

# Manage a Class or Group Site

- Change the Site's Appearance or Theme
- Add or Remove Site Features
- Student Information
- Change Who Can Access Your Site
- Delete a Site

## Change the Site's Appearance or Theme

You can also change the appearance of your site using the Setup page.

To access the Setup page:

- From the [Utility links](#) of your class or group site, click **SETTINGS** to activate the Settings menu.
- Select **Setup** from the Settings menu.
- The Setup page displays:

**Setup** DELETE SITE HELP

### Music Class

#### Logo

#### Theme

**SAVE**

- To edit the Class or Group name, highlight the class name and type over it.
- To change a logo, select or upload a new one.

- To change the Theme, select a new colour.
- When you are done, click the **SAVE** button.

<https://youtu.be/q-nQKy2rr4A?t=2m20s>

## Add or Remove Site Features

For class and group sites, site features are created and removed using the Settings menu.

To access the site features:

- From the [Utility links](#) of your class or group site, click **SETTINGS** to go to the Settings menu.
- Select **Features** from the Settings menu to access the Features page.

### Features

**Start Page**

Home ▼

**Features**

Home

<input checked="" type="checkbox"/> Special Announcements	<input checked="" type="checkbox"/> Featured Stories
<input type="checkbox"/> Featured Links	<input checked="" type="checkbox"/> Featured Links with Image
<input checked="" type="checkbox"/> Announcements	<input checked="" type="checkbox"/> Handouts and Materials
<input checked="" type="checkbox"/> Calendar	

Assignments

Shared Documents

Student List

Student Blogs

MediaGallery

Blog

Discussion

Portfolio

SAVE

For a list of all the site features and what they mean, see [Create a Class or Group Site](#).

To add a site feature:

- Select the checkbox beside the site feature you wish to add.
- Click the **SAVE** button.

Your site will be updated and the feature added to your site.

To remove a site feature:

- Clear the checkbox beside the site feature you wish to remove.
- Click the **SAVE** button.

Your site will be updated with the feature and any links to it removed.

## Student Information

If your school has enabled [Scholantis SIS Data Sync](#), teachers can access student demographics, guardian information, email parents and export all student information into a spreadsheet from the [Student Information](#) page.

**Student Information** EDIT STUDENTS HELP

Search by name

**Alastair Abreu** Blog Portfolio

**Barnard Paige** Blog Portfolio

**Bernice Poirier** Blog Portfolio

**Constance Harm** Blog Portfolio

## Change Who Can Access Your Site

Changing who can access your site is done through the [Access](#) page.

To add or revoke access for users.

- From the [Utility links](#) of your class or group site, click **SETTINGS** to activate the Settings menu.
- Select **Access** from the Settings menu to go to the Access page.

## Access

### Readers

[+ Add Readers](#)

### Students & Classes

All Students REMOVE

grade 1 gym [3] REMOVE

[+ Add Students & Classes](#) ✕

Find People or Groups...

grade 1 math [0]	grade 2 gym [7]
grade 2 math [4]	grade 3 gym [11]
grade 3 math [8]	grade 4 gym [15]
grade 4 math [12]	grade 5 gym [19]

### Teachers

Dewey Largo (BCH) REMOVE

Rowan Simon (BCH)

[+ Add Teachers](#)

**SAVE**

- For information on how to add or remove users, see the Access topic in [Create a Class or Group Site](#).
- When you are done, click the **SAVE** button.

### Followers

Adding individual users or classes will automatically make them a follower of your site. The site will then be listed under their **My Classes** or **My Groups**. Adding a group of users will not make them a follower of your site.

## Delete a Site

To delete a site:

- From the [Utility links](#) of your class or group site, click **SETTINGS** to activate the Settings menu.
- Select **Features** from the Settings menu to go to the Features page.
- Click the **DELETE SITE** button to access the confirmation page:

## Site Settings ▸ Delete This Site

### Warning

You are about to delete the following Web site: <https://portal2013preview.scholantis.com/group/ur714b2>

Deleting the Web site will send all content and user information to the site collection Recycle Bin, including:

- Documents and document libraries
- Lists and list data, including surveys, discussions, announcements, calendar
- Web site settings and configurations
- Permission levels and security information relating to the Web site
- Groups created with this Web site: Owners, Visitors, Members
- Sites of this Web site collection, their contents, and user information

To continue, click **Delete**.

**Important:** This action will permanently delete all content and user information, but the hard disk space will not be immediately available. When you delete a large site, SharePoint removes data gradually for performance reasons. To perform an immediate deletion, you need to run a set of commands using, for example, Power Shell or the Object Model. Find more information, see the SharePoint Help system.



- Click the **Delete** button to delete your site.
- In the confirmation pop-up, click the **OK** button to complete the deletion.