



## Managing Your FALL RIVER PUBLIC SCHOOLS SAVVY Webpage

### 1. Login to SAVVY

Once you are issued an account you will need to follow these steps to log into Savvy.

[www.fallriverschools.org/login.cfm](http://www.fallriverschools.org/login.cfm)

You will be asked for your Savvy Login user name and password. Please do not save your password automatically for security reasons.


User: \_\_\_\_\_ Password: \_\_\_\_\_

Page Address: [www.fallriverschools.org/](http://www.fallriverschools.org/) \_\_\_\_\_ .cfm

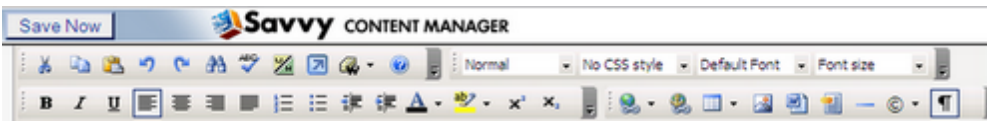
To access your page once you are logged in, type your page address into your browser. Most teachers will only have access to a single page to start. School level users may have access to multiple pages. You will need to type in the page address as needed.



# 1. Editing

Click on blue boxes to edit each section of your page. 

You can add pictures, text or links. Do not forget to save your work using the “save now” in the upper left hand corner.



The additions to your page will not be viewable to anyone until you publish your work.

## Adding Pictures:


If you have a particular picture you would like to add (either a clipart or photograph) save it to your desktop or documents first. To add to your page, locate the Image Icon in the toolbar



(Image Icon looks like a sun and landscape). The database will have pictures you can choose from, you can access your own saved images by browsing at the bottom of the screen.

*If you choose to add pictures of students, make sure they have a Permission To Publish Consent Form on file and signed by a guardian.*

## Adding Links:

First click on the picture or text you would like for your link-highlight it. Next click on the link icon in the tool bar. 

A text box appears. After removing the `http://` from the box cut & paste your link into the box



# 2. Publishing

To publish your work you will need to click on the editing box again.



Click on “Action”. You will then have a drop down menu of options to guide you through your publication. You are able to schedule a publication date or publish immediately. Once your page is published it is visible content.