



Your New eChalk; Quick Start for Site Administrators

1. Log in to your new eChalk site.

You have been given the URL for your new eChalk site. Log in to begin exploring your account. Click on the tile for your school/district group and begin configuring your site.

2. Define your site's **Appearance**.

- Under *Manage Web Site > Appearance > Site Info* click **Edit** to update your site's **Title**, **Motto** (if applicable), **Colors**, and **Logo**.
- Continue on to *Manage Web Site > Appearance > Theme* to choose a **Design Theme** and **Fonts**.
- Continue on to *Manage Web Site > Appearance > Header Footer* to customize the **Header** and **Footer** regions of your site.

* **Note:** Remember to click **Update** to update your site with any changes you have saved in the **Appearance** area.

3. Create site **Pages**.

- Under *Manage Web Site > Pages* you can edit existing standard pages and create new pages for your site. Click on Home Page to edit the current home page of your site. You can also change the Default, or Home page for your site to a new page here.

About **Pages**: **Pages** are composed of different **Content Blocks** in **Rows**. You can add multiple rows and choose from a variety of **Row Layouts** that will determine the size of each **Content Block**.

About **Content Blocks**: You can add **Text**, a **Feed**, **Events**, **Images**, a **Video**, a **Social Media Feed**, and **Link Lists** to any content block on your page.

* **Note:** Remember to click **Publish** to make a page available on your public site. For visitors to see that page, add it to your **Navigation** (see below).

Questions?

Visit the eChalk Help Center at <http://help.echalk.com>, or contact eChalk Support at 800-499-2741 & support@echalk.com



4. Build your site's **Navigation**.

- Add **Navigation Folders** and **Links** so site visitors can access all the great content you're creating. You can create **Folders** and add **Published Pages, School** or **My Files Resources**, and **Web Links** to **Navigation**. Reorder your **Navigation** content by dragging and dropping items where you want them to appear.

5. Add **Content**.

- **Resources** – Add files to your site from your computer or device; organize your files in folders. Adding a file as a **Resource** will store the file for use on your school site. You can then publish a **Resource** so site visitors can see it by adding the **Resource** to your site **Navigation** (see above).
*Don't see the **Resources** button on the left side toolbar? Click **Back to School** on the top right of your screen.*
- **Feed Posts** – Create a **Feed Post** with **Text, Attachments, Images** or **Video**. You can choose whether any post will be visible on the public web site as you create it.
- **Calendar Events** – Add events to your school calendar. You can choose whether any event will be visible on the public web site as you create it.

6. **Refine** your site configuration.

- Now that you have added content to your site, you can go back through the steps above to add or change your **Logo**, customize your **Header/Footer**, add **Pages**, add **Content Blocks** to existing pages, or include additional **Navigation** elements.

For detailed instructions on any of the site management tools described here, please visit the eChalk Help Center at <http://help.echalk.com>.

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