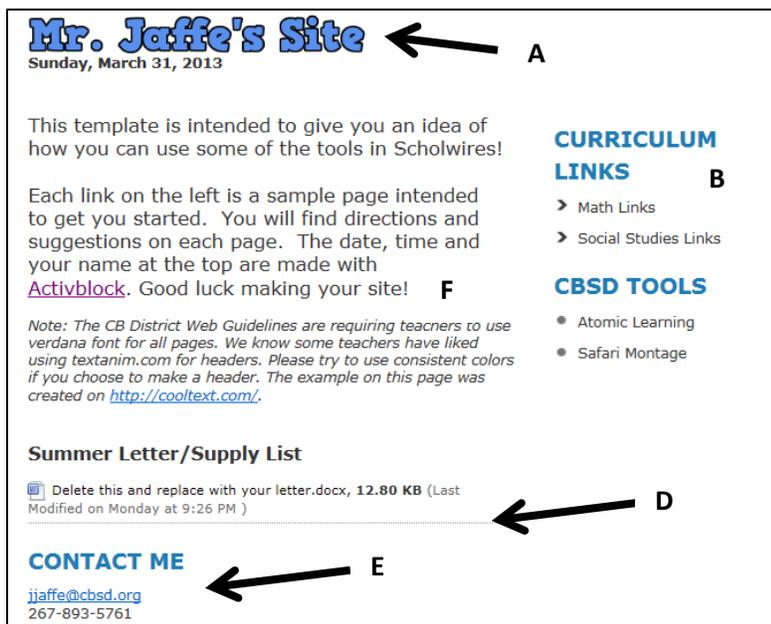
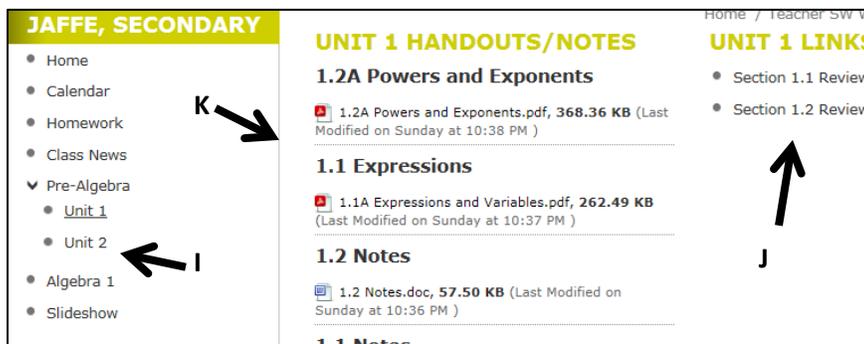


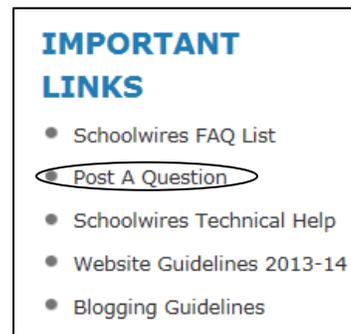
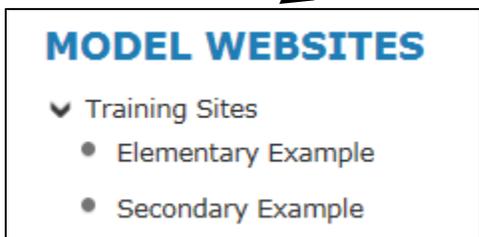
- I. **On the Homepage:**
- A. Add a **title** to the top of the page
 - B. Elementary should add the **pre-made Curriculum Links**
 - C. Secondary should add **useful links**
 - D. Elementary can add a **summer letter**
 - E. Add your **contact information** to the bottom of the page
 - F. Add a message to your homepage



- II. **Items to Try:**
- G. Add a **Calendar App** to a page
 - H. Make a page for homework and add the **Assignments App**
 - I. Make a section for content with “nested” units underneath
 - J. Use the **Site Shortcuts App** to create links
 - K. Upload files to a **File Library App**



- L. Try to make a slide show with the **Photo Gallery App**
- M. Create a Class Blog
- N. Experiment with different **layouts** in the Site Manager
- O. In the Site Manger click on the **How do I..?** link to explore all of the help features
- P. Look through the **Important Links** on the Staff Development Training Site*
- Q. Look at the example **Training Sites** for ideas and guidance*



III. The Elementary Template:

My Start Bar

Global Icons: Home, Lunch Menu, School Contact, Parent Portal, School Calendar

Title Bar Area

My Channel Bar

Directions: Sign-in with your AD log-in. Click on the [Site Manager](#). Click on the [Home icon](#). You will see the layout below.

Title: Click on the [Teacher Page Title Flex Editor App](#). Add your name to the top of the page.

Curriculum Links: You need to add a shared app here called [Curriculum Links k-6](#). Your building coach will explain how to do this.

Welcome Letter: Click on the [Welcome Letter/Supply Lists App](#). Upload your letter here.

Contact Info: Click on the [Contact Me Flex Editor App](#). Add your email and phone number.

IV. The Secondary Template:

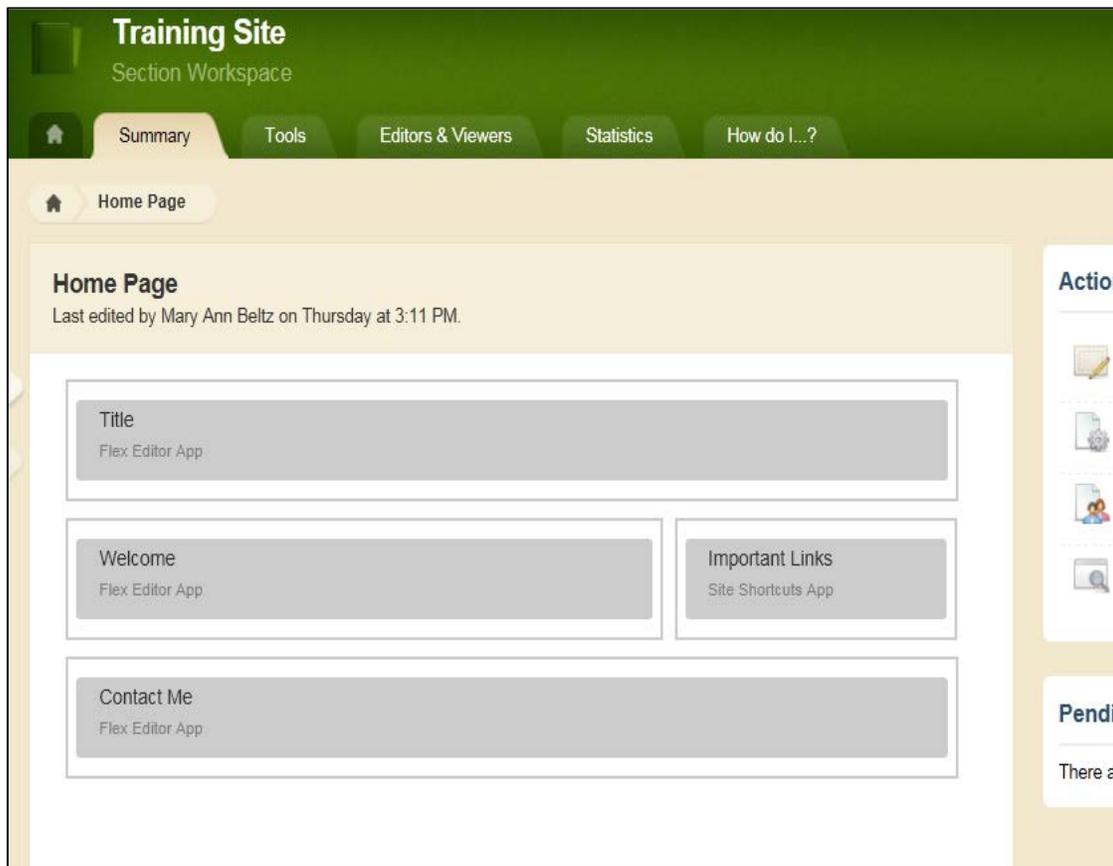
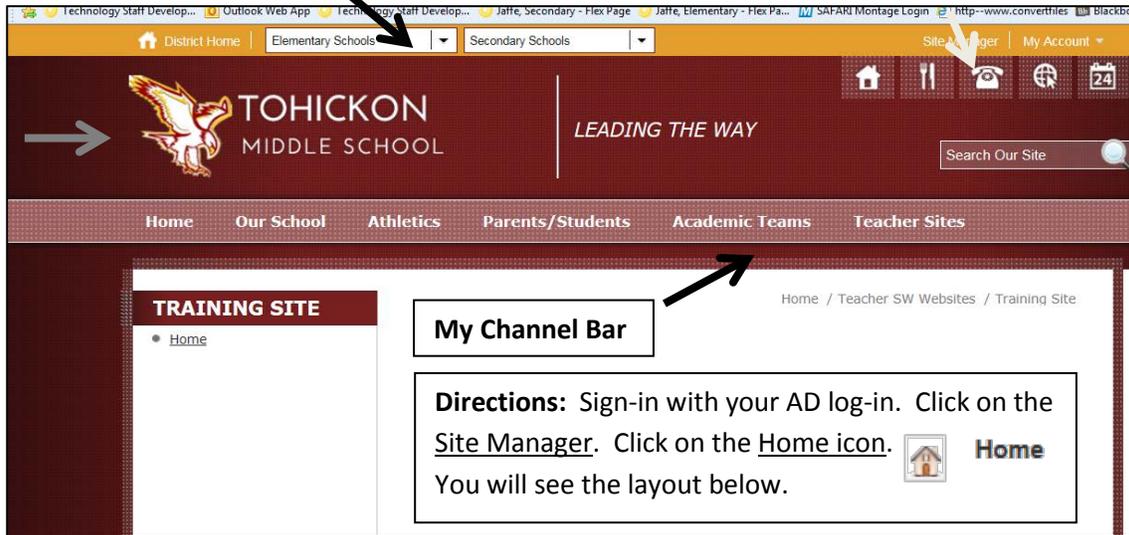
My Start Bar

Global Icons: Home, Lunch Menu, School Contact, Parent Portal, School Calendar

Title Bar Area

My Channel Bar

Directions: Sign-in with your AD log-in. Click on the Site Manager. Click on the Home icon. You will see the layout below.



You can add important links to web sites you want to use.