Site Director
Guide

Schoolwires® Centricity 2.0

Version 1.0

The Basics about Your Schoolwires Website

NOTE: The images shown in this guide reflect a website using one of **Schoolwires** standard text-based templates. If you are using an image-based template or a custom template, your website might look different from the one shown here.

Website Navigation Elements

The following navigation elements will appear on every page of your website if you are using a standard template:

- Name of your district or organization in the title bar
- MyStart bar
- Channel bar

Exhibit 1: Top Navigation on a Standard Template Prior to Sign In

General navigation elements appear on the MyStart navigation bar of **Centricity 2**. However, what you see before you sign in and what you see after you sign in will be slightly different.

Prior to Signing In

The following navigation elements may be available to you on the MyStart bar prior to signing in:

- Select a School - this dropdown allows you to navigate to your different sites.
- Sign In - which allows registered users to sign in to the site and access their user account.
- Register - which is an optional link used to create an account.
- Grades - this is an optional feature that can link to a separate grading program.
- Email - this is an optional feature that can link to a separate email program.

After Signing In

After you sign in, the following navigation elements may be available to you:

- Select a School

- **Site Manager** - This element allows you to edit the areas of the website to which you have been assigned.

- My Account dropdown - This element allows you to:
    - Access your User Account and change it if you desire. You'll learn how to access and change your user account later in this chapter.
    - Sign Out: This element allows you to sign out of the site when you are finished working.

> **Tips**
> To ensure security, we recommend that you always sign out when you are finished working.

Channel bar

As you can see from Exhibit 1, the Channel bar appears just below the Title bar in a standard template. These Channels are visible on every page of your site or subsite. They provide visitors to your website with consistent navigation throughout the site or subsite. The Channels on each subsite may be different from those on the main site or other subsites.

Channels contain Sections and within each of those Sections, are the pages of information about that particular Section. Think about your website as a filing cabinet of information. In Exhibit 2, we portray this analogy:

2 Within each *CHANNEL* (DRAWER), is one or more hanging folders or *SECTIONS*

1 Each *CHANNEL* is like a *DRAWER*- containing similar information.

3 Within each *SECTION* (Folder) are the *PAGES* of information about that Section.
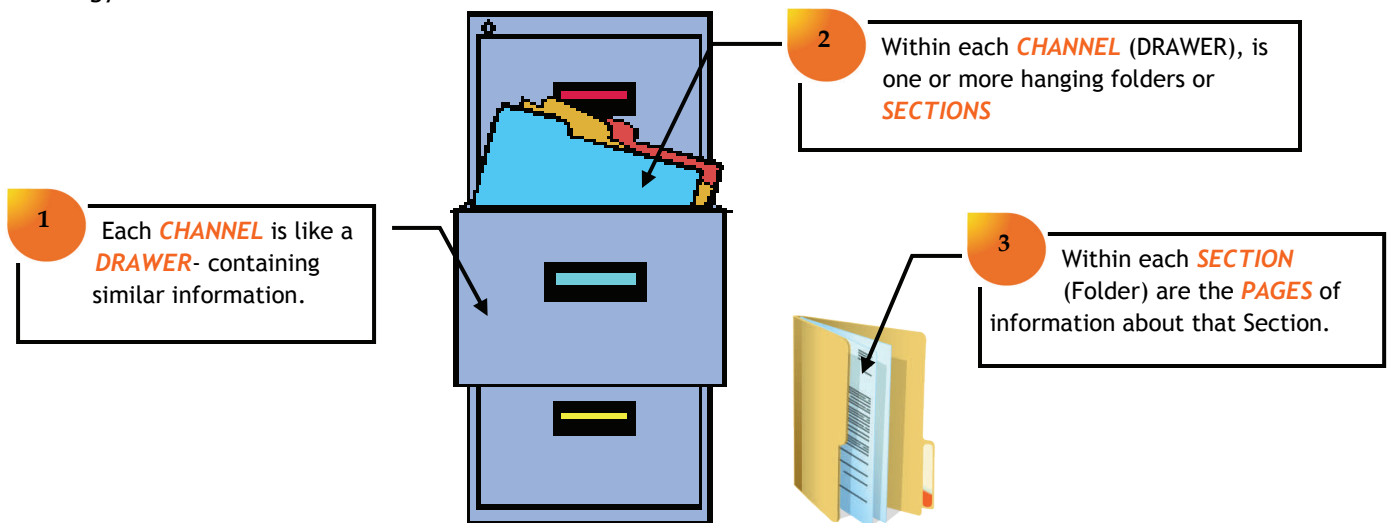
Exhibit 2: Your Website as a Filing Cabinet

Centricity 2 provides you with the ability to have Channel homepages and Channel calendars. If you choose to enable these features, you can provide visitors with an overview of what they will find within your Channel. You may also choose to have a directory page, or just set the Channel to automatically direct website visitors to the first Section in the Channel when they click the name.
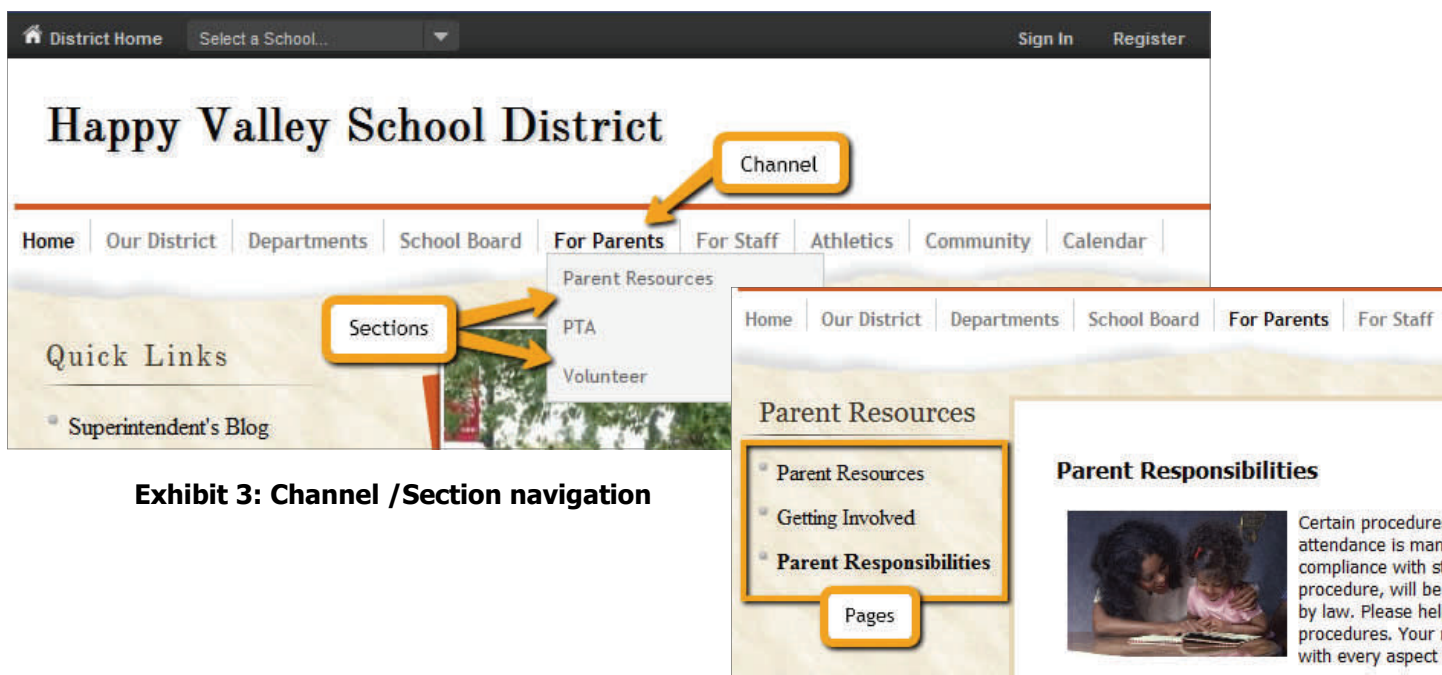
Get Connected...
There are a number of possibilities for utilizing a Channel homepage. It could be used to provide an introduction to a school's athletic program. The Athletic Director could post his or her contact information and a brief introduction of the numerous sports teams.

Site Structure and Navigation

Exhibit 3: Channel /Section navigation

Exhibit 3a: Section / Pages navigation

As you can see from Exhibit 3, **Centricity 2** provides visitors to your website with consistent Channel navigation. Notice the three Sections under the For Parents Channel at the top of the exhibit:

- Parent Resources
- PTA
- Volunteer

When you select the Parent Resources Section, you are taken to the landing page. From there you can navigate to the other pages within that Section. In Exhibit 3a, we have navigated to the Parent Responsibilities page. Notice that the title of the page is in bold in the left navigation. From here, you can also use the Channel bar to choose a different Channel on that site or use Select a School to move to one of the other sites.

Getting Started

Signing In

Any registered user of your website can sign in. To sign in, you need a:

- Sign-in Name and
- Password

If you forget your password, click the button titled *Forgot My Password*. Your password will be sent to the email address you've provided in your User Account.

Exhibit 4: Sign In on MyStart Bar

To sign in:

1. Open your web browser. Enter the URL for your **Schoolwires** website. While you are developing your website, your URL will be in the following format: **http://YOURSITE.schoolwires.net**. Once your website is live, the URL will be the domain name that you have provided to **Schoolwires**.

2. Click on the *Sign In* button on the MyStart bar (Exhibit 4). A sign in window like the one shown in Exhibit 5 will display.

You can use this site without being registered or signing in. However, registered users who sign in have access to some features and information that are not available to other users.

To sign in, enter your sign-in name and password.

Sign-in Name:

Red triangle indicates a required field.

Password:

?

Sign In   Forgot My Password

Exhibit 5: Sign In window

3. Enter your Sign-in Name and Password.

4. Click the *Sign In* button.

After signing in, your MyStart bar will change slightly. (See Exhibit 6)

District Home   Select a School...   ▼   Site Manager   My Account ▼   🔍

• Edit Account Settings

• Sign Out

Happy Valley School District

Home | Our District | Departments | School Board | For Parents | For Staff | Athletics | Community | Calendar

Exhibit 6: Top Navigation on a Standard Template after Sign In

My Account

After signing in, clicking on the *My Account* dropdown to will allow you to view and edit your User Account.

To view or edit your Account Settings:

1. Select '*Edit Account Settings*' from the *My Account* dropdown. A window like the one shown in Exhibit 7 will display.

Account Settings

If you want you can update your personal information or E-Alert information for your account.

| General | Contact | Alerts | Subscriptions |

First Name:

Julie

Last Name:

Wainwright

Title:

Teacher

User Name:

jwainwright

Save   Cancel   Change Password

Exhibit 7: User Options through My Account

2. You may:

   A. Change the information that is already in your Account. <u>Note</u>: The required fields are marked with a red triangle. (See Exhibit 7.)

   B. There are 4 tabs in the Account Settings window:

      1. General – includes first name, last name, title, and user name

      2. Contact – includes email address, phone number, and mailing address

      3. Alerts – includes option to register your mobile phone to receive Broadcast E-Alerts

      4. Subscriptions – If you wish to subscribe to receive updates to the homepages and sections on your site and subsites, you can add these within the Subscriptions tab.

   C. Enter additional information. We recommend, for instance, that you enter the zip code for the location from which you are most likely to travel. This zip code will be used to calculate distances to event locations.

3. Once you've completed making any changes, click the *Save* button.

If you click on the *District* button in the top left of the MyStart bar, you will be at the homepage of your main site. If you have subsites, you can choose one of those from the Select a School dropdown list (See Exhibit 8) and it will take you to the homepage of that subsite.
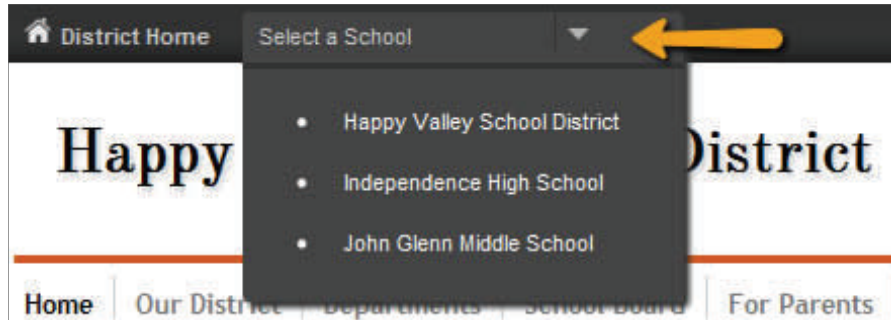

Exhibit 8: Select a School dropdown

The Homepage

Each site and subsite has its own homepage. It is the first page visitors to the website will see. On the homepage, you can provide your visitors with up-to-date information about such things as school closings and activities.
To learn more about adding content to your site's homepages, please see the **"Managing Your Homepage"** portion of this guide.

Exhibit 9: Homepage of the main site

Introduction to Site Manager

Schoolwires Site Manager is the user interface for the back-end software. Signing in with an Editing Privilege will permit the Site Manager link to display on the MyStart Bar, as seen in Exhibit 10.

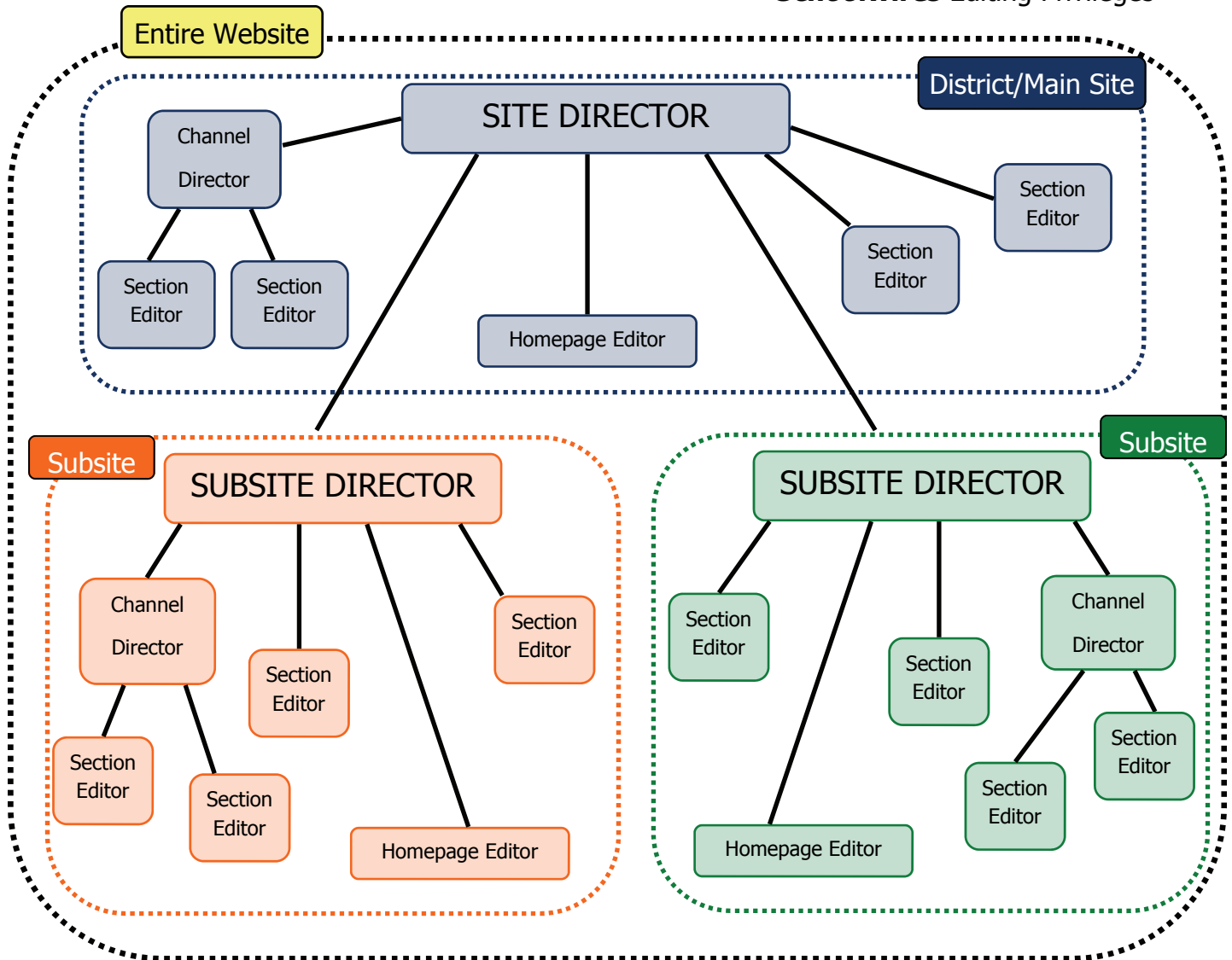**Exhibit 10: Top Navigation with Site Manager button after Sign In**

Editing Privileges

Schoolwires **Centricity 2** Site Manager allows your organization to share the responsibility for maintaining its website. Site Manager has five levels of Editing Privileges (Exhibit 11):

- **Site Director**: Site Directors are individuals who have the highest level of access of all the Editing Privileges on your site. These individuals can perform such functions as registering users, creating user accounts, granting all Editing Privileges, configuring Sections, and editing the main site's homepage and calendar. A Site Director also has access to all Site, Channel, and Section Workspaces at the main site and all subsites.

- **Subsite Director**: Subsite Directors are individuals who are assigned Editing Privileges for a subsite. These individuals can perform the following functions only at the Subsite level: assigning other Subsite Directors, assigning Channel Directors, Homepage Editors, and Section Editors, configuring site options, assigning and sorting Channels, and editing that subsite's homepage and calendar.

- **Channel Director**: Channel Directors can manage a Channel and all of the Sections within that Channel. This includes the ability to add, edit, and delete pages within a Section and place content on those pages. These individuals can perform the following functions at the Channel level: assign other Channel Directors, create and sort Sections, and edit the Channel homepage. The Channel Director can also restrict Viewing Rights for a Channel and its Sections.

- **Section Editor**: Section Editors have the Editing Privilege for their assigned Sections. This includes the ability to add, edit, and delete pages in their assigned Sections, and place content on these pages. In addition, they can restrict the Viewing Rights for their assigned Sections and pages within the Sections.

- **Homepage Editor**: Homepage Editors have the Editing Privilege for only the homepage and calendar on their assigned site or subsite. This includes editing the Apps included on the site's homepage, such as the Welcome Text, Announcements, Headlines, and/or Site Shortcuts. They also have access to their assigned site's calendar and can add and edit events, as well as accept events for that calendar from Section Editors.

Schoolwires Editing Privileges

Exhibit 11: Editing Privileges Organizational Chart

Navigating in Site Manager

As a Site Director, when you click on the *Site Manager* button, you will have access to three workspaces:

- **Site Workspace** for the main site and all the subsites

- **Channel Workspace** (at the main site and all subsites)

- **Section Workspace** (at the main site and all subsites)

Site Workspace is the main workspace of the three available workspaces. Each Editing Privilege will only be able to access the appropriate workspace based on their assigned privilege. You, as a Site Director, will click the *Site Manager* button to launch the Site Workspace of your main site and perform the tasks related to editing your website. Once you access the Site Workspace, you will see the following:
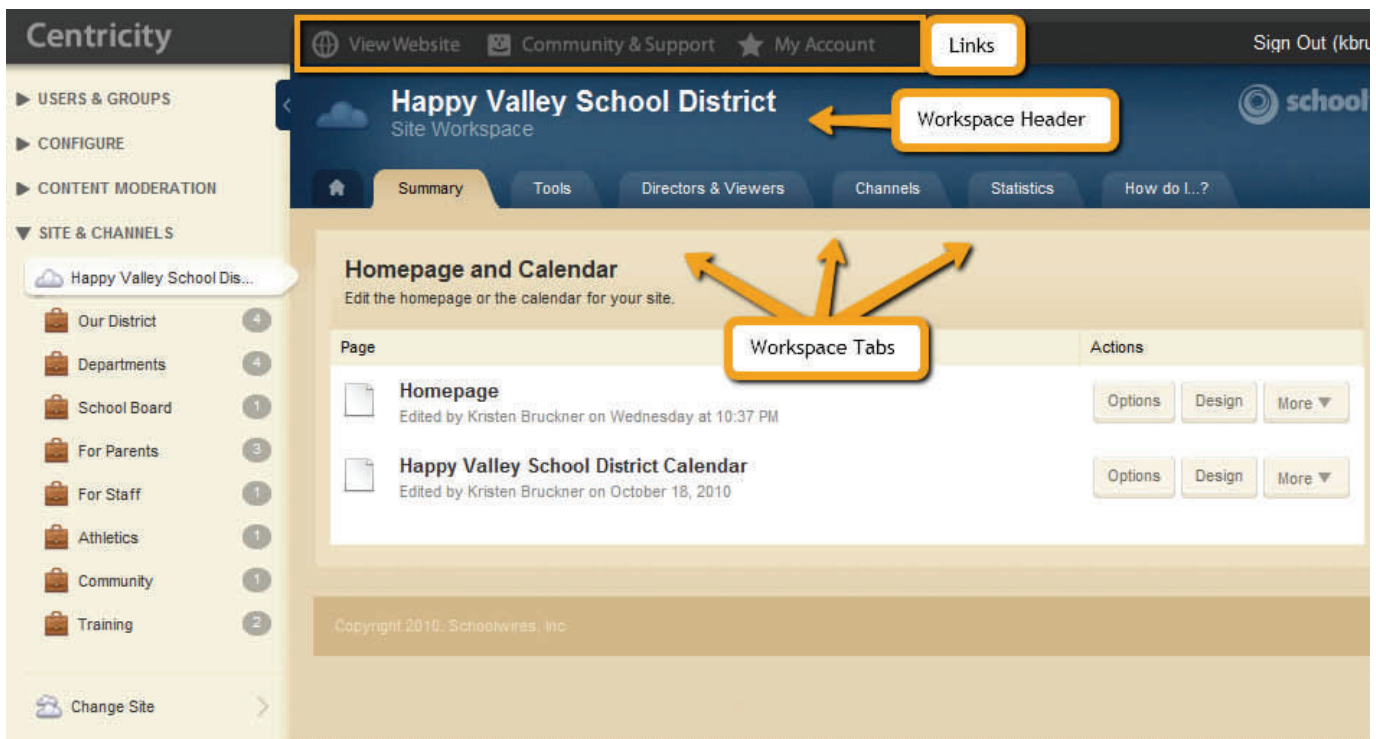

Exhibit 12: Site Workspace

- **Links at the top of Site Manager** – there are four links at the top of Site Manager:

  ○ **View Website**: when you click on the *View Website* link, you will see the refreshed website where you can view any changes you have made. Note: You will have two browser windows open:

  - ♦ Site Manager browser window

  - ♦ Original browser window

  ○ **Community & Support**: This is a link to the ***Schoolwires*** Share Site.

  ○ **My Account**: This is a link to your Account Settings.

  ○ **Sign Out**: This is where you will sign out of Site Manager.

- **Site Workspace Header** – Displays the name of the current workspace.

- **Workspace Tabs** – The workspace tabs provide access to the functions contained within the workspace. The tabs and list of functions and tasks they contain are based on your Editing Privilege.

Content Browser

Site Manager also uses several interactive features to present you with information and provide access to the functions you need. Clicking on or hovering your cursor over specific icons or buttons, will allow you to display more or less information. Your **Content Browser** (or left navigation) contains four functional areas: USERS & GROUPS, CONFIGURE, CONTENT MODERATION , and SITE & CHANNELS. Clicking the triangle icon to the left of one of these will either collapse or expand the display for that area. If you wish to collapse your Content Browser, click on the tab to the left of the Site Workspace (See Exhibit 13).

Exhibit 13: Content Browser
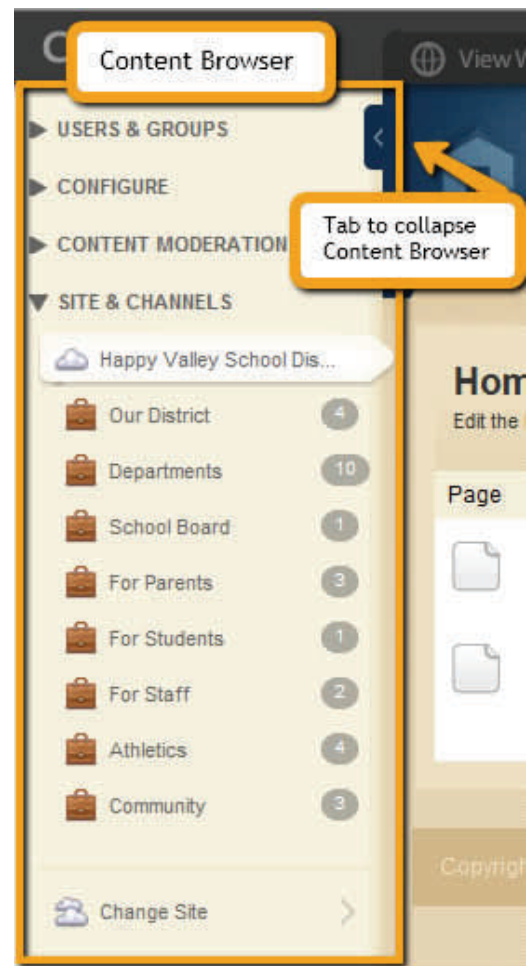
The following items are contained within the Content Browser:

- **USERS & GROUPS –** Users & Groups is the area where you will manage your User Accounts. For a further explanation on how to add User Accounts to your site, please see **"Users & Groups"** later in this guide.

- **CONFIGURE –** Configure contains functions used to initially set up your site and consists of the following administrative functions:

  ○ **Sites** – Allows you to edit and organize your sites.

  ○ **Channels**– Within the Channel Library workspace, you will create and maintain the library of Channels for all of your sites.

  ○ **Section Assets Workspace** — This workspace includes 3 tabs:

    ♦ **Page Types –** Access the default **Schoolwires** Page Types or choose to create and edit your own Pages Types with Apps. To learn more about the Page Types that are available within your **Schoolwires** website, please review our "**Section Editor Workbook**."

    ♦ **Editor Layouts –** Editor Layouts are page templates that can contain tables, text and images that can then be applied to a Flex Editor page within a Section.

    ♦ **Section Configurations –** Section Configurations determine the pages that can be automatically added when creating a Section.

  ○ **Calendar Assets**— This workspace include 2 tabs:

    ♦ **Event Categories –** Event Categories allow color-coding of your calendar events. This is the master list of event category choices for all of your sites. You may add as many calendar categories as you wish.

    ♦ **Collections –** Create and/or edit Collections. You can group Site, Channel and/or Section calendars into a Collection. The Collection enables the ability to post calendar events to an entire Collection.

  ○ **Templates –** You can create a new Site template, or edit, copy or delete an existing template that you've created.

  ○ **Apps** – This is where you can restrict use of the **Schoolwires** default Apps.

 ○ **System Settings** — These are the system settings for your site.

- **Content Moderation –** Content Moderation allows you to create groups of workspaces and Users in order to moderate the content they create within your site.

- **Site & Channels**— The current Site name will show, along with the Channels that have been selected for that Site. (See Exhibit 14.)

  ◦ **Change Site**— In order to access the Site Workspaces of your Subsites, (if applicable), click on the *Change Site* button and a fly-out menu will display the Subsites. Then, click on the desired Site.
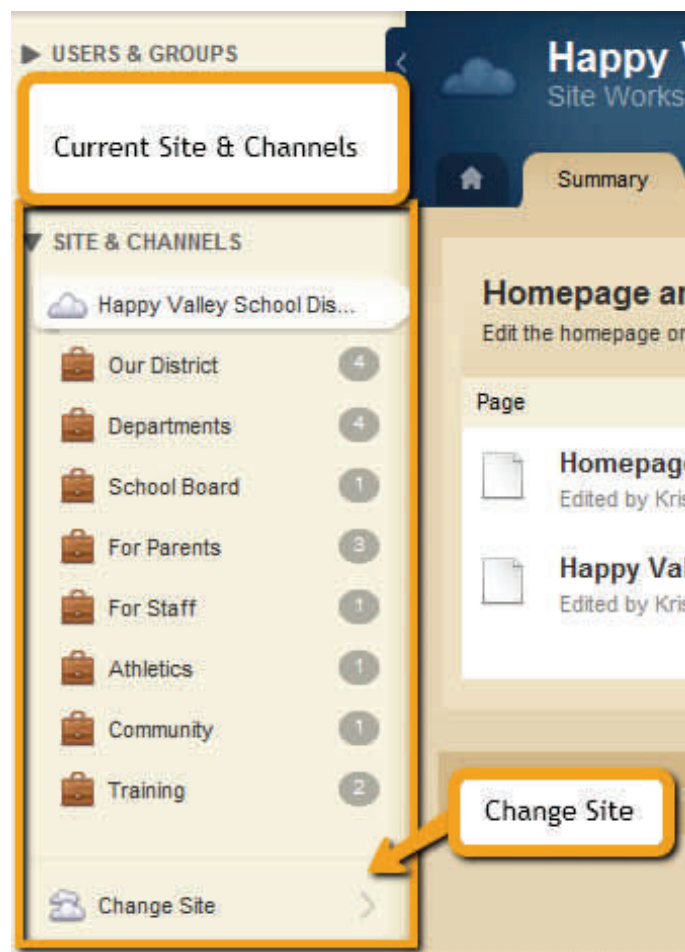
Exhibit 14: Current Site and Channel Name List

○ **Channel Names –** Displayed slightly indented under the current Site name are one or more Channels. Think of a Channel as a drawer within your website's filing cabinet. (See Exhibit 2.) You choose your Site's Channels during the Site setup. Once you have added Sections into the Channels, the number of sections will display to the right of the Channel name. Hovering your cursor over the number will display a fly-out menu containing the name of the Channel, along with a list of the Sections contained within that Channel. (See Exhibit 15.)

Selecting a Channel name allows you to navigate to the selected Channel Workspace (color-coded red), while selecting a Section will take you to that Section Workspace (color-coded green). Think of a Section as a folder of content within each of your Channels (Exhibit 2) and Sections contain pages of content.
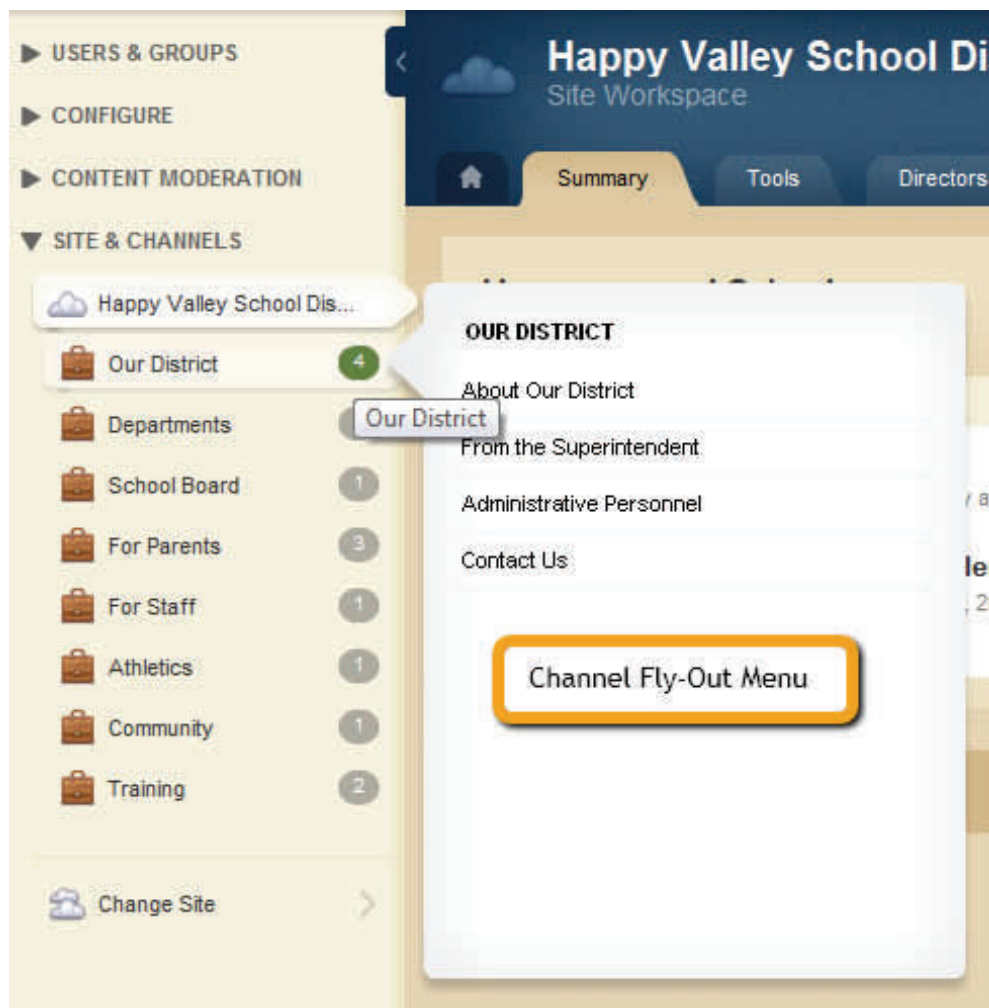

Exhibit 15: Channel Fly-Out Menu

Users & Groups Introduction

Schoolwires Users & Groups Workspaces are where you will facilitate the adding and importing of users, updating users, as well as creating and maintaining groups in order to assign various Viewing Rights within your Site.

Site Directors typically manage the users for the entire website, including: creating and modifying Passports, Groups and Group Categories.   The privilege of managing users and groups can also be given to other individuals through a Passport.
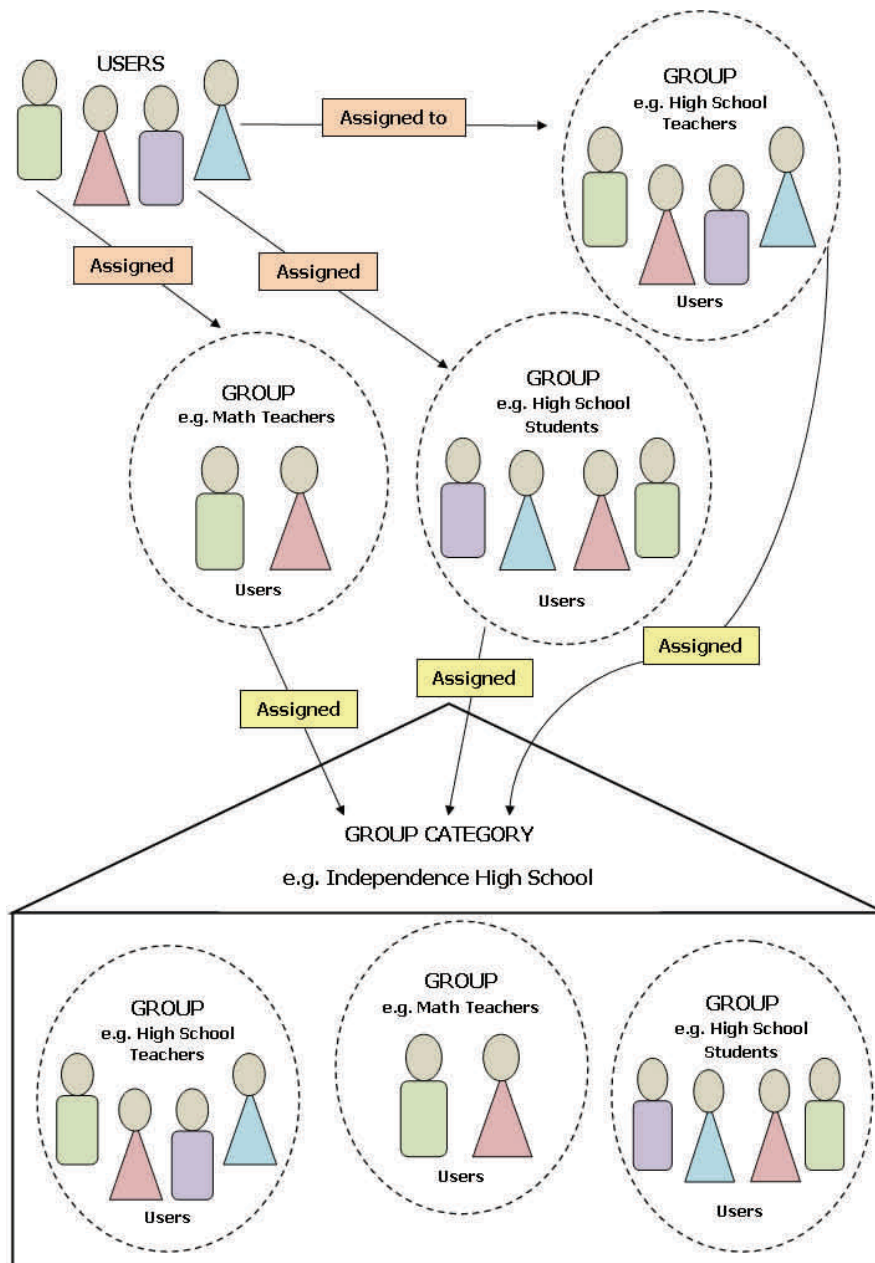
Exhibit 16: Hierarchy within Users & Groups

Navigating in Users & Groups

To access the Users & Groups Workspaces, select Users & Groups from the Content Browser.

There are three workspaces within Users & Groups:

- **Users Workspace**— Add and manage your users

- **Groups Workspace**—Add and manage your groups

- **Users & Groups Settings**—Emails concerning Users & Groups, including new user emails and password change emails come from this email address. If your district has chosen to configure LDAP, that can be set up in cooperation with the *Schoolwires* Activation team.

Users Workspace

To access the Users Workspace, click on the Users link in the Content Browser. The Users Workspace window like the one shown in Exhibit 17 will display.
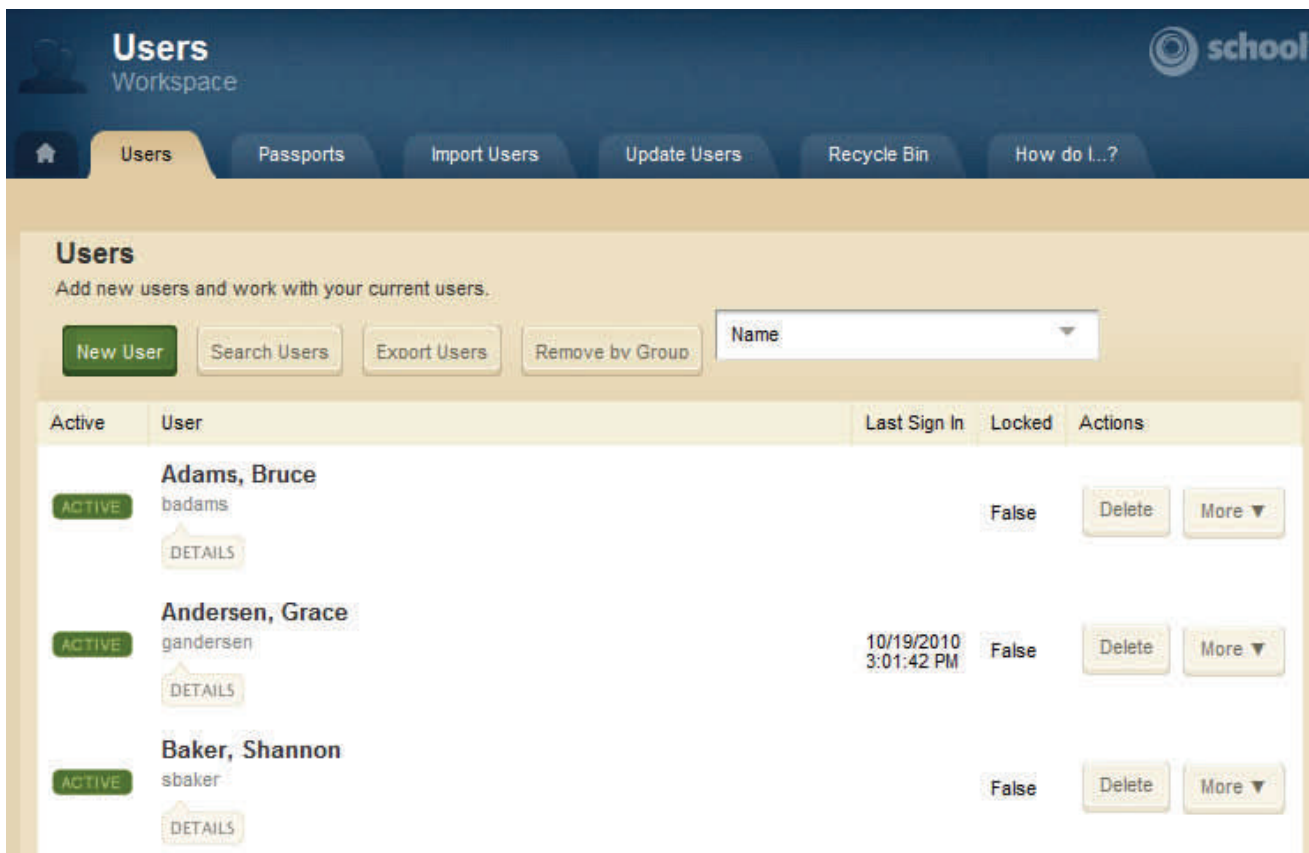

Exhibit 17: Users Workspace

Overview of the Users Workspace

The following set of tabs and functions are available to you in the Users Workspace:

- Home- The Home tab displays when the Users Workspace is first accessed. This is where you can add users individually.

- Passports– Passports are a set of extended privileges that can be assigned to users whom you wish to work in the administrative areas of Site Manager; such as Users & Groups, Configure and/or Content Moderation. A Passport does not determine Editing Privileges.

- Import Users- Quickly import multiple users.

- Update Users– Update information for multiple User Accounts through an import file.

- Recycle Bin- Once users are deleted, they will move into the Recycle Bin.

- How Do I…? - This area give you access to all available help articles, tutorials, and other resources, such as this guide.

Working in the Users Workspace

Adding a single user

To add a single user:

1. Click on the *New User* button. A New User window like the one shown in Exhibit 18 will display.

Exhibit 18: New User window

2. Complete the fields:

- First Name (required)

- Last Name (required)

- Passport (optional) <u>Note</u>: The default Passport is Unassigned. A user with an Unassigned Passport has no extended administrative privileges, including the ability to edit their account.

- Email address (optional)

- User Name (required)

- If a users email address is entered, an email containing the site URL, their User Name and an automatically generated password will be emailed to them, unless you uncheck the 'Send Email to User' box.

3. Click on the *Save* button. The New User window will close. That user will appear in the user list.

4. You have the ability to edit user accounts by clicking on their names.

5. There are several functions that are available in the *More* drop-down. (Exhibit 19) The drop-down menu contains the following:
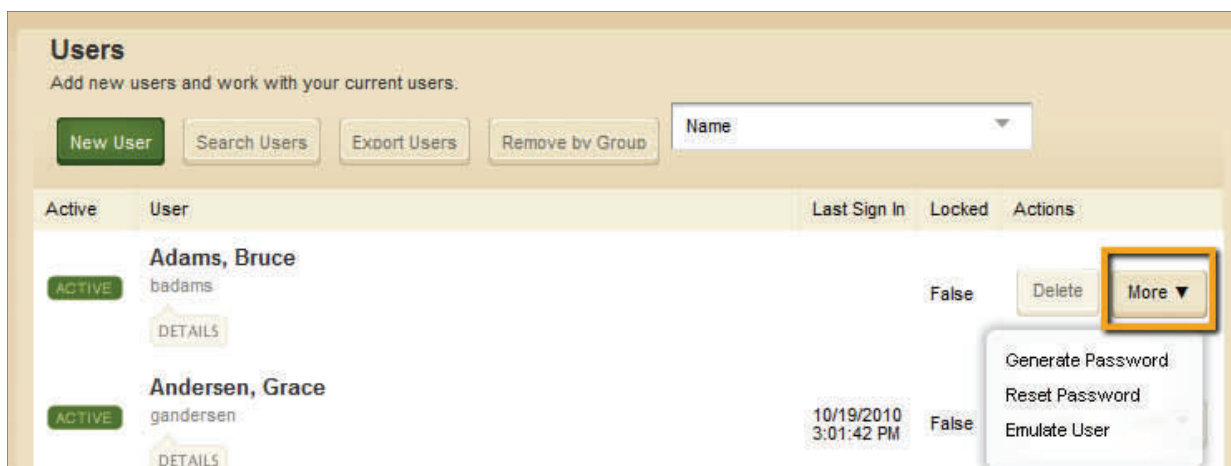
- Generate Password

- Reset Password

- Emulate User

Exhibit 19: The *More* drop-down options

Within the Home tab, you have the ability to do a search for users by choosing a search option from the dropdown, then clicking on the *Search Users* button. (See Exhibit 20.) You also have the ability to delete users based on the Group to which they are assigned by clicking on the *Remove by Group* button.
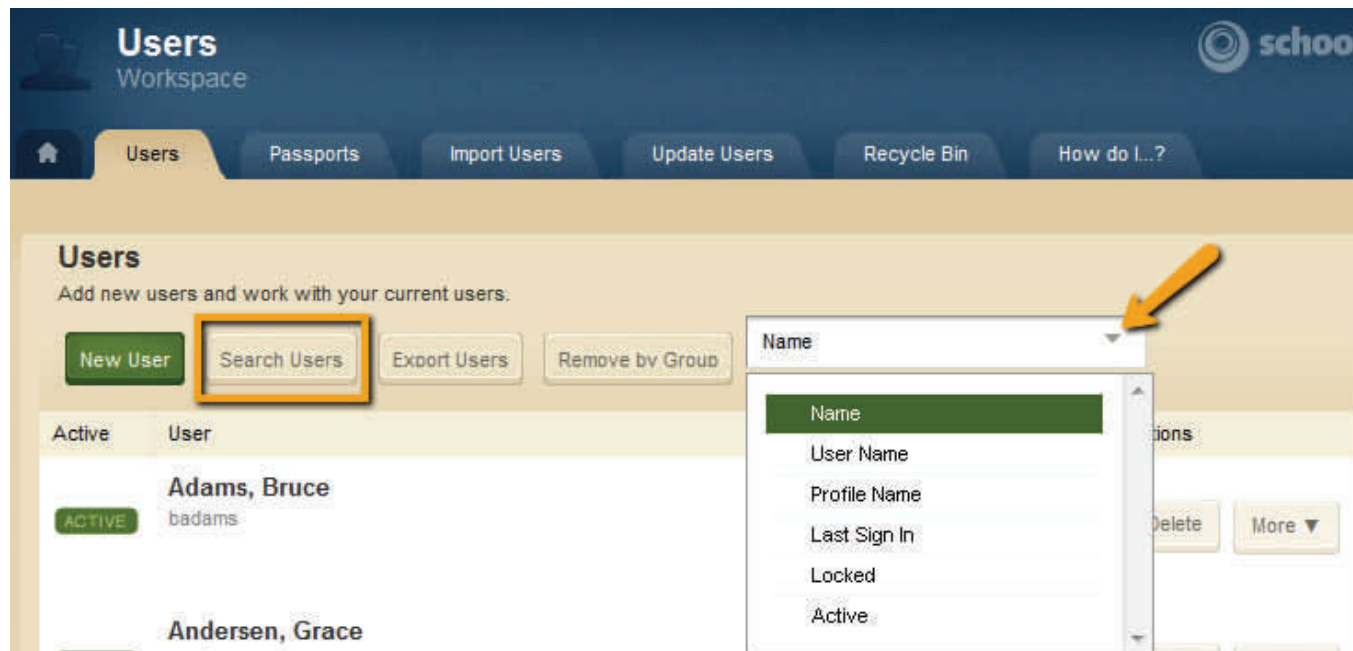
Exhibit 20: Search Users

Passports

Passports are a set of extended administrative privileges that can be assigned to users. These privileges do not determine and are not related to Editing Privileges; as a Site Director, you have automatically been assigned the Site Administrator Passport. This Passport allows you to access the Users & Groups Workspaces, the Configure tasks, and the Content Moderation workspace.

When a user is assigned a Passport with select extended administrative privileges, they can only access those assigned areas. You may wish to create Passports for assistance with managing your site. Some examples of Passports may be:

- Template Manager– this Passport would allow a user to access ONLY the template area within Configure in order to manage the site(s) templates.

- Users Administrator—this Passport would allow a user to access ONLY the Users & Groups Workspaces in order to manage the user accounts and groups for your site.

Importing Users

Import Users allows you to:

- Quickly add multiple users.

- Remove a group of users by rolling back an import.

- Delete the import record, but not the users associated with the import.

> **Tips**
>
> You may wish to break your user import lists into multiple CSV files rather than one large file. This makes the import process more manageable and allows you to rollback (undo) a small number of user imports rather than all of your users. Some files to consider:
>
> - Users, such as Teachers, who will be assigned their own Sections.
>
> - Users who will be assigned Viewing Rights

To import users, you need to:

- Prepare the Import Users file. This will be a Comma Separated Value (CSV) file. Exhibit 21 shows a sample CSV file. (FYI: A sample CSV file is provided in the 'More' hidden text next to the inline text on the Import Users tab.) In this example, we are assigning Passport Privileges to some of the users during the import, as well as assigning some to Groups.

    ⚠ **Warning**: Do not include any double quotes in any field within the CSV file.

- Map the fields from your import file.

- Once mapping is completed, click on the *'Import'* button.

	A	B	C	D	E	F	G	H
	First Name	Last Name	User Name	User Code	Password	Email	Passport	Group
	Grace	Andersen	gandersen	gandersen1	changeme	gandersen@noemail.con	3	12, 14
	Andrew	Brown	abrown	abrown1	changeme	abrown@noemail.con		12
	Evan	Clark	eclark	eclark1	changeme	eclark@noemail.con		12
	Hannah	Davis	hdavis	hdavis1	changeme	hdavis@noemail.con		12
	Diego	Garcia	dgarcia	dgarcia1	changeme	dgarcia@noemail.con	3	12
	Dylan	Jackson	djackson	djackson1	changeme	djackson@noemail.con		12
	Emily	Johnson	ejohnson	ejohnson1	changeme	ejohnson@noemail.con		12,14
	Elizabeth	Lee	elee	elee1	changeme	elee@noemail.con	16	12,14
	Maria	Martinez	mmartinez	mmartinez1	changeme	mmartinez@noemail.con		12,14
	Ryan	Miller	rmiller	rmiller1	changeme	rmiller@noemail.con		12,14
	Jacob	Smith	jsmith	jsmith1	changeme	jsmith@noemail.con		11,12
	Matthew	Taylor	mtaylor	mtaylor1	changeme	mtaylor@noemail.con		11,12
	Anna	White	awhite	awhite1	changeme	awhite@noemail.con		11,12
	Michael	Williams	mwilliams	mwilliams1	changeme	mwilliams@noemail.con	5	11,12
	Sarah	Wilson	swilson	swilson1	changeme	swilson@noemail.con		12

Exhibit 21: Sample CSV file for User Import

During the import, you will be asked to map the fields in your import file to the ones shown in Exhibit 22. However, the only required fields are:

- First Name

- Last Name

- User Name

If you do not include a password in the import, a random number is automatically appended to the end of the user name to generate a password. The user can change this password by accessing 'Edit Account Settings' from the MyStart bar. You can also elect to import the rest of the user data, but those fields are not required.
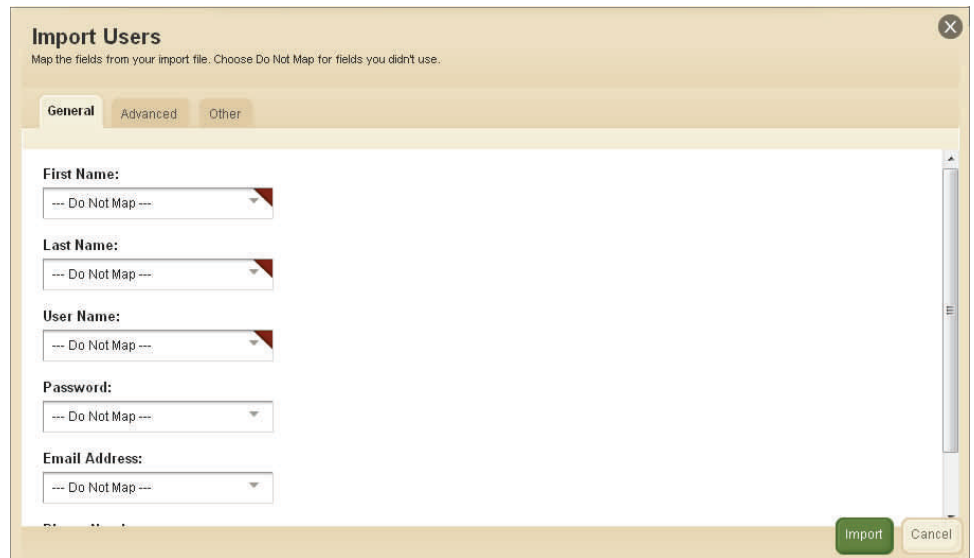

Exhibit 22: Import Users Mapping

Note: If you wish to assign a Passport and/or Groups to the users in the import file, you will need to obtain the ID numbers for the appropriate Passport and/or Group. (See Exhibit 23 for examples.) Users can belong to multiple Groups, just be sure to separate the Group ID numbers with a comma.
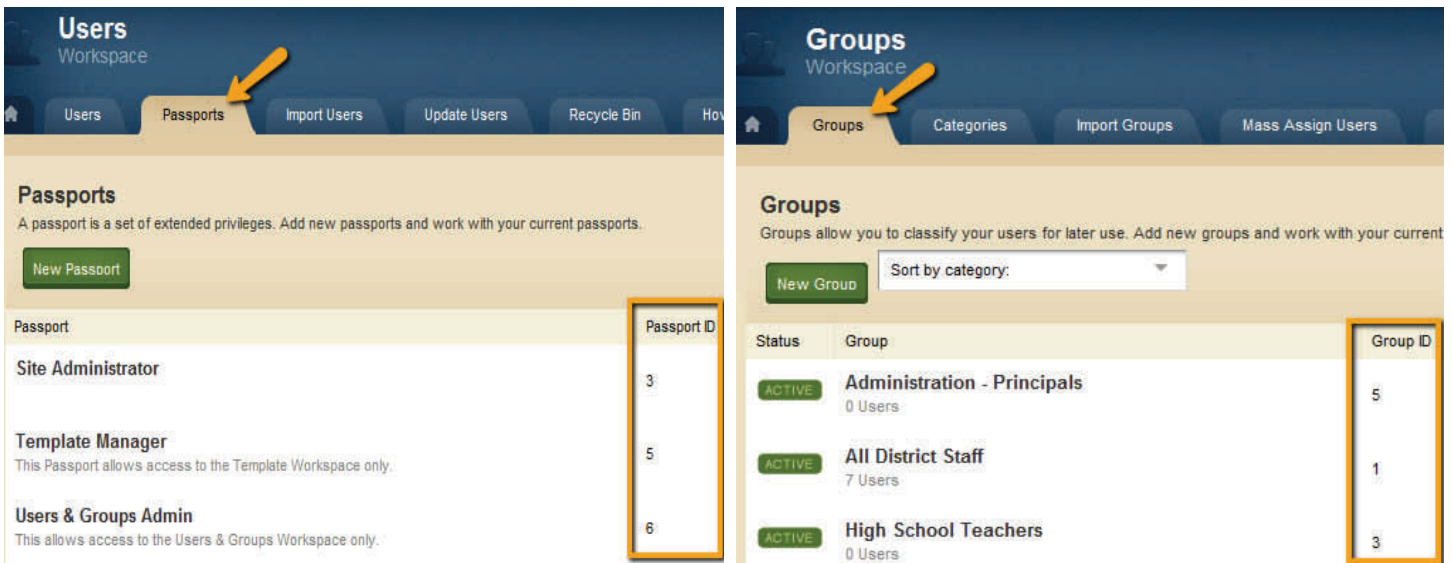

Exhibit 23: Passport ID & Group ID Numbers

Updating Users

Updating Users allows you to:

- Update user information for multiple users. It is accomplished by importing the information.

To update users, you need to:

- Prepare the Update Users file. This will be a Comma Separated Value (CSV) file. The required fields for the import file are:
  - ° User Name or User Code
  - ° The field or fields you wish to update.
- Map the fields from your import file.
- Once mapping is completed, click on the *'Import'* button.

Recycle Bin

Whenever users are deleted from the User Workspace, they will be moved to the Recycle Bin. Users can then be permanently deleted from your site or you have the opportunity to 'restore' them to the Users Workspace. (See Exhibit 24.)   Note: If you try to add a New User with the same User Name as someone in the Recycle Bin, you will receive an error message stating that there is already a User with that User Name.
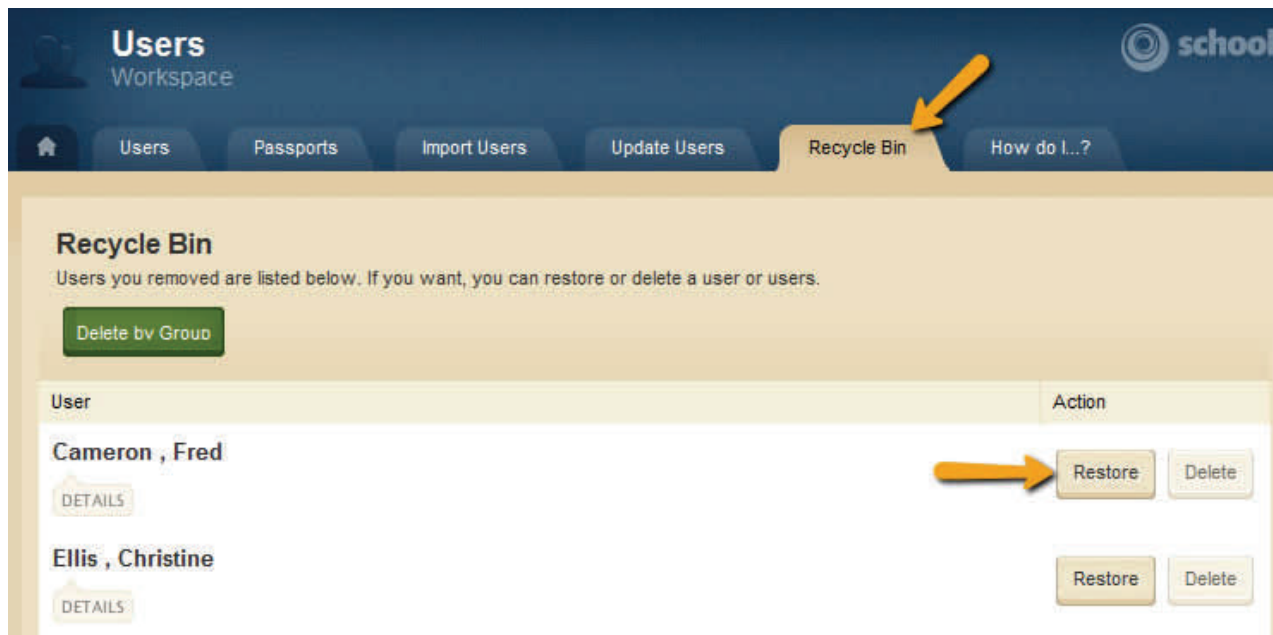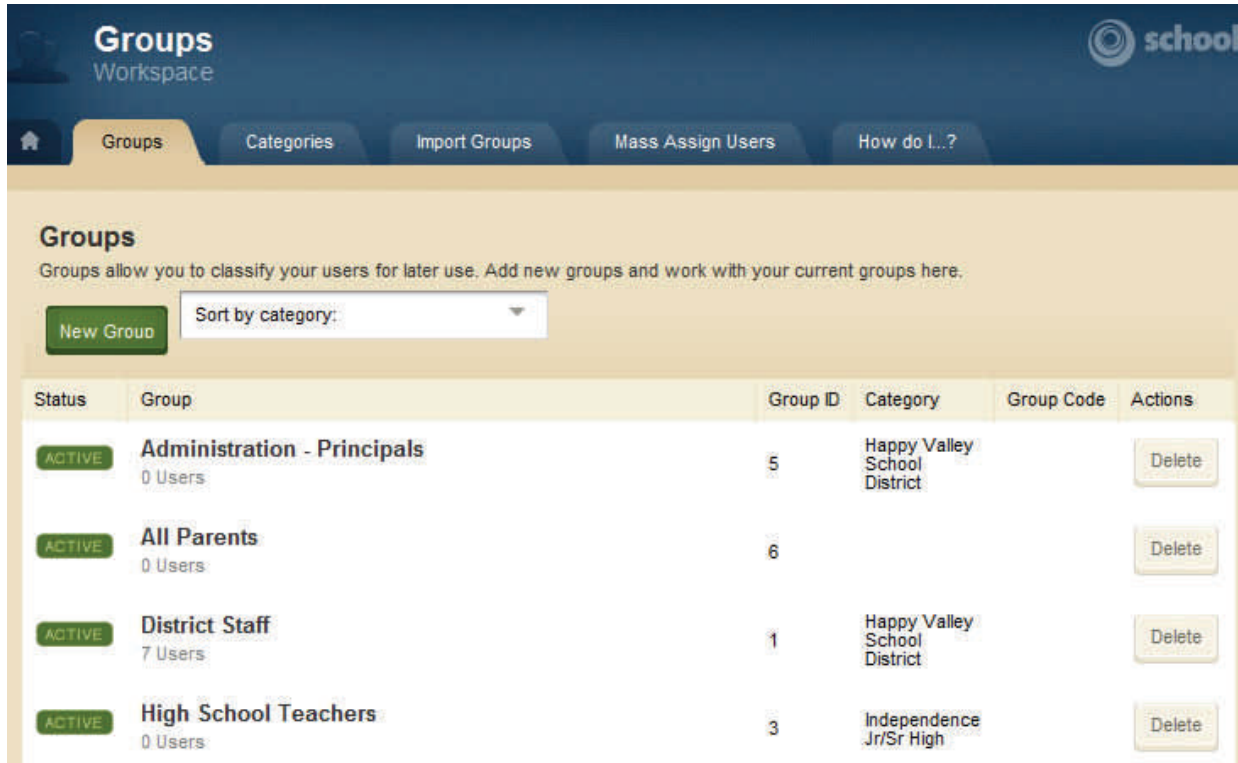

Exhibit 24: Recycle Bin

Groups Workspace

To access the Groups Workspace, click on the Groups link in your Content Browser. The Groups Workspace window like the one shown in Exhibit 25 will display.

Exhibit 25: Groups Workspace

Overview of the Groups Workspace

The following set of tabs and functions are available to you in the Groups Workspace:

- Home- The Home tab displays when the Groups Workspace is first accessed. This is where you will add and manage your groups.

- Categories- Categories allow you to organize your groups.

- Import Groups- Quickly add multiple groups through an import.

- Mass Assign Users- Quickly add multiple users to groups through an import.

- How Do I…? - This area give you access to all available help articles, tutorials, and other resources, such as this guide.

Working in the Groups Workspace

Before adding Groups, you may consider creating Categories first. Groups can be assigned to a category when you create them. However, a category is not required when creating a group. **Schoolwires** strongly recommends that you

assign each group to a category. The Group-Category combination however, must be unique. We also recommend that you choose group names that are as specific as possible. For instance, use Independence Jr./Sr. High School English Teachers rather than just English Teachers.
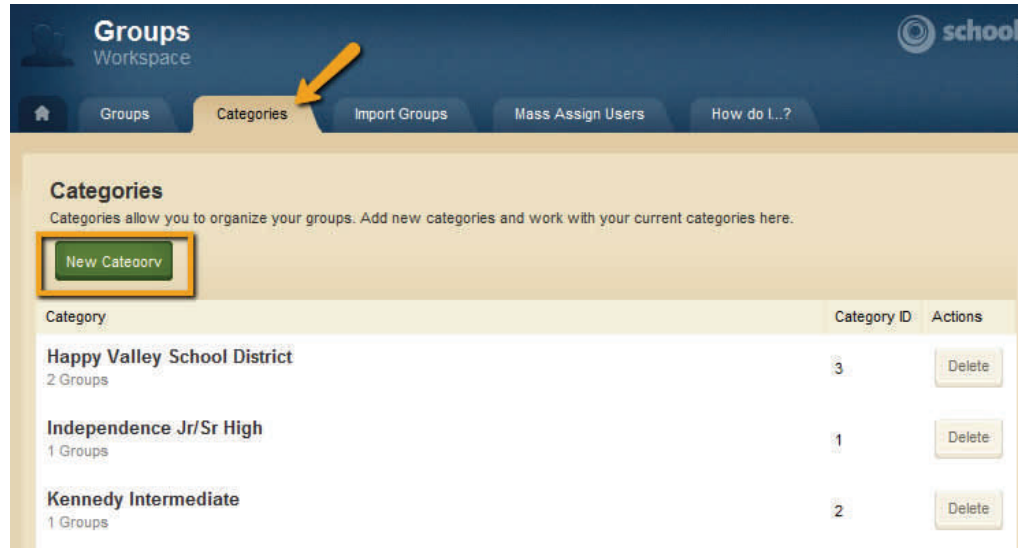

Exhibit 26: Categories Tab

Adding Categories

To add a new Category:

1. Click on Categories tab in the Groups Workspace. The Categories window like the one shown in Exhibit 26 will display.

2. Click on the *New Category* button. A New Category window like the one shown in Exhibit 27 will display.

Exhibit 27: New Category window

3. Enter the name for the new Category. Each category name must be unique.

4. Click on the *Save* button. The Categories window will return as the active window. The new category will display in the list of categories.

Note: If the name you entered is not unique, you will see an error message, prompting you to choose a different category name.

At any time, you can edit a Category by clicking on its name and delete a Category by clicking on the *Delete* button.

Groups

Groups are a way to classify users based on similar needs. Groups can be used to assign Editing Privileges, as well as Viewing Rights. Some examples of Groups you may wish to create are:

- All District Staff

- Elementary Teachers, Middle School Teachers, and High School Teachers

- Principals

> **Get Connected...**
> To restrict viewing of content on your site from the general public, you can assign Viewing Rights. Viewing Rights can be given to groups and/or users. In addition, you can select from your groups when distributing Broadcast E-Alerts. As a Site Director, you can add and edit the users in these groups.
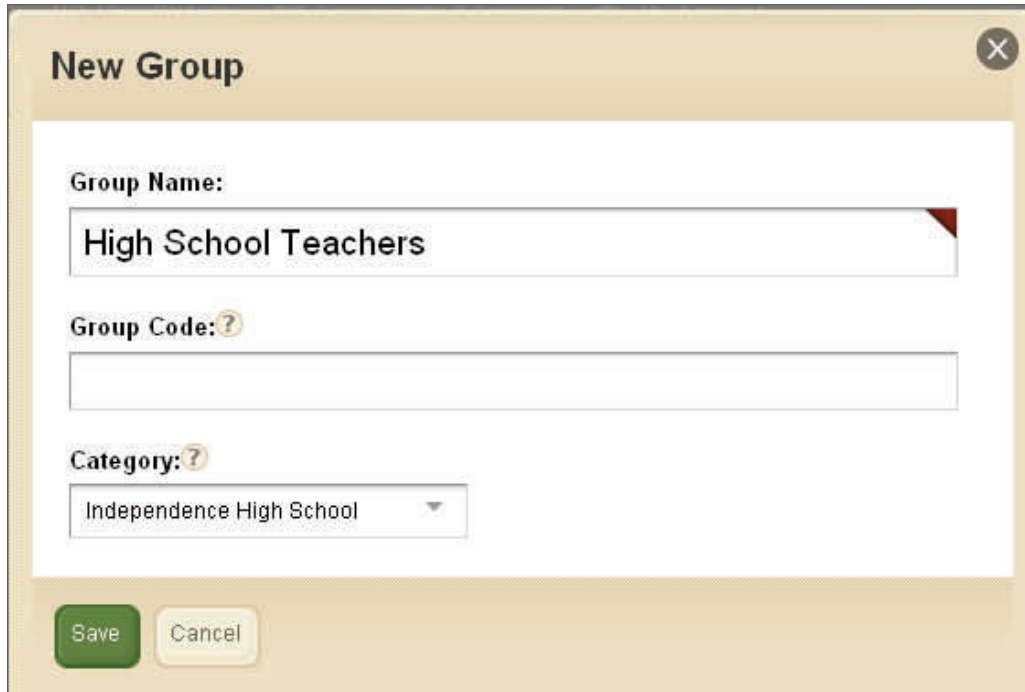
Adding Groups

You may add groups individually or import multiple groups within the Groups Workspace. (See Exhibit 28)
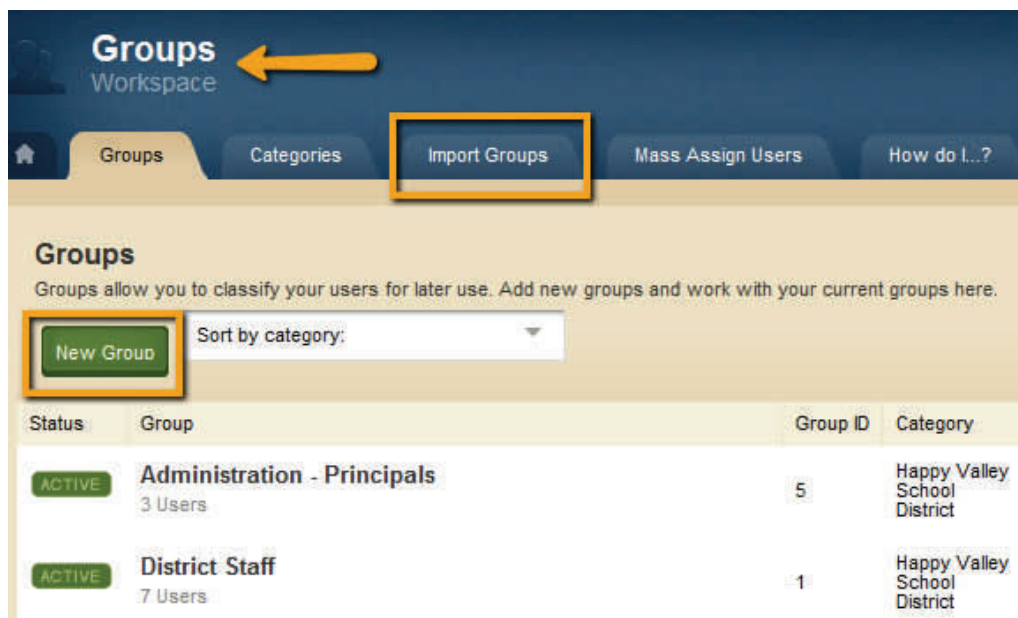
Exhibit 28: New Group and Import Groups

To add a single Group:

1. Click on the *New Groups* button in the Groups Workspace. A Groups window like the one shown in Exhibit 29 will display.

Exhibit 29: New Group window

2. Enter your Group name (required).

3. Choose a category to which this group will be assigned from the dropdown menu. This is not required, but is highly recommended. If you do not choose a category, the category will default to Unassigned. Remember the group-category combination must be unique even if the category is unassigned.

4. Enter a Group Code if desired. This is not required for adding a group manually. However, it is required if you wish to perform a Group Import for creating and assigning multiple users to groups.

5. Click on the *Save* button. The Groups window will return as the active window. The new group will display on the list. The group is active as soon as you add it.

Editing a Group to Add Users

To edit a Group:

1. Click on the name of the group you wish to edit. The Edit Group window will display.

2. Edit Group consists of three tabs:

   ° Group—Manage the Group Name, Group Code, and/or Category

   ° Users—Assign Users to the Group

   ° Owners– Assign an Owner/Owners to a Group

3. Click on the Users tab. This is where you will assign/remove Users to/from this Group. (See Exhibit 30.)

4. Once all changes have been made, click on the *Save* button. The Groups window will return as the active window.
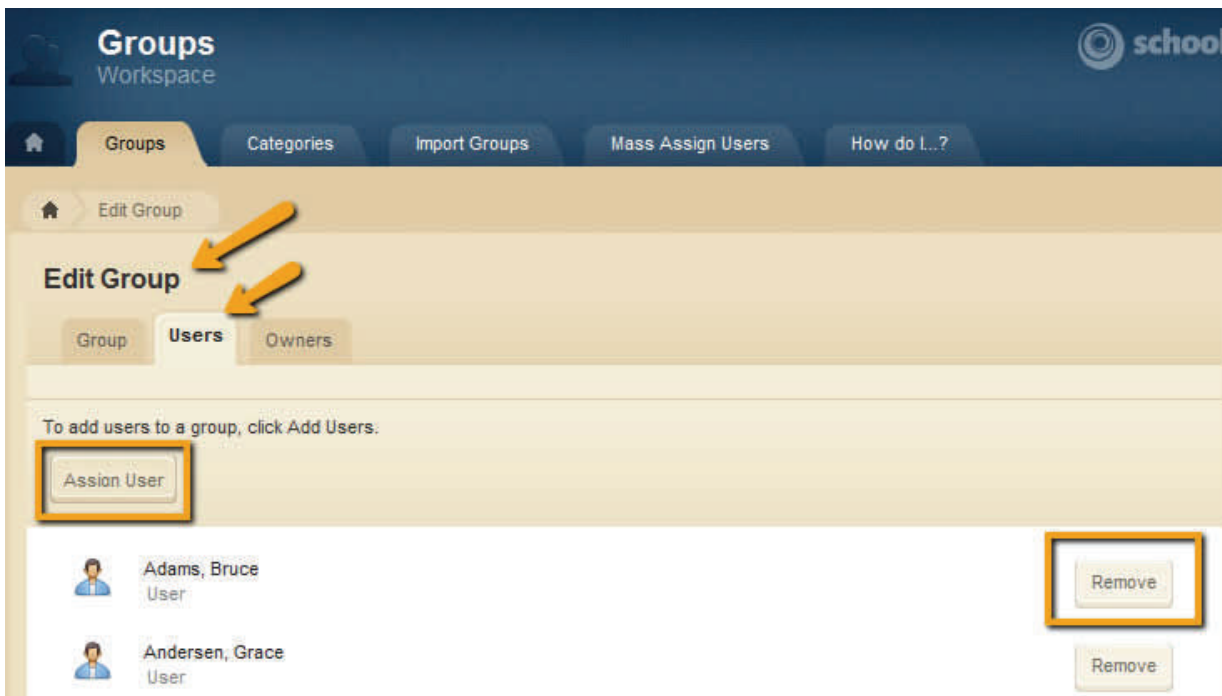
Exhibit 30: Assigning/Removing Users from Group

Importing Groups

The Import Groups tab (See Exhibit 28) allows you to:

- Quickly add multiple Groups.

- Remove imported Groups by rolling back an import.

- Delete an import file, but not the Groups within an import.

To import Groups, you need to:

- Prepare the Group import file. This will be a Comma Separated Value (CSV) file. Exhibit 31 shows a sample file.
  ⚠ **Warning**: Do not include any double quotes in any field within the CSV file.

- Browse and import your file.

A	B	C
Group Name	Group Code	Group Category ID
System Administrators	sysadmin	100
Independence High Teachers	HS Teachers	101
John Glenn Middle Teachers	MS Teachers	102
Liberty Elementary Teachers	Elem Teachers	103
1st Grade Teachers	1stgrade	104
2nd Grade Teachers	2ndgrade	105
3rd Grade Teachers	3rdgrade	106
Guidance Department	guidance	107
Independence Math Teachers	HS Math	108
Independence English Teachers	HS English	109
John Glenn 8th Grade Teachers	8thgrade	110
John Glenn 7th Grade Teachers	7thgrade	111
Elementary Parents	Elem Parents	112
Middle School Parents	MS Parents	113
High School Parents	HS Parents	114

Exhibit 31: Sample of CSV file

Mass Assign Users

Once you have imported your groups, you can use Mass Assign Users is to assign multiple users to a group
or groups using a single import.   This process would be done if you did not assign users to groups within the initial
import process. (See Exhibit 32.)

Exhibit 32: Mass Assign Users

To Mass Assign Users, you need to:

- Prepare the Mass Assign User import file. This will be a Comma Separated Value (CSV) file and consist of two
  columns: User Code and Group Code.

- Browse and import your file.

Overview of the Site Workspace

Selecting the name of a site in the Content Browser will display that site's Site Workspace. For each site, the following set of tabs and functions are available to you for the selected site (Exhibit 33):

- **Summary** – The Summary tab displays when the Site Workspace is first accessed. This tab provides access to the Homepage and Calendar functions for your main site. Clicking on the Homepage link launches the Homepage area. You will design your homepage by adding Apps. The Calendar link accesses the calendar event management functions to add/edit events on your main site calendar. To learn how to add content to your homepage, please see the **"Managing Homepages"** chapter later in this guide.

Exhibit 33: Site Workspace tabs

- **Tools** – Provides access to the following tools:

  - App Manager— App Manager displays all Apps created in your Site Workspace.

  - Approve Community Editing— You have the ability to approve or reject community edits to your Apps.

  - Approve Visitor Comments—You have the ability to approve or reject visitor comments to your site.

  - Broadcast E-Alerts- This is where you can add or edit Broadcast Alerts that are used on your site.

  - Files & Folders- Files & Folders allows you to organize the files used in your site and the Shared Library.

  - Forms & Surveys- You will have the ability to create and manage forms and surveys for your site.

  - Reports- Reports will give you access to your site's reports.

- ° Section Robot- Section Robot allows you to add or import Sections using unique Section Configurations.

- ° Friendly Web Address Mappings- You have the ability to create and maintain friendly urls for your site.

- **Directors & Viewers** – This tab contains three sub tabs (See Exhibit 34.):

  - ° Site Directors – Allows you to assign the Site Director privilege to a registered user or group.

  - ° Homepage Editors – Allows you to assign the Homepage Editor privilege to a registered user or group.

  - ° Viewers – By default, all website visitors can view the content on your site. To limit who can view this site, you may designate specific users and/or groups under the Viewers tab.

Exhibit 34: Directors & Viewers Tab

- **Channels** – This is where you will be able to assign and sort the Channels for your main site.

- **Statistics**— The statistics graph shows the total number of visits to your site during the date range you specify. Each workspace will have access to the statistics specific to that area.

- **How Do I...?** - This area give you access to all available help articles, tutorials, and other resources, such as this guide.

Working within the Site Workspace

In this portion of the guide, you will learn how to assign Site Directors, Viewing Rights and Channels to your main site. These steps can also be followed at the Subsite level in the Site Workspace of each additional site.

Assigning Site Directors

To assign a Site Director individually:

1. Select the Directors & Viewers tab within the Site Workspace. Within the Site Director tab, click on the *Assign User* button. You can type the first, last, or user name to search the users list for those who are not already Site or Subsite Directors. Note: A user must be registered before he or she can be assigned as a Site Director.

2. Click on the *Select* button to the right of the person you want to assign. Once all names have been selected, click on the *Add* button at the bottom of the selection window. The name(s) you selected will appear in the list of Site Directors. (See Exhibit 35.)

Note: The 'Selected Users' area acts as a collection bucket so you can keep searching and adding users without losing users that have already been selected.

To remove a Site Director, click on the *Remove* button to the right of the user or group you wish to remove. Click *Yes* to confirm that you wish to remove that user or group. The user or group you removed will no longer be listed as a Site Director.
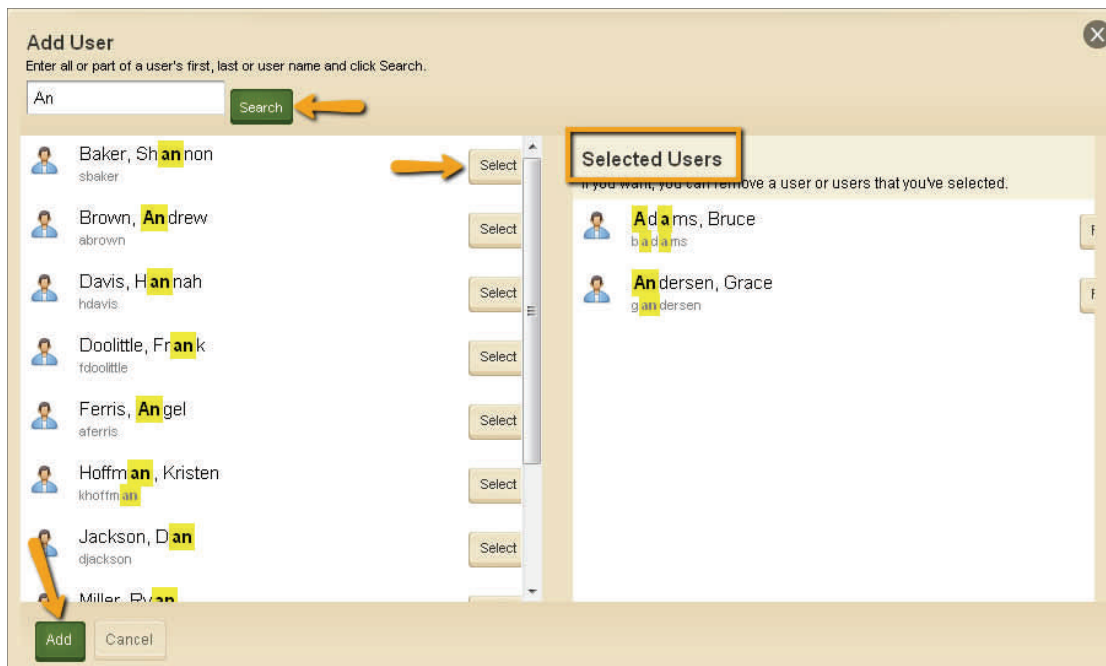

Exhibit 35: Selecting a Site Director

To assign a Group as Site Directors:

1. Click on the *Assign Group* button. You can search for a Group or select from the Choose a Category dropdown.
2. Click on the *Select* button of the group you wish to assign. Once all desired Groups have been selected, click on the *Add* button at the bottom of the selection window. The Group(s) you selected will appear in the list of Site Directors.

Assign Viewing Rights to your Site

By default, all website visitors will be able to view your website. If you wish to limit who can view your site, you can assign Viewing Rights to specific users and/or groups. (Exhibit 36)

Exhibit 36: Viewing Rights for the Site

To assign Viewers individually:

1. Click on the Viewers tab.
2. Click on the *Assign User* button.
3. Use the search feature to locate the person to whom you wish to give Viewing Rights. You can type the first, last, or user name to search.
4. Click on the *Select* button to the right of the person you wish to assign. Once all desired names have been selected, click on the *Add* button at the bottom of the selection window. The name(s) you selected will appear in the list of Viewers.

To assign a group of Viewers:

1. Click on the Viewers tab.

2. Click on the *Assign Group* button. The list of groups will display.

3. Use the search feature to locate the group to whom you wish to give Viewing Rights.

4. Click on the name of the group you want to assign. Once all desired groups have been selected, click on the *Add* button at the bottom of the selection window. The group(s) you selected will appear in the list of Viewers.
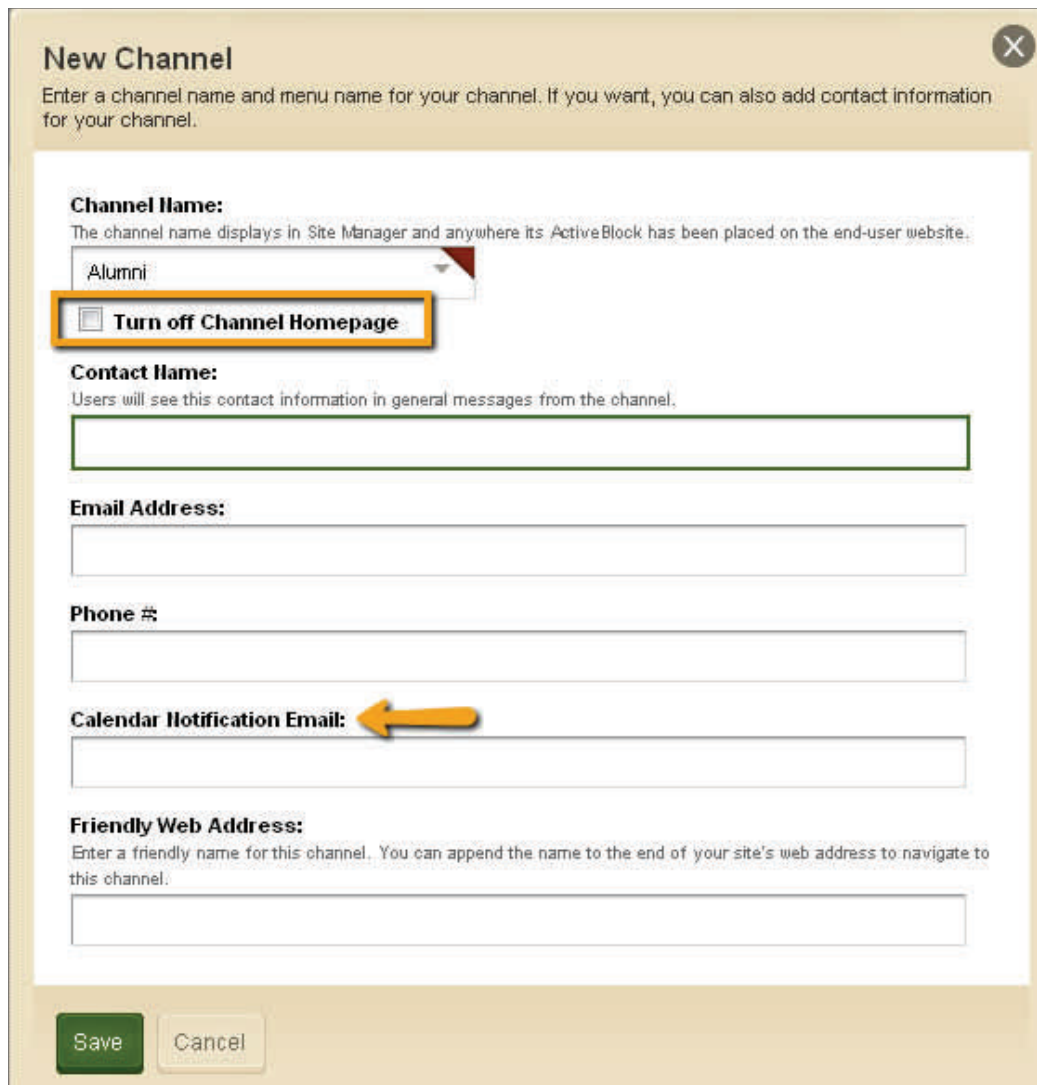
Adding Channels to your Site

Exhibit 37: Channels Tab

To assign Channels to your Site:

1. Select the Channels tab in your Site Workspace. (See Exhibit 37.)

2. Click the *Assign Channel* button.

2. Select your Channel from the Channel Name dropdown.

3. To set the options for each Channel, click on the *Options* button to the right of the Channel name. Every Channel has a Channel Homepage and Calendar. You have the option of turning off your Channel Homepage and Calendar by checking the 'Turn off Channel Homepage' box. If you decide to utilize the Channel Homepage and Calendar, we recommend you enter an email address in the Calendar Notification Email field. This email address will receive notifications of calendar event requests from editors that wish to post on the Channel calendar. (See Exhibit 38.)

4. You have the option of adding channel contact information.

5. A Friendly Web Address can be created for each channel.

6. Click *Save*.

**Exhibit 38: Turning off Channel Homepage**

Sorting your Channel Order

To sort the order of how your Channels appear on the Channel Bar:

1. Click the *Sort* button.

2. Sort alphabetically or drag and drop the channels into the desired order.

3. Click *Save*.

Overview of Channel Workspace

In the Channel Workspace, you can edit the Channel Homepage and Calendar, add Channel Directors and set Viewing Rights for the Channel and view Channel Statistics. You can also add new Sections, as well as set section options.

The following set of tabs and functions are available to you in the Channel Workspace (Exhibit 39):
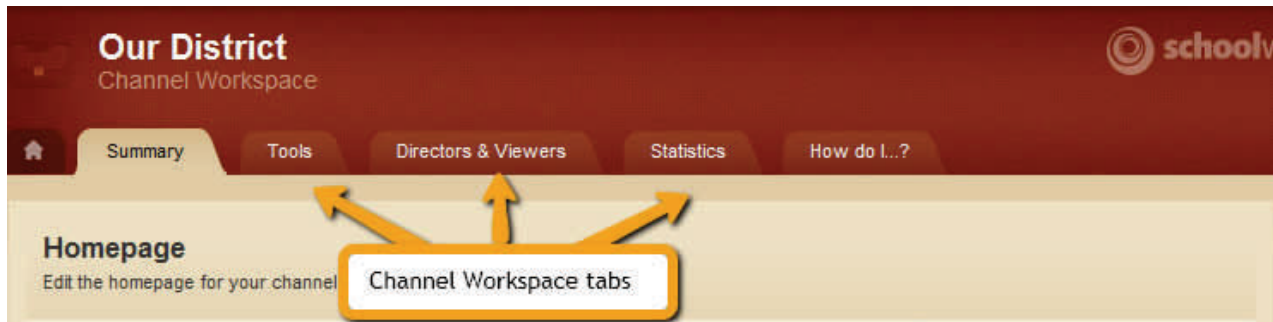
Exhibit 39: Channel Workspace

- **Summary**- The Summary tab displays when the Channel Workspace is first accessed. This is where you will manage the optional Channel Homepage and Calendar, as well as add and set the options for the Sections. Channel homepages are an excellent place to give a high level overview of the Sections contained within.

- **Tools**– Provides access to the following tools:

  ° App Manager—App Manager displays all Apps created within your Channel Workspace.

  ° Approve Community Editing— You have the ability to approve or reject community edits to your Apps.

  ° Approve Visitor Comments—You have the ability to approve or reject visitor comments on your Apps.

  ° Files & Folders- Files & Folders allows you to organize the files used in your Channel Workspace.

  ° Forms & Surveys- You will have the ability to create and manage forms and surveys for your channel.

  ° Reports- Reports will give you access to your channel's reports.

- **Directors & Viewers** – You have the ability to assign Channel Directors. Channel Directors are users who can edit the Channel Workspace and all the Sections contained in that particular channel. This tab contains two sub tabs:

  - Channel Directors – Allows you to assign the Channel Director privilege to a registered user or group.

  - Viewers – Remember, by default, all website visitors can view a channel. To limit who can view a channel, you may designate specific users and/or groups under the Viewers tab.

- **Statistics** – This statistics graph shows the total number of visits to your channel during the date range you specify.

- **How Do I...?** - This area give you access to all available help articles, tutorials, and other resources, such as this guide.

Working within the Channel Workspace

In this portion of the guide, you will learn how to assign Channel Directors, assign Viewing Rights for a Channel, add Sections and update the Section Options. These steps can be followed for any channel at any of your sites.

Assigning Channel Directors

To assign a Channel Director individually:

1. Select the Directors & Viewers tab within the Channel Workspace. Within the Channel Director tab, click on the *Assign User* button. You can type the first, last, or user name to search the users list. <u>Note</u>: A user must be registered before he or she can be assigned any Editing Privilege.
2. Click on the *Select* button to the right of the person you want to add. Once all names have been selected, click on the *Add* button at the bottom of the selection window. The name(s) you selected will appear in the list of Channel Directors.

To remove a Channel Director, click on the *Remove* button to the right of the user or Group you wish to remove. Click *Yes* to confirm that you wish to remove that user or Group. The user or group you removed will no longer be listed as a Channel Director. (See Exhibit 40.)

Exhibit 40: Remove Channel Director

To assign a Group as Channel Directors:

1. Click on the *Assign Group* button. You can search for a Group or select from the Choose a Category dropdown.
2. Click on the *Select* button of the group you wish to add. Once all desired Groups have been selected, click on the *Add* button at the bottom of the selection window. The Group(s) you selected will appear in the list of Channel Directors.

Assign Viewing Rights to your Channel

By default, all website visitors will be able to view your Channel. If you wish to limit who can view a Channel, you can assign Viewing Rights to specific users and/or groups. Note: An example of restricting Viewing Rights may be to create a Channel that can only be seen by teachers and/or staff members who are signed in to the website.

To assign Viewers individually:

1. Within the Directors & Viewers tab, click on the Viewers tab.
2. Click on the *Assign User* button. Use the search feature to locate the person to whom you wish to give Viewing Rights. You can type the first, last, or user name to search.
3. Click on the *Select* button to the right of the person you wish to add. Once all desired names have been selected, click on the *Add* button at the bottom of the selection window. The name(s) you selected will appear in the list of Viewers.

To assign Viewing Rights to a Group (Exhibit 41):

1. Within the Directors & Viewers tab, click on the Viewers tab.
2. Click on the *Assign Group* button. You can search for a Group or select from the Choose a Category dropdown.
3. Click on the *Select* button to the right of the name of the Group you wish to add. Once all desired groups have been selected, click on the *Add* button at the bottom of the selection window. The Group(s) you selected will appear in the list of Viewers.

Exhibit 41: Assigning Viewing Rights to a Group

Adding Sections to a Channel

To add one Section at a time in Channel Workspace:

1. Select the Home tab in your Channel Workspace
2. Click on the *New Section* button. The New Section window will appear (Exhibit 42).
3. On the General Tab, enter the required fields of Section Name and Menu Name.
4. You have the option of creating a Friendly Web Address for the Section.
5. If you wish to have this Section map to an internal Section or an external website, you can enter that into the 'Map to URL' field.
6. Next, you must choose between selecting a Section Configuration or a Blank Section.

Tips

Usually the Menu Name and the Section Name are the same. However, when creating teacher sections, it is important to have **the Menu Name be last name first (e.g., Smith, Jane).** Once the 16th teacher section is added, a directory page will display for the channel menu and the sections will be listed alphabetically, by the teachers' last names. It still makes sense to have a friendly Section Name (e.g., Mrs. Smith) for the top of the section.

Exhibit 42: New Section Window—General Tab

7. Within the Advanced Tab, you can add Section contact information and supply the email address for the Calendar Notification email.

8. In addition, you can display the Section 'Last Modified Date,' hide the Section from navigation, and/or turn off Page Navigation. You can also create a friendly web address for the section, map it to another web address or restrict formatting on all apps within that Section.

9. Once you have completed all information within the General and Advanced Tabs, click *Save*.

You can now continue to add individual Sections into Channels on your site. <u>Note:</u> If you wish to add multiple Sections into your site, you have the option of utilizing the Section Robot tool that is available within the Tools tab of your main Site Workspace.

Sorting Section Order

To sort the order of how your Sections appear in the end user drop down menu:

1. Click the *Sort* button.

2. Drag and drop the Sections into the desired order.

3. Click *Save*.

Exhibit 43: Sort—Move—Delete

Moving Sections

Sections can be moved from one Channel to another. To move a Section:

1. Click the *Move* button to the right of the Section you wish to relocate.

2. Select the site you wish to move the Section to.

3. Then, select the Channel you wish to move the Section to.

4. Click *Ok*.

Deleting a Section

To delete a Section:

1. Click the *Delete* button to the right of the Section you wish to delete.

2. When the alert pops up asking if you are sure you wish to delete this Section, click *Yes*.

⚠ **Warning**: Once a Section and its content is deleted, this action cannot be undone.

Adding Content

Once your sites are configured, the next step is to add content to your website. As a Site Director, you might focus first on adding content to your site's homepage. Adding content to sections is covered in the **Section Editor Workbook.**

Managing Homepages

<u>NOTE</u>: You can edit the regions in the Schoolwires Standard Template. If you have a custom template, the number and locations of the editable regions will be determined by the design of the custom template.

As stated earlier in this guide, your website(s) have homepages that you can provide your visitors with up-to-date information. Our *Schoolwires* standard template gives you the ability to add Apps to your homepage. The following are considered the standard 'Apps' of the homepage and are included in your standard template:

- **Announcements**

   Announcements generally include information that you only want to appear on your homepage for a few days. They should be brief and to the point. For information that will remain on your website for a longer period or requires more detail, we recommend that you use Headlines & Features.

- **Headlines & Features**

   Headlines enable you to link to items on your homepage that are lengthy and/or require images or formatting. For information that will remain on your website for a shorter period that is not lengthy, we recommend that you use Announcements.

- **Site Shortcuts**

   Site Shortcuts can be used to provided users with quick links to content areas within your own site or to external websites.

- **Welcome Text**

   Welcome text allows you to customize a message to your users.

- **Upcoming Events**

   The Upcoming Events App will automatically pull events from a site calendar of choice and add them to your homepage.

To edit the homepage of your main site:

1. Access the Summary tab in the Site Workspace.

2. To begin, click on the *Design* button to the right of the Homepage link. Within here, you will have access to the standard template homepage regions. (See Exhibit 44) This is where you will select which Apps you would like on your site's homepage.

3. Click on the *Add App* button to access the list of available Apps.

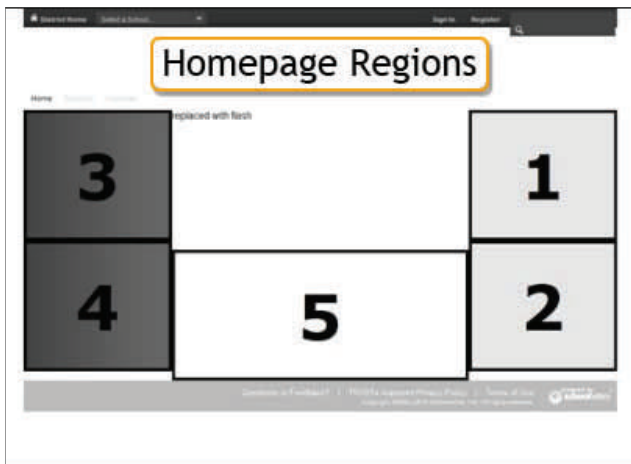4. Exhibit 44a shows where the homepage regions lie within the standard template.

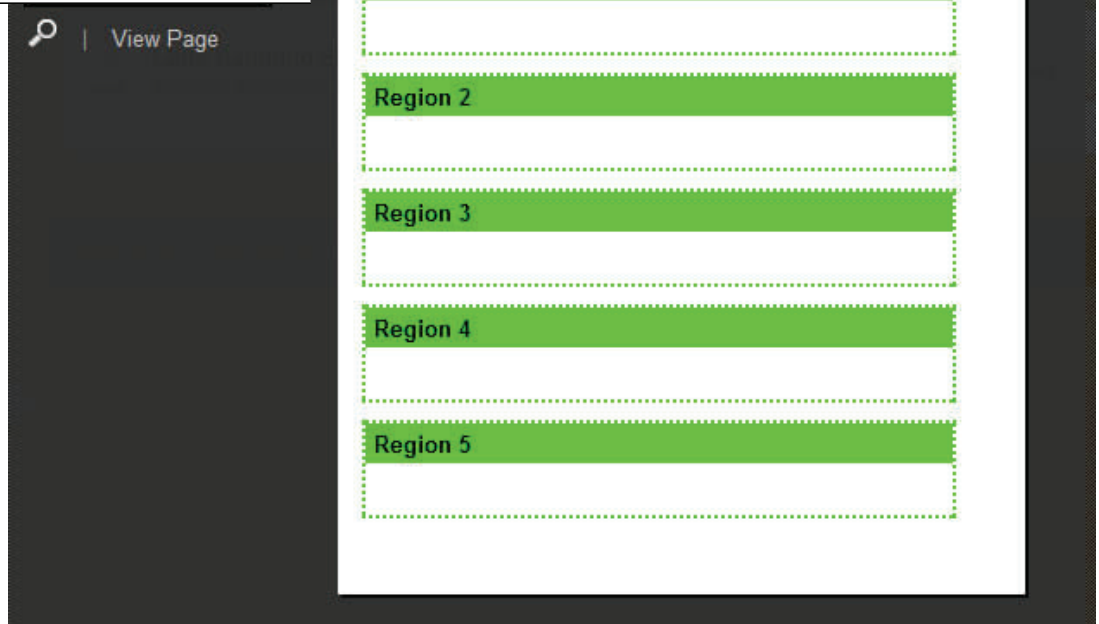
Exhibit 44a: Regions within the template

**Exhibit 44: Regions to add Apps for Homepage**

Announcements

To add an announcement:

1. Hover over the Homepage link and the hover card will appear: (Exhibit 45)

2. Hover over the region where you have added the Announcements Apps and click on the pencil to edit the App.

3. Click on the *New Announcement* button on the top left. A New Announcement window like the one in Exhibit 46 will appear.
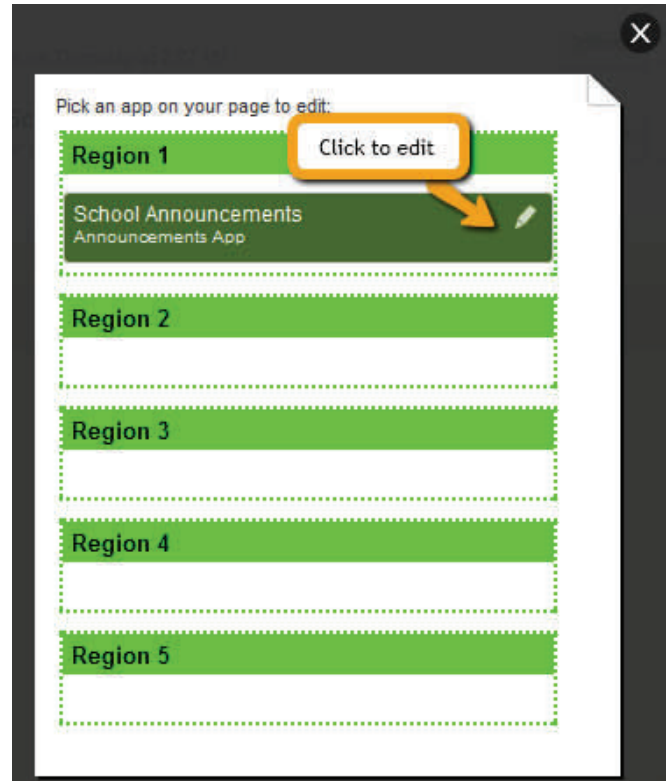
Exhibit 45: Homepage Hover Card
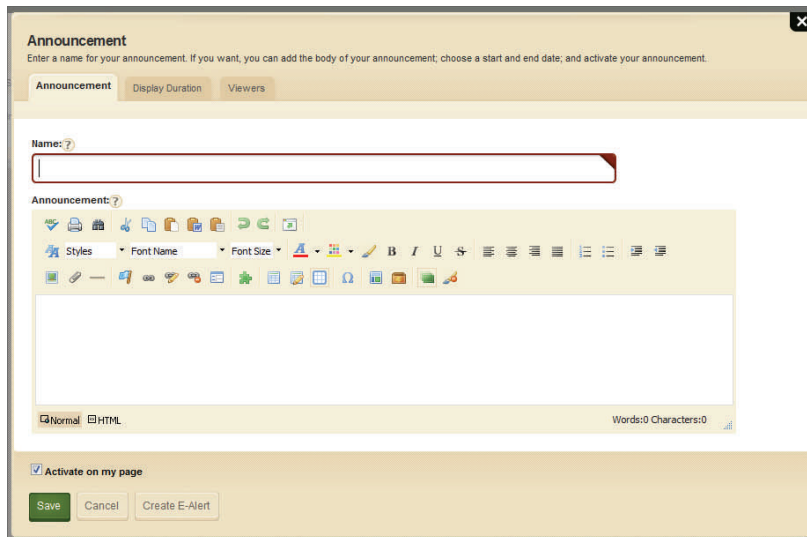
**Exhibit 46: New Announcement window**

4. Within the Announcement tab, enter the title of your announcement. The title is a required field, but will not appear on your homepage.

5. Enter the text of your announcement within the Announcement Body area. This text is what will appear on your homepage.

6. You have the option of entering a Start Date and an End Date for the announcement. If you leave these blank, it will display immediately and remain indefinitely, provided it is active and the Announcement App is active.

7. Your announcement is active as soon as you add it. Make it inactive if you wish to work on it before it can be seen on the end-user website. You can enter an announcement at any time (preplanning), but have it display in the future by setting the date in the future and making it active. It will automatically appear on the website on the Start Date and disappear from the website on the End Date. Although it does not display on the website after the Expiration Date, it remains in Site Manager. You can, therefore, edit it and reuse it in the future.

8. If you wish to limit who can view the announcement, click on the Viewers tab. Within the tab, you can assign viewing rights to specific users and/or groups. By default, all visitors to your website can view your announcements

9. Click on the *Save* button. The announcement will appear in the Announcement window. If you made it active, it will appear on the homepage.

Headlines & Features

To add a headline:

1. Hover over the Homepage link and the hover card will appear.

2. Hover over the region where you have added the Headlines & Features App and click on the pencil to edit. (Exhibit 47)

Exhibit 47: Headlines App within region
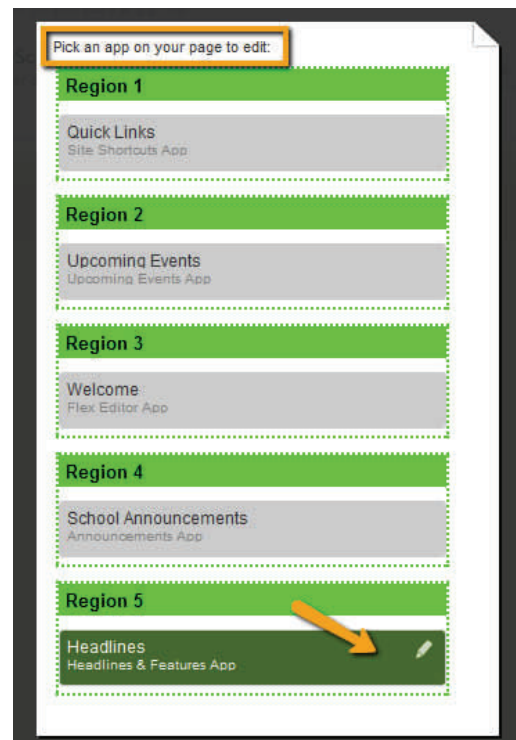
3. Click on the *New Headline* button on the top left. A New Headline window like the one in Exhibit 48 will appear.

4. Within the Headline tab, enter the title for the new headline.

5. Enter teaser text in the Teaser Text field. This will appear with the title of your headline on your homepage. It is recommended that your headline be a short, catchy description of the headline designed to pique the readers' interest.

6. You have the option of entering a Start Date and an End Date for the headline.

7. Click the Active check box if you want to make the headline visible on your start date. If you don't make the headline active, it will not display on your website on the Start Date. You can enter an headline at any time (preplanning), but have it display in the future by setting the date in the future and making it active. It will automatically appear on the website on the Start Date and disappear from the website on the End Date. Although it does not display on the website after the Expiration Date, it remains in Site Manager. You can, therefore, edit it and reuse it in the future.

Exhibit 48: New Headline window

8. Next, click on the Headline Body tab. The **Schoolwires** Editor will display. (Exhibit 48)
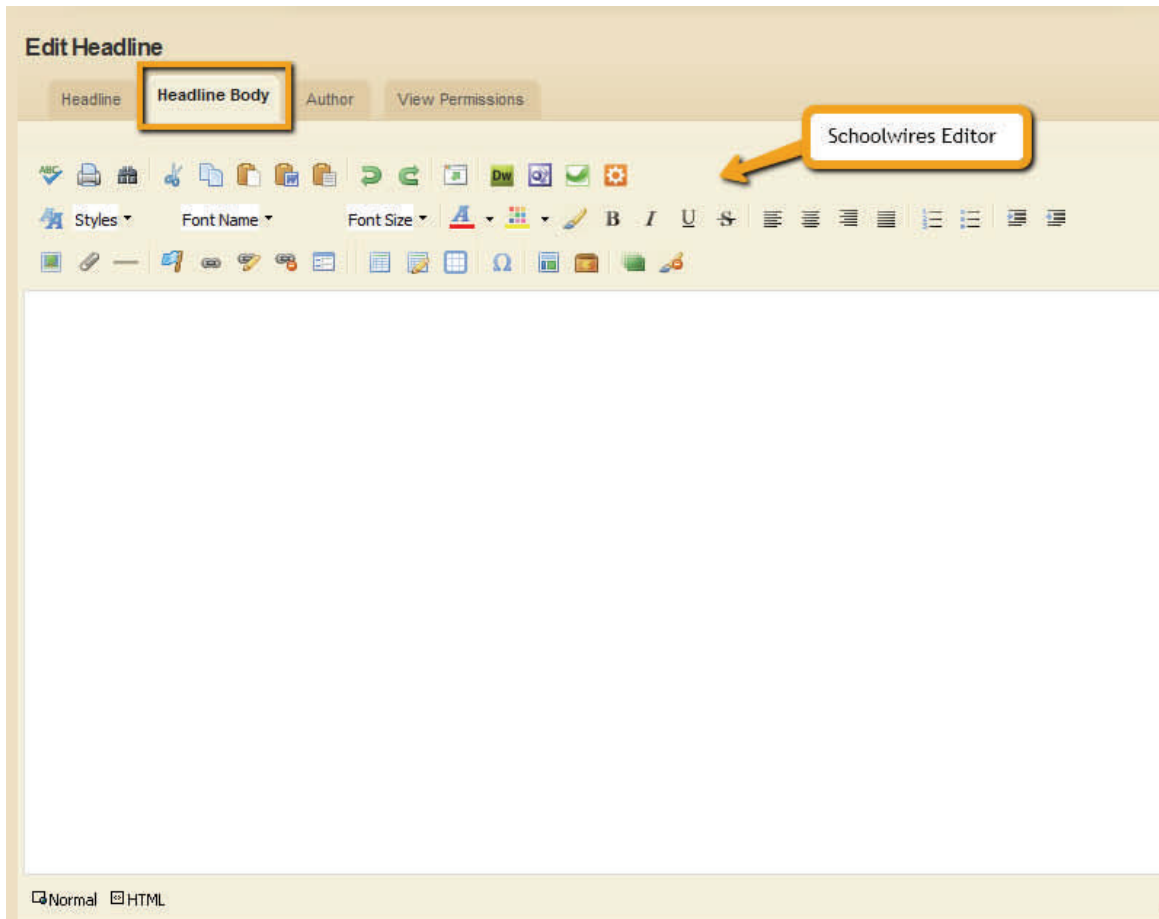
Exhibit 48: *Schoolwires* Editor

9. Enter the content of the headline within the **Schoolwires** Editor.

10. Click on the Author tab (optional). A blank Author window will display. Entering information on this tab is optional. Enter the name, phone number and email address of the author or contact person. You can enter the name with no other contact information if you desire.

11. Click on the *Save* button as you work to save your headline content.

12. If you wish to limit who can view the announcement, click on the Viewers tab. Within the tab, you can assign viewing rights to specific users and/or groups. By default, all visitors to your website can view your headlines.

Continue Adding Content

Besides homepage content, once you have set up your site, you will want to have content added to the homepages of all the subsites and the channels and sections. To do this, you will want to add additional users and assign them as Channel Directors, Section Editors, or Homepage Editors.

Get Connected…

As a Site Director, you can add content to all homepages, *Channels*, and *Sections*. Subsite Directors can add content to the homepages, *Channels*, as well as *Sections* on their assigned *subsites*. However, *Schoolwires* recommends that you get additional help as soon as possible once your site is up.

To continue adding content, you will need to:

- Add the users you will be assigning as Subsite Directors (if applicable), Channel Directors, Section Editors, and Homepage Editors.

- Assign those users the appropriate Editing Privilege within their content area.

- Ensure that the users you have assigned as editors are trained.

Adding Additional Users

As stated earlier, users of your website can be registered in one of the following ways:

- If your organization has enabled registration, users can register themselves.

- You can import a data file of your users.

- A Site Director can register users one at a time. See "Adding a single user" earlier in this guide.

Assigning Homepage Editors

To assign a Homepage Editor:

1. In the appropriate Site Workspace, click on the Directors & Viewers tab. You will then click on the Homepage Editor tab.

2. Click on the *Assign User* button.

3. Use the search feature to locate the person you wish to assign. When you locate the individual you wish to assign as the Homepage Editor, click on the *Select* button. <u>Note</u>: A user must be registered before he/she can be assigned as a Homepage Editor.

4. Click on the *Add* button at the bottom of the Add Users window. The name you selected will appear in the list of Homepage Editors.

<u>Note</u>: You may also assign a Group of users that can edit the site's homepage and calendar. You would follow the above steps but select, Assign Group instead of Assign User.

schoolwires®
come together™

Assigning Section Editors

To assign a *Section Editor*:

1. In the appropriate Section Workspace, click on the Editors & Viewers tab. The Section Editors tab will display.

2. Click on the *Assign User* button.

3. Use the search feature to locate the person you wish to assign. When you locate the individual you wish to assign as the Section Editor, click on the *Select* button. Note: A user must be registered before he/she can be assigned as a Section Editor.

4. Click on the *Add* button at the bottom of the Add Users window. The name you selected will appear in the list of Section Editors.

Note: You may also assign a Group of users that can edit the section. You would follow the above steps but select, *Assign Group* instead of *Assign User*.

To learn more about the *Section Workspace*, please see the **"Section Editor Workbook."**