

Log in

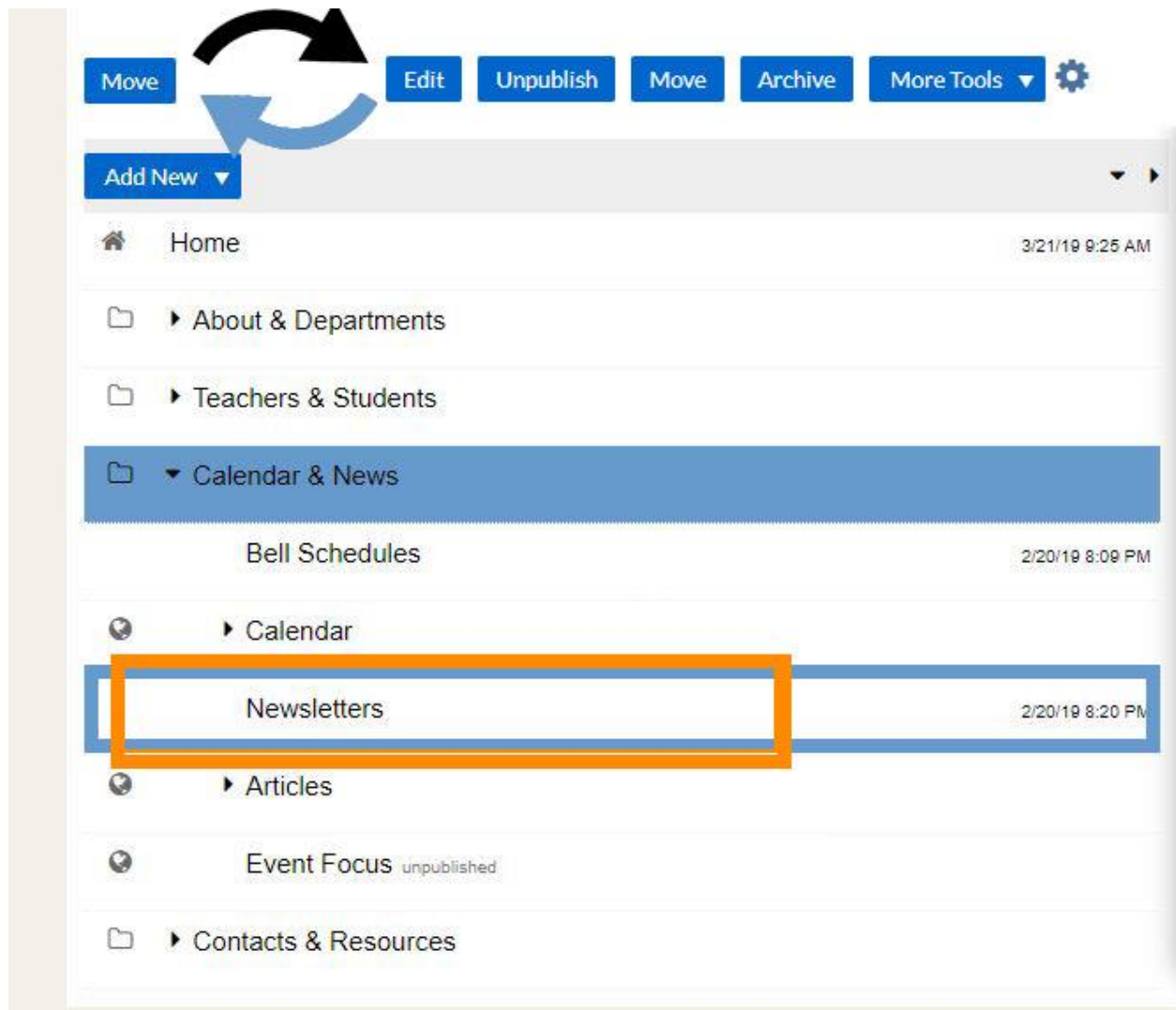


If you have never had a an editor School Loop account you will get the email soon - click on the link and you need to **scroll down to the lower right corner** of the **School's Home page** (not District homepage - schools are on new urls) to the small black button that says School Loop Login to sign in (not the "Staff" link in the upper right - that is for Forms etc. and is not for editing the pages at this point)

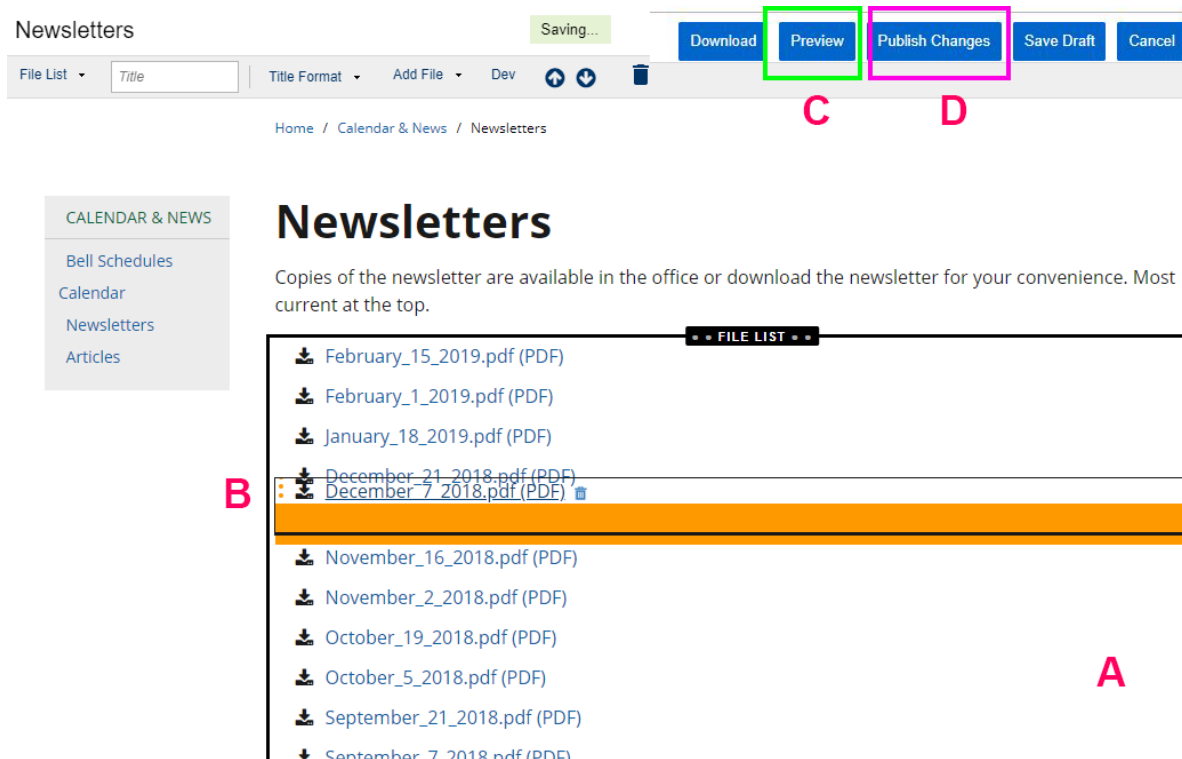
You will see your portal after logging in – Use the Site Center to open the editing tool

A screenshot of a school portal interface. The top navigation bar includes 'Elementary School', 'Portal', 'Logout', and 'Settings'. Below the navigation bar are sections for 'User Management', 'Member Search', 'My Locker', 'My Calendar', 'My Website', and 'Groups'. The main content area is titled 'Portal' and contains several sections: 'CREATE YOUR WEBSITES' with 'Add Event' and 'Add News' buttons; 'CALENDAR' with a 'Show Me...' dropdown and 'Add Events' button; 'TOOLBOX' with 'Site Center', 'School Stats', and 'School Settings' buttons; and 'NEWS' with an 'Add News' button and a list of news items including 'Warwick Staff Goes Blue for Autism Awareness Day' and 'Budget Frequently Asked Questions'.

Go to the page that has the Newsletter Files – open little triangles /arrows to expand the selection and click on page then click on Edit – Buttons change at top depending on what you click



Select the Newsletter page and then click Edit Button



A – First hover over the page and click on the files to activate the Module or File List – will see black border

Then you can drag your pdf into this box – turns orange – make sure you label your pdf it is easier – the audience will see the file name. After the file is uploaded move to B

B – Hover near the left edge of the file name – you will see orange dots show up – this is the sorting handle – click and hold the mouse and move the file to the top of the box – reverse chronological

C – Click the preview button – this open a new window with the page - PREVIEW the PAGE - right click link (in browser) to get the Link URL or where the pdf is located on the website (Copy Link Address in Chrome or Copy Link Location in Firefox) - and then you can use that to add link into context in a News/Update item or with the Link icon in the Text Module – keep this url in your clipboard

D – Click Publish changes – this save the page and closes the editing

This added the file to the page now we want to add a link (in clipboard) /update to the front page to promote the Newsletter

Click on the Home Page in the Site Center to select then click on Edit Button

Hover over the School Updates box – get black rectangle and click to activate that module – new small orange button at top right shows up – “Add News”

Click button – New News Box opens up – sits on top of page – grey out background

The screenshot shows a 'NEWS ITEM' form with the following elements:

- PUBLISH RANGE:** Publish: 04/05/19, Expires: 04/12/19. An orange 'A' is next to the date, with '4/12/20' written below it.
- Headline:** Newsletter April 2019. An orange 'B' is to the left of the text.
- Details:** (Cut/Paste OK). A rich text editor toolbar is visible with an orange box around the link icon. The text 'Newsletter April 2019' is selected in the editor. An orange 'C' is to the left of the text.
- Buttons:** Attach File, Post Link, CANCEL, and PUBLISH. An orange 'D' is to the right of the PUBLISH button.
- Other:** An 'Enable Discussion' checkbox is present.

A – Change expires date to a year out (if 2019 make the year 2020)

B – Add headline like Month of Newsletter and Parents info

C – In Details box – type a similar text as headline then select that text in the body and click the link Tool – icon has world and chain link

add link – this is from the File list preview copy “Copy Link Address”

D – Publish – click thru confirm/done buttons