Site Shortcut App User Guide

Use the Site Shortcuts app to add links to websites that are important to your visitors. Link to your online textbook or to the district's Acceptable Use policy for working with computers, for example. You can also use the Site Shortcuts app to link to the district calendar, lunch menu, and announcement pages.

Add the Site Shortcut app

Drag the Shortcuts app onto your page.

1. Enter the *Link Text* to be shown on your page.
2. Enter the *web Address* for the link.
3. Choose how you want the *Target* window to open.
4. Enter the *Tooltip* for the link.
5. Select the *Parent Link* for the link.
6. Choose whether or not to *Auto Expand* the link.
7. Upload a *Link Image* and include your desired *Height* and *Width* for the image.
8. Upload a *Rollover Image* for the link.
9. Select *Activate on my page* to display the link on your page.
10. Select *Save*.

Set additional options

Site Shortcuts

Edit	Options

General ^

* **App Name:**

Site Shortcuts

Description:

☐ Show the app name on my page.

Sharing ⌄

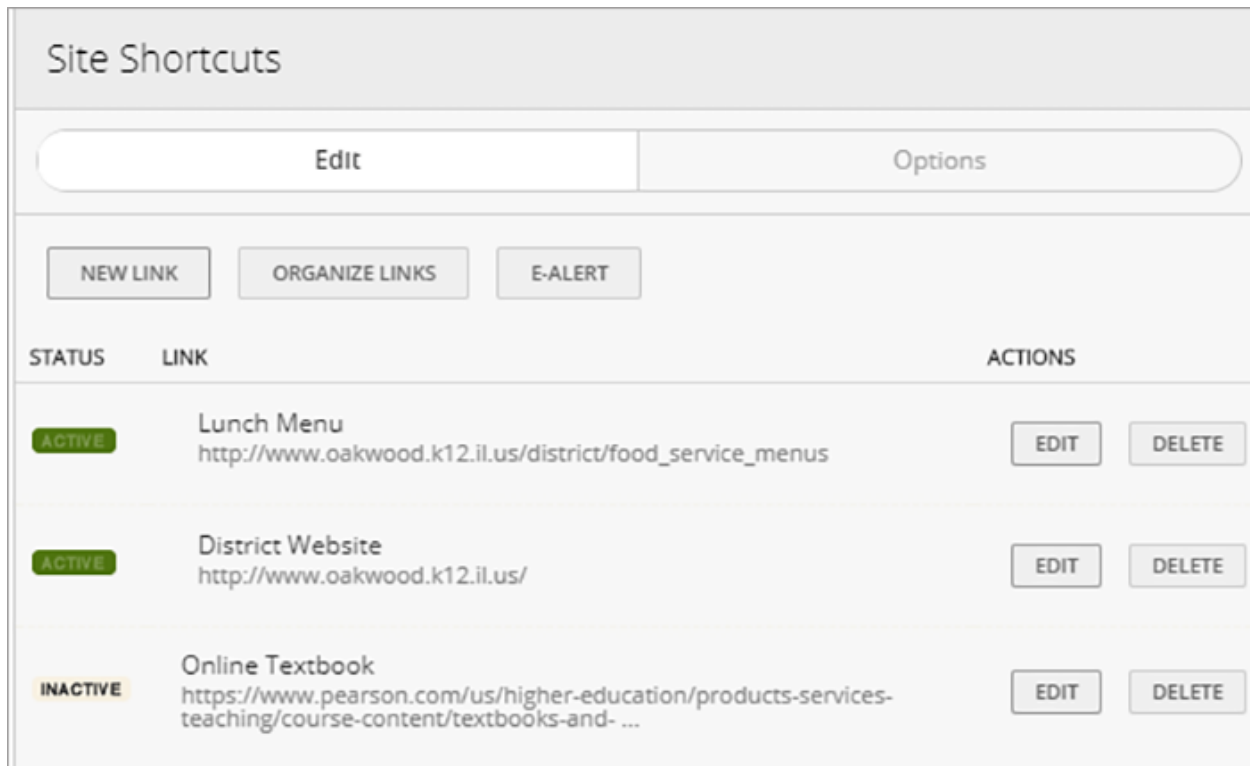| **Save Options**	Cancel

1. Select *Options*.
2. Enter the *App Name* to use as the title.
3. Enter the *Description*.
4. Select *Show the app name on my page* to display the updated app name.
5. Select *Save*.

Change the links for site shortcuts

You can add, edit, delete links or set them as inactive or active.

1. Select *New Link* to add a new link to your shortcut list.
2. Select *Edit* to edit the link information and settings.
3. Select *Delete* to delete the link from the list.
4. Select *Active* to make the link active or inactive.
5. Select *Organize* to sort the links.
6. Select *I'm Done* when finished.