

Install an App to a Site

Before an app can be added to a page, it must first be installed to a site. This is done through the **Site contents**, which you access through the **Settings cog**. For more information on what can be accessed via the settings cog, see [Settings Menu](#).

Once an app has been installed to a site, it displays in the **Apps** folder under **Categories** when you add the app to a page. Since installing an app is a two-step process, when you are finished with this step, see [Add an App to a Page](#).

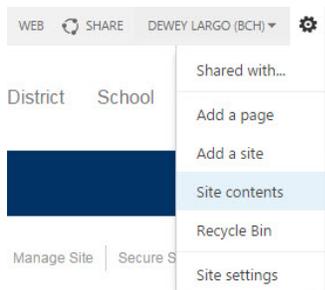
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Install an App to a Site

You must be the site owner or have the ability to edit pages on the site, in order to perform this task.

To install an app:

- Navigate to the site in which you would like to install the app.
- In the Utility links, click the **settings cog**.
- Select **Site contents** from the drop-down menu.



- Within the Site Contents, click **add an app** under Lists, Libraries, and Other Apps.
- Click on the app you would like to install (such as Document Library, shown as an example below).
- If applicable, in the dialog box, enter a name for the app in the **Name** field. Note: This is the name the app will be listed as under **Categories** when you add it to a page.

A screenshot of a dialog box titled 'Adding Document Library - English Literature 12'. The dialog box has a close button (X) in the top right corner. It contains a section 'Pick a name' with the instruction 'You can add this app multiple times to your site. Give it a unique name.' Below this is a text input field labeled 'Name:' containing the text 'My Documents'. At the bottom left is a link for 'Advanced Options'. At the bottom right are two buttons: 'Create' and 'Cancel'.

- Click the **Create** button.
- The app is installed in the background.
- Click **Home** on the Site Navigation Bar to return to your site's home page.

Before the app can be used, you'll have to add it to the page. Proceed to [Add an App to a Page](#) to continue.

Apps You Can Install

Note: Some of these apps may already be installed.

App Name	What it Does	Additional Information
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Document Library	A document library enables you to store and share a collection of files and folders in a central repository. You can set which users have access to files in the Document Library.	Use this only if you want to add a document library for a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site .
Form Library	The form library holds business forms. A compatible editor, such as InfoPath, is required.	For more information on InfoPath Forms, see Anonymous InfoPath Forms .
Picture Library	A picture library enables you to share a collection of digital photos or graphics. From a picture library, you can view pictures in a slide show, download pictures in a specific size and format to your computer, and edit pictures with a compatible picture editor, such as Microsoft Office Picture Manager. You can also easily link to photos in your picture library from elsewhere on your site, such as pages, wikis, and blogs.	Use this only if you want to add a picture library for a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site .
Links	The Links app creates HTML links in a very plain format. For this reason, we recommend using Featured Links .	Use Featured Links instead.
Announcements	Allows you to generate an announcement and publish it to a group or to all staff within a class, school, or district. The announcement is visible to the entire audience only after the approval process.	Use this only if you want to add announcements for a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site .
Contacts	Allows you to create and store a list of the teachers, students and support staff involved with your class.	
Calendar	Inserts a full month's calendar view onto a page. To view a partial calendar, insert an Events Summary, which is available under the Scholantis folder under Categories. No app installation is required.	Use this only if you want to insert a full month's calendar into a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site . To install a partial calendar, use the Events Summary app.
Discussion Board	Allows you to add a threaded discussion board for students, teachers or staff to discuss topics. If set to anonymous, parents and community members with access can also participate.	Use this only if you want to add a discussion board for a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site .
Course Outline (Portal Only)	Allows you to insert a course outline onto a page. Use the Course Outline list to share the objectives, themes and topics of the course with your class.	Use this only if you want to add a course outline for a District or School site. For class sites or groups, use the Manage Site functionality. See Create a Class or Group Site .
Assignments (Portal Only)	This app installs an assignment drop box into a class site. Use the Class site Manage Site functionality to install this.	Use the Manage Site functionality instead. See Create a Class or Group Site .
Survey	Allows you to add a list of questions which you would like to have people answer. Surveys allow you to quickly create questions and view graphical summaries of the responses.	More information can be found here .