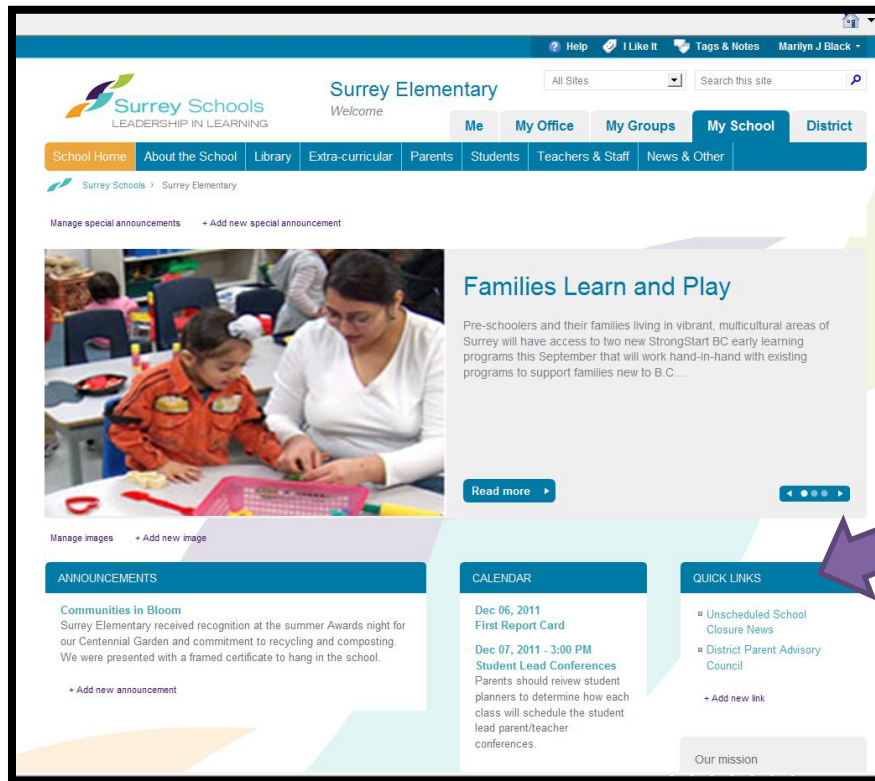


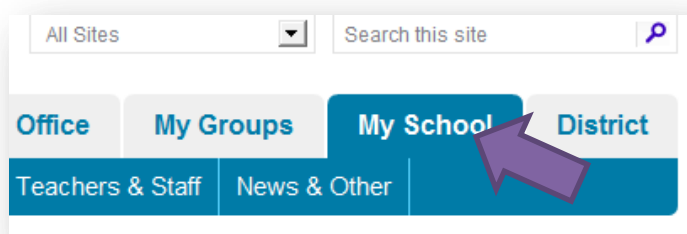
How to Add a Quick Link

- This document will guide you through adding a quick link to your school home web-page.
- Quick links can be found in the middle right section of your school home page.

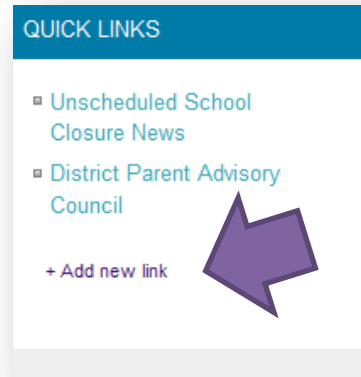


- Quick links allow you to share links to areas of specific interest you would like to share with your school web-page visitors.
- Quick links can NOT be formatted on the school home page. SurreySchools.ca has a default format for quick links.

Note: Only staff that have permissions to add a quick link will be able to add quick links to the school home page.

<p>1. Once you have signed into SurreySchools.ca select the MySchool tab in the top right corner of your page to begin work on your school website.</p>	
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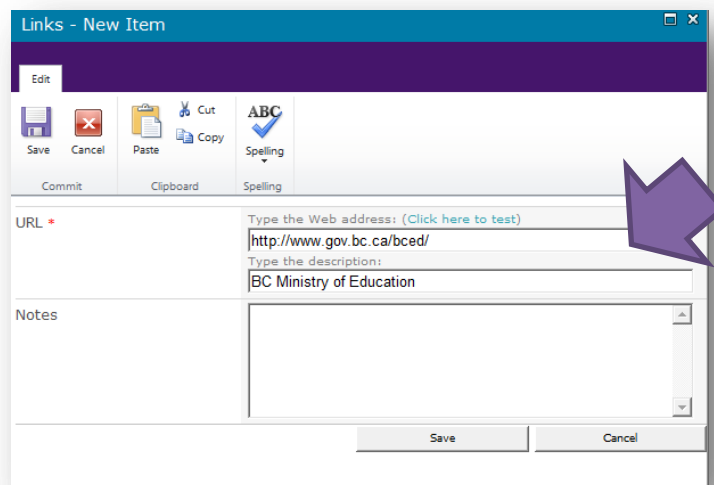
2. To ADD a new quick link click on the **Add new link** link.



NOTE: the link will not be displayed if you do not have permission to add a quick link OR if you are not signed into SurreySchools.ca

3. A window will appear that requires you enter an **address/URL** for the site you would like to share.

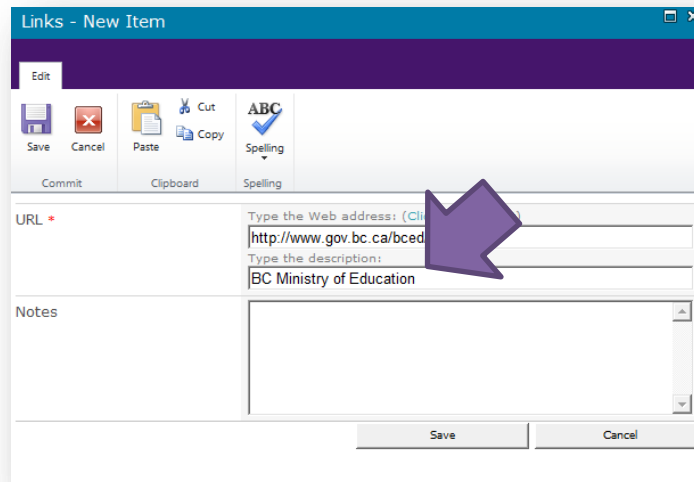
This address will NOT display in quick links.



NOTE: you can visit the web-page you would like to link to and cut the address (URL) from the top of the web-page. This can be pasted into the Address field to ensure the text entered is accurate.

4. Enter the **description** you would like to appear in your list of quick links on the school home page (this will be the Title that is visible on your site).

This WILL appear in your quick links list.

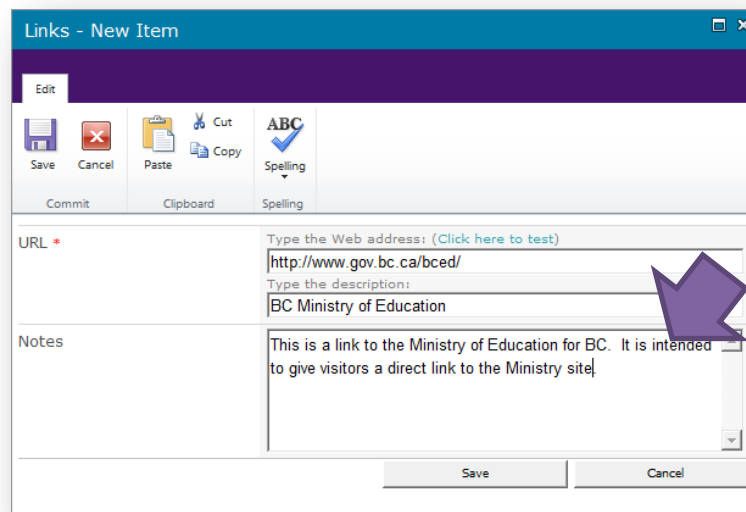


The screenshot shows the 'Links - New Item' dialog box with the following fields:

- URL:** http://www.gov.bc.ca/bced
- Type the description:** BC Ministry of Education

5. Enter **NOTES** you would like to include with the quick link.

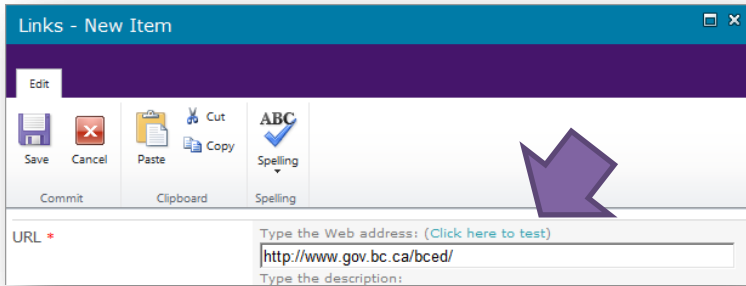

Notes do NOT appear in your list of quick links on the school home page.



The screenshot shows the 'Links - New Item' dialog box with the following fields:

- URL:** http://www.gov.bc.ca/bced/
- Type the description:** BC Ministry of Education
- Notes:** This is a link to the Ministry of Education for BC. It is intended to give visitors a direct link to the Ministry site.

NOTE: Notes can be used to communicate with other school web-page editors. Note text is displayed if a visitor chooses to look at details of quick links.

<p>6. Click on Click here to test to ensure the link is working. You should be taken to the website of the link you are creating.</p> <p>Return to SurreySchools by clicking on the back button in the browser or by closing the page.</p>	
<p>7. Click on SAVE to save the link and return to the school home page.</p>	
<p>8. The formatted quick link will appear in the list of links on the school home page.</p> <p>Click on the link you have created to verify the address/URL entered is accurate.</p>	