

## Adding Custom Widgets to the Class Page

Depending on the settings chosen by the administrator, you can add your own widgets to the class page. There are a range of extra widgets that you can choose to add including news, flash, audio, learning platforms, video, custom and weather. To add a new widget click on the Add New Widget button at the top of the dashboard. The Add New Widget box will open and you will be able to pick the widget that you want to add.

### Adding a News Widget

To add a news widget, follow these steps:

- 1) Click on the Add Widget button and then click News
- 2) The Add News RSS Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Add the RSS link. To do this, using your Internet browser, navigate to the site that has the RSS feed that you want to use. Subscribe to the feed. When the page of the news feed you want to use opens, copy the address from the browser address bar. Paste this address in the Widget RSS link field. An example of a RSS feed link would be [http://newsrss.bbc.co.uk/rss/newsonline\\_world\\_edition/front\\_page/rss.xml](http://newsrss.bbc.co.uk/rss/newsonline_world_edition/front_page/rss.xml). This link was obtained by subscribing to the news feed on the BBC website
- 4) Click the Create button. Your new News widget will be added to the page

If you have successfully added the correct link for the RSS feed, your news widget should look like the example shown below. Clicking on one of the articles listed will open a new web browser window with the selected news story.



### Adding a Flash Widget

A flash widget allows you to upload a Flash SWF or FLV file to your class page. To add a Flash widget, follow these steps:

- 1) Click on the Add Widget button and then click Flash
- 2) The Add Flash/Learning Object Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Upload the SWF or FLV. Click Browse and navigate to the location of the file you wish to use. Click Open to select the file

- 4) Click the Create button. Your new Flash widget will be added to the page

### **Adding an Audio Widget**

An audio widget allows you to upload an audio file to your class page. Supported audio formats include wav, mid, mp3 and wma. To add an Audio widget, follow these steps:

- 1) Click on the Add Widget button and then click Audio
- 2) The Add Audio Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Upload the audio file. Click Browse and navigate to the location of the file you wish to use. Click Open to select the file
- 4) Click the Create button. Your new Audio widget will be added to the page

### **Adding a Learning Platform Widget**

A Learning Platform widget allows you to add a link to a range of popular online learning platforms to your class page. To add a Learning Platform widget, follow these steps:

- 1) Click on the Add Widget button and then click Learning Platform
- 2) The Add Learning Platform Widget screen will open. Choose a learning platform from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Enter the URL of the platform. You can get this by navigating to the site of the platform using your web browser and copying and pasting the address into the provided field
- 4) Click the Create button. Your new Learning Platform widget will be added to the page

### **Adding a Video Widget**

A Video widget allows you to add a link to a video that has been uploaded to a number of popular online video sharing sites. To add a Video widget, follow these steps:

- 1) Click on the Add Widget button and then click Video
- 2) The Add Video Widget screen will open. Choose a video provider from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) Enter the URL of the video. You can get this by opening the site that is hosting the video you wish to use. Copy and paste the URL address into the provided field. The Embedded URL field is usually supplied by the video hosting site to allow you to embed a selected video into a web page. Copy this information and paste it into the Embed URL box. Note that you will need all of these details in order for the link to work
- 4) Click the Create button. Your new Video widget will be added to the class page. To watch the video, click on the icon in the middle of the widget and a shadow box containing the video will open

### **Adding a Custom Widget**

A custom widget is one that falls outside of the other widget categories. You might want to add a link to your dashboard to a website that you visit regularly for example. To add a custom widget, follow these steps:

- 1) Click on the Add Widget button and then click Custom
- 2) The Add Custom Widget screen will open. Choose a learning platform from the drop down menu. Give the Widget a label. The Widget label appears in the top bar of the widget. You can also add a short description of the Widget
- 3) Add an icon for your Custom Widget. Click browse to select an image that you would like to use to represent your new widget. You can upload jpeg, gif and PNG file formats
- 4) Enter the URL of the site you would like to link to. You can get this by navigating to the site using your web browser and copying and pasting the address into the provided field
- 5) Click the Create button. Your new Custom widget will be added to the class page

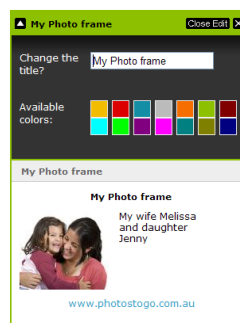
### Adding a Weather Widget

A Weather widget allows you to add the latest weather information feeds to your class page. To add a Weather widget, follow these steps:

- 1) Click on the Add Widget button and then click Weather
- 2) The Add Weather Widget screen will open. Give the Widget a label. The Widget label appears in the top bar of the widget
- 3) From the drop down, select the State or Region that you want to see the forecast for
- 4) Click the Create button. Your new Weather widget will be added to the class page. The forecasts will be updated automatically

### Editing and Deleting Widgets

You can customise the widgets you have added by placing the class page into edit mode by clicking on the edit button in the title bar of any of the widgets you have added. Clicking edit will expand the widget and reveal the edit options. Use the colour squares to pick a new colour for the top of the widget. You can change the title of the widget by typing in the change title field. The changes you make are automatically saved and applied to the widget when you click Close Edit.



If you wish to delete an individual widget, click on the cross icon in the widgets title bar. A dialogue box will appear asking you to confirm that you want to delete the widget. Click OK to delete the widget. Note that once a widget has been deleted, you cannot undelete it.

To remove all of the widgets you have added, click on the Reset button at the top of the dashboard. This will delete all of the widgets you have added.

### **Re-arranging the Widgets on the Class Page**

The widgets that you add to the dashboard can be re-arranged into any order. To move a widget, left click with your mouse in the title bar of the widget and drag it to its new location. You will see a dotted line rectangle appear on the screen to indicate where you can move the widget to. Release the left mouse button and the widget will snap into its new location and the other widgets will re-arrange around it.