

HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

TEST - TACO TECH SCHOOL

CLICK THE COVID-19 RESPONSE TAB UNDER SITES & CHANNELS ON THE LEFT SIDE OF YOUR PAGE.

Parents & Students 8

COVID-19 Response 1

Change Site >

COVID-19 Response

Channel Workspace

Summary Tool

CLICK THE NEW SECTION LINK.

Sections

Create and sort your sections.

New Section Sort Find Section ?

SECTION

District Re-Entry Facts

HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

New Section

Complete the general and advanced options for your new section.

General Advanced

* Section Name:

The section name appears in Site Manager and anywhere on the site.

Taco Tech COVID-19 Resources

* Menu Name:

The menu name appears in the navigation on the end-user site.

Taco Tech COVID-19 Resources

Section Configuration:

Select a section configuration or choose Blank Section to build your own page.

Please Select a Section Configuration



Blank Section

Contact Name:

Users will see this contact information in general messages from the section.

Email Address:

Phone #:

GIVE THE NEW SECTION A NAME THAT DESCRIBES THE CONTENT. THEN CHOOSE BLANK CONFIGURATION IF YOU WANT TO BUILD YOUR OWN PAGE.

CLICK SAVE AT THE BOTTOM OF THE BOX.

New Section

Complete the general and advanced options for your new section.

General Advanced

Friendly Web Address:

Enter the text for your friendly web address.

If you entered athletics in this field, visitors will be able to navigate directly to this area of the site.

Map Section to Web Address:

Direct visitors to this web address. Enter a full web address or browse your site.

http://www.scsk12.org/learningoptions/facts?PID=1857

ADD THE WEB ADDRESS OF WHERE YOU WANT THE SECTION LINK IN THE "MAP SECTION TO WEB ADDRESS" BOX.

CLICK SAVE.

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COVID-19 Response
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Summary Tools Direct

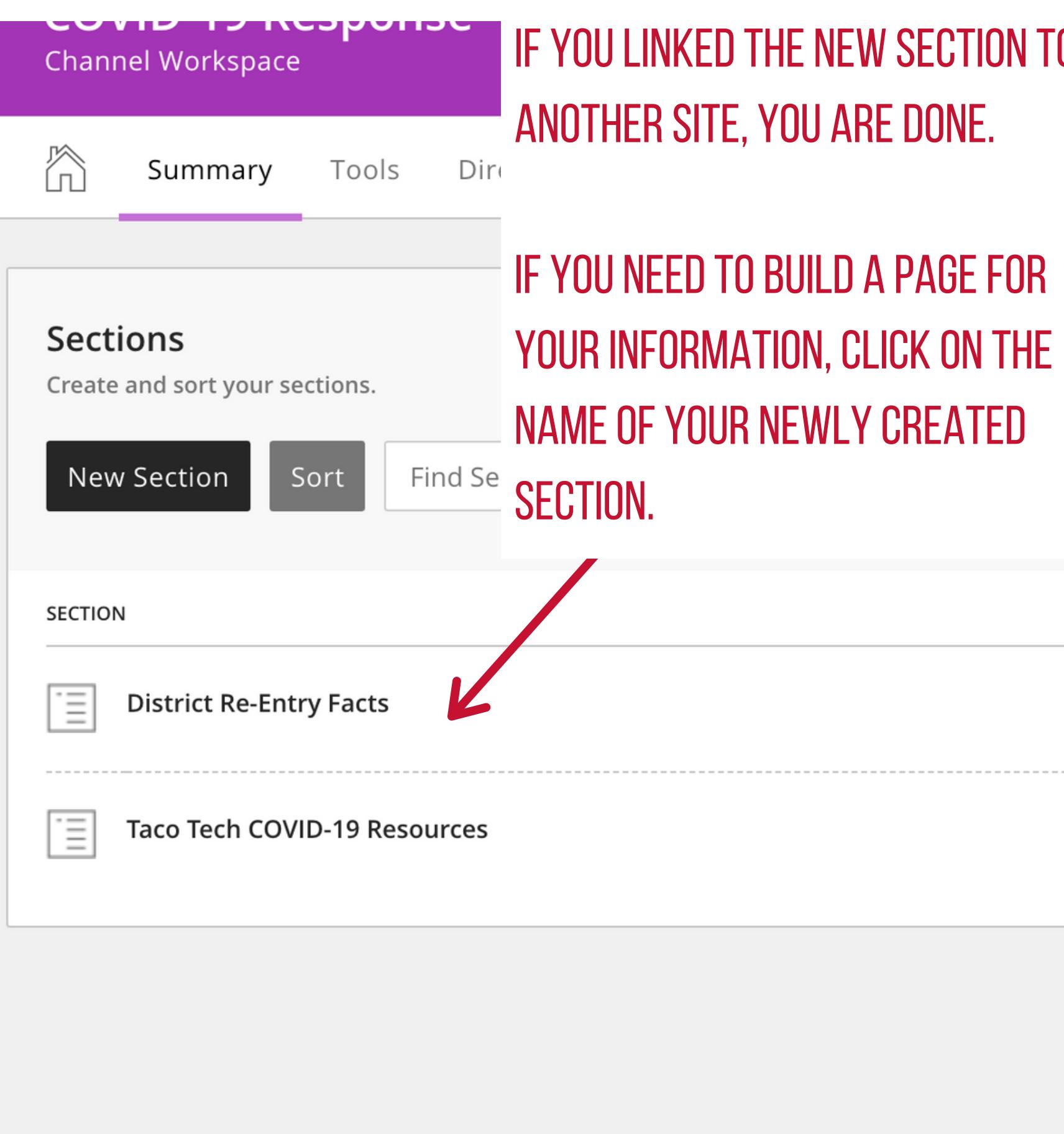
Sections
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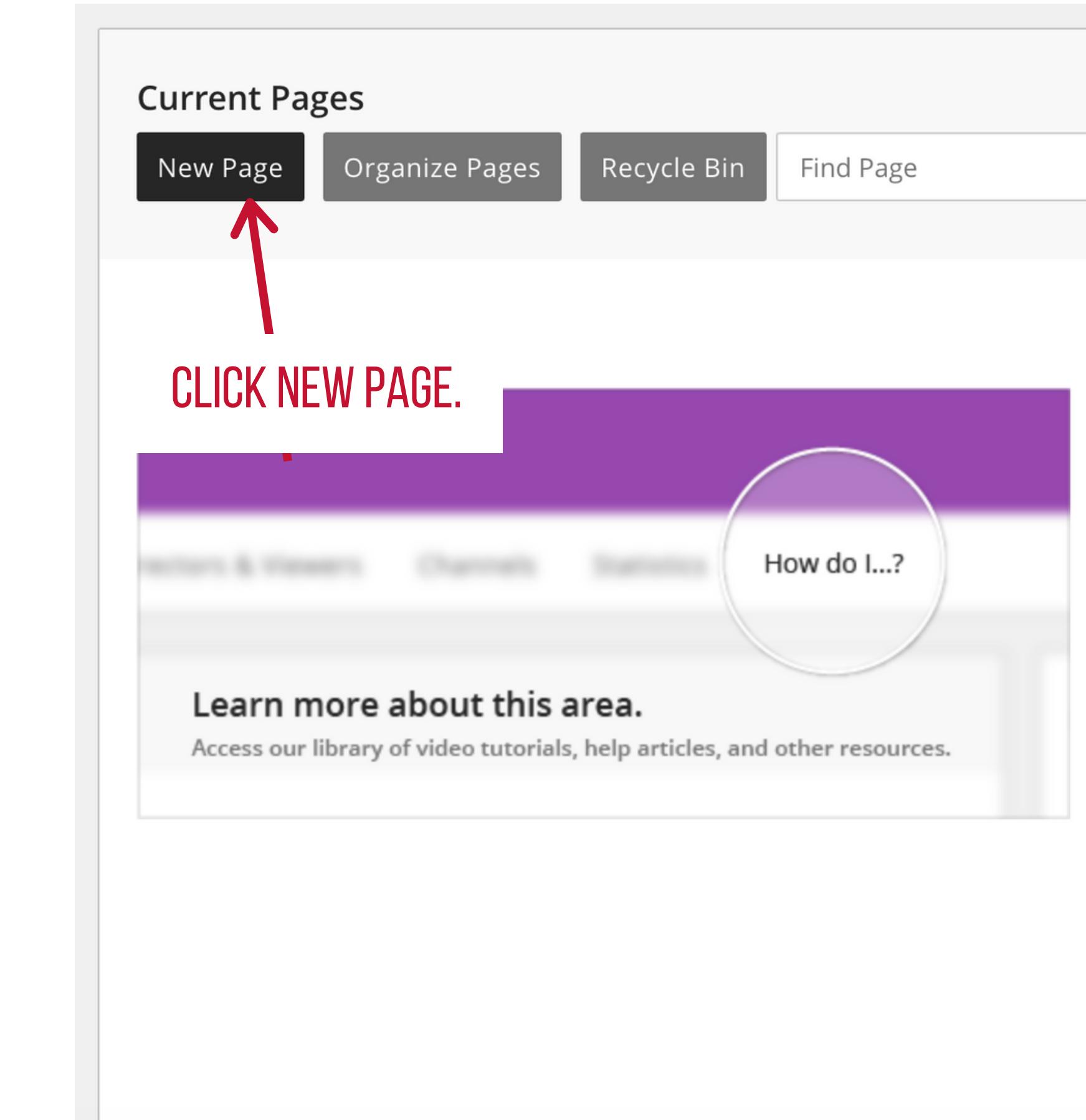


IF YOU LINKED THE NEW SECTION TO
ANOTHER SITE, YOU ARE DONE.

IF YOU NEED TO BUILD A PAGE FOR
YOUR INFORMATION, CLICK ON THE
NAME OF YOUR NEWLY CREATED
SECTION.

Current Pages

New Page Organize Pages Recycle Bin Find Page



CLICK NEW PAGE.

How do I...?

Learn more about this area.
Access our library of video tutorials, help articles, and other resources.

HOW TO ADD A NEW SECTION AND PAGE TO COVID-19 RESPONSE CHANNEL

GIVE YOUR NEW PAGE A NAME
THAT DESCRIBES THE CONTENT.
THEN CHOOSE A PAGE LAYOUT.

* Page Name:

Visitors will see this page name in your navigation.

Basic Page

The page type keeps things simple with an in

Blank Page

This page type is a blank canvas, with a single column layout and no apps included.

Content Page

This page type is useful for all types of content, and is used frequently as the homepage/overview page for a section.

Remote Learning Home

School Choice

Staff Directory

Use this as the default page type for adding school staff.

Staff Profile Page

This page type is useful for teacher information pages.

Save & Continue

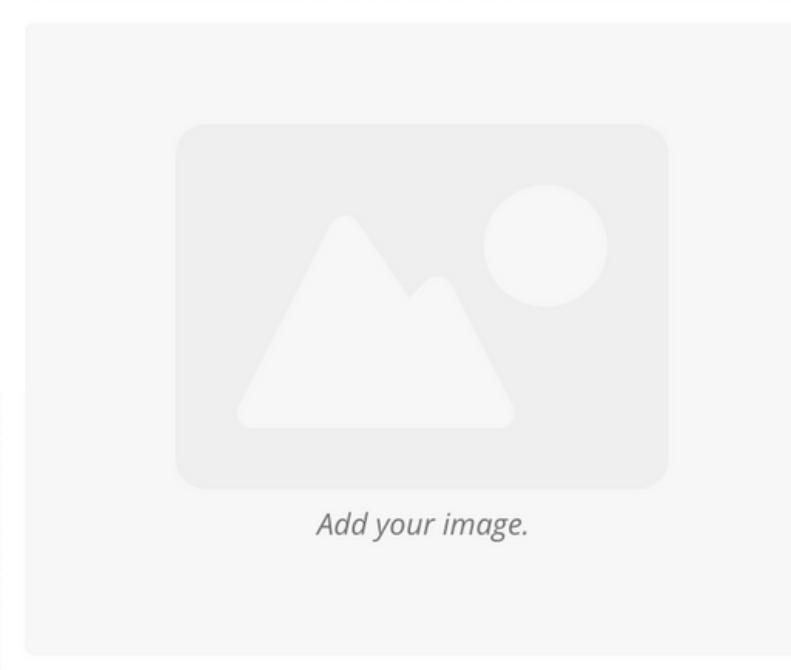
Save & Exit

Cancel

CLICK SAVE & CONTINUE.

New Page

Last edited by Kyle Bullock about a minute ago.



Your heading text will display here.

Your text will display here. There are many types of content displayed in areas like this one. Some examples are overviews, introductions, descriptions, details about specific topics etc.

YOU CAN NOW BEGIN TO ADD APPS AND BUILD YOUR NEW PAGE JUST AS YOU WOULD ON THE HOMEPAGE.

YOU CAN CHANGE THE LAYOUT AT ANY TIME BY CLICKING THE LAYOUT TAB IN THE TOP RIGHT CORNER.

Apps

Create New

Find...



Accordion



Calendar



Embed Code



Files



Gall