## How to edit the MISSION AND VISION STATEMENTS

1) Website Administration ightarrow Edit the Principal's Message



2) Place a checkmark beside the "This is where the school's mission statement" and then click on EDIT ITEM:

Browse	Items List								
View Edi Iter	Wersion History	Attach File	Alert Me +	Workflows Approv	ve/Reject				
	Manage	Actions	Share & Track	Woktiows		Samp Addro	Sample School Name Address Here		
				Home	About Us⊽	Quick Links 🔻	Teacher Pages	Extracurricular <b>v</b>	Multimedia
				I Mi	✓ Mission Statement Vision Statement ✓ This is where the school's mission statement will be placed. This is where the				
				Add	new item				

3) Make changes and click on SAVE These will appear on the School Profile page:

The second se	Audress nere	
sion Statement	This is where the school's mission statement will be placed.	
ion Statement	This is where the school's vision statement will be placed.	
ated at 4/21/2015 1:28 PM	by carmel.desjardins PM by carmel.desjardins	Save