Steps to adding a Sub-Site:

- Go to the root site where the desired sub-site is to be added (Example shows selecting the Admin as the root site and then adding a sub site under Admin)
- Select Site Contents (left-side)

Select Admin (root site) > select Site Contents > select +new subsite

Select ‘new subsite’

Title should include school name & any parent level, add description, and URL

School Name Admin Name of Page – Example Boyd Admin Reports
URL (NO SPACES – should be the same as title)
Permissions:
• Use same permissions as parent site

Navigation
• Yes

Click Create

Sub Site will look different, next step:
• Go to the **Root Site** (School Name Main Page)
• Under the gear in the upper right-hand side select ‘Site Settings’
Under Look and Feel:

- Select ‘Master page’

Select ‘Reset all subsites to inherit this site master page setting’

Select ‘Reset all subsites to inherit this system master page setting’

Wait for it to return to the Site Settings page and then return to the new sub site. Page should display correct template skin.

Now the user needs to:

- Update the Title of the Page
- Remove the Help App
- Remove the Newsfeed
- Edit Quick Links and rename the items appropriately
- Add the new apps / widgets desired on the page