

Tutorial 4

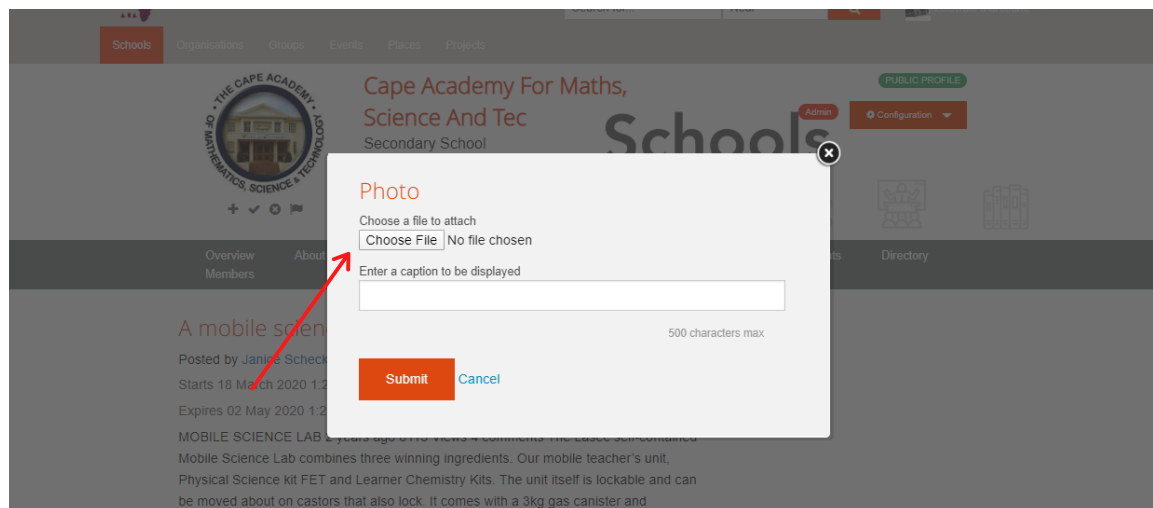
How to start adding basic content to your school profile

The screenshot shows the top navigation bar with 'Schools' highlighted. Below it, a section titled 'CLAIM YOUR SCHOOL TODAY' provides instructions for registering a school. It includes a list of three steps: 1. Search for your school on the search bar in the top right hand corner. **Ensure correct spelling.** Once you have located the school, follow the school and please send an email to us [Contact Us](#). In the details of the [form](#), please include details of the school, **including the name of the school** and request we approve your status as 'owner'. 2. If you do not find your school, you may add your school, by completing the form [here](#). One of our team members will approve the listing after following a verification process. 3. Once the process of approving a school is completed, you can sign in, upload content, invite others and start collaborating with all stakeholders, teachers and parents in the school community. There is also a 'Search Schools' section with a search bar and a 'Go' button.

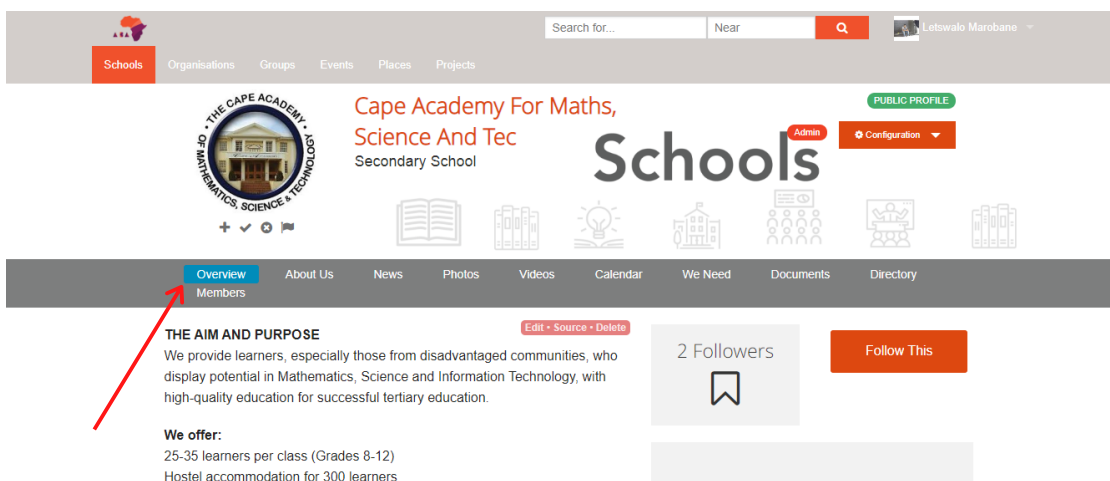
1. At this stage, we assume you have claimed or registered your school. If not, we recommend you read the tutorial on 'How to find your school on A Better Africa' and "How to add your school if it's not listed'.

The screenshot shows the profile page for 'Cape Academy For Maths, Science And Tec Secondary School'. The page includes a school logo, a 'PUBLIC PROFILE' badge, and an 'Admin' button. Below the school name, there are icons for various features: Overview, About Us, News, Photos, Videos, Calendar, We Need, Documents, and Directory. The 'Overview' tab is selected, showing the 'THE AIM AND PURPOSE' section with the text: 'We provide learners, especially those from disadvantaged communities, who display potential in Mathematics, Science and Information Technology, with high-quality education for successful tertiary education.' Below this, it says 'We offer: 25-35 learners per class (Grades 8-12) Hostel accommodation for 300 learners Transport to and from the railway station for day learners'. There is also a '2 Followers' section with a 'Follow This' button.

2. To get started, it's a good idea that you have some images ready for the school such as the school's emblem or badge and some photos. Once you're on the school profile, add the logo of the school by selecting 'set a profile image' in the top left corner of the screen.



3. Select 'choose file': this will open files in your computer, select the folder with the school picture, click on the logo and click 'open'. You can include a caption if you want too, under 'enter a caption to be displayed'. Save the logo by selecting submit.



Now let's get some important information on the school, captured into the profile. On the navigation bar select 'overview' and select 'add profile message content' to add public-facing information or the history of the school. When we refer to public-facing, we're talking about information that you are happy to share with a public audience.

When you're done, make sure that you save your information. Well done on getting your school profile started.

I would like to recommend that you read the following tutorials:

- How to keep building your school's profile.
- How to create an online document library