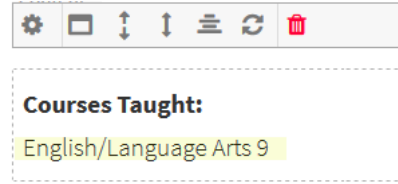## Courses Taught:

To update your courses taught, you will**:**
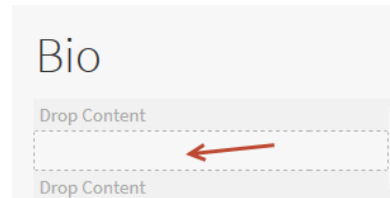
- Click inside of the HTML editor and remove the sample courses and type your courses taught.

About the Teacher:
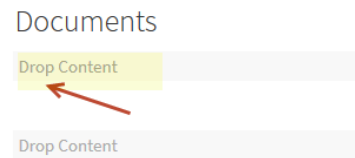
To update your courses taught, you will**:**

- Click inside of the HTML editor and type your bio information accordingly.

Class Documents:

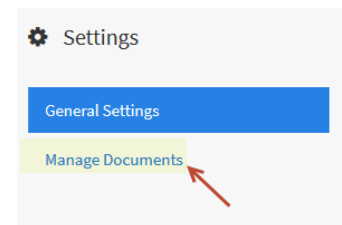To add documents to your Documents app, you will:

- Hover over the Drop Content bar directly underneath the HTML Editor containing the word 'Documents' to display the Styling Toolbar.

- You will select the Settings option from the Styling Toolbar.

- You will then select the Manage Documents link within the Settings window.

- To add files, you will select the Add File button.

- You will then open the folder containing your documents from My Library 'or' you may select the Upload button to upload your documents and then select the files you wish to add to your app. You will then click OK.
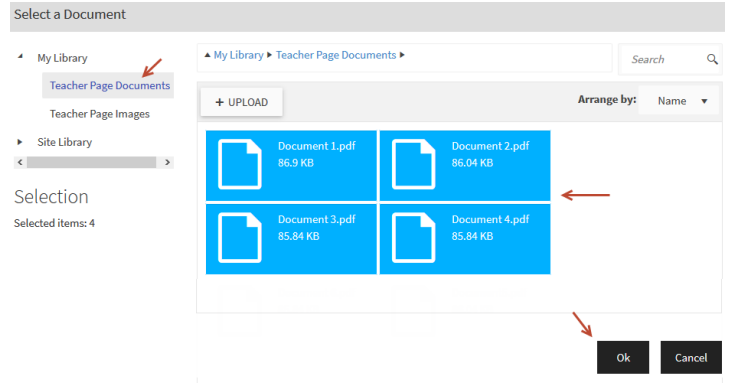
- You will then see your documents displayed within the Document List.
  - If you wish to change the list order, you can simply click the document with your left mouse button and drag/drop into the order you wish for it to display.
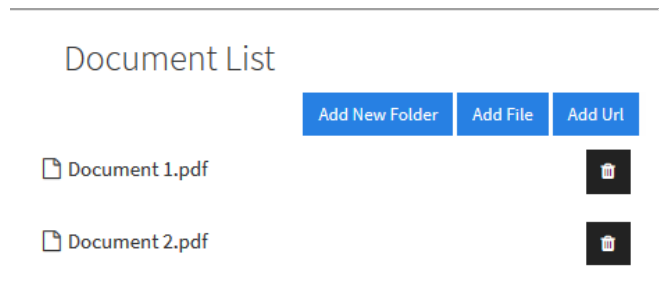
- To add a folder, you will select the Add New Folder button. Your New Folder will then appear in the Document List. To name the folder, you will simply click the folder and type the name accordingly.
  - To move documents to display within a folder, you can simply click the document with your left mouse button and drag/drop under the folder.
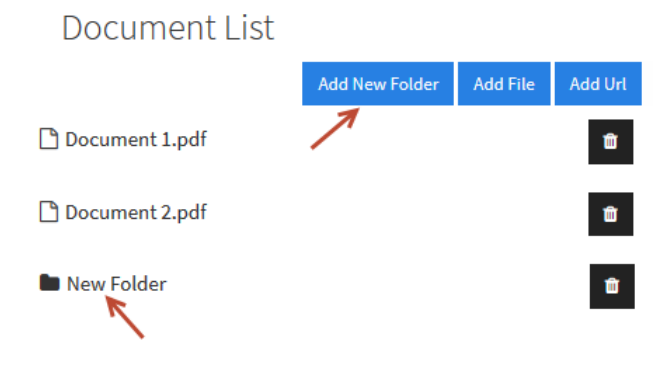
To enter a file URL from a third party that is viewable to the public, you will:

- Select the Add URL button
- This will add a title area within your Document List. You will click on 'Change document Title' and enter the title of your document.
- You will then enter the public file URL to the area underneath the title.

- Once complete, you will select the Save button.