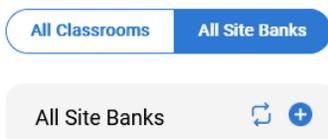


# Creating A Personalized “Site Bank”

## (GoGuardian calls it a Scene)

**Step 1.** This is essentially the same as a “scene” in GoGuardian. While in the Manage Classroom tab, click on “All Site Banks” near the top of the screen.



**Step 2.** Select the “+” sign next to “All Classrooms” and enter a name for the site bank (i.e. Treppa).

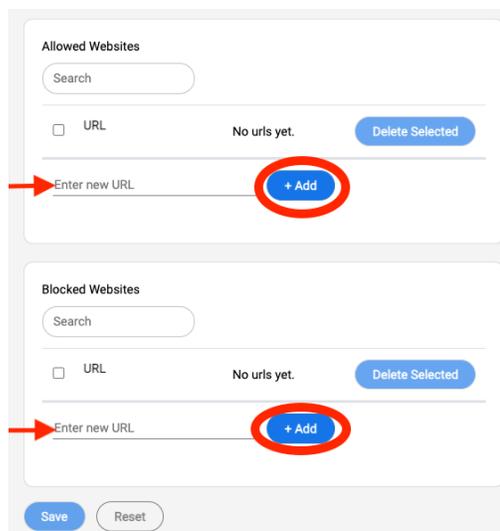
**Step 3.** If you would like to make the site bank your default site bank check "**Save as Default**" box. Otherwise, it will use the district settings. If you want block all websites and only allow the websites in the allowed list, check "**Block all websites by default**".

Site Bank Name

  
 Save as default  
Manage Websites  
 Block all websites by default

**Step 4.** Select the number of tabs you will allow students to have open at one time. Zero indicates unlimited.

Limit open tabs to:  0 means no limit



Allowed Websites

Search

URL No urls yet. Delete Selected

Enter new URL

Blocked Websites

Search

URL No urls yet. Delete Selected

Enter new URL

Save Reset

**Step 5.** Type (or copy and paste from the address bar) the websites you wish to allow, then click “Add”. **Step 6.** Type (or copy and paste from the address bar) the websites you wish to block, then click “Add”.

**Step 6.** To remove a website from either the “allowed” or “blocked” list, check the box preceding the web site and click “Delete Selected”.

**Step 7.** Note that you have the ability to share your “Site Bank” with other teachers.

**Step 8.** When finished, click Save. After saving the site bank, your new site bank will show to the left.