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 <b>Menu</b>		
Name will show		
on the website.		

	Advanced
Section N The sector lite.	lame: In name appears in Site Manager and anywhere the section name ActiveBlock is used on th
Stude	Information
Aenu Nar	ne: name appears in the navigation on the end-user website.
Student	Information
Jaera wili s	ee this contact information in general messages from the section.
imail Ad	dress:
Email Ad	dress:
Email Ad	dress:
Email Ad Phone #: Calendar Imail notif	dress: Notification Email: cations with be sent to this address when other calendars submit requests to push events to at.

3. On the Advanced tab, do not check No Left Navigation. You will need

<ul><li>section.</li><li>4. Locate existing pages t</li><li>Click the Actions button. There</li></ul>
<ol> <li>Locate existing pages t</li> <li>Click the Actions button. There</li> </ol>
4. Locate existing pages t Click the <b>Actions</b> button. Ther
Click the <b>Actions</b> button. Ther
Click the <b>Actions</b> button. Ther
Honor Rolls Requirements
Student Council
Student/Parent Handbook
Student/Parent Handbook

Locate existing pages that were migrated from SchoolCenter. e Actions button. Then Move Page.

ACTIVE Student Council	Edit Page Actions
	Page Options
Student/Parent Handbook	Get Link Actions
	Copy Page
Student/Parent Handbook	Move Page
	Delete
	Set Viewers

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.



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 these pages because they hold the documents that were unleaded in SchoolCenter.)

(You have to keep those pages because they hold the documents that were uploaded in SchoolCenter.)



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.



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.

Hudson Elemen	ntary District Home Select a School * User Options *
About Us Parents Students	Staff Teacher Websites Community SWMisc
Student Information	Student/Parent Handbook
Honor Rolls Requirements	Student/Parent Handbook
Student Council	×A
Student/Parent Handbook	
Home » Students » Student Information	POPULARLINKS +

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.

Overview	×
Caldwell Ca Middle Coll	areer Center District Home Select a School 🔸 User Options 🔸 ege
About Us Parents Stud	ents Staff Teacher Websites Community
About Our School	Caldwell Career Center Middle College
Overview	Q
Faculty Directory	*
Mission and Vision	
Our History	
School Improvement Plan	
Contact Us	

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.