

Changing Titles to Webparts

Many teachers have asked, “How can my students readily see the calendar view for Upcoming Assignments and Events?” My suggestion is to Change the Title of the Webpart. This is the place we click normally to view the entire Calendar of Daily Assignments. It is a “hidden” link to the calendar view. If we change the Title from “Upcoming Assignments and Events” to “Click Here for Calendar View of Assignments and Events,” it will become more obvious (less “hidden”) for students to find that view. The instructions for Changing the Title are as follows:

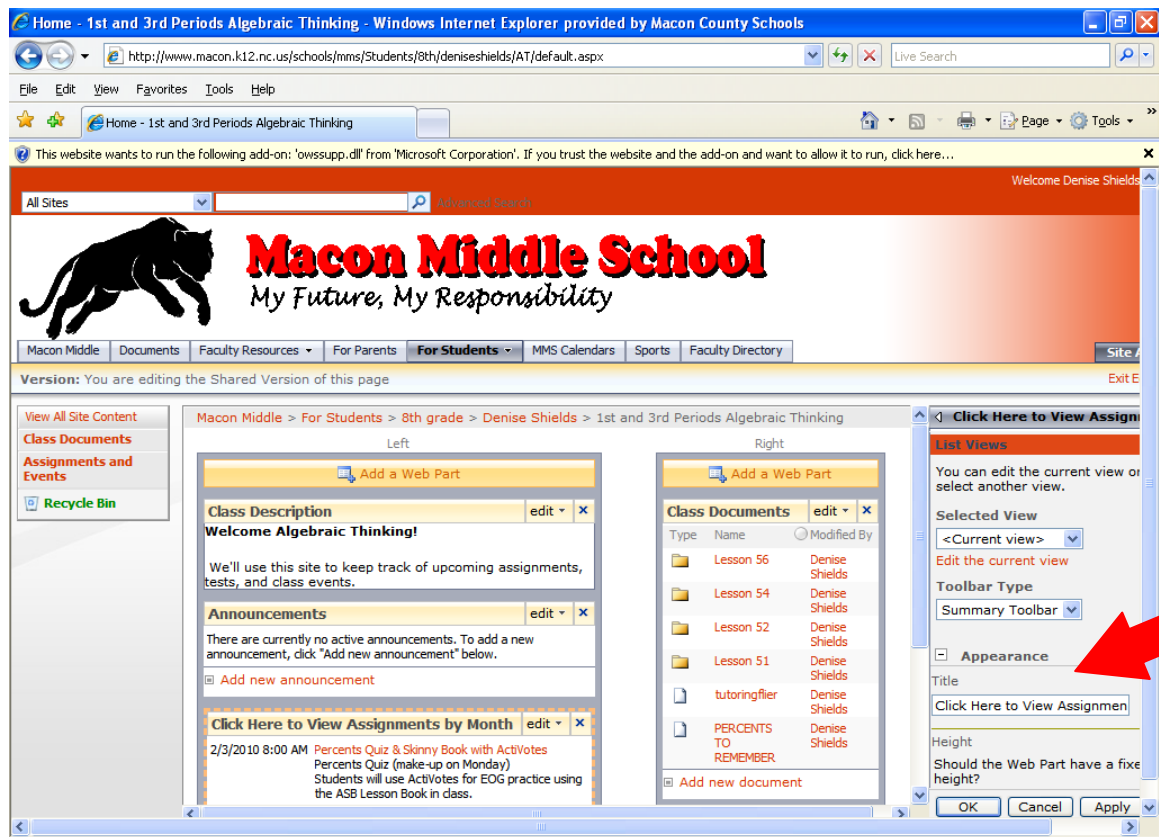
Enter “EDIT Mode” on your class page.

Click on “Edit” on the Web Part – “Upcoming Assignments and Events”

Click on “Modify Shared Web Part”

On the right hand side of the screen, click on “Appearance”

In the “Title” box, change the Title from “Upcoming Assignments and Events” to whatever you would like it to say.



Once you are finished, click “OK” to see your changes.

Voila! Calendar is now more accessible!