

# Changing the Frontpage of a School Portal

The frontpage of your portal is the page you want people to see when they type your school's web address (URL) in the browser address bar e.g.

<http://school.digitalbrain.com>

This should not be confused with your homepage, which is the page you see when you click on 😊 or 👤.

To designate a page as your frontpage you should follow the instructions below:

1. **log in** with the portal administrator username and password
2. Before editing the portal details, choose the page you wish to make your frontpage. For ease we suggest this page is called 'home' and is within a yellow folder called 'frontpage'. However, the page can be named differently if required. You should copy (Ctrl C) the URL of this page from the address bar in your browser from the first single slash onwards.

For example, where the URL is <http://school.digitalbrain.com/school/frontpage/home> you should copy:

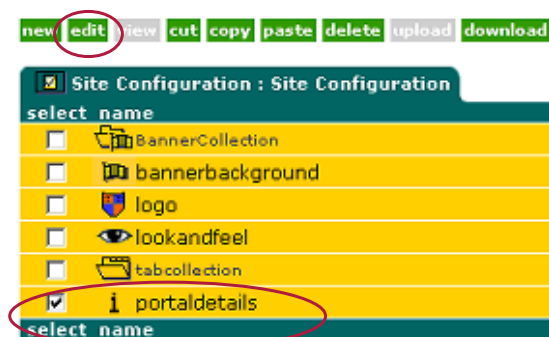
/school/frontpage/home

3. Hover your mouse over **View** in the toolbar and click on 'Folder Listing':



4. Click on Site Configuration  Site Configuration

5. Select (tick) 'portaldetails' and click **edit**




NB If you do not see portaldetails in your 'Site Configuration' folder you should click **new** and create a new Portal Details, naming it 'portaldetails'. Once you have done this you can continue from step 5

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6. Paste (Ctrl V) the URL of the page you copied previously into the Start URL box

## Edit Portal Details



save
save & list

**Start URL**      the start url defines the URL corresponding to '/' for this portal. This should be relative to the domain (e. g. "/>

**Domain Name**      the internet address for this portal (e. g. "portal. digitalbrain. com"). Care should be taken as this can prevent access to the portal. if in doubt - leave this field blank.

**Default Language**      an HTTP1. 1 specification of the language of choice for this portal (e. g. "en-gb"). If you have no preference, leave this field blank; the language will be chosen from the browser configuration

7. The Domain Name and Default Language should not be altered, as these details will have been configured when your portal was created.

8. Click save & list to finish.

### Note:

The 'visit user' function in the 'Go To' menu on the toolbar will continue to direct you to a learning module page named 'home' within a folder named 'homepage' in your school portal, NOT the new school frontpage you have just set. The steps above ONLY change the page the site goes to when someone types the school's web address into the address bar.