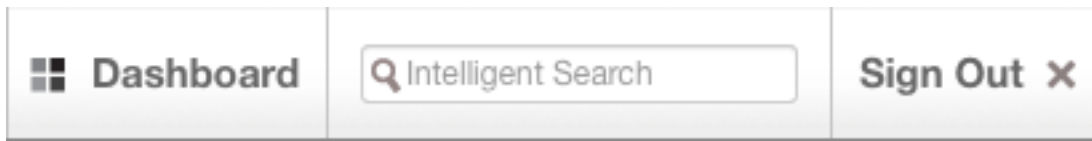
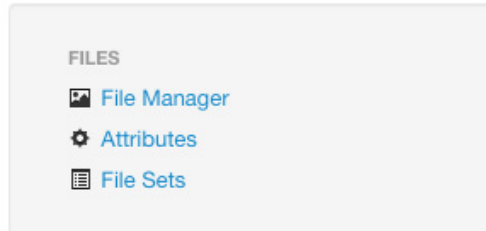


ADDING LINKS TO THE SUPERINTENDENTS PAGE

Once you have logged in go to the Dashboard in the top right hand corner of your screen.



Then click on File Manager



If you want to upload one file at a time click on "Choose File" Select your PDF Document and then Click "Upload File."

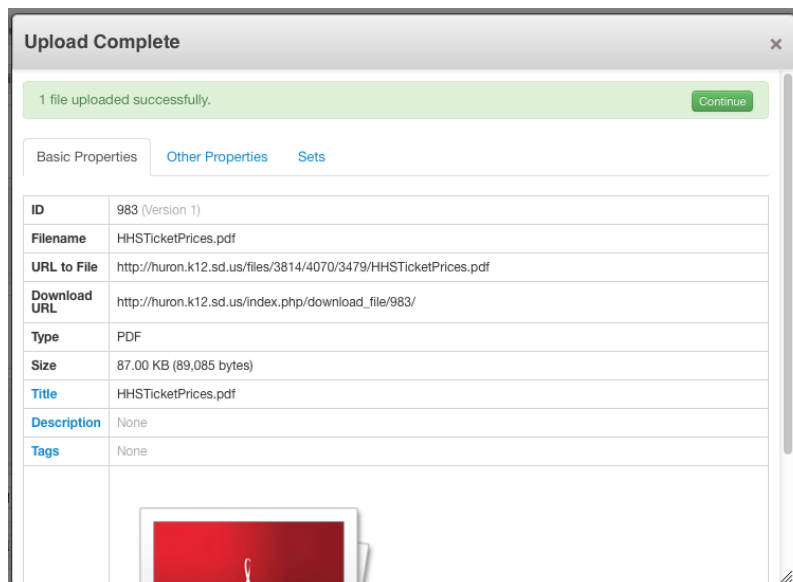
If you want to upload multiple files click on "Upload Multiple" Select your PDF Document and then Click "Start Uploads"



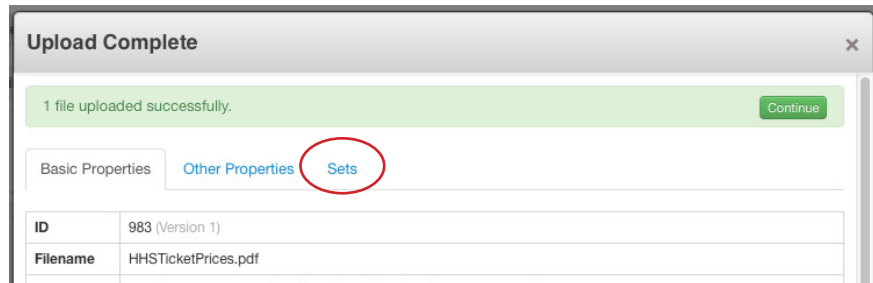
If you want to upload one file at a time click on "Choose File" Select your PDF Document and then Click "Upload File."

If you want to upload multiple files click on "Upload Multiple" Select your PDF Document and then Click "Start Uploads"

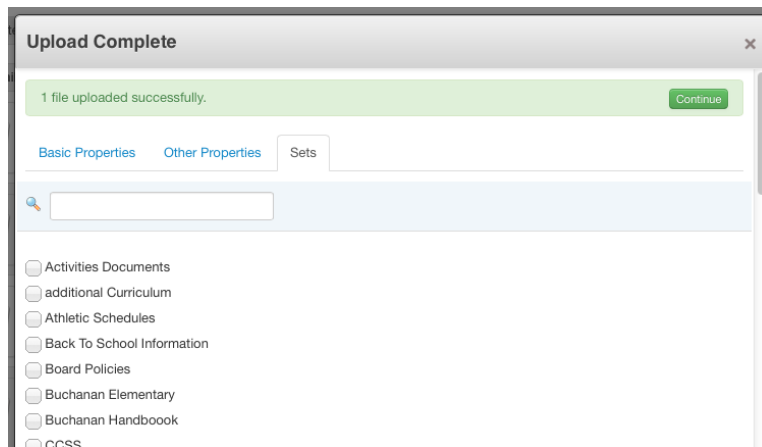
Once your files upload this window will appear.



Click on the Sets Tab. (Circled in Red)



This window will appear.



Select which file set you would like the document to go under and scroll down and hit "Update" or scroll down and create a new file set and hit "Update"

Currently (as of Aug 2015) on the Superintendent's Page the File Sets are

- "Other Articles"
- "Back To School Information"
- "Keeping You Informed"
- "School Matters"

Once you have applied the correct file set to your document it should appear on the Superintendent's Page under its correct category.

Click in the upper lefthand corner where is says "Editing" and click "Publish my Edits"

