

# School Jotter 2 Training

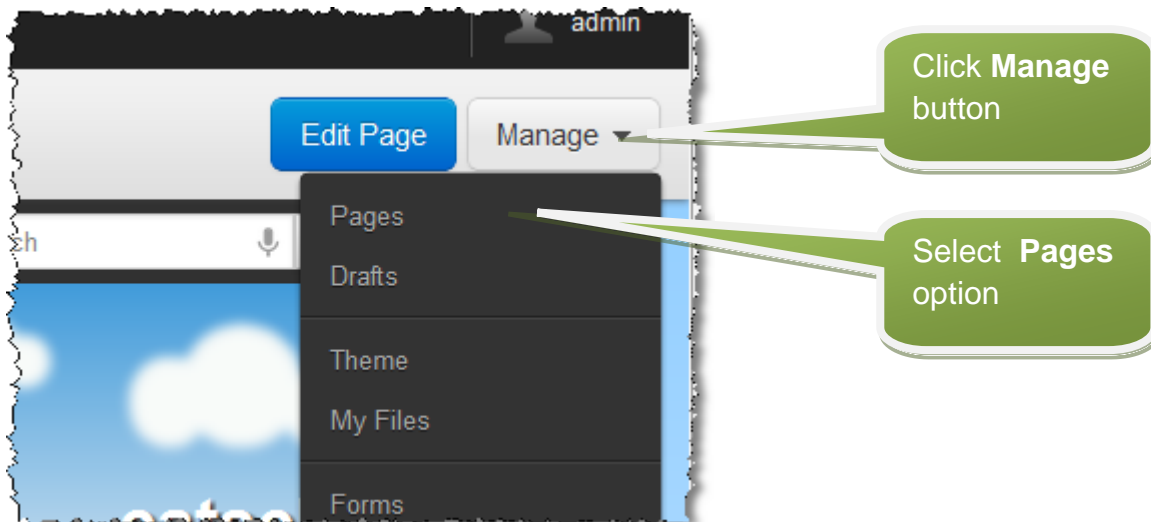


[Available as a video](#)

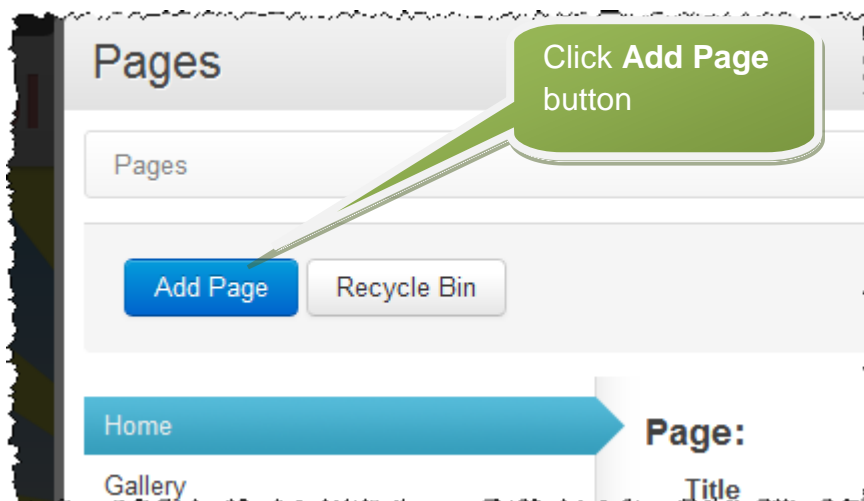
## How to add a new Menu Page

You need to have the permission in your Role to do this.

1. Log in to your website and click the **Manage** button followed by selecting the **Pages** option.



2. Click the **Add Page** button



3. Type in the **Title** of the page, select the desired **Layout** option and then click the **Add Page** button.

The screenshot shows the 'Add Page' form with the following fields and callouts:

- Title:** A text input field containing 'Year 3 Class'. A callout bubble points to it with the text 'Type in the page Title'.
- Layout:** A row of five layout icons. The first icon is selected (highlighted with a blue border). A callout bubble points to it with the text 'Select the desired Layout'.
- Parent:** A dropdown menu showing '(Root)'.
- Visibility:** A checkbox labeled 'Show in menu' which is checked.
- Buttons:** 'Add Page' and 'Cancel' buttons at the bottom. A callout bubble points to the 'Add Page' button with the text 'Click the Add Page Button'.

4. Your new Page will appear at the bottom of the Menu Page list

The screenshot shows a list of menu items on the left and a preview of the selected item on the right. The list includes:

- Video upload
- Feeds
- calendar
- Resources
- News Letter
- files and documents
- Year 3 Class** (highlighted in blue)

The preview on the right shows the layout and settings for the selected item:

- Layout:** Two layout icons, the first of which is selected.
- Parent:** A dropdown menu showing '(Root)'.
- Visibility:** A checkbox labeled 'Show in menu' which is checked.
- Advanced Options:** A dropdown arrow.

A callout bubble points to the 'Year 3 Class' item in the list with the text 'New Menu Page'.

5. And will show as a new button/Menu option on your Home page

