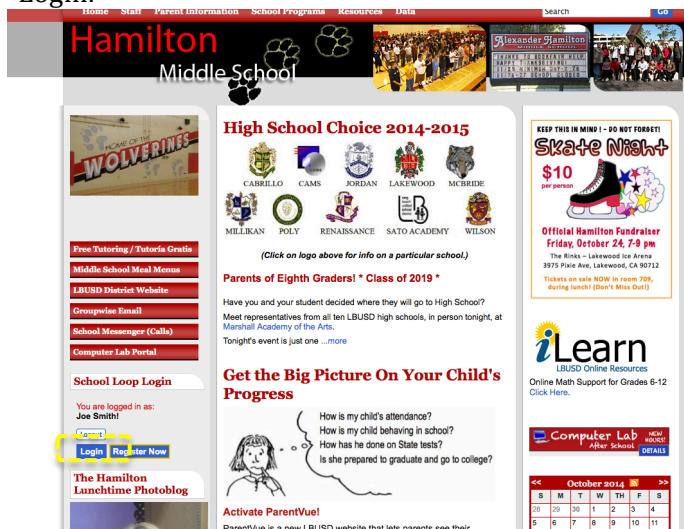


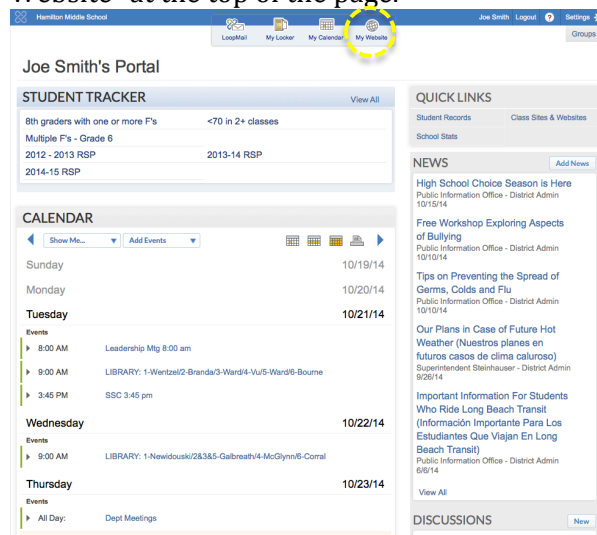
Create A Professional Page On The Web (How-To)

For this example, you are again "Mr. Smith," the new Latin Teacher. To introduce yourself as a member of the school staff, you want to set up a professional page on the web. Here's what you do:

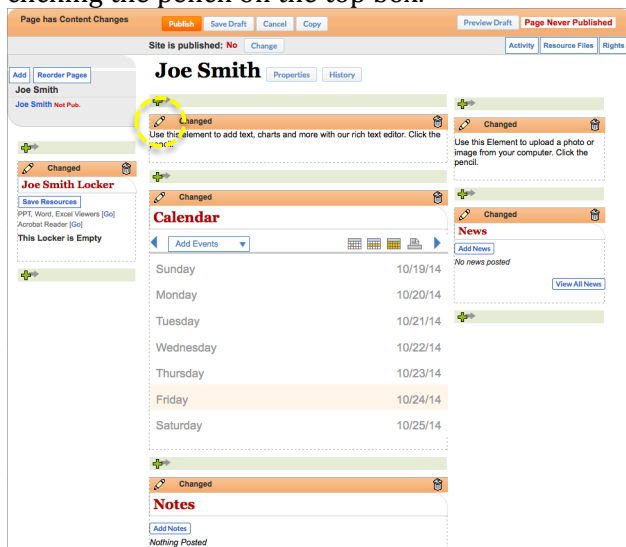
1. Go to lbhamilton.schoolloop.com
2. On the left, find "School Loop Login," and click "Login."



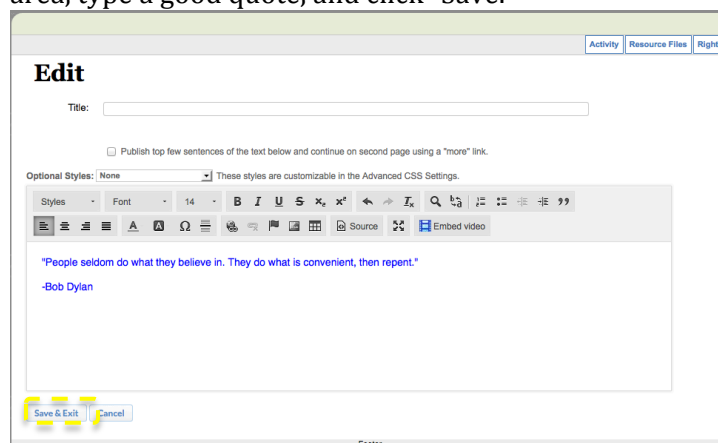
3. After you log in, you will see your portal. Click "My Website" at the top of the page.



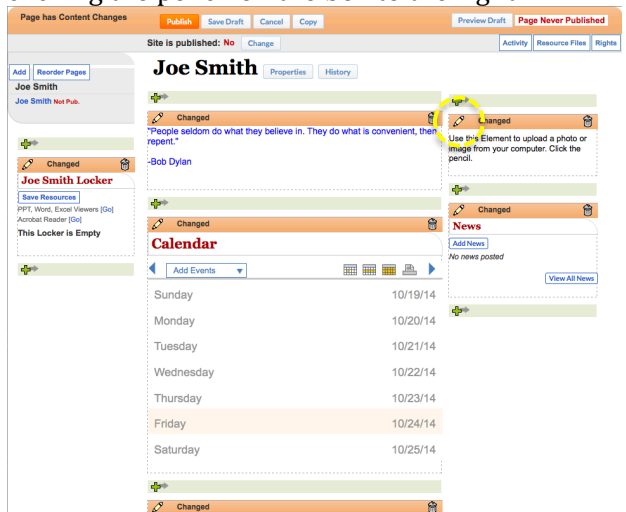
4. You will now see this unpublished, blank template for your page. First add a thoughtful quotation by clicking the pencil on the top box.



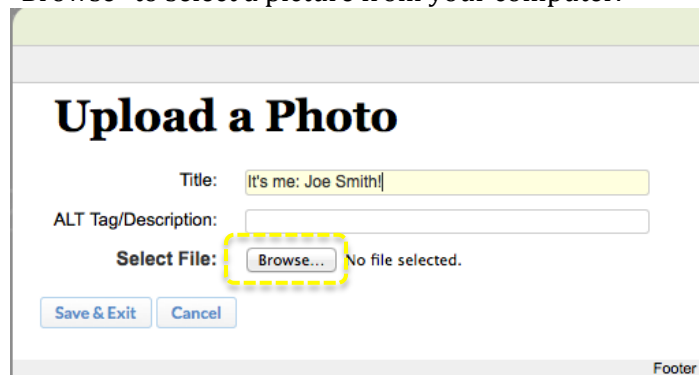
5. Now you should see a text editor. Click into the text area, type a good quote, and click "Save."



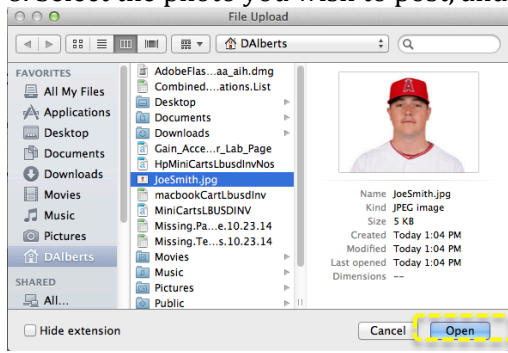
6. This will bring you back to your template, but now you should see your quote. Next, add a picture by clicking the pencil on the box to the right.



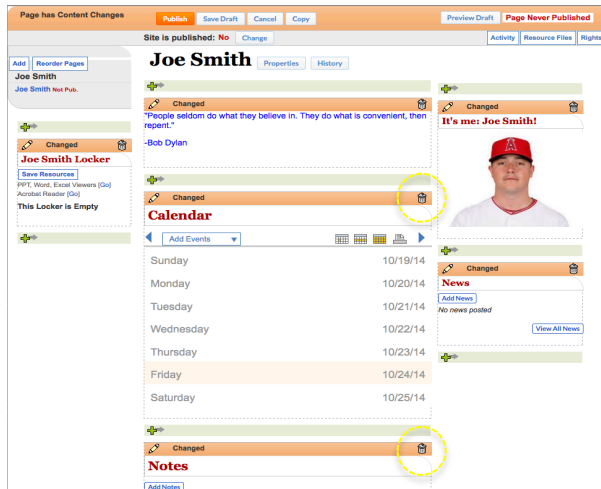
7. Give your picture a title if you'd like, then click "Browse" to select a picture from your computer.



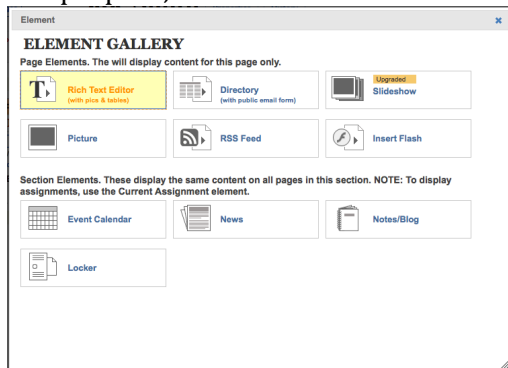
8. Select the photo you wish to post, and click "Open."



10. Now you should see your template with your quote and picture. Let's say you don't want a "Calendar" or "Notes" section. Click the trashcan on those boxes to remove them.



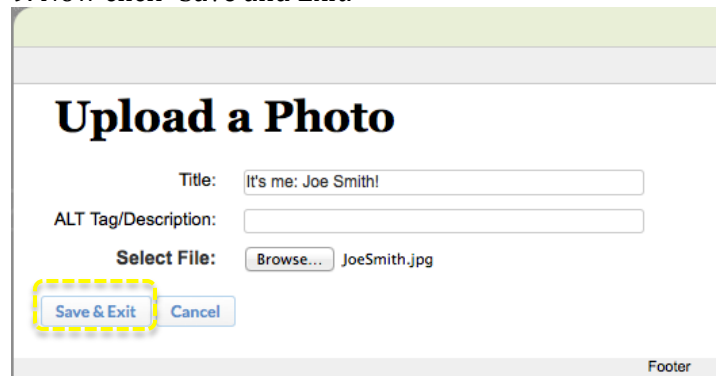
12. Select the type of box you would like to add. For this purpose, select "Rich Text Editor."



14. Now you're ready to publish your page. So click "Publish."



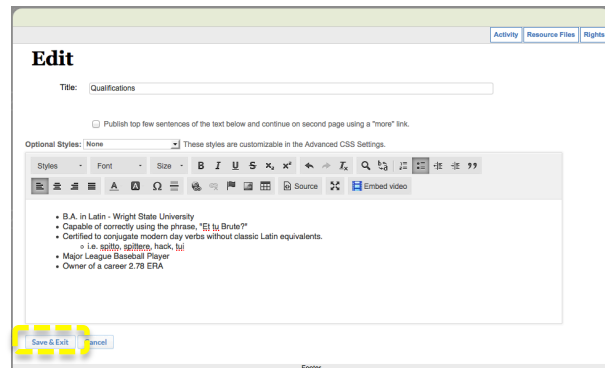
9. Now click "Save and Exit."



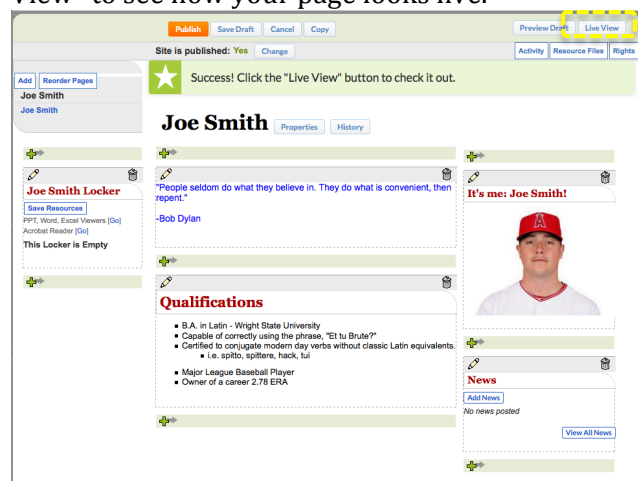
11. The "Calendar" and "Notes" boxes should be gone now. Now add your qualifications. Create a new box by clicking the green plus sign. (You can add a new box anywhere there is a green plus sign.)

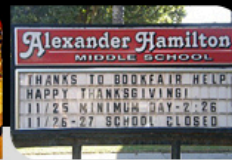


13. Now type your qualifications and click "Save and Exit" as before.



15. You should now see a "Success!" message. Click "Live View" to see how your page looks live.





Joe Smith

[Joe Smith](#)

Joe Smith

"People seldom do what they believe in. They do what is convenient, then repent."

-Bob Dylan

It's me: Joe Smith!



Joe Smith Locker

PPT, Word, Excel Viewers [\[Go\]](#)

Acrobat Reader [\[Go\]](#)

This Locker is Empty

Qualifications

- B.A. in Latin - Wright State University
- Capable of correctly using the phrase, "Et tu Brute?"
- Certified to conjugate modern day verbs without classic Latin equivalents.
 - i.e. spitto, spittere, hack, tui
- Major League Baseball Player
- Owner of a career 2.78 ERA

News

No news posted

[View All News](#)