



Editing your Class Page

Welcome to eCatholic! We hope you're excited to get started on editing you class page(s), and that you'll find this *easy* and *fun* to do on eCatholic!

You will have access to your individual Class Pages, and these pages only. If you don't appear to have access to a page you should be able to edit, your Principal or website admin will be able to add the needed page permission to your account.

Once you have been set up as a user on the site, you will receive an automated email with:

- A link to the new site
- Your username
- A link to create your password

Once you create your password, you'll be all set to get to work. Let's begin!

Step 1: Login

To login, first head to the new website (your admin may provide a temporary link to your site if it has not been officially launched yet), and scroll to the very bottom. Click the "Login" link in the footer, and enter your new username and password.

Step 2: Your Class Page

Next, go to your specific Class Page by finding and clicking the page in the regular website navigation menu.

Once you have navigated to your page, you should see a white bar at the bottom or the page with a few buttons:



*If this bar is **not** showing, this means you do not have the ability to edit the page you are on.*

Step 3: Editing your page

With eCatholic, adding content is as simple as drag-and-drop! Clicking the **Add Content** tray in the bottom-left of your page will show you a variety of modules -- containers for different types of information -- you can add to your page. Just choose the module that matches what you want to add, and drag it onto your page!

We have created great tutorials you can either *watch* or *read* through to learn how to work with your page. We've picked a few from our Help Center that we think you'll find most useful:

- [Adding Content](#)
- [Using the Page Toolbar](#)
- [Using the Text module](#) (*this module will be your go-to!*)
- [Documents Module](#)
- [Links Module](#)

As noted above, the [Text/HTML](#) module will likely be the module you use most, as it is very versatile. You can add text, images of any size, links to files or websites, and use select fonts and colors. It's a lot like editing a Word doc!

***Important note:** In the white Page Toolbar at the bottom of the page, you will see a TRASH button. This will DELETE your PAGE IN FULL, not specific content from the page. You can delete specific items from a page using the trash button for that particular module or item, found in the upper-right corner of the module/item.*

Step 4: Get Help!

If you run into any questions about your page, or encounter any issues, you have *unlimited* support from the eCatholic team! Please call or email as often as you hit stumbling blocks -- we're here to help with a smile. :-)

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