

How to post your syllabus on your class page

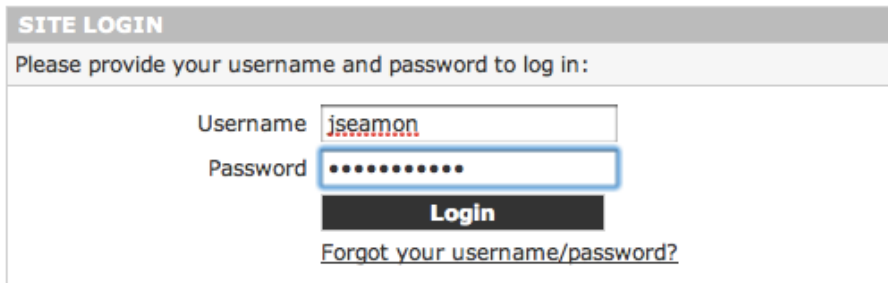
Important Note: The file name for your syllabus must only contain letters, numbers, and dashes.

1) Go to www.stjacademy.org and click on “Portal Login”

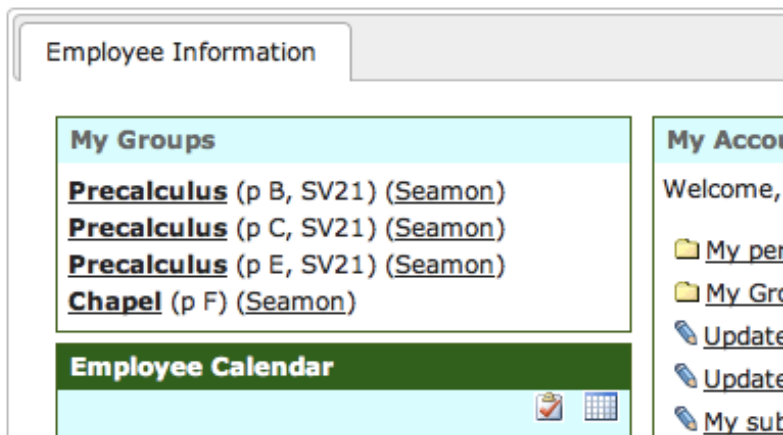


2) Login. Your username is first initial last name, all one word. If you cannot remember your password, click on the “Forgot your username/password” link.

Community Login

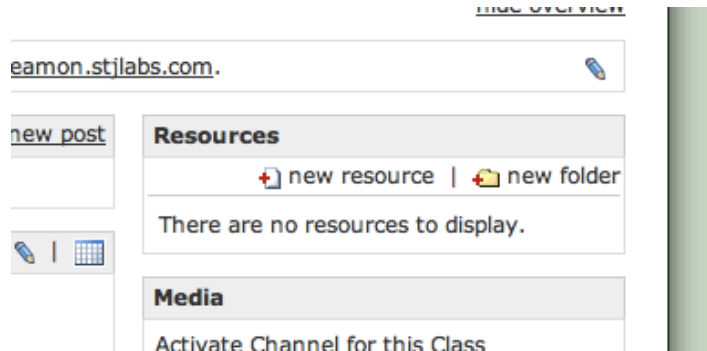
A screenshot of the "SITE LOGIN" form. The form has a grey header with the text "SITE LOGIN". Below the header, it says "Please provide your username and password to log in:". There are two input fields: "Username" with the text "jseamon" and "Password" with a masked password of "*****". Below the password field is a black "Login" button. At the bottom of the form, there is a link that says "Forgot your username/password?".

3) After you successfully log in, you should see all of your classes listed under “My Groups”. Click on the name of one of your classes.

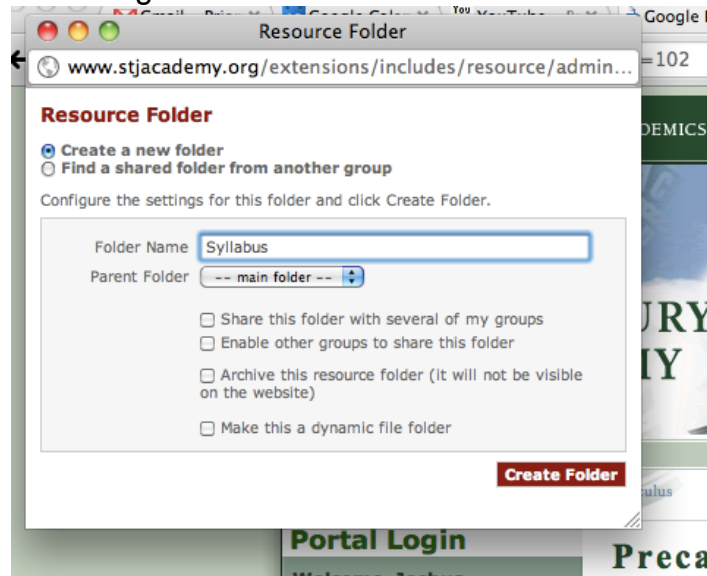


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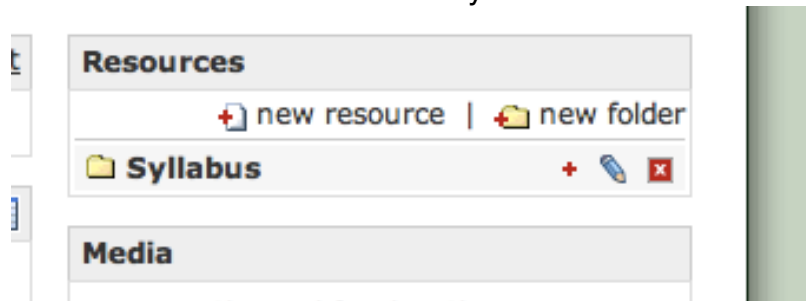
4) The page for that class will load. Your syllabus will be posted as a resource. All resources need to go in a folder. You can create as many folders as you want. Click on “new folder” in the Resources box.



5) A new window will open. Give your folder a name and click “Create Folder” in the bottom right.

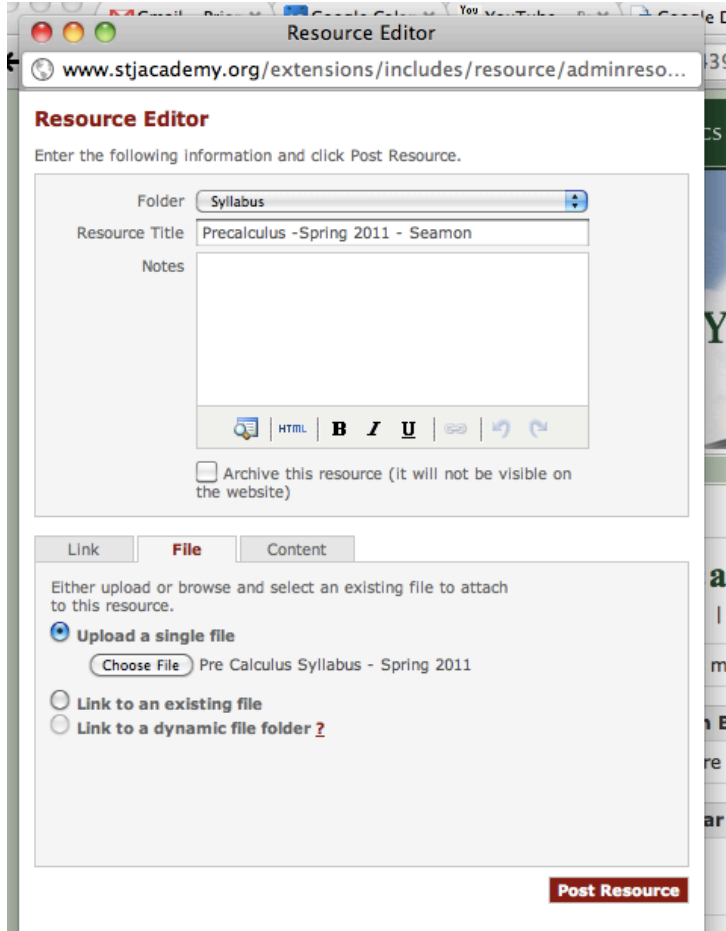


6) You will be brought back to your class page which should refresh. Look in the Resources box. You should see your folder. Click on the red plus sign next to the folder.



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7) A new window will open up. Make sure the folder that you just created is selected in the folder drop down menu at the top of the window. You are required to give your syllabus file a name. Click on the file tab in the bottom section of the window. Click on “Choose File” and browse to your syllabus. Click on “Post Resource” in the bottom right.



8) You will be brought back to your class page which should refresh. You should see your class syllabus listed in the folder that you created in step 5.

