

Larissa Perkins

From: Sean [REDACTED]
Sent: Tuesday, August 28, 2012 1:57 PM
To: Larissa Perkins
Subject: RE: Website Training

Categories: Peach Category

These are Genius we should do this for enter grades in school brains and report cards and stuff like that

-----Original Message-----

From: Larissa Perkins
Sent: Tuesday, August 28, 2012 6:58 AM
To: Maura [REDACTED]; Heidi [REDACTED]; Christina [REDACTED]; Bodi [REDACTED]; Sean [REDACTED]
Subject: Website Training

Please save the following links, in case you didn't make it to the website training or forget later in the year.

How to add events to the calendar: <http://www.screencast.com/t/KrA3FEyHzMUQ>

How to add news items on the homepage: <http://www.screencast.com/t/K7mJ1up7c>

How to edit pages within the website: <http://www.screencast.com/t/clW8LGif>

-Heidi you will also need this for your Letter From the Head of Lower School

How to convert Word Documents into PDFs: <http://www.screencast.com/t/upqi6oMm>

-Heidi you will also need this for your Letter From the Head of Lower School

-Maura you will also need this for adding your application

I hope these help, and sorry they are not quite polished; I was experimenting with a new screen capture software I need to use this year with students.

-Larissa