

## ADDING PAGES TO YOUR MODULES

Think of a **MODULE** as a file folder.  
Think of the **PAGES** as a place where you can add information for students, including pictures and hyperlinks.

1. On the left sidebar, click on **MODULES**.
2. Click on the “+” within the Module you would like to add information to.
3. Use the drop down box next to **ADD** and choose **PAGE**.
4. Choose [New Page] and give it a **PAGE NAME**.
5. Click on **ADD ITEM**

Once you have created your page, you can go back in and add information to it.

1. Click on the link
2. **EDIT**
3. Add your information
4. **SAVE & Publish**

This is a nice way to add entire Power Point presentations as well. That can be in the regular PPTX format (doesn't have to be JPEG).

When finished, go back to the **MODULE** tab on the Left Sidebar and check to make sure you published your work.

UNPUBLISHED 

PUBLISHED 

## ADDING ASSIGNMENTS TO YOUR MODULES OR PAGES

Think of an **ASSIGNMENT** as the actual work you assign that you want to be graded. This can be worksheets that you have downloaded or created. You can add to the **MODULE** itself or to the **PAGE** you want it attached to after you gave instructions.

1. On the left sidebar, click on **MODULES**.
2. Click on the “+” within the Module you would like to add information to.
3. Use the drop down box next to **ADD** and choose **ASSIGNMENT**.
4. Choose [New Assignment] and give it an **ASSIGNMENT NAME**.
5. Click on **ADD ITEM**
6. Go back to **MODULE** and **MOVE ASSIGNMENT** where you would like it and **INDENT** as needed.

**REMEMBER TO ALWAYS SAVE AND PUBLISH WHAT YOU WANT THE KIDS TO SEE!**

# HANG IN THERE



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