Section 4: Your Message

Enter a message for your students and/or their parents. This is the place to discuss homework assignments, upcoming exams, field trips, projects, study sessions, and anything else that might be of interest.

You can upload images, audio files, and other files to the Instructor Zone and add them to your class page. First, upload your files in the *Files* tab of the Instructor Zone. To insert a file into your class page, follow these steps:

1. Place the cursor in the message text box where you want to insert the file.
2. Select the type of file you want to add from the *Insert* list below the *Message* text box.
3. Once you have selected the type of file you want to insert, click *Browse*.
4. Navigate through the folder structure to find the file. Your parent folder is shown in the dark bar after the words *Current folder*. As you move through subfolders, your current folder will always be shown here.
5. Check the box next to the name of the file you want to insert.
6. Click *OK*.

Except possibly to add line formatting, Quia does not alter your message text before displaying it on your page. This means that you can, if you want, use HTML tags and character entities in your message. It also means that there are a few symbols that you need to treat specially in order to have them appear the way you intend.

Basic HTML Formatting

You can create bold, italic, and underlined text by using HTML tags in your message. To make text bold, surround it with the <B> and </B> tags. For example,

```
Papers are <B>due at 3pm today</B> in my office!
```

would appear on your page as

Papers are **due at 3pm today** in my office!

To make italic text, use the <I> and </I> tags. The following text

```
Practice conjugating the verbs <I>avoir</I> and <I>être</I>.
```

would show up as

Practice conjugating the verbs *avoir* and *être*.

For underlined text, use the <U> and </U> tags. The sentence

```
Finish reading <U>Crime and Punishment</U> before class tomorrow.
```

would be displayed as

Finish reading <u>Crime and Punishment</u> before class tomorrow.

You can even combine tags: Putting them together <B><I><U>like this</U></I></B> would look ***like this***.

Special Symbols

A few symbols have a special meaning to HTML. For example, the symbol "<" indicates the beginning of an HTML tag like "<B>" or "<TABLE>". If you want the symbol "<" itself to appear, you should enter the text "<" ("**L**ess **T**han") instead of "<". A browser will display the text "<" as "<". The text "<" is called an HTML *character entity*.

Here are the symbols that you should treat specially when entering your class page message:

symbol	how to enter it	how to remember it
<	<	**L**ess **T**han
>	>	**G**reater **T**han
&	&	**AMP**ersand

Additional HTML tags:

** ** Place this code around the text to be affected.** **

****Place this code around the text to be affected.****

** **

Or you can combine them:

<p> (gives a return with a blank line – double spaced)

**
** (gives a return with no blank line – single spaced)