



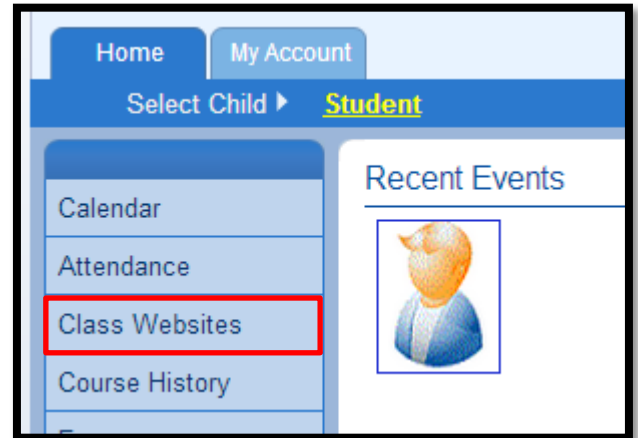
Target Audience(s): Administrators, Office Staff, Parents, Support Staff

ParentVUE Navigation: Class Websites

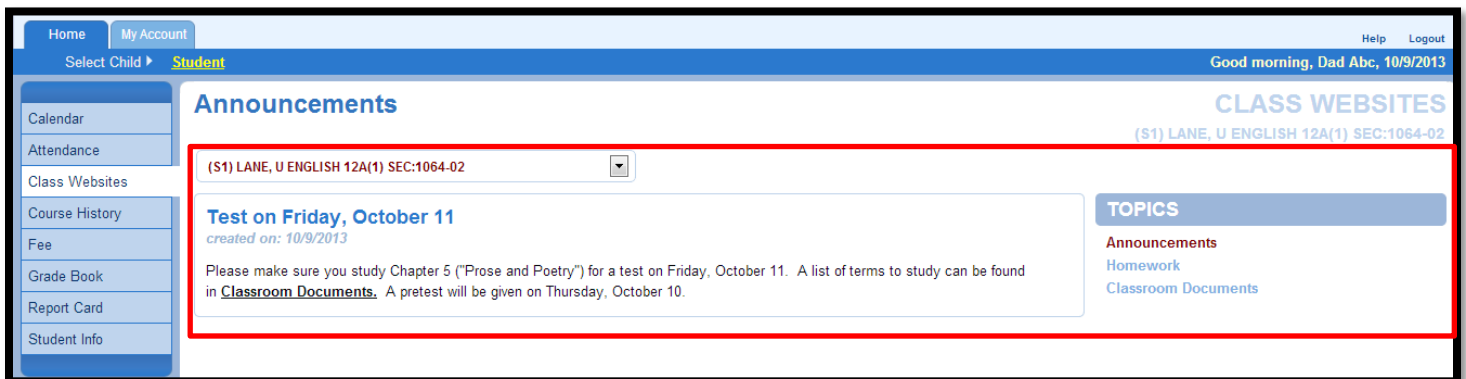
In this tip sheet, users will learn how to navigate through Class Websites in ParentVUE.

STEP ONE: FIND CLASS WEBSITES.

- Log into or open ParentVUE.
- Find **Class Websites** on the Navigation Menu.

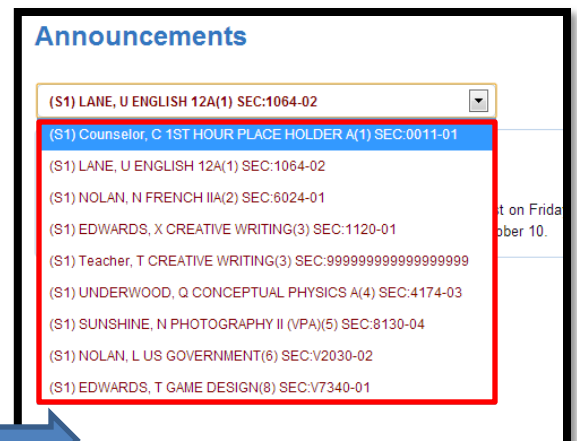
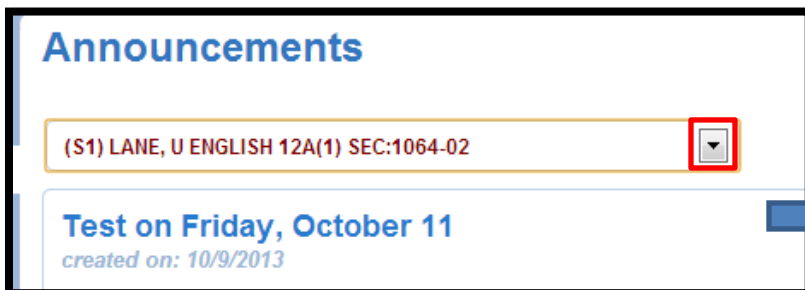


- Select Class Websites. The websites for each class will appear on the center of the screen.



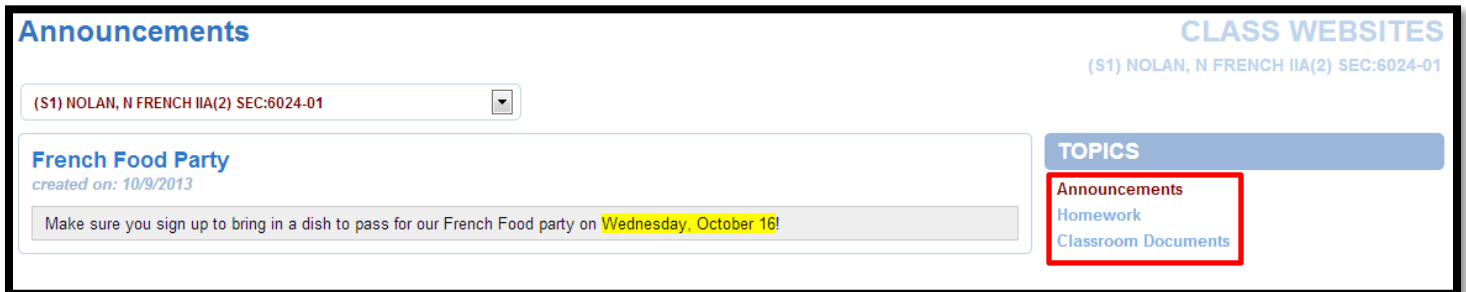
STEP TWO: FIND WEBSITES FOR DIFFERENT CLASSES.

- Websites can be found by selecting a class from the class drop down menu. Simply select the class that you want to view the website for.



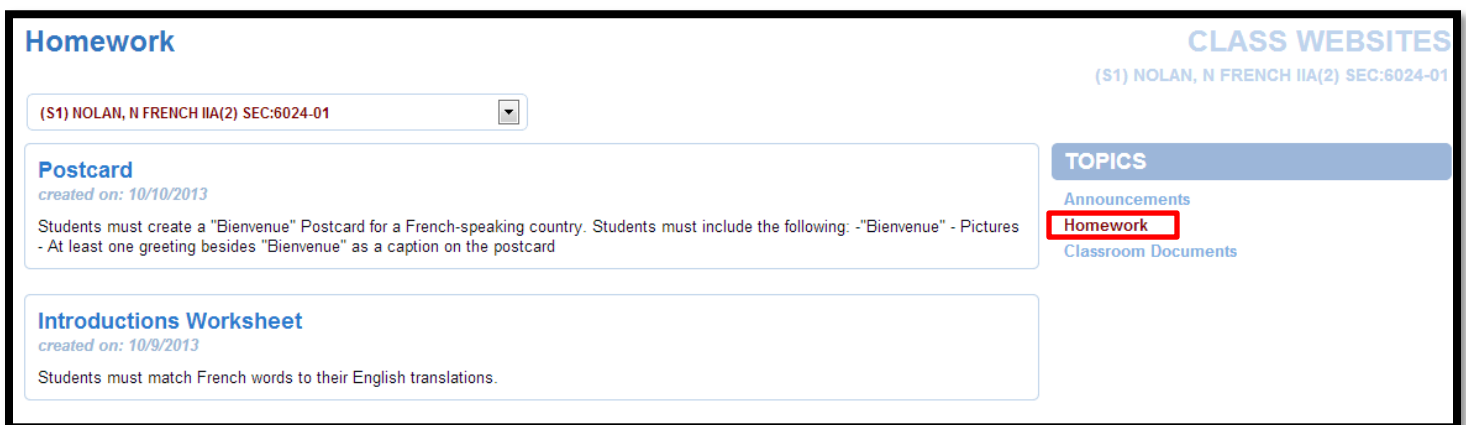
STEP THREE: VIEW TOPICS.

- **Topics** are links that connect the user to a part of the class website. Common topics include **Announcements**, **Homework**, and **Classroom Documents**. Teachers also have the ability to create their own topics, such as **Newsletters** or **Study Guides**, if desired.



The screenshot shows a class website interface. At the top right, it says "CLASS WEBSITES (S1) NOLAN, N FRENCH IIA(2) SEC:6024-01". Below this is a dropdown menu with "(S1) NOLAN, N FRENCH IIA(2) SEC:6024-01" selected. The main content area features a post titled "French Food Party" created on 10/9/2013, with the text "Make sure you sign up to bring in a dish to pass for our French Food party on Wednesday, October 16!". On the right side, there is a "TOPICS" sidebar with three options: "Announcements" (highlighted with a red box), "Homework", and "Classroom Documents".

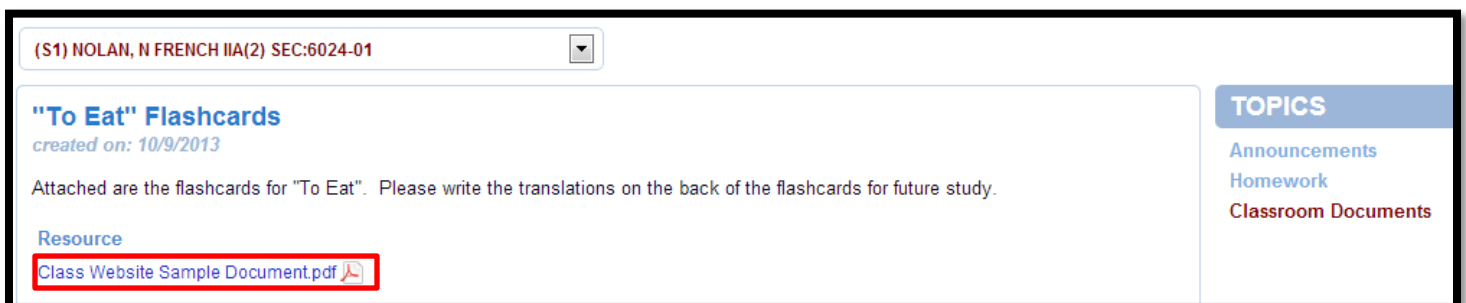
- To view information from a topic, select the **topic** on the right side. The information will appear on the center of the page.



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STEP FOUR: OPENING DOCUMENTS.

- If a teacher has attached a document (such as a PDF or Word doc) to a post, the attachment will appear highlighted and have an icon by the link.



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- To open a document, select the document link. The document will download and can be opened, saved, and/or printed.