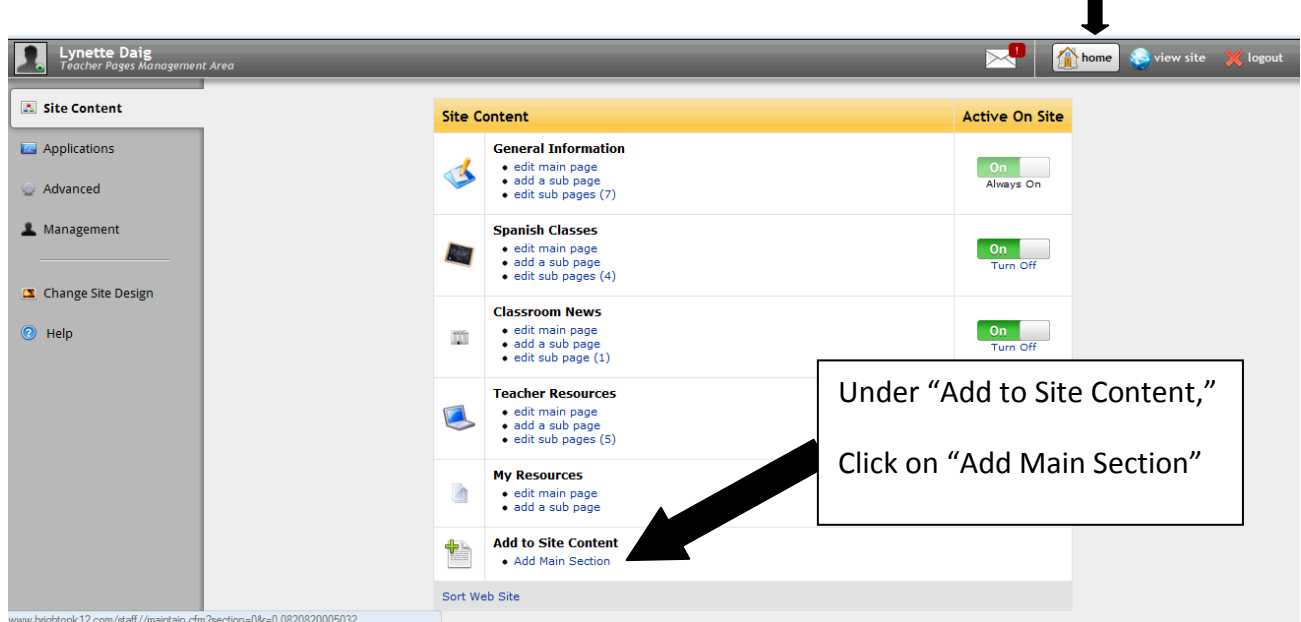


SCHOOL WORLD BASICS: ADDING AND EDITING SECTIONS

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.

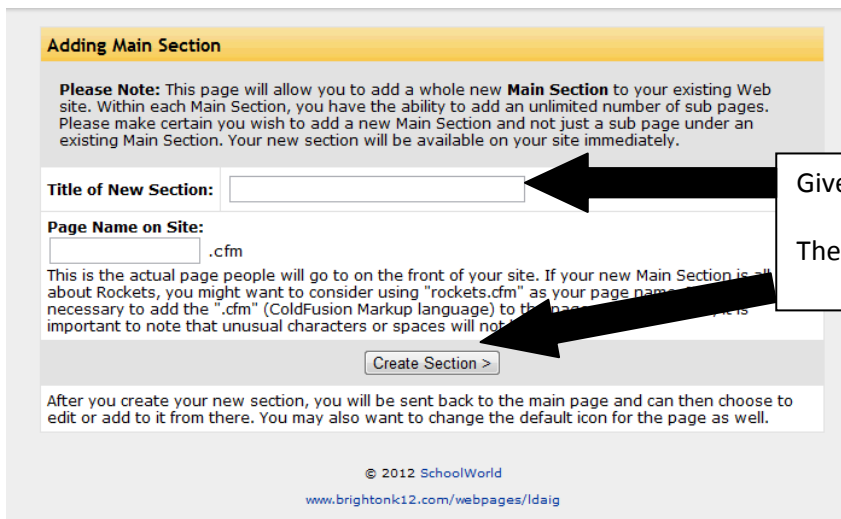
Adding a New Section

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



The screenshot shows the 'Teacher Pages Management Area' for Lynette Daig. The 'Site Content' table lists various sections with their respective edit options and 'Active On Site' status. A callout box points to the 'Add Main Section' link under the 'Add to Site Content' section.

Site Content	Active On Site
General Information <ul style="list-style-type: none">edit main pageadd a sub pageedit sub pages (7)	On Always On
Spanish Classes <ul style="list-style-type: none">edit main pageadd a sub pageedit sub pages (4)	On Turn Off
Classroom News <ul style="list-style-type: none">edit main pageadd a sub pageedit sub page (1)	On Turn Off
Teacher Resources <ul style="list-style-type: none">edit main pageadd a sub pageedit sub pages (5)	
My Resources <ul style="list-style-type: none">edit main pageadd a sub page	
Add to Site Content <ul style="list-style-type: none">Add Main Section	



The 'Adding Main Section' form includes a 'Please Note' section, input fields for 'Title of New Section' and 'Page Name on Site', a 'Create Section >' button, and a footer with copyright information.

Please Note: This page will allow you to add a whole new **Main Section** to your existing Web site. Within each Main Section, you have the ability to add an unlimited number of sub pages. Please make certain you wish to add a new Main Section and not just a sub page under an existing Main Section. Your new section will be available on your site immediately.

Title of New Section:

Page Name on Site: .cfm

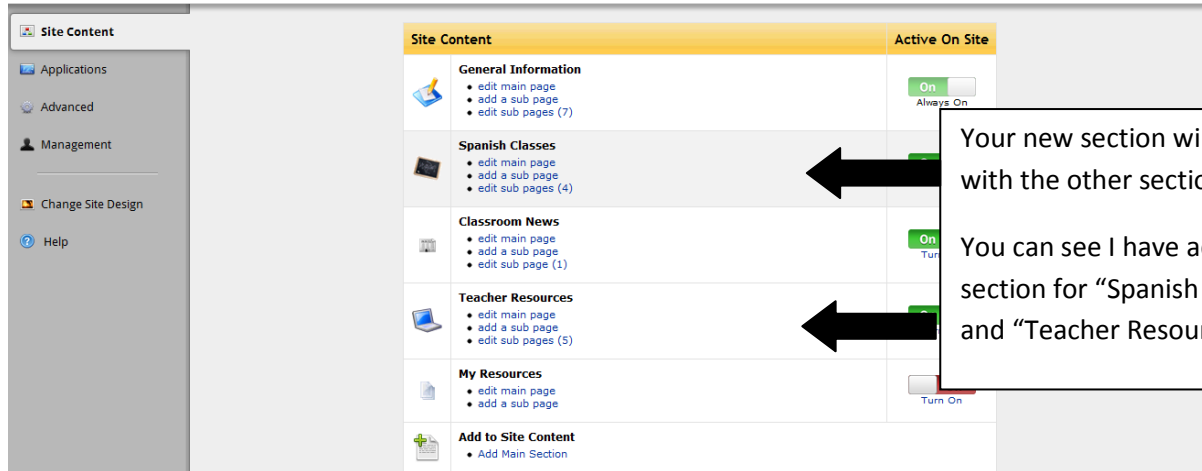
This is the actual page people will go to on the front of your site. If your new Main Section is all about Rockets, you might want to consider using "rockets.cfm" as your page name. It is necessary to add the ".cfm" (ColdFusion Markup language) to the page name. It is important to note that unusual characters or spaces will not work.

After you create your new section, you will be sent back to the main page and can then choose to edit or add to it from there. You may also want to change the default icon for the page as well.

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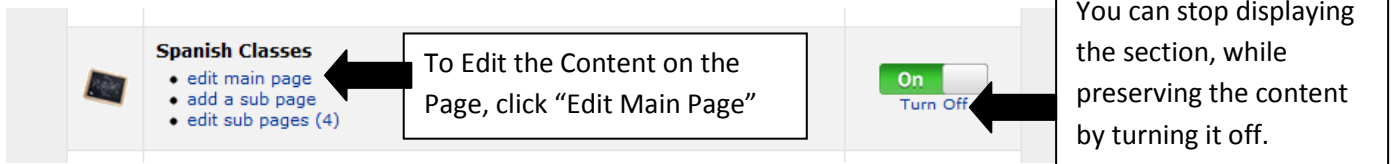
SCHOOL WORLD BASICS: ADDING AND EDITING SECTIONS



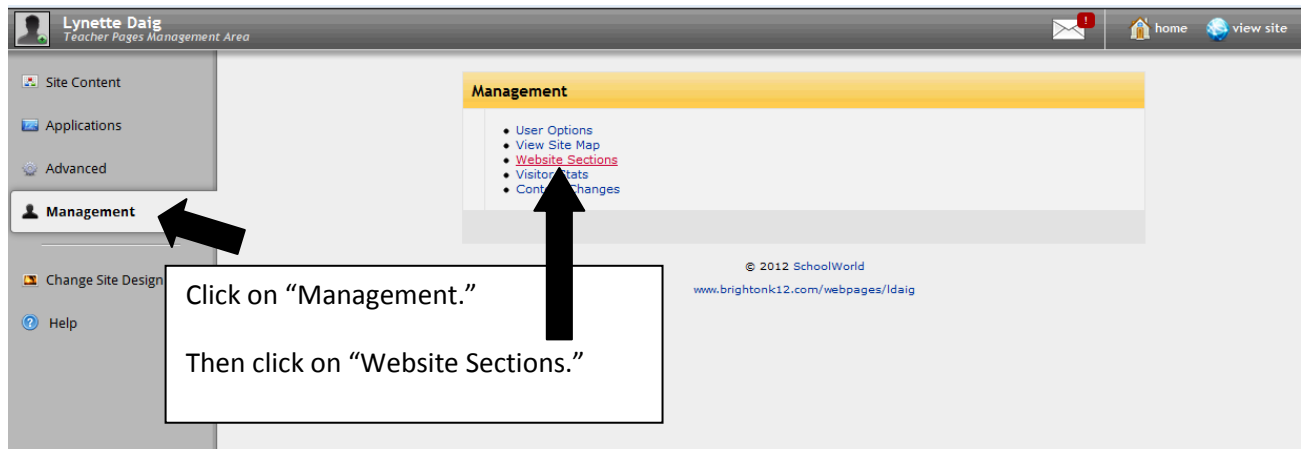
Your new section will appear with the other sections.

You can see I have added a section for "Spanish Classes" and "Teacher Resources"

Editing the Content on Your Main Section



Changing the Order of Your Sections



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: be turned off.

Side Navigation

Section Name	File Name	Checked	Order	On Top
Spanish Classes	spanish.cfm	<input type="checkbox"/>	FIRST	side nav only
My Homework	homework.cfm	<input type="checkbox"/>	3.00	side nav only
Room News	news.cfm	<input checked="" type="checkbox"/>	4.00	side nav only
Calendar	calendar.cfm	<input checked="" type="checkbox"/>	5.00	side nav only
Teacher Resources	teacher.cfm	<input checked="" type="checkbox"/>	7.00	side nav only
My Links	links.cfm	<input type="checkbox"/>	8.00	<input type="checkbox"/>
My Slide Shows	pictures.cfm	<input type="checkbox"/>	9.00	<input type="checkbox"/>
My Forms	forms.cfm	<input type="checkbox"/>	10.00	<input type="checkbox"/>
My Quizzes	myquiz.cfm	<input type="checkbox"/>	11.00	<input type="checkbox"/>
My Blog	myblog.cfm	<input checked="" type="checkbox"/>	12.00	<input type="checkbox"/>

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

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

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

