

## Add/Remove Site

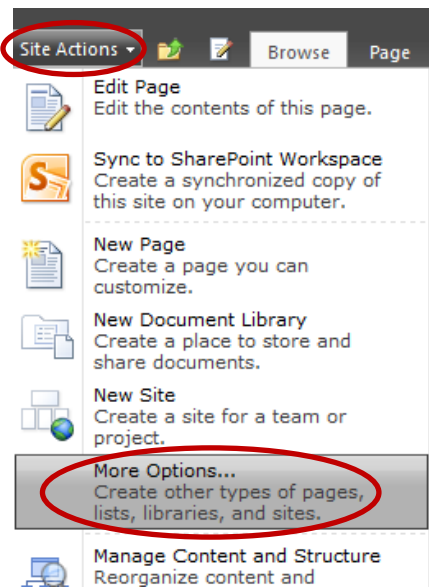
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### To Add a New Site:

**NOTE: Please read all instructions before creating a new site.**

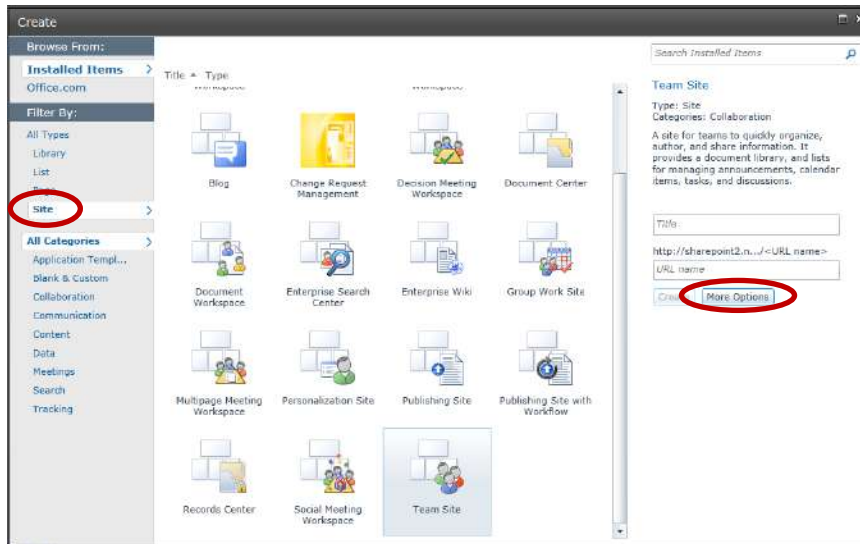
Click the **Site Actions** in the top left corner and select **More Options**.

NOTE: Be sure you are on the page you want your site to be within, most likely your home site.



In the dialog box, select **Site** on the left navigation pane. Select which site template you'd like to use. For a new class, your school may have a custom template created, such as **Class Template**. If not, please select Team Site.

Click **More Options**.



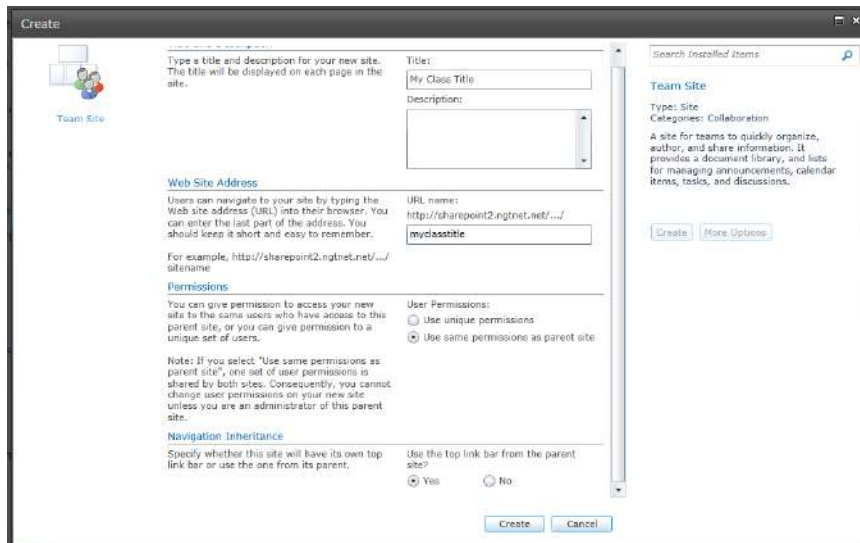
In the next window please enter the following information:

**Title:** The name of your site.

**URL name:** Enter the title of your site all lower case and without spaces.

**User Permissions:** Select whether you want the site to have the same permissions as the parent or if it will have unique permissions. In most cases, it will **Use the same permissions as the parent site**.

**Use the top link bar:** Select if you'd like to have the same top (horizontal) navigation as the parent site.

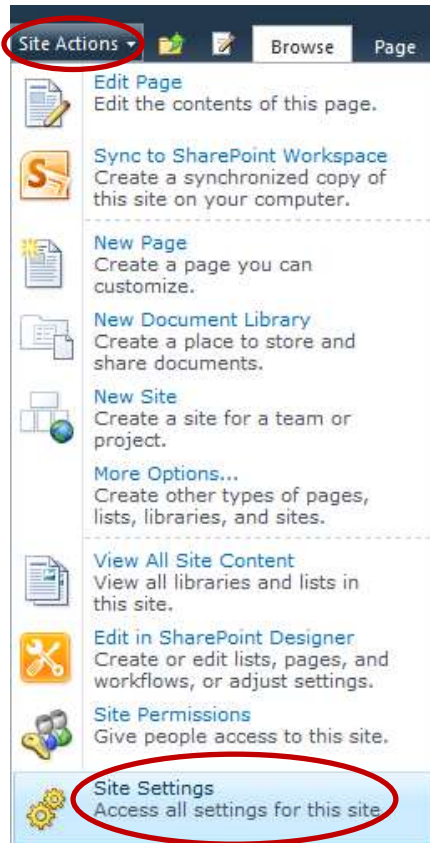


Click **Create**.

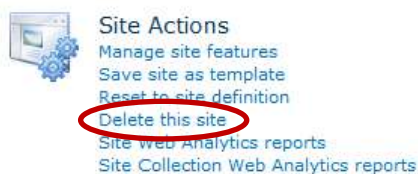
If you selected unique permissions, a new window will open to create your new permissions. If you inherited permissions, your new site will open.

## To Remove a Site:

From the site you'd like to remove, click the **Site Actions** in the top left corner and select **Site Settings** at the bottom.



In the middle of the page, click **Delete this site**.



There should be a warning page, click **Delete**. When a dialog pops up, click **OK**.

If you get an error that you can't delete a site with subsites, you need to go back and first remove any subsites by doing the process above.