schoolwires®

Centricity 2.0 ™ Site Director Help Card

User Management

- Site Directors are mainly responsible for managing the users on the entire website, including: creating passports, importing users, creating and assigning groups, and assigning editing privileges.
- Subsite Directors can assign other Subsite Directors, Channel Directors, Section Editors and Homepage Editors.

Users & Groups

This is where you will facilitate the setup and organization of your Users by importing Users, creating Passports, and assigning Users to Groups.

- Any individual that will be editing the site must be added as a User.
- Passports are used to assign specific extended administrator privileges to users, such as the ability to edit a template.
- To protect content on the site, Groups can be created and those Groups can be assigned Viewing Rights.
- Users can be members of multiple Groups.
- Groups are also used to identify recipients of Broadcast E-Alerts.

Editing Privileges

Site Manager has five levels of Editing Privileges:

- **Site Directors** have the highest level of Editing Privilege. They can edit site settings and content throughout the site and subsites.
- **Subsite Directors** can edit the homepage, calendar, and all sections on their assigned subsite.
- **Channel Directors** can edit all the sections contained within their assigned channel, as well as the optional Channel Homepage and Calendar.
- **Section Editors** can edit their assigned section(s).
- **Homepage Editors** can edit the homepage and calendar of their assigned site.

Site Directors, Subsite Directors, and Homepage Editors are assigned in the Site Workspace under the Directors & Viewers tab. Channel Directors are assigned in the Channel Workspace under the Directors & Viewers tab. Section Editors are assigned in the individual sections.

If you wish to assign extended privileges outside of Editorial Privileges that would allow users to manage areas such as templates, or users and groups, you have the ability to create Passports.

Registering Users

Users can be registered in three ways:

1. Users can self-register by clicking on the *Register* button on the homepage. They can create a sign-in name and password for themselves. **Note:** This does not allow them to edit any content on the *site*!

2. They can be added individually by accessing the *Users Workspace* in **Site Manager**.

3. They can also be imported by accessing the the Import Users tab in the *Users Workspace*. This is the recommended method since Site Directors can assign Groups and Passports to each user during the import.
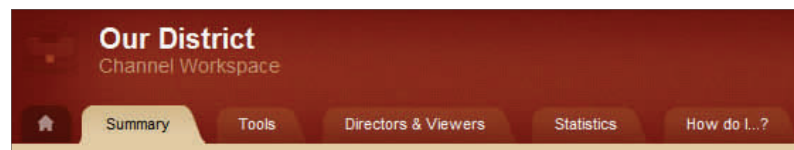
Viewing Rights

Viewing Rights determine which content on your site is viewable and by whom.

- By default, the general public can see all content on the site.
- Only registered users can be assigned Viewing Rights.
- Viewing Rights can be granted to specific users and/or groups. Site Directors create groups of users that can be assigned Viewing Rights within the Users & Groups area of Site Manager.
- You can restrict Viewing Rights for: an entire site, a channel, a section, or a page.
- Section Editors determine who can view content on a page by selecting 'Set Viewers' within the More dropdown to the right of the page.
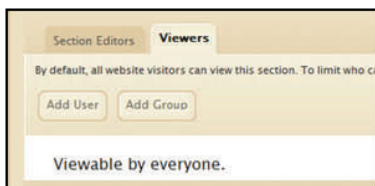

Channel Management

Site Directors and Subsite Directors have access to their respective Site Workspaces to add Channels to their site.

Site Directors, Subsite Directors, and Channel Directors have access to the Channel Workspace. Within the Channel Workspace, you can create new Sections, edit the Channel Homepage and Calendar, add Channel Directors, and set Viewing Rights for a Channel.

Advanced tools such as Files & Folders, Forms & Surveys, and Site Reports are located in the Tools tab.
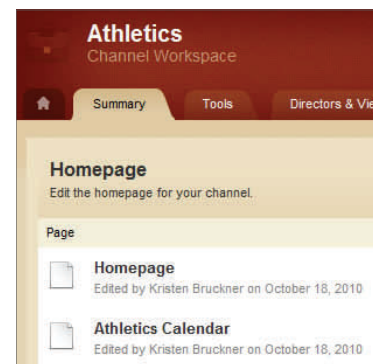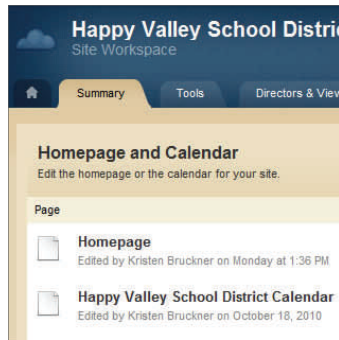

Files & Folders

- Access *Files & Folders* from the Tools tab in the Site Workspace.
- You can save items in the *Shared Library* folder for access by any editor.
- Save documents and images in a Section's *Files & Folders*. You may only access those items from that particular section.
- You can create folders within folders to keep items organized.
- Copy the URL for any file by clicking on the *URL* button.
- Rename any folder or document by clicking on the Rename button.
- Save documents and images to Files & Folders automatically when inserting them from your computer or network by using one of the *Insert* wizards in the *Schoolwires* Editor. These items will be saved in the Files & Folders of the area in which you are working.

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Homepage Management

Your *Schoolwires*® website has its own homepage which serves to introduce visitors to your site. It can provide up-to-date information about things such as school closings and activities. Visitors to the website may see any or all of the following: *Welcome Text, Announcements, Headlines & Features, Site Shortcuts, Upcoming Events* and a *Calendar.* These areas can be modified by Site Directors, Subsite Directors and Homepage Editors.

To edit the homepage click on the *Homepage* link on the Home tab of the Site Workspace in **Site Manager.** Edit any component by clicking on the *Edit App* button that corresponds to that component.

Happy Valley School District
Site Workspace

Home | Summary | Tools | Directors & View

Homepage and Calendar
Edit the homepage or the calendar for your site.

Page

Homepage
Edited by Kristen Bruckner on Monday at 1:36 PM

Happy Valley School District Calendar
Edited by Kristen Bruckner on October 18, 2010

Announcement App

Create a new announcement by hovering over the Announcement App, then clicking on the *Edit App* button. Within the Announcement window, click on the *New Announcement* button. Whatever text you insert into the announcement body will be displayed on the homepage. Display the announcement immediately by checking Active. Use announcements to communicate concise pieces of information for short duration like school cancellations.

Welcome Text

Click on *Edit App* to edit the Welcome Text. You will be working with the *Schoolwires* Flex Editor App. You can enter text, images, and links.

Site Shortcuts App

Click on the *Edit App* button to add Site Shortcuts. These can be quick links to either internal content areas or external websites.
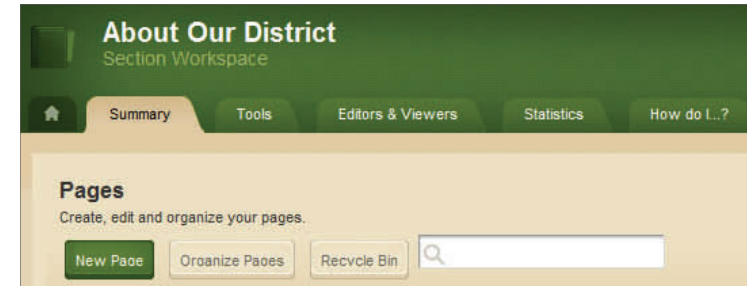
Headlines & Features App

Add headlines by hovering over the Headlines & Features App, then clicking on the *New Headline* button. The fields of **Title** and **Teaser Text** will appear on the homepage. You also have the option to add an accent image. The body of the headline will appear on a new page that is linked to the **Title.** Use *Headlines & Features* to share news about activities, fundraisers and events.

Calendar | Import Events | Event Queue | Event Categories | Rosters

Edit the calendar by clicking the *Calendar* link on the Home Tab of the Site Workspace in **Site Manager.** New events can be added three different ways:

1. Double-click on the date to add an event.
2. Click on the *New Event* button to add an event.
3. Click on the *Import Events* tab to import multiple events at once from a CSV file.

You can also manage the event queue, select event category colors, and view rosters of your registered events.

Upcoming Events **Portlet:** Site Directors can add this App to the homepage through **Styler**™.
Events from the site calendar will automatically display on the homepage.

Section Management

Site Directors, Subsite Directors and Channel Directors can add sections by using the **Section Robot** (accessed in the Tools tab in the Site Workspace). The Section Options are managed in the Channel Workspace.

Once a section is created and you access the Section Workspace, you can assign a Section Editor, as well as limit the Viewing Rights to that section within the Editors & Viewers tab.

About Our District
Section Workspace

Home | Summary | Tools | Editors & Viewers | Statistics | How do I...?

Pages
Create, edit and organize your pages.

New Page | Organize Pages | Recycle Bin

Within the Section Workspace, you also have access to advanced tools such as Files & Folders, Forms & Surveys, and Section Reports.

Tips for Section Management

- Create editor layouts which can be applied to new page types and pages when building section configurations.
- Design section configurations that contain sets of pages and allow you to select specific section options.
- Use the Section Robot to add numerous sections and assign Section Editors through a single import .

E-Alerts

There are two types of E-Alerts:

1. **Broadcast E-Alerts** are a method of communicating with your users through email and text messages. You can send broadcast alerts to all registered users or select groups of users. They can be used for such things as notification of school closings. *Broadcast E-Alerts* are accessed under the Tools tab in the *Site Workspace.*

2. **Content E-Alerts** allow editors to notify subscribers when content has been added and/or changed on a page. Two actions are required to communicate using *Content E-Alerts:*

   A. Registered users must subscribe to a content area to receive a *Content E-Alert*.

   B. Editors must create and send E-Alerts. They are not automatically sent when content is changed.