

My.Wartburg... Tips to make your teaching life easier!

Add a Page to My.Wartburg

Step-by-step directions:

Open My.Wartburg

Click on **Add a Page** (left side of the screen)

Choose an “Essential Feature”. This element will be on the new page you create and then you can add more “features”

Your page has now been created and is given the same name as the feature you choose.

Give students permission to view the created page:

Scroll down to [Context Manager] located in the left column (beige) toward the bottom between [Add a Page] and [Usage Statistics]

Click on the Permissions Tab and click the box under the page for the row “Students”. Scroll down and click on [Save]. Students can now view the newly created page

Change the name of the page:

Click on the Pages Tab (within Context Manager)

Click on the pencil icon next to the page you want to change the name

Type in the new page name

Click on [Rename]

Add features to the page:

If you are still in Context Manager, click into the main page of the course (left side, top)

Click on [Options] located by the wrench in the blue bar

Click on the link, [Add a **new feature** to this page]

Click on the feature you wish to add

Add more features, if you want

Click on the feature, which was given the name of the feature (i.e. adding a Handouts feature, will give the section the name “Handouts”

To change the name, click on the feature

Type in the new name

Click on [Use this name]