Eastern Suffolk BOCES
Educational Services That Transform Lives

BOCES Assessment Reporting System
BARS

How to Manually Create a Bookmark in Google Chrome

Step 1: Open Google Chrome

Locate and open Google Chrome on your computer.

Step 2: Open the Chrome menu

In the upper-right corner of the Chrome window, click the three dots.

Step 3: Go to Bookmarks and lists

From the menu that appears, move your mouse over Bookmarks and lists.

Step 4: Open Bookmark Manager

Click Bookmark Manager. (keyboard shortcut: CTRL+SHIFT+O)

Step 5: Add a new bookmark

In the Bookmark Manager screen, click the three dots in the blue banner area near the top-right side of the page.

Then click “Add new bookmark”.

Step 6: Enter the bookmark name

A small box will appear.

In the field labeled Name, type the name you want to use for the bookmark.

Example: BARS Reporting

Step 7: Enter the website address

In the field labeled URL, copy and paste the website address provided to you.

Example: home.analytics.com *(make sure the full address is pasted correctly)*

Step 8: Save the bookmark

Click Save.

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How to Manually Create a Favorite in Microsoft Edge

Step 1: Open Microsoft Edge

Locate and open Microsoft Edge on your computer.

Step 2: Open the Edge menu

In the upper-right corner of the Edge window, click the three dots.

Step 3: Go to Favorites

From the menu that appears, click Favorites. (keyboard shortcut: CTRL+SHIFT+O)

Step 4: Open the Favorites page

In the Favorites menu, click the Add to favorites icon.

Step 5: Enter the favorite name

A small box will appear.

In the field labeled Name, type the name you want to use for the favorite.

Example: BARS Reporting

Step 6: Enter the website address

Right-click on newly created favorite and select “edit”.

In the field labeled URL, copy and paste the website address provided to you.

Example: home.analytics.com *(make sure the full address is pasted correctly)*

Step 7: Save the favorite

Click Save.