

How to – Arrange, Rename, Hide & Delete PAGES

Arrange Pages:

Click on the PAGE you wish to **ARRANGE / MOVE**. Click  next to TITLE of PAGE



Type Numerical Value in the **SORT ORDER** field.

Manage My Site

Manage Pages

Page Title:

Description:

Display Page:

Sort Order:

[Save](#) [Cancel](#) [Delete](#)

Click 

Note: You will see a **BLUE** message - Your changes have been saved and then click **CLOSE**

Rename Pages:

Click on the PAGE you wish to **RENAME/CORRECT**. Click  next to TITLE of PAGE



Type changes in **PAGE TITLE** field.

Manage My Site

Manage Pages

Page Title:

Description:

Display Page:

Sort Order:

[Save](#) [Cancel](#) [Delete](#)

Click 

Note: You will see a **BLUE** message - Your changes have been saved and then click **CLOSE**

HIDE Pages:

Click on the PAGE you wish to **HIDE**. Click  next to TITLE of PAGE



Uncheck **DISPLAY PAGE**.

A screenshot of the 'Manage My Site' dialog box, specifically the 'Manage Pages' section. The 'Page Title' and 'Description' fields both contain '6th Grade'. The 'Display Page' checkbox is checked and circled in red. The 'Sort Order' field is empty. At the bottom, there are buttons for 'Save', 'Cancel', and 'Delete'. A mouse cursor is hovering over the 'Save' button.

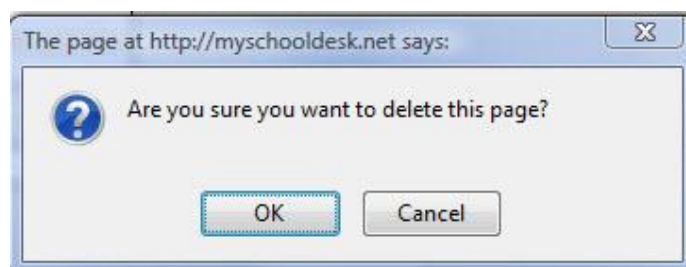
Click  *Note: You will see a BLUE message - Your changes have been saved and then click CLOSE*

Delete Pages:

Click on the PAGE you wish to **DELETE**. Click  next to TITLE of PAGE



Click **DELETE**. Click **OK**

A screenshot of the 'Manage My Site' dialog box, specifically the 'Manage Pages' section. The 'Page Title' and 'Description' fields both contain '6th Grade'. The 'Display Page' checkbox is checked. The 'Sort Order' field is empty. At the bottom, there are buttons for 'Save', 'Cancel', and 'Delete'. A mouse cursor is hovering over the 'Delete' button.

How to – Arrange, Rename, Hide & Delete MODULES

Arrange Modules:

Click on **PAGE**, then select **MODULE**, Click  next to **MODULE TITLE**.

Type in Numerical Number in the **SORT ORDER**

Click **SAVE** *Note: You will see a BLUE message - Your changes have been saved and then click CLOSE*

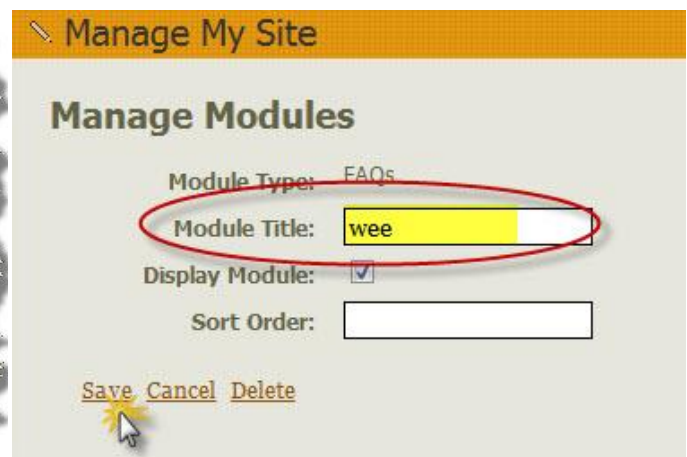


Rename Modules:

Click on **PAGE**, then select **MODULE**, Click  next to **MODULE TITLE**.

Type changes in the **MODULE TITLE** field

Click **SAVE** *Note: You will see a BLUE message - Your changes have been saved and then click CLOSE*



Hide Modules:

Click on **PAGE**, then select **MODULE**, Click  next to **MODULE TITLE**.

Uncheck the **DISPLAY MODULE** Box

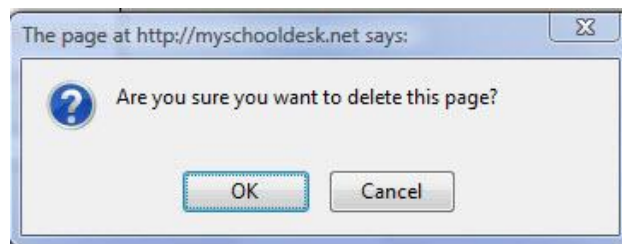
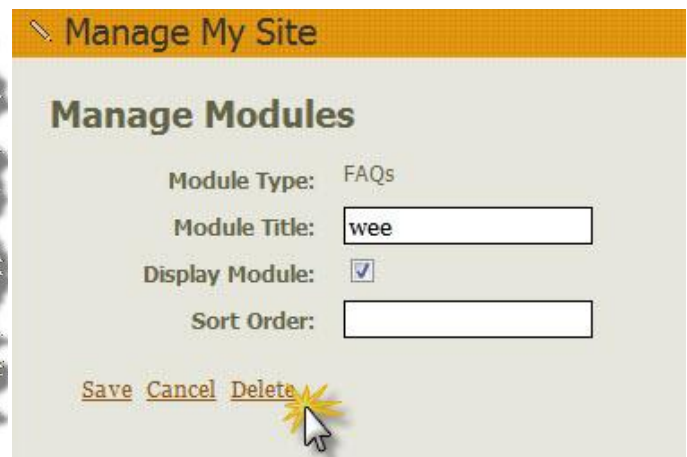
Click **SAVE** *Note: You will see a BLUE message - Your changes have been saved and then click CLOSE*



Delete Modules:

Click on **PAGE**, then select **MODULE**, Click  next to **MODULE TITLE**.

Click **DELETE**



Click **OK**