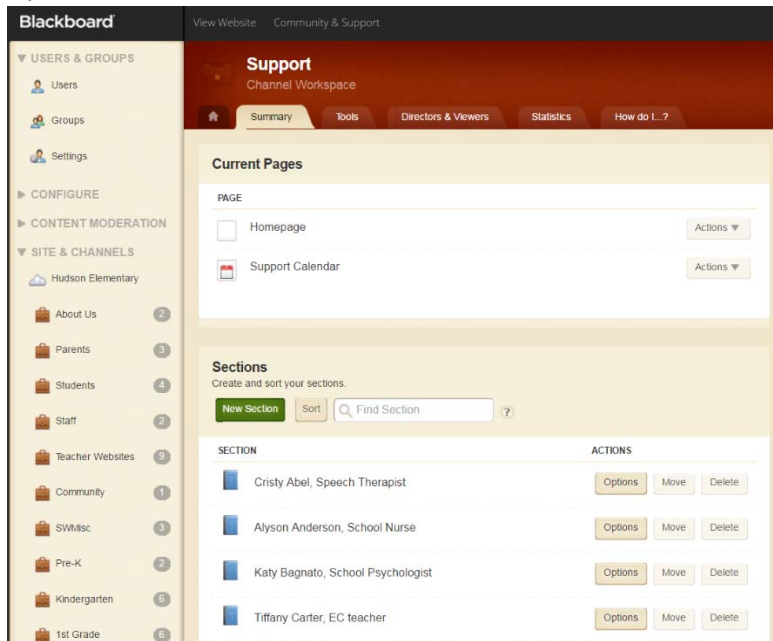


## ADDING NEW TEACHER OR STAFF SECTIONS TO YOUR WEBSITE

Open the Channel the teacher or staff member will be under. Then click **New Section**.



The screenshot shows the Blackboard interface for a 'Support' Channel Workspace. The left sidebar contains navigation options like 'Users & Groups', 'Configure', 'Content Moderation', and 'Site & Channels'. The main content area is titled 'Support Channel Workspace' and includes tabs for 'Summary', 'Tools', 'Directors & Viewers', 'Statistics', and 'How do I...?'. Below these are sections for 'Current Pages' (listing 'Homepage' and 'Support Calendar') and 'Sections'. The 'Sections' section has a 'New Section' button, a 'Sort' button, and a search box labeled 'Find Section'. A table lists existing sections with their names and roles, and 'ACTIONS' (Options, Move, Delete) for each.

SECTION	ACTIONS
Cristy Abel, Speech Therapist	Options Move Delete
Alyson Anderson, School Nurse	Options Move Delete
Katy Bagnato, School Psychologist	Options Move Delete
Tiffany Carter, EC teacher	Options Move Delete

Choose a section configuration or use a blank configuration.

**About Teacher/Staff Basic Section** – only has 1 page with About Teacher app already there.

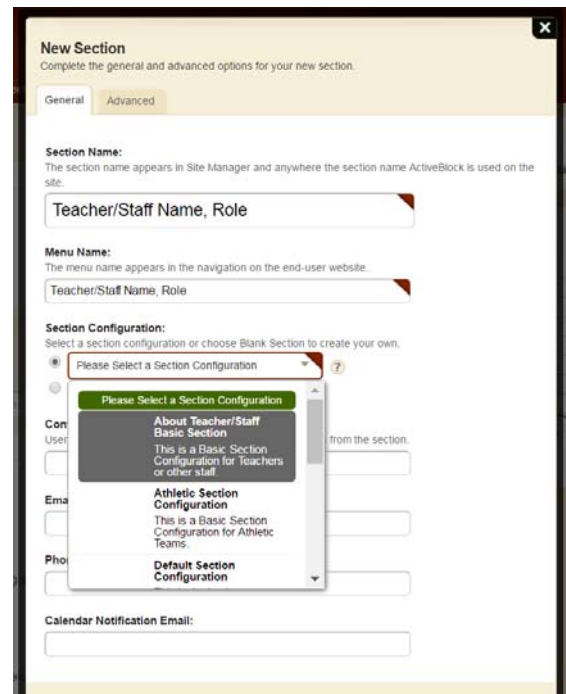
**Elementary Teacher Section** – 3 pages, About Teacher, Links, & Calendar page.

**Middle School Teacher Section** - 5 pages, About Teacher, Handouts, Links, Homework & Calendar page.

**High School Teacher Section** – 6 pages, About Teacher, Course expectations, Homework, Photos, Links & Calendar page.


*Decide which type of section you wish to use. If the teacher isn't going to use all of the pages, just start with the About Teacher/Staff Basic section. Pages can be added or deleted from any of the sections if the teacher chooses to when they are working on their section.*

Once you are finished click **Save**. The section will automatically show in the Category you added the section



The 'New Section' form is divided into 'General' and 'Advanced' tabs. The 'General' tab is active and contains the following fields:

- Section Name:** A text input field with the placeholder 'Teacher/Staff Name, Role'.
- Menu Name:** A text input field with the placeholder 'Teacher/Staff Name, Role'.
- Section Configuration:** A dropdown menu with the option 'Please Select a Section Configuration' selected. A list of configurations is shown in a scrollable area:
  - About Teacher/Staff Basic Section:** This is a Basic Section Configuration for Teachers or other staff.
  - Athletic Section Configuration:** This is a Basic Section Configuration for Athletic Teams.
  - Default Section Configuration:**
- Calendar Notification Email:** A text input field.



This is a smaller view of the 'Sections' management area, showing the 'New Section' button, 'Sort' button, and 'Find Section' search box.

to. Remember to **Sort** the sections to get them to appear in the order you wish on the channel listing. **New sections, pages, etc. will always appear at the bottom of the list.**

**REMEMBER DO NOT CHANGE THE CHANNEL NAMES ON YOUR WEBSITE, WE ARE TRYING TO KEEP OUR COUNTY WEBSITES CONSIST FROM SCHOOL TO SCHOOL.**