ASSIGN USER EDITING RIGHTS TO THEIR SECTION

Navigate to the Teacher's section, under the correct Grade Level channel (Not under the Teacher

Websites channel). Go to the Homepage of the teachers' section and open it. (The section area will be green at the top.)

Blackboard	View Website Community & Support	
USERS & GROUPS	Leah Rhodes - Visual Arts Section Workspace	
A Groups	Summary Tools Editors & Viewers Statistics How do I?	
🔏 Settings	R Home Page	
CONFIGURE	Home Page	Actions
CONTENT MODERATION SITE & CHANNELS William Lenor Middle About Us Parents & Community (3) Students (2)	Last edites by schoolwires Administrator on September 10, 2016. Content Content	Manage Apps & Layout Add apps or change your layout. Image Apps & Change your layout. Image Apps & Set the options for your page. Image Apps & Set Ververs Limit who can view this page. Image Apps & Ververs Set how your page koks.
💼 Staff 🛛 🚺	Total Visits The graph shows the total number of visits to your page during a date range you specify.	Pending Comments All Commer
💼 Teacher Websites 🛛 🗿		There are no comments awaiting approval.
Athletics & Clubs (2)	2	
💼 6th Grade 🕘		

Now from the top menu, open the **Editors & Viewers** tab. Then under the **Section Editors** tab, select **Assign User.**

Blackboard	View Website Community & Support		
VUSERS & GROUPS	Leah Rhodes - Visual Arts Section Workspace		
A Groups	Summary Tools Editors & Viewers Statistics How do 1?		
Settings	Section Editors & Viewers		
► CONFIGURE	Section Editors Viewers		
► CONTENT MODERATION	Add users or groups who can edit this section.		
V SITE & CHANNELS	Assign Group Assign User		
💩 William Lenoir Middle			
🚔 About Us 🕘	We noticed you haven't assigned any editors for this section. Click on Add User or Add Group to get started.		

Type the last name into the search box and **Search**. (If you don't find them when you search, that means they don't have a login yet to SchoolWires. Have your staff login to SchoolWires one time to create their account. It won't create duplicates

if they already have an account.)

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

ASSIGN USER EDITING RIGHTS TO THEIR SECTION

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Rhodes, Leah krump · (hodes @caktwellschools.com	Select	SELECTED USERS # YOU WANT, YOU CAN REMOVE A USER OR USERS THAT YOU'VE SELECTED.
Rhodes , Renee rthodes , rthodes@caktwellschools.com	Select	

The results will display, make sure to select the correct username (their current A/D login if they have had a name change, etc.)

Click **Select** and it will move the username to the right side of the screen under selected users. Then click the **ADD** button to add them to their section.



That's all you have to do to give them editing rights to their section.

Blackboard	
♥ USERS & GROUPS	Leah Rhodes - Visual Arts Section Workspace
💁 Groups	Summary Tools Estors & Viewers Statistics How do L_?
🔏 Settings	Section Editors & Viewers
▶ CONFIGURE	Section Editors Viewers
► CONTENT MODERATION	Add users or groups who can edit this section.
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Parents & Community 🔘	
🚔 Students 💿	
💼 Staff 🛛 🕜	
💼 Teacher Websites 🛛 🚳	
🚔 Athletics & Clubs 🛛 🔞	
🏥 6th Grade 🕘	
💼 7th Grade 🛛 🔘	

If an incorrect username is listed under their site, just click **Remove**. Then you can add the correct username following the steps above.

Remember, their username must be their Active Directory login.