

Posting Calendar Events and Creating a Public Class Page/Home Page in eChalk

Please see the steps below if you would like to:

(Pages 1 and 2): Add homework assignments and other events to the class page calendar;

(Pages 3 and 4): Set the default Landing Page that parents see when they access your class. This step is required if you would like parents to see your posted calendar events from the public view (without having to log in to their child's eChalk account).

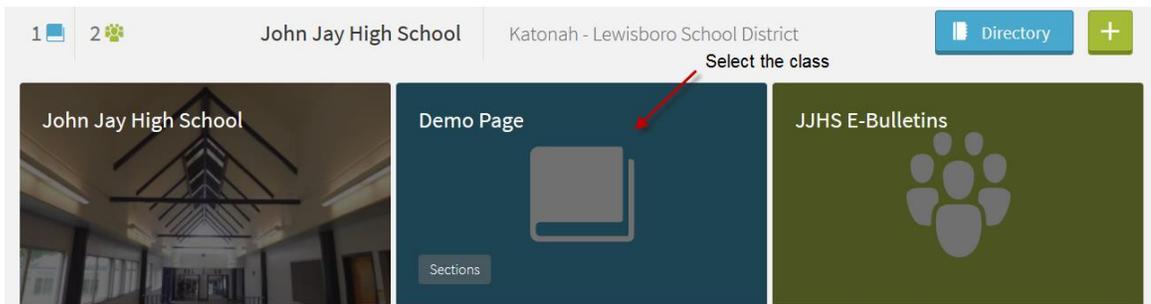
(Pages 5, 6 and 7): Create a Public Class Page / Home Page, which combines the calendar and other class information. This step is required if you would like parents to see more than just calendar events on your Public Class Page.

Additional information and helpful videos can be found at help.echalk.com

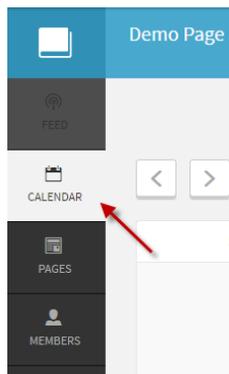
Adding events to the class page calendar

You can post homework assignments and other events to the calendar by using the following steps:

- Log in to eChalk
- From your dashboard, select the class tile for which you'd like to post a homework assignment:



- Select **Calendar**:



- To add an assignment to the calendar, either:
Select the green plus icon in the upper-right (which will default the event to today's date)
or
Select a date from the calendar (which will default the event to the selected date)

- The **Create Event** window will open:

The screenshot shows a 'Create Event' window with the following fields and options:

- EVENT TITLE:** Field Trip to American Museum
- TYPE:** None
- DESCRIPTION:** Event Description
- LOCATION:** American Museum
- Attach:** File, Document, Camera icons
- WHEN:** September 27, 2016, All Day, Add End Date/Time
- Use the same date for all your sections:**
- Buttons:** Create Event, Cancel

Event Title: this field is required. It can be detailed, or just listed as “Homework”, for example.

Type: this field is optional. Select from the drop-down.

Description: this field is optional. Enter any details about the assignment here.

Location: this field is optional.

Attach: this field is optional. You can include a file from that has been uploaded to Class Resources, or My Files within eChalk or a file from My Device (your computer).

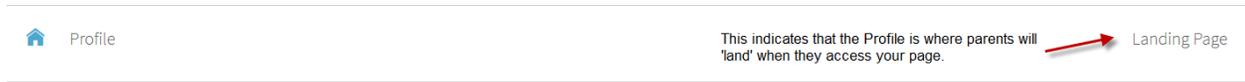
When: This field is required. Select the date on which the assignment should be posted, and to which sections of the class. You can also designate a start and end time, if appropriate. Be sure to include Public Calendar if you’d like parents to be able to see it without logging in.

When all of the fields have been completed, select **Create Event**.

The event will now appear on your calendar. However, if the Landing Page for your class is still set to the default of Profile (your class information page), then the parents will not see the assignment unless they are logged in to their child’s eChalk account. In order for the parents to view the calendar on your public page, you must set the Default Landing Page (pages 3 and 4).

Setting the default Landing Page

The Landing Page is the page that parents will see when they access your class page. By default, it is set to the general information Profile of your page. If this is not changed, then parents will not see the events that are posted to your calendar unless they log in with their child's eChalk account.



In order to have parents see calendar events when they access your page, you must change the Landing Page in eChalk to either:

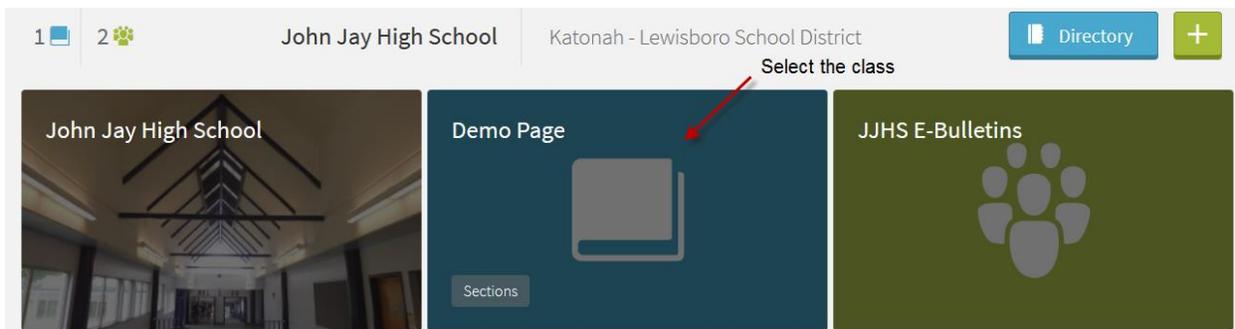
- Your **Calendar**, if you only want parents to see homework assignments and other events that are posted to the calendar,

or

- Your **Home Page**, which can combine the calendar events and other items such as announcements, videos, etc. Additional steps are needed in order to create a Home Page. Please see pages 5, 6 and 7.

To set the default Landing Page:

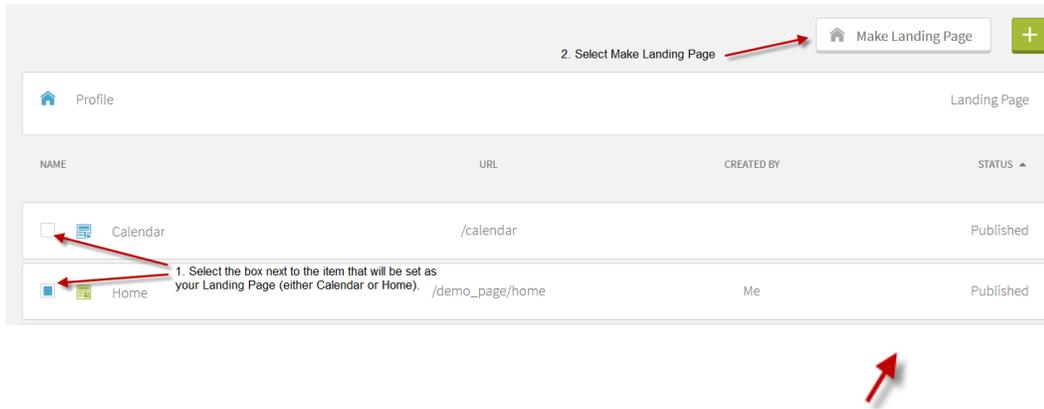
- Log in to eChalk
- From your dashboard, select the class tile for which you'd like to post a homework assignment:



- Select **Manage Public Pages**:



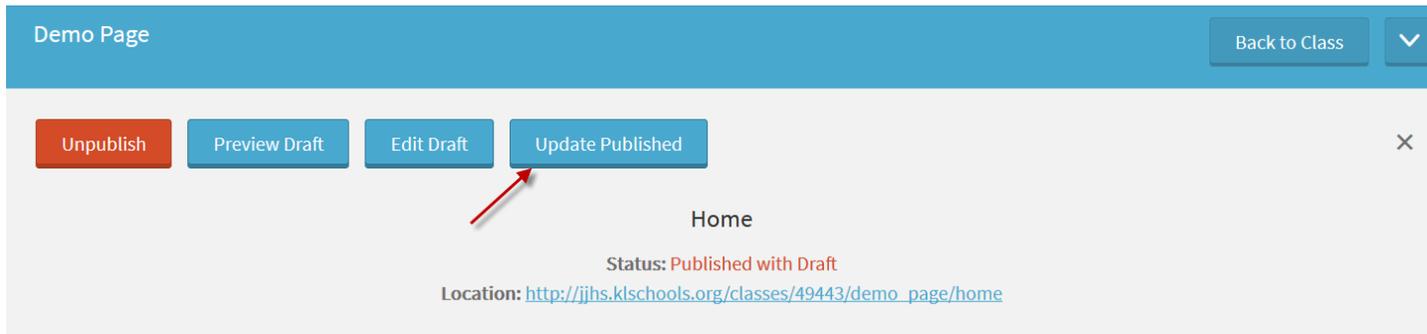
- Select the item that you wish to use for your Landing Page and select **Make Landing Page**:



The **Make Landing Page** option will only be available to you if the Status of your selection is Published.

If the Home page is not an option, and you would like to create a Public Class Page to designate as your Home Page, please follow the steps on pages 5,6 and 7, below.

If the Home page is an option, but it is not Published, select it by clicking on the “Home” text, and if your page is ready to be published, select Update Published:

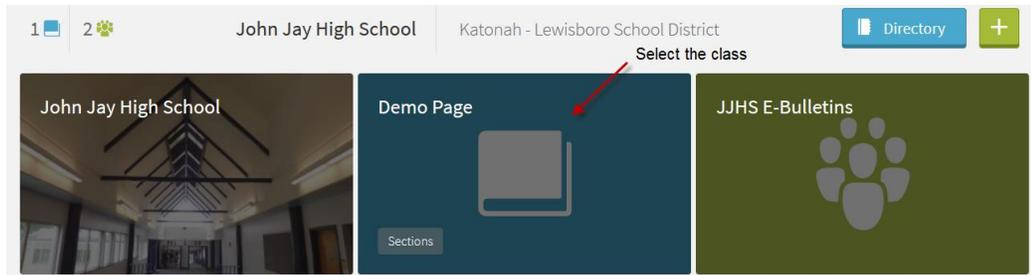


You can then designate your Home Page as the Landing Page.

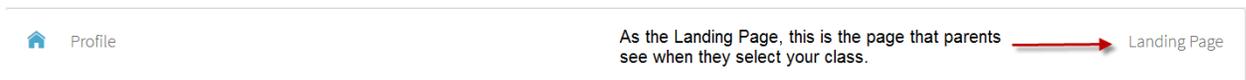
Creating a Public Class Page / Home Page

To create a **Public Class Page** and designate it as your **Home Page**:

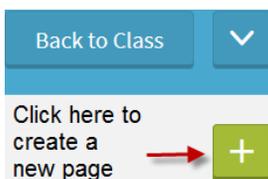
- Log in to eChalk
- From your dashboard, select the class tile for which you'd like to post an assignment:



- Select **Manage Public Pages**. By default, your previously-created Profile is the Landing Page, or the page that parents see when they go to the website and select your class. Once your public page has been built, you'll be able to change the default view to the public page:

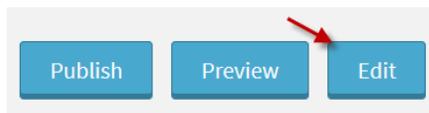


- Click on the green plus icon to the upper-right of the screen, and you will be prompted to **Create a New Page**:



- Name your page (most teachers use the name "Home" for what will end up being their landing page) and select **Create**.

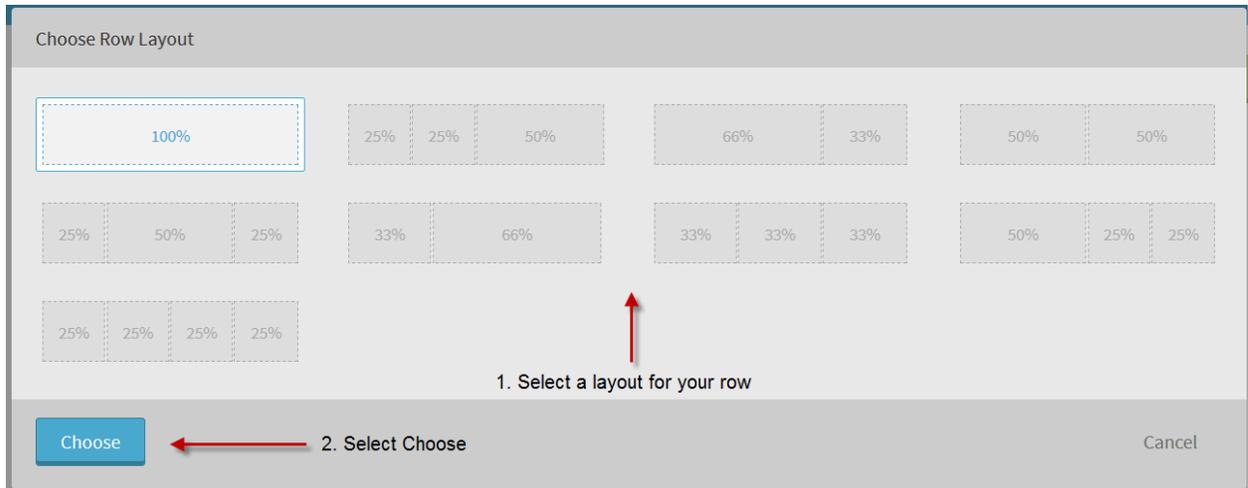
- Select Edit:



- Select **Add New Row**:



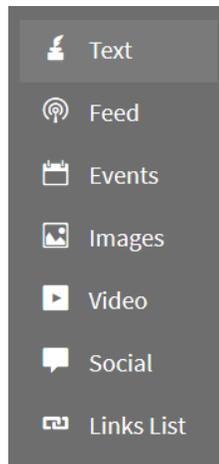
- On the **Choose Row Layout** screen, you decide what you want the configuration of your row(s) to look like. Select a configuration, and select **Choose**:



- Once you have chosen a Row Layout, you will have the opportunity to **Add Content** to each of the placed blocks:



- Select the type of content that will be stored in the block. If you want a block to contain helpful links, for example, you might choose **Links List**. If instead you will just be providing a message in text format, you might choose **Text**. The calendar events can be displayed by selecting **Events**:



Important note: if your links list will contain links to files, those files must first be uploaded to **My Files** or **Class Resources**.

Once you have followed the selection-specific prompts for the content of a particular block, select **Save**.

Once all of your content blocks have been populated, select **Done Editing**:



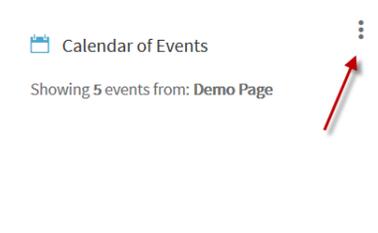
To publish your changes to the public page, select **Update Published**:



Once you have updated the published view of your Home Page, you can return to pages 3 and 4 to set it to be your Landing Page.

If you would like to edit your existing Public Class Page / Home Page:

- Select Pages
- Select Home
- Select Edit
- Select the three dots in the upper-right of the block you wish to edit or delete:



- Select
 - Edit Block:** to edit the content block
 - Swap Block:** to swap this block's location with another one. If you select this option, you will next select the block that you would like to swap locations with, and then select Swap;
 - Remove Block:** to delete the block

Once you have made your edits, select Done Editing and Update Published.