

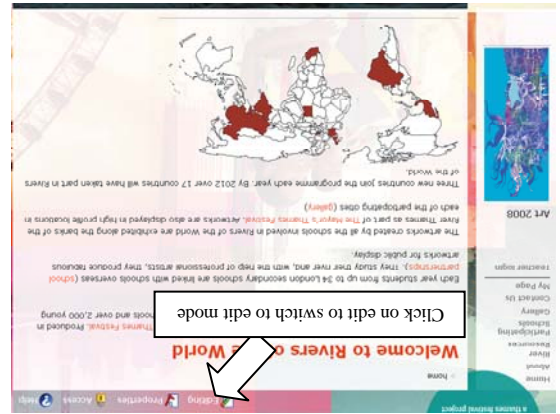


Once in edit mode you can add content by first selecting where you would like to add content followed by click on "add" to add new content or paste to paste content from your clipboard

For example to add first header under the introduction text in right column, click add and select TEXT resource from the list

Type: Our River in textbox and select h2 as html entity to create pink header style

Click on save



5 use the help function and mini-manual: On every page you find a Help button in the top right corner. Use it...

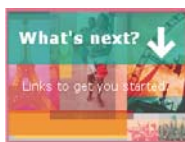
6 how to add content to your project or hello page: to add content you must switch to edit mode on your project page or hello page.

1. Click on the edit icon in top right corner to switch to edit mode. If there is no edit icon, you either are not logged in (login in) or you don't have edit rights to the page or you are already in edit mode.

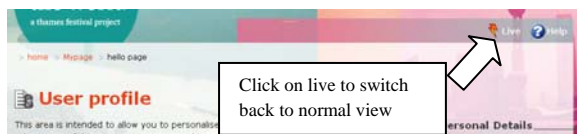


## rivers of the world

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Click on the live mode icon in top right corner of the page to switch back to normal view



### 7 how to modify content on your project or hello page

To modify content (change or delete), switch to edit mode, scroll to the element (resource) on the page you would like to modify and click on the task you intend to do.

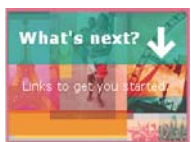


For example:

1. Delete the intro text from your workshop page. Once you confirm you cannot wind back. We recommend you delete the intro text as soon as you have read it and start adding new resources to your page...
2. Modify the "Our River" heading
3. Cut the resource and paste anywhere else on the page
4. Copy the resource and paste anywhere else on this page
5. Change the access permissions to the resource

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1 always : We recommend you always login. As soon as you have logged in you will notice that the login icon is replaced by the Mypage and Logoff tabs.

2 use the tab: On your Mypage you find all relevant links to open your projects, your discussions, the last 5 resources you created on the system and messages you send via the system.

**Mypage is the quickest way to find and access your school workshop page and hello page.**

**Myprojects:** This art teacher finds a link to the workshop page under the Myprojects listing (Ricards Lodge High School workshop page)

**Myforums:** There are no forums listed as this teacher has not posted any messages in any forum. As soon as you contribute to a forum discussion, a link to the forum will be added under Myforums.

### 3 complete your Hello page:

Your hello page is your window to the world. Make sure all your personal details are up-to-date, especially your email address. Insert your personal email address and not a general school email address. Second, upload some text, images or links describing yourself, your school, your class or your town.

4 you cannot do anything wrong: You are always in control. You can edit or delete anything you add to the system at any time. All you have to do is to click on the edit icon of a resource and make the change.



6. Insert a translation for the resource

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> home > My page > hello page

### User profile

This area is intended to allow you to personalise your personal profile that displays to other users of this system. You can use this space to provide details about yourself. There will be links to this page from all portfolios you produce.

add paste

Welcome to my new Project

add paste