

# Campus Suite Quick Tutorial

1. **LOG IN** – go to the WSD Staff page to log in to Campus Suite:  
<https://www.wenatcheeschools.org/staff>

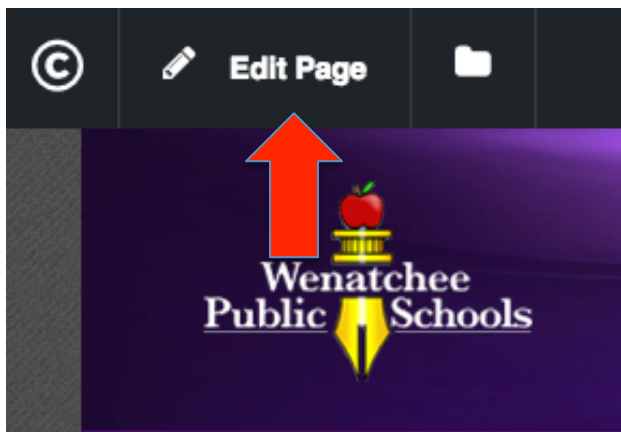
## Log into Applications

- Log into Aesop/Frontline Absence Managem
- Log into Campus Suite (website) ←

### To log in with SSI:

1. Single Sign-On (SSO)
2. Sign in with Clever
3. Log in with Google

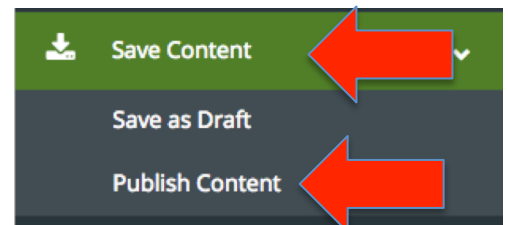
2. **EDIT THE PAGE YOU ARE CURRENTLY VIEWING. CLICK EDIT PAGE IN THE TOP LEFT CORNER**



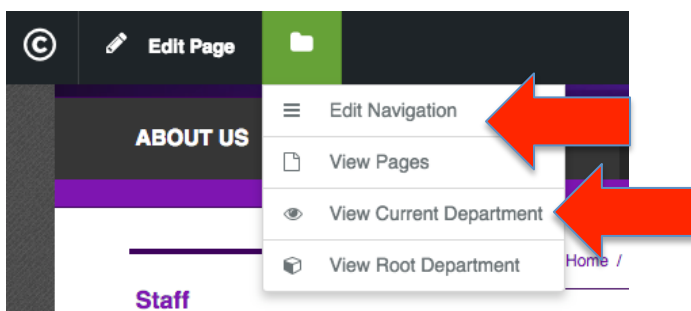
**SAVE:** After making edits, be sure to click the UPDATE button at the bottom of the page.



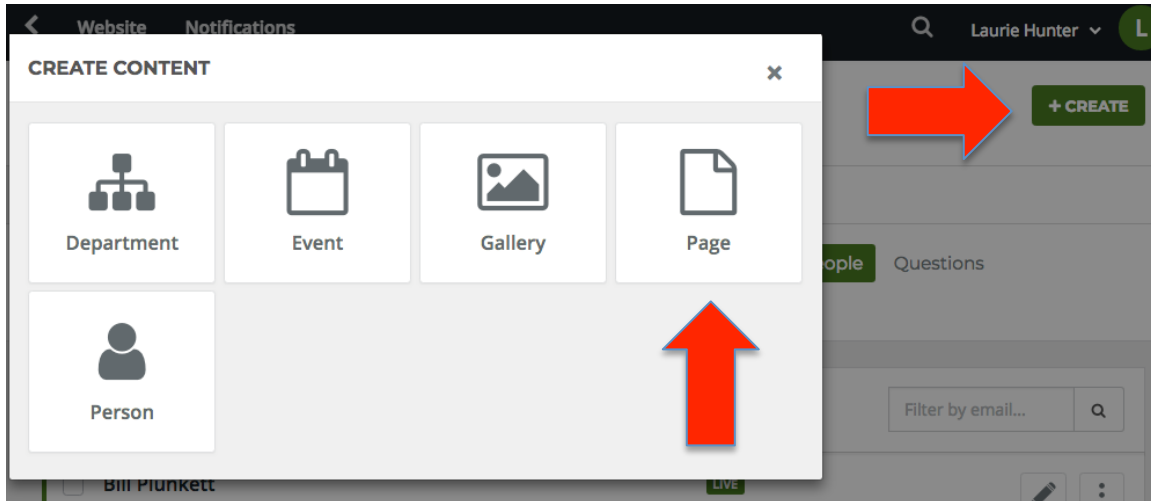
**THEN** click the SAVE CONTENT BUTTON ON THE LEFT MENU- AND THEN CLICK PUBLISH CONTENT BELOW IT.



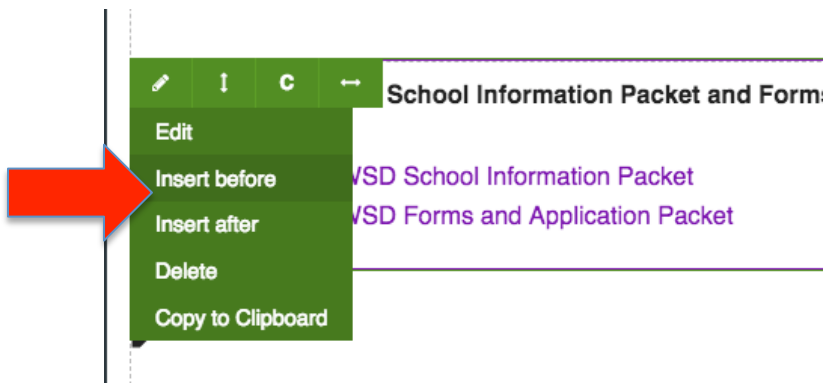
3. **EDIT NAVIGATION, VIEW PAGES, FILES - CLICK THE FOLDER AT THE TOP LEFT OF THE PAGE** – To Edit the menu on the left side of your pages, click “Edit Navigation” If you click “View Current Department” you will be taken to where your files and pages, etc are kept.



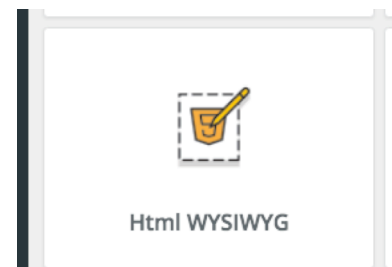
4. **CREATE A NEW PAGE, CALENDAR EVENT, PERSON (STAFF DIRECTORY) OR GALLERY** - Click "View Current Department" from your folder icon (graphic above). Click the +CREATE button to add a new Page, Calendar Event, Person, or Gallery. Once the "Create Content" window pops up, select the desired button.



5. **ADD A NEW SECTION TO YOUR WEBPAGE** - After you click "Edit Page" in the top left corner, hover your mouse over the top left corner of a current section until the green edit screen shows. Select "Insert before" or "Insert after"



The Widget Gallery window will pop up. To select a **basic** webpage, select the Html WYSIWYG widget.



**FOR MORE CAMPUS SUITE INFORMATION/TUTORIALS:**  
<https://campussuite.freshdesk.com/support/home>