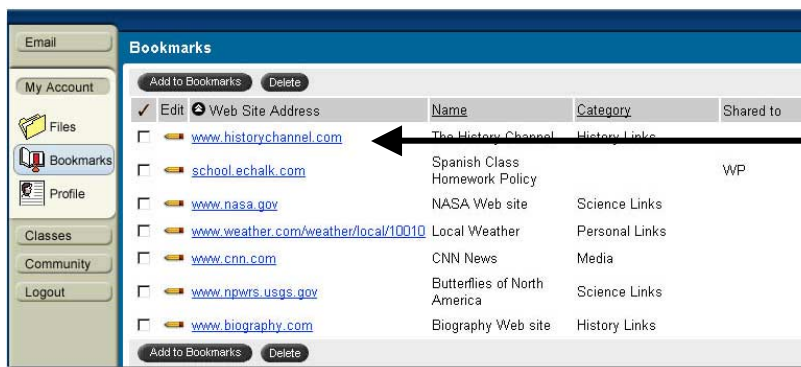


Adding Bookmarks to Your eChalk Account

A bookmark is a shortcut to a particular Web page. When you find an interesting or helpful Web page, you can record its address (the “URL”) within the Bookmarks tab of My Account. To return to that Web page, go to Bookmarks and click the Web page link to open it in a new window.

Many people store bookmarks (called “Favorites” in Internet Explorer) directly on their computer’s browser. This means that the shortcut to the Web page is only available on that specific computer. But eChalk bookmarks can be accessed from anywhere you are accessing the Internet. All you have to do is log into your eChalk account.



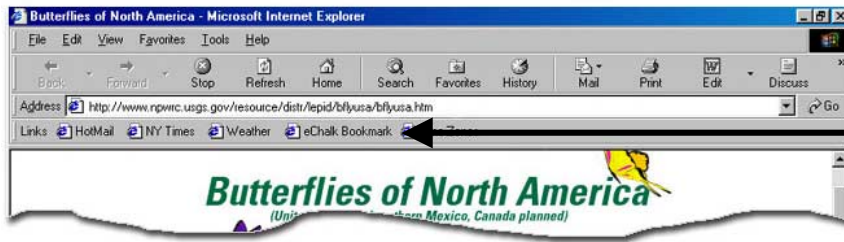
To visit a bookmarked Web page, click the link.

To add a bookmark to your Bookmarks:

1. Click the **Add to Bookmarks** button.
2. Type in the Web page address that you would like to add in the **Web Site Address** box (e.g., www.google.com).
3. Type a more familiar name for the Web page in the **Name** box (e.g., CNN News, or NASA Web site).
4. Categorizing your bookmarks is a helpful way to keep organized. You'll save lots of time searching through long lists of bookmarks to find the one you want.
 - a. To create a new category, type a name such as Personal Links, History Bookmarks, etc. in the **New Category** box.
 - b. You may also select a category from the drop-down list.
5. Click the **Save** button.

eChalk Bookmarks

eChalk provides a bookmarking tool that you can install on your browser to help you add a bookmark directly to your eChalk account when you are not logged in.



Once installed, just click the **eChalk Bookmark** link to store the bookmark to your eChalk account.

To install the eChalk bookmarking tool, drag the link called **eChalk Bookmark** from the screen tips at the bottom of the main Bookmarks page up to the links bar on your browser. (Note: unfortunately, this tool does not work with Netscape Navigator on Macintosh computers.)

Once you have stored bookmarks in your eChalk account, you might want them to display on your personal Web page.

Contact Information

 **Mary Smith**, Teacher
mary.smith@school.echalk.com
Phone: 212-555-1212
Room No.: 318
Office Hrs: Mon-Wed: 2:30-4:30 or by appointment

Personal Message
Go Prototype Lions!!!

Biography
I went to Prototype High School and now I have been teaching here for 10 years.

General Information

User Type: Teacher
Site Name: Prototype High School
Grades Taught: 5
Classes Taught: AP English
British Literature

My Web Links

- General
 - [English Class Homework Policy](http://school.echalk.com) ← Shared Bookmark
- Media
 - [CNN News](http://www.cnn.com)
- Science Links
 - [Butterflies of North America](http://www.npwrc.usgs.gov)
 - [NASA Web site](http://www.nasa.gov)

To display a bookmark from a teacher or administrator account:

1. Click the pencil icon next to the bookmark name. The **Edit Bookmarks** screen will display.
2. Place a check in the **Add to my personal web page** box.
3. Click the **Save** button.