

# CREATING TEACHER SITES

Each teacher will need a **SECTION** created for them. You can put these sections under any channel you wish but it's a good idea to use the Teacher Sites Channel.

## Create a new Channel

- 1) Open your school site in Site Manager
- 2) Click **CHANNEL** in on the Tabs
- 3) Click **Assign Channel**
- 4) From the Drop Down list, choose **TEACHER SITES**

**Assigned Channels**  
Assign and sort your channels.

[Assign Channel](#) [Sort](#)

CHANNEL	Options	Delete
<b>About Us</b> Channel ID: 589   4 Sections	<a href="#">Options</a>	<a href="#">Delete</a>
<b>Teacher Sites</b>	<a href="#">Options</a>	<a href="#">Delete</a>
<b>Library Media Center</b> Channel ID: 1941   3 Sections	<a href="#">Options</a>	<a href="#">Delete</a>
<b>Families &amp; Community</b> Channel ID: 1932   9 Sections	<a href="#">Options</a>	<a href="#">Delete</a>
<b>Staff</b> Channel ID: 1921   1 Sections	<a href="#">Options</a>	<a href="#">Delete</a>

## Create Sections in your new Channel

Click **Teacher Sites** to open that Channel

Click **NEW SECTION**

Give the Section a Name

The Menu Name will prepopulate

Under Section Configuration, choose **Teacher Config**. This will give them a section with one page called "Meet the Teacher". That page will have one "About Teacher" app on it.

Click **SAVE**

## New Section

Complete the general and advanced options for your new section.

General   Advanced

**\* Section Name:**


The section name appears in Site Manager and anywhere the section name ActiveBlock is used on the site.

**\* Menu Name:**

The menu name appears in the navigation on the end-user website.

**Section Configuration:**

Select a section configuration or choose Blank Section to create your own.



Blank Section

**Contact Name:**

Users will see this contact information in general messages from the section.

**Email Address:**

**Phone #:**

**Calendar Notification Email:**

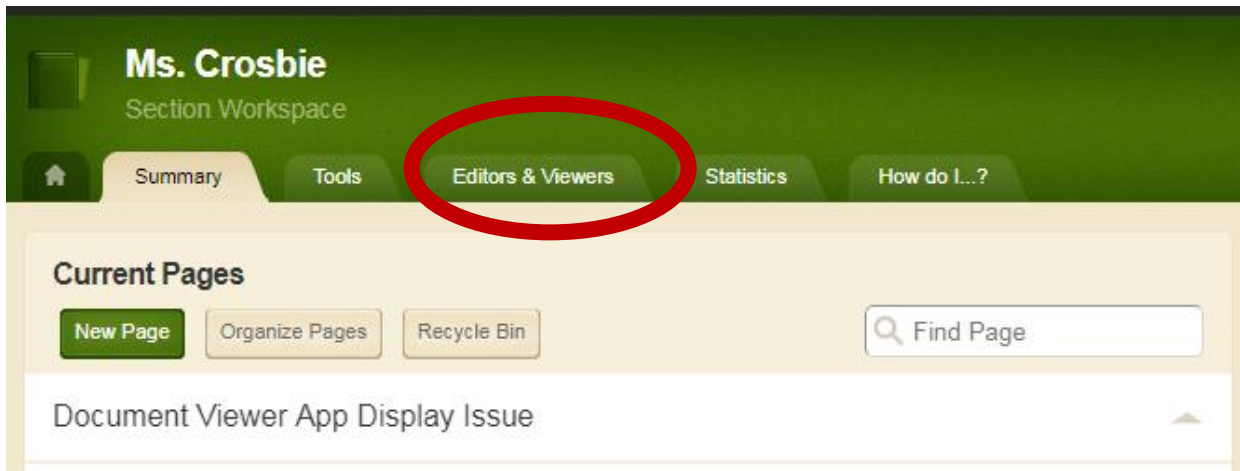
Save

Cancel

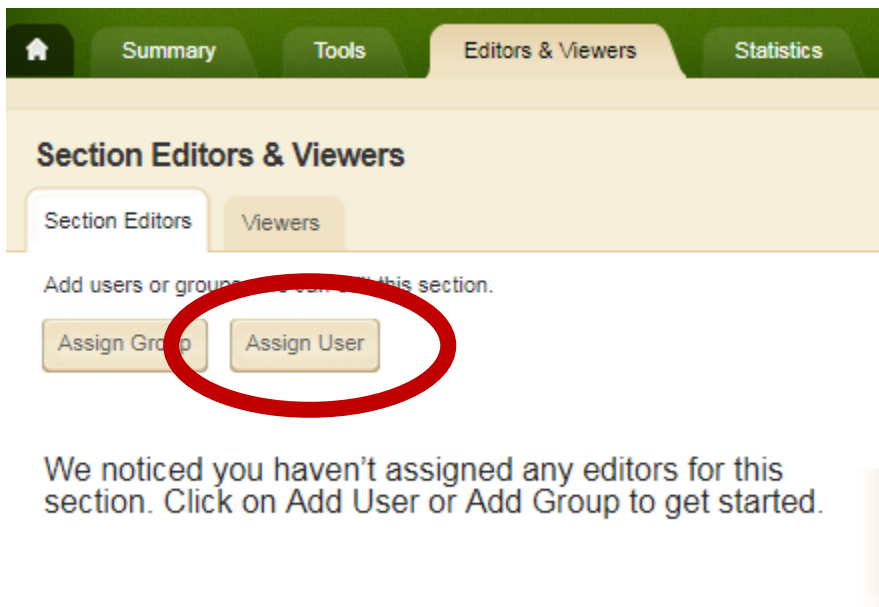
**Give the Teacher Permission to edit their new Section**

Open that Section by clicking the name

Click the **Editors and Viewers Tab**




Click **Assign User**




Type the teachers name and click **Search**

**Add User**  
Enter all or part of a user's first, last or user name and click Search.

 **CROSBIE, PATRICIA**  
pat.crosbie@d11.org · PAT.CROSBIE@d11.org

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 **Crosbie, Patricia**  
pat.crosbie · pat.crosbie@d11.org

**SELECTED USERS**  
IF YOU WANT, YOU CAN REMOVE A USER OR USERS THAT YOU'VE SELECTED.

Click **Select**. They will move over to the Selected Users Section.

Click **ADD** at the bottom.

**Repeat** these steps for all the teacher sections you would like to create.

**Now when the teacher logs in to the D11 website, and clicks SITE MANAGER they will see their sections. They can additional pages to their section.**