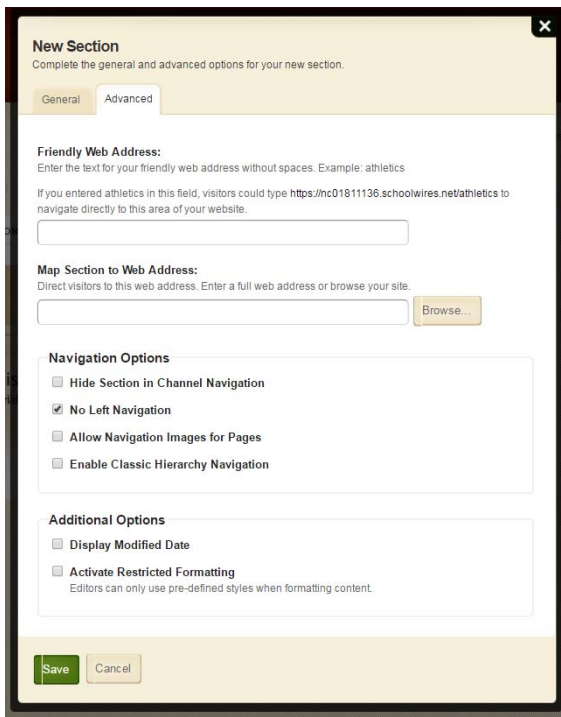1. Create a **New Section** under the **Students** channel.
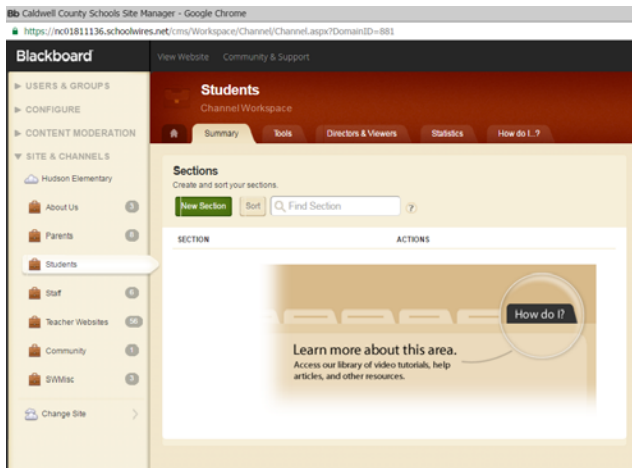
2. Use **Default Section Configuration** (Basic configuration used when creating miscellaneous sections). The title you use in the **Menu Name** will show on the website under the Channel.

3. On the **Advanced** tab, check <u>No Left Navigation</u> under the **Navigation Options.** *(Since I will only have the one page under this section, I do not need the left navigation. It will go straight to the Student Links page.*
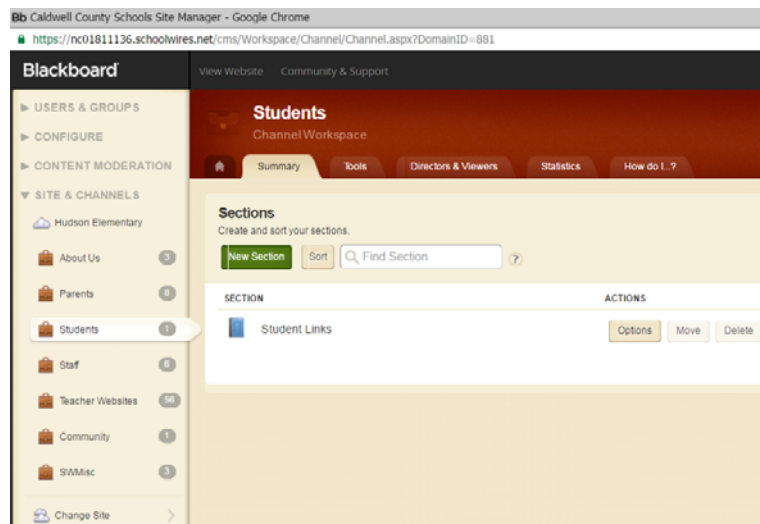
4. This creates a section with an **Overview** page, which contains a blank **Content** app. Just rename the **Overview** page to what you need. Rename the **Content** app to match the page name.
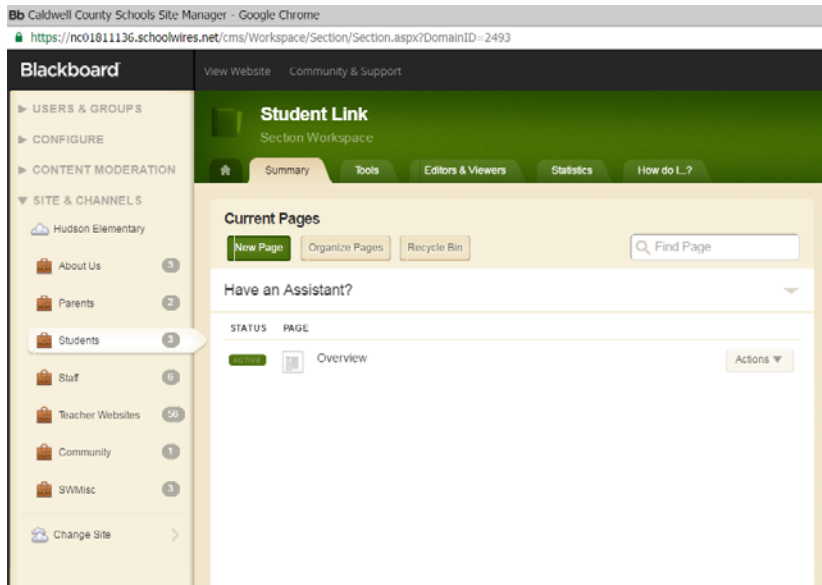
5. Remember, when you have a page with just a **Content** app, it will open in the content editor mode. To add more **apps** to the page or change the **page layout** you must follow the **breadcrumbs** link beside the **house** icon and click the page name. You can rename the app by clicking the **Options** gear.
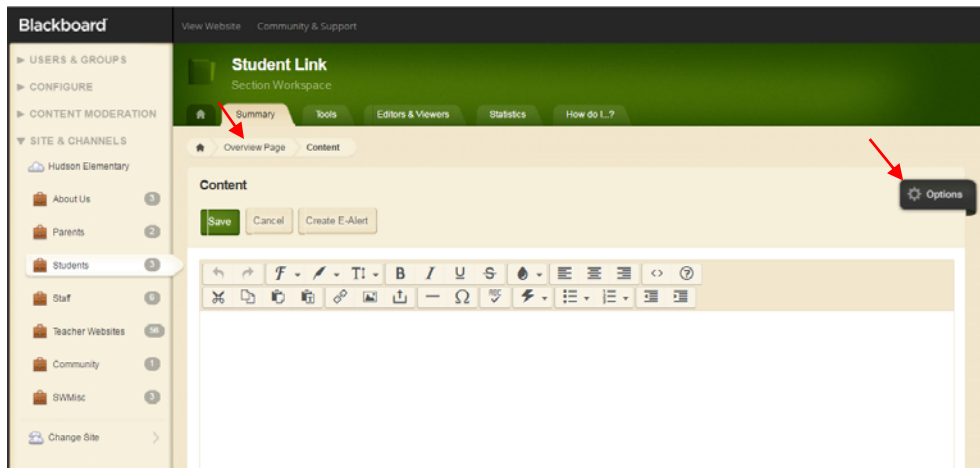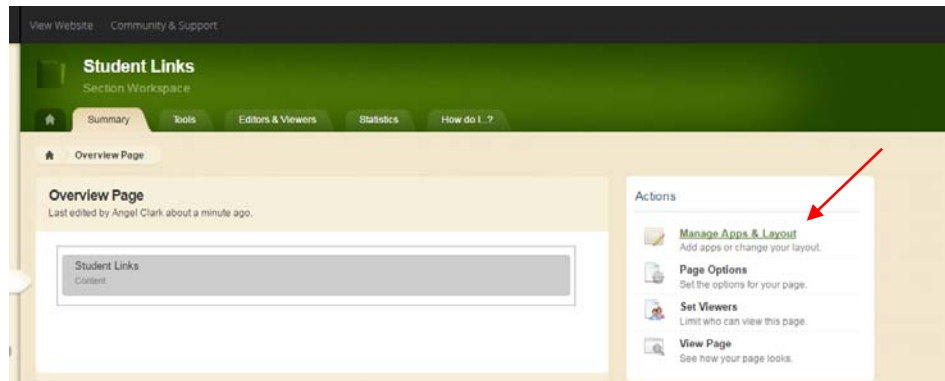

6. Rename the **app** and check **Show the app name on my page** box. This will add a nice header formatted and underlined to your page.
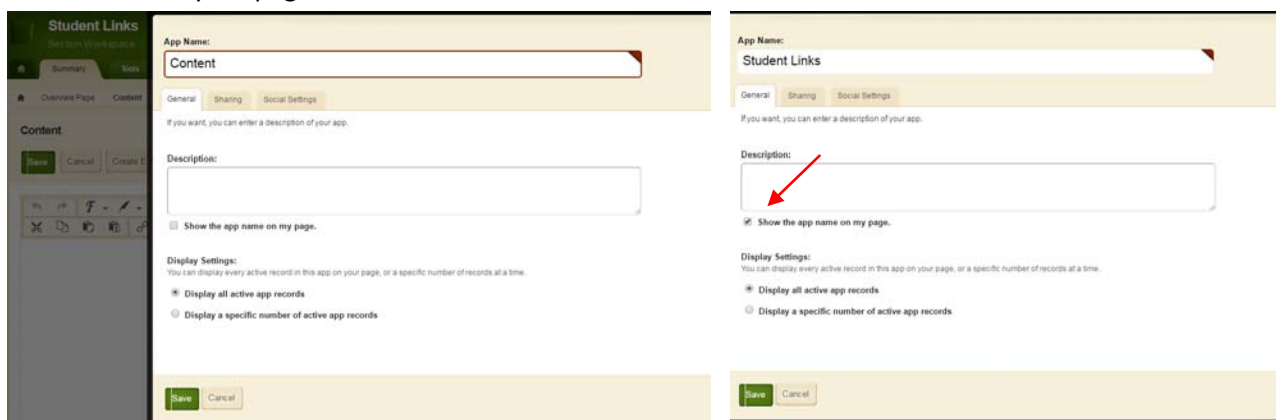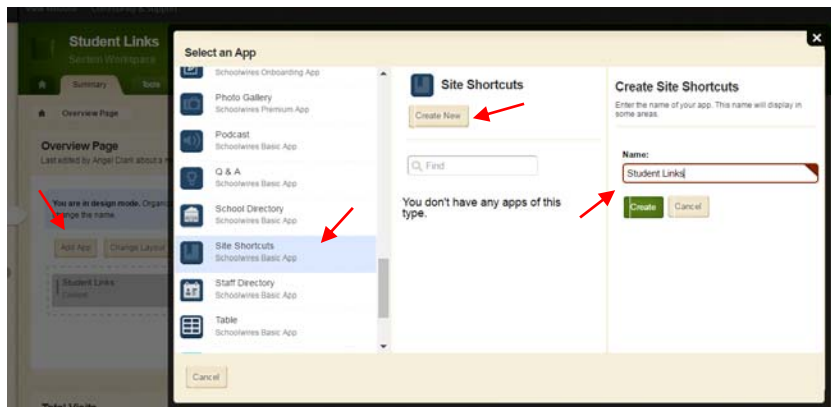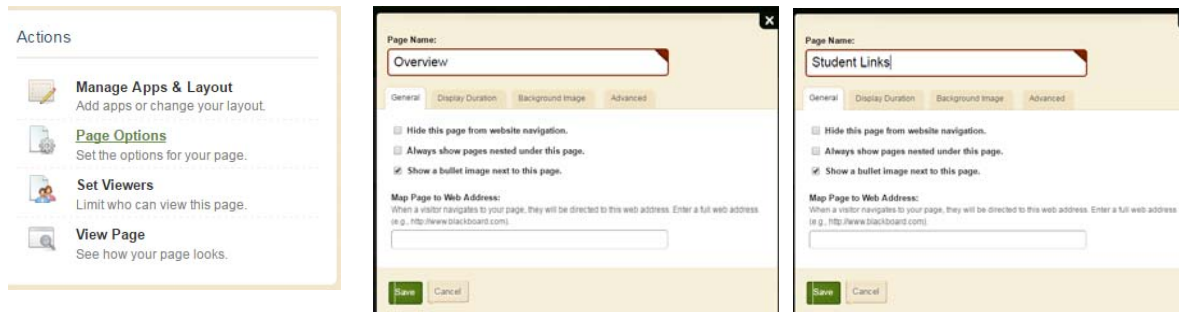
7. Select **Manage Apps & Layout.** This is where you have access to add additional apps to the page and change the page layout.
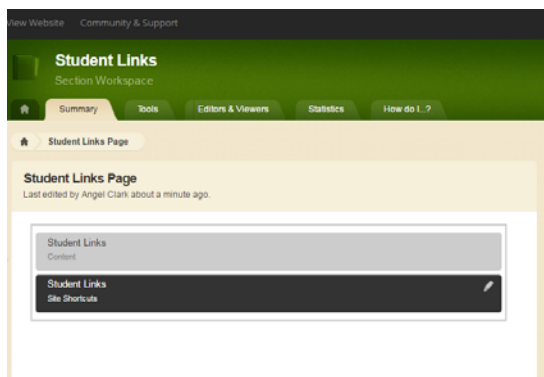

8. Select **Add App.** Search for **Site Shortcuts** app. Click **Create New,** name the app then click **Create.**
(Use Site Shortcuts because it gives you the option to open in New Window for external links.)

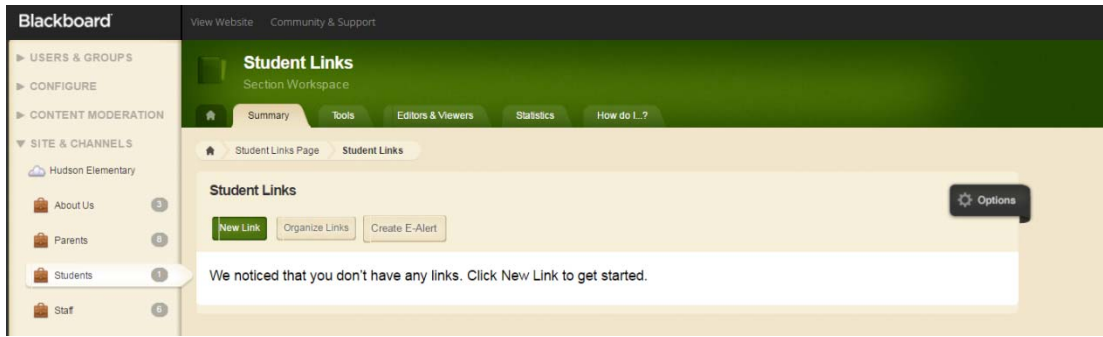
9. Rename the Overview page by selecting **Page Options.**

10. Adding links to the **Student Links** app. Click inside the app box to open the app.

11. Click **New Link** to add links to the app.

12. Enter your link name into **Link Text** area. Add the website URL into the **Web Address** area. (I would suggest you copy and paste the URL from the web.) Be sure to change the **Target** to *open in new window* to keep your school website open when someone visits the external link. Make sure to **SAVE.**

    Follow these steps to add links to all the programs students need access to.


    This is what the app looks like after adding several links. To make a change to any, just click the **Edit** option or to remove a link, click **Delete.**
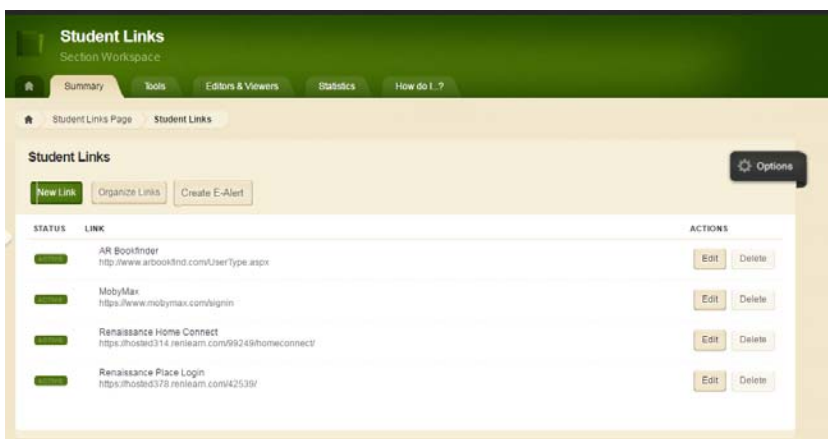
13. This is what the public will see. The **Student Links** heading in green is from the content app name. I did not select show the app name on the page for the **Site Shortcuts** app.
(You don't have to use the content app if you do not wish to add instructions or content above the site shortcuts. You can just have the **Site Shortcuts** app on the page and opt to show the app name on the page and it would like very similar to this, except it wouldn't have the text "*Follow the links…*")
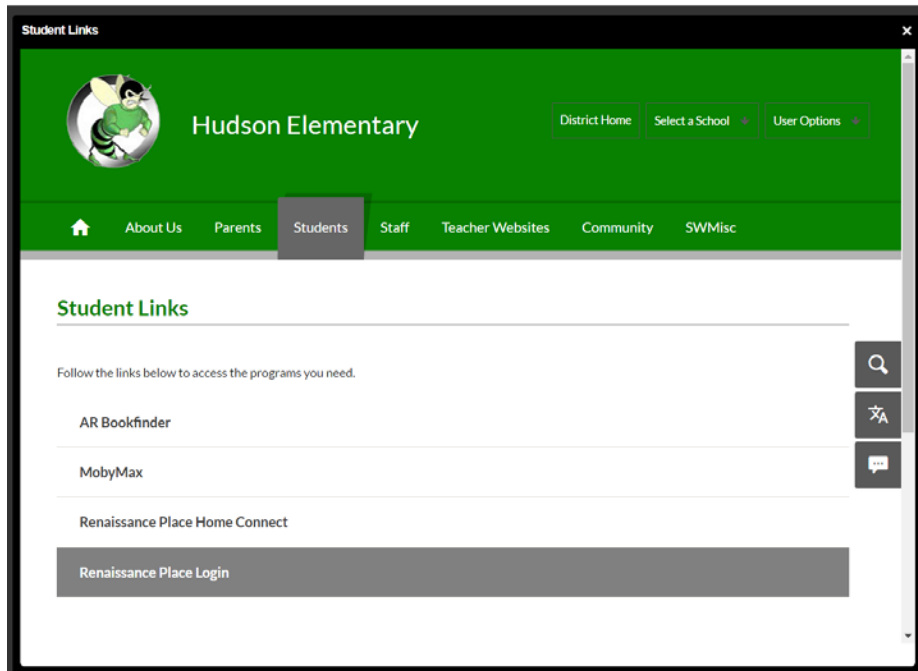
Thanks to Debbie Blake at Hudson Elementary for letting me work on her site to demonstrate how to create this section and page.