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 Manager 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*
      Consider reading or posting an idea
   Q. Look at the example Training Sites for ideas and guidance*

*Resources are found at: http://cbsd.org/Page/1969.
III. **The Elementary Template:**

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

**Title Bar Area**

**My Start 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.

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**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.

*Resources are found at: http://cbsd.org/Page/1969.*
IV. The Secondary Template:

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

- **My Start Bar**

- **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.

*Resources are found at: http://cbsd.org/Page/1969.*