



eSVShare Dashboard

The desktop controls for eSVShare's App

Updated 08/19/21

Table of Contents

What is eSVShare?

App vs. Dashboard

Login to the Dashboard

Dashboard Homescreen Overview

Share Your Message

What Messages Look Like

Best Practices

Edit or Delete a Post on Your App

Using the App Builder to Make Updates to Your App

What does eSVShare do?



News Posts
(to your Website & App)



Push Notifications
(to phones with CUSD App)

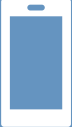







Instant Connect
(Phone, Email, Text)



School Social Media
(Facebook, Instagram & Twitter)

App vs. Dashboard

APP	VS	DASHBOARD
 <p>Accessible on your phone.</p>		<p>Accessible on your computer.</p> 
 <p>Simple interface with step-by-step instructions to share message.</p>		<p>Only place you can edit/delete website updates or delete social media posts from your app posted from eSVShare.</p> 
 <p>Access to Instant Connect (text, email, voice dial).</p>		<p>Easier to post PDF attachments.</p> 

Login to the Dashboard

- Go to: <https://www.esv2go.com/login>
- Use your district long email:
DistrictEmail@clovisusd.k12.ca.us
- Password: The same as your app!

Password not working?

- Try your single sign on.
- Try your website password.
- If I had to manually add you to eSVShare, you have manually created a password and it is not tied to single sign on.
- If you once used eSVShare, but it is not allowing you to sign in, please email me (kellieferamisco@cusd.com) and I will check our user database.



DistrictEmail@clovisusd.k12.ca.us

.....

Sign in

[Forgot password?](#)

Dashboard Homescreen Overview

Navigation: Home, Clovis Unified School District, KellieFeramisco@cloviusd.k12.ca.us

Left Sidebar: Search, Home, Conversations, Pending News, News, Features, People, Accounts

Feature Tiles:

- Conversations (Do not use)
- Pending News (Do not use)
- News (Ok to use)
- Features (Do not use)
- People (Do not use)
- Accounts (Ok to use)
- App Builder (Ok to use)
- Marketing (Ok to use)
- Reports (Ok to use)

Share Your App Section:

- Share Your App!
- GET IT ON Google Play
- Download on the App Store
- Available as a Web Version
- Universal Link: <http://siap.ps/267a72>

Annotations:

- Our "Organization"** (points to Share Your App)
- Your School "Building"** (points to Accounts, App Builder, Marketing)
- Note: REC/CNEC have separate "Buildings" for their high school & intermediate schools. Click to jump between the 2.**
- Share your app and encourage others to download it! Post to your website or other platforms for your parent communities to use.**
- Access Reports of how many people have downloaded the app and follow your school and what features they are accessing.** (points to Reports)
- * DO NOT MAKE ANY CHANGES TO THIS. Only Area Sup/Principal/GIS/DP/Activities Director/ Office Manager should have access at this time. To request additional users, please contact Kellie Feramisco and Darren Grubel.*** (points to Accounts)
- You should be able to see who else has access to your "Building's" Account here.** (points to Accounts)
- Access your app's News or previously posted eSVShare Website Updates posts. See pg. 7-22 for details.** (points to News)
- Update your app's slideshow images and/or add menu items. See pg. 23-26 for details.** (points to App Builder)
- Download pre-made flyers that are customized to your school here! We are currently undergoing updates so you will see further changes in the future.** (points to Marketing)

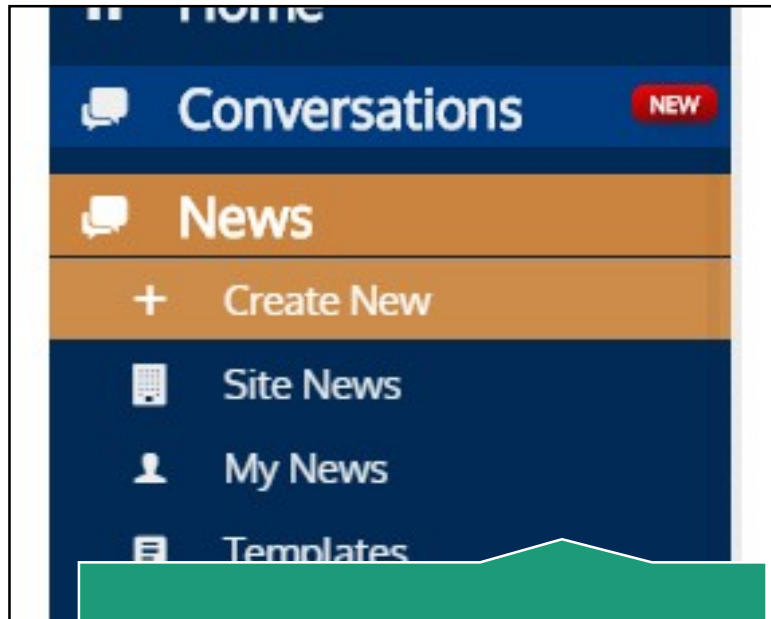
Legend:

- = Ok to use
- = Do not use at this time

Share Your Message

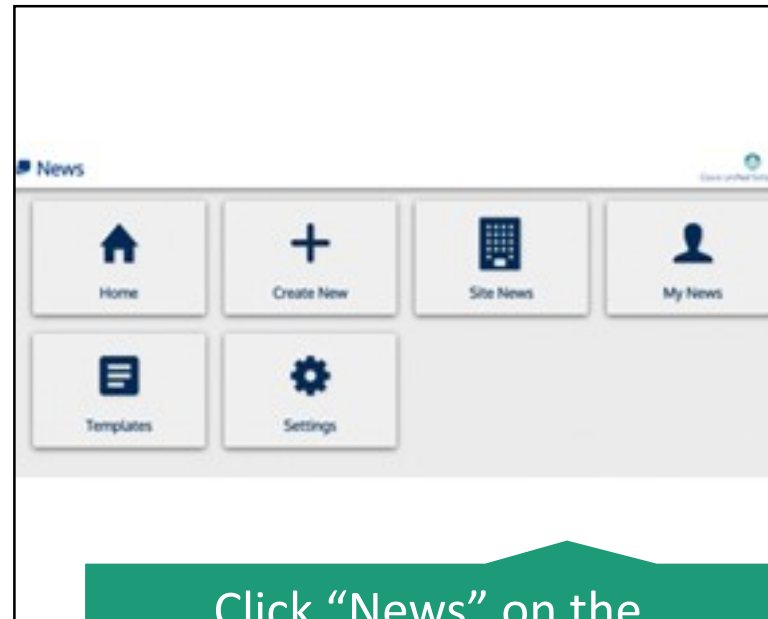
1. Navigate to the “+ Create New” News item page.

OPTION 1



Click “+ Create New” under News in the side navigation

OPTION 2



Click “News” on the homescreen and then click “+ Create New”

2. Compose your message.

When Title and Message are complete,
Save as draft or continue to select channels

Enter the Title of
your post here.

Hyperlink URLs
or email
addresses here.

Check this box if
you want
hyperlinks to
open in the
phone's default
browser
INSTEAD of the
app.

The screenshot shows a social media compose interface. At the top, there is a header bar with an information icon, the text "What?", and two buttons: "Save as Draft" and "Continue". Below this is a section titled "COMPOSE MESSAGE". It features a "Title" input field, a rich text editor toolbar with options for bold, italic, underline, strikethrough, text color, background color, font family, font size, text color, background color, bulleted list, numbered list, link, unlink, image, video, and code, and a main text area with the placeholder "Type something". Below the text area is a checkbox labeled "Open links in browser". At the bottom, there are two sections: "ADD ATTACHMENTS" with a button labeled "Attachments" and the instruction "Click to select a file to attach or drag and drop it here!", and "UPLOAD VIDEO" with a button labeled "Upload Video".

Annotations include:

- A box pointing to the "Title" field: "Enter the Title of your post here."
- A box pointing to the rich text editor toolbar: "Hyperlink URLs or email addresses here."
- A box pointing to the "Open links in browser" checkbox: "Check this box if you want hyperlinks to open in the phone's default browser INSTEAD of the app."
- A box pointing to the main text area: "Type your message here. If copying and pasting from anywhere, paste here and then highlight and clear formatting in order to not mix fonts. You will have to re-hyperlink, bold, underline and italics. Avoid Font Family alterations."
- A box pointing to the "Attachments" button: "Add photo/PDF attachments or Videos here."
- A box at the top right: "When Title and Message are complete, Save as draft or continue to select channels"


Message Tips:

- Keep titles **short** and to the point (attention grabbers).
- Messages do not have a character count (unless you are sending a text).
 - Feel free to copy in messages from e-mail or create ones from scratch in the message box.
 - If copying from anywhere else, remember to clear the formatting so posts do not appear with comic sans in your website, email or app.
- Photos/Videos/PDFs can be attached at the bottom.
- Please contact us if you notice issues with your texts or emails.
 - Sometimes the connection between the eSVShare Dashboard and Instant Connect (Email, Text, Phone) can break.











3. Select your Channel.

- Check the boxes next to the channels through which you want to send the message.
- When boxes are selected, click “Continue” to next step, or “Back” to change Message.

 How?

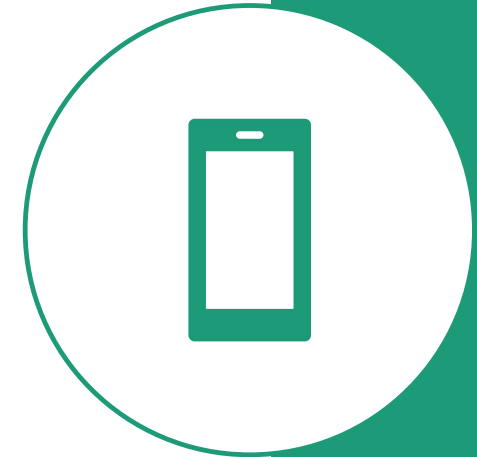
← SELECT CHANNELS

<input type="checkbox"/>	App - Push Notification	← Send a Push Notification to those who have downloaded the CUSD App and follow your school	
<input type="checkbox"/>	App - Newsfeed	← Send to your App's Newsfeed	
<input type="checkbox"/>	Facebook	← Send to Facebook*	
<input type="checkbox"/>	Twitter	← Send to Twitter*	
<input type="checkbox"/>	Website	← Send to your Website homepage (can only select when you have selected App - Newsfeed above)	
<input type="checkbox"/>	Text	← Send a Text Message via Instant Connect	
<input type="checkbox"/>	Email	← Send an Email via Instant Connect	
<input type="checkbox"/>	Voice Dial	← Send a Phone Call via Instant Connect	

**Must be connected to your profile in the Accounts section*

Channel Tips:

- App - Push Notification: Sends to users following your school's app and opted into notifications. Used for reminders or to point to another post.
- App - Newsfeed: Sends to your school's App Newsfeed.
- Website: When you select App Newsfeed, Website becomes selectable.
 - Sends to the Updates section of your web homepage (Secondary = below Popular Links; Elementary = Above Parent Links). This section disappears when there is no message present.
 - Select UPDATES on the next screen to post to the Website.
- Facebook & Twitter: Posts to the social media channels connected to your account.
- Text/Email/Voice Dial: All Instant Connect Features (lists will appear on next tab when one of these are selected)



4. Select Targets/Recipients.

- When boxes are selected, click “Continue” to next step, or “Back” to change Channel selections.

Who?

NEWSFEED TARGETS

Select All Schools All Users

Search

Clovis Unified School District

District News

Facebook

Updates

Alta Sierra Intermediate

Boris Elementary

Buchanan High School

Bud Rank Elementary

« Previous 1 2 3 4 5 ... 10 Next »

SECURED ACCESS

Secured Access is a premium feature that allows you to restrict notifications, content and features to specific groups of users.

If you'd like to learn more about enabling Secured Access, please contact us for assistance and pricing.

Back Continue

Select your lists or accounts here.
**Your Instant Connect lists should appear here if an IC channel is selected.

Updates = sends to your homepage.

Target Tips:

- You will only be able to select your school(s).
 - This is especially helpful for those with separate apps for their educational center (e.g. CNEC, REC).
 - ***If you have access to a school you shouldn't, please contact Kellie Feramisco.***
- After selecting the school, you will also have the option to select any connected accounts like Facebook/Twitter or Updates for you school.
- **UPDATES is what will send to your website homepage.**



5. Send your message.

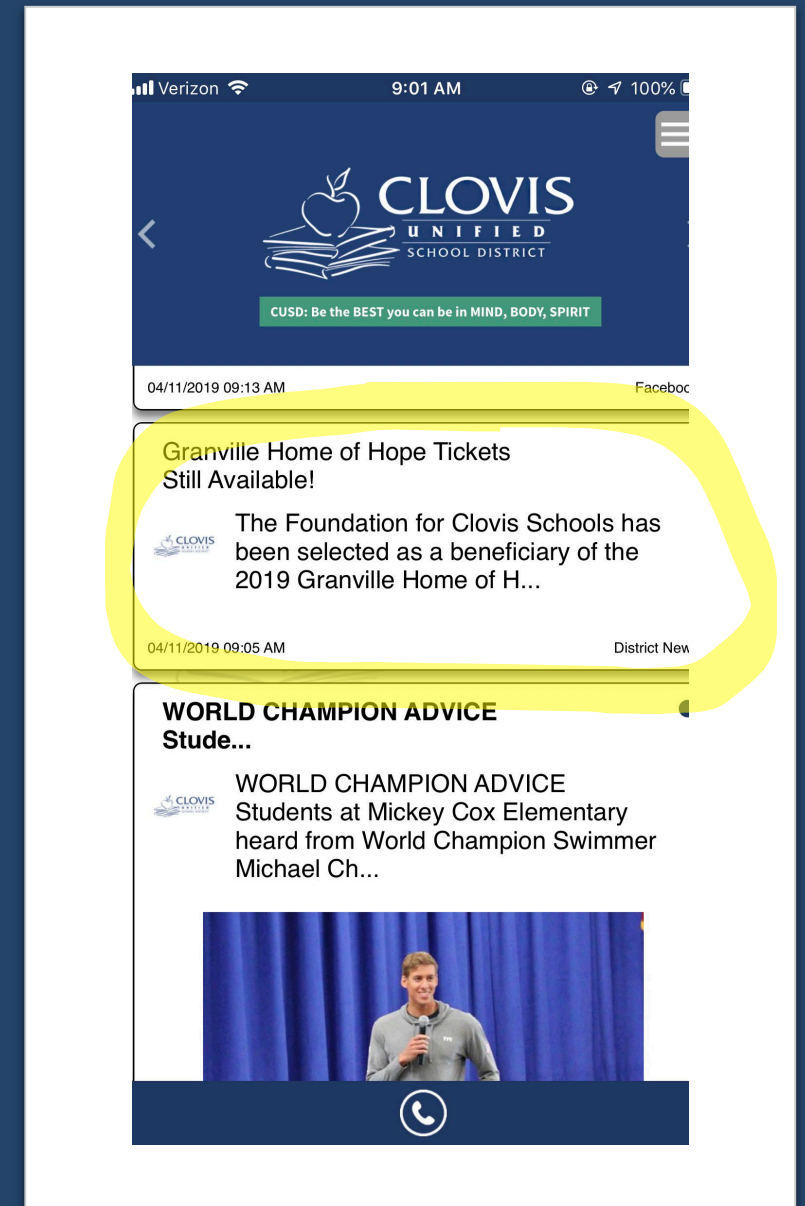
- When all content has been reviewed and Optional Settings boxes selected, click “Send” to Send your message.
 - If you didn’t select “Schedule for Later,” message will send within a few minutes.
 - If you selected “Schedule for Later,” you STILL need to click “Send” to activate the scheduled message to be sent.

The screenshot shows a message creation interface with several sections and annotations:

- Header:** A white bar with an information icon and the text "When?". On the right, there are "Back" and "Send" buttons.
- PREVIEW:** A section on the left with an eye icon. It contains two "Example" labels and a green-bordered box with the text: "A preview of your message will appear here."
- OPTIONAL SETTINGS:** A section in the middle with a gear icon. It contains a list of checkboxes:
 - Pin this item
 - Schedule for later
 - Limit Visibility
 - Hide timestamp
 - RepeatingAnnotations include red boxes around "Pin this item" and "Repeating", and green arrows pointing from the "Schedule for later" and "Limit Visibility" options to a green-bordered box.
- Scheduling Box:** A green-bordered box containing the text: "If you want to schedule your message to be sent later."
- RECOMMENDED:** A green-bordered box containing the text: "RECOMMENDED when posting to your website Updates! Choose a date to remove the post or else it will live there forever!"
- SELECTED CATEGORIES:** A section on the right with a list icon. It contains a "Newsfeed" category with the text "Clovis Unified School District Updates" below it. A green-bordered box with an arrow points to this category.
- Summary Box:** A green-bordered box containing the text: "A summary of what you selected will appear here."

What Messages Look Like...

...In the App as a News Item



...On Your Website as an Updates item

Latest News

Registration for 2019-20 School Year
There will be NO walk-through registration. To be eligible to receive your schedule by email on August 9th you must complete the following:
[Read More...](#)

Alta Sierra 7th Grade Orientation - WEB
(Where Everyone Belongs)
Thursday, August 15th -- in the ASI gym. Students only.
[Read More...](#)

Yearbook
Click to order your Alta Sierra Intermediate Yearbook. The school code is 14499

VIEW ALL NEWS

Popular Links

- Bell Schedule
- Calendar
- PeachJar Flyers
- Parent Connect
- Student Connect
- Meal Menus
- Our Staff

No Cost Preschool
07/31/2019 10:06 AM
New Income Guidelines for CA State Preschool have been announced. Click [HERE](#) to see if you qualify f...
[Read More...](#)

Secondary

SCHOOL NEWS

Century welcomes a new 1st grade teacher!
Suzie Acheatal
[Read More...](#)

A big Tiger welcome to another new 1st gr...
Lisa Crouch
[Read More...](#)

Recommended Supplies for each grade

CALENDAR OF EVENTS

- SEP 2** No School - Labor Day
7:00 AM - 6:00 PM
- SEP 3** Back to School Night
5:30 PM - 7:00 PM
- SEP 4** PTC General Meeting
5:30 PM - 6:00 PM

Preschool
08/08/2019 09:20 AM
New Income Guidelines for CA State Preschool. Click [HERE](#) to see if you qualify for no-cost preschool...
[Read More...](#)

QUICKLINKS

- Century PTC Page
- Clever! Sign in to CUSD programs
- Century Official Facebook Page
- Century Tiger YouTube Channel
- Social Media Awareness

Elementary

Posting Best Practices

What & Where to Send

- ✓ **Do not** always send the same message via all channels.
 - If Facebook, Twitter, or Instagram are connected to your app, they will populate to your app's news feed, along with other news News Article posts from your website or eSVShare and Instant Connect.
- ✓ **Do** designate roles for each of these platforms.

When to Send

- ✓ **Do not** post late at night
 - The feed is posting within 10-30 minutes of creation.
- ✓ **Do** post during high-traffic business hours or morning/early evening hours
 - Luckily, eSVShare allows you to **schedule posts**. Use this feature as a way to ensure you aren't disrupting users late at night.



Examples of Channel Roles



Facebook (or Instagram): Quality photos or videos captured of events happening on campus; sneak peak into your school's environment, faculty or overall brand of the school.



Twitter: Updates on sporting events, competitions, things happening now or retweeting events, schools, news stories that could have to do with your school or education.



App Push Notification: Reminders of something happening that day OR pointing to an earlier post to re-generate buzz around it.

**** Can also be paired with School News Posts: It will populate in the app newsfeed or CMS as well as send a notification to those who have the app.**



Instant Connect:

- Email = Use when you have LOTS of information to share
- Text = Use when you have Important, Time-Sensitive information to share
- Phone Calls = Use when you have Urgent, Very Time-Sensitive information to share



News Posts: These generate in your eSVShare app platform and push to the website and/or school's app.

**** Use for any posts that normally go in your school news: new weekly calendar, introducing a new staff member, advertising something about to happen or did happen, etc.**

Edit or Delete a Post on Your App

1. Navigate to the Site News view on the Dashboard.

- A list of all news posts will be shown.

The screenshot displays the eSchoolView Site News dashboard. The interface includes a sidebar with navigation options like Home, Conversations, Pending News, News, and Features. The main content area shows a table of news posts. Four callout boxes with arrows point to specific elements: 'Post Date & Time' points to the 'Create Date' column, 'Post Channel' points to the 'Categories' column, 'Post Stats' points to the 'Viewed by' column, and 'Select to see Unpublished Posts' points to the 'Show Unpublished' checkbox.

	Title	Body	Create Date	Categories	Scheduled for	Viewed by	
<input type="checkbox"/>	New post from cloviselement...		8/16/21, 11:00 AM	Instagram	8/16/21, 1:00 PM	555	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	New post from cloviselement...		8/6/21, 11:00 AM	Instagram	8/6/21, 1:00 PM	531	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	New post from cloviselement...		8/6/21, 11:00 AM	Instagram	8/6/21, 1:00 PM	531	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Welcome to the 2021-22 Scho...	Awaiting our students is an...	7/30/21, 1:48 PM	Updates	7/30/21, 3:00 PM	531	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	New post from cloviselement...		7/27/21, 11:00 AM	Instagram	7/27/21, 1:00 PM	524	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Jan. 18 No-Cost COVID Testi...	Family HealthCare Network i...	1/15/21, 3:07 PM	General	-	486	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	VACCINATIONS BEGIN	We're happy to see members ...	1/12/21, 12:36 PM	General	-	486	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	COVID TESTING TODAY AT CW	Family HealthCare Network (...)	1/4/21, 12:42 PM	General	-	485	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	December 31 guidance from F...	December 31 guidance from F...	12/31/20, 4:10 PM	General	-	481	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Cancelled: Dec. 7 COVID-19 ...	The COVID-19 testing origin...	12/7/20, 1:10 PM	General	-	479	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	This is the official facebo...	This is the official facebo...	9/25/20, 10:02 AM	General	-	N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Last Call: GV Home of Hope ...	Call (559) 327-9095 before ...	9/23/20, 12:22 PM	Updates	-	308	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	Clovis Unified's Insurance ...	Clovis Unified is excited t...	9/3/20, 2:06 PM	Updates	9/3/20, 5:00 PM	269	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2. Find the post you wish to edit or delete.

- Click the “Edit” button to view the full post if you aren’t sure which one it is on the list.
- This will pull up a preview of the post content and channel information.
- Click “Cancel” to exit Edit view.

The screenshot displays the eSchoolView Site News interface. On the left is a navigation sidebar with options like Home, Conversations, Pending News, News, and Features. The main content area shows a list of news items. One item is highlighted in edit view, showing a preview of a 'CLOVIS ELEMENTARY SCHOOL Class Schedule: 2021/2022' post. The preview includes a title, a lunch schedule table, and a class schedule table. A large grey arrow points from the 'Edit' button in the list to the edit view. A green box with an arrow points to the 'Cancel' button at the bottom of the edit view. Another green box with an arrow points to the 'Edit' button in the list, with the text 'Click “Edit” to view full post if needed.' A third green box with an arrow points to the 'Cancel' button, with the text 'Click “Cancel” to exit Edit view.'

Click “Edit” to view full post if needed.

Click “Cancel” to exit Edit view.

Grades	Time
1 st & 2 nd Grades	11:30 - 12:20
3 rd & 4 th Grades	12:00 - 12:50
Preschool & Campus Club	12:10 - 12:40
5 th & 6 th Grades	12:30 - 1:20

*Recess and lunch times subject to change due to guidance from CDC and FCDPH

REGULAR DAYS	EARLY RELEASE WEDNESDAY
Traditional/Transitional Kindergarten AM Class: 8:15 - 11:45 am PM Class: 11:45 - 3:15 pm	Traditional/Transitional Kindergarten AM Class: 8:15 - 11:00 am PM Class: 11:00 - 1:45 pm
Grades 1-3 Class: 8:30 - 10:00 am Recess: 10:00 - 10:15 am PE: 2:00 - 2:30 pm Class: 2:30 - 3:15 pm	Grades 1-3 Class: 8:30 - 10:00 am Recess: 10:00 - 10:15 am Dismissal: 1:45 pm
Grades 4-6 Class: 8:30 - 10:25 am Recess: 10:25 - 10:40 am PE: 2:45 - 3:15 pm	Grades 4-6 Class: 8:30 - 10:25 am Recess: 10:25 - 10:40 am Dismissal: 1:45 pm

3. To Edit the Post:

- Click the “Edit” button.
- Make your updates in the post.
- To save changes:
 - Click “Ok” to Save changes. Updated post will appear whenever anyone opens the news item in the app.
 - Click “Save & Resend” if you want to save changes AND send a new notification on the app.

The screenshot displays the eSchoolView Site News interface. On the left is a dark blue sidebar with navigation options: Home, Conversations, Pending News, News (highlighted), Create New, Site News, My News, Templates, Settings, and Features (with sub-items like COVID-19 Reporting, Directory, Hall Pass, Student Badge, and Info Page). The main content area shows a list of news items, with the top one being a post from cloviselementaryjaguars. This post is selected, and its editor is open. The editor shows a preview of the post, which is the Clovis Elementary School Class Schedule for 2021/2022. The schedule includes a lunch schedule and regular days/early release Wednesday schedules for Traditional/Transitional Kindergarten, Grades 1-3, and Grades 4-6. Below the preview are buttons for 'Save & Resend', 'Apply', 'Ok', 'Delete', and 'Cancel'. A callout box with a green border and arrow points to the 'Edit' button in the post's action menu on the right side of the interface. The callout text reads: 'Click “Edit” to Edit the post.'

4. To Delete the Post:

- Click the “Delete” button next to the post you wish to delete.
- Click “Yes” in the “Are you sure?” window that appears.
- Post will be removed from the app.

The screenshot displays the eSchoolView Site News management interface. A confirmation dialog box is open in the foreground, asking "Are you sure you want to delete this item?". The dialog has "Yes" and "No" buttons. A green box highlights the "Yes" button with the text "Click 'Yes.'". In the background, a table lists news items. A green box highlights the "Delete" button (represented by a trash can icon) for the first item, with the text "Click 'Delete' to Delete the post.".

Site News

Search

Show Unpublished

Title	Body	Create Date	Categories	Scheduled for	Viewed by	
<input type="checkbox"/> New post from cloviselement...		8/16/21, 11:00 AM	Instagram	8/16/21, 1:00 PM	555	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> New post from cloviselement...		8/6/21, 11:00 AM	Instagram	8/6/21, 1:00 PM	531	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> New post from cloviselement...		8/6/21, 11:00 AM	Instagram	8/6/21, 1:00 PM	531	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Cancelled: Dec 7 COVID-19 ...	The COVID-19 testing origin...	12/7/20, 1:10 PM	General	-	479	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> This is the official facebo...	This is the official facebo...	9/25/20, 10:02 AM	General	-	N/A	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Last Call: GV Home of Hope ...	Call (559) 327-9095 before ...	9/23/20, 12:22 PM	Updates	-	308	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Clovis Unified's Insurance ...	Clovis Unified is excited t...	9/3/20, 2:06 PM	Updates	9/3/20, 5:00 PM	269	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Are you sure?

Are you sure you want to delete this item?

Click "Yes."

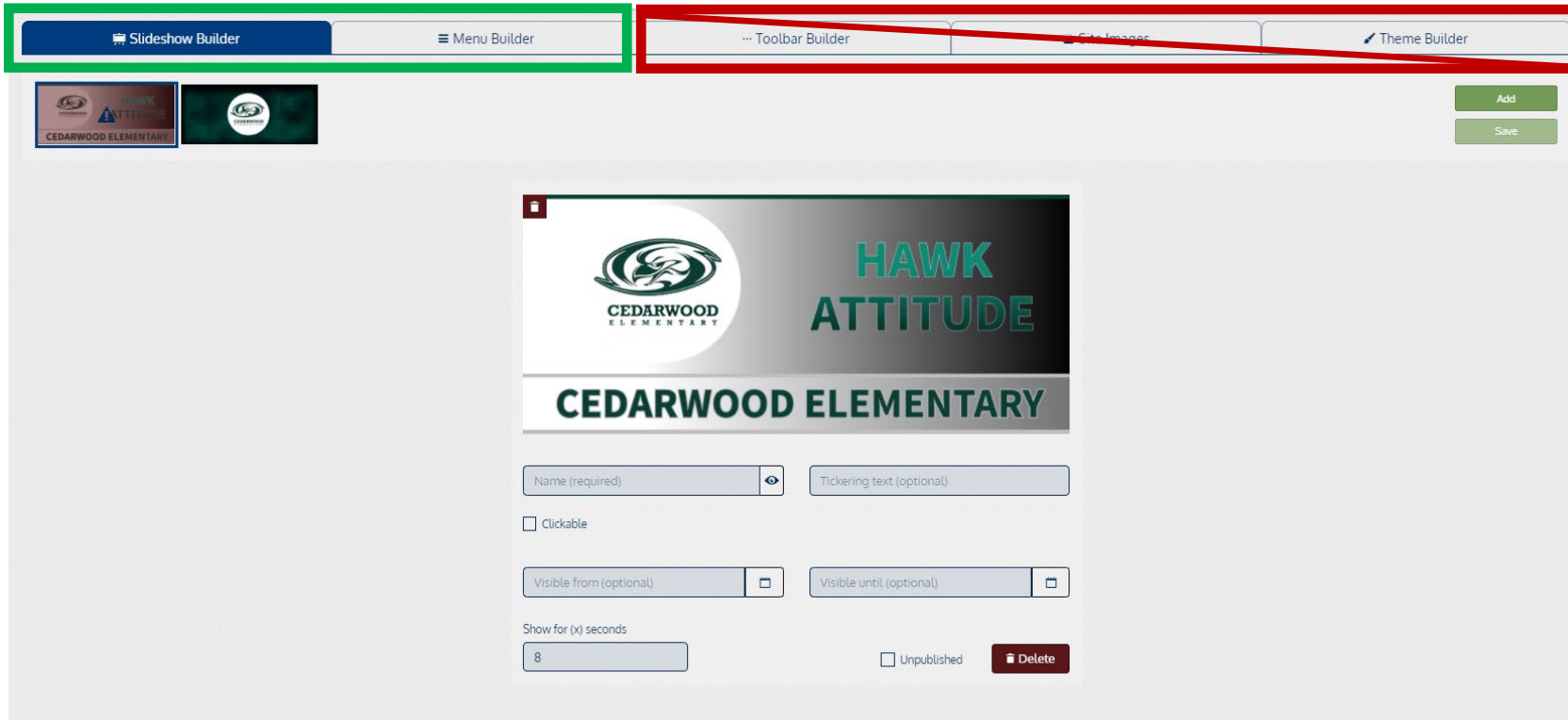
Yes No

Click "Delete" to Delete the post.

Using the App Builder to Make Updates to Your App

1. Navigate to the App Builder view on the Dashboard.

- A screen with 5 tabs will appear.
- School sites may make updates to the **Slideshow Builder & Menu Builder** tabs.
- **Please DO NOT make updates to the Toolbar Builder, Site Images, or Theme Builder tabs.**
 - If you have questions about these, please contact Kellie Feramisco or Darren Grubel.



The screenshot displays the App Builder interface. At the top, there is a navigation bar with five tabs: Slideshow Builder, Menu Builder, Toolbar Builder, Site Images, and Theme Builder. The Slideshow Builder tab is highlighted with a green border, while the other tabs are enclosed in a red border. Below the navigation bar, there are two small preview images on the left and two buttons labeled 'Add' and 'Save' on the right. The main content area shows a slide with the Cedarwood Elementary logo and the text 'HAWK ATTITUDE' and 'CEDARWOOD ELEMENTARY'. Below the slide, there are several input fields and checkboxes for configuring the slide: 'Name (required)', 'Tickering text (optional)', 'Clickable', 'Visible from (optional)', 'Visible until (optional)', 'Show for (x) seconds' (set to 8), 'Unpublished', and 'Delete'.

2. Slideshow Builder

- Your Slideshow is the image(s) that appear(s) on the top of your app's homepage
- On this tab, you can update your banner image, make it clickable (if desired), and set a time for each banner to show.

The screenshot shows the 'Slideshow Builder' interface. At the top, there are navigation tabs: 'Slideshow Builder' (active), 'Menu Builder', 'Toolbar Builder', 'Site Images', and 'Theme Builder'. Below the tabs, there are two thumbnail images of banners. The main area displays a large banner image with the Cedarwood Elementary logo and the text 'HAWK ATTITUDE' and 'CEDARWOOD ELEMENTARY'. To the right of the banner are 'Add' and 'Save' buttons. Below the banner is a form with the following fields and options:

- Name (required)
- Clickable
- Visible from (optional)
- Show for (x) seconds: 8
- Function: Link (dropdown menu)
- Link: (text input field)
- Open in External App
- Unpublished
-

Four callout boxes provide instructions:

- Click the Delete icon to delete a banner image. (Points to the delete icon on the banner thumbnail)
- Recommended: Leave this unchecked so users stay engaged with your app. Check this box if you want to make your image clickable. In the Function field that appears, select Link. Then enter the URL in the Link field. (Points to the 'Clickable' checkbox)
- Adjust time banner shows here. (Points to the 'Show for (x) seconds' input field)
- Click "Add" to add a new image. (Points to the 'Add' button)
- Click "Save" when all updates have been made. (Points to the 'Save' button)

3. Menu Builder

- Your Menu is the list of links/resources that appears when you click on the app menu (3 lines).
- On this tab, you can add to your existing Menu and Links.

The screenshot shows the 'Menu Builder' interface with several annotated elements:

- Red box (Important):** A red box with a diagonal line through it covers the 'Resources' list on the left. The text reads: "Important: Only delete or make changes to existing Menu items that are not applicable to your site." An arrow points from this box to the 'Resources' list.
- Red box (Do not change images):** A red box points to the 'Image' field of the 'EDIT MENU ITEM' form. The text reads: "Do not change images for existing menu items!"
- Green box (Reordering and Deletion):** A green box points to the 'Upload' button and the 'Staff Directory' menu item. The text reads: "To reorder a menu item, hover over it and drag using the blue cross button. To delete a menu item, click the red X button."
- Green box (Adding a new menu item):** A green box contains a list of steps: "To add a new menu item: a) Click + Add Section, b) Upload image, c) Add label (number on top right of field shows remaining characters), d) Select Link in Function field, e) Paste URL in Link field, f) Click Save." Arrows point from these steps to their corresponding UI elements: 'a' to the '+ Add section' button, 'b' to the 'Upload' button, 'c' to the 'Label' field, 'd' to the 'Function' dropdown, 'e' to the 'Link' field, and 'f' to the 'Save' button.

App Builder Best Practices

Slideshow Builder

- ✓ **Do** use images of your school's logo or motto.
- ✓ **Do not** include banners about specific events or random photos.
- ✓ **Do** have 1-3 images.
- ✓ **Do** set each banner to show for 5-8 seconds.
- ✓ **Do not** make banners clickable unless there is a specific reason you want users to leave the app.

Menu Builder

- ✓ **Do not** delete or remove existing Menu items.
 - Please contact Kellie Feramisco or Darren Grubel with questions or special requests.
- ✓ **Do** add new menu items based on your community's needs/ common questions.
- ✓ **Do not** have more than a total of 15 menu items.

