

Adding Teacher Permissions using FrontPage

Always, always, always use FrontPage, not Windows Explorer, to manage your web files!!

School webmasters will be able to manage teacher permissions using FrontPage. To grant unique permissions to a folder in your web, the folder will need to be converted into a Sub Web. The directions below will walk you through creating a NEW Sub Web, converting an EXISTING folder into a Sub Web and adding the permissions.

► To create a **NEW SUB WEB: Follow these steps if you are creating a NEW web for a teacher in your school.**

1. Open your web from the **server** by opening FrontPage then clicking "File" then "Open Web". In the window that appears, type your web site's URL in the box labeled "Web Name" (http://...)
2. You will need to supply your user name and password and click "Ok".
3. Click on the "Folders" view button on the left hand side of the screen. You will see a "Folder List" on the left and the "Contents" of the active folder on the right.
4. Right Click the very top folder in the Folder List and select New|Folder
5. Give your new folder a name (usually, the firstname.lastname of the person managing the sub web but this is not a rule)
6. Right Click on the folder you just created and select "Convert to Web". You will receive an alert warning that this operation will cause pages to change, click "Yes"
7. A globe will appear on the folder letting you know that is it now a FrontPage sub web.

► To convert an EXISTING web folder into a SUB WEB: **Follow these steps if the teacher already has a web folder and you want to convert it into a Sub Web.**

1. Open your web from the **server** by opening FrontPage then clicking "File" then "Open Web". In the window that appears, type your web site's URL in the box labeled "Web Name" (http://...)
2. You will need to supply your user name and password and click "Ok".
3. Click on the "Folders" view button on the left hand side of the screen. You will see a "Folder List" on the left and the "Contents" of the active folder on the right.
4. Right Click on the teacher's folder and select "Convert to Web". You will receive an alert warning that this operation will cause pages to change, click "Yes"
5. A globe will appear on the folder letting you know that is it now a FrontPage sub web.

► To set up Administration of the SUB WEB:

1. If it isn't already, open your web from the **server** by opening FrontPage then clicking "File" then "Open Web". In the window that appears, type your web site's URL in the box labeled "Web Name"
2. Click on the "Folders" view button on the left hand side of the screen. You will see a "Folder List" on the left and the "Contents" of the active folder on the right.
3. Double click on the Sub Web. This will open the sub web in another instance of FrontPage.
4. Click on Tools|Server|Administration Home...
5. You will need to supply your user name and password and click "Ok".
6. A browser will open and bring you to the Administration page for the sub web.
7. Click on "Change Subweb Permissions".
8. Under "Security Permissions", select "Use unique permissions for this Web site" then click "Submit".
9. At this time, FrontPage will no longer recognize your credentials. Close the browser. You will need to wait at least 30 minutes to proceed with adding the premissions.

After at least 30 minutes:

1. If it isn't already, open your web from the **server** by opening FrontPage then clicking "File" then "Open Web". In the window that appears, type your web site's URL in the box labeled "Web Name"
2. Click on the "Folders" view button on the left hand side of the screen. You will see a "Folder List" on the left and the "Contents" of the active folder on the right.
3. Double click on the Sub Web. This will open the sub web in another instance of FrontPage.
4. Click on Tools|Server|Administration Home...
5. You will need to supply your user name and password and click "Ok".
6. A browser will open and bring you to the Administration page for the sub web.
7. On the menu at the top of the screen, click "Administration".
8. Under "Users and Roles", click on "Manage Users"
9. On the "Manage Users" page, click "Add a User"
10. On the "Add a User" page, under "User", select the option "Add user or group name (For example, DOMAIN\username):" and enter the user name of the subweb's webmaster. (CPSB\firstname.lastname)
11. Under "User Role", select "Administrator"
12. Click "Add User"
13. Permissions are now set...you can close Browser.