Section Workspace Overview

Before you can access your Section Workspace to add and modify content, you must be assigned as its Section Editor. This is a privilege normally assigned by a Site Director. Depending on how your website is configured, this privilege could also be assigned by a Subsite Director or a Channel Director.

Once you are assigned as a Section Editor, you have access to Site Manager. Click Site Manager on the MyStart Bar to edit your Section Workspace. The Section Workspace is the area in Site Manager where you complete your Section Editor tasks. The Section Workspace provides you with access to six tabs Summary, Tools, Editors & Viewers, Statistics and the How Do I tab.
Access the Section Workspace

Here’s how you access your Section Workspace.

1. Click on the Sign In button that displays on the MyStart Bar at the top of your website. The Sign-in window displays.

2. Enter your Sign-in Name and Password and click Sign in. If you cannot remember your password, click Forgot My Password to have it Emailed to you. The red triangle in the upper right corner of the field indicates that the field is required.

3. Click Site Manager in the MyStart Bar. A new browser window or Tab displays.

4. When you are finished editing your section, click Sign Out located on the My Account Drop-down List to log out of the website.
Summary Tab

The **Summary** tab is where you will manage your current pages and create and design new pages. The **Summary** tab is made up of four different elements Current Pages, Common Tools, Pending Comments and Total Visits.

![Summary Tab Image]

Here are some of the tasks you can perform on the **Summary** tab.

- Add a Page
- Edit a page
- Delete a Page
- Copy a Page
- Move a Page
- Make a Page Active
- Make a Page Inactive
- Change a Page Name
- Organize pages
- Set page options
- Set viewers for a page
- Get the link for a page
- Access the page Recycle Bin
Current Pages
The Current Pages area is where you will manage your pages. This area also contains the Hot Topics Billboard which offers you quick access to content designed to help you create engaging pages. By default, the Hot Topics Billboard always displays open. You see a post title and content. Click each dot within the dot navigation, located at the bottom of the billboard, to display a different post. Alternatively, you can use the Arrow icons to the left and right of the post to move to the previous or next post. In Current Pages you also have the option to Organize Pages and access the page Recycle Bin.

Common Tools
Common Tools provides you with quick links to common tools. Clicking All Tools will take you to the Tools tab.
Pending Comments
If your district has Social Media Framework you can review, approve and decline comments here. Clicking All Comments will bring up the Approve Visitor Comments window.

I use this website all the time!
By Eric on Algebra Help

Total Visits
Total Visits provides a snapshot of total visits to your section on the end-user website.
Tools Tab

The **Tools** tab is where you can manage your section tools and apps.

![Tools tab](image)

Here is what is available on the Tools tab.

- [Files & Folders](#)
- [Approve Visitor Comments](#)
- [App Manager](#)
- [Photo Gallery](#)
- [Forms & Surveys](#)
- [Approve Community Editing](#)
- [Reports](#)
- [MiniBase](#)

Editors & Viewers Tab

The **Editors & Viewers** tab is where you can assign others editing and viewing rights to your section.

![Editors & Viewers tab](image)
Statistics tab

The Statistics tab is where you can view statistics about visits to your section.

How do I tab

The How do I tab is where you can find Articles, Video Tutorials and Additional Resources. Additional Resources contains guides, workbooks, help cards, helpful links and sample files. To find information for a particular topic, enter a keyword or phrase into the search field.

If you do not see the help resource for your search request, use Suggest a Resource to let us know what topic you were unable to find. If you have a question or issue with your website, be sure to follow your organization’s guidelines for technical support. Support does not see topic suggestions.
Pages Overview

As a Section Editor, you can add pages to your section. A page is where you add the content for your section. You can change the layout of your pages and add other apps to your pages as required. There are also default page layouts available for you to use to create your pages.

Core Components of a Page

Any page you add to your section consists of three core components; a Page Layout, Columns and Apps. A page consists of apps within columns. You have a choice of different Page Layouts from which to select for your page. You add apps to your columns.

Page Layout

The way in which the columns are arranged on a page is called the Page Layout. You can have one, two or three column layouts as well as layouts with left or right side-bars and layouts with headers and footers.

Columns

You place your apps into the columns of a Page Layout. You can place one or more apps in a column.

Apps

Apps are the content building blocks of a page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors.

Page Types

A Page Type consists of a page layout that includes at least one app. You have a set of default page types from which you may choose when creating a page. Once created, you can modify your page and add additional apps or change the layout of the page.