Edlio – Teacher Website Instructions

1. Login to your website using each schools unique Edlio URL address.
2. The homepage that appears is called your Dashboard. From here you can access Pages, Media, Posts, Site Management, and Statistics.

Edit Profile

Your profile is the information and picture that will appear in the staff directory.

1. From your dashboard, click in the top right corner where it says Account and select Profile.
2. Click edit your profile
3. Here you can enter your name, position, email address, etc.
4. Under user type select which type of school staff you are. Some schools have categories for grade levels, academic departments, support, teams, etc. Check which sections you belong to. *sometimes this information is already done for you.
5. Add a photo.

Add a Page

Most pages on a website are "blank pages". Suggested pages to include could be: Welcome, About Me, Calendar, Resources, Newsletter, etc.

1. From the Dashboard, select Pages. Two tabs should appear, Personal and Category Pages. Click Personal Pages.

2. To add a page, click "add page" button. There are several types of pages you can add: blank page, link to another page, or links to a feature page consisting of videos, photo album, and links. Most pages are blank page.
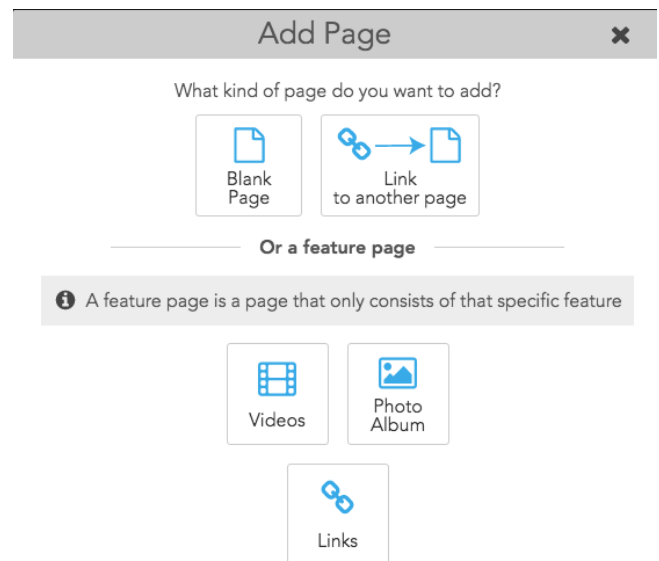
Add a Blank Page

1. Change the Page Title. This will show at the top of the page and on the side of your website in the menu.
2. Add different content by selecting Text content, Photo Gallery, or Files buttons on the bottom. The ones on the right are for a sidebar menu.
3. Start with a Text content button. The page editor is very similar to a word document.
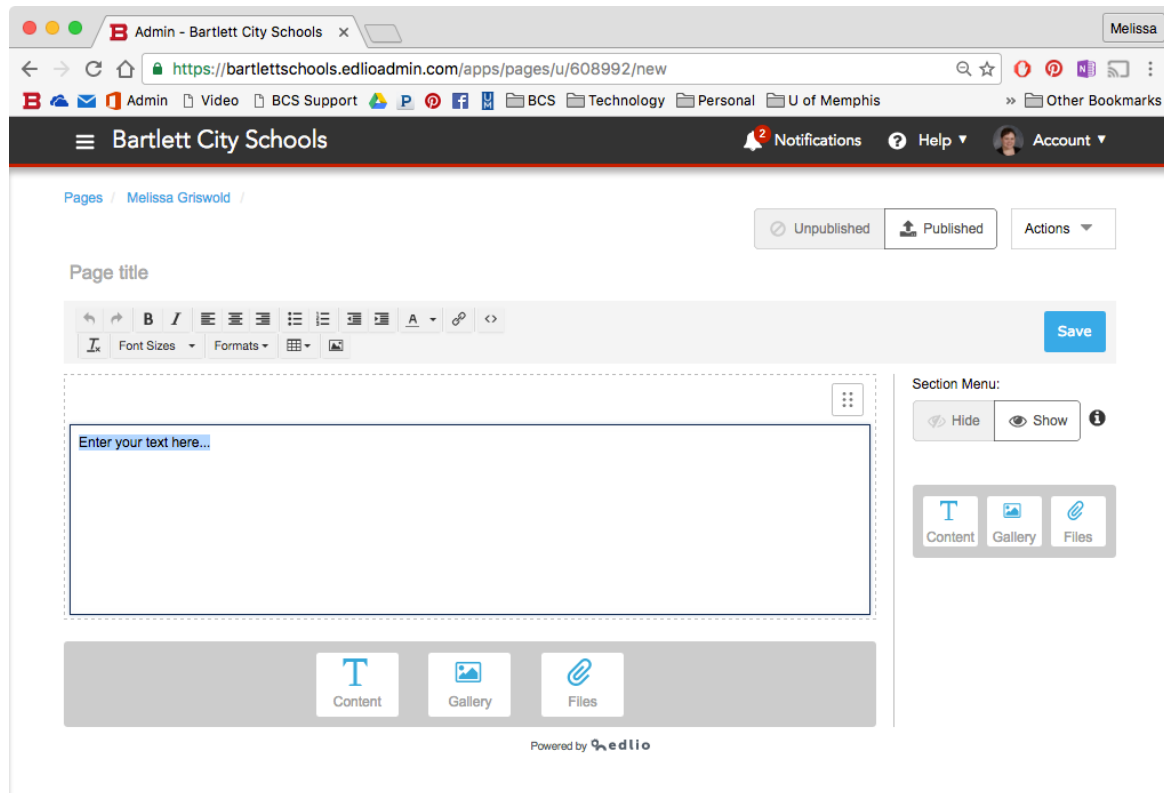
4. Use the formatting menu to edit the text of the document. You can insert links, tables, and pictures as well.
5. To add additional content, click on the buttons at the bottom. You can rearrange multiple content boxes by dragging the boxes above and below each other.
6. When you are satisfied with the page, click save. You must click save each time. If you do not, it will erase what you have done.
7. To preview what the site will look like, copy and paste the Link to Public Site in your web browser.

Add a Linked Page

When a visitor clicks on a page that is linked in the sidebar, it will take them directly too that link. This would be great if you use Edmodo, Weebly, etc. as a classroom website.

1. Under Add Page, select "Link to Another Page"
2. Change the Page Title. This will show at the top of the page and on the side of your website in the menu.
3. Copy and paste the URL of the page you want it to link to in the "Link to" box.
4. Select if you would like the linked page to open in a new window or in the current tab.

Add a Quick Post

Once you have everything added, you can add a quick post that will be placed on the homepage of your webpage. If anyone has subscribed to your website, they will get a notification that you have posted something as well. These would be great to have for quick, daily posts.

1. From the Dashboard, select Posts.
2. You can choose to add new: text, links, photos, files, or videos. There is a brief, simple to follow editor for each type of post.

Posts

Add New:

T Text	🔗 Link	🖼 Photo	📎 File	▶ Video
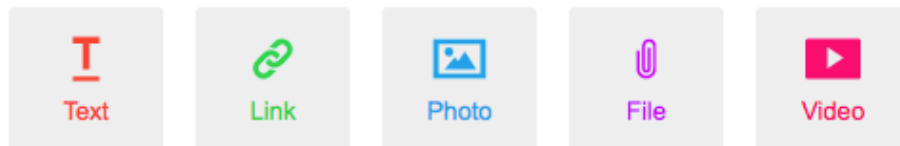
Recent Activity: All Content Types ▾

☐ ▾ | Items / Page 24 ▾

3. Once you have posted something for the first time, there will now be a new side menu titled Posts. These will be listed on the Posts page and on your main page. They will appear in reverse chronological order (newest post first).