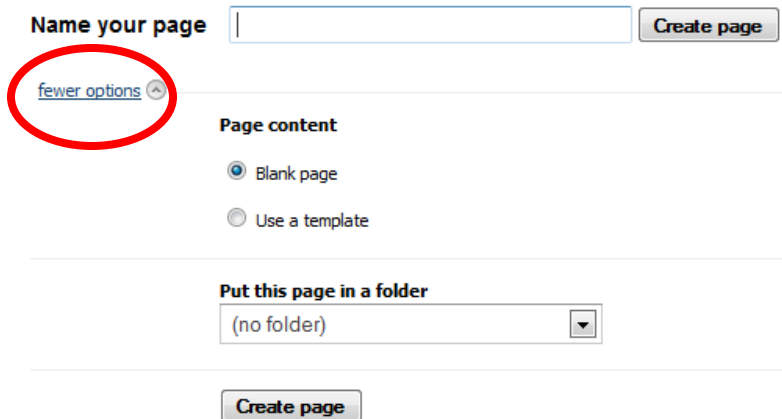# Create a Classwork Page

1. On the Adams or Arnold **Class Roster** page, click the **Create a page** link in the upper right corner.
2. Click **more options** <u>only if</u> your page doesn't look similar to the image below:
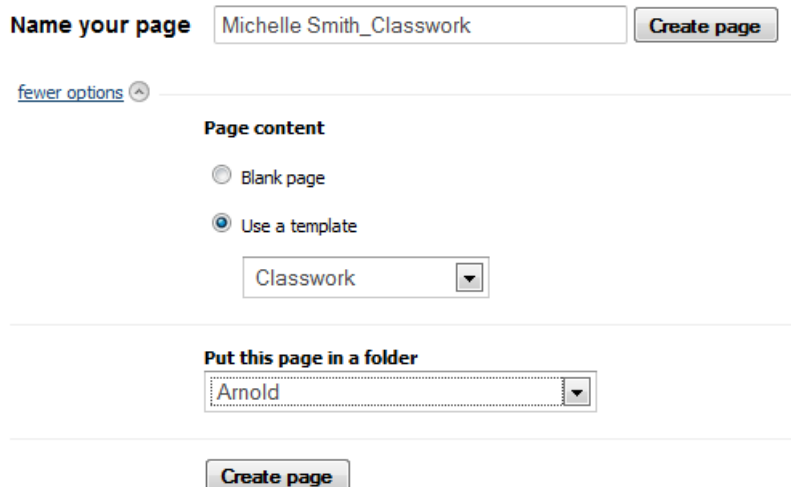
3. Name your page **First Last_Classwork.**
4. Select **Use a template**, and choose **Classwork** from the drop-down menu.
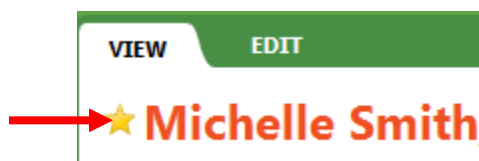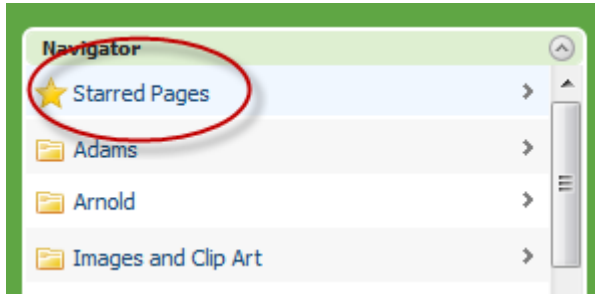5. <u>Put your page</u> in either the **Adams** or **Arnold** folder.

6. Click **Create page.**
7. Click **Save** at the bottom of the page.
8. Click the *star* beside your name at the top; it will turn yellow.

Create a Classwork Page

9. You've marked your page as a favorite, and you can easily find it now by clicking **Starred Pages** in the **Navigator** section (at right). You may have to click the [back] button in the Navigator to return to the main list.

10. Your page is *really* saved in a folder.
    - Locate the Adams or Arnold folder in the Navigator.
    - Click the folder and scroll if needed to find your Classwork page.
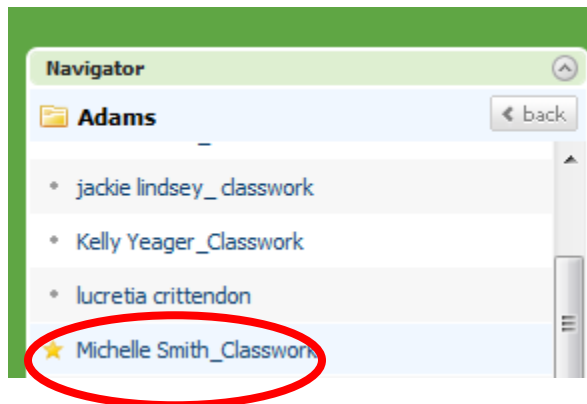
11. Read the rest of the instructions on the **Class Roster** page so you'll know how to mark which tools/activities you've completed to receive credit.

If you didn't put your page in the correct folder, or if you didn't put it in a folder at all, please email Michelle, so she can fix it!