# Horizon School Web Site Job Aid

# General and Site Specific Information

## General Information

An ID and password is required to modify the site content. Upon login a dashboard of page visit information is displayed. In addition to the dashboard, the following options are available:

* Account Management – Click on the Horizon School link in the top right corner of the page and select Account
	+ The Email account and password are managed here
	+ Connections to Facebook and Google+ can be added
	+ The account can be deleted
* Site Editing – opens the page to edit the site
* Upgrading - To add paid features, click on the Upgrade button
	+ Copy or Delete Site - click on the button with the ellipses
* Other items
	+ Blog Comments – Comments to the blog will show up here if enabled
	+ Form Entries – If forms are used, the responses will show up here
	+ Additional tips and links to help manage the site
* Support -
	+ Landing page - click on the Horizon School link in the top right corner of the page and select Support
	+ Other pages - click on the “?” in the top right corner

 

## Site Specific Information

* General Information
	+ The theme is **Saucy** and all new pages will be added with this theme by default
	+ Navigation
		- The tan and brown menus and buttons are the actual Horizon School site
		- The blue and black menus and tool bars are the Weebly site



* Setting Menu (relevant Options)
	+ General

Public Site URL

Site title (Header) with the checkbox to show it at the top of all pages

Other formatting options for the site like time zone and language

* + Editors
		- Additional people can be set up to edit the site without giving them the main password
	+ Blog – options for the blog

