

Editing the central guidance

The Appraisal Guidance section is a separate site embedded within the appraisal sites. In order to make changes to the site, you will have to open the site directly. To do this:

From the **Appraisal Management** home page, open the site directly:

- Click on the **Administration section**
- Click on site link for **Appraisal and CPD Guidance**

You'll notice when the site opens, it doesn't look the same as most Frog sites, that because its theme is designed to embed within other sites, so we have stripped off any title bar or description space and any design elements like padding. In all other aspects though, this is a regular Frog site.

On the first 5 pages, we have embedded PDFs from the Department for Education. Should you wish to **remove a page**:

- Click **Edit**
- **Select** the page in question
- Switch to the **Page tab** in the editing panel
- Scroll all the way to the **bottom of the panel**
- Click **Delete Page**

You may not wish to remove the Guidance from the DfE, but instead replace the PDF. While in Editing mode:

- Click on the **PDF**
- Click **Upload** in the Editing panel
- Add your new document

Of course, you may wish to leave the DfE's document on the page but add additional material. To do so, you can drag in widgets from the Widget tab onto any page or you can create a new page by clicking on the + (plus) button.

There is one page already set up for you but left empty. It's called **School Improvement Policy** and it is free for you to add your school's content.

Once you're happy with your changes, click **Save and close the editor**. These changes will appear in everyone's appraisal site automatically the next time they load their site.