

# District, School, and Department Sites

Your portal contains sites that serve many different needs. Below is a synopsis of these various sites: their purpose, intended audience, and some ideas on how you might want to use them.

- [District Site](#)
- [School Site](#)
- [Department Site](#)

## District Site

The District site is typically available to all staff across the district, including teachers. Some of the things you'll typically find on a district portal site are:

- District-wide calendar, news, announcements, feature stories, and useful links
- Electronic forms that can be downloaded or completed online
- Links and further information about schools, district programs and departments
- A buy and sell area to list personal items for sale.

### District Portal Tips

- One of the most valuable resources on a portal is forms. District administrators should [gather links, files or electronic forms in one place](#) for easy access.

## School Site

School sites are for staff, teachers, and students at a particular school. Some things you'll typically find on a school portal:

- School calendars, news, announcements, feature stories, and useful links. School administrators can easily publish relevant content from [here](#) to the school's public website.
- [Staff room](#) for staff and teacher news, calendars, documents, links, staff directory, away today feature, or newsfeed (to share and discuss activity).
- Links to Teams & Departments group sites related to your school. School Administrators can add links to group sites to share in the school.
- School Administrators can store secure documents and related links. Content is only available to the Administrator for that school.

### School Portal Tips

- Staff can sign up for email alerts to stay on top of the latest news.
- Typically, you can explore school portal sites across your district to see how others are using their portal to communicate and share information.
- School administrators can easily share and update calendars. Staff can use [subscribe to calendars](#) to keep up to date from any computer, smartphone, or tablet.

## Department Site

Department sites allow the department staff to share information with other within the department or even with staff across the district. Some things you'll typically find on a department portal:

- Department documents, forms, calendar, news, and useful links intended for all district staff
- Documents and quick links which only department staff can access.

### Department Portal Tips

- Sign up for email alerts to stay on top of the latest news.
- Just like OneDrive or Dropbox, department staff can [Sync and edit department files](#) on a computer or mobile device.