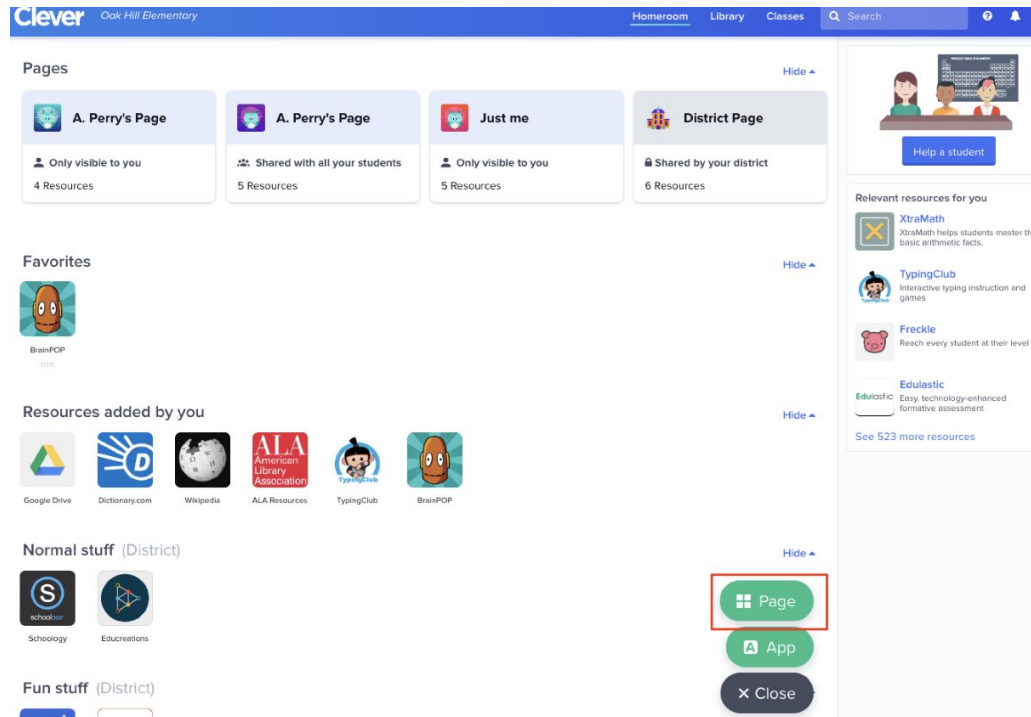
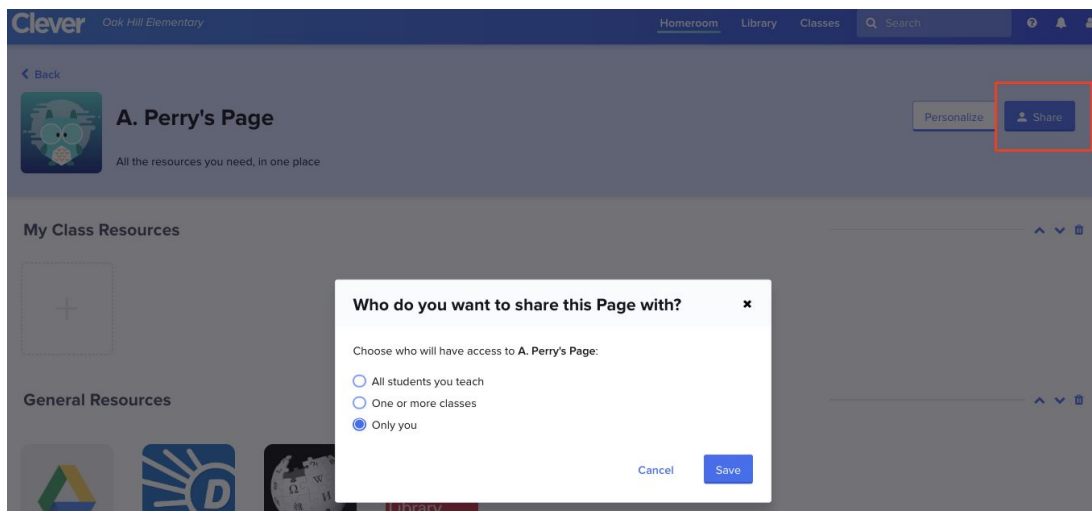


How do I create a new teacher page?

1. Log in to your Clever Portal <https://clever.com/in/greenvilleisd>
2. Click on **Add** in the bottom right corner of your Portal
3. Select **Page** from the menu that pops up



4. Edit the page title, add a description, add class resources, and select a personalized color (detailed instructions on these steps below)
5. Once you're ready to publish your page to your students, click **Share** in the upper right corner and select who should have access to this page.



How do I add resources to my teacher page?

Adding resources to your teacher page is a quick and easy process! Just follow these steps:

1. Click on the plus (+) button in the **My Class Resources** section of your teacher page
2. A menu will pop out of the right side of your teacher page. Search for a resource or paste a URL into the field and click **Next**
3. Choose an icon to represent your link
4. Enter a title to help your students locate the link
5. Choose a category for your link to appear under
6. Click **Add link**



Clever Tip: You are also able to upload your own icons to any of your resources! Just select **Edit** and **Upload** to add a file from your computer to your resource. Icons images must be **.png file format** and **less than 2MB**.

The screenshot shows a modal window titled "Add link" with a close button (X) in the top right corner. The form contains four required fields:

- URL:** Contains the text "https://www.wikispaces.com/content/clever".
- TITLE:** Contains the text "WikiSpaces".
- CATEGORY:** Contains the text "My Class Resources" and a dropdown arrow.
- ICON:** Features a row of five icons. The first icon, which depicts a cloud with an upload arrow, is highlighted with a red rectangular box and has the word "UPLOAD" written below it. The other four icons represent various educational themes: a classroom scene, a calendar, a protractor and ruler, and laboratory glassware.

At the bottom of the form is a button labeled "Add link".



Looking for new resources for your classroom? Check out the [Clever Library!](#)

How do I organize my teacher page?

To make your links easier to find for your students, you can organize them into different categories. Categories can help you separate your resources by class, topic, or however you see fit. You can reorder and delete categories by using the arrows and trash can icons next to the category name. You can create additional categories by clicking the green **Add** button in the bottom right of your teacher page and then selecting **Category**.



Please note: All resources and links must be within a category. This means that we require at least one category to organize your resources under.

Once set up, you can always reorganize your resources and links by clicking and dragging them around.

Deleting Links and Resources

You can also delete your resources that your students no longer need to access. To do this, just follow these instructions:

1. Hover over the resource or link you'd like to remove
2. Click **Edit**
3. In the sidebar that opens, '**Delete resource**'

Edit resource [X]

URL REQUIRED
http://www.dictionary.com

TITLE REQUIRED
Dictionary.com

ICON REQUIRED

UPLOAD [Icon 1] [Icon 2] [Icon 3] [Icon 4] [Icon 5] [Icon 6]

Save resource Delete resource