

Using ClassLink Homework Site

<http://notes.lexingtonma.org>



Create a Note:

Note Topic - Text here will be larger and bolder. This text will always show unless it is changed in the Display Options.

Display Options in pull-down menu-

- Automatic - Note shows fully expanded for 14 days, then compressed. Only the topic shows after that.
- Always Expand- Note always shows fully expanded
- Always Show As Link - Note is never expanded, only the topic shows.
- Hide Note - Note remains hidden until you revise it and select to show it as one of the above.

Fixed format- Checking here keeps the line breaks you make in your original note.

Write Note - Write the text of your note in the box. To enter text that is bold, italic, or underlined:

- Bold: insert `` before the text and `` where bolding should stop.
- Italic: insert `<i>` before text and `</i>` at end
- Underline: insert `<u>` before text and `</u>` at end
- To combine styles, nest the commands. Example: There will be a `<i><u>Quiz</u></i>` next Thursday! on screen would look like There will be a Quiz next Thursday!

Revise a Note: Select Revise Note to change a note, then select the note to change on the next screen. Make your changes and click on "Revise Note" at bottom.

- Print- Select this option if you want to print only one of your assignments - opens a new window with just one assignment showing. Close this window to get back to your main note page. To print all your visible assignments, select Print from the Netscape menu or your Finder menu under File, then Print
- Clone- Select here to make a new note that retains most of what you want from the old note
- Revise - Select here to revise note again.

Edit Web Links - You see "edit" after you create web links on your note. Web page titles appear in your heading under your job description.

Preview page - takes you back to your main note page

Account Settings-

- Enter your personal information here and select the way you would like your notes displayed, on a single page, only certain dates, or only the first few notes.

Change password - create your own password

Notifications- Shows a list of all Email addresses of students who have requested Email notification.

Delete and recover notes - Opens a window that allows you to move notes from a current notes window to a deleted notes window. Notes stay in the deleted notes window until the end of the year when they are purged by the system administrator.