

Adding Content to a Smart Page in Architeck



Open Chrome, or your web browser, and navigate to your Smart Page in Architeck.

Select **“Edit Page”** from the Architeck toolbar at the top of the page.



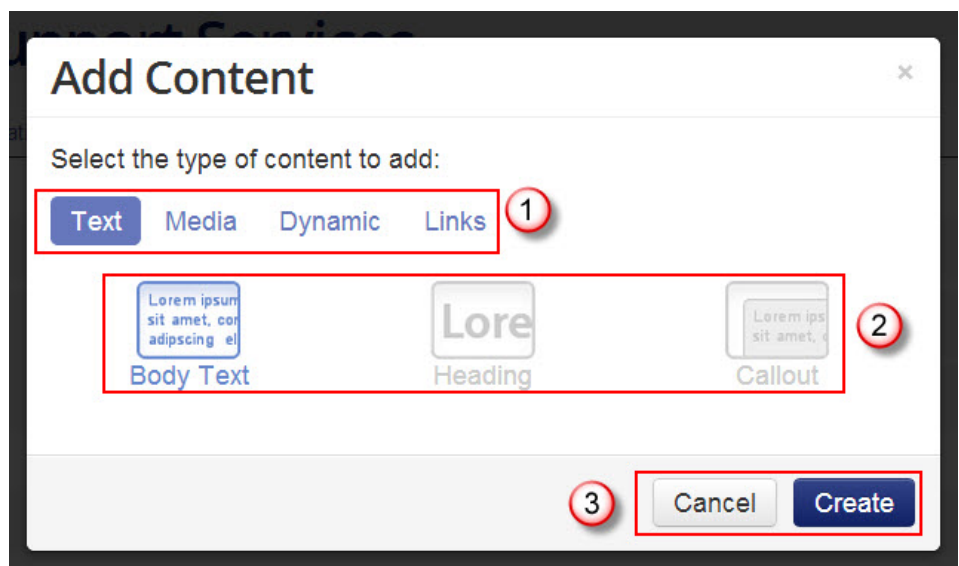
When the screen refreshes, you will see lightly shaded blocks with the words **“Add content...”** on your page. To begin editing, simply click in any one of the

boxes. When you do, a new dialogue box will open up asking you to select the kind of content you wish to add.

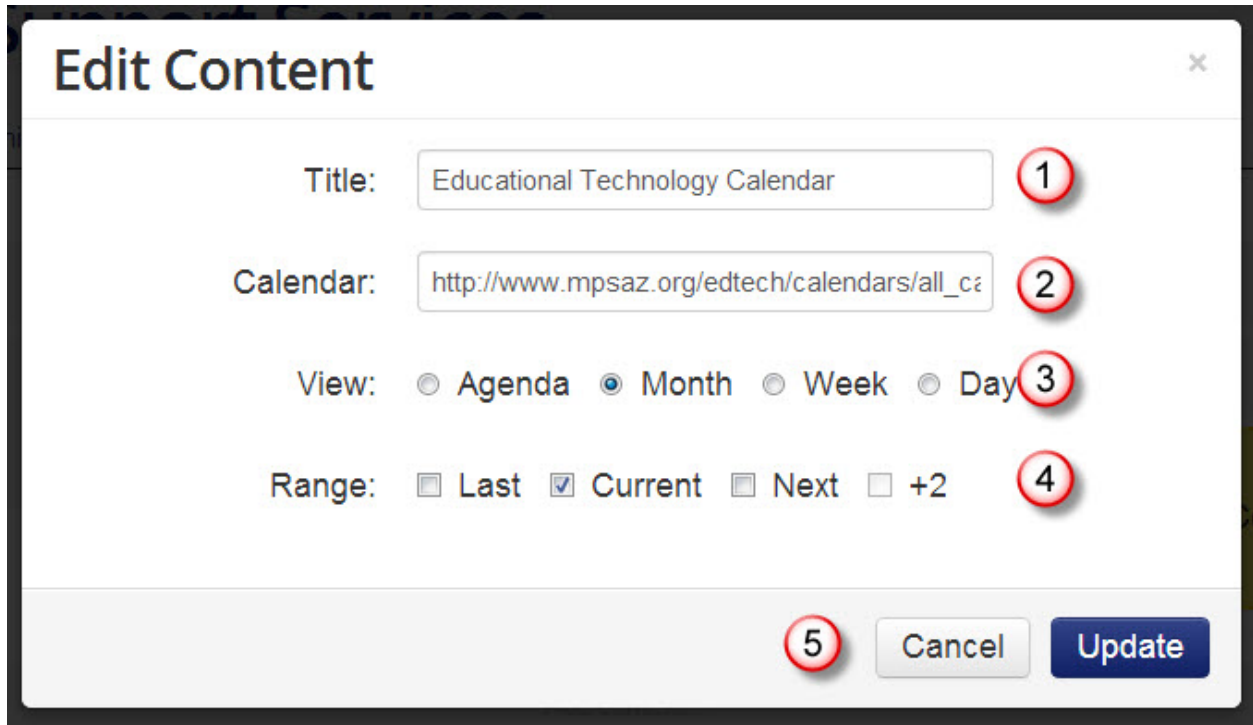
(1) Select the type of content you wish to add.

(2) The choices underneath it will change to reflect the content type.

(3) Once you have made your selections, click **“Create”**.



In this example, I have selected “**Dynamic**” and then “**Calendar**”. The screen will refresh and give you the options for adding a calendar.

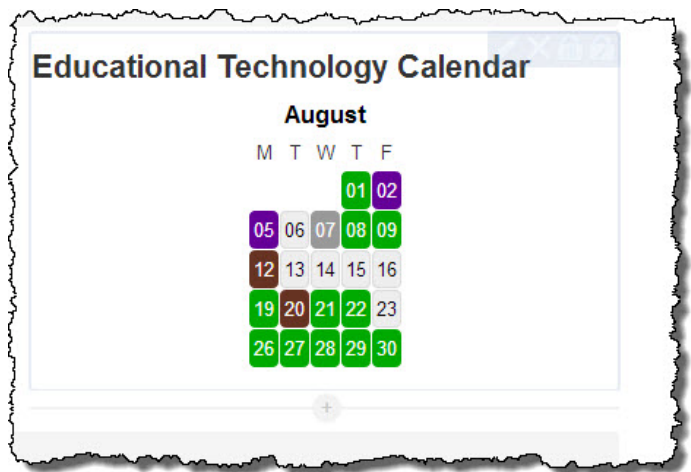


The screenshot shows a dialog box titled "Edit Content" with a close button (X) in the top right corner. It contains the following fields and options:

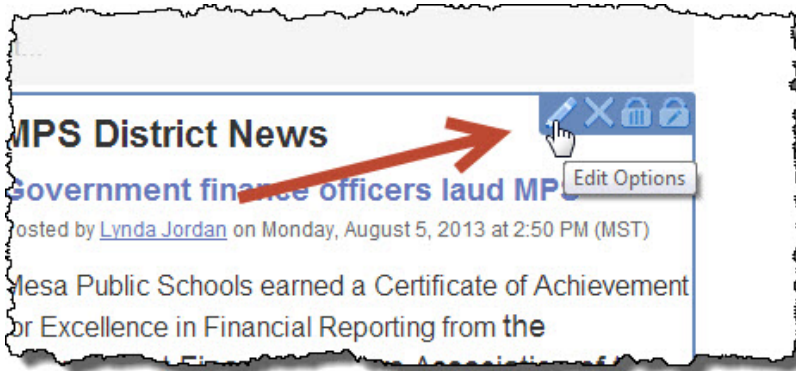
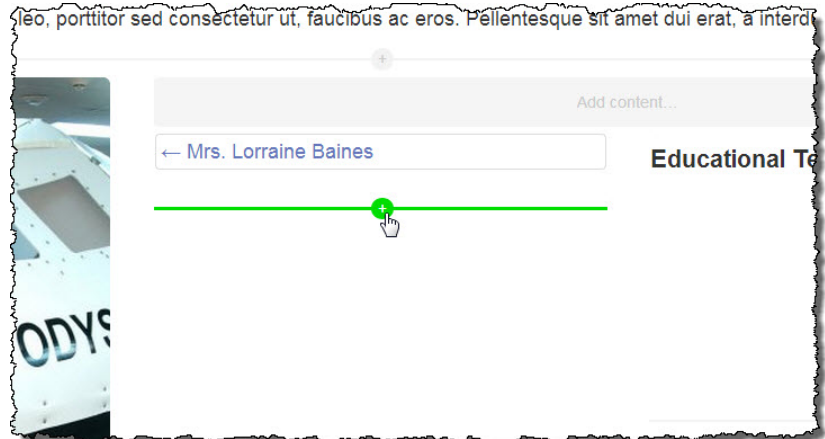
- Title:** A text input field containing "Educational Technology Calendar" with a red circled "1" next to it.
- Calendar:** A text input field containing the URL "http://www.mpsaz.org/edtech/calendars/all_ca" with a red circled "2" next to it.
- View:** Radio button options for "Agenda", "Month" (selected), "Week", and "Day" with a red circled "3" next to it.
- Range:** Check box options for "Last", "Current" (checked), "Next", and "+2" with a red circled "4" next to it.
- At the bottom right, there is a red circled "5" next to a "Cancel" button and an "Update" button.

(1) If you wish, you can type in a title for the calendar. (2) You must add the URL (web address) for the calendar. (3) Next, select the view. (4) Select the range and (5) then select “**Update**”.

The calendar now appears on your Smart Page.



If you use all of the “**Add content...**” boxes, you can add more. Simply hover over the shaded + sign. Click on the + sign and the “**Add Content**” dialogue box will appear, allowing you to choose the type of content you wish to add.



To edit content that you have created move your mouse to the top right hand corner of the content area. The toolbar will appear giving you the option to **edit**, **delete**, **lock** or **unlock** the content.

When you are done, select “**Publish**” from the upper-left corner of the Architeck toolbar.



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The screenshot displays a Smart Page editor interface. On the left is a photo of a young girl working on a wooden project. The main area contains a video player with a play button and a timeline. Below the video is an 'Educational Technology Calendar' for August, showing dates 01 through 16. To the right, under the heading 'MPS District News', there are two news items: 'Government finance officers laud MPS' and 'Come to parent meetings on sex education'. Each news item includes a 'Full Story' link. At the bottom right, there is a link that says 'Stay safe on the road'.

Your Smart Page content has been created. You can edit the page at any time. If you want to rearrange the content simply click on the content and drag and drop it into the new location.