How to enter Narrative for a Standard

1. If on the Dashboard, click on the standard or it's description in the "At-Risk Standards" box.
2. If on the Standards page, pinboard view, click on the large gray icon at the top of each box. In list view, click on any part under the Standards Column:
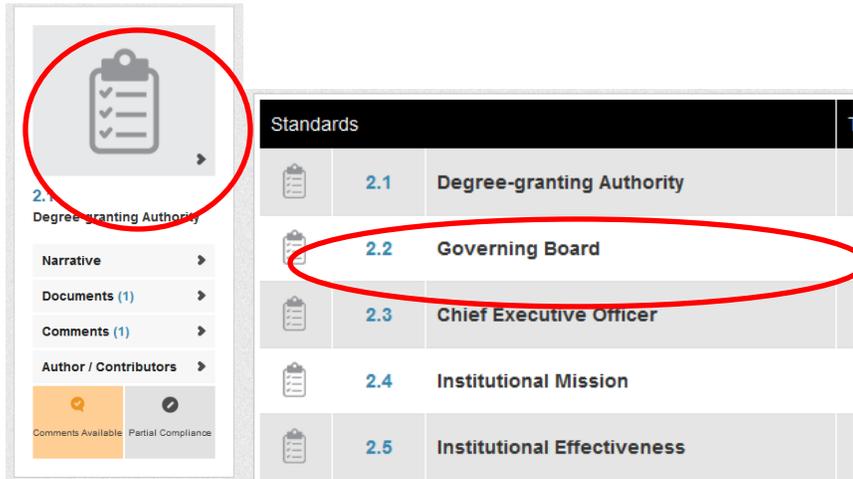
3. This brings you to the Standards Data Entry page.
4. To add/edit the Narrative, click on the small "Edit" button on the right side of that box.

5. This opens the text entry screen with all of the practical text editors you will need. Hover over the icons to see what they are.
6. You can copy and paste to this screen from any of your files. It will retain your formatting (bullets/numbering, hyperlinks and pictures), but it will change the font type and size so that it's universal.
7. You can also import or create tables.
8. Within this text entry screen, you can include links documents or websites. You can only link to documents that you have already uploaded, so we recommend uploading them before you begin the linking process.
9. To link a document, highlight the word(s) that you want to hold the hyperlink, and click on the hyperlink icon in the text editor (last one to the right). This opens the Link Manager. In here will be listed the documents you have uploaded and connected to this standard.
10. Click on the document that you would like to link to. You can also use a bookmark, so the link will jump to a specific page within that document.
11. Click Save Link when you are done.
12. Click Save when you are finished entering or editing the narrative.