In this tutorial we're using the Twenty Ten or Twenty Eleven Themes

Adding an About Me Page

1. From your Dashboard, choose **Page** > **Add New**

2. Type in a title and the information you want to include in your **About M**e page
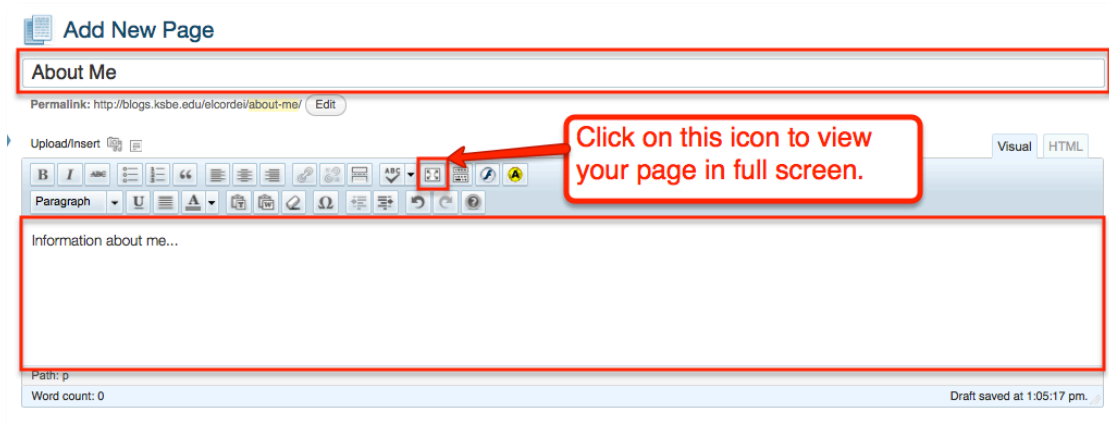
Note – if you are in full screen, you will need to exit full screen before you can continue to step 3.

3. Click Publish

4. Navigate to your blog and you should see the About Me link in your Blog Menu

If you have your menus set up, the About Me page will not be automatically added to your menu. Please skip to the Adding Menus section of this tutorial for instructions

Adding a Syllabus

1. From your Dashboard, choose **Page** > **Add New**

2. Type in a title and the information you want to include in your **Syllabus** page

Note – if you are in full screen, you will need to exit full screen before you can continue to step 3.

3. To add a link to your syllabus for parents to download, type the following phrase at the top or bottom of your page, "Click here to download"
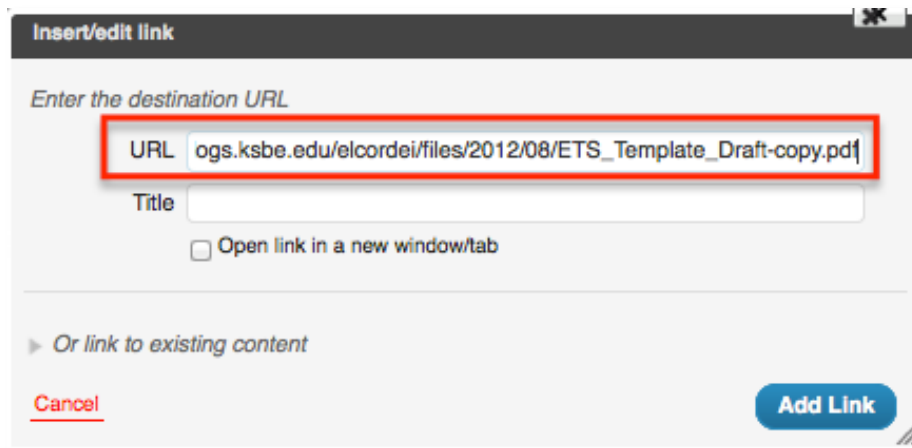
4. Click on the **Media** icon

5. Select your file just as if you were adding an attachment to an email. Scroll to the bottom of the window and highlight and copy the link in the **Link URL** field

6. Click **Save all Changes**

7. Highlight the word here you typed in Step 3 and click on the link icon in the toolbar

8. Paste the link you copied in step 5 in the URL field and then click **Add Link**
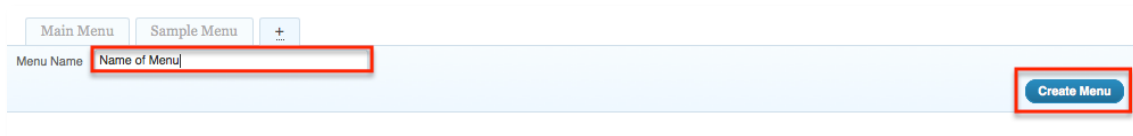
Insert/edit link

Enter the destination URL

URL   ogs.ksbe.edu/elcordei/files/2012/08/ETS_Template_Draft-copy.pdf

Title

☐ Open link in a new window/tab

▶ Or link to existing content

Cancel   **Add Link**

9. Click Publish

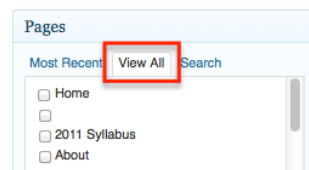**Working with Menus**

1. From your dashboard choose
   Appearance > **Menus**

2. Enter a name for your new menu in the
   Menu Name box

🖼 **Appearance**   Themes
                          Widgets
👥 **Users**   Menus
🔧 **Tools**   Theme Options
                          Header
🔢 **Settings**   Background
⚙ **Select Sociable**

3. Click the **Create Menu** button.

Main Menu   Sample Menu   +

Menu Name   Name of Menu

                                          Create Menu

Pages

Most Recent   View All   Search

☐ Home
☐
☐ 2011 Syllabus
☐ About

4. On the left, locate the Pages menu. Click on the
   View All link to bring up a list of all the currently
   published Pages on your site.

6. Select the Pages that you want to add by clicking the checkbox next to each Page's title.

7. Click the **Add to Menu** button

8. Notice your pages you added are now visible in the Menu Panel. Choose **Save Menu**

9. You add **categories** to your menu the same way you add pages only use the **Categories** panel.

10. To add a custom link to your menus, click on **Custom links**. Add the web address to the url field and type the name you want displayed in your menu. Then click **Add to menu**.

Hint – Using the custom link option allows you to add a link to the Edmodo or Blackboard log in page
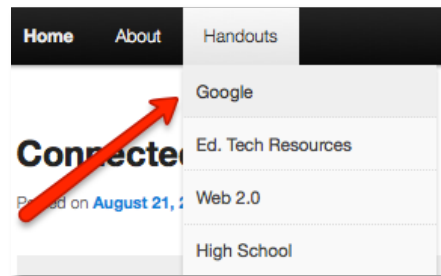
11. To make one menu item a sub menu of another, position the 'child' underneath its 'parent' and drag it to the right.
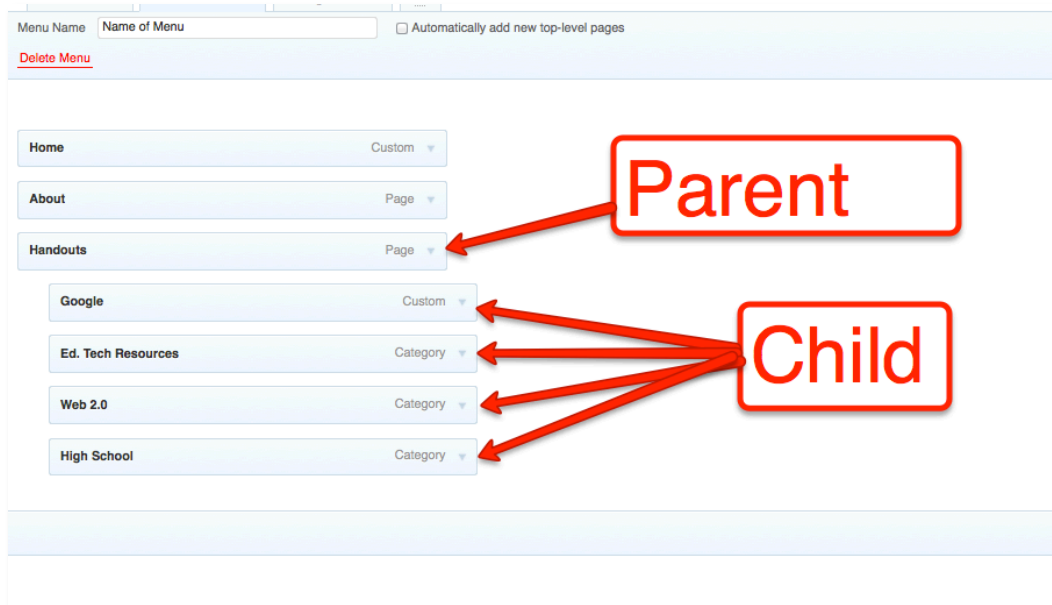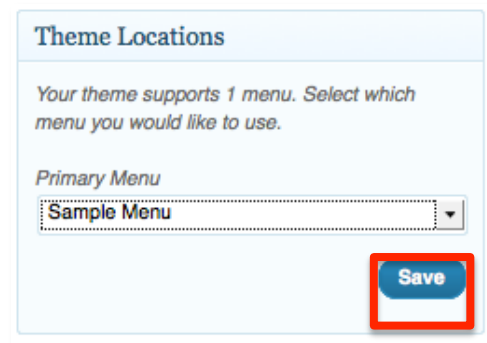

12. Save your menu

13. Here is what the submenu items look like for visitors to your blog

14. To activate your menu, under **Theme Locations**, select the name of your menu and then click on save.

Note: If you do not save complete step 14, your menu will not be displayed on your blog.