![schoolwires® logo]

USER GUIDE
Chapter 2

Introduction to the User Guide for the Schoolwires Academic Portal

Schoolwires Academic Portal
Version 4.2

TABLE OF CONTENTS

Introduction

T his *User Guide* is organized according to *site* structure. In other words, it begins with the *site*, moves to *channel*s and then to *sections*. Within each of these, the material is organized as it appears in the *workspace* being discussed.

However, you do not have to follow this *User Guide* in the order in which the material is presented. Section Editors, for instance, may start in a different place than Site Directors and Subsite Directors. And Homepage Editors only need a small portion of what is contained in this *User Guide*.

Your needs when you are first setting up your website are also different from your needs when you are maintaining your website. Use this *User Guide* as you develop your website and as **Schoolwires** makes new features available.

Linked Table of Contents

Each chapter in this *User Guide* contains a hyperlinked Table of Contents, which will assist you in identifying the parts of the chapter that will be most helpful. To jump to a specific heading, simply click on the title or page number for the Table of Contents entry. The document will automatically scroll to the selected topic.

If you prefer to work from print, the linked Table of Contents can help reduce the amount of printing required. You can use the linked Table of Contents to quickly determine which pages you need to print.

Icons & Conventions

Throughout this *User Guide*, you will see tips, notes and warnings. Each has its own style convention and function.

TIPS are set in a different text style and begin with the word "TIP" in bold. TIPS are intended to help you make the most of your website and to simplify site set-up and maintenance.

Notes appear within the text and are set apart by the underlined word "Note." Notes are intended to share informative or technical information.

⚠**Warnings** appear in bold and are set apart by a yellow exclamation point icon. ⚠**Warnings** are intended to alert you to actions that might cause irreversible loss of information or otherwise complicate the use of the software.

Academic Portal Components

This *User Guide* is designed to help you set up and maintain your organization's website powered by the **Schoolwires Academic Portal**. The components addressed in this *User Guide* include:

Page Creation

- **Schoolwires Editor**—Helps you create *pages* without knowledge of HTML or other complex web technologies using an online editor that is functionally similar to a conventional word processor. Roundtrip editing with Dreamweaver® and FrontPage® is available as a standard tool on a PC when using Windows® Internet Explorer.

- **Variety of Standard Page Types**:

    o **Article Library Page**—Displays similar or related *pages* such as homework assignments or newsletters.

    o **Calendar Page**—Allows you to add or import events; maintain calendar categories and filtering options; provide event details and registration; and manage cancellations for registered events.

    o **File Library Page**—Displays files (e.g., Word, Excel, PDF) such as policies and procedures, agendas, newsletters or resource documents and enables a centralized library of online files.

    o **Flex Page**—Provides a "blank canvas" that can be used in many different ways.

    o **Link Library Page**—Displays links to approved websites.

    o **Maps & Directions Page**—Displays links to maps and directions on your *site*. Allows you to post interactive maps to the locations of things like buildings, athletic events and concerts.

Administrative Operations

- **Files & Folders**—Aids in organizing the files and folders used in your *site*, *subsite* or *section*. Site Directors will use it to organize the files and folders in the Shared Library. Wizards guide the file upload process.

- **Shared Library**—A repository for commonly used files and images such as a logo. All editors can access Shared Library files from any *site* or *subsite* by using the *Insert File* and *Insert Image* wizards within the **Schoolwires Editor**. Use of the Shared Library minimizes the storage space used since an image or file can be uploaded once and used by everyone. It also provides a way to control the quality and size of images. Only Site Directors can upload the files to the Shared Library.

- **Section Hierarchy**—Allows the creation of hierarchical navigation structure to replace the default auto-list navigation in a *section*.

- **Page Layouts**—Allows Site Directors and Subsite Directors to create and manage *page* layouts (i.e., standardized content) that can be used on the website. These layouts provide users with model *pages* for *section* homepages (i.e., *Overview Pages*) and *Flex Pages*.

- **Section Configurations**—Allows Site Directors to configure *section* options and *page* layouts for the *section* homepage and each *Flex Page*. They can choose the types and numbers of *pages* that will be in each configuration.

- **Section Robot**—Enables Site Directors to add a *section* manually or import *sections* in a batch using a specific *section* configuration.

- **Web Address Mapping**—Allows Site Directors to create and maintain friendly URLs for the website.

Homepage Management

The Homepage Management components can be accessed by Site Directors, Subsite Directors and Homepage Editors.

- **Welcome Text**—Displays a greeting for visitors to your *site* or *subsite*.

- **Announcements**—Helps you to manage announcements, cancellations and emergency information.

- **Headlines & Features**—Provides a way to share news about activities, fundraisers and events. Headlines provide a link to more in-depth information on a new *page*.

- **Site Shortcuts**—Aids in creating quick links to various high-traffic *pages* on your website.

- **Calendar**— Allows you to add or import events; maintain calendar categories and filtering options; provide event details and registration; and manage cancellations for registered events.

System Administration

- **Content Routing**—Provides Site Directors and Subsite Directors with a way to maintain a content approval system for their respective *sites*, including maintaining routing profiles and routing options, and viewing the routing queue.

- **Site Reports**—Displays reports that will help Site Directors and Subsite Directors to manage the *site* or *subsite(s)*.

- **User Management and Roles**—Allows Site Directors to register new users, modify user information, import users in batches and assign user viewing roles. Allows the assignment of editorial privileges.

Premium Enhancement Modules: Advanced Website Management Tools

Note: Additional fees may apply for premium enhancement modules. Refer to the Services Agreement.

- **Clip Art & Graphics Library**—Contains over 1,000 hand-selected, educator-approved, royalty-free images.

- **E-Alerts**

  - **Broadcast Alerts**—Allows Site Directors and Subsite Directors to send mass email messages either by roles or email addresses. For instance, they might announce professional development opportunities to teachers and class registration deadlines to students, parents and teachers.

  - **Content Alerts**—Enables visitors to subscribe to homepages and *sections* on your website. Editors can then notify them by email when important information is added or changed.

- **Forms & Surveys**—Helps you create and manage forms and surveys for your *site*, *subsites* or *sections*.

- **LDAP (Lightweight Directory Access Protocol) Authentication**— Provides a single source of user information for both your organization's directory server and the **Schoolwires Academic Portal**. Consequently, maintaining user information requires less time. In addition, users of both services use the same sign-in name and password.

- **Web Statistics**—Offers detailed server-side reporting and analysis, making it easy to analyze trends and website usability, forecast key performance and analyze visitor metrics. (*Web Statistics will be provided through a third-party software vendor.*)

- **Macintosh® version of the Schoolwires Editor**—Provides **Schoolwires** editorial capabilities within **Site Manager** from a Macintosh computer running Mac OS® 10.x. With this Mac® version, you can use a **Schoolwires Editor** in Firefox®, which is the same as the one used on a PC or a **Schoolwires Editor** in Safari™, which is Java-based.

- **Photo Gallery**—Allows you to upload and attractively display photos.

- **Podcasts**—Enables the sharing of audio and video through the popular "podcast" format. If your organization has purchased this premium enhancement module and it has been enabled for the *section*, a *Podcast Page* will be available as a *page* type.

- **Blogs**—Allows you to post content updates, accept comments to a posting and maintain and archive blogs. If your organization has purchased this premium enhancement module and it has been enabled for the *section*, a *Blog Page* will be available as a *page* type.

- **MiniBase (Directories & Lists)**—Helps to create, organize, store, share, manage, search and export such items as staff directories, athletic schedules and book lists.

- **Schoolwires Styler™**—Allows web designers and developers to create templates that define a custom look and feel for the entire website.

- **SiteSearch**—Enables visitors to your website to find exactly what they want quickly and easily through keyword searches. Results are delivered in context with an excerpt of the sentence where keywords are found. SiteSearch is powered by industry-leading search technology from Google™.