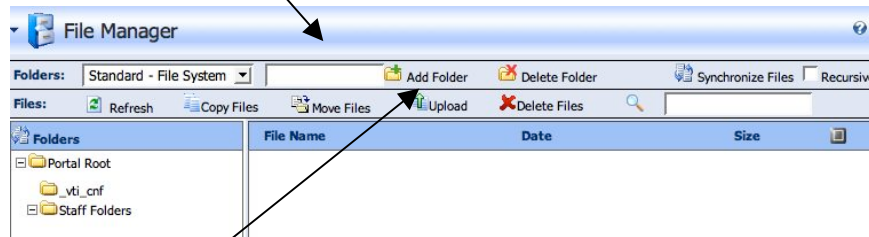


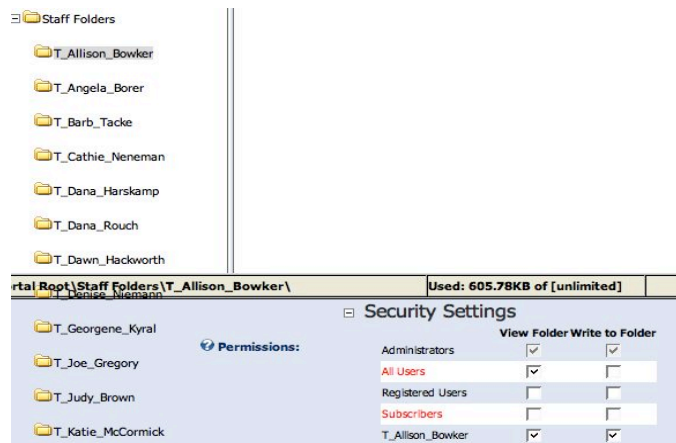
DotNetNuke Administration

- I. Security roles need to be created for each teacher before registering:
 - a. **Admin>Security Roles**
 - b. Click on **Add New Role** (bottom of screen)
 - c. Format to follow **T_last name_first name>update** (skip to II-Set up File System until Teachers Register)
 - d. **After Teachers Register:** add their role by **Admin>User Accounts>**click on pencil in front of their name (these are the files you created in a/b/c above and it shows details about the user).
 - i. Click on **Manage Roles** for this user (top of screen)
 - ii. Select **Security Role-find their name and add role**
 - iii. Click on **Send Notification** (should already be checked)
 - iv. Click Add Role

- II. Set up File System
 - a. Click on **Files** (Top right corner)
 - b. Click on **Portal Root** (generic catch all directory)
 - c. **Click on Staff folders each time you add a teacher's file** (needs to be gray)
 - d. **T_last name_first name** (Can copy and paste from Security Roles on bottom of screen)



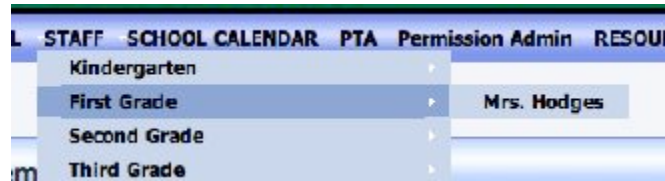
- e. Click **Add Folder**
- f. **Add proper permissions** from Security Settings bottom of page.
 - i. Click on **teacher's folder**, then click on **All Users>View**
 - ii. Click on **teacher's name, View & Edit**
 - iii. Click **Update**



- g. Wait for **Teachers to Register** than go back to instructions under I. Part d.

III. Adding Initial Page:

- a. Click on Add Under Page Functions (upper left-hand corner)
- b. Name the page – Grade Level, or Teacher
- c. Page Title-Grade 1, Art, etc.
- d. Keywords-same as above in c
- e. Description-same as above in c
- f. Select Parent Page- Staff for the Menu and when creating the Staff Members Page select the grade level.



- g. Permissions- Click on All Users View and if it is for your Staff Menu, click on Advanced Settings>Click on Disabled>Update (used for creating a tab for Kindergarten, First Grade, etc.)
- h. Permissions- When creating a staff members page, click on All Users View and the staff members name for View & Edit>Update. Do not disable the Teacher's Page, however there are options to hide the pages and connect through a User Defined Table if you do not want the tier view above.