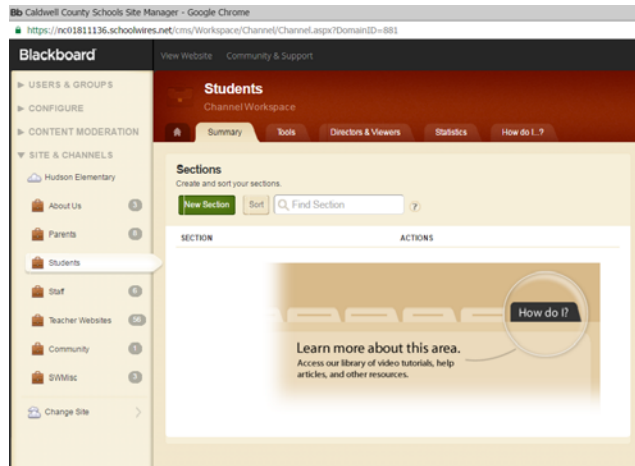


## STUDENT INFORMATION SECTION WITH MULTIPLE PAGES

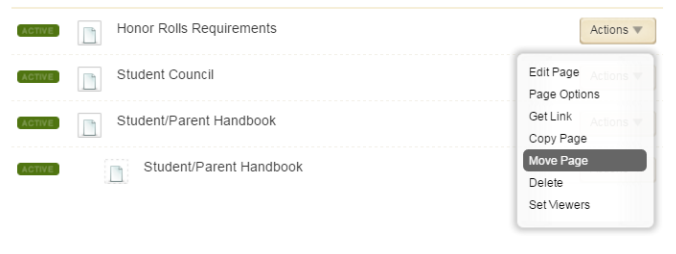
1. Create a **New Section** under the **Students** channel.



2. You can use the **Blank** configuration if you are going to move existing pages to this section. (Using this one doesn't create the Overview page.) Name the section **Student Information**. The title you use in the **Menu Name** will show on the website.

3. On the **Advanced** tab, do not check **No Left Navigation**. You will need the navigation when you have multiple pages under the section.

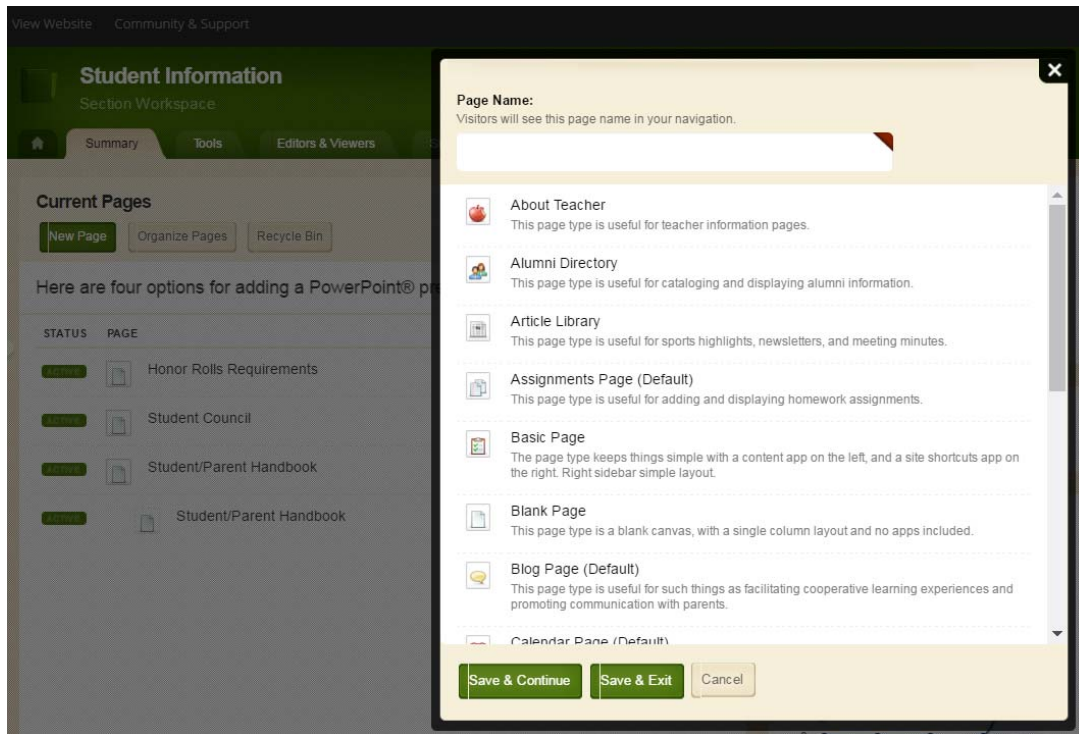
4. Locate existing pages that were migrated from SchoolCenter. Click the **Actions** button. Then **Move Page**.



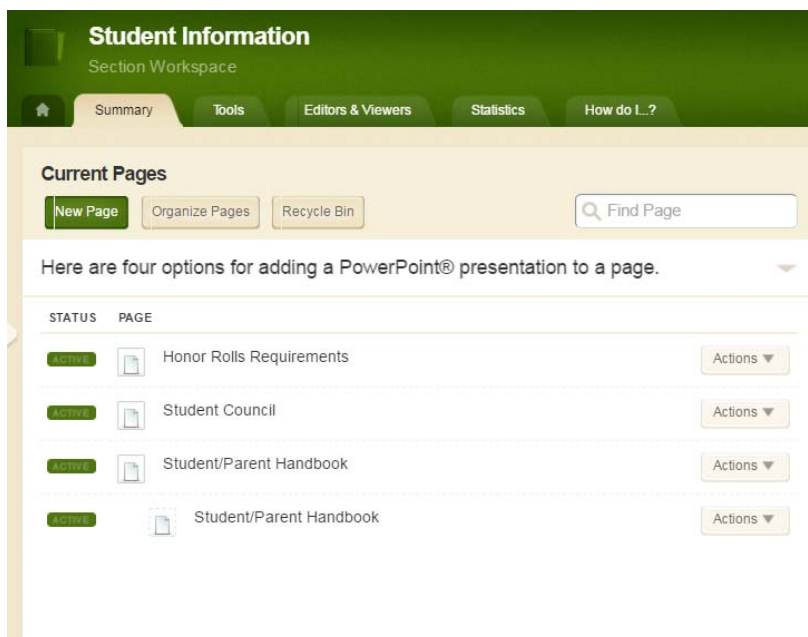
5. **Select a Site** (School), the **Select a channel**, and then **select a section** where you want to move the page into. Then **Move Page**.

## STUDENT INFORMATION SECTION WITH MULTIPLE PAGES

6. You can also add new pages to the section. Just select **New Page**. Look for the page that best suits the type of content you will be adding to the page. Enter the **Page Name** and then **Save & Exit**.

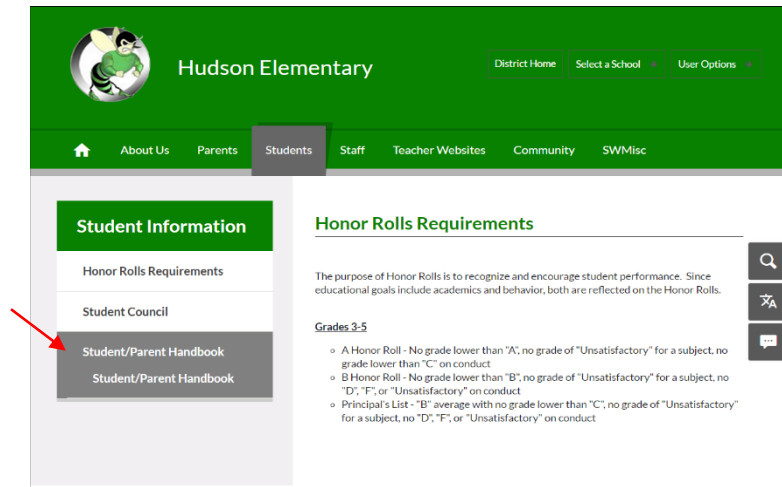


7. Here's the section with multiple pages added. Notice how the **Student/Parent Handbook** page appears twice in the section above. This is happening because in SchoolCenter this was a Document Manager page. Any folders on the document manager page came over during the migration as a separate page. (You have to keep those pages because they hold the documents that were uploaded in SchoolCenter.)

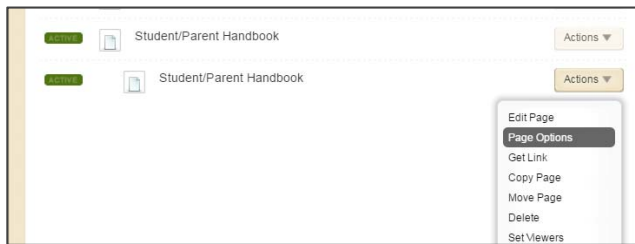


## STUDENT INFORMATION SECTION WITH MULTIPLE PAGES

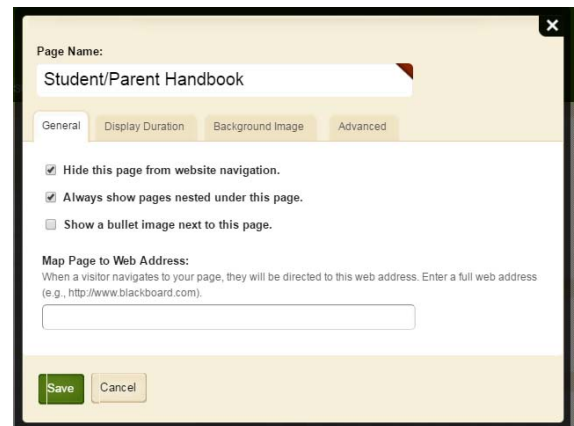
8. It will show on the webpage navigation (that the public sees) with the indented page under the main page. You can fix this by hiding the indented page in the navigation. (It will always show up in the “Site Manager” as indented.)



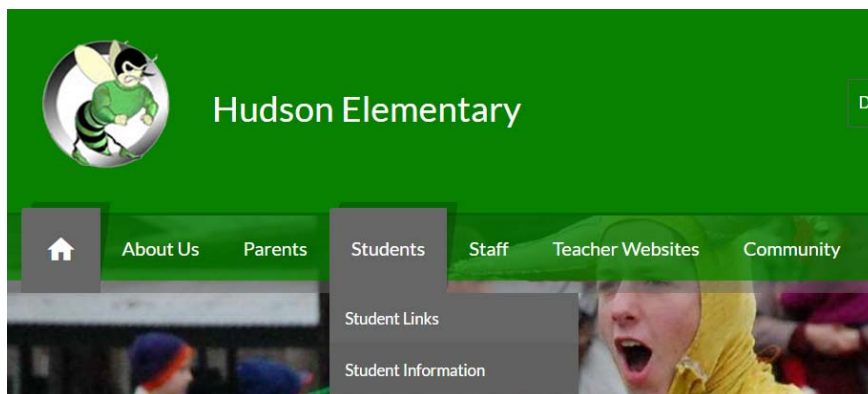
9. To hide the “Folder” page from view on the website, click **Actions** button, then select **Page Options**.



10. Check the box **Hide this page from website navigation** and **Save**.

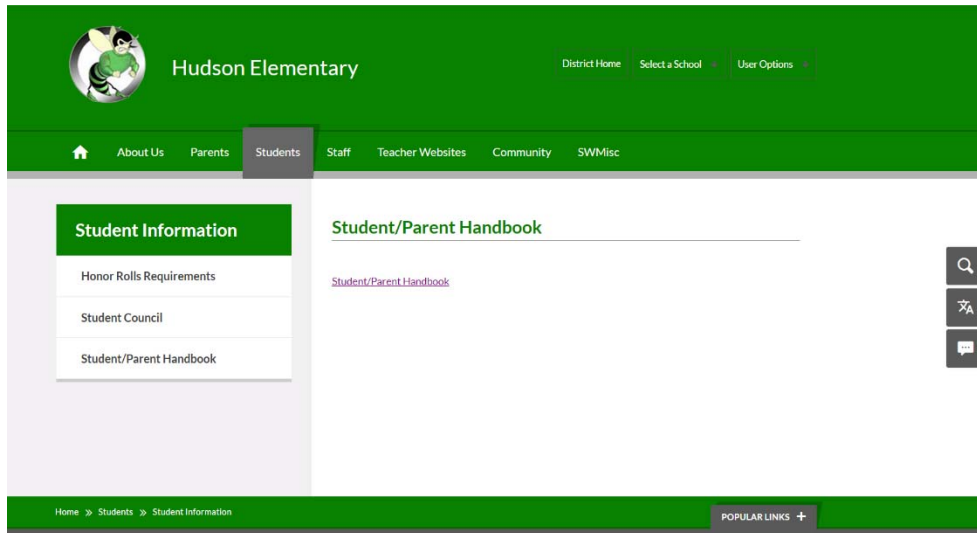


11. This is how it looks on the website from the **Students** channel.

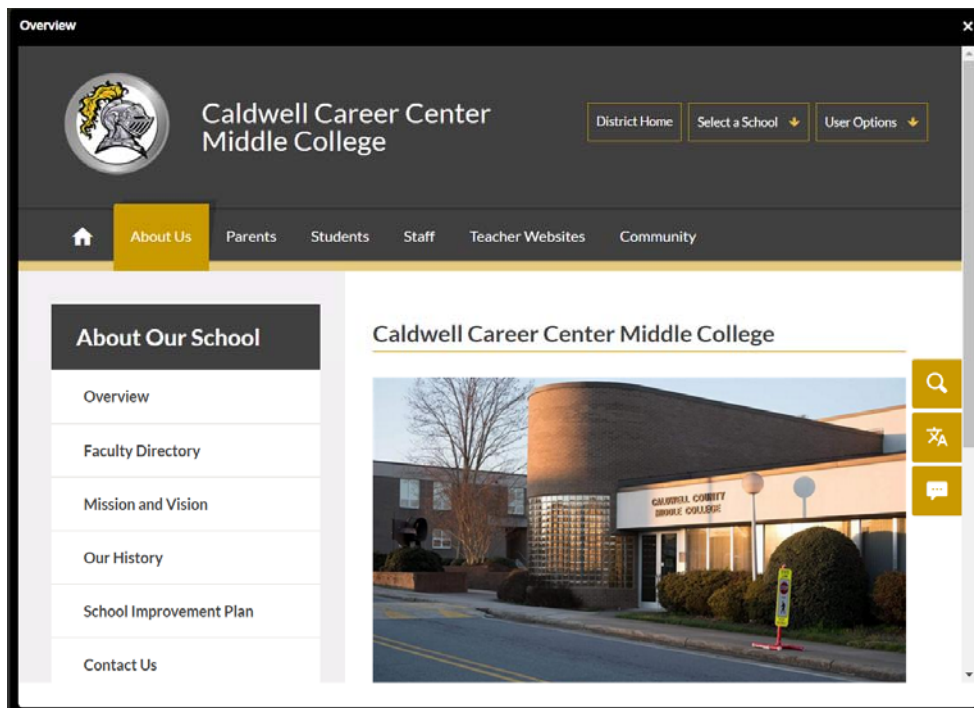


## STUDENT INFORMATION SECTION WITH MULTIPLE PAGES

12. This is what the section looks like with the extra page hidden from navigation, and the left navigation for the **Student Information** section turned on.



13. There are many ways to organize your **Channels** on the new website. If you like, you could create just one section under the channel and have all your pages under one section, if you don't have a large number of pages to go under the section. Below is a great example with just one section under the channel.



14. Just keep in mind, **DO NOT CREATE A SECTION FOR EVERY SINGLE PAGE ON YOUR WEBSITE.** I do realize that during the migration process, all pages that were external links came over as a **Section**, but that doesn't mean you have to keep it that way. Move them to a page with a **Site Shortcuts** app, or create a new page for the external link and put them all in one **Section**. Then you can **DELETE** the sections that were created during the migration process.