**Getting Started with SchoolWeb - Adding your contact information**

1. Log on to your SchoolWeb site (use the same log on as for the computer)
2. Click turn editing on – box on right side
3. Click the pencil/paper icon to edit [Edit summary](http://moodleweb2.lisd.net/schoolweb/course/editsection.php?id=52656) a topic box
4. Add your contact information, schedule, tutoring times
5. Click Save Changes below the editing box

**Adding Additional topic boxes (the boxes numbered in the middle) You may want to have one for each week or one for each unit. This is up to you.**

1. Look in the box on the left or right of your page labeled Administration
2. Click on Settings
3. Number of weeks/topics – set to the number you need

**Adding an enrollment key (password)**

1. Look in the box on the left or right of your page labeled Administration
2. Click on Settings
3. Look for **Availability**
4. Enrollment key [Help with Enrollment key (new window)](http://moodleweb2.lisd.net/schoolweb/help.php?module=moodle&file=enrolmentkey.html&forcelang=) 
5. Type your password in the box
6. Guest Access – allow Guests who have the key

**Adding a calendar**

1. Find the box on the right or left edge of your page that says “Blocks”
2. Click “Add” and the down arrow and click “calendar”
3. Click on the month that is underlined
4. Click “New Event” on the top right
5. Click “Course Event”
6. Click “Ok”
7. Type the name
8. Description is optional
9. Put in the date you want it to show on your calendar
10. Make sure “without duration” is selected and “no repeats”
11. Click “Save Changes”

**Add a text page**

1. In the topic box where you want to place your text page, click add a resource and down to “compose a text page”
2. You can copy and paste the text into the text page
3. The Name is what will show up in the topic box that students will click on to open the text page
4. Where it says “full text” you will type or paste the information - Formatting will not be saved
5. Window – “New Window”
6. Click “Save and return to Course”

**Add a file from your computer to SchoolWeb**

1. In “Administration” on the left or right of your screen, click on the folder icon “files”
2. Click “Upload a file”
3. Click “Browse”
4. Find the file on your computer and click on it
5. Click “Upload this file”
6. Click on the top of your page the name of your schoolweb to bring you back to your class main page
7. In the topic box where you want to add the file from your computer, click “Add a resource”
8. Click down “Link to a File or Website”
9. Name = What students will see on your school web
10. Blue – Link to a file or website - Click on “Choose or upload a file”
11. Find your document and click “Choose” to the right in a reddish color
12. Click “New Window”
13. Click “Save and Return to Course”