Page, then External Link. In the Page Name box, type your campus abbreviation and Home Page (for example, BCE Home Page). In the External Site box, type in your campus website (for example, bce.eanesisd.net). Click Save & Edit to start adding Elements.

Adding Elements

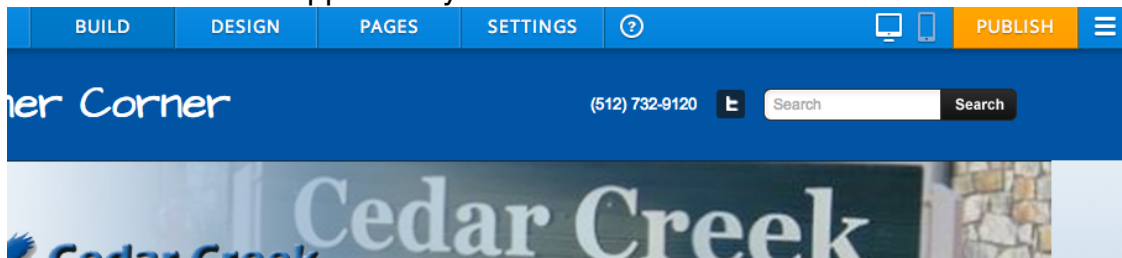
1. Click on the Build tab at the top. The Elements are on the left side. If you don't see them, hover your mouse over the vertical black stripe on the left and they will appear.
2. Drag the Element you want to use into the white space on the right. You will see a box that allows you to edit (write text, add a picture, etc. depending on the element you choose).



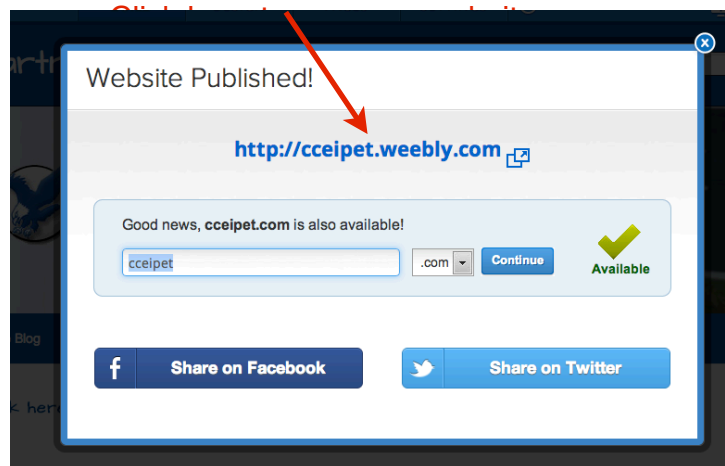
3. You can use columns to divide the page and add different elements into each column. Scroll down the Elements bar on the left side to find Columns. Drag it on to your pages. You'll see boxes appear that say "Drag Elements Here." Just drag out the Elements you want. You can resize the columns by dragging the bar in the middle. You can also choose how many columns you want.



4. Your work is automatically saved, but make sure you click Publish in the top right corner so that it will appear on your website.

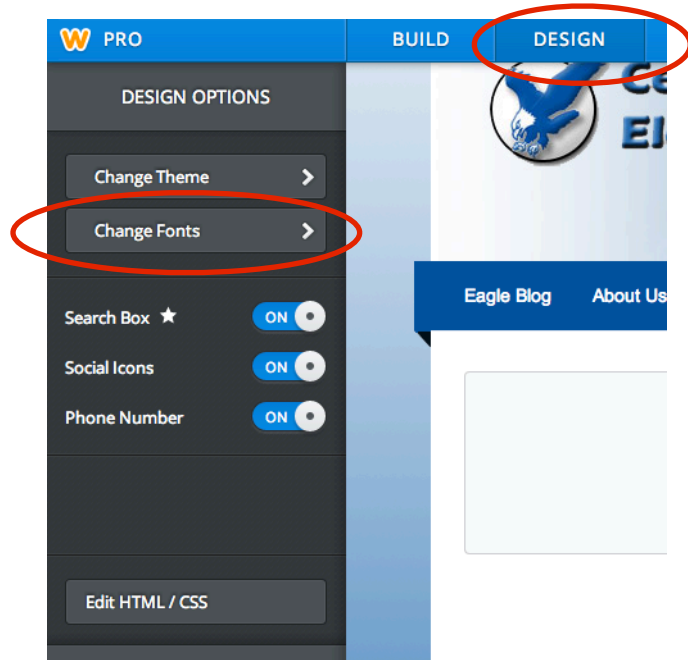


5. After you click Publish, a box that looks like this will appear. Just click on the X in the top right corner to close out of it, or click on the link to see what your website looks like. DO NOT CLICK ON CONTINUE!



Design Options

1. Click on the Design tab at the top. You have the option to change the fonts used on your website. To do this, click on Change Fonts.



2. Choose which part of the website you would like to change. Site Title is what appears at the top of each page of the website. Paragraph Title is what will appear when you drag in the Title Element. Paragraph Text is what will appear when you drag in the Text Element. This changes the fonts for all of your webpages.

Choose what you want to change

