

## How to Update Classrooms Page: Linking New/Existing Teacher Web

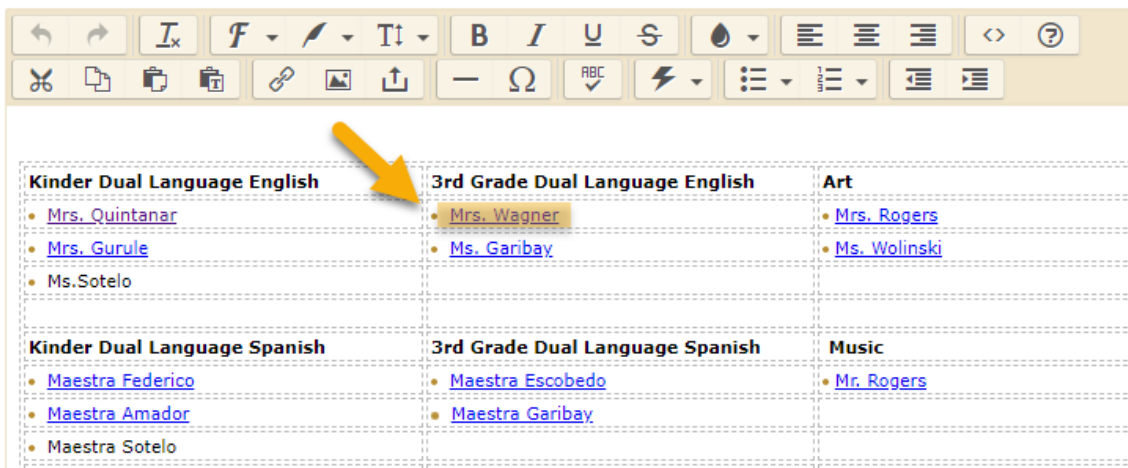
**Step 1:** Log in the Site Manager. Click *Classrooms* from the *Site & Channels* menu on the left.



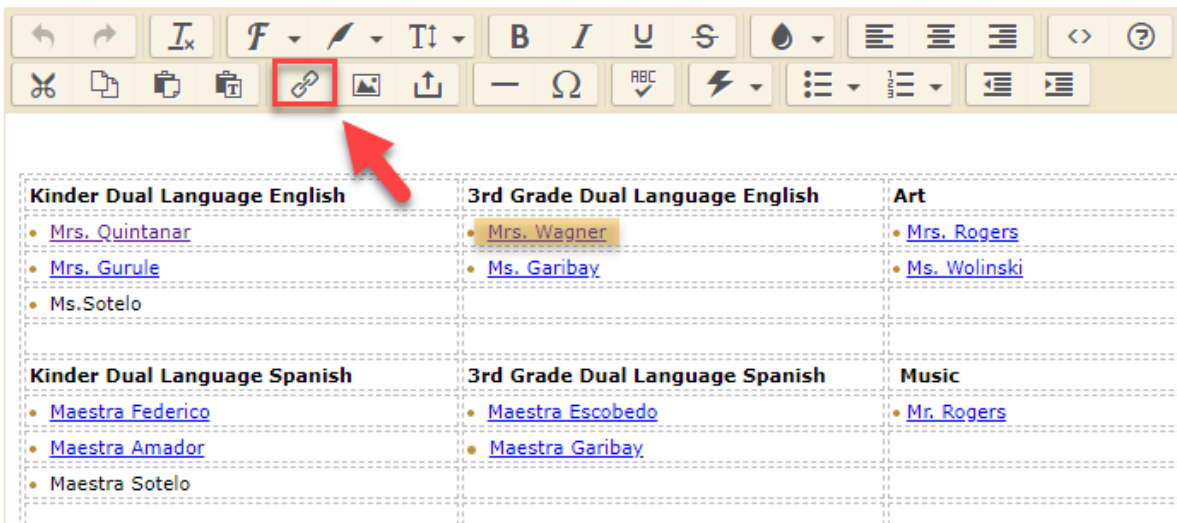
**Step 2:** Select the Classroom directory page and corresponding Classroom Directory app.



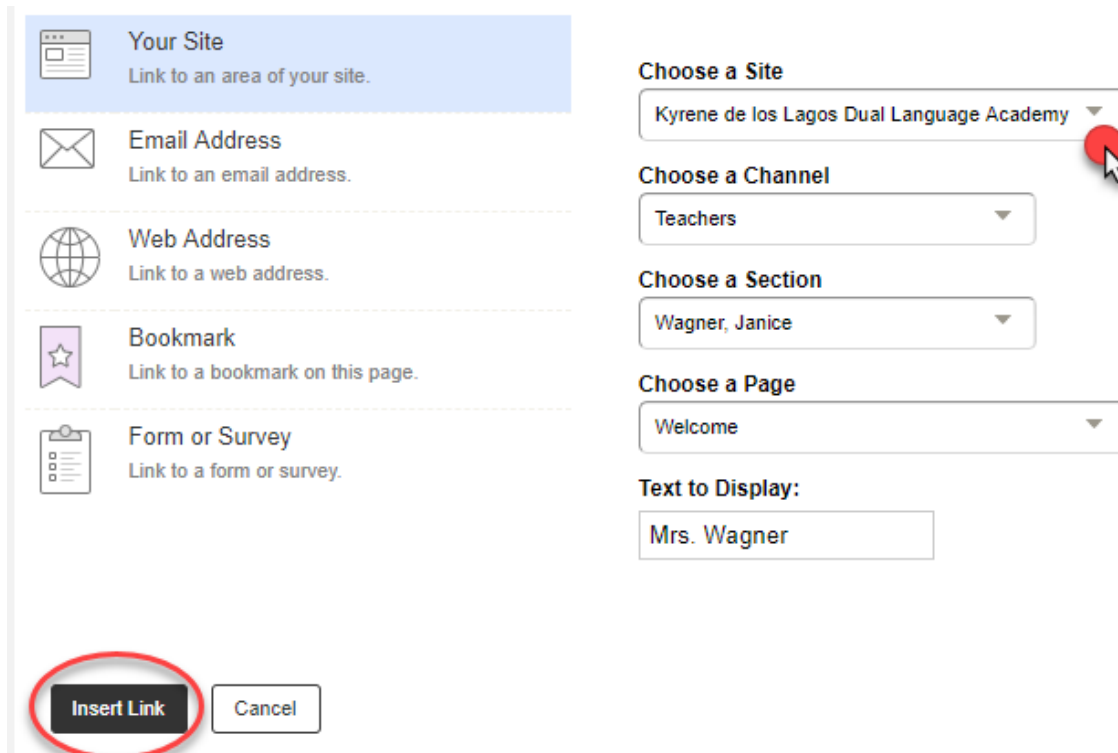
**Step 3:** In Classroom Directory table, type new line and highlight, or highlight existing text to insert teacher link.



**Step 4:** With text highlighted, click on the chain link icon to insert new link.



**Step 5:** Select *Your Site* from the left menu. Under *Choose a Site*: select school > *Choose a Channel*: select *Teachers* > *Choose a Section*: select specific teacher name > *Choose a Page*: select *Welcome*. Click *Insert Link*.



**New teacher:** The IT Department creates sections for new teachers each year. New teachers create their web pages during ONE (Orientation for New Educators). If you cannot locate the new teacher in the Channel list, his/her name could be at the very bottom of the list, not yet in alphabetical order. If unable to locate new teacher's name from this list, call IT extension 1238.

**Existing teacher from other school:** To transfer a teacher to your school site so that you may select it from the Section list, call IT extension 1238.

**Existing teacher who works at more than one school:** Teachers from more than one location are listed under *Choose a Site*: *Kyrene School District* > *Choose a Channel*: *Special Areas*.