

Use the Page Directory

Use the Page Directory to determine which Pages appear in the **Quick Access** menu on the **Pages** tab and Home page. The **Quick Access** menu is the left-hand bar containing your favorite Pages.

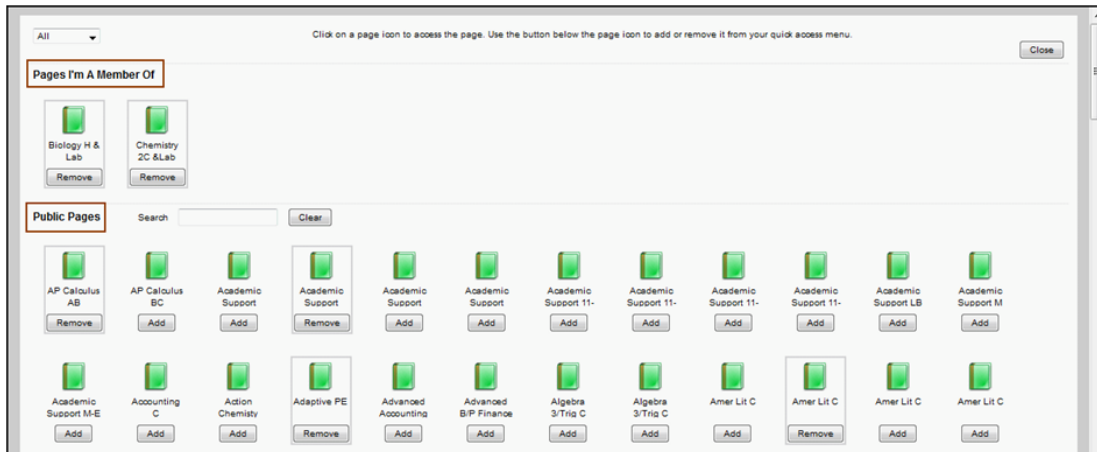
The Page Directory lets you see which Pages you are a member of, as well as add and remove Pages from the **Quick Access** menu. You can also browse a Page to decide whether you want to add it to your menu.

Notes:

- At the beginning of every school year, you need to use the Page Directory to add the Pages that you want to see to your **Quick Access** menu. They do not automatically appear.
- In the Page Directory, all Pages that have been added to your **Quick Access** menu have a gray box around them as a quick visual cue.
- Throughout the school year, you can change which Pages appear on your **Quick Access** menu. For example, maybe you used to check the Drama Club Page often, but now that the performance is over, you do not need to visit that Page. You can remove it from your **Quick Access** menu; then, if you need to access it again in the future, you can add it back to your **Quick Access** menu.

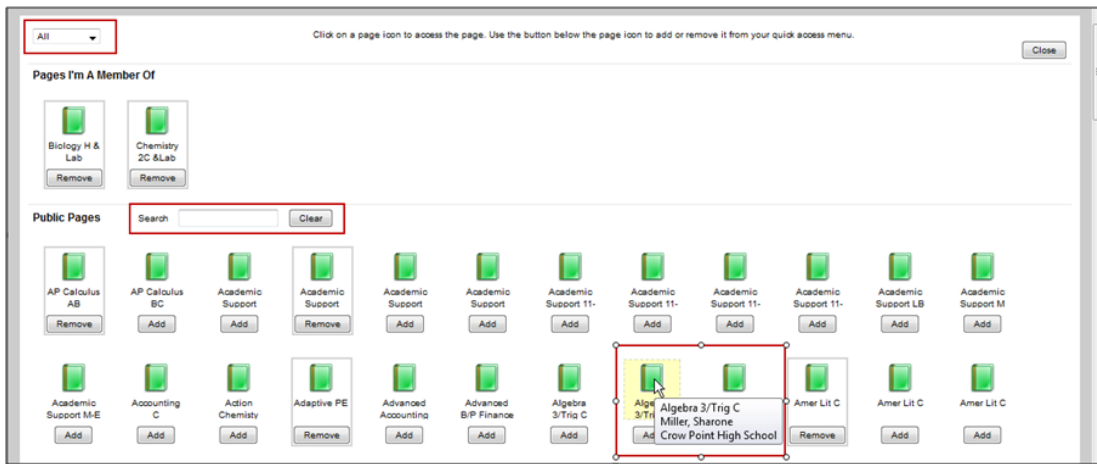
To view which Pages you have access to:

1. Go to the Home page or **Pages** tab.
2. Click **Page Directory**. The Page Directory pop-up appears:



Under **Pages I'm a Member Of**, an icon appears for each Page you are a member of, such as the Yearbook, Drama Club, or Varsity Soccer page.

Under **Public Pages**, an icon appears for each Page that all users are able to view, such as your school's Page or the district Page.



3. If there are a large number of Pages, there are two ways to narrow down the list. Do either or both of the following:

- Click the **All** drop-down at the top of the dialog box to select **Academic**, **Athletic**, **Club**, or **Other**. Only the type of Page you select appears. Select **All** to return to the full list of Pages.

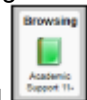
Note: If you do not have access to a particular type of Page, you will not see it in your drop-down. For example, if you are not a member of any sports team that has a Page, **Athletic** will not be an option.

- Within the **Public Pages** area, in the **Search** field, type a key word, such as **Literature**. Any public Pages with that word in their name appear. To return to viewing all public Pages, click **Clear**.

Note: You can browse public Pages and add them to your **Quick Access** menu, but this does not mean that you are a member of the group. For example, if your school Page is a public Page, you would be able to read a blog that is posted but not create your own entries.

4. To determine which Pages appear in your **Quick Access** menu, do any of the following:

- To view a Page's details – the Page title, adult responsible, and which school the Page is associated with – hover over the Page icon.
- To browse a Page to see if you want to add it to your **Quick Access** menu, click the Page's icon. The



Page opens, and the Page name appears under **Browsing** in the **Quick Access** menu

- To add a Page to your **Quick Access** menu, under the Page's icon/name, click **Add**.
- To remove a Page from your **Quick Access** menu, under the Page's icon/name, click **Remove**.

Note: Removing a Page does not delete it; it just makes it unavailable to select from the **Quick Access** menu.

5. Click **Close**. The Pages you added are now accessible from your **Quick Access** menu.

6. To show and hide individual Pages on your **Quick Access** menu, do the following:

- To show (expand) the Pages in a particular category, such as **Academic**, click the down arrow ▼ under **Academic**.
- To hide (contract) the Pages in a particular category, click the up arrow ▲. The list of Pages in that category contracts.