Moodle: To Edit Your Web Page

1. **Log in to the LISD Moodle Site**
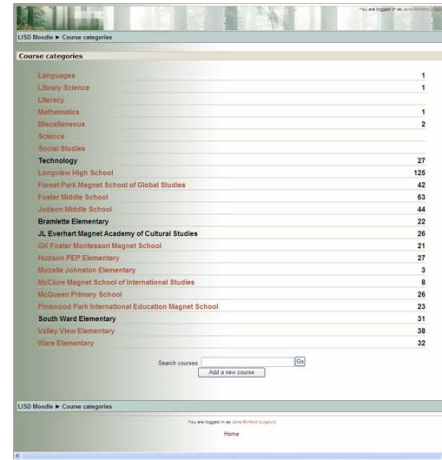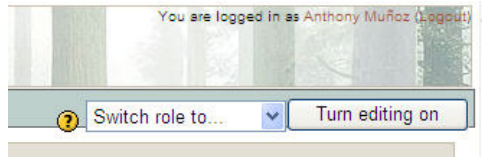   Go to your web browser *(Ex. Internet Explorer)* and type in http://juno.lisd.org/moodle/ or click the Moodle link on the campus jump page.

2. **Click the name of your campus.**

3. **Locate & click your name in the list of teachers.**
   (Click Next at the top of the list to see more teachers.)

4. **Click the "Turn editing on" button on the top-right of the web page to make any changes.**

   The web page will change and you will see additional items.

5. **If "Course categories" is listed on the left side of the web page:**
   - Click the X under it to delete this from your web page.

6. **Optional: If "Administration" is showing on the left side:**
   - Click the eyeball to hide this on your web page.
   - If for some reason you need to see the options under it just click the eyeball again to view them.

7. **To edit the web page: Scroll to the bottom of the web page and click the** editing icon **in the bottom left corner of the web page.**

8. **Basic editing tools will become visible at the top. Many are the same as in MS Word. If more editing tools are needed click the enlarge editor button to view additional tools.**
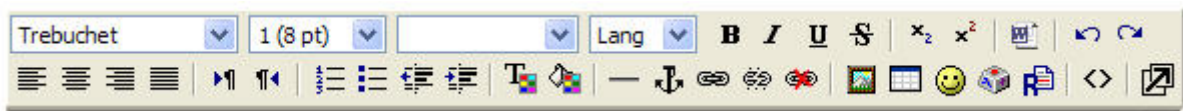
   See handout "TOOLS TO USE FOR BASIC WEB PAGE CHANGES" for tool descriptions.

9. **To change text color:** Highlight the web page text and click the **Font Color** tool. Click the desired color.

10. **To link your calendar:**
    - Highlight the words "Class Calendar" on the web page.
    - Click the "Insert Web Link" tool.
    - Type "http://calendar.lisd.org/*campus group/yourusername/*
      Example: http://calendar.lisd.org/*jle/kbryant/*

    Campus Group Names: fms • bramlette • fpms • gkf • hudson • jms • lhs • mcc • mcq • mje • pwp • southward • valleyview • ware
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