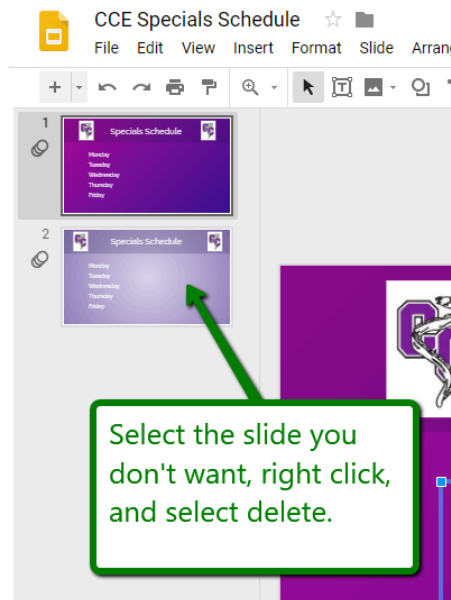


Adding Specials Schedule to School Wires

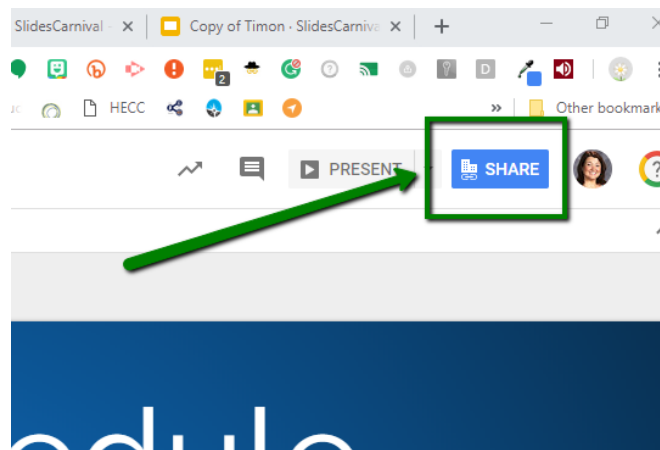
1. When you made a copy of your specials schedule it is now saved in your Google Drive. You can make your changes to it and get to work or complete it later. To get to your drive again you enter drive.google.com in your search bar.

 drive.google.com

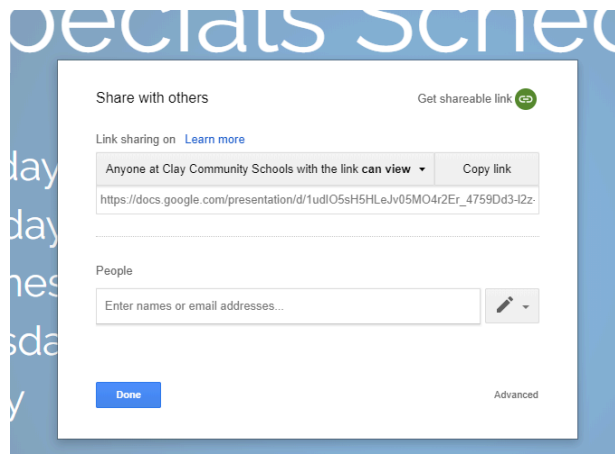
2. You will need to delete the slide(s) that you didn't use. To do this, you go to the preview bar, right click on the slide you don't want and select delete.



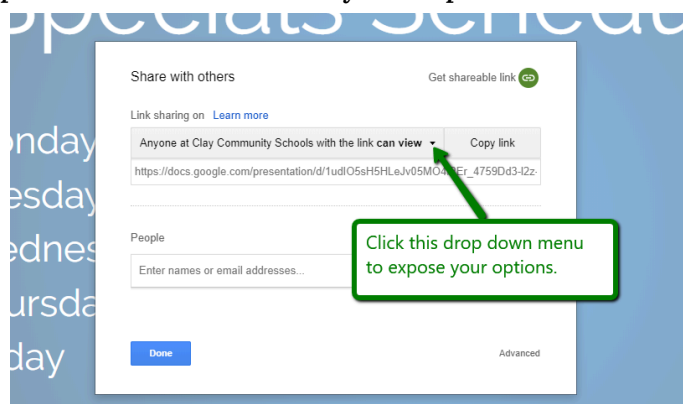
3. Click on the blue “SHARE” button in the upper right hand corner of the page.



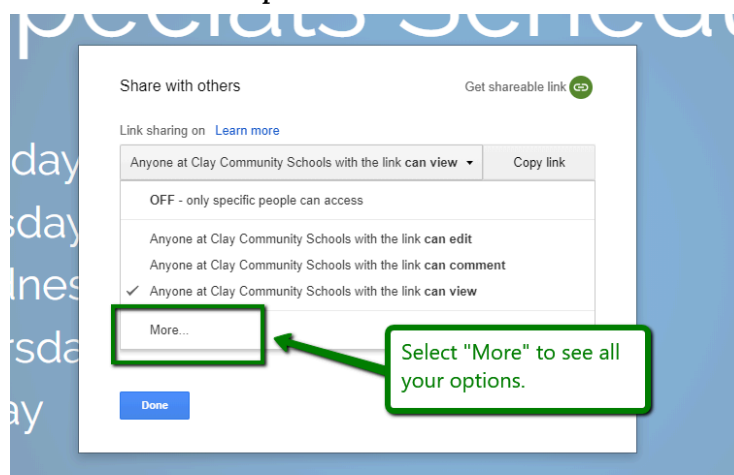
4. This is the box that will appear.



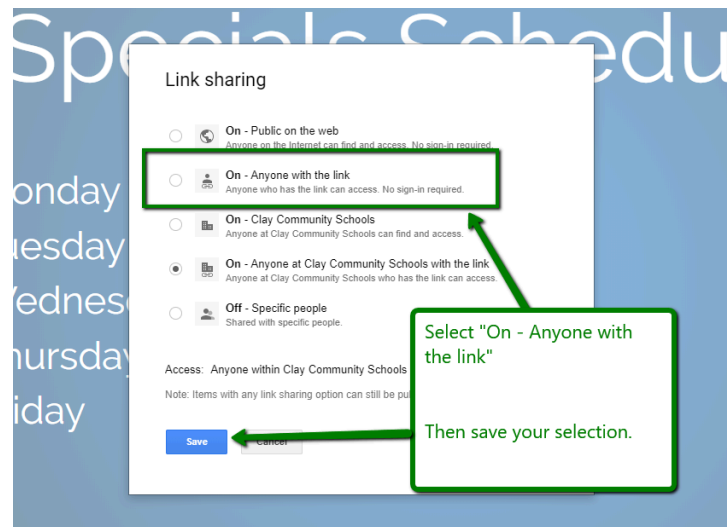
5. Select the drop-down menu to see your options.



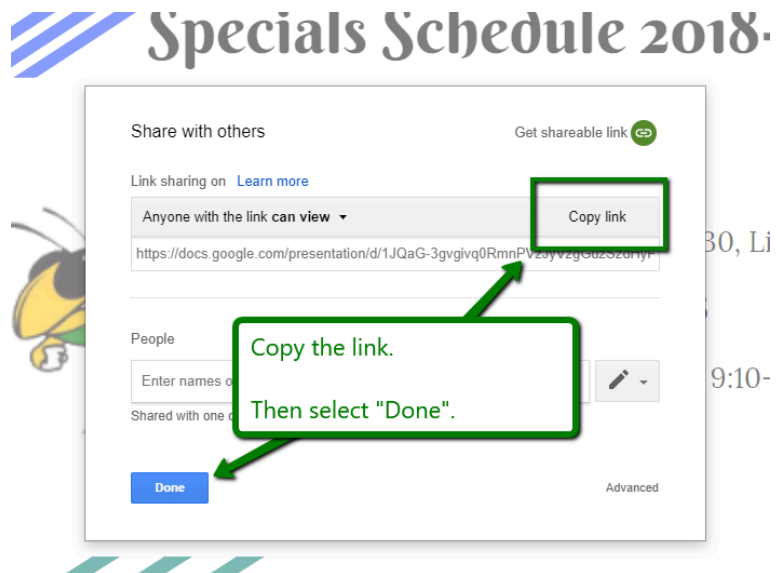
6. Select "More" to see all the options.



7. Select “On – Anyone with link” and then save your work.



8. Now you're ready to copy the link to paste to your School Wires.



9. Paste that URL into your School Wires page under classroom links, and the Specials Schedule entry we have created.

The screenshot shows the 'New Headline' form in the School Wires interface. The form includes the following fields and sections:

- Headline Title:** A text input field containing 'Specials Schedule'.
- Accent Image:** A section with a text input field and a 'SELECT FILE' button. Below it are 'Height:' and 'Width:' labels with corresponding input fields.
- Image:** A section with a small square image placeholder.
- Display:** A section with a 'Status' dropdown menu.
- Current Content Type:** A dropdown menu currently set to 'Link'.
- Link Content:** A text input field containing the URL 'https://docs.google.com/presentation/d/1iW73Up0Wp7B0F7'.
- Description (optional):** A text input field.
- Viewers:** A section at the bottom of the form.

Green annotations highlight key steps:

- A green box with text: 'Make sure you have selected the content type as "link" and then paste the URL under "Link Content". Don't forget to save!'.
- A green arrow points from the text box to the 'Current Content Type' dropdown.
- A green arrow points from the text box to the 'Link Content' input field.
- The 'Link Content' input field is also highlighted with a green border.

At the bottom of the form are three buttons: 'Save', 'Cancel', and 'E-Alert'.

10. Congratulations! You succeeded!