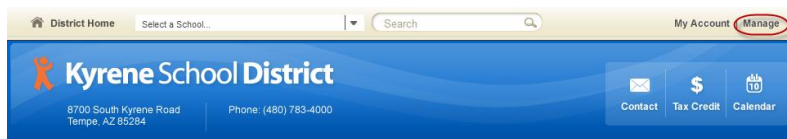


Creating a Flex Page

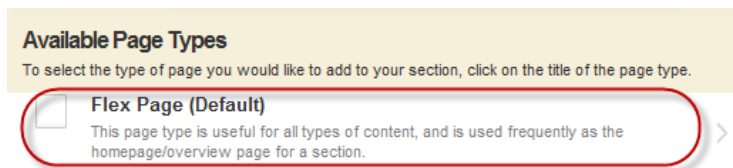
1. Go to <http://sw.kyrene.org> and sign-in using your Kyrene username and password.
2. Click the **Manage** button.



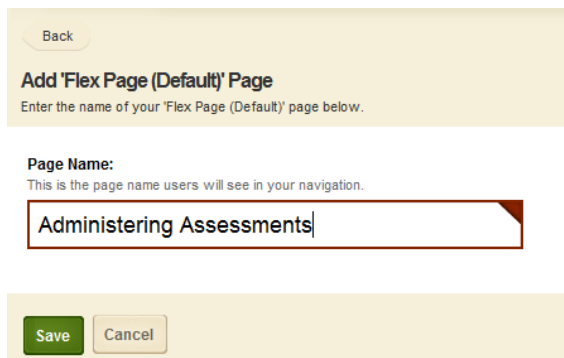
3. Click on the **New Page** button to add a new page.



4. Select **Flex Page** from the list of available page types. (A flex page is a blank page that allows you to organize your page as you wish. This page may contain text, images, tables, link and attachments.



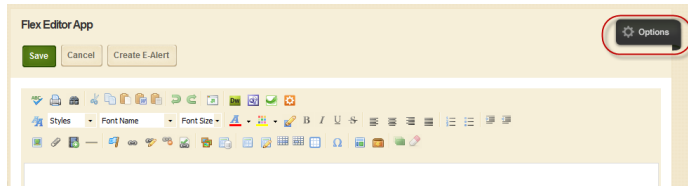
5. Name your page and click **save**. Your new page will default to the bottom of your current pages list.

A screenshot of the 'Add Flex Page (Default) Page' form. It includes a 'Back' button, a title 'Add Flex Page (Default) Page', and a prompt to enter the page name. The 'Page Name' field is filled with 'Administering Assessments'. Below the field are 'Save' and 'Cancel' buttons.

6. Click on the page name to be taken to the html editor that will allow you to design your page.



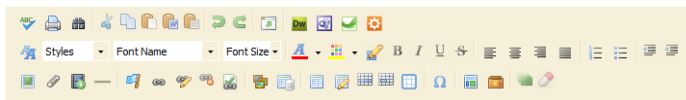
7. To add a title to the page, select **Options**.



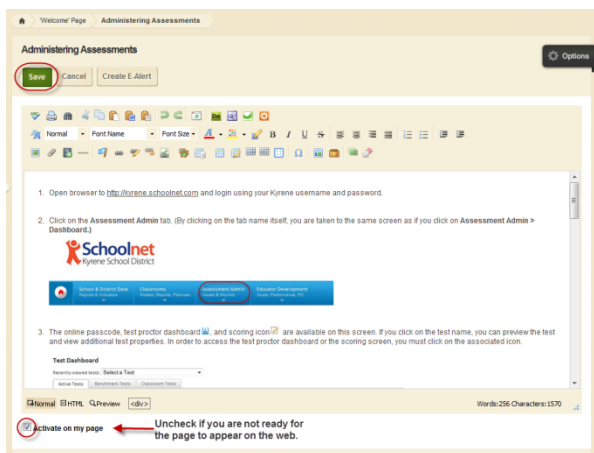
8. Type the title of your page in the **App Name** field, and if you want to have an automatic title placed on your page, check the **Show the app name on my page** box. (When you check this box, the title won't show in your editing space, but it will appear when you view the web page.)

9. Click **Save**.

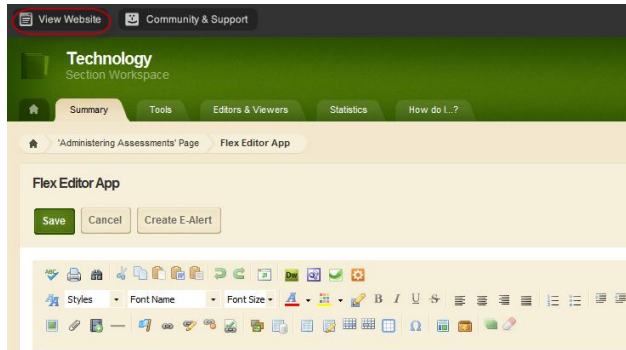
10. Use the editor tools to design your page.



11. Click **Save** periodically and when you are finished designing your page.



- Click View Website to view a preview of your page as it will look with the district/school header, navigation pane, etc.



- Click on the x to close the preview.



- Click on the return to my page list button to go back to the list of pages.

