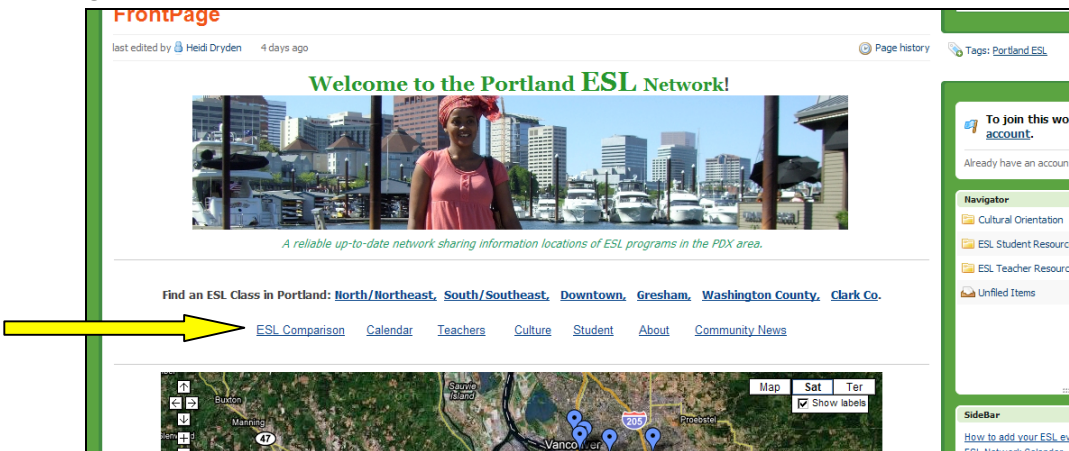


How to add your class to the Portland ESL Comparison Chart

1. Sign into portlandesl.pbworkscom
2. Click on the ESL Comparison Link. A new window will pop up confirming that you would like to open the excel file. Click ok to download the excel list.
- 3.



4. Add your class information at the bottom of the list be sure to enter the relevant information in each of the 9 columns.

Course Type	Institution Name	Location	Term Length	Price	Website	Comments	Caters Specifically to	Updated
Community	Fairview Oaks - MHCC	Gresham	10 weeks	Free	www.portlandesl.pbworks.com	Mondays and Wednesdays 6:00-8:00. April 6- June 10 th . Class is currently full, but check back for new classes (503) 492-1459	Caters Specifically to Spanish speakers living in Fairview	4-23-09

5. Add relevant information:
 - ▣ Course Type: Academic, Community, Refugee, or another if the course caters to a very specific populations such as *Chinese speakers – Chinese*.
 - ▣ Name of institution offering or sponsoring the classes
 - ▣ General location such as Northeast or Gresham
 - ▣ Term length and price of the class
 - ▣ Website
 - ▣ Additional information such as days of the week and specific times the classes are offered and contact information.

- If the class is only open to specific students such as citizens, or residents of Multnomah County, please include this information.
 - At the end of your entry please include *Updated and the current date such as-4-23-09.*
6. Until pbworks adds a new data base plug in, there is no easy way to save the information to the website without uploading the new updated excel file to the website.
 7. Save the newly update excel file in an accessible location
 8. Return to the Portland ESL Network homepage
 9. Click Edit on the frontpage
 - On the Right sidebar select "Images and Files" and then Upload Files
 - Find and select the ESL Comparison chart that you saved to your computer
 - Double click on the file and it will upload
 10. Highlight the ESL Comparison Link on the front page and while it is highlighted click on the newly uploaded chart link in the right sidebar. This will connect the excel file with the link on the front page.
 11. Click **save** at the bottom left of the front page
 12. Congratulations! You have successfully added your class to the Portland ESL Comparison spreadsheet! Please remember to come update your entry in the network as needed!
 13. To return to the home page, click the **portlandesl** link in the very top right corner.

