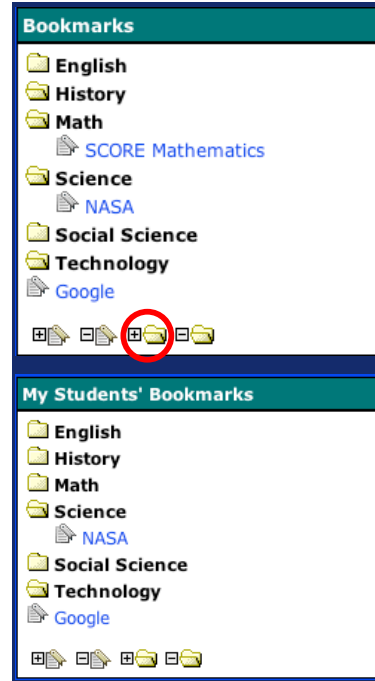


## Bookmarks

Bookmarks (similar to Favorites), located on your Home Page, allow you to save your frequently used web sites in an organized manner. With *ed1stop* Bookmarks, you can access your Bookmarks from any computer simply by logging into *ed1stop*. You can even manage your students' bookmarks through your own account. (If you don't see the My Student's Bookmarks channel on your home page, you can simply add it. Instructions on adding channels are explained in the *How to add My Students' Bookmarks channel* handout.)

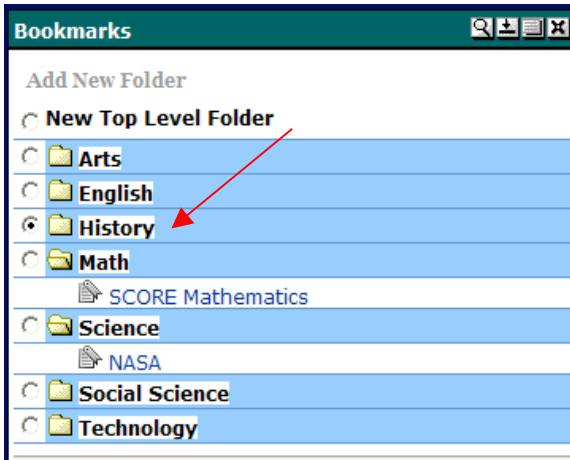
### Adding a Bookmark Folder


If you want to organize your bookmarks categories, you will need to create folders before adding the individual bookmarks.



### Step-by step:

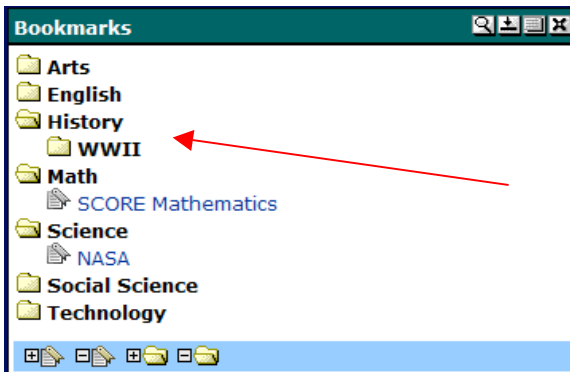
- Click on the little folder icon at the bottom of the channel with a plus sign on it
- This will open a new window
- Notice the small radio button to the left of each folder



- If you click inside the radio button, for instance  History, that will add a subfolder within the History folder

Please fill out the form below and select the folder in which the new folder will appear.

Folder Name:



- Give this new folder a name in the field below. I chose “WWII”.
- If you don't want the folder buried inside another folder don't select a radio button, simply type a name and click “add.”
- Next, click the “Add” button and you will return to viewing your Bookmarks

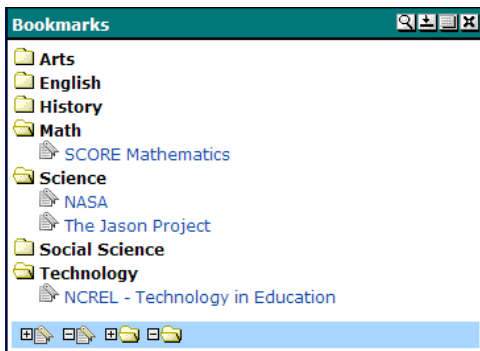
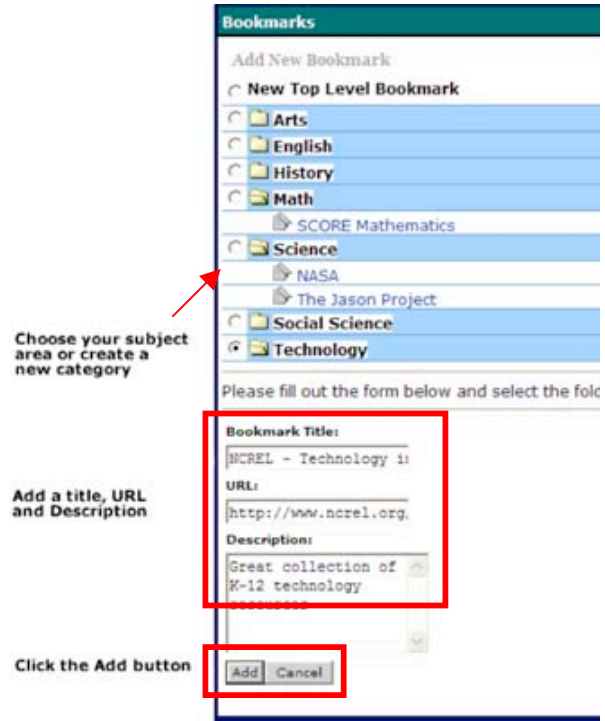
channel and the new folder or sub-folder will be available.

## Adding Bookmarks

- Adding a bookmark requires that you click on the little icon with a plus (+) on it. A new window will open that allows you to specify the information about your new bookmark
- Select the folder where you want to place the bookmarks
- Add a title for your bookmark
- Type the URL or web address starting with the http://

**Tip:** It is best to first bring up a separate web page of this new bookmark. Then you can click on the web address or URL and type CTRL + C or Apple + C (on a Macintosh). This allows you to copy the URL accurately.

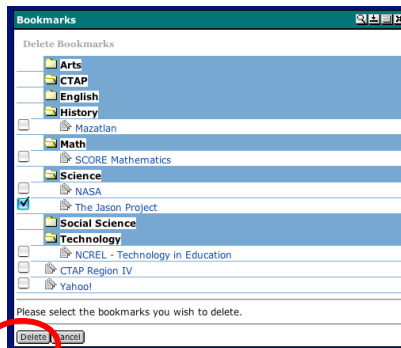
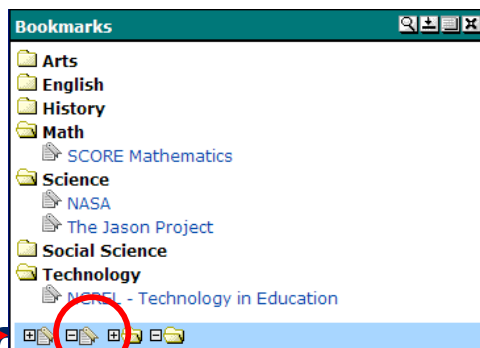
- Once you copy the URL, go back to the *ed1stop* home page and paste the URL in the URL field



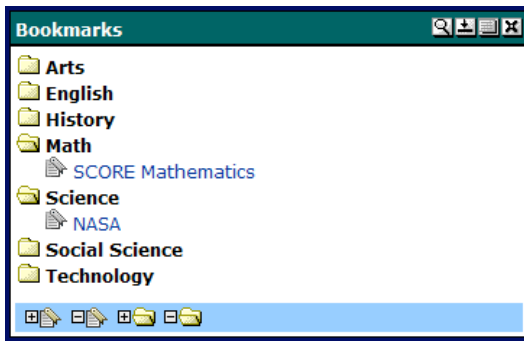
- The final field, “Description:” is optional
- Click the Add button and you will return to your list with the new bookmark added.

## Removing Bookmarks

- Removing a bookmark requires that you click on the little icon with a minus on it
- This will open a new window that will have small check-box fields that allow you to add a checkmark next to those bookmarks you want to eliminate

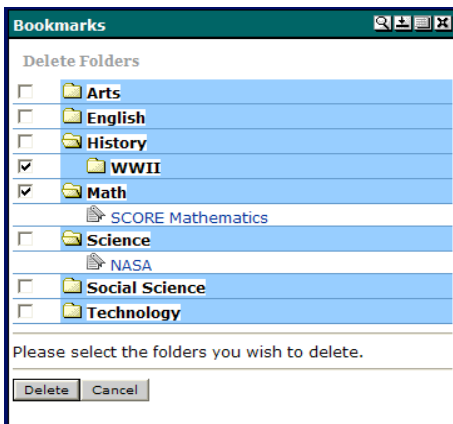
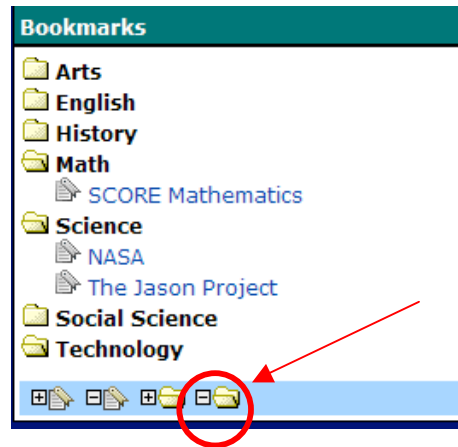


- Next, click on the “Delete” button and you will return to the original environment and the bookmark or bookmarks you selected will be removed
- Edited Bookmarks Channel with “The Jason Project” bookmark has been removed



### Removing one or more Bookmark Folders

- To remove a Bookmark folder click on the little folder icon at the bottom of the channel with a minus sign on it
- This will open a new window that will have small checkbox fields in front of each of the folders that you currently have
- Click and add a check to as many boxes as you choose to eliminate those folders. In this example, I have chosen to remove the WWII and the Math folders
- Note the Math folder and sub folder “WWII” within the History has been removed



**\*\* Warning \*\*** This is irreversible; you will be able to remove a folder even if it contains multiple bookmarks.

