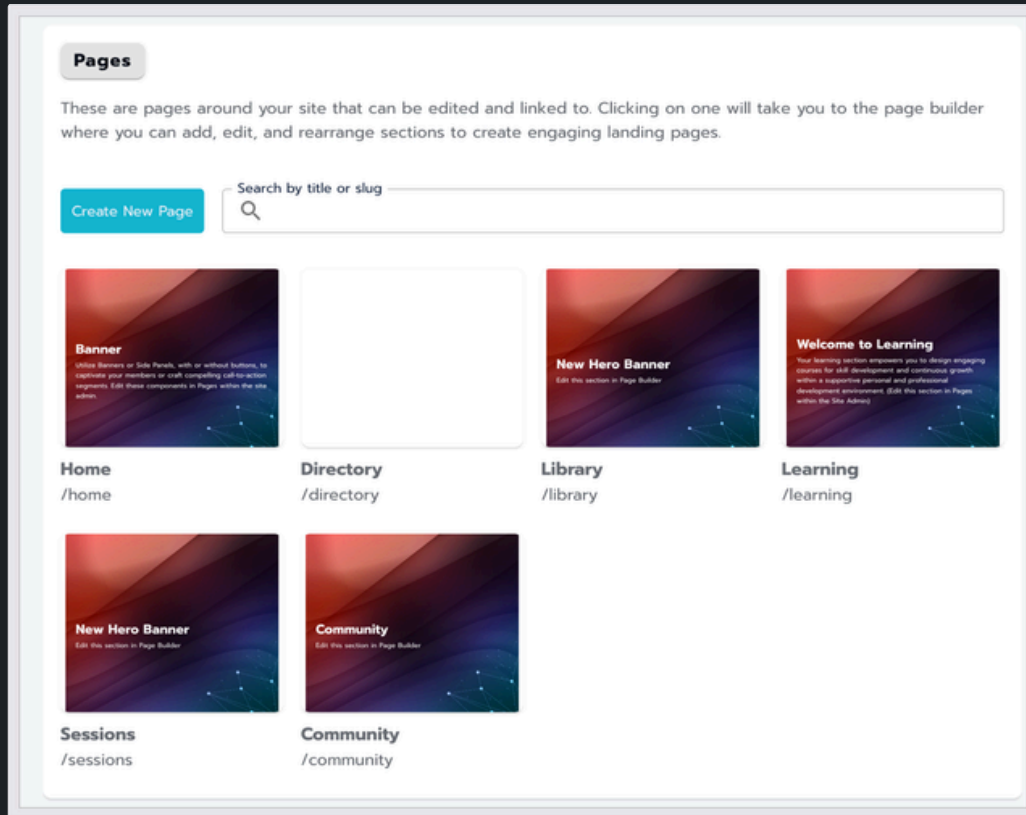


Pages

The Pages feature in the Site Admin offers a powerful tool for real-time layout editing with an intuitive interface. This guide will walk you through creating pages, adding modules, and customizing them on your website.

[Manage pages](#) | [Saving changes and deleting pages](#) | [Adding modules](#) | [Editing modules](#) | [Additional tips](#) | [Other modules](#)

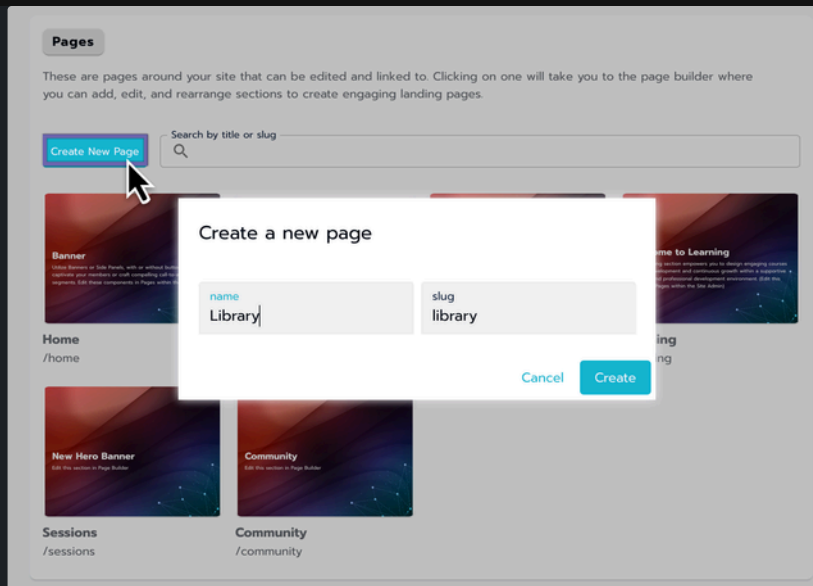


The Pages section of the Site Admin.

Manage pages

Creating new pages

1. Select the **Create New Page** button to start creating a new page.
2. **Enter page details**
 - In the **Create a New Page** window, enter a **Name** for your page. (this name is seen on the front end)
 - Optionally, edit the auto-generated slug for the page.
 - Select **Create** to proceed or **Cancel** to discard.



Creating a new Page within the Pages section of the Site Admin

Customizing pages

- Once created, select the newly created page from the Grid to customize it.
- The left-side navigation panel allows you to add and customize modules.
- The right side displays a preview of the page.

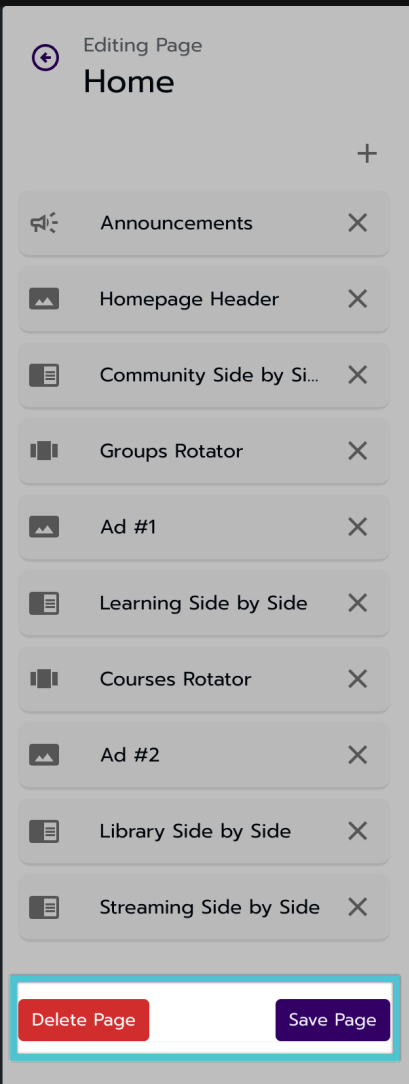
Saving changes and deleting pages

Saving Changes

- After making your edits, locate the **Save Page** button on the bottom right of the navigation panel.
- Select the **Save Page** button to ensure all your changes are preserved.

Deleting Pages

- To delete an entire page, find the **Delete Page** button on the bottom left of the navigation panel.
- Select the **Delete Page** button, then confirm the deletion to remove the page.



A view of the Save and Delete buttons on the page's navigation panel.

Adding modules

Before you begin

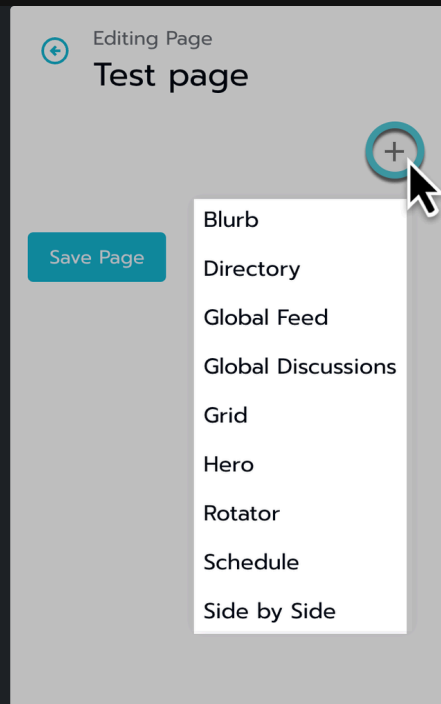
Modules may or may not be available, depending on how your organization sets up the platform.

1. Select module type

- Select the + icon in the left-side navigation to add a module.

2. Choose module

- From the prompt, select the module type you want on the page (e.g., Hero, Side-By-Side).



Adding modules to a new page.

Editing modules

After adding a module to a page, follow these steps to edit and arrange it.

Navigate into the module


- Locate and select the module you want to edit. You will then be directed to the module, where you can make edits.

Editing modules

- Use the provided options to modify the module's content and settings.

Arranging Modules

- When multiple modules are present, you can reorder them by dragging and dropping the modules into different positions.

 See specific module options below.

Announcements (Global)

Module Options

- **Name:** You can change the module's name (not visible on the front end).
- **Title**
 - Defaults to **Announcements** but can be updated to any title.
 - The title is visible to the public and appears at the top of the module.
 - This field is optional and has no character limit.

Announcement check box Options

- **Global Feed**
 - **Default:** Off
 - If selected, announcements from the global feed will be featured in this module.
 - **Tooltip:** *This will show all announcements from the global feed.*

- **Global Discussions**

- **Default:** Off
- If selected, announcements from global discussions will be featured in this component.
- **Tooltip:** *This will show all announcements from global discussions.*

Blurb

Module options

- **Name:** You can change the module's name (not visible on the front end).
- **Large Editor:** Access a spacious editing area using the **Large Editor** button.
- **Blurb Editor:** The Blurb editor provides a platform for adding, editing, and formatting text, emojis, and links using the TinyMCE editor.
 - Simultaneously, edit on the left and preview on the right.
- **Full Width Option:** At the bottom of the module, you can select a box to utilize the entire width of the page. This formatting option ensures that the blurb content fits across the whole page width where the module is placed.

Global Feed

When a global feed module is added to a page, it serves as a centralized hub for sharing updates, announcements, and information relevant to the community.

Module options

- **Title:** You can title the module (visible on the front end).

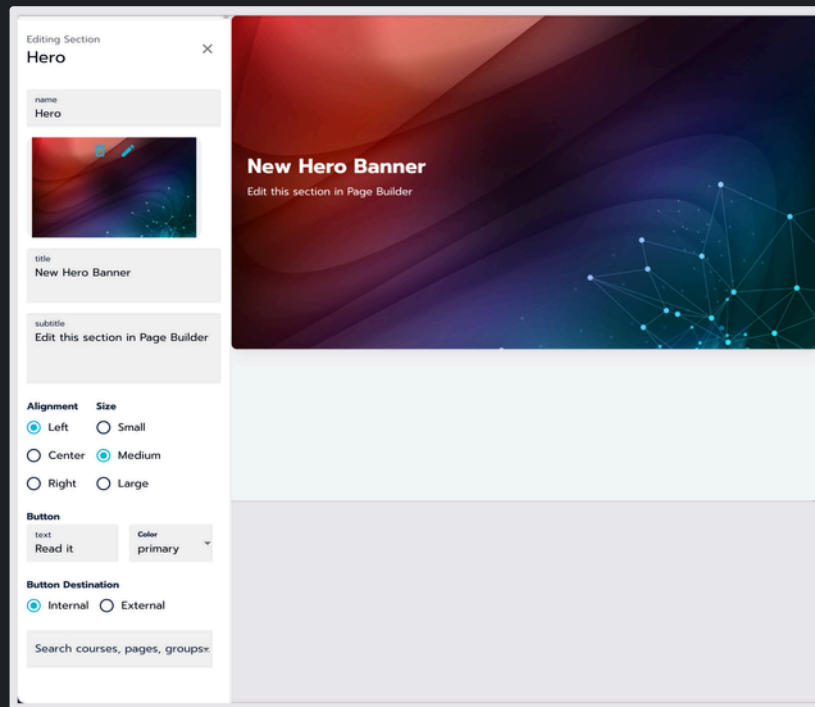
Global Discussions (Global Forum)

When the module for Discussions is added to a page, it serves several functions to facilitate communication and collaboration among users.

Module options

- **Title:** You can title the module (visible on the front end).

Hero (Banner)



Setting up a Banner Module.

- **Pre-populated text**
 - When editing a Banner module, it comes pre-populated with dummy text.
- **Banner size**
 - Choose the size of your banner by selecting one of the radio button options:
 - Small
 - Medium
 - Large
- **Adding an image**
 - Upload images for your module by using drag-and-drop or the file selector.
 - Supported file types include **png, jpg, jpeg, gif, webp, bmp, svg**.
 - You can edit the image multiple times by using the **pencil** icon or delete it and start over using the **trash can** icon.
- **Text options**
 - Customize the alignment of the title, subtitle, and button using the radio buttons:
 - Left
 - Center
 - Right
- **Button design and destination**
 - If you're adding a button to the banner, follow these steps:
 - **Label** the button in the **Text** field.
 - Choose a **color** for the button from the available **dropdown** options.
 - Specify the destination for the button:
 - For an **Internal** item (default), search for the name of a course, page, group, or session already created in the Search field.
 - For an **External** item, select External using the radio button and enter a valid URL in the URL field.

Schedule






Editing Section
Schedule ✕

Name
Schedule

Filters

- Hide past sessions
- Hide upcoming sessions
- Hide in-person sessions

Filter by Display Label

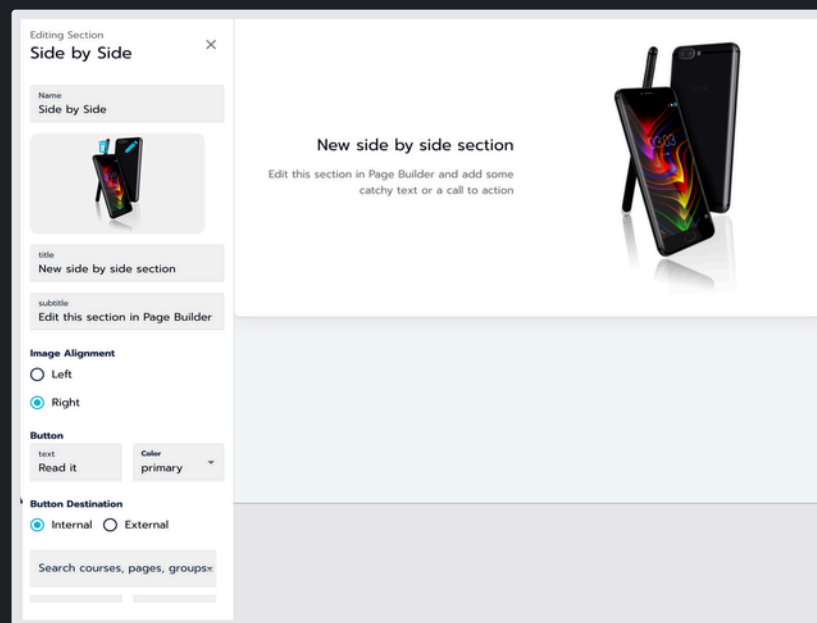
| | | | |
|--------|--|--|---|
| Jan 1 | 9:00am - Jan 31 @9:00am Grand Ballroom | LIVE TEST SESSION <i>This is a test session to see how JUNO's live streaming works!</i> |  |
| Feb 20 | 12:00pm - 2:30pm Grand Ballroom | Mastering Your Learning Experience with JUNO <i>Learn about the power and potential of JUNO!</i> |  |
| Mar 1 | 10:02am - Mar 14 @9:02am Online | Banner Check |  |
| Mar 14 | 2:46pm - Mar 13 @2:46pm Online | New Session Testing 11128 |  |
| Mar 19 | 12:00pm - 2:00pm Online | JUNO ↔ GrowthZone Session <i>This is a test session to see how JUNO's live streaming works!</i> |  |

Setting up a Schedule module.

Module options

- **Name:** You can change the module's name (not visible on the front end).
- **Filter Options:** Use the checkboxes to customize your session display preferences:
 - **Hide Past Sessions:** Hides any session with an end date earlier than the current time.
 - **Hide Upcoming Sessions:** Hides any session starting later than today.
 - **Hide In-Person Sessions:** Hides all in-person sessions.
 - **Filter By Display Label:** This allows you to label sessions and filter for specific labels.

Side-By-Side



Setting up a Side-By-Side Module.

- **Pre-populated text**
 - Similar to the Banner module, Side-By-Side modules come with dummy text.
- **Adding an image**
 - Upload images for your module by using drag-and-drop or the file selector.
 - Supported file types include **png, jpg, jpeg, gif, webp, bmp, svg**.
 - You can edit the image multiple times by using the **pencil** icon or delete it and start over using the **trash can** icon.
- **Image alignment**

a. Choose which side you want your image on using the radio button options for Left or Right

- **Button design and destination**

- If you're adding a button to the banner, follow these steps:
 - Label the button appropriately.
 - Choose a color for the button from the available options.
 - Specify the destination for the button:
 - For an **Internal** item (default), search for the name of a course, page, group, or session already created in the Search field.
 - For an **External** item, select External using the radio button and enter a valid URL in the URL field.

Additional tips

- Experiment with different module types and configurations to achieve the layout you want.
- Seek assistance from your Client Success team representative if you encounter any difficulties.
















Other modules

[Learn more about adding and customizing Grid modules.](#)

[Learn more about adding and customizing Rotator modules.](#)

[Learn more about adding and customizing Directory modules.](#)

Related Articles

-  [Rotator modules](#)
-  [Pages](#)
-  [Grid modules](#)
-  [Library pages](#)
-  [Directory modules](#)
-  [Navigation](#)
-  [Attaching access passes to content around the site.](#)
-  [Managing Sessions](#)
-  [Creating and managing Access Passes](#)
-  [Courses and the Learning Management System](#)
-  [Add and update Users](#)
-  [Community](#)
-  [Create and edit content on your site](#)
-  [Getting started with the site admin](#)
-  [General settings](#)