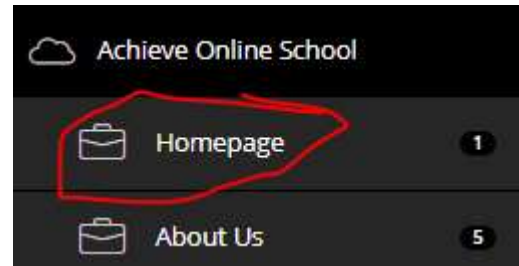
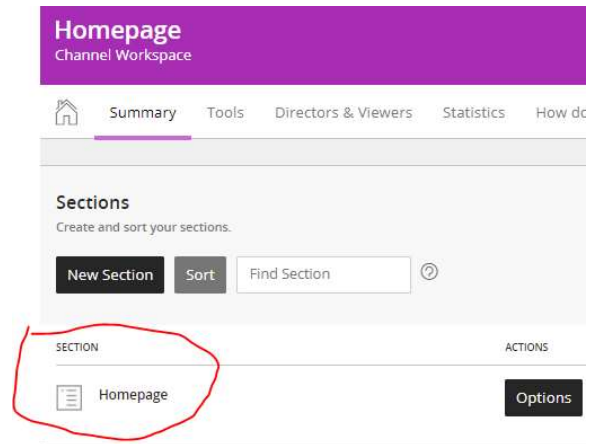


HOW TO UPDATE YOUR SCHOOL HOMEPAGE

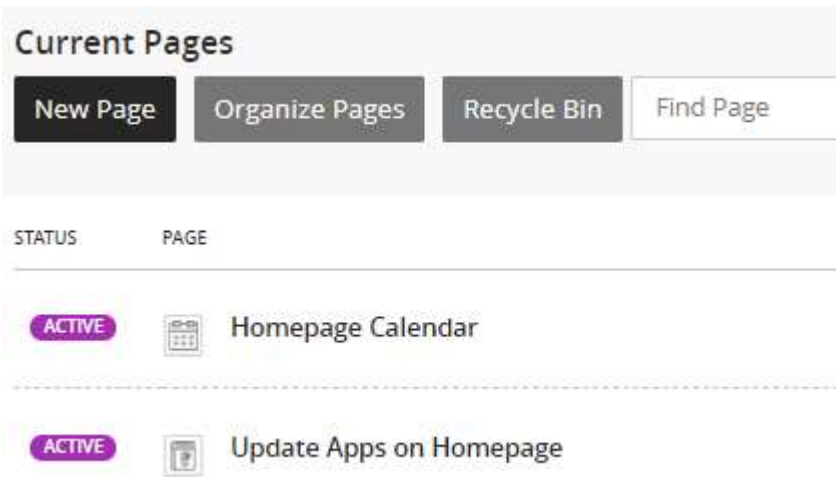
When you log into Site Manager you will see a “Homepage” Channel at the top of your Channel list on the left. CLICK THAT.



There is one section in that channel called “Homepage”. CLICK THAT.

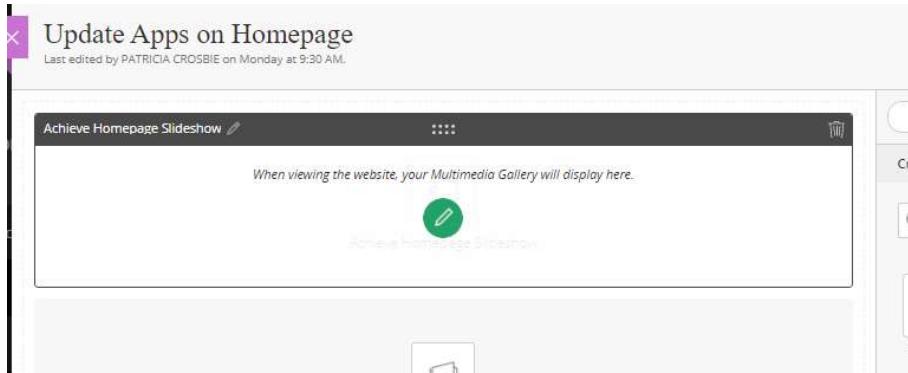


There are 2 pages in that section, “Homepage Calendar” and “Update Apps on Homepage”.



If you want to update your calendar, which also updates your homepage Upcoming Events, click to open the “Homepage Calendar” page.

To update the content on the homepage, click to open the “Update Apps on Homepage” page.
There are 4 apps on that page. Hover over the app you want to update and click edit icon (green circle).



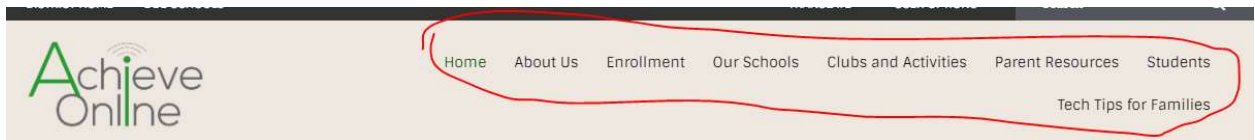
Do not add any new apps to this page. It doesn't do anything. These 4 apps are shared to your homepage.
This page doesn't appear anywhere.

Do not change the name of the app.

Do not delete any of these 4 apps.

TEMPLATE CHANGES THE WEBMASTER CAN MAKE FOR YOU:

The channel names are taken from a District library. If you want to add, remove, or rename a channel, contact the webmaster.



You are limited to 10 Global Icons to the right of the slideshow. If you want to add, remove, or rename a Global Icon, contact the webmaster.

If you want to change your logo, contact the webmaster.

If you want to change your colors, contact the webmaster.

If you want to change anything in the footer, contact the webmaster.

If have any questions at all, contact the webmaster. I am here to help!

pat.crosbie@d11.org or 520-2086

