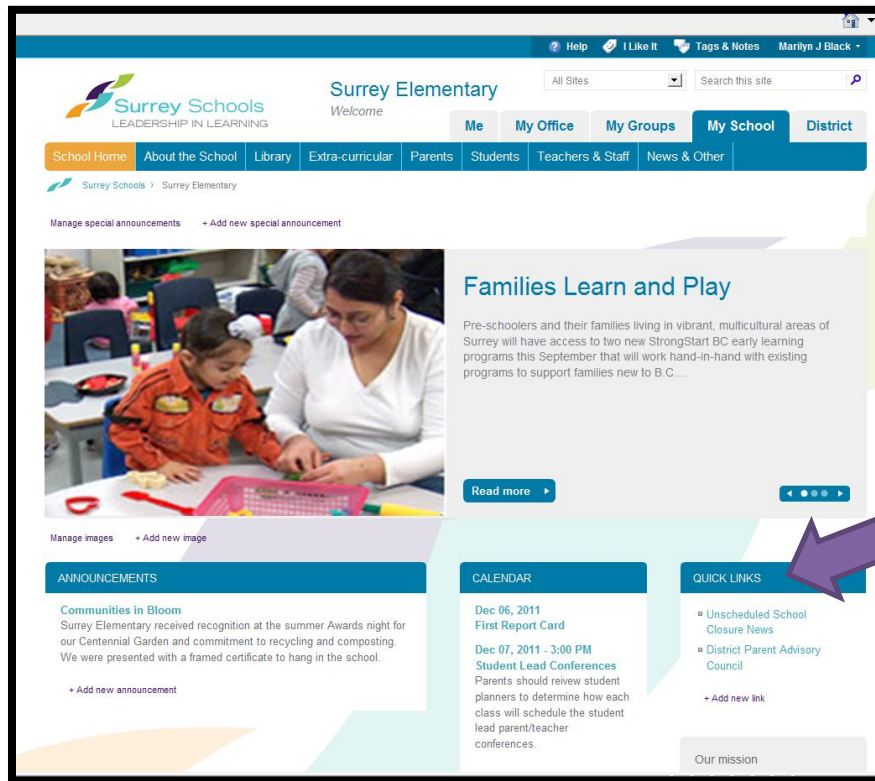


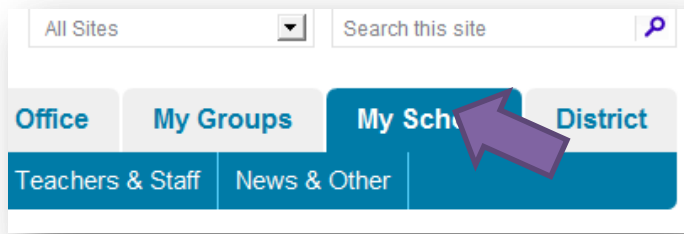
How to Modify a Quick Link

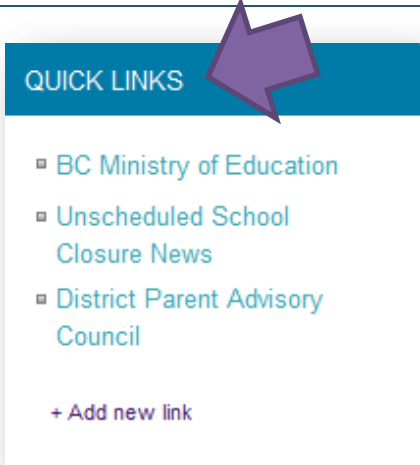
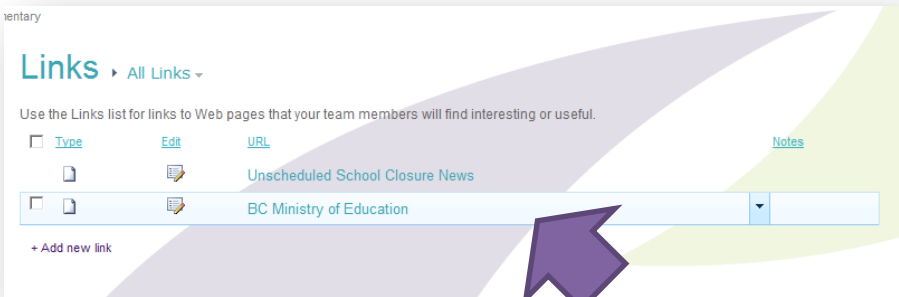
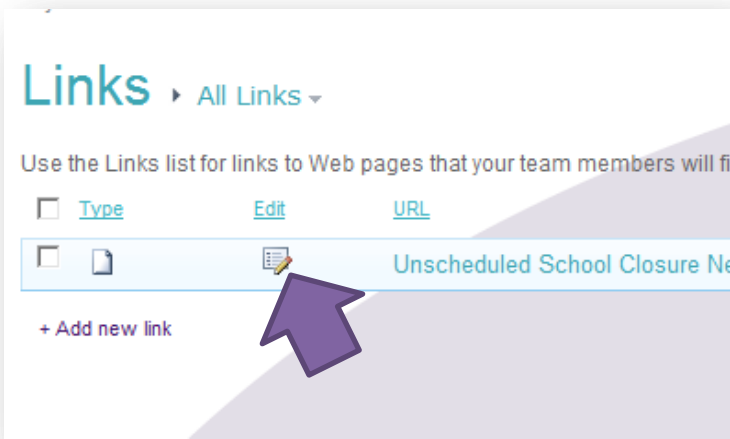
- This document will guide you through changing a quick link on your school home page.
- Quick links can be found in the middle right section of your school home page.



- 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.

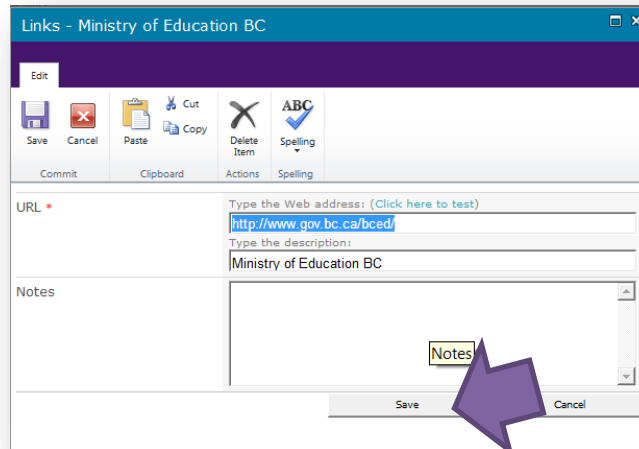
Note: Only staff that have permissions to change a quick link will be able to change quick links on the school home page.

<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>	 <p>The close-up shows the navigation tabs: 'Office', 'My Groups', 'My School', and 'District'. Below these are sub-tabs: 'Teachers & Staff' and 'News & Other'. A purple arrow points to the 'My School' tab.</p>
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<p>2. To MODIFY a quick link click on the QUICK LINKS title.</p>	 <p>A screenshot of a 'QUICK LINKS' menu. The menu has a blue header with the text 'QUICK LINKS'. Below the header, there is a list of three items: 'BC Ministry of Education', 'Unscheduled School Closure News', and 'District Parent Advisory Council'. At the bottom of the menu is a purple link that says '+ Add new link'. A purple arrow points to the 'QUICK LINKS' title.</p>
<p>3. A links page will appear that lists all of the quick links listed on your school home page.</p> <p>As your mouse hovers over the link you would like to change the item will turn blue.</p>	 <p>A screenshot of a 'Links' page. The page title is 'Links' with a dropdown arrow next to it. Below the title, there is a sub-header 'All Links'. A description reads: 'Use the Links list for links to Web pages that your team members will find interesting or useful.' There are four columns: 'Type', 'Edit', 'URL', and 'Notes'. The first row contains a checkbox, a document icon, the text 'Unscheduled School Closure News', and a 'Notes' link. The second row contains a checkbox, a document icon, the text 'BC Ministry of Education', and a dropdown arrow. A purple arrow points to the 'BC Ministry of Education' link. At the bottom, there is a purple link that says '+ Add new link'.</p> <p><i>NOTE: The item will only turn blue and offer the option to open the menu if you are logged in and have permissions to allow you to modify quick links.</i></p>
<p>4. Click on the Edit Item ICON to edit the quick link selected.</p>	 <p>A screenshot of the 'Links' page, similar to the previous one. The 'BC Ministry of Education' link is highlighted in blue. A purple arrow points to the 'Edit' icon (a pencil) in the 'Edit' column of the second row.</p>

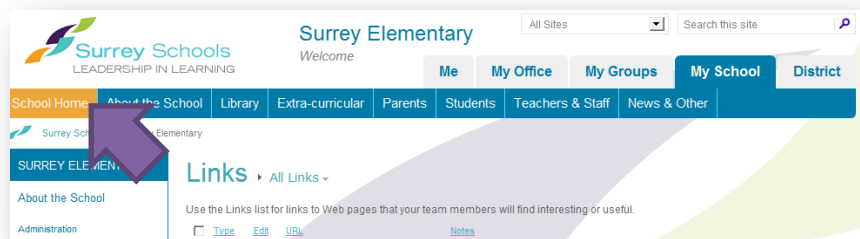
5. Modify either the URL (address), description or the notes that require a change.

Click on **SAVE** to commit your changes.



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.

6. Click on the **SCHOOL HOME** menu option (in the top right corner of your page) to return to your school home page.



7. The updated quick link will appear in the list of links on the school home page.

Click on the link you have created to verify the address/URL entered is accurate.

