

How Do I add New Pages?

Click  located top right

Fill In Information

Page Title & Description

Check Display Page

Type in a numerical number for Sort Order

Click **SAVE**



Note:

You will see a BLUE message saying "Your page setting have been saved" and then click CLOSE

Repeat the steps above to continue to add Pages to your website or

Refer to HOW TO ADD MODULES to my PAGE

How To Change The TITLE of PAGES After They Are Created?

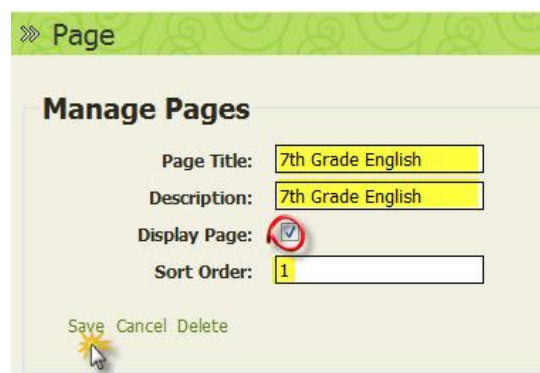
Select the **Page** from the Menu bar



Click  next to the title below the MENU bar

Make Changes

Click Save



How do I Add New Modules to the Page?

Select the **Page from the Menu Bar** you want to add the module to.

Click **Add Module** top right corner

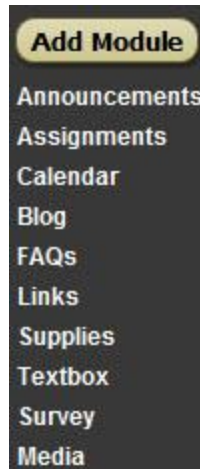
Select Module from Drop Down List

Type in Title

Check Box to Display the Module

Type in a Numerical Number for Sort Order

Click **SAVE**


A form titled 'Manage Modules' with a green header. It contains three input fields: 'Module Title' with the text '7th Grade News', 'Display Module' with a checked checkbox, and 'Sort Order' with the number '1'. At the bottom left are three buttons: 'Save', 'Cancel', and 'Delete'. A mouse cursor is pointing at the 'Save' button.

Note:

You will see a BLUE message saying "Your module setting have been saved" and then click CLOSE

Repeat the steps above to continue to add Modules to Pages

How do I edit the MODULE TITLE

Click the  next to the Module you wish to edit (Modules go down the left hand side of the page)

Make the changes

Click **SAVE**

Note: You will see a BLUE message saying "Your module setting have been saved" and then click CLOSE

A screenshot of the 'Manage Modules' form, identical to the one in the previous image. It shows the '7th Grade News' module with a pencil icon next to the 'Module Title' field, indicating it is selected for editing.