

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.

New Link

* **Link Text:**

Web Address:

Target:

Open in same window ▾

Tooltip:

Parent Link:

None ▾

Auto Expand

Link Image:
Optionally replace your link text with an image.

Height: **Width:**

Rollover Image:
Displays when a visitor rolls over your link. (Uses the same height and width as the link image.)

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:**

Description:

Show the app name on my page.

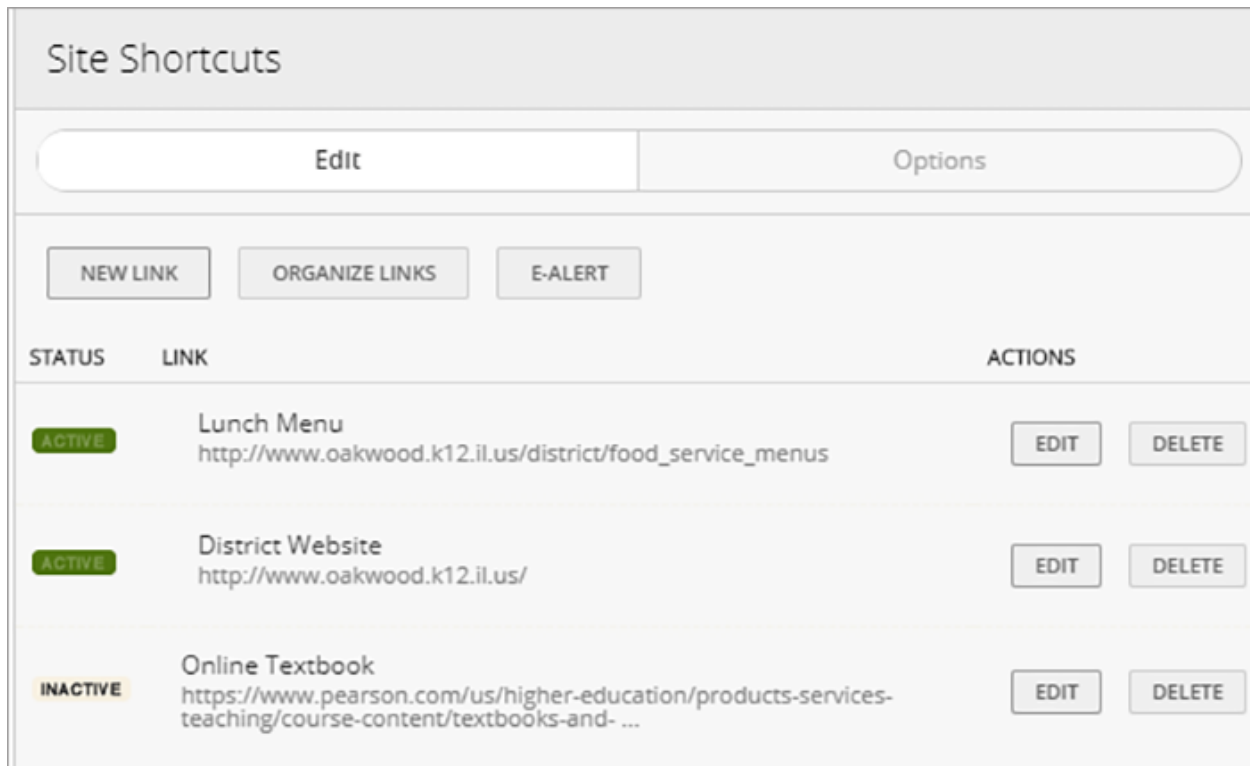
Sharing

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.



The screenshot shows a web interface for managing site shortcuts. At the top, there is a header "Site Shortcuts" and two buttons: "Edit" and "Options". Below this, there are three buttons: "NEW LINK", "ORGANIZE LINKS", and "E-ALERT". The main content is a table with three columns: "STATUS", "LINK", and "ACTIONS".

STATUS	LINK	ACTIONS
ACTIVE	Lunch Menu http://www.oakwood.k12.il.us/district/food_service_menus	EDIT DELETE
ACTIVE	District Website http://www.oakwood.k12.il.us/	EDIT DELETE
INACTIVE	Online Textbook https://www.pearson.com/us/higher-education/products-services-teaching/course-content/textbooks-and- ...	EDIT DELETE

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.