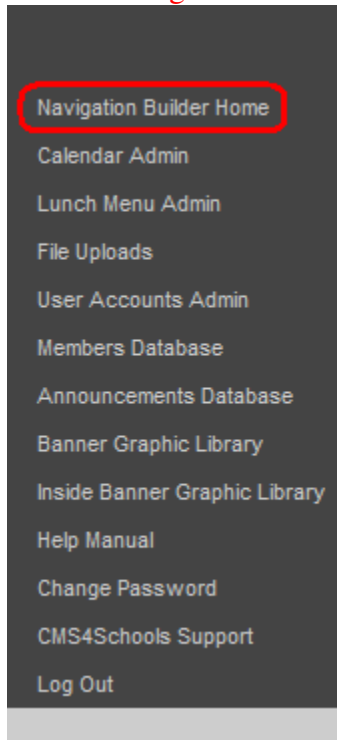


Updating School Supply Lists

1. Login at www.wrps.org/admin
2. Select “**Navigation Builder Home**” from the left side navigation bar.



You are currently logged

Enhancements

June 2, 2008

- **Resources/News Tool RSS Feed**
 - There is now an optional RS Page Title". You now have tl
- **Mini-Calendar No Link Option**
 - There is an additional option

May 27, 2008

- **Support Center Updates**
 - There are a few revisions to submitted and the history of
 - We encourage the use of th
 - Emails sent to support@cms to use the Web CMS4School
 - The Enhancement Request li
 - consideration in product dev
 - The CMS4Schools Support T

3. Once you click on “Navigation Builder Home” you will be brought to a page with a table of pages available for editing. On top of the page select, the appropriate **school** from the drop down box.

Lvl	Link Name		Page Detail	Update	De
1	Home	Home			
2	Homepage Article 1	Schools	Main Body Right	Update	N/
2	Homepage Article 2	Lincoln High School	Main Body Right	Update	De
2	Homepage Article 3	River Cities High School	Main Body Right	Update	De
2	Homepage Article 4	East Junior High	Main Body Right	Update	De
2	Homepage Article 5	West Junior High	Main Body Right	Update	De
2	Homepage Article 6	Grant Elementary	Main Body Right	Update	De
2	Homepage Article 7	Grove Elementary	Main Body Right	Update	De
2	Homepage Article 8	Howe Elementary	Main Body Right	Update	De
2	Homepage Article 9	Mead Elementary	Main Body Right	Update	De
2	Previous Homepage Articles	Pitsch Elementary	Main Body Right	Update	De
1	Administrative Departments	Rudolph Elementary	Main Body Right	Update	De
		Vesper Elementary	Main Body Right	Update	De
		Washington Elementary	Main Body Right	Update	De
		Woodside Elementary	Main Body Right	Update	De
		For Parents	Main Body Right	Update	De
		For Students	Main Body Right	Update	De
		For Staff	Main Body Right	Update	De
		School Board	Main Body Right	Update	De
		PAC	Main Body Right	Update	De
		Community Info	Main Body Right	Update	De
		Contact Us	Main Body Right	Update	De

4. On that school’s page you should see a page titled “(NAME OF SCHOOL) Supply List” below that, there should be a list of pages that are titled for what supply kind of supply list they are.

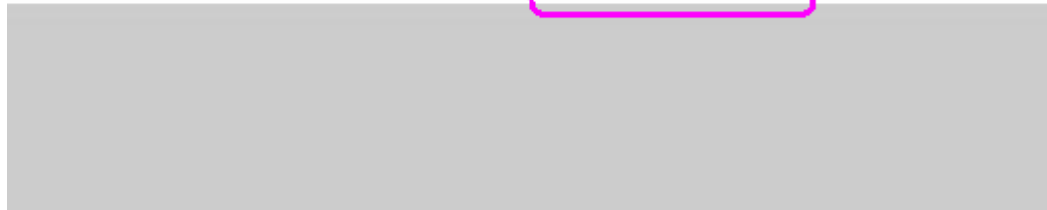
Select the appropriate supply list and click “Main Body.”

		Page	Main Body Right
1	Mead Supply Lists	Page	Main Body Right
2	Early Childhood Supply List	Page	Main Body Right
2	4K Supply List	Page	Main Body Right
2	Kindergarten Supply List	Page	Main Body Right
2	First Grade Supply List	Page	Main Body Right
2	Second Grade Supply List	Page	Main Body Right
2	Third Grade Supply List	Page	Main Body Right
2	Fourth Grade Supply List	Page	Main Body Right
2	Fifth Grade Supply List	Page	Main Body Right
2	Sixth Grade Supply List	Page	Main Body Right

- After you select “Main Body” you will be brought to a page with the supply list on it in a Text/Graphic Editor. To update your supply list click “[Update Text/Graphic Editor.](#)”

Backpack-large enough to hold folders, projects,
extra clothing, etc.
24 ct. crayons or 8 big crayons for age 3
4 glue sticks
2 school glue
2 boxes of kleenex
1 pkg of plastic spoons
1 box of crackers or cookies (any kind)
Ziploc bags-quart or gallon size
An extra change of clothing, toileting supplies,
as needed (diapers, pull-ups, training pants,
wet wipes).

[Move](#) [Update Text/Graphic Editor](#) [Preview](#) [Delete](#)



- Once the page loads, you can type your new supply list into the Text/Graphic Editor. When finished click “[Update](#)” on the bottom.

[Update](#) [Reset](#)