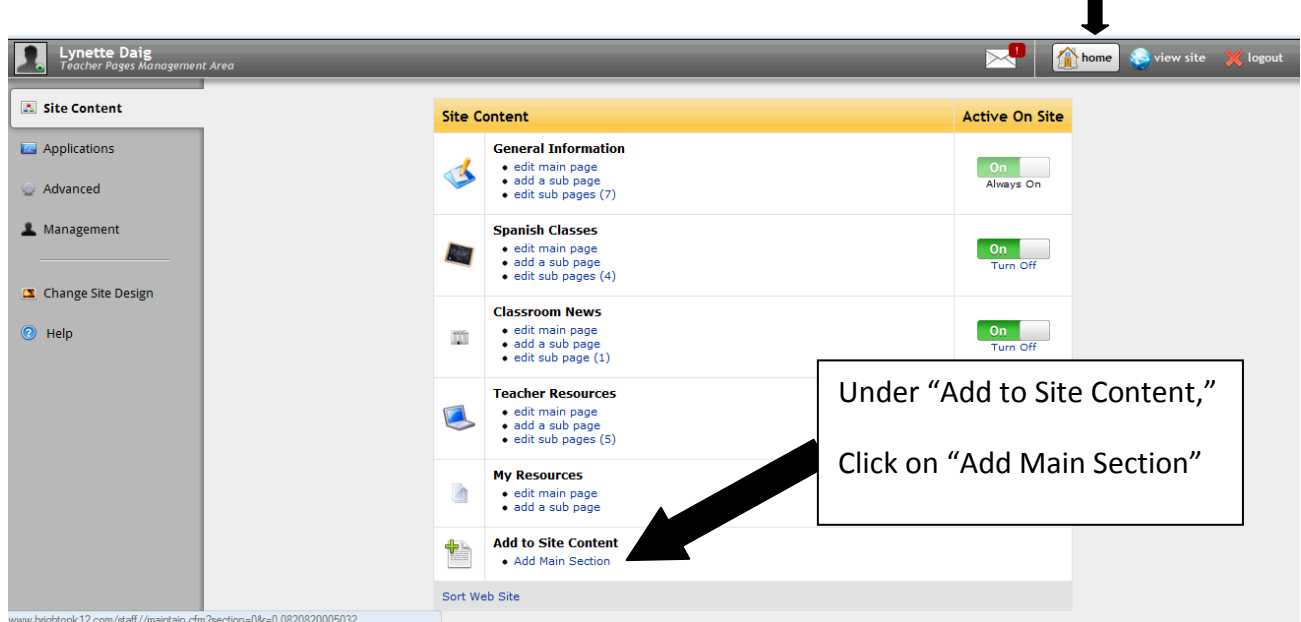# SCHOOL WORLD BASICS: ADDING AND EDITING SECTIONS

Main Sections are helpful when you want to break down the content on your website into categories. By default, everyone has a "Main Content", "Classroom News" and "My Resources" sections.
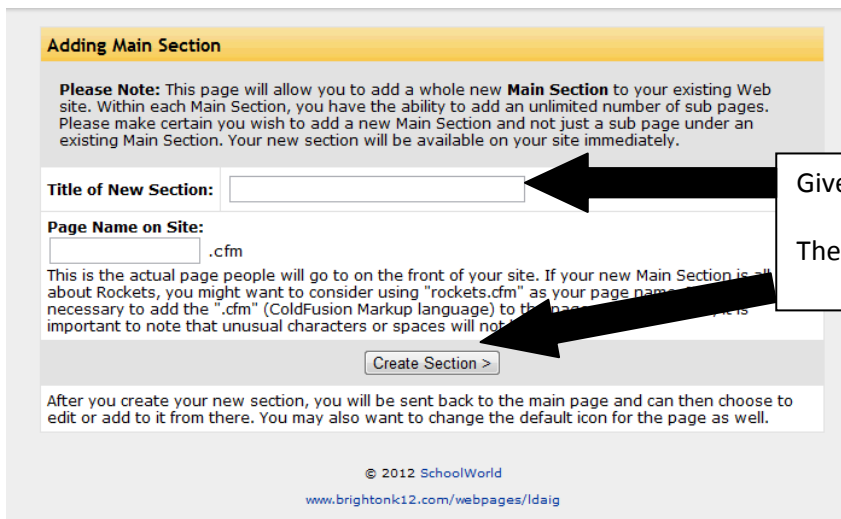
Adding a New Section

To add a new section, start on the main page. (If you aren't on the main page, click "Home".

Site Content

Site Content	Active On Site
General Information • edit main page • add a sub page • edit sub pages (7)	On Always On
Spanish Classes • edit main page • add a sub page • edit sub pages (4)	
Classroom News • edit main page • add a sub page • edit sub page (1)	On
Teacher Resources • edit main page • add a sub page • edit sub pages (5)	
My Resources • edit main page • add a sub page	Turn On
Add to Site Content • Add Main Section	

Sidebar: Site Content | Applications | Advanced | Management | Change Site Design | Help

> Your new section will appear with the other sections.
>
> You can see I have added a section for "Spanish Classes" and "Teacher Resources"

Editing the Content on Your Main Section

Spanish Classes
• edit main page
• add a sub page
• edit sub pages (4)
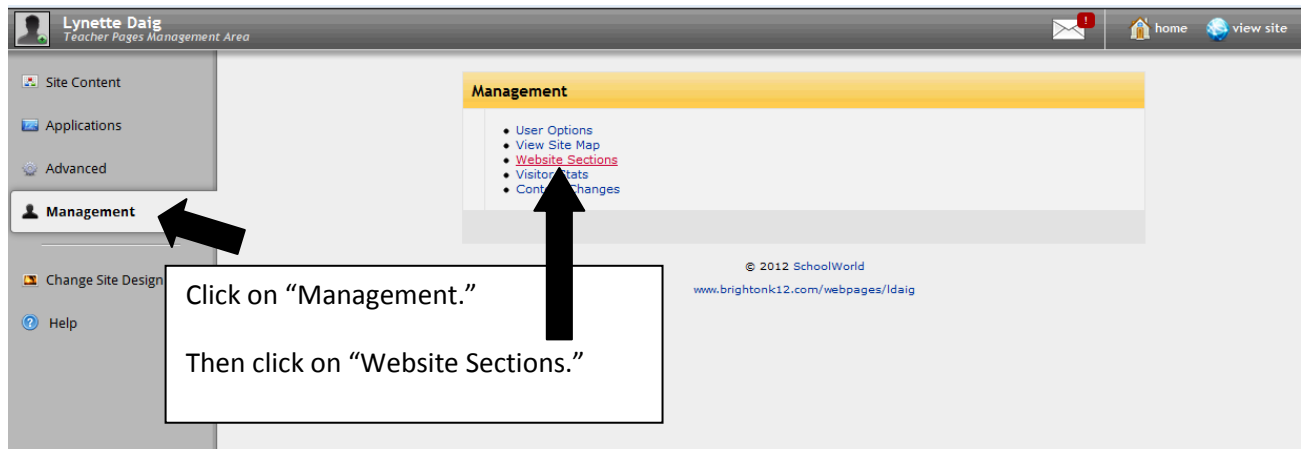
> To Edit the Content on the Page, click "Edit Main Page"

On
Turn Off

> You can stop displaying the section, while preserving the content by turning it off.
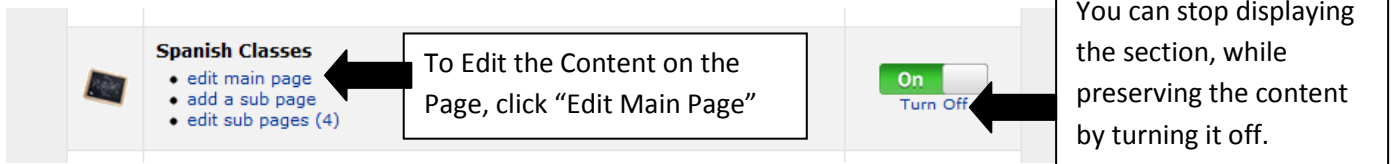
Changing the Order of Your Sections

Lynette Daig
Teacher Pages Management Area

home | view site

Management
• User Options
• View Site Map
• Website Sections
• Visitor Stats
• Content Changes

Sidebar: Site Content | Applications | Advanced | Management | Change Site Design | Help

> Click on "Management."
>
> Then click on "Website Sections."

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SCHOOL WORLD BASICS: ADDING AND EDITING SECTIONS

Use this page to turn pages on and off your site quickly as well as sort these Main Sections.

Note: [text obscured] be turned off.

Uncheck the box if you no longer want to display it.

To change the name of a section, just type in a new name.

Change the order number to reorder the sections on the side navigation.

Side Navigation			Order	On Top
	General		FIRST	side nav only
	Spanish Classes	spanish.cfm	2.00	
	My Homework	homework.cfm	3.00	
	Classroom News	news.cfm	4.00	
	Calendar	calendar.cfm	5.00	
	Teacher Resources	teacher.cfm	7.00	side nav only
	My Links	links.cfm	8.00	
	My Slide Shows	pictures.cfm	9.00	
	My Forms	forms.cfm	10.00	
	My Quizzes	myquiz.cfm	11.00	
	My Blog	myblog.cfm	12.00	