



Gwasanaeth TGCh Ysgolion a'r Gymuned
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Ceredigion

Hwb⁺

Creating a new
Class Site



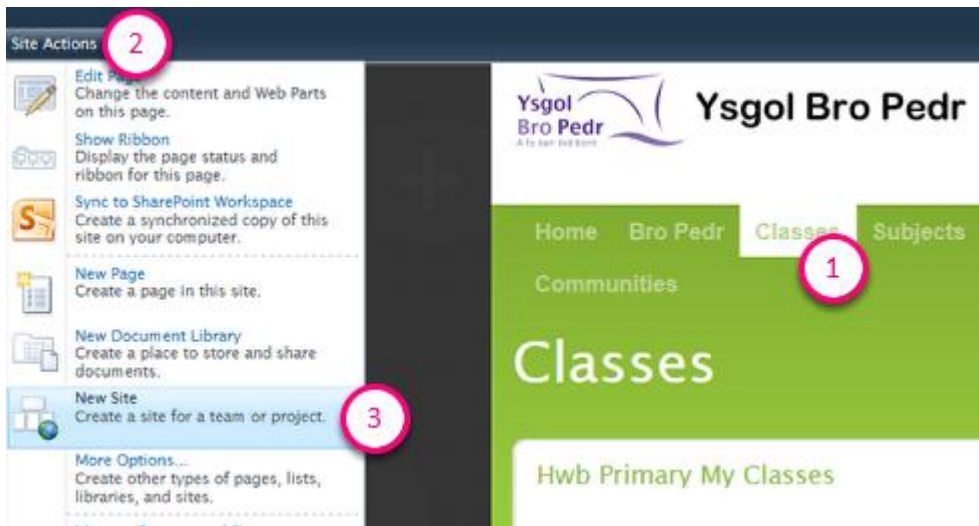
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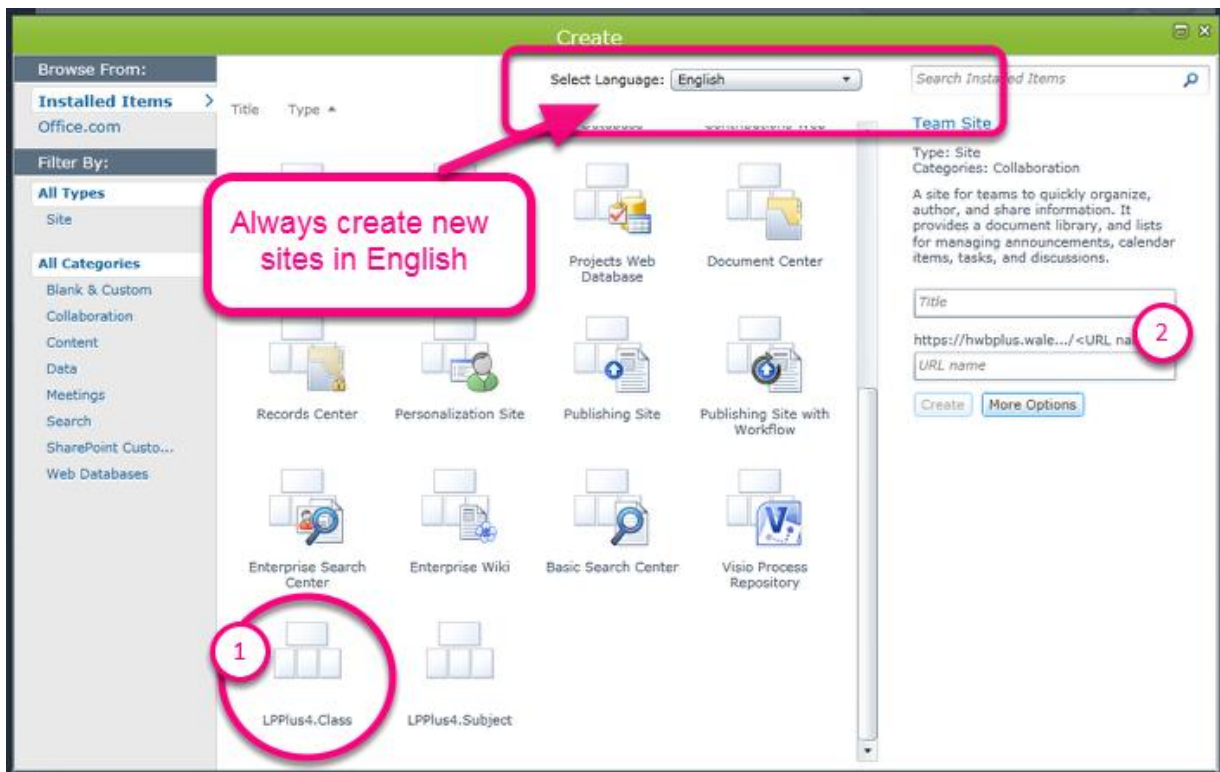


Creating a New Class Site

1. Go to the classes site (or the site where you want the new class site to come under)
2. **Site Actions**
3. **New Site**

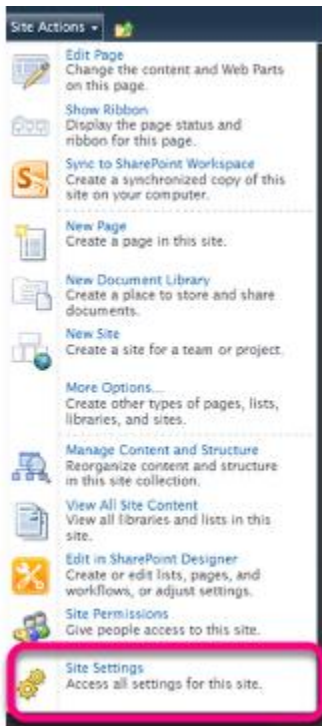


1. Choose the **LPPlus4.Class** template.
2. Give the site a name then click **Create**.





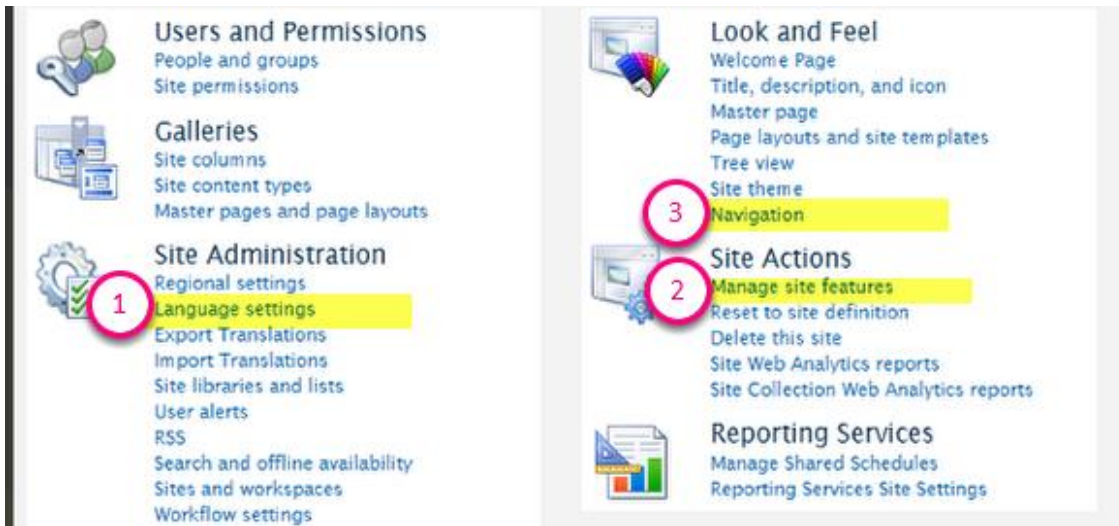
Go to [Site Actions](#) then [Site Settings](#)



Site Settings

The following steps need to be completed in order.

First go to the [Language Settings](#).





1. Language Settings

Default Language
The default language of the site is specified when the site is first created.

Alternate language(s)
Specify the alternate language(s) that this site will support. Users navigating to this site will be able to change the display language of the site to any one of these languages.

Overwrite Translations
User-specified text, such as Title and Description of the site, can be translated into the alternate language(s) supported by the site. Specify whether the changes made to user-specified text in the default language should automatically overwrite the existing translations made in all alternate languages.

Default Language: English

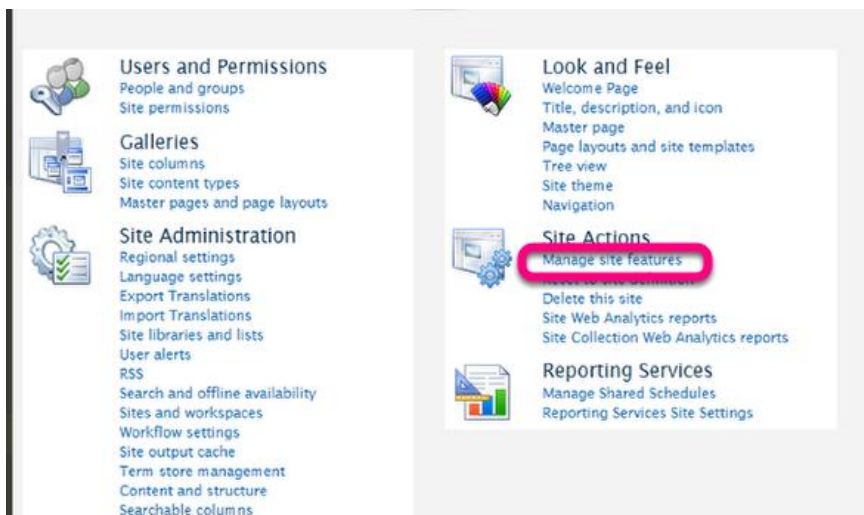
Alternate language(s):
 Welsh

Overwrite Translations:
 Yes No

OK Cancel

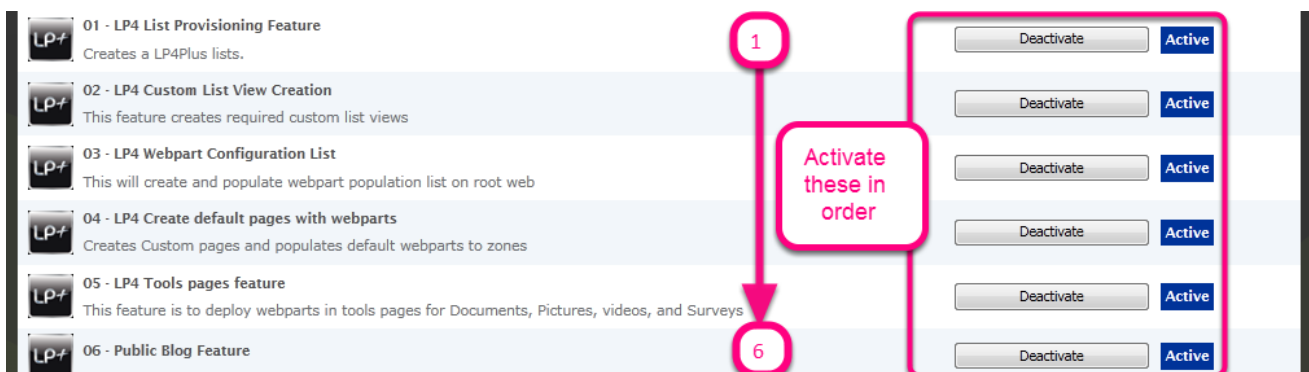
2. Manage Site Features

Clicking **Ok** will return you to the **Site Setting** Menu. Click **Manage site features** under the **Site Actions** heading.



Click on the **Activate** button to activate the 6 features.

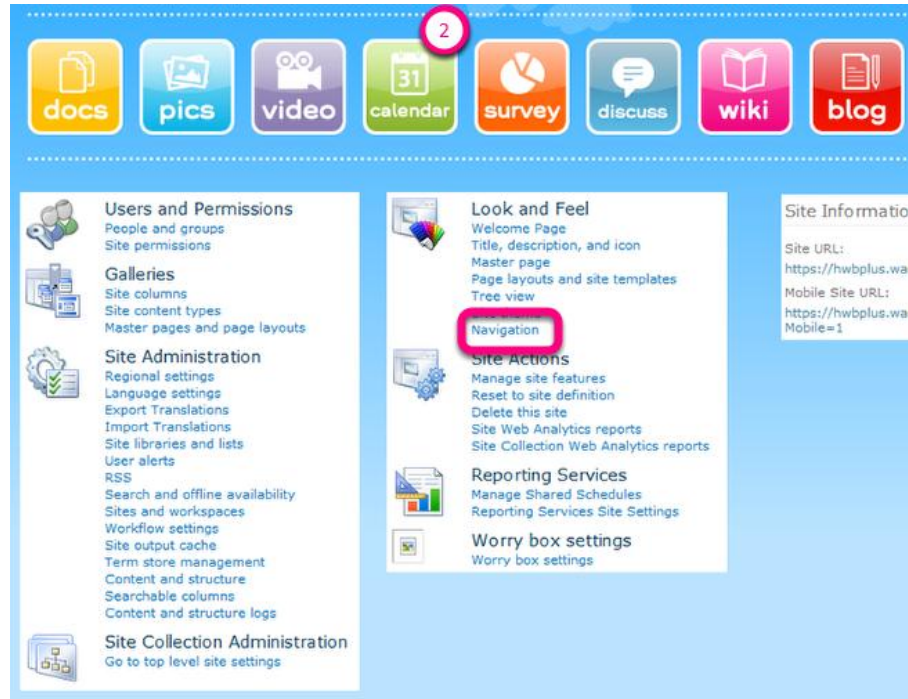
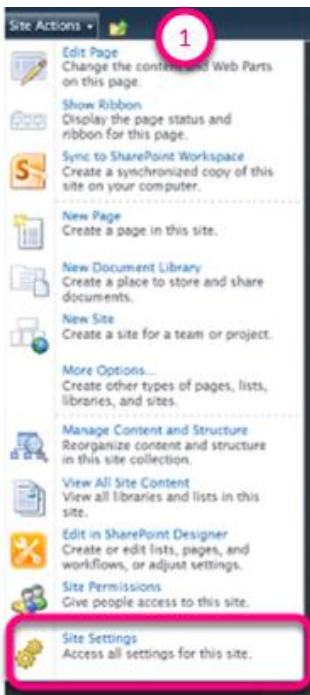
You will need to wait for the page to reload after clicking each one.





3. Site Navigation Settings

1. Go back to **Site Actions** then **Site Settings**
2. Click on **Navigation** under the **Look and Feel** section.



Select the top option for the **Global Navigation** and **Current Navigation** then click **OK**.





Click on the Site Name to view the site.

Home Hwb+ **Classes** Subjects Mail Staff Parents Governors

Ceredigion

docs pics video calendar survey discuss wiki blog

Users and Permissions
People and groups
Site permissions

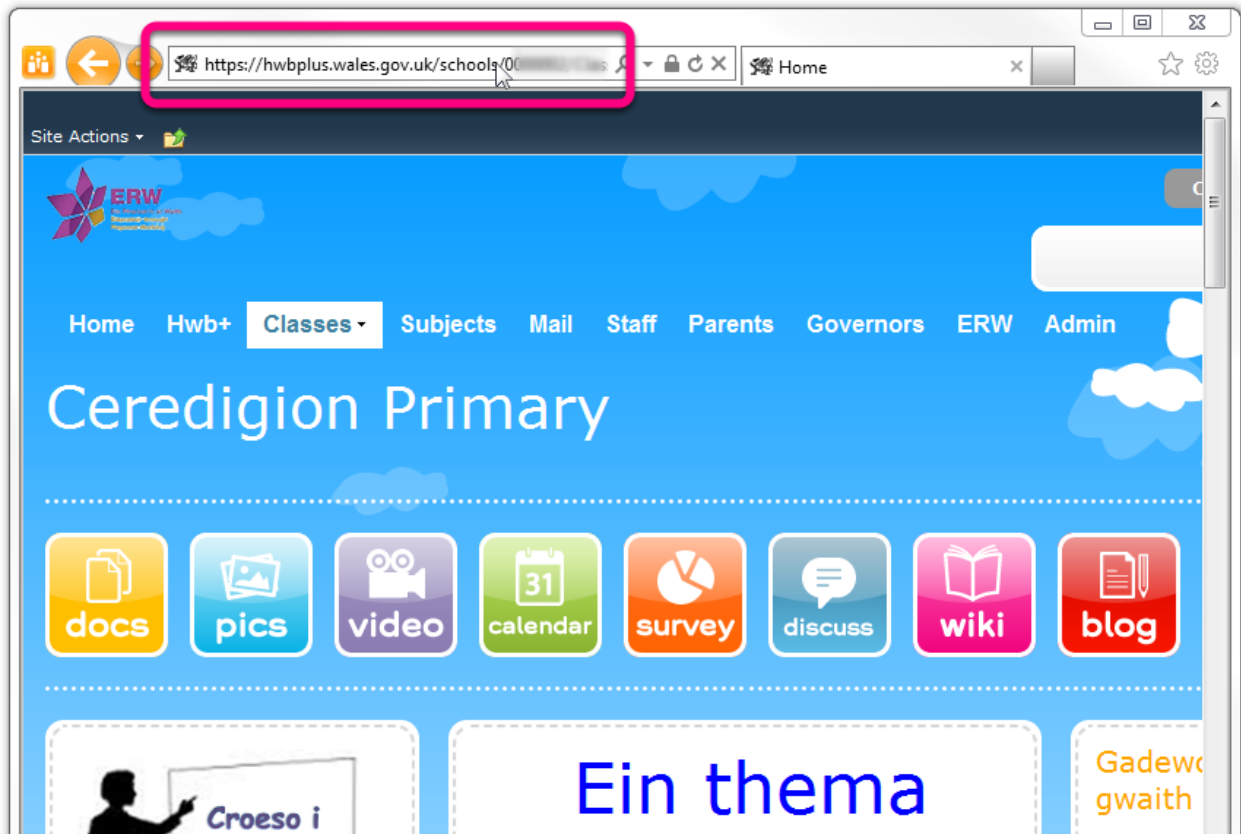
Look and Feel
Welcome Page
Title, description, and icon

Site Information
Site URL:



Linking to the new Site

To create a link to the new site, you will first need to copy the URL (address). Clicking once on the URL will select it. **Right click** on the selected URL and choose **Copy**.



You will need to follow the steps in the **Creating a Link** Helpsheets which can be found on the Support Centre website (<http://addysg.cerenet.org.uk>) under **Support** → **Helpsheets** → **Hwb+**.