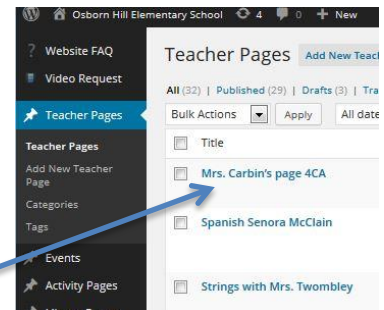# How to Edit Your Teacher Page

If you open Osborn web page and click on your name under Teachers, this is what you will see:


Here's how to edit the page:

- Open the Osborn Hill Web page.
  URL:http://fairfieldschools.org/schools/oh
- Add wp/admin at the end of the address then press *Enter* and log in as you normally do on the network

- Click on Teacher Pages on the left panel.

- To work on your teacher page, click on *Edit* under your name.

  There is a main area on your teacher page where you can insert a replacement image add your own text, insert a table, etc. by using the formatting tools.
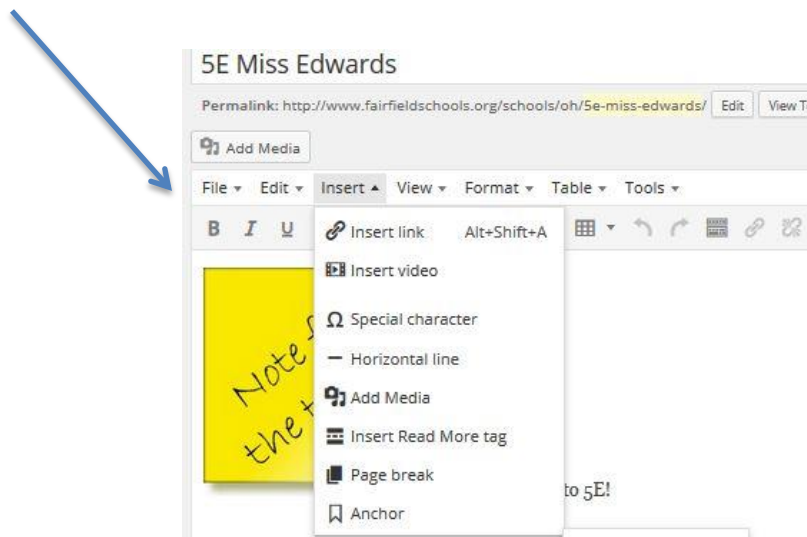
- Below, you have two additional text boxes, with a third one dedicated to links. You do not have to use them all and they will not show if you don't put a title in. You can change the titles to whatever you want. Some of you may want to have one dedicated to Newsletters and add a newsletter for each month.
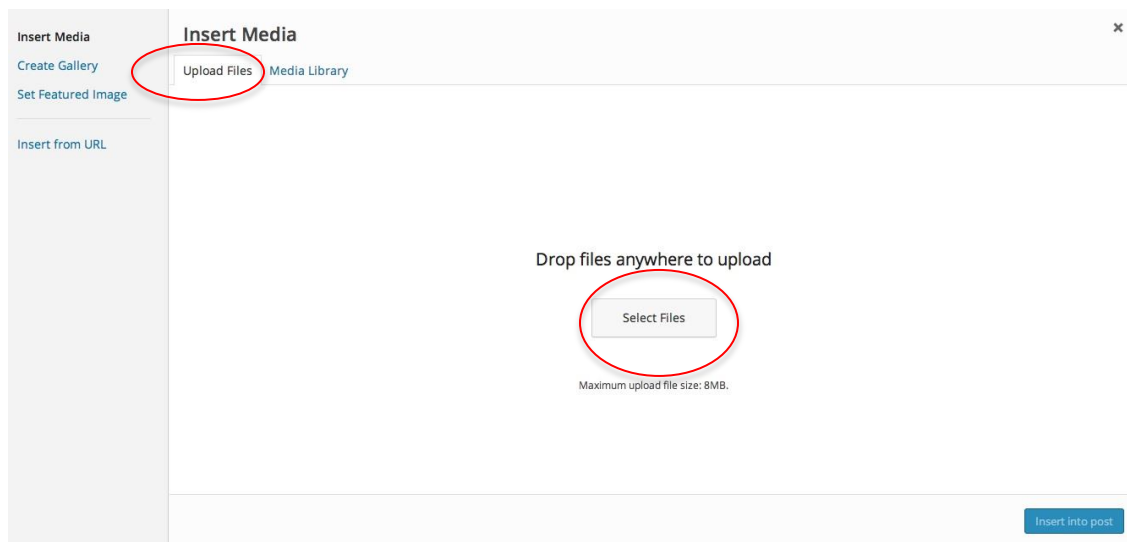

One Title and Description have been added to this web page

To add more text, you can also cut and paste something you've already written in Word.
ADD MEDIA is the term for adding images OR Word documents or PDFs that you have saved somewhere else.
- Click on Upload Files, then Insert Media, and Select Files, then navigate to get them.

Click on the file you want to insert.

- When inserting a picture, make sure you select the file size and alignment before clicking on the *Insert into Post.*
- If you would like to include a caption, be sure you do it here.

Always update as you go! (on right side of your page)

- A **table** can be inserted if you would like to add additional text in this main section, for instance, upcoming events for your class.
- You might also want to use a table to keep documents listed in a column under a text box in the right panel.
- *Use the table icon*. It will allow you to select the number of columns and rows you need.
- You can delete or add cells in the future by using the arrow to the right of the table icon

.

- Select a link place marker and change the text to the name of the

Links

If you would like to display links on your page, leave the title as "Links". If not either remove the title "Links" or replace it with the appropriate title.

Links

Your Links

Simply highlight the link, click the "LINK" icon above and type in your link and link title. If you need to place more then four(4) links, simply click to the right of the fourth link and click ENTER on your keyboard (Return for Macs). If you'd like to delete one or more of the links, either click BACKSPACE until it is deleted, or highlight it with your mouse and click DELETE.

Add Media

Font size | B | I | ABC | U

Remove formatting

Format | Styles | HTML

- Your First Link
- Your Second Link
- Your Third Link
- Etc Etc

website to which you will be linking.
- Then click on the link icon.

Add Media

Font size | B | I | ABC | U

Format | Styles | HTML

- XtraMath
- Vocabulary Spelling City
- Your Third Link
- Etc Etc

Insert/edit link

Enter the destination URL

URL http://xtramath.com

Title

☑ Open link in a new window/tab

▶ Or link to existing content

Cancel   Update

Path: ul » li » a

- Type in the URL.
- You do not need to type the title here. (The link will only work if you have replaced the temporary place holder link with the name of the site on your home page.)
- Be sure you click on *Open Link in a new window/tab* before clicking on *Update.*

These directions were adapted from directions created by Chris Coombs, Sherman LMS. Thank you Chris, for your efforts!