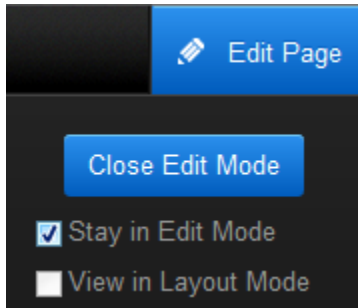


10 Helpful Items for MIGRATED Sites

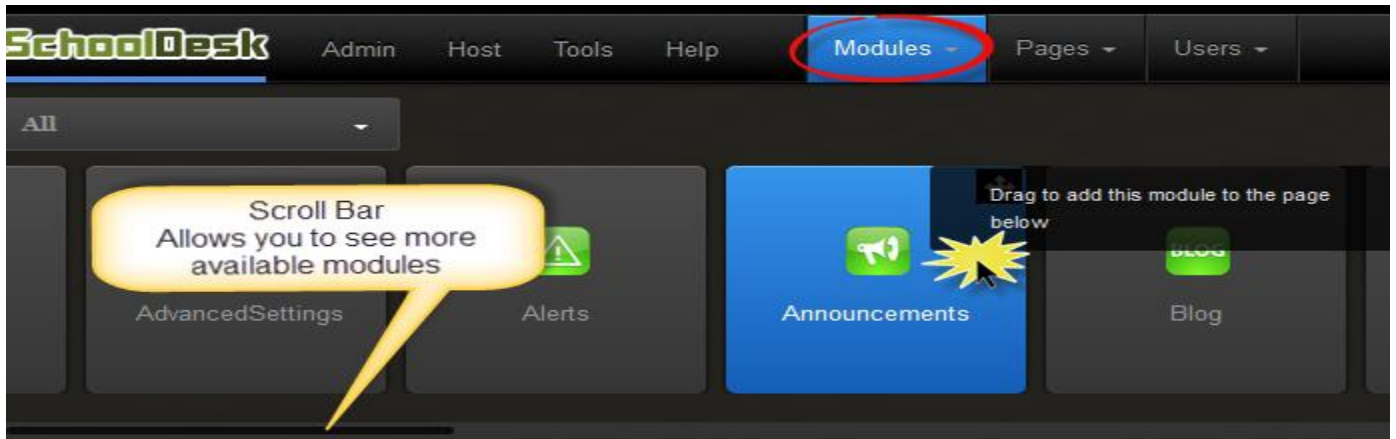
1. How to EDIT

Login to Site, Top RIGHT corner, mouse over Edit Page and Click Edit this Page. Mouse back over Edit PAGE and Click Stay in EDIT MODE



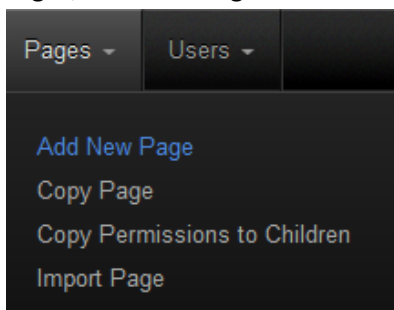
2. Add Module

Modules, Add New Modules, Select Module and drag to PAGE



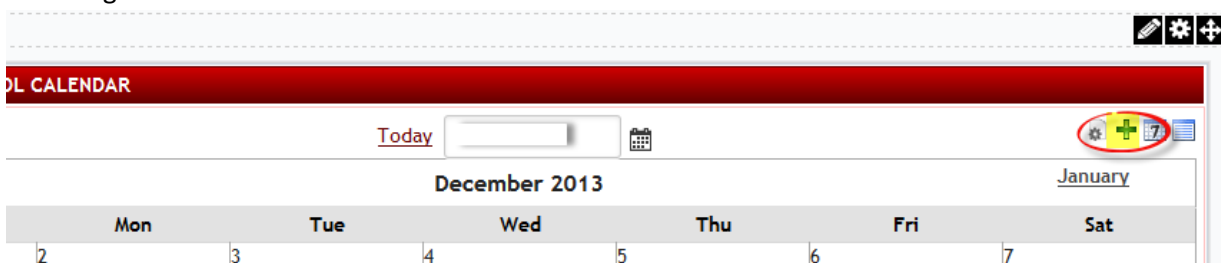
3. Add Pages

Pages, Add New Page



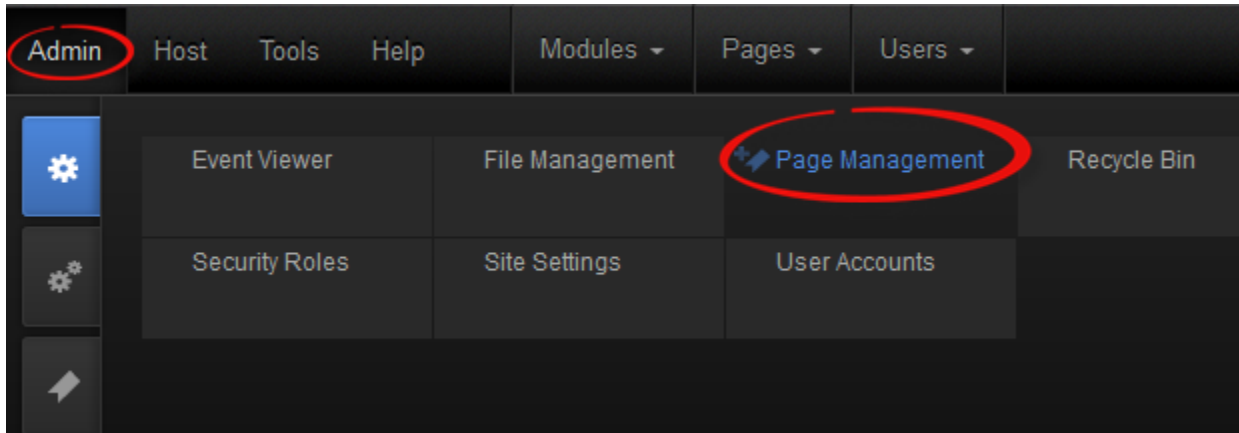
4. Add Events to CALENDAR

Click + sign inside the MODULE

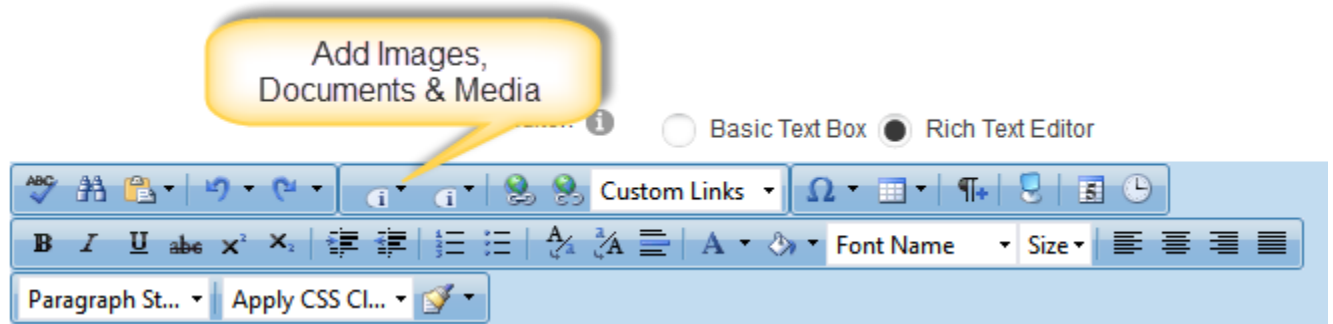


5. Site Hierarchy

Admin – Pages is NOW Admin – Page Management



6. Text Editor Changes



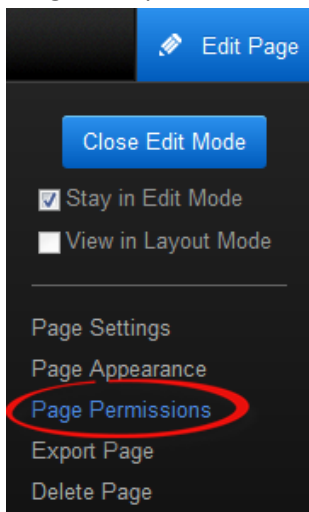
7. Videos

Videos can no longer be in the SIMPLE GALLERY module. You must use the Media Manager in the TEXT EDITOR or EMBED CODE in the TEXT box or Widget module

8. Permissions

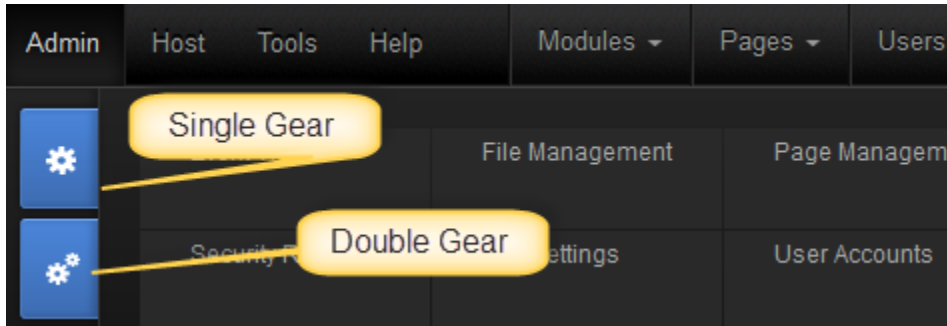
EDIT, Page Permissions

By DEFAULT – All Pages, unless changed on creation, will have PERMISSIONS set to EDITORS ONLY. In order for the general public to see the PAGE you must place a GREEN check in the VIEW column of ALL USERS



9. Admin Options

Recycle Bin, Header Images , Site Notifications, Newsletter, Roles & Users Can be found by Clicking on ADMIN, and then selecting Single Gear or the Double Gear



10. HELP

Help is available in the NAVIGATION. This will take you to the SITE where you can see more details of Help Topics, submit a Trouble Ticket for SchoolDesk or LIVE CHAT to get immediate response from a support staff member. You can always pick up the phone and call 888-242-2685. Hours of operation are Monday – Friday 8am to 6 pm Eastern time.