


Create a New Page

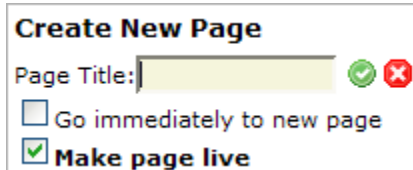
1. Be sure you are on your class webpage.
2. Click the "Content"  tab in the upper left-hand corner.

3. Hover over "New Page" 



4. Hover over "Content"

5. Click on "Content Block" to the right of that.

6. A box will pop up that looks like this:





Create New Page

Page Title:  

Go immediately to new page

Make page live

7. Next to **Page Title** enter in the name of your new page (this name will appear at the top of your new page automatically).
8. Select any of the other options as desired.
 - Go immediately to new page**-takes you directly to the new page to allow you to start working on it (you usually want to check this)
 - Make page live**-makes the page already viewable to other users
 - Click  or press Enter to create the page ***If you did not check off "Go immediately to new page" then doing this will not bring you to your new page to start working on it. You will have to find your page in the "Site Map" (See Site Map below)**
 - Click  to exit without saving the new page

9. Once you are on your new page to start working on it, you can click the second "Edit Control" button to access the **Content Editor** to update your new page.