

Changing shortcut URL to match the district guidelines

Each school website should have a web page for each of the items listed below. The district guidelines layout a naming convention that will standardize the names associated with these seven web pages. This is being done to make it easier for web browsers to find information on your web site and to allow us to make automated linked lists to school calendars, home pages and contact us sections. This list may grow in the future.

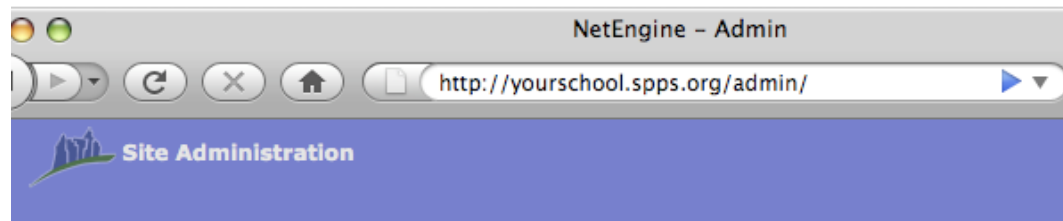
home.html
calendar.html
contactus.html
news.html
search.html
sitemap.html

You can verify that each of these names are correct for your school web site by viewing these web pages replacing the yourschoolname with your school's web site name.

<http://yourschoolname.spps.org/home.html>
<http://yourschoolname.spps.org/calendar.html>
<http://yourschoolname.spps.org/ontactus.html>
<http://yourschoolname.spps.org/news.html>
<http://yourschoolname.spps.org/search.html>
<http://yourschoolname.spps.org/sitemap.html>

For those section that need to be changed follow the direction below.

Log into the administration portion of your web site.




Enter your username

Enter your password

Login

Select the section section of the left menu you need to edit.
On the right side click the edit button

 **Site Map (Sitemap)**

[edit](#)

[Add a Subsection](#) -- Add a new section beneath this section.

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Now on the left select the Display settings link.



Edit the Shortcut Url field as needed and save the changes. Here are examples of each of the required sections.

home.html

Section Name	<input type="text" value="Home"/>
Shortcut Url	<input type="text" value="home"/>

calendar.html

Section Name	<input type="text" value="calendar"/>
Shortcut Url	<input type="text" value="calendar"/>

contactus.html

Section Name	<input type="text" value="Contact Information"/>
Shortcut Url	<input type="text" value="contactus"/>

news.html

Section Name	<input type="text" value="Educational Technology News"/>
Shortcut Url	<input type="text" value="news"/>

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search.html

Make sure that your "Search section" has a section type of GoogleSearch



The section type should not be the older "Search" type section



Section Name

Shortcut Url

sitemap.html

Section Name

Shortcut Url

If you save changes and get the following message then another page on your web site is already using that shortcut URL. You will need to locate the section that is already using the shortcut and change it before you use the shortcut on this section. There is no easy way to find or list all the shortcut URLs in the administration portion of your web site. You can view your web site and just type in the shortcut URL.

<http://yourschoolname.spps.org/home.html> or

<http://yourschoolname.spps.org/news.html> This should bring up the problem web page.

Looking at the cookie trail on the page can give you an idea of where the problem section is located. Once the problem section's shortcut URL has been changed come back to the original section and change the shortcut URL



Section Name

The shortcut url you entered is already being used. Please type in a different short

Shortcut Url