

## New School Year—Administrators

Here are suggestions to prepare your website for a new school year. At a minimum, you should review and update Groups and Group Categories, Passports and User Accounts. You might want to also review and update Section Assets (Page Types, Editor Layouts and Section Configurations) and your Calendar Assets (Event Categories and Collections) as well.

Visit the **How Do I** tab in *Site Manager* and the *Curated Search* on [Share](#) for related help materials.

### Group Maintenance

#### Review and Update Groups and Categories

- Ensure that your Group Categories and Groups are valid for the new school year.
- Delete or inactivate groups no longer used.

### Passport Maintenance

#### Review and Update Passports and Extended Privileges

- Ensure that each of your Passports include the correct extended privileges for the indented user assignment.
- Delete any Passports no longer in use.
- Consider creating Passports that include extended privileges such as *Manage users in Users & Groups* or *Manage event categories in Configure* and assign them to Site or Subsite Directors so that they can help you manage the website.

### User Account Maintenance

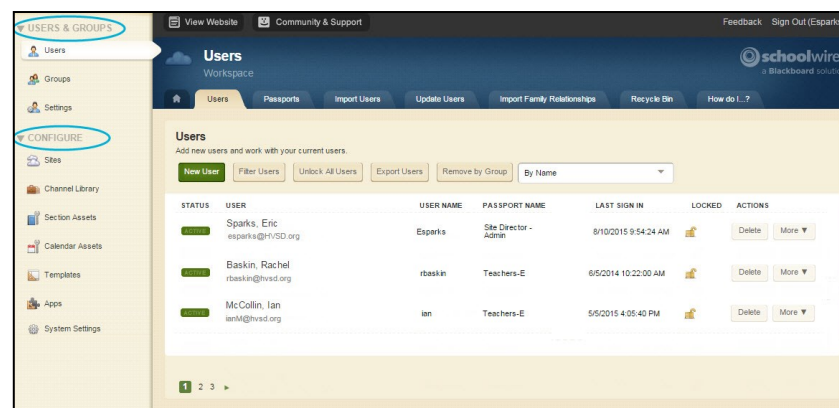
#### Review User Accounts

- Use **Export Users** to create a backup CSV file of your current user accounts.
- Review your user accounts and delete those which are no longer valid (e.g., users no longer employees, users no longer students). If you are using LDAP, review the user accounts on your LDAP server as well.
- Create accounts for your new users. If using LDAP, be sure to create accounts on the LDAP server as well.

## User Account Passport and Group Associations

### Review and Update Passport and Group Associations

- Validate and update User-Group assignments. If using LDAP, Group Cross-References handle this.
- Validate User-Passport assignments.
- Use **Import Users** to create new accounts for multiple users in a single import.
- Use **Update Users** to modify account information for existing user accounts.
- Use **Import Groups** to create multiple groups in a single import.
- Use **Mass Assign Users** to associate multiple users to a group or groups in a single import.



### Other Considerations

- Update Staff and School Directories.
- Delete or update expired Forms & Surveys.
- Validate website links—internal, external sites and to documents.
- Delete outdated material from Files & Folders workspaces.
- Validate Website content—update Announcements, Headlines & Features, Calendars, Upcoming Events, Site Shortcuts—add new pictures to homepage rotators and remove old ones.
- Enlist other Site Directors, Subsite Directors, Channel Directors, Homepage and Section Editors to help you with website maintenance.

## New School Year—Teachers & Staff (Section Editors)

Here are suggestions to prepare your section for a new school year. Consider the message you wish to deliver on your pages—who is your audience? Are your pages current and free of errors? Are they organized? Do they have a clean and professional look? Have you used apps such as About Teacher, Article Library, Assignments or Book List?

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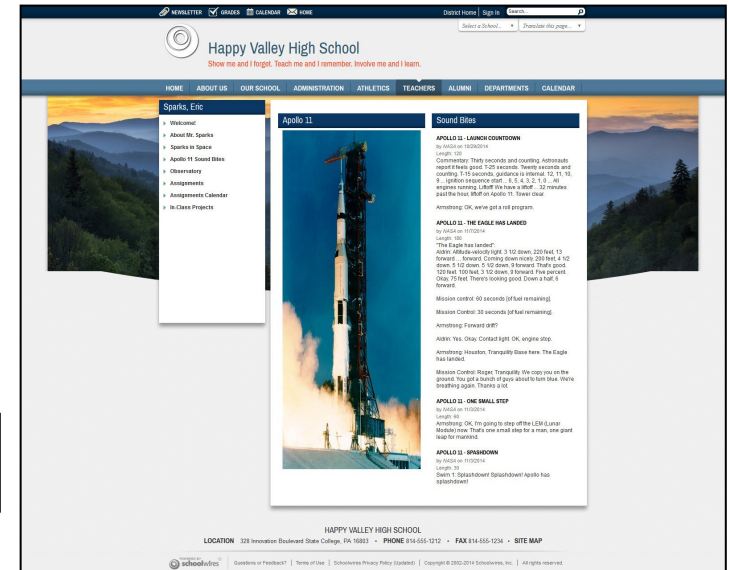
## Page Ideas

### Review, Update and Create New Pages

- Include a Welcome message for visitors to your section homepage. Use the Content App for text and include a welcoming page image.
- Add and update your contact information.
- Share your classroom rules and expectations.
- Clean up your Section Workspace—Delete old files (documents and pictures) from Files & Folders.
- Create a classroom calendar—it is a great app for communication important events. Use a Calendar App in conjunction with the Assignments App to display assignment due dates.
- Use the Upcoming Events app to display important future classroom events.
- Use an Announcement App to communicate important classroom events.
- Create and share common apps, such as a calendar, with other teachers so they can display them on their pages.
- Experiment with different page layouts and app combinations to create inviting pages.
- Use the Q & A App to create Frequently Asked Questions lists.
- Use the Maps & Direction Apps to provide directions to school events such as class trips, sporting events or concerts. .

## Website and Site Manager Views

End User View



Site Manager View

