



USER GUIDE

Chapter 7

Site Manager—Section Workspace

**Schoolwires Academic Portal
Version 4.0**

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Introduction to the Section Workspace of Site Manager

As you learned in Chapter 3: “Site Structure, Navigation and User Registration,” each *channel* of the main *site* or *subsite* is broken down into *sections*. The bulk of your *site* content *pages* will reside within these *sections*. Site Directors, Subsite Directors and Section Editors all have access to the *Section Workspace*.

Accessing the Section Workspace

Site/Subsite Directors

If you are a Site Director or Subsite Director, you will access the *Section Workspace* from the *Site Workspace* in the same manner that you accessed the *Channel Workspace*.


To access the *Section Workspace*:

1. Access the *Site* or *Subsite Workspace*.
2. Expand the *channel* containing the *section* you wish to access in the *Content Browser* by clicking on its name in either the *Content Browser* or the *Channel Workspace*.
3. Click on the *section* you want to access. A *Section Workspace* like the one shown in Exhibit 7-4 will display.

Section Editors

If you are a Section Editor, you will not see the **Site Manager** button on the *MyStart* bar until you sign in and navigate to your *section* (i.e., the one for which you have editorial privileges) on your website.

To navigate to your *section* and access **Site Manager**:

1. If your *section* is on a *subsite*, you will first need to select your *subsite* from the drop-down list under  on the homepage of the main *site* as shown in Exhibit 7-1.

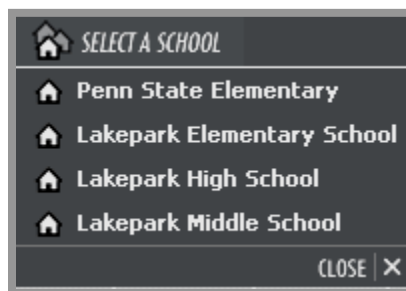


Exhibit 7-1: Select A School Drop-down List

2. Once you are on the homepage of the correct *site* or *subsite*, find the *channel* under which your *section* is located.
3. Select your *section* from the **drop-down list** or **directory page** that displays for that *channel*. (See Exhibit 7-2.)

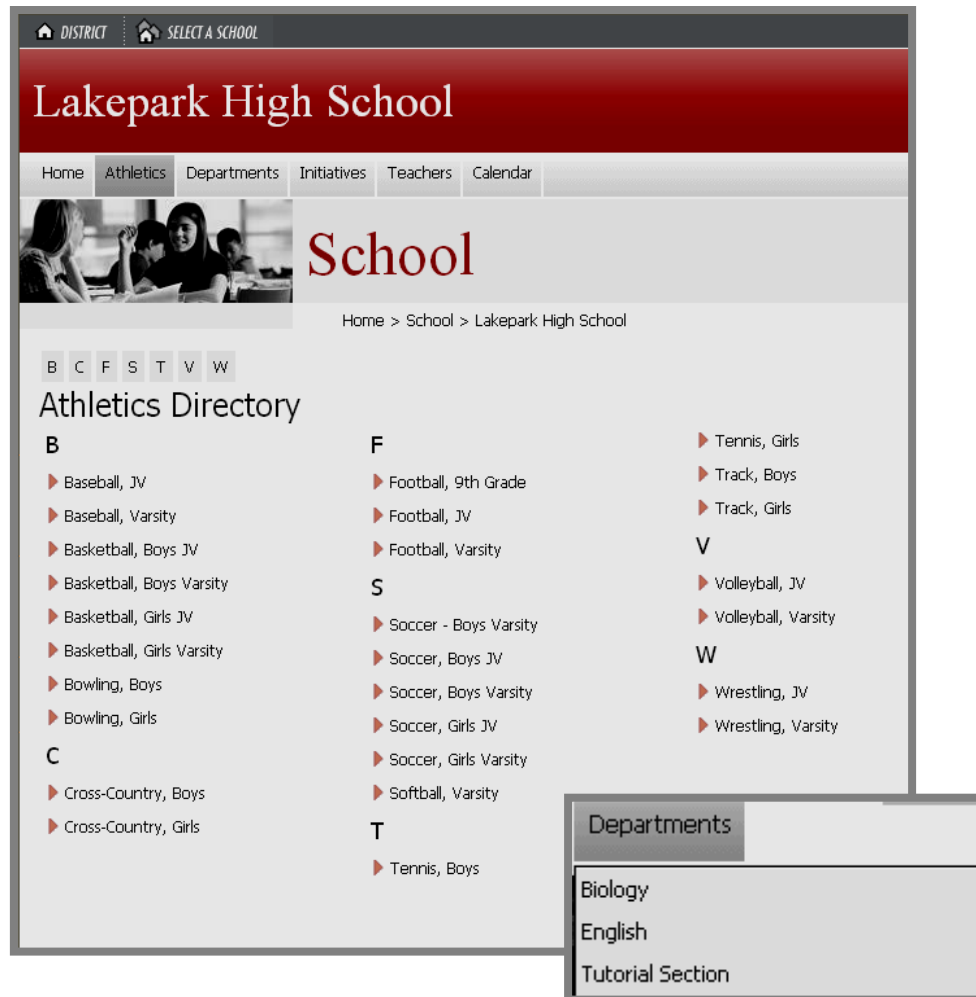


Exhibit 7-2: Directory Page (back) & Drop-down List (front)

4. You will now be on the homepage of your *section*. It may be named Overview. In Exhibit 7-3, you can see the *section* homepage is named Welcome. It contains information even though it is the first time the Section Editor has accessed the *section*. The names of the *pages* that display on the left and whether or not there is content in them will depend on the *section* configuration that was selected when the section was added. Notice:
 - a. The breadcrumbs at the top of the *section* show the *section* and the name of the channel in which your *section* is located. These breadcrumbs are not active, however.

- b. There are *pages* listed on the left. These *pages* were automatically created when the *section* was added. They are dependent on the *section* configuration chosen when the section was added. For more information on *section* configurations, see Chapter 15: “Section Management.”
- c. You will now see the **Site Manager** button in the upper right-hand corner of the *MyStart* bar.

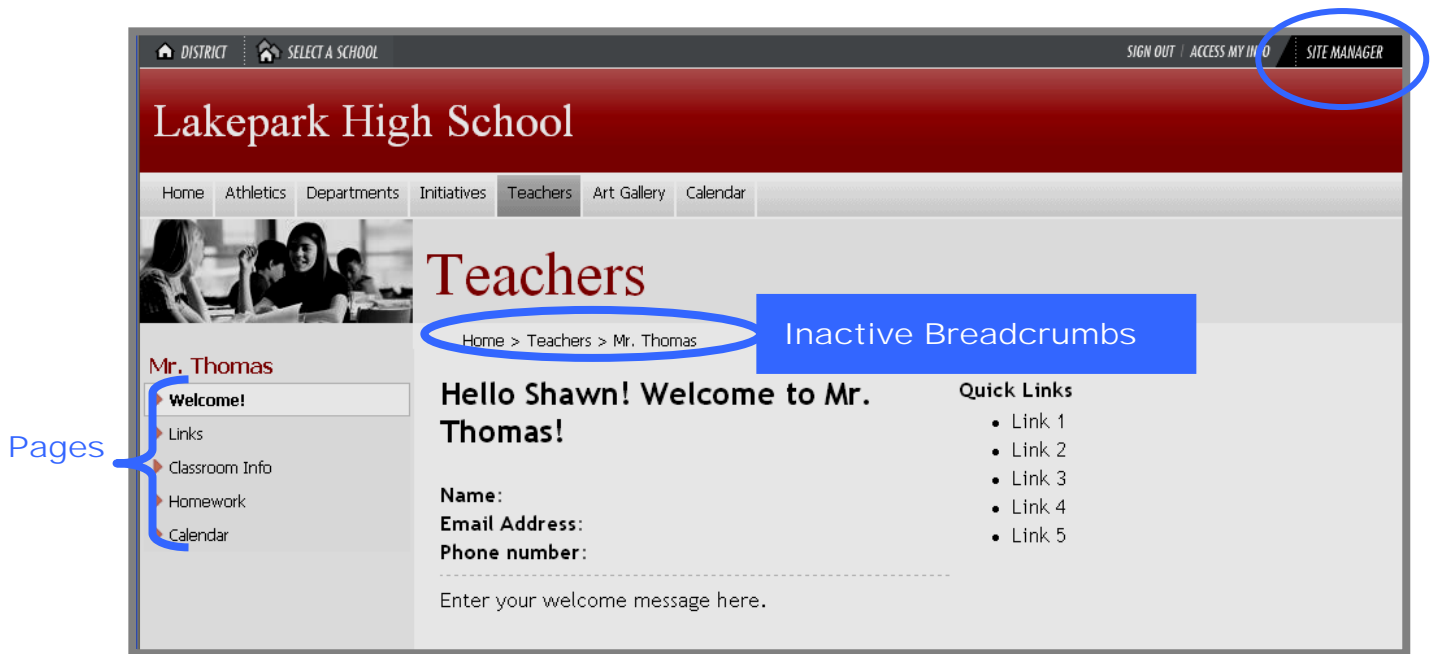


Exhibit 7-3: Homepage of the Section after Sign In

5. Click on the **Site Manager** button. A *Section Workspace* like the one shown in Exhibit 7-4 will display. You are now in the *Section Workspace* in **Site Manager**.

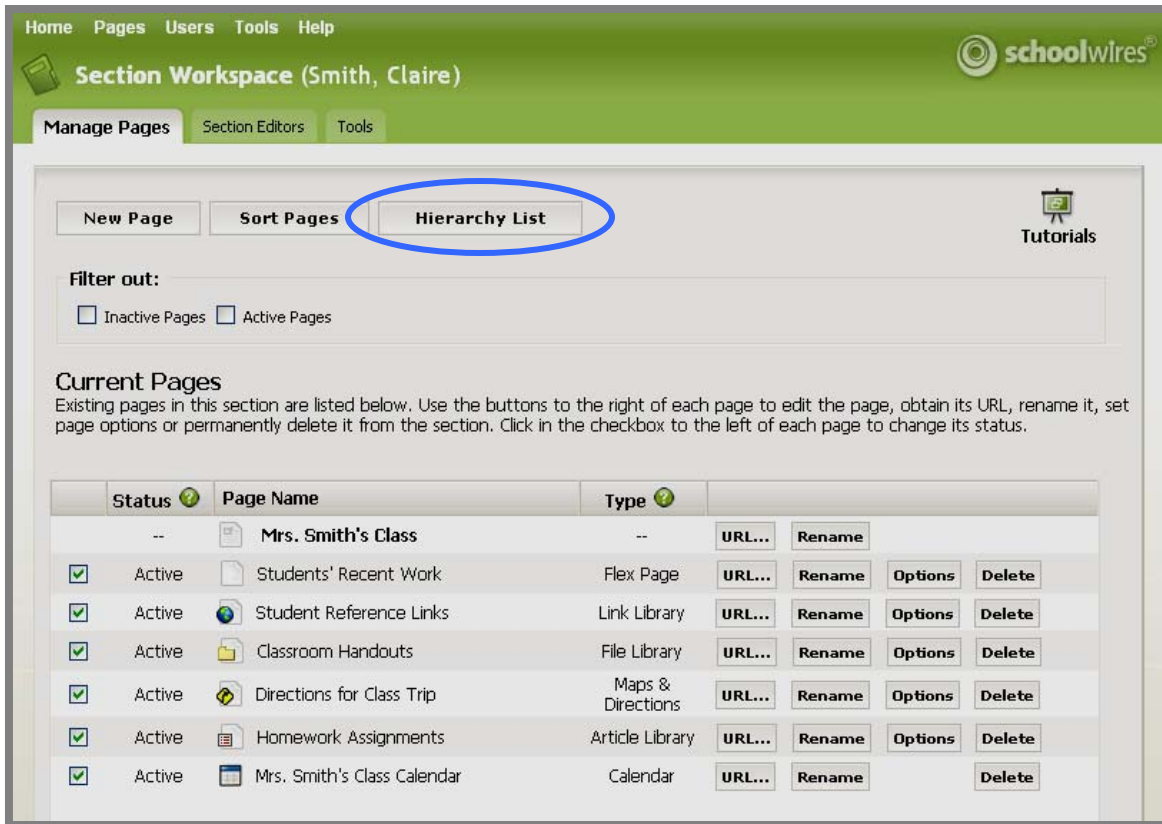


Exhibit 7-4: Section Workspace Home

Note: As you can see, the *Section Workspace* shown in Exhibit 7-4 includes the *Hierarchy List* button at the top. This button will display only if a Site Director or a Subsite Director has enabled hierarchy navigation for the *section* either through the *Channel Workspace* or in the *section* configuration. See Chapter 6: “**Site Manager**—Channel Workspace” or Chapter 15: “Section Management” for more information.

Working in Site Manager

Introduction to Site Manager

As a Section Editor, you will see the **Site Manager** button on the *MyStart* bar after you sign in and navigate to your *section* on the website. By clicking on the **Site Manager** button, you will access a *Section Workspace* of **Site Manager** like the one shown in Exhibit 7-5 to manage your *section* and edit the content of your *section*.

Please note the Viewing Tabs at the top left of the **Site Manager** window shown in Exhibit 7-5. These two tabs will appear at the top of each **Site Manager** when you access it.

Site Manager Tab—when you first access **Site Manager**, it will default to the *Site Manager* tab. The information on this tab will be in front and the tab itself will be a darker color.

View Website Tab—when you click on the *View Website* tab, the information on that tab will move to the front and the tab itself will be a darker color. Here 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

Links at the top of Site Manager—there are two links at the top of Site Manager:

- Link to *Community & Support*: This is a link to the **Schoolwires** Help Site.
- Link to *Suggestions & Feedback*: This provides you with an easy way to enter suggestions for product improvements. However, you should contact your Site Director if you have support questions. That person will determine when to request support from **Schoolwires**.

Beginning with the introduction of **Academic Portal** Version 4.0 (AP4), the workspaces are all color-coded. The *Section Workspace* is green. This provides you with a positive indication that you are in your *Section Workspace*. The *section* title shows that you are working in a *Section Workspace* with the *section* name in parenthesis. In Exhibit 7-5, the *section* name is “Smith, Claire.”

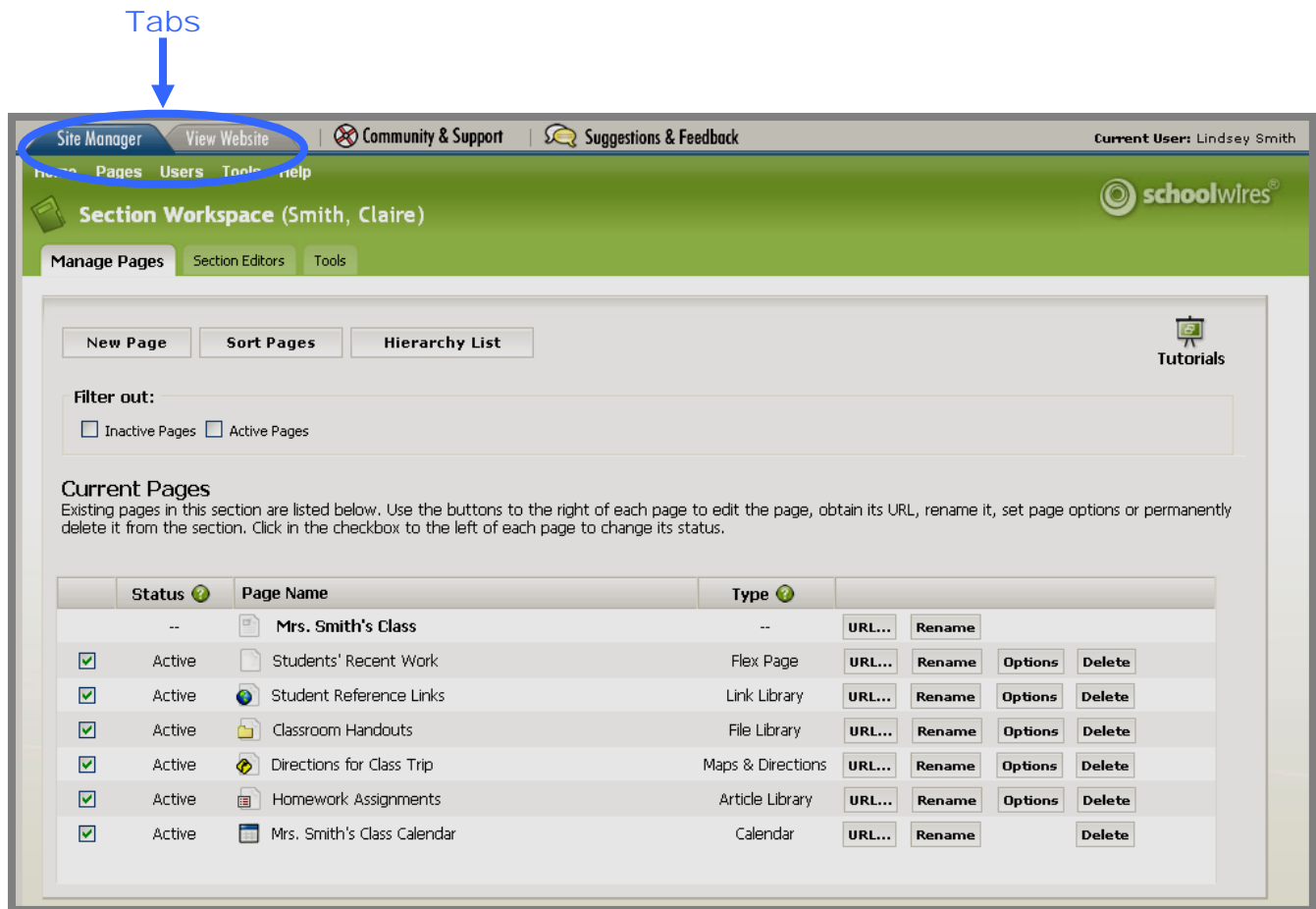


Exhibit 7-5: Section Workspace

Navigating in Site Manager

There are four main navigation elements in **Site Manager**. They are:

- **Links:** There are three main active links in the *Section Workspace*:
 - The *Workspace* title: You can click on the title from anywhere within the *Section Workspace* to return to the *Section Workspace Home*, which is what you see in Exhibit 7-5.
 - Home on the Main Menu bar: You can click on Home on the Main Menu bar from anywhere within the *Section Workspace* to return to the *Section Workspace Home*.
 - The Tutorials icon link to a library of Interactive Tutorials designed to help you use the **Schoolwires Academic Portal**.

- Breadcrumb navigation enables you to:
 - See the tab or *page* on which you are working. The tab or *page* appears in **bold**. In Exhibit 7-6, **Homework Assignments (Article Library)** is the current page.
 - Navigate backwards. In Exhibit 7-6, you can navigate back to *Home* (*Section Workspace*) by clicking on the Home link in the breadcrumb.

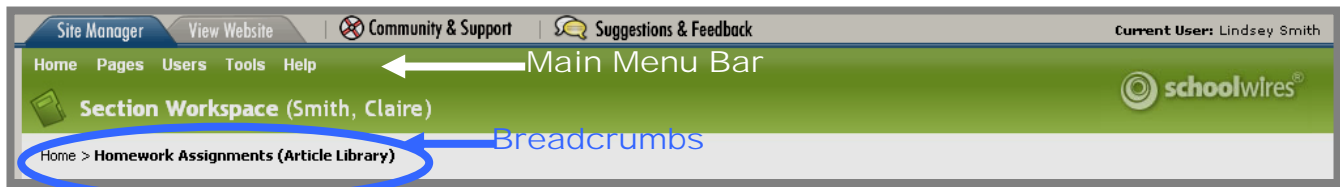


Exhibit 7-6: Breadcrumb Navigation in Section Workspace

- Main Menu Bar: The *Section Workspace* contains a Main Menu bar, which consists of a series of drop-down menus. This Main Menu Bar is labeled in Exhibit 7-6. As you will see, these menus are one way to access the tasks that are included in the *Section Workspace*. Generally, they correlate with the tabs, the fourth navigation element. The drop-down menus are:
 - *Home* on the Main Menu bar is a link that provides you with a way to get back to the Section Workspace if you have navigated away from it. The Manage Pages tab is Home for the Section Workspace. The Home link in the Main Menu bar does not correlate with any tasks on the tab.
 - *Pages* drop-down menu, which gives you access to three tasks:
 - *New Page*, which allows you to add a new *page*.
 - *Sort Pages*, which allows you to sort the *pages*.
 - *Hierarchy List*, which will only display if a Site Director or Subsite Director has enabled hierarchy navigation for the *section*. This will allow you to nest *pages* on the left navigation on the website.
 - *Users* drop-down menu, which provides you with access to the *Section Editors* tab, where you can add Section Editors.
 - *Tools* drop-down menu, which gives you access to tools that are available to you. These tools include:
 - *Files & Folders*, which enables you to organize the files and folders used in your section.
 - *Forms & Surveys*, which allows you to create forms and surveys for use in your section. Your organization must have purchased

this additional software option and a Site Director or Subsite Director must have enabled it for your *section*.

- *Help* drop-down menu, which, as you can see from Exhibit 7-7, provides you with links to **Schoolwires** resources. Like *Home*, it does not correlate with any tab in the *Section Workspace*.

These drop-down menus and the tasks available from each of them are discussed later in this chapter.

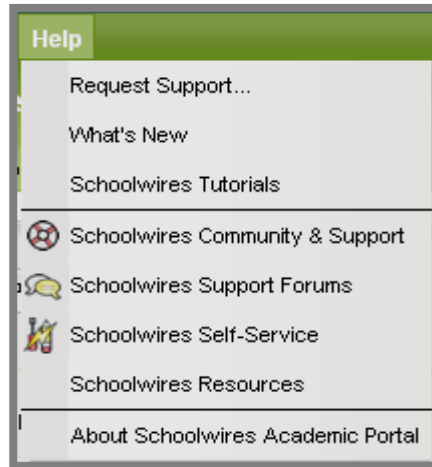


Exhibit 7-7: Help Drop-down Menu

- Tabs: As you can see from Exhibit 7-8, the tasks in the *Section Workspace* are also organized in a series of tabs. These tabs are:
 - *Manage Pages* tab (i.e., *Section Workspace Home*)
 - *Section Editors* tab
 - *Tools* tab

These tabs and the tasks on each of them are discussed later in this chapter.

Home Pages Users Tools Help ← Main Menu Bar

Section Workspace (Smith, Claire) ← Clickable Title schoolwires®

Manage Pages Section Editors Tools

New Page Sort Pages Hierarchy List ← Main Tasks

Filter out:
☐ Inactive Pages ☐ Active Pages

Current Pages

Existing pages in this section are listed below. Use the buttons to the right of each page to edit the page, obtain its URL, rename it, set page options or permanently delete it from the section. Click in the checkbox to the left of each page to change its status.

Status	Page Name	Type				
--	Mrs. Smith's Class	--	URL...	Rename		
<input checked="" type="checkbox"/>	Active Students' Recent Work	Flex Page	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/>	Active Student Reference Links	Link Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/>	Active Classroom Handouts	File Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/>	Active Directions for Class Trip	Maps & Directions	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/>	Active Homework Assignments	Article Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/>	Active Mrs. Smith's Class Calendar	Calendar	URL...	Rename		Delete

Additional Tasks

Exhibit 7-8: Manage Pages tab (Section Workspace Home)

Manage Pages Tab

The *Manage Pages* tab is the first tab in the *Section Workspace* and functions as the *Section Workspace* Home. When you access a *section*, a *Manage Pages* tab like the one in Exhibit 7-9 will display.

Home Pages Users Tools Help

Section Workspace (Smith, Claire)

Manage Pages Section Editors Tools

New Page Sort Pages Hierarchy List ← Main Tasks

Tutorials

Filter out:

☐ Inactive Pages ☐ Active Pages

Current Pages

Existing pages in this section are listed below. Use the buttons to the right of each page to edit the page, obtain its URL, rename it, set page options or permanently delete it from the section. Click in the checkbox to the left of each page to change its status.

Status	Page Name	Type	URL...	Rename	Options	Delete
--	Mrs. Smith's Class	--	URL...	Rename		
<input checked="" type="checkbox"/> Active	Students' Recent Work	Flex Page	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/> Active	Student Reference Links	Link Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/> Active	Classroom Handouts	File Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/> Active	Directions for Class Trip	Maps & Directions	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/> Active	Homework Assignments	Article Library	URL...	Rename	Options	Delete
<input checked="" type="checkbox"/> Active	Mrs. Smith's Class Calendar	Calendar	URL...	Rename		Delete

Additional Tasks

Exhibit 7-9: Manage Pages tab (Section Workspace Home)

As previously discussed, if you navigate away from the *Manage Pages* tab while working in a *section*, there are three ways to return to the *Section Workspace* Home:

- Click on the *Manage Pages* tab.
- Click on “Home” in the breadcrumb navigation.
- Click on “Home” on the Main Menu bar.

Fields on Manage Pages Tab

As you can see, the Fields on the *Manage Pages* tab are:

- *Status and Checkbox*: Indicates whether the *page* is active or inactive. Only active *pages* will display on your website. Clicking the checkbox changes the status of the *page*.

Note: Since the *Overview page* functions as the *section* homepage, it must be active to ensure that visitors have a place to go when they click on the *section*. You cannot make it inactive.

- *Page Name*: Displays the name of the *page* as a link that, when clicked, allows you to edit the *page*.
- *Type*: Displays the *page* type used to create the *page* (e.g., *Link Library*, *Flex Page*).

Note: The *Overview page* (i.e., *section* homepage), renamed “Mrs. Smith’s Class” in Exhibit 7-9, will not display a type.

Main Tasks on Manage Pages Tab

You will perform three of the tasks of a Section Editor from the *Manage Pages* tab. They are:

- *New Page* for adding a new *page* to your *section*. The *page* types are all shown in Exhibit 7-9 and will be covered in more detail later in this chapter.
- *Sort Pages* for changing the order in which your *pages* appear on the website. Note: You cannot use this for changing the order of your *pages* if you are using hierarchy navigation.
- *Hierarchy List* for adding and removing *pages* from your hierarchy list and for changing the order or relationship of these nested *pages*. This task will only appear in the *Section Workspace* if a Site Director or Subsite Director has enabled hierarchy navigation for the *section*. See Chapter 9: “Edit Site and Section Hierarchy Navigation” for more information.

You can also access these three tasks from the *Pages* drop-down menu shown in Exhibit 7-10.

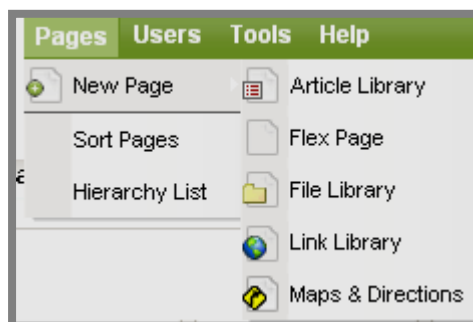


Exhibit 7-10: Pages Drop-down Menu

Additional Tasks on Manage Pages Tab

In addition to the main tasks, on the *Manage Pages* tab you have access to the following tasks:

- *URL*: Allows you to obtain the full URL or relative URL (web address) for a *page*. The difference between these two URLs will be discussed later in this chapter.
- *Rename*: Allows you to change the name of a *page*.
- *Options*: Allows you to set viewing permissions (roles) for a *page*.

Note: Since you cannot set viewing permissions (roles) for the *Overview* or *Calendar*, the *Options* button will not appear for those *pages*. You can, however, set viewing permissions for specific events on the *Calendar*. See Chapter 13: “Using the **Schoolwires** Calendar” for more information.

- *Delete*: Allows you to delete a *page* from your website. Deleting a *page* permanently removes it from the database.
Note: Since you cannot delete the *Overview* (*section* homepage), the *Delete* button will not appear for that *page*.
- *Status*: Allows you to activate or deactivate a *page* by clicking in the checkbox to the left of the current status.
- Edit an existing *page* by clicking on the title of the *page*. The title is a link to that *page*.

Filtering Function

Notice in Exhibit 7-9 that there is a filter at the top of the *Section Workspace* that allows you to view *pages* by status. The *Manage Pages* tab displays the list of current *pages* in the *section* regardless of their status. You can use the filtering function to display *pages* by status.

Note: Filtering out *pages* does not change the status of the *pages* or what is seen by visitors to your *section*. Filtering out *pages* by status only changes what is displayed in the *Section Workspace*.

- To filter out inactive *pages*, click in the Inactive Pages checkbox. The *Manage Pages* tab will refresh. Only active *pages* will display in the list of current *pages* in the *Section Workspace*.
- To filter out active *pages*, click in the Active Pages checkbox. The *Manage Pages* tab will refresh. Only inactive *pages* will display in the list of current *pages* in the *Section Workspace*.

Note: Since the *Overview* functions as your *section* homepage, it does not display a status and therefore, can never be filtered out of the list of current *pages*. It will display in both views.

Adding a New Page

As mentioned earlier, your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. What types of *pages*, how many *pages*, the names of those *pages* and whether those *pages* are pre-populated with content depends on the *section* configuration that person chose when adding your *section*. Regardless of what you find when you first enter the *Section Workspace*, you can rename the *pages*, edit the content of the *pages* or delete the *pages*.

Overview of Page Types

Regardless of what you do with the existing *pages*, you will no doubt want to add additional *pages* at some point.

The page types that are available and a description of each of them are shown in Exhibit 7-11. A *Calendar* will not appear as an available *page* type if the *section* already contains a *Calendar*.

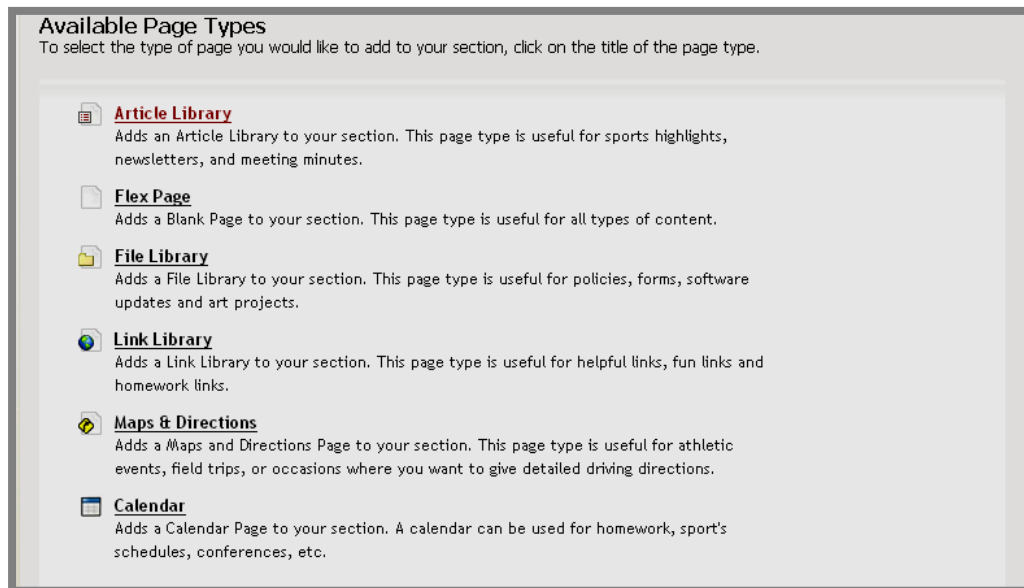


Exhibit 7-11: Page Types if Calendar not in Section Workspace

About Library Pages

Other than *Flex Pages* and the *Calendar*, the *pages* are libraries. That is, they are collections of like items. You will see samples of each of these and how these display for visitors to your website later in this chapter. The four libraries that you have available in the *Section Workspace* are:

- An *Article Library*, which is a collection of articles, generally with the same topic or theme. An *Article Library* can have one or more articles within it. Visitors to your website can read each of the articles within an *Article Library* on their own computers. You can have many *Article Libraries* within your *section*. You are not limited to one.
- A *File Library*, which is a collection of files. A *File Library* can have one or more files within it. Visitors to your website can download each of the files within a *File Library* to their own computers. You can have many *File Libraries* within your *section*. You are not limited to one.
- A *Link Library*, which is a collection of links. A *Link Library* can display one or more links. Visitors to your website can follow each of the links within a *Link Library* on their own computers. You can have many *Link Libraries* within your *section*. You are not limited to one.
- *Maps & Directions*, which is a collection of directions. A single *Maps & Directions* can have one or more directions within it. Visitors to your website can read these directions and obtain a map from Expedia for each of the directions. You can have many *Maps & Directions* within your *section*. You are not limited to one.

Sample Article Library

You can use an *Article Library* to group articles with similar topics or themes. In essence, when you add an *Article Library*, you create a sub-section. An *Article Library* is useful for organizing such items as homework assignments, sports highlights, newsletters and meeting minutes.

Exhibit 7-12 shows a sample *Article Library* as it might appear on your website. As you can see, the title and teaser text (i.e., a brief description designed to get visitors interested) for the article appears in the *Article Library*. When a visitor clicks on the title of an article, the full article displays as you can see in Exhibit 7-13.

CLASROOMS

❖ Mrs. Deep: Social Studies

Homework - Wednesday

Clickable Article Title

In addition to the regular assignment you will need to be prepared to discuss a current event in class in Thursday.

Homework Thursday

Every Thursday you will continue to work on a section of our autobiography project

Homework - Friday

There will be no homework over the weekend unless a student has make up work or a special project to complete.

Exhibit 7-12: Sample Article Library

CLASROOMS

❖ Mrs. Deep: Social Studies

Homework Thursday

We begin our autobiography project!

A rose would smell as sweet by any other name....

We will begin our autobiography project with an essay on how you were named.

Consider:
Who named you?
Why do you have the name you have?
What does your name mean?
What name would you rather have and why?
Do you have a nickname?




Exhibit 7-13: Full article displays when click on title in Article Library

Sample Flex Page

A *Flex Page* is a free-form *page* that resembles a blank word processing document. Since it has no preset structure, a *Flex Page* allows you to be creative with content organization.

Exhibit 7-14 shows an example of a *Flex Page* as it might appear on your website.

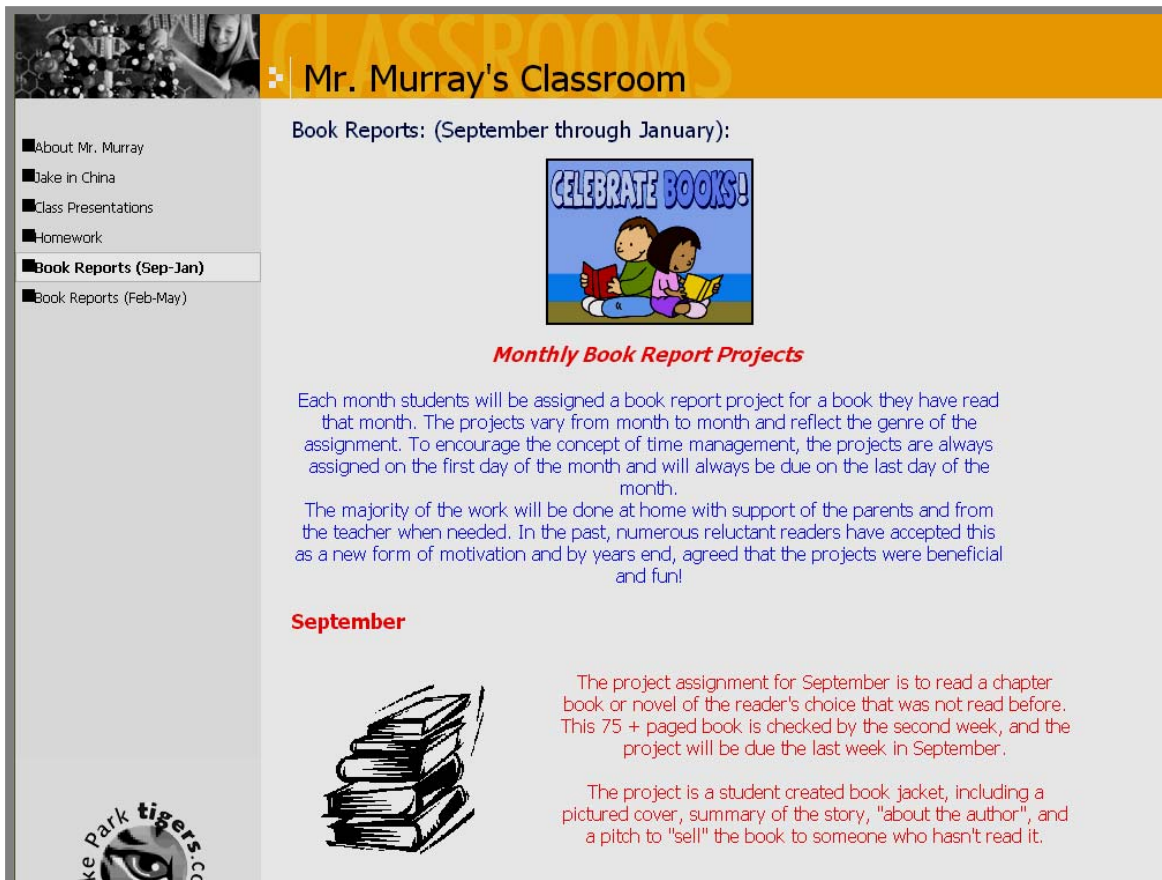


Exhibit 7-14: Sample Flex Page

Sample File Library

Each *File Library* provides visitors to the website with access to a collection of files they can download, basic details about each file and instructions for downloading. Therefore, you can use a *File Library* to share files (e.g., policies, forms, newsletters, meeting minutes, software updates or art projects) with visitors to your *section* on the website.

Note: In order to open a file downloaded from a *File Library*, visitors must have the application shown for that file installed on their own computers. For example, if you include a Microsoft® Word file in your *File Library*, the visitors must have Microsoft® Word installed on their computers in order to open it.

Exhibit 7-15 shows a sample *File Library* as it might appear on your website. Notice it displays:

- An icon for the application needed to display each file
- A brief description of the file (optional)
- The name of the file
- The size of the file
- The date the file was uploaded
- Directions for downloading the file

Other than the title and description, this information is generated automatically when you upload a file to the *File Library*.

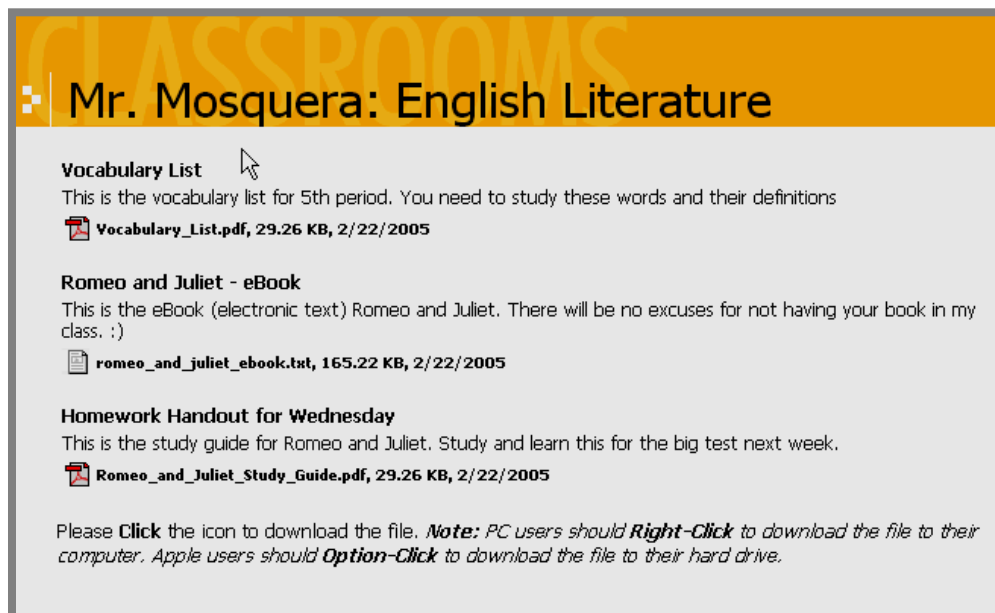
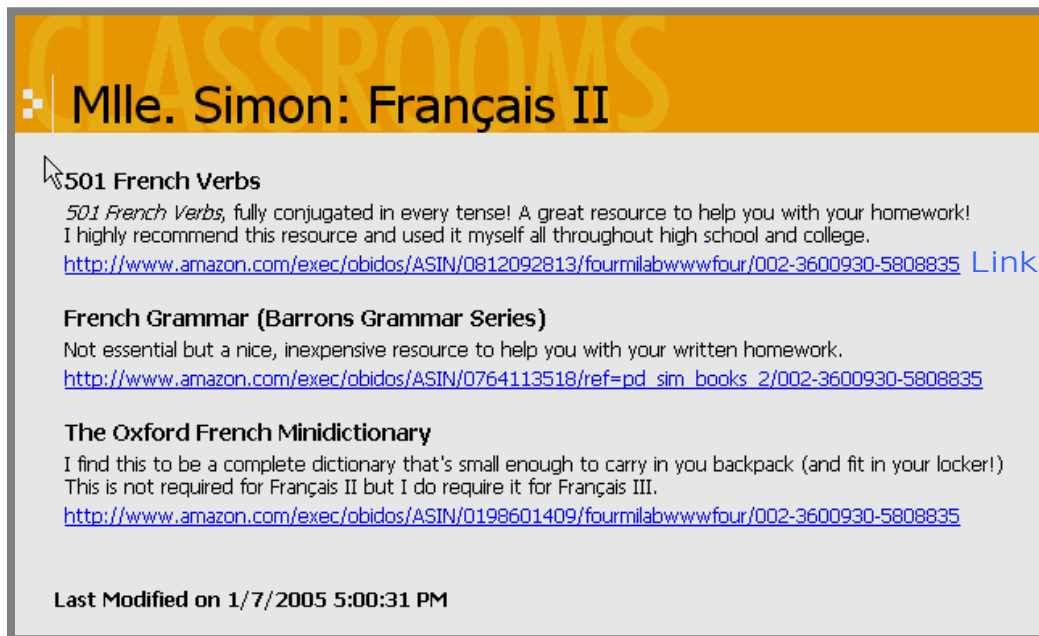


Exhibit 7-15: Sample File Library

Sample Link Library

You can use a *Link Library* to list links to other websites or other *pages* within your **Schoolwires** website. Each link has a title and brief description as well as the exact URL. You might use a *Link Library* to direct students or parents to additional resources.

Exhibit 7-16 shows a sample *Link Library* as it might appear on your website. In Exhibit 7-16, when visitors click on a link, it will take them to that location on the specified website.

A screenshot of a web page titled "CLASSROOMS" with a sub-header "Mlle. Simon: Français II". The page contains a "Link Library" section with three entries. The first entry is "501 French Verbs" with a description and an Amazon link. The second entry is "French Grammar (Barrons Grammar Series)" with a description and an Amazon link. The third entry is "The Oxford French Minidictionary" with a description and an Amazon link. The page also includes a "Last Modified" timestamp at the bottom.

CLASSROOMS

❖ **Mlle. Simon: Français II**

501 French Verbs
501 French Verbs, fully conjugated in every tense! A great resource to help you with your homework! I highly recommend this resource and used it myself all throughout high school and college.
<http://www.amazon.com/exec/obidos/ASIN/0812092813/fourmilabwwwfour/002-3600930-5808835> Link

French Grammar (Barrons Grammar Series)
Not essential but a nice, inexpensive resource to help you with your written homework.
http://www.amazon.com/exec/obidos/ASIN/0764113518/ref=pd_sim_books_2/002-3600930-5808835

The Oxford French Minidictionary
I find this to be a complete dictionary that's small enough to carry in you backpack (and fit in your locker!) This is not required for Français II but I do require it for Français III.
<http://www.amazon.com/exec/obidos/ASIN/0198601409/fourmilabwwwfour/002-3600930-5808835>

Last Modified on 1/7/2005 5:00:31 PM

Exhibit 7-16: Sample Link Library

Sample Maps & Directions

You can use a *Maps & Directions Page* to provide visitors with an exact address, detailed driving directions and attachments to such items as athletic events, field trips or conferences.

Exhibit 7-17 shows a sample *Maps & Directions* as it might appear on your website. Notice this *Maps & Directions* contains two directions.

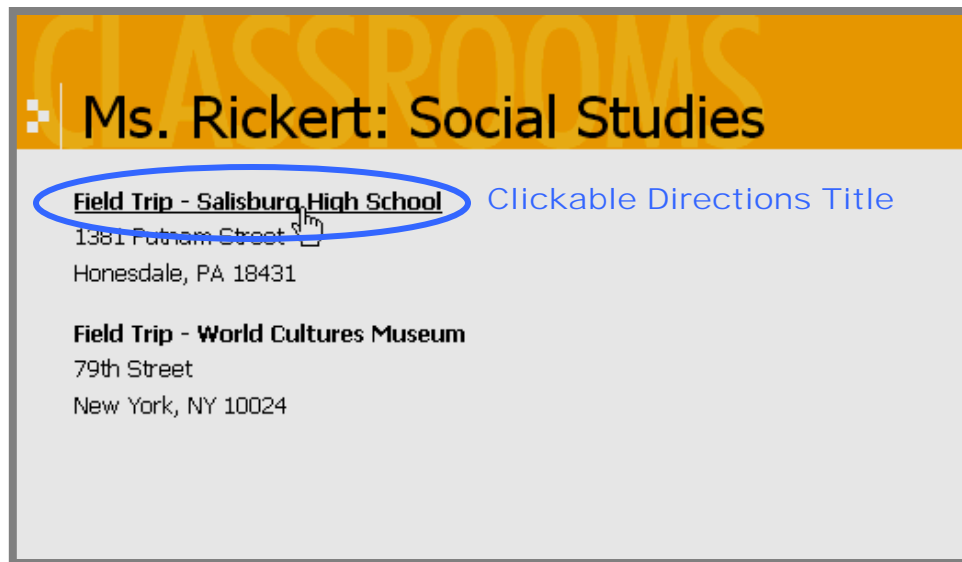




Exhibit 7-17: Sample Maps & Directions

Exhibit 7-18 shows an example of what visitors to your website will see when they click on the title of the directions. In addition to seeing written directions and a link to files that may have been attached, visitors may click on the *Get Map* button to access a map on the Expedia.com® website. There is also an automatic mileage calculation for the event based on the zip code in a registered user's profile.

TIP: Be sure to add your zip code to your User Profile to enable automatic mileage calculation.


 **Ms. Rickert: Social Studies**

Field Trip - Salisbury High School
Honesdale, PA



Directions Details:

We will be visiting Salisbury High School in Honesdale, P.A. on the 10th.
A bus will be provided for the students. All adult chaperones are asked to meet us at the school.
Take Route 4 through town to the intersection with Main Street.
Turn Right on Main and proceed for 4.5 miles. The entrance to the school is on the left.
As usual, be sure to have your parents complete the attached permission slip.

Attached File:
 [Permission Slip for Field Trips](#)

or Get a Map with Expedia:
(Browser will load with results page from Expedia)

Your Street

Your City, State and Zip Code




Exhibit 7-18: What visitors see after clicking on directions title on Maps & Directions

Default Pages

Beginning with **Academic Portal** Release 4.0 (AP4), Site Directors are able to create *section* configurations. In creating a configuration, they choose the types of *pages* and even *page* layouts (i.e., *pages* that are pre-populated to assist in adding content) for those *pages*. They can then choose one of these configurations when they add *sections*.

For example, they may create a teacher *section* configuration that contains the following *pages*:

- Our Homepage (Overview page)
- Homework Page (*Article Library*)
- What's Happening (*Flex Page*)
- Helpful Links (*Link Library*)
- Classroom Notes (*File Library*)
- Directions for Classroom Events (*Maps & Directions*)
- Classroom Calendar (*Calendar*)

For that configuration, these seven *pages* are the default *pages*. That is, they are the ones that will automatically display when a *section* is added using that configuration.

You may:

- Rename any of the *pages* to make them more meaningful to the visitors to your *section*.
- Make any of the *pages* inactive except the Overview *page* (here named “Our Homepage”).
- Delete any of the *pages* except the Overview *page* (here named “Our Homepage”).
- Add as many of each type of *page* as you require except the Overview *page* or the *Calendar*. Note: You can add a *Calendar* if your *section* doesn't contain one or you deleted it.

Regardless of the *section* configuration used, each *section* will contain at least an Overview *page*.

Adding a New Page

As discussed in “Main Tasks on the *Manage Pages* Tab,” you can add a *page* from that *Manage Pages* tab or the *Pages* drop-down menu on the Main Menu bar.

To add a new *page* from the *Manage Pages* tab:

1. Access the *Section Workspace*.
2. Click on the *New Page* button at the top of the *Manage Pages* tab. A *Page Types* pop-up window like the one shown in Exhibit 7-19 will display.
3. Click on the name of the *Page* type you wish to add. The first window for adding that *page* will display.

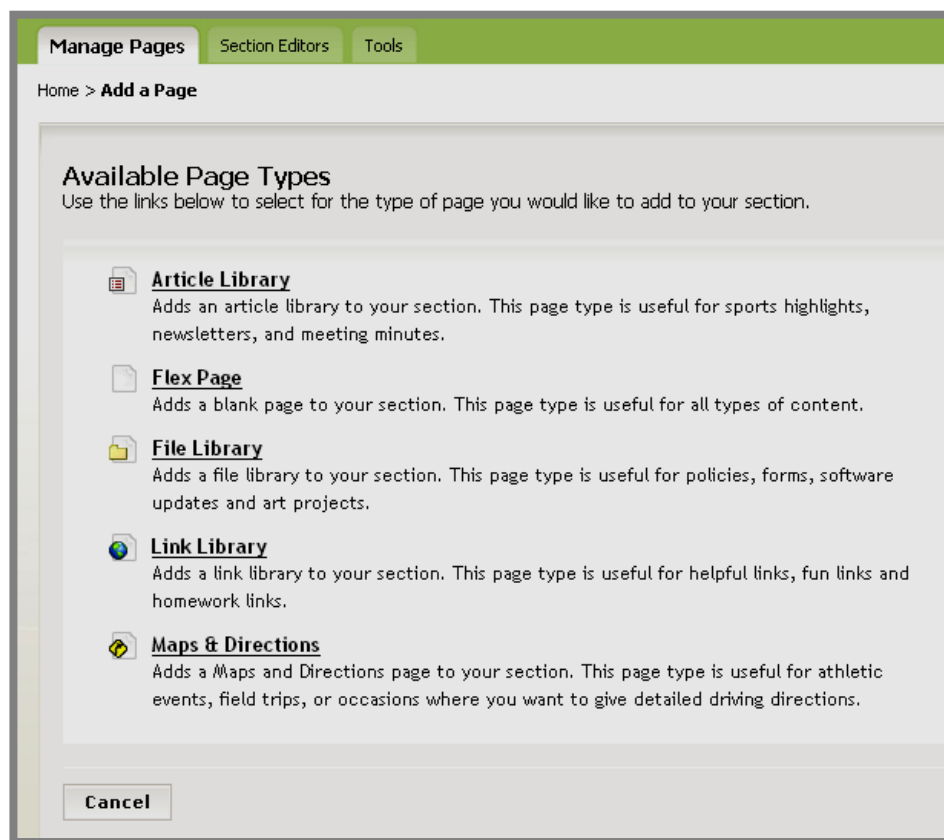


Exhibit 7-19: Page Types Pop-up window

To add a new *page* to your *section* from the *Pages* drop-down menu on the Main Menu bar:

1. Access the *Section Workspace*.
2. Click on the *Pages* drop-down menu. The menu will display as it does in Exhibit 7-20.

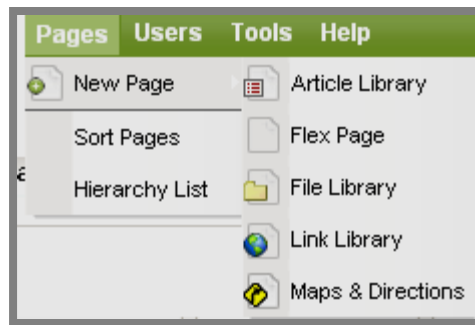


Exhibit 7-20: Pages Drop-down Menu

3. Choose the *Page* type you wish to add. The first window for adding that *page* will display.

Adding One of the Library Pages

The *Library Pages* are:

- *Article Library*
- *File Library*
- *Link Library*
- *Maps & Directions Page*

If you are adding one of these *page* types, after you select the type from either the *Manage Pages* tab or the *Pages* drop-down menu, a *Page Name* window like the one shown in Exhibit 7-21 will display.

Note: The one shown in this exhibit is for an *Article Library*. The *Page Name* window for each of the other *Library Pages* will look the same, but be titled for that particular *Library Page*.

Add an Articles Library Page

Use the form below to add an Articles Library Page to your section.

Enter Page name:
This name will appear on your section navigation.

Since you are using a Section Hierarchy list and not the AutoList for your navigation, you must manually add the page to your hierarchy list.

Exhibit 7-21: Page Name window

To add one of the *Library Pages*:

1. Enter a Name for the *Library Page* you are adding.
2. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will display. The *Library Page* you added will show under Current Pages. Its status will be set to “Active.”
3. If you wish to make the *Library Page* inactive until you are finished working on it, click in the checkbox to the left of “Active.” The “Inactive” status will display and you will not be able to see the *Library Page* on the website.

Adding a Flex Page

If you are adding a *Flex Page*, after you select *Flex Page* from either the *Manage Pages* tab or the *Pages* drop-down menu, a *Page Name* window like the one shown in Exhibit 7-22 will display.

Exhibit 7-22: Page name window for a new Flex Page

Notice the option to choose a *page* layout under the *page* name in the left panel. Site Directors and Subsite Directors can create *page* layouts. *Page* layouts are simply *pages* that are pre-populated to assist in adding content. They may contain such things as tables, text and images. Once a *page* layout is chosen, the content can be edited and even deleted. They are meant simply as guidelines.

To add a *Flex Page*:

1. Enter a name for the *Flex Page* you are adding.
2. Choose a *page* layout by clicking in the radio button to the left of that layout. A preview of that layout will display in the right pane.
Note: If you want to add a blank *Flex Page*, do not choose a layout.
3. Click on the *Save* button. The *Section Workspace (Manage Pages* tab) will display. The *Flex Page* you added will show under Current Pages. Its status will be set to “Active.”
4. If you wish to make the *Flex Page* inactive until you are finished working on it, click in the checkbox to the left of “Active.” The “Inactive” status will display and you will not be able to see the *Flex Page* on the website.

Working with an Article Library

You can use an *Article Library* to group articles with similar topics or themes. In essence, when you use an *Article Library*, you create a subsection. Each *article* has a title and teaser text. Visitors click on the article title to access the full *article*.

You can use an *Article Library* to organize such things as:

- Homework assignments
- Sports highlights
- Newsletters
- Meeting minutes

Adding an Article to an Article Library

Adding an *Article Library* is the first step. However, until you add the first article to that *Article Library*, it is still just an empty library.

To add an article to an *Article Library*:

1. Access the *Section Workspace*.
2. Click on the *Page* name for the *Article Library* to which you want to add a new article. An *Edit Article Library* window like the one shown in Exhibit 7-23 will display.

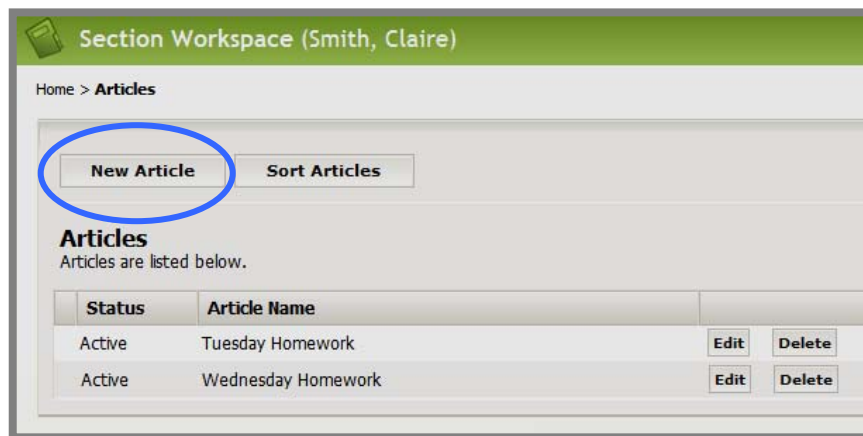


Exhibit 7-23: Edit Article Library window

3. Click on the *New Article* button. A *New Article Title* window like the one shown in Exhibit 7-24 will display.

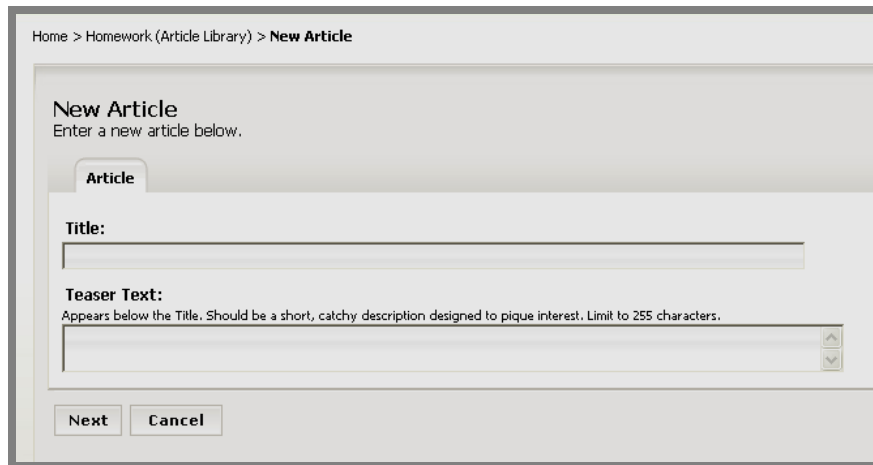


Exhibit 7-24: New Article Title window

4. Enter the title for the new *article*.
5. Enter teaser text for this article. This will appear with the title of your *article* on your *Article Library*. This should be short and catchy, designed to make visitors want to read the article. (optional)

TIP: You are limited to 255 characters for the teaser text.

6. Click on the *Next* button. An *Edit Article* window like the one shown in Exhibit 7-25 will display. As you can see, the window consists of four tabs. It will open on the *Article Body* tab. The four tabs are:
 - *Article* tab: Enter the *article* title, teaser text and display start and end dates. You can make the *article* active or inactive.
 - *Article Body* tab: Enter the content of the *article* into the **Schoolwires Editor**. When you add a new *article* or edit an existing *article*, the *article* window will open to this tab.
 - *Roles* tab: Determine who can view this *article* by choosing viewing permissions (roles).
 - *Author* tab: Enter information about the author or contact person if desired.

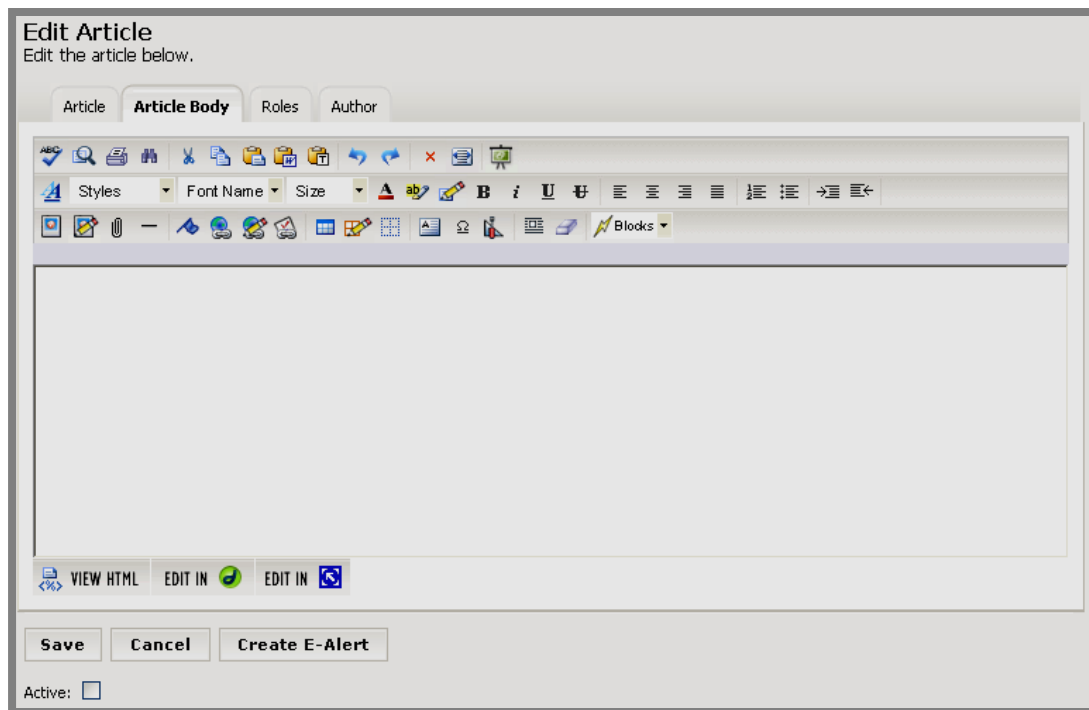



Exhibit 7-25: Edit Article window

7. If you wish to edit any information you entered or any of the defaults on the *Article* tab, click on that tab.
 - a. Edit the title as needed. This is the title that will appear in your *Article Library* and should be similar to a headline you might see in a newspaper.
 - b. Edit the teaser text as needed.
 - c. Enter the start date for the article in the Start Date field. The article will not appear on your website until that date.

TIP: Clicking on the calendar icon  will bring up a calendar that you can use to select the desired date. The default start date/time is the date and time you created the article. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

- d. Enter an end date for the article in the End Date field. The article will no longer be displayed on your *Article Library* after the end date. It will remain in the *Section Workspace* after the expiration date unless you delete it.

TIP: The default end date/time is three years from the start date/time.

- e. Click in the Active checkbox if you want the article to be visible to visitors to your *Article Library*. As long as the article is Inactive it will not appear on the website.

TIP: The default status for an article is Inactive. Therefore, while the *article* is under construction, leave the Active checkbox unchecked. Remember to make it Active when you are finished or it will not appear on the date you selected.

8. Click on the *Article Body* tab. The **Schoolwires Editor** like the one in Exhibit 7-26 will display.

The screenshot displays the 'Edit Article' interface. At the top, it says 'Edit Article' and 'Edit the article below.' Below this are four tabs: 'Article', 'Article Body' (which is selected), 'Roles', and 'Author'. The 'Article Body' tab contains a rich text editor with a toolbar featuring various icons for text formatting (bold, italic, underline, etc.), alignment, and insertion. Below the toolbar is a large, empty text area for editing the article content. At the bottom of the editor, there are buttons for 'VIEW HTML', 'EDIT IN' (with a green circular icon), and another 'EDIT IN' (with a blue square icon). Below these buttons are three buttons: 'Save', 'Cancel', and 'Create E-Alert'. At the very bottom, there is an 'Active:' label followed by an unchecked checkbox.

Exhibit 7-26: Article Body tab

- a. Enter the content of the article in the Schoolwires Editor. See Chapter 8: “Working with the Schoolwires Editor” for more information.

TIP: While the article is under construction, leave the Active checkbox unchecked. Remember to make it Active or it will not appear on the start date you selected.

- b. Click on the *Save* button as you work to save your article content.

9. Click on the *Roles* tab. A *Roles* window like the one in Exhibit 7-27 will display. Entering information on this tab is optional.

Home > Homework (Article Library) > **Edit 'Article'**

Edit Article
Edit the article below.

Article Article Body **Roles** Author

Who can view this item?
Click in the check boxes to the left of the viewing permissions (roles) for which you wish this headline to display.

<input type="checkbox"/> Administrator (120)	<input type="checkbox"/> Parents (116)
<input type="checkbox"/> BETA QA (110)	<input type="checkbox"/> Principal Test (121)
<input type="checkbox"/> BETA Role Tester (107)	<input checked="" type="checkbox"/> Registered Guest (2)
<input type="checkbox"/> BETA Teacher (109)	<input type="checkbox"/> School Board (114)
<input type="checkbox"/> BETA Tester (108)	<input type="checkbox"/> Students (118)
<input type="checkbox"/> Community (115)	<input type="checkbox"/> Teachers (119)
<input type="checkbox"/> District Web Manager (106)	<input type="checkbox"/> Web Dude (113)
<input checked="" type="checkbox"/> General Public (ALL) (1)	
<input type="checkbox"/> High School Teachers (117)	
<input checked="" type="checkbox"/> Intranet User (5)	

Save Cancel Create E-Alert

Active: ☐

Exhibit 7-27: Article Roles tab

- a. Designate who can view this article by selecting or deselecting viewing permissions (roles).
- b. If you make no changes on this tab, the default viewing permissions (roles) will apply (Intranet Acct, General Public (ALL) and Registered Guest), and any visitor to the website will be able to view this article.

10. Click on the *Author* tab (optional). A blank *Author* window like the one in Exhibit 7-28 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.

The screenshot shows a web form titled "Edit Article" with the subtitle "Edit the article below." Below the title are four tabs: "Article", "Article Body", "Roles", and "Author", with "Author" being the active tab. The form contains three input fields: "Name:" with a text box, "Phone No:" with a text box, and "Email Address:" with a text box. At the bottom of the form are three buttons: "Save", "Cancel", and "Create E-Alert". Below the buttons is a checkbox labeled "Active:".

Exhibit 7-28: Article Author tab

11. Click the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
12. Use the breadcrumbs to navigate back to the *Article Library*. The article will display in the *Article Library*. If the *Article Library* and the article are both active, they will display on the website.

Remember that you can add multiple articles to an *Article Library* and you can have more than one *Article Library* in your *section*.

TIPS:

- If your organization has enabled content routing, you will need to send the *page* for approval when you create or change content on any *page*. If your organization purchased the E-Alerts option, you can send a Content E-Alert. See Chapter 8: "Working with the **Schoolwires Editor**" for more information on how to use these two options within the **Editor**.
- If you do not see an *article* on your website when you expect to see it, check to be certain you selected the correct start date, remembered to make it active and that it has not expired. If your site is using content routing, it may not be through the routing process.

Editing an Article on an Article Library

To edit an article on an *Article Library*:

1. Access the *Section Workspace*.
2. Click on the *Article Library* that contains the article you wish to edit. An *Edit Article Library* window like the one shown in Exhibit 7-28 will display.

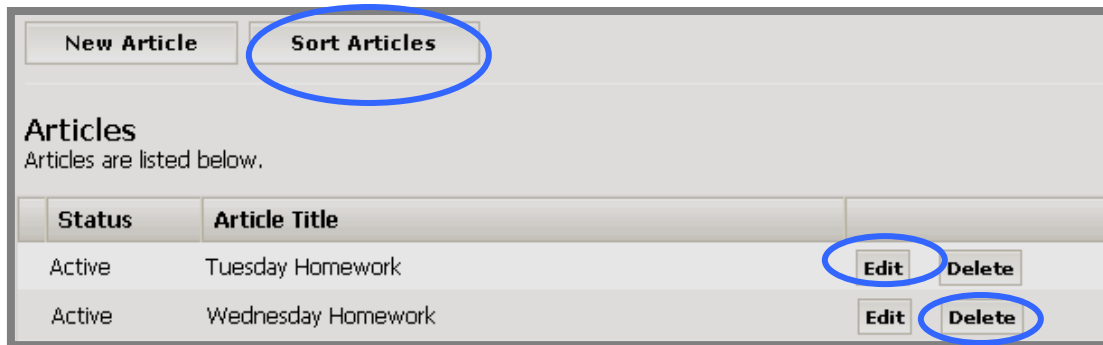


Exhibit 7-29: Edit Article Library window

3. Click on the *Edit* button to the right of the *article* you wish to edit.
4. Follow the steps for adding an article, making the appropriate changes to the information on each of the four tabs.

Sorting Articles on an Article Library

You can only sort active articles on an *Article Library*.

To sort articles on an *Article Library*:

1. Access the *Section Workspace*.
2. Click on the *Article Library* that contains the articles you want to sort. An *Edit Article Library* window like the one shown in Exhibit 7-29 will display.
3. Click on the *Sort Articles* button at the top of the *Edit Article Library* window. A *Sort Articles* window like the one shown in Exhibit 7-30 will display.

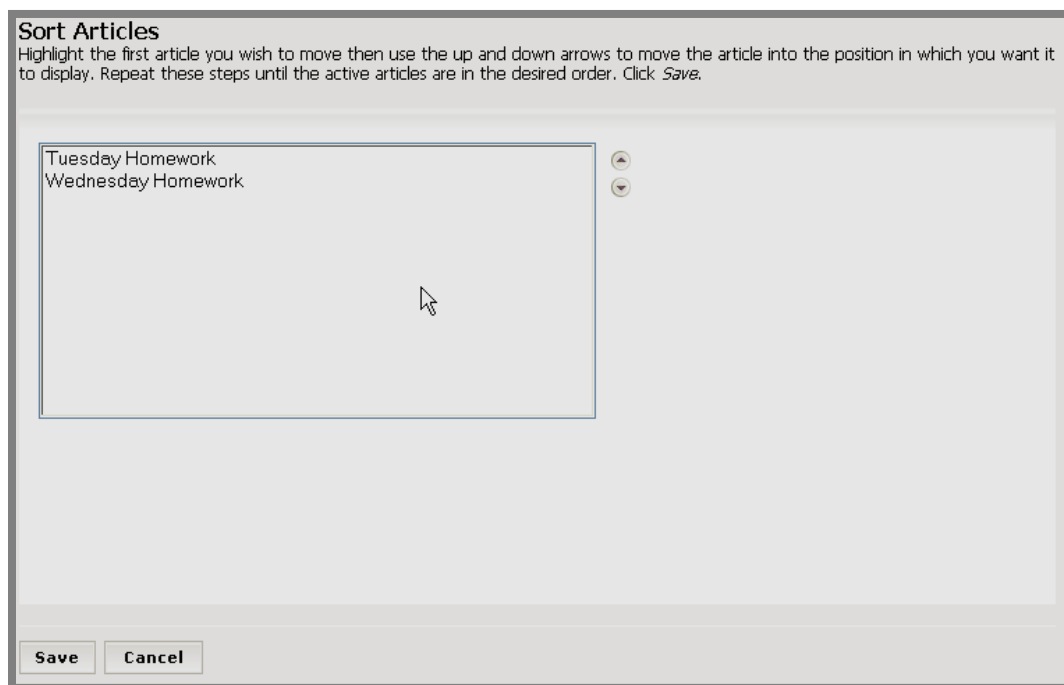


Exhibit 7-30: Sort Articles window

5. Click on the name of the *article* you wish to move.
6. Use the up and down arrows to move the article in the list.
7. Repeat Steps 4 and 5 as required.
8. Click on the *Save* button. The *Edit Article Library* window will return as the active window. The sorted articles will appear in the new order on the *Edit Article Library* window and on the website.

Deleting an Article from an Article Library

To delete an article from an *Article Library*:

1. Access the *Section Workspace*.
2. Click on the *Article Library* that contains the article you wish to delete. An *Edit Article Library* window like the one shown in Exhibit 7-29 will display.
3. Click on the *Delete* button to the right of the article you wish to delete. A confirmation dialog box like the one shown in Exhibit 7-31 will display.

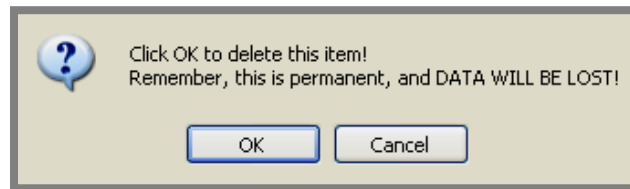


Exhibit 7-31: Confirmation of article delete

4. Click on the *OK* button. The *Edit Article Library* window will refresh. The *article* you deleted will no longer be listed. If it was an active article, it will no longer appear on the website.

Working with Flex Pages

You can use a *Flex Page* to add different types of content into a free-form page that resembles a blank word processing document. *Flex Pages* work the same whether adding content to a new *Flex Page* or editing an existing *Flex Page*. The *Overview* (section homepage) page is actually a *Flex Page*.

To work with a *Flex Page*:

1. Once you have added a *Flex Page* using the *New Page* task, access the *Section Workspace*.
2. Click on the *Flex Page* name. A *Schoolwires Editor* like the one in Exhibit 7-31 will display. Note: If you chose a *page* layout when you added the *Flex Page*, the **Editor** may not be blank as the one shown in Exhibit 7-32 is. You can edit or delete the content that was entered in the *page* layout.

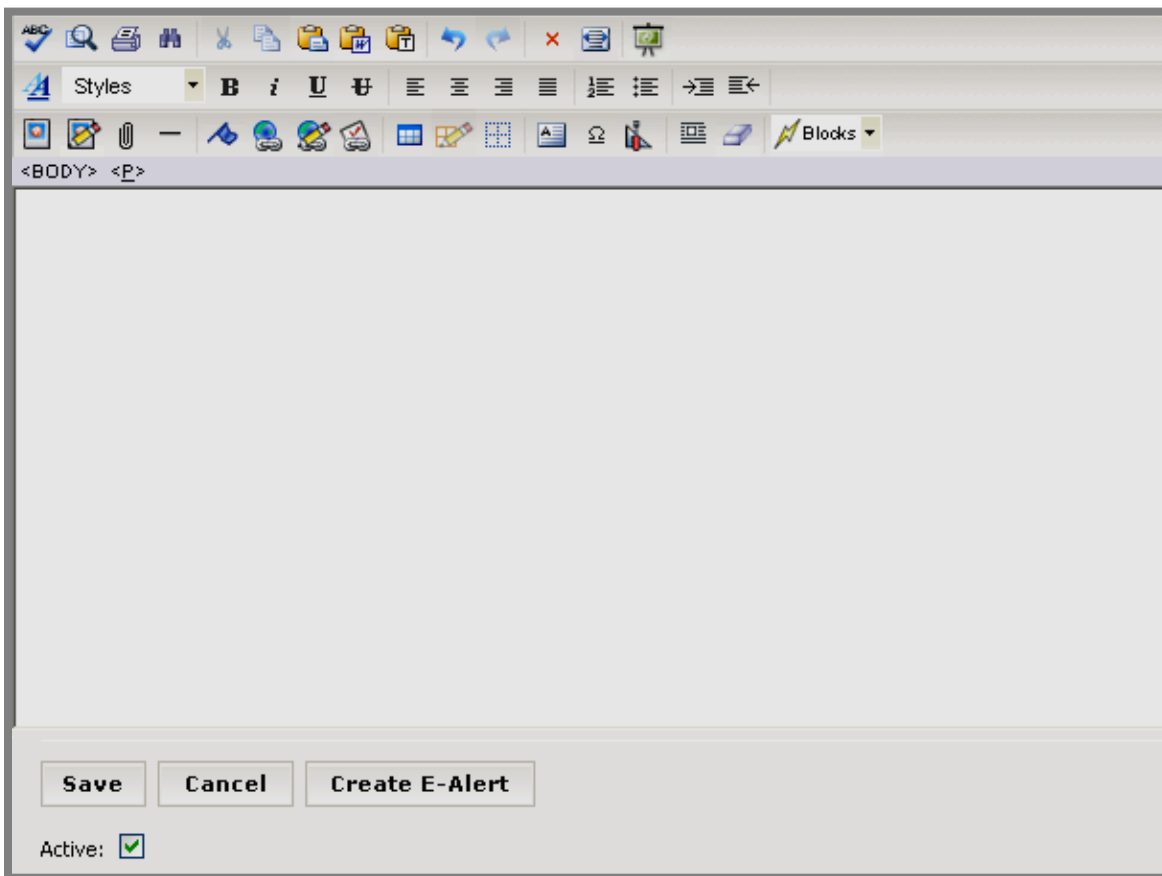


Exhibit 7-32: Schoolwires Editor for a Flex Page

3. Enter or edit the text in the **Editor**. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.

4. If you do not want the *Flex Page* to appear in your *section* immediately, click in the Active checkbox to remove the checkmark and make the *page* inactive. If you make it inactive, remember to make it active later or it will not appear on your website.
5. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The *Flex Page* will display in the *Section Workspace*. If you made it active, it will also display on the website.

TIPS:

- If your organization has enabled content routing, you will need to send the *page* for approval when you create or change content on any *page*. If your organization purchased the E-Alerts option, you can send a Content E-Alert. See Chapter 8: “Working with the **Schoolwires Editor**” for more information on how to use these two options within the **Editor**.
- If you do not see the *Flex Page* on your website when you expect to see it, make sure that its status is active. If your site is using content routing, it may not be through the routing process.

Working with a File Library

You can use a *File Library* to list files available for download from your *section*. You can organize a collection of files such as:

- Policies and forms
- Newsletters and meeting minutes
- Software updates
- Art projects

Adding a File to a File Library

Adding a *File Library* is the first step. However, until you add the first file to that *File Library*, it is still just an empty library.

To add a file to a *File Library*:

1. Access the *Section Workspace*.
2. Click on the *File Library* to which you want to add a file. An *Edit File Library* window like the one shown in Exhibit 7-33 will display.

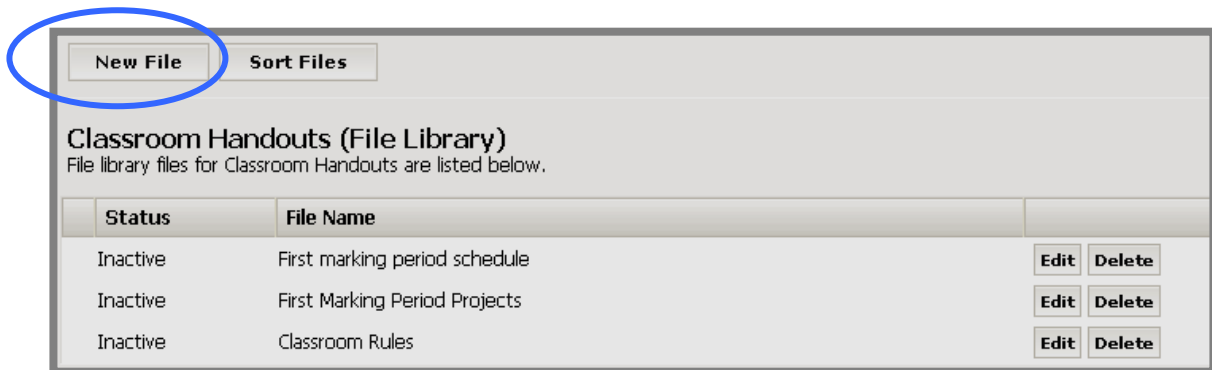
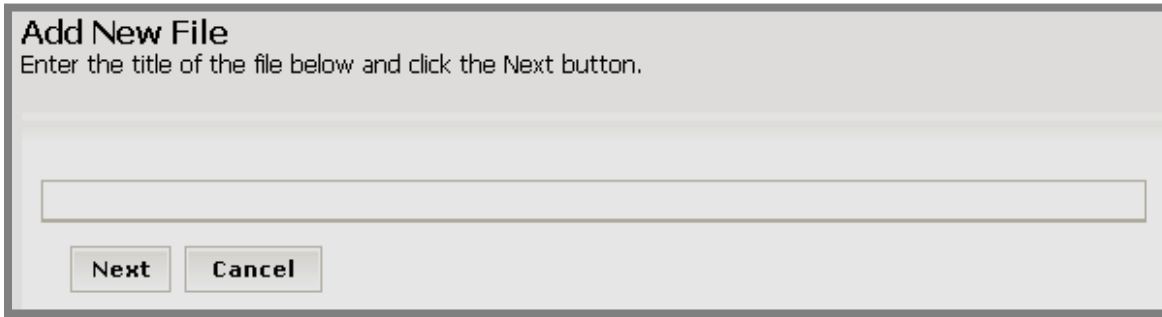


Exhibit 7-33: Edit File Library window

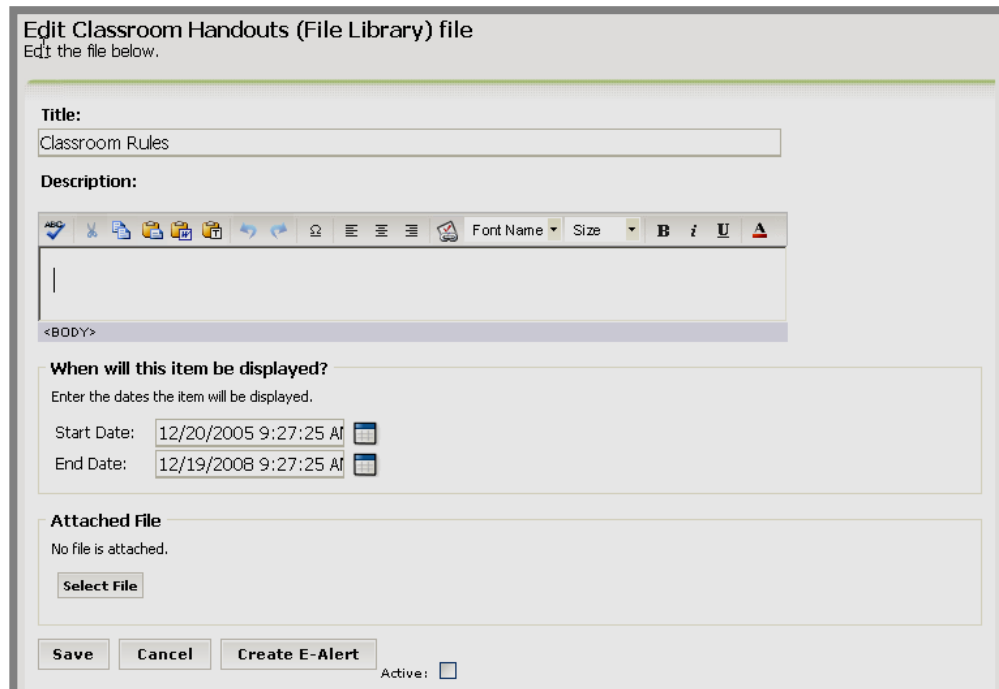
3. Click on the *New File* button at the top of the page. A *New File Title* window like the one in Exhibit 7-34 will display.



Add New File
Enter the title of the file below and click the Next button.

Exhibit 7-34: New File Title window

4. Enter the title as you want it to appear on the *File Library*.
5. Click on the *Next* button. An *Edit File* window like the one shown in Exhibit 7-35 will display.



Edit Classroom Handouts (File Library) file
Edit the file below.

Title:

Description:

When will this item be displayed?
Enter the dates the item will be displayed.

Start Date:


End Date:

Attached File
No file is attached.

Active: ☐

Exhibit 7-35: Edit File window

6. Edit the title if required.
7. Enter a description into the limited-function **Schoolwires Editor**. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.
8. Enter the start date in the Start Date field. The *File Library* will not appear on your website until that date. The *page* must be set as active in order to appear on your website on the designated Start Date.

TIP: Clicking on the calendar icon  will bring up a calendar on which you can select the desired date. The default date/time is the date/time you added the file. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

9. Enter an end date in the End Date field. The file will no longer display after the end date. It will remain in the *File Library* after the expiration date unless you delete it.

TIP: The default end date/time is three years from the default start date/time.

10. Click on the *Select File* button. An *Upload File Wizard* like the one shown in Exhibit 7-36 will display.

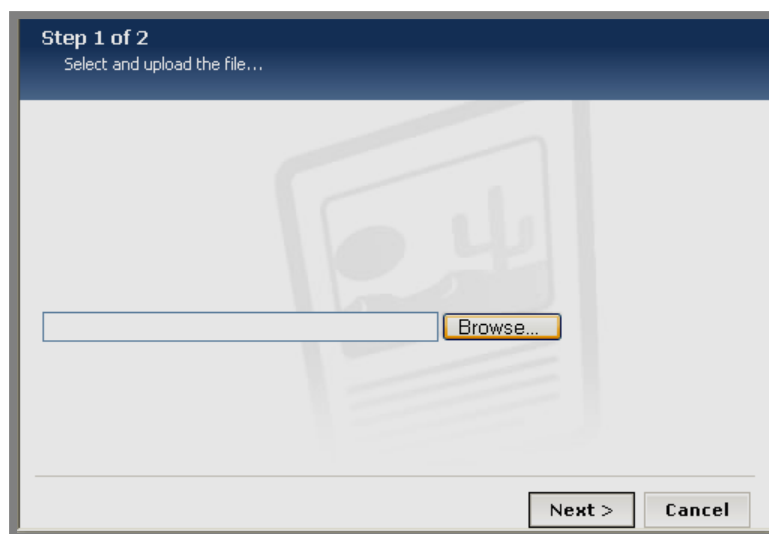


Exhibit 7-36: Upload File Wizard

11. Click on the *Browse* button to browse your computer or network for the desired file. A window like the one shown in Exhibit 7-37 will display.

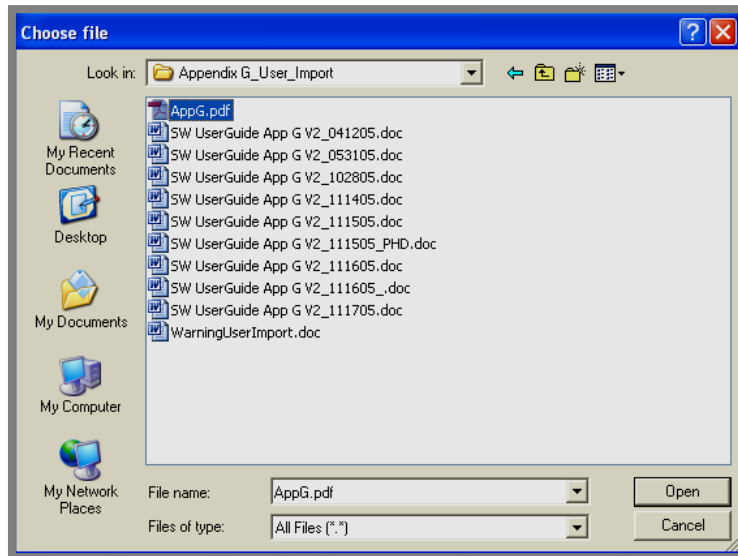


Exhibit 7-37: Upload File wizard

12. Select the file you want to upload and click on the *Open* button. The wizard will return as the active window. The file path to the file you chose will be displayed.
13. Click on the *Next* button. When the upload is complete, the message “File Upload Complete” will display.
14. Click on the *Finish* button. A confirmation message like the one shown in Exhibit 7-38 will display.

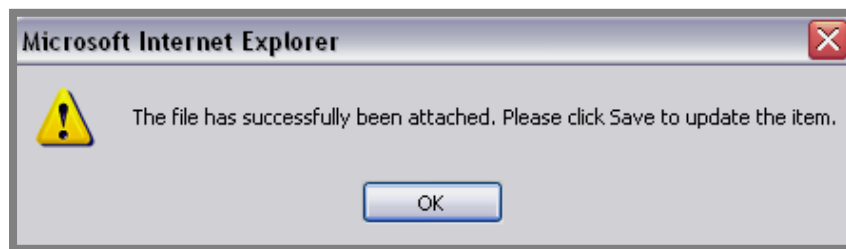


Exhibit 7-38: Confirmation of file upload

15. Click on the *OK* button. The *Edit File* window will return as the active window.
16. Click in the Active checkbox if you want this file to display in your *File Library* on the website immediately. If you do not make it active now, remember to make it active later or it will not appear on your website.
17. Click on the *Save* button. *If you do not save at this point, your file will not be included in the File Library.* A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The file name will display under “Attached File.”

18. Use the breadcrumbs to navigate back the *File Library*. The new file name will appear as part of the *File Library*. If the *File Library* and the file are both active, they will display on the website.

Remember that you can add multiple files to a *File Library* and you can have more than one *File Library* in your *section*.

TIPS:

- If your organization has enabled content routing, you will need to send the *page* for approval when you create or change content on any *page*. If your organization purchased the E-Alerts option, you can send a Content E-Alert. See Chapter 8: “Working with the **Schoolwires Editor**” for more information on how to use these two options within the **Editor**.
- If you do not see a file on your website when you expect to see it, check to be certain you selected the correct start date, remembered to make it active and that it has not expired. If your site is using content routing, it may not be through the routing process.

Editing a File on a File Library

To edit a file in a *File Library*:

1. Access the *Section Workspace*.
2. Click on the *File Library* that contains the file you want to edit. An *Edit File Library* window like the one shown in Exhibit 7-33 will display.
3. Click on the *Edit* button to the right of the file you want to edit.
4. Follow the steps for adding a new file, making the appropriate changes.

Note: If you upload a new file, it will replace the one that you previously uploaded.

Sorting Files on a File Library

You can only sort active files on a *File Library*.

To sort files on a *File Library*:

1. Access the *Section Workspace*.
2. Click on the *File Library* containing the files you want to sort. An *Edit File Library* window like the one shown in Exhibit 7-39 will display.

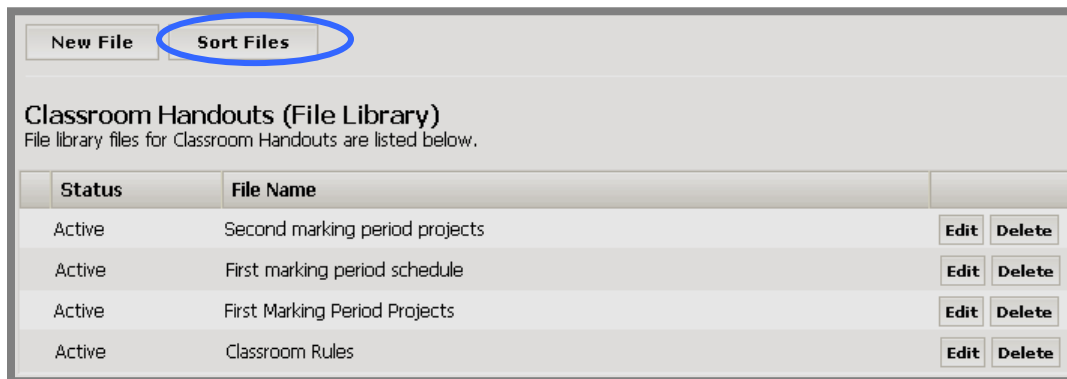


Exhibit 7-39: Edit File Library window

3. Click on the *Sort Files* button. A window like the one shown in Exhibit 7-40 will display.

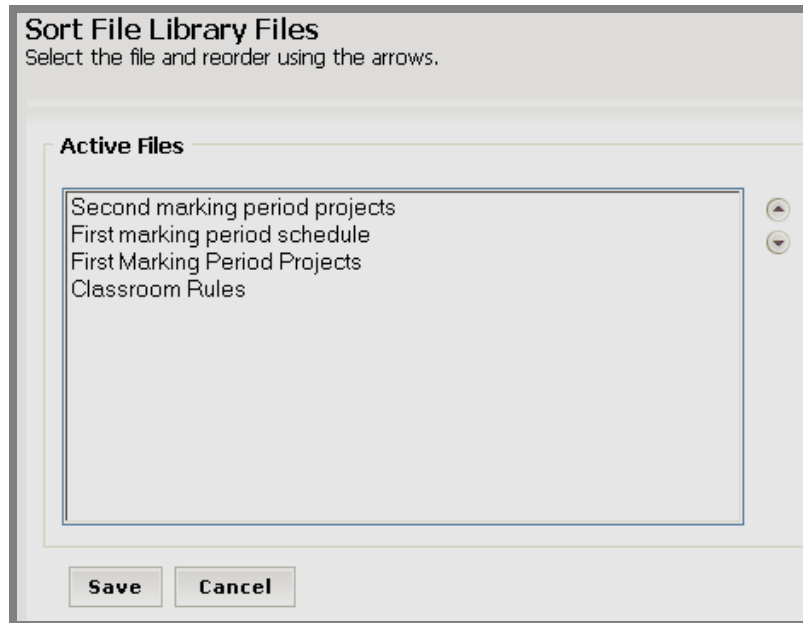


Exhibit 7-40: Sort Files window

4. Highlight the file you wish to move.
5. Use the up and down arrows to move the file.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Edit File Library* window will return as the active window. The sorted files will appear in the new order on the *Edit File Library* window and on the website.

Deleting a File from a File Library

To delete a file from a *File Library*:

1. Access the *Section Workspace*.
2. Click on the *File Library* that contains the file you want to delete. An *Edit File Library* window like the one shown in Exhibit 7-38 will display.
3. Click on the *Delete* button to the right of the file you want to delete. A confirmation message like the one shown in Exhibit 7-31 will display.

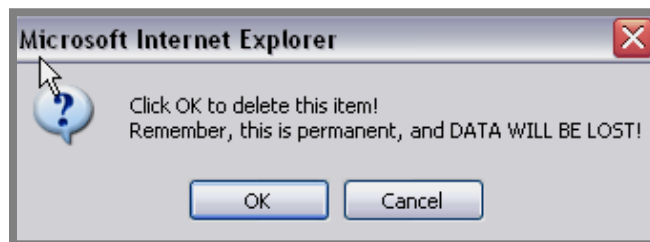


Exhibit 7-41: Confirmation of file deletion

4. Click on the *OK* button. The *Edit File Library* window will refresh. The file you deleted will no longer appear on the list. If it was an active file, it will no longer display on your website.

TIP: The file will remain on the server unless you remove it using the Manage Files & Folders task.

Working with a Link Library

You can use a *Link Library* to list links to other websites or other *pages* within your **Schoolwires** website.

TIPS:

- The easiest way to insert a link into a *page* is to use the *Insert Link* icon in the **Schoolwires Editor**. See Chapter 8: “Working with the Schoolwires Editor.”
- To obtain the URL for a *page* to which you want to link, you can use the *URL* button or you can navigate to that *page* on your website and copy the URL from the address bar. See *Obtaining the URL for a Page* later in this chapter for more information.

Adding a Link to a Link Library

Adding a *Link Library* is the first step. However, until you add the first article to that *Link Library*, it is still just an empty library.

To add a link to a *Link Library*:

1. Access the *Section Workspace*.
2. Click on the *Link Library* to which you want to add a link. An *Edit Link Library* window like the one shown in Exhibit 7-42 will display.

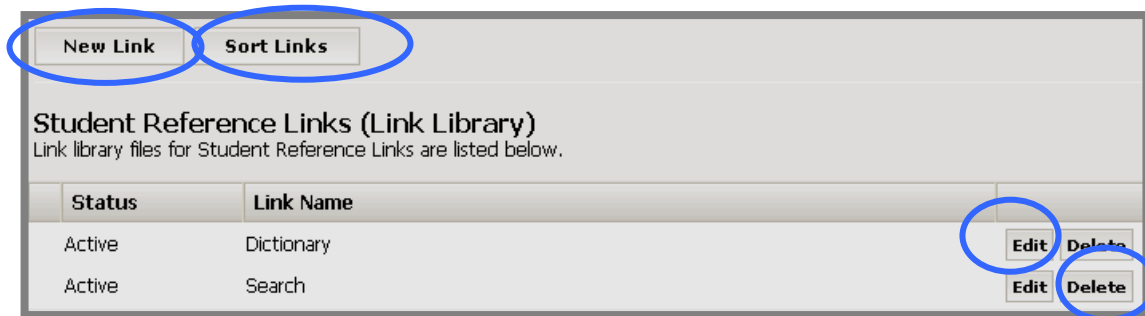
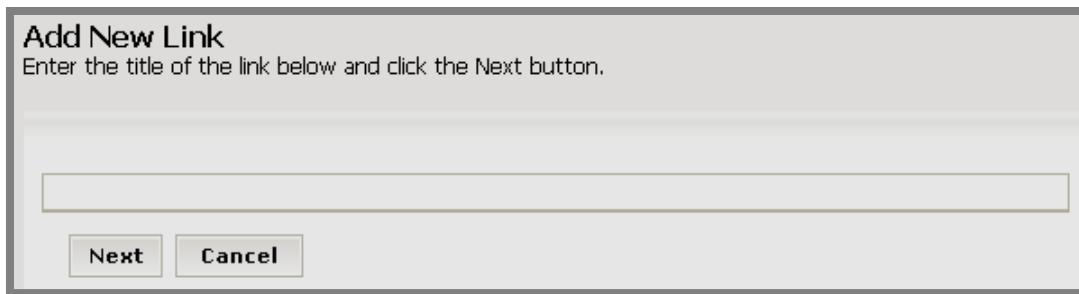
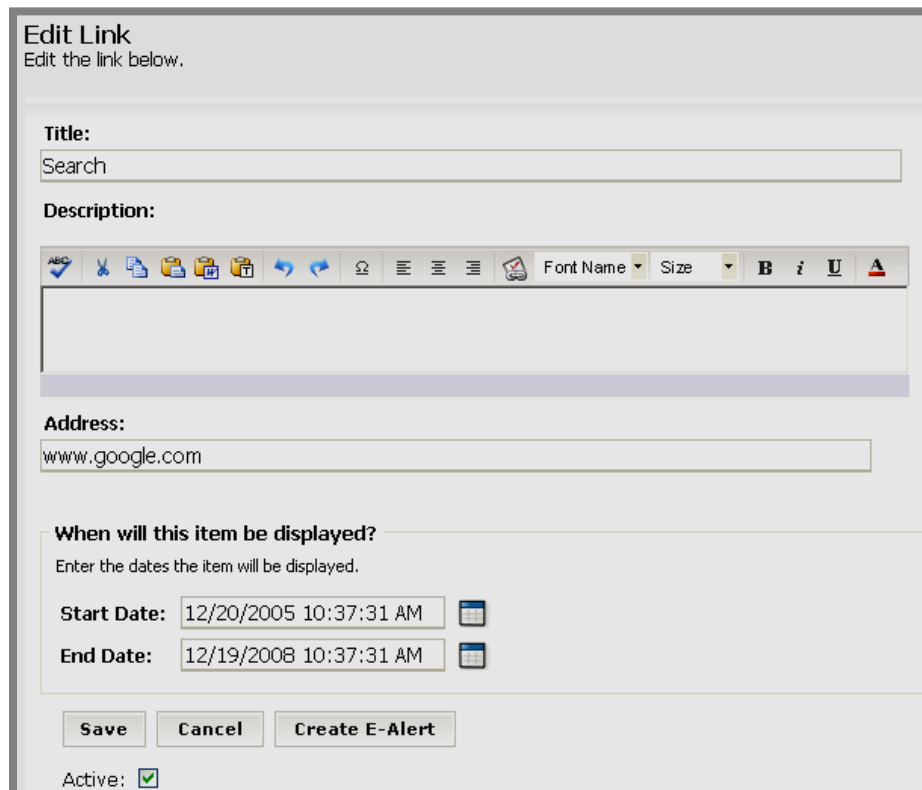


Exhibit 7-42: Edit Link Library window

3. Click on the *New Link* button. A *New Link Title* window like the one shown in Exhibit 7-43 will display.


A screenshot of the 'Add New Link' window. It has a title bar 'Add New Link' and a subtitle 'Enter the title of the link below and click the Next button.' Below the subtitle is a single-line text input field. At the bottom are two buttons: 'Next' and 'Cancel'.**Exhibit 7-43: New Link Title window**

4. Enter the title of the link as you want it to appear on the *Link Library*.
5. Click on the *Next* button. An *Edit Link* window like the one shown in Exhibit 7-44 will display.

A screenshot of the 'Edit Link' window. It has a title bar 'Edit Link' and a subtitle 'Edit the link below.' The window contains several sections: 'Title:' with a text input field containing 'Search'; 'Description:' with a rich text editor toolbar (including icons for undo, redo, bold, italic, underline, font name, size, and color) and a large text area; 'Address:' with a text input field containing 'www.google.com'; 'When will this item be displayed?' with a subtitle 'Enter the dates the item will be displayed.' and two date/time pickers for 'Start Date' (12/20/2005 10:37:31 AM) and 'End Date' (12/19/2008 10:37:31 AM); and a row of three buttons: 'Save', 'Cancel', and 'Create E-Alert'. At the bottom is an 'Active:' checkbox which is checked.**Exhibit 7-44: Edit Link window**

6. Edit the title if required.
7. Enter a description into the limited-function **Schoolwires Editor**. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.
8. Enter (or paste) the web address (URL) of the link in the Address field.

9. Enter the start date in the Start Date field. The *Link Library* will not appear on your website until that date. The *link* must be set as active in order to appear on your website on the designated Start Date.

TIP: Clicking on the calendar icon  will bring up a calendar on which you can select the desired date. The default date/time is the date/time you added the file. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

10. Enter an end date in the End Date field. The link will no longer display after the end date. It will remain in the *Link Library* after the expiration date unless you delete it.

TIP: The default end date/time is three years after the default start date/time.

11. Click in the Active checkbox if you want the link to be active on your *Link Library* immediately. If you do not make it active now, remember to make it active later or it will not appear on your website.
12. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
13. Use the breadcrumbs to navigate back to the *Link Library*. The link will display in the *Link Library*. If the *Link Library* and the link are both active, they will display on the website.

Remember that you can add multiple links to a *Link Library* and you can have more than one *Link Library* in your *section*.

TIPS:

- If your organization has enabled content routing, you will need to send the *page* for approval when you create or change content on any *page*. If your organization purchased the E-Alerts option, you can send a Content E-Alert. See Chapter 8: “Working with the Schoolwires Editor” for more information on how to use these two options within the Editor.
- If you do not see a link on your website when you expect to see it, check to be certain you selected the correct start date, remembered to make it active and that it has not expired. If your site is using content routing, it may not be through the routing process.

Editing a Link on a Link Library

To edit a link on a *Link Library*:

1. Access the *Section Workspace*.
2. Click on the *Link Library* containing the link you want to edit. An *Edit Link Library* window like the one shown in Exhibit 7-41 will display.
3. Click on the *Edit* button to the right of the link you wish to edit.
4. Follow the steps for adding a new link, making the appropriate changes.

Sorting Links on a Link Library

You can only sort active links on a *Link Library*.

To sort links on a *Link Library*:

1. Access the *Section Workspace*.
2. Click on the *Link Library* that contains the links you want to sort. An *Edit Link Library* like the one shown in Exhibit 7-45 will display.

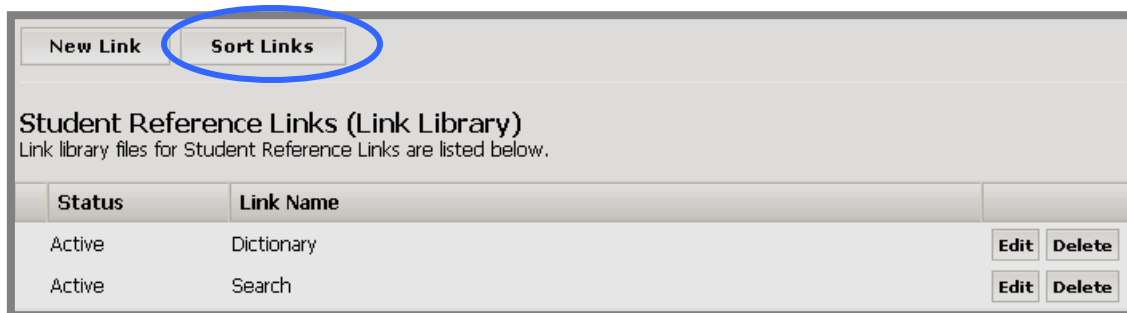


Exhibit 7-45: Edit Link Library window

3. Click on the *Sort Links* button at the top of the *Edit Link Library* window. A *Sort Links* window like the one shown in Exhibit 7-46 will display.

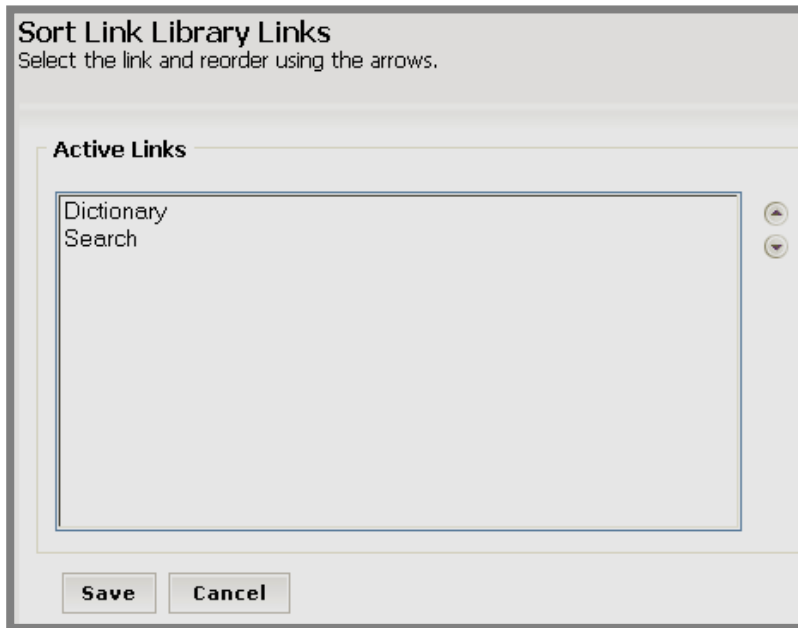


Exhibit 7-46: Sort Links window

4. Highlight the link you wish to move.
5. Use the up and down arrows to move the link.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Edit Link Library* window will return as the active window. The sorted links will appear in the new order on the *Edit Link Library* window and on the website.

Deleting a Link from a Link Library

To delete a link from a *Link Library*:

1. Access the *Section Workspace*.
2. Click on the *Link Library* from which you want to delete a link. An *Edit Link Library* window like the one shown in Exhibit 7-45 will display.
3. Click on the Delete button to the right of the link you wish to remove. A confirmation message like the one shown in Exhibit 7-47 will display.

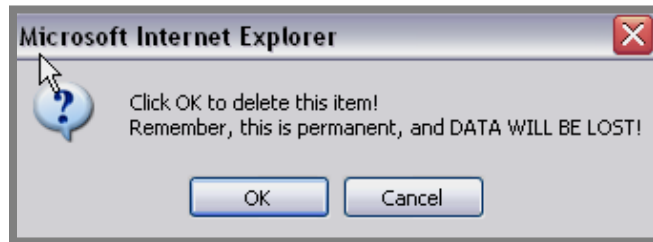


Exhibit 7-47: Confirmation of link deletion

4. Click on the *OK* button. The *Edit Link Library* will refresh. The link you removed will no longer be listed. If it was an active link, it will no longer display on the website.

Working with a Maps & Directions Page

You can use a *Maps & Directions Page* to provide the exact address, detailed driving directions and attachments for such items as:

- Athletic events
- Field trips
- Conferences

Adding Directions to a Maps & Directions Page

Adding a *Maps & Directions Page* is the first step. However, until you add the first directions to that *Maps & Directions Page*, it is still just an empty library.

To add directions to a *Maps & Directions Page*:

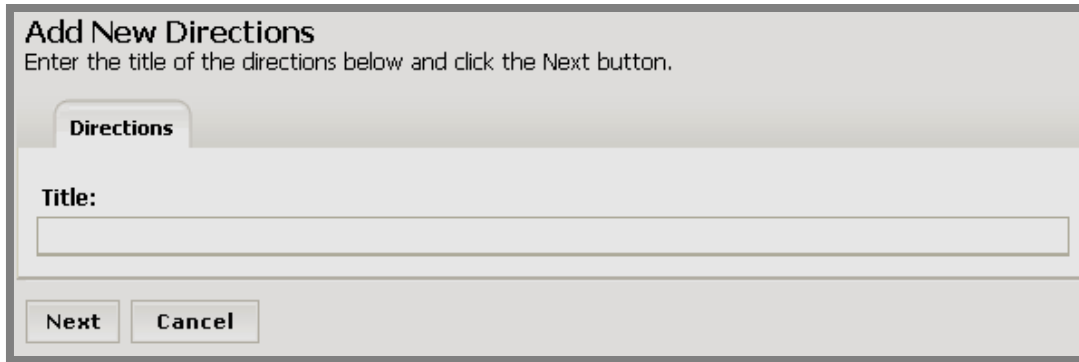
1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* to which you want to add directions. An *Edit Maps & Directions* window like the one shown in Exhibit 7-48 will display.



Status	Direction Name	
Active	Way Fruit Farm	Edit Delete
Active	Palmer Art Museum	Edit Delete

Exhibit 7-48: Edit Maps & Directions window

3. Click on the *New Direction* button. A *New Directions Title* window like the one in Exhibit 7-49 will display.



Add New Directions
Enter the title of the directions below and click the Next button.

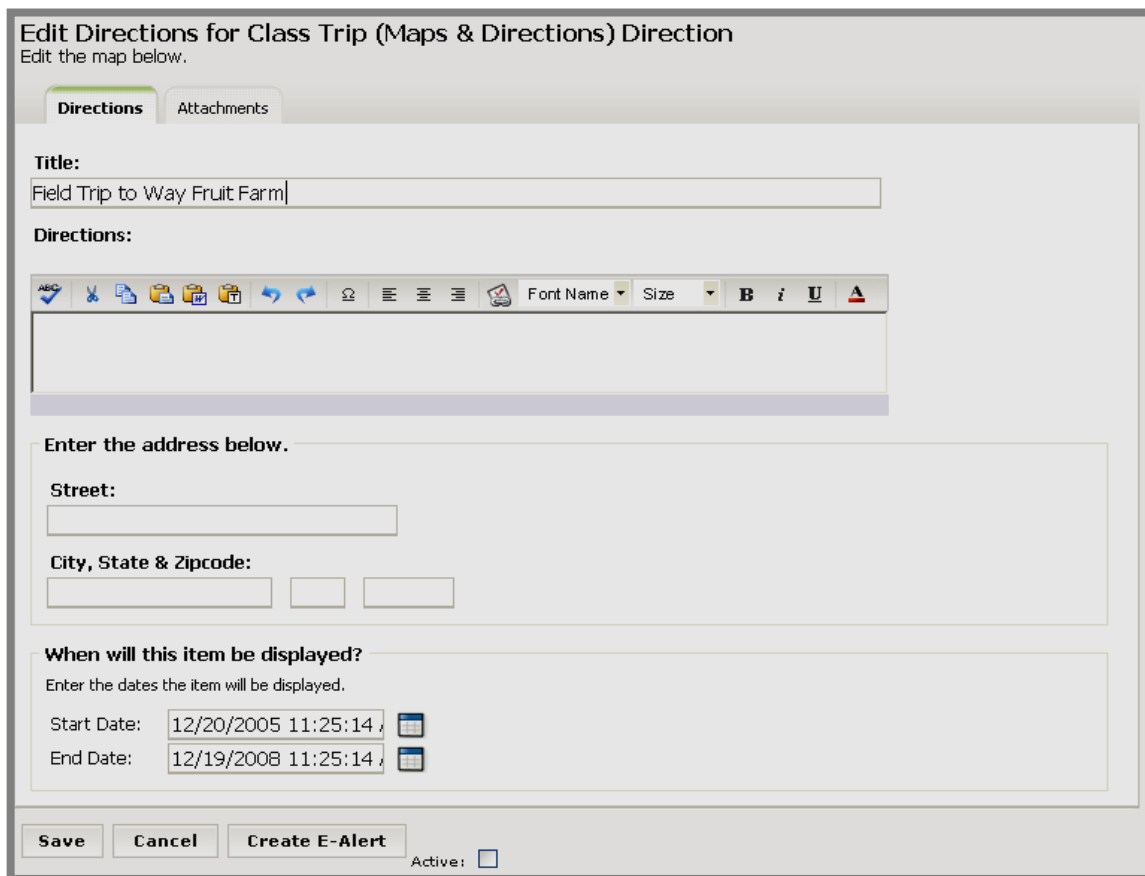
Directions

Title:

Next **Cancel**

Exhibit 7-49: New Directions Title window

4. Enter the title of the directions as you want it to appear on the *Maps & Directions Page*.
5. Click on the *Next* button. An *Edit Directions* window like the one shown in Exhibit 7-50 will display.



Edit Directions for Class Trip (Maps & Directions) Direction
Edit the map below.

Directions **Attachments**

Title:

Directions:

Enter the address below.

Street:

City, State & Zipcode:

When will this item be displayed?
Enter the dates the item will be displayed.

Start Date:


End Date:

Save **Cancel** **Create E-Alert** **Active:** ☐

Exhibit 7-50: Edit Directions window

6. On the *Directions* tab:
 - a. Edit the title as needed.
 - b. Enter the directions in the limited-function Schoolwires Editor. See Chapter 8: “Working with the Schoolwires Editor” for more information. These can be extensive, step-by-step directions.
 - c. Enter the address of the destination.

TIP: If you enter a zip code here, visitors who have entered zip codes in their User Profiles will see estimated miles to the destination.
 - d. Enter the start date for the new directions in the Start Date field. The directions will not appear on your website until that date. The directions must be set as active in order to appear on your website on the designated Start Date.

TIP: Clicking on the calendar icon  will bring up a calendar that you can use to select the desired date. The default time is midnight of any date you enter. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.
 - e. Enter an end date for the directions in the End Date field. The directions will no longer be displayed on your Maps & Directions Page after the end date. It will remain in the Section Workspace after the expiration date unless you delete it.

TIP: The default end date/time is three years from the default start date/time.
7. Click in the Active checkbox to make the directions available immediately on the *Maps & Directions Page*. If you do not make it active now, remember to make it active later or it will not appear on your website.
8. Click on the *Attachments* tab. An *Attachments* window like the one shown in Exhibit 7-51 will display. Attaching a file is optional. However, it is an excellent way to provide:
 - Printable copies of the directions
 - Agenda(s)
 - Permission slip(s)

Edit Directions
Edit the directions below.

Directions **Attachments**

Would you like to add an attachment?
Enter the attachment description/filename then select the file.

Attachment Name:

Select File

File Name	Description	Check to Delete
<input type="button" value="Refresh List"/>		

Active: ☒

Exhibit 7-51: Attachments Tab

9. On the *Attachments* tab:
 - a. Enter the attachment name.
 - b. Click on the *Select File* button. An *Upload File Wizard* like the one shown in Exhibit 7-52 will display.

Step 1 of 2
Select and upload the file...

Exhibit 7-52: Upload File Wizard

- c. Click on the *Browse* button to browse your computer or network for the desired file. A window like the one shown in Exhibit 7-53 will display.

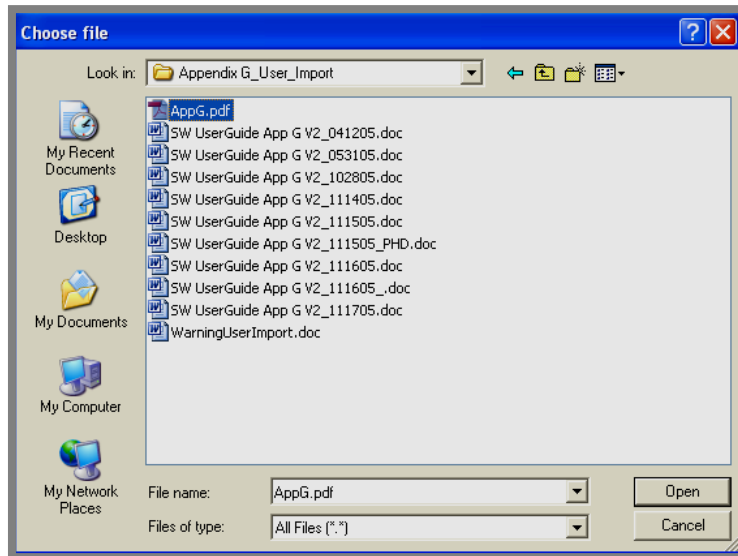


Exhibit 7-53: Upload File wizard

- d. Select the file you want to upload and click on the *Open* button. The wizard will return as the active window. The file path to the file you chose will be displayed.
- e. Click on the *Next* button. When the upload is complete, the message “File Upload Complete” will display.
- f. Click on the *Finish* button. A confirmation message like the one shown in Exhibit 7-54 will display.

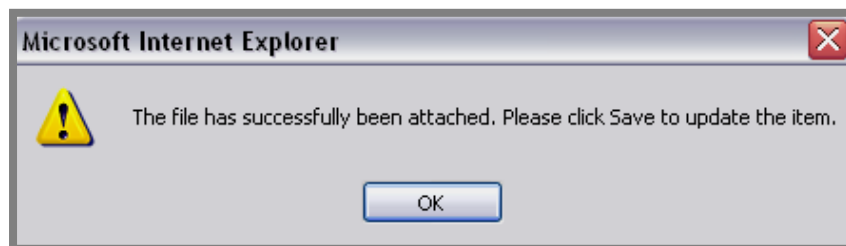


Exhibit 7-54: Confirmation of File Upload

- g. Click on the *OK* button. The *Attachments* tab will refresh and the newly attached file will display. In Exhibit 7-55, the file Way_Fruit-Farm_Directions.doc file was attached.

Edit Directions
Edit the directions below.

Directions **Attachments**

Would you like to add an attachment?
Enter the attachment description/filename then select the file.

Attachment Name:

Select File

File Name	Description	Check to Delete
Way_Fruit_Farm_Directions.doc	Detailed Directions	<input type="checkbox"/>

Refresh List

Save Cancel Create E-Alert

Active: ☒

Exhibit 7-55: Attachment Example

- h. To delete an attached file, on the *Attachments* tab:
 - i. Click in the checkbox to the right of the file you wish to delete. It is below, “Check to Delete.”
 - ii. Click the *Refresh List* button. The *Attachments* tab will refresh and the deleted file will not appear.
10. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button.
11. Use the breadcrumbs to navigate back to the *Maps & Directions Page*. The new directions will appear. If the *Maps & Directions Page* and the directions you added are both active, they will display on the website.

Remember that you can add multiple directions to a *Maps & Directions Page* and you can have more than one *Maps & Directions Page* in your *section*.

TIPS:

- If your organization has enabled content routing, you will need to send the *page* for approval when you create or change content on any *page*. If your organization purchased the E-Alerts option, you can send a Content E-Alert. See Chapter 8: “Working with the Schoolwires Editor” for more information on how to use these two options within the Editor.

- If you do not see directions on your website when you expect to see it, check to be certain you selected the correct start date, remembered to make it active and that it has not expired. If your site is using content routing, it may not be through the routing process.

Editing Directions on a Maps & Directions Page

To edit directions on a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* that contains the directions you wish to edit.
3. Click on the *Edit* button to the right of the directions you wish to edit.
4. Follow the steps for adding directions, making the appropriate changes.

Sorting Directions on a Maps & Directions Page

You can only sort active directions on a *Maps & Directions Page*

To sort directions on a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* that contains the directions you want to sort. An *Edit Maps & Directions* window like the one shown in Exhibit 7-56 will display.

Status	Direction Name	
Active	Way Fruit Farm	Edit Delete
Active	Palmer Art Museum	Edit Delete

Exhibit 7-56: Edit Maps & Directions window

3. Click on the *Sort Directions* button on the top of the *Edit Maps & Directions* window. A *Sort Directions* window like the one shown in Exhibit 7-57 will display.

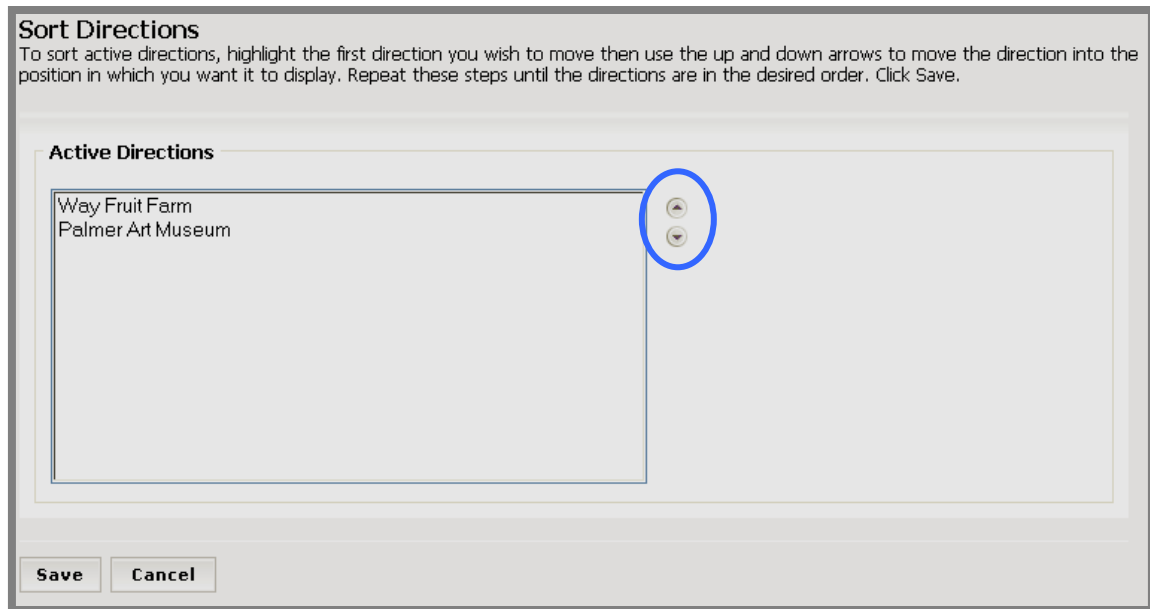


Exhibit 7-57: Sort Directions window

4. Highlight the directions you wish to move.
5. Use the up and down arrows to move the directions.
6. Repeat Steps 4 and 5 as required.
7. Click on the *Save* button. The *Edit Maps & Directions* window will return as the active window. The sorted directions will appear in the new order on the *Edit Maps & Directions* window and on the website.

Deleting Directions from a Maps & Directions Page

To delete directions from a *Maps & Directions Page*:

1. Access the *Section Workspace*.
2. Click on the *Maps & Directions Page* from which you want to delete a direction. An *Edit Maps & Directions* window like the one shown in Exhibit 7-58 will display.

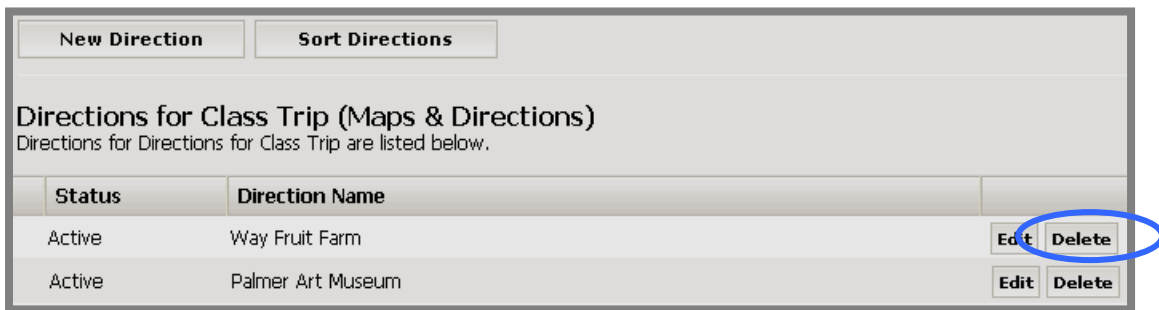


Exhibit 7-58: Edit Maps & Directions window

3. Click on the *Delete* button to the right of the directions you wish to delete. A confirmation message like the one shown in Exhibit 7-59 will display.

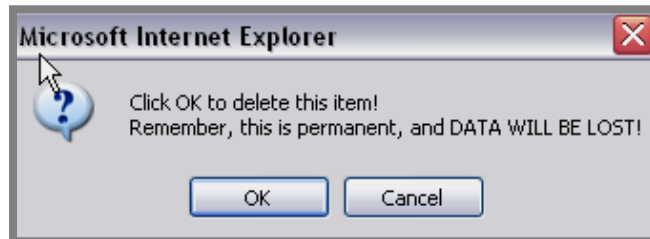


Exhibit 7-59: Confirmation of Directions Deletion

4. Click on the *OK* button. The *Edit Maps & Directions* window will refresh. The directions you removed will no longer be listed. If they were active directions, they will no longer display on the website.

Working with the Section Calendar

Each *site*, *subsite* and *section* has its own *Calendar Page*. Site Directors and Subsite Directors access the *Calendar* from the *Site* or *Subsite Workspace*. Section Editors, however, access the *Calendar* from the *Section Workspaces* for their *sections*.

On the calendar for a *section*, you can:

- Add events that require minimal information by using the Quick Event feature.
- Add detailed events.
- Import events.
- Create recurring events.
- Create registered events and view, print and export the rosters of the registered events.
- Add attachments to events.
- Request that events on the *section* calendar be posted to the calendar on the *site* or *subsite* in which the *section* appears.

See Chapter 13 “Using the Schoolwires Calendar” for more information.

TIP: The *Calendar Page* will only display on your website if its status is Active. Use the status checkbox to make the *Calendar Page* either Active or Inactive, depending on whether you would like it to be included in your *section*. The event content within the *Calendar Page* is not affected by a change in the status of the *Calendar Page*.

Obtaining the URL for a Page

You may want to link to a *page* from another *page* on your website. To do this, you will need to know the URL for the *page* to which you wish to link.

TIP: The easiest way to insert a link into a *page* is to use the *Insert Link* wizard in the **Schoolwires Editor**. See Chapter 8: “Working with the Schoolwires Editor” for more information.

There are two ways to obtain the URL for a *page* to which you want to link:

- Use the *URL* button as discussed here.
- Navigate to that *page* on your website and copy the URL from the address bar of your internet browser.

To obtain a URL for a *page* within the *Section Workspace*:

1. Access the *Section Workspace*.
2. Click on the *URL* button to the right of the *page* to which you want to link (i.e., the one to which you want to link). A *Page URL* window like the one shown in Exhibit 7-60 will display.

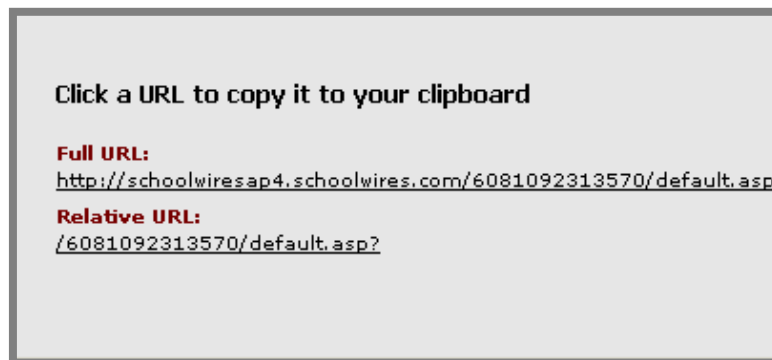


Exhibit 7-60: Page URL window

6. Click on the either the full or the relative URL link. A confirmation message like the one shown in Exhibit 7-61 will display.

TIP: A link is an **absolute URL link** if the location can be found from anywhere on the Web, not just from a single Web site. You can browse to an absolute URL link regardless of your starting point. A **relative URL link** specifies the page to which to link *only as it is related to the current location*. In this case, the starting point would have to be within your website.

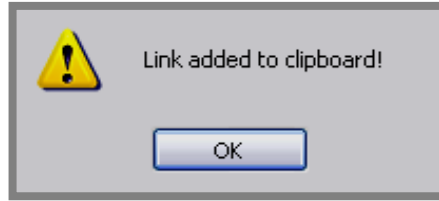


Exhibit 7-61: URL Confirmation message

7. Click on the *OK* button. The *Section Workspace* will return as the active window. The URL for the *page* is now on your clipboard. You can now insert this link on another *page* on your website.

Renaming a Page

To rename a *page*:

1. Access the *Section Workspace*.
2. Click on the *Rename* button to the right of the *page* you want to rename. A *Rename* window like the one shown in Exhibit 7-62 will display.

The screenshot shows a web interface titled "Section Workspace (Smith, Claire)". Below the title is a navigation bar with three tabs: "Manage Pages" (active), "Files and Folders", and "Section Editors". Below the tabs is a breadcrumb trail: "Home > Rename 'Mrs. Smith's Class'". The main content area is titled "Rename Section Homepage" and contains the instruction "Use the field below to create a new name for the page." Below this is a text input field labeled "Page Name:" with the text "Mrs. Smith's Class" entered. At the bottom of the form are two buttons: "Save" and "Cancel".

Exhibit 7-62: Rename window

3. Edit the *page* name as required.
4. Click on the *Save* button. The *Section Workspace* will return as the active window. The new *page* name will display. If the *page* is active on the website, the new name will display there as well.

TIP: If your section has an active Hierarchy List for *page* navigation, there will be a reminder on the Rename window. You must update the Hierarchy List in order to complete the *page* name change. If your section is using an Auto List for page navigation, this change will appear automatically.

Setting Page Options

Site Directors can assign specific viewing permissions (roles) to users. You can use those viewing permissions (roles) to limit who can view individual *pages* within your *section*.

To set *page* viewing permissions (roles):

1. Access the *Section Workspace*.
2. Click on the *Options* button to the right of the *page* for which you want to set viewing permissions (roles). An *Options* window like the one shown in Exhibit 7-63 will display. Notice that the viewing permissions (roles) of General Public, Registered Users and INTRANET ACCT are selected. They are the default viewing permissions (roles) that allow any visitor to your website to view material.

TIP: If you want all of the content on your *page* to be visible to all visitors, then leave the three default roles selected.

Page Options
Click in the checkbox to the left of each role you wish to be able to view this page.

To limit who can view this page, you must also de-select the default roles of INTRANET ACCT, Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

<input checked="" type="checkbox"/> *INTRANET ACCT* (5)	<input checked="" type="checkbox"/> Teacher (106)
<input checked="" type="checkbox"/> Administrators (110)	<input checked="" type="checkbox"/> Technical Staff (113)
<input checked="" type="checkbox"/> General Public (ALL) (1)	
<input checked="" type="checkbox"/> Parent (107)	
<input checked="" type="checkbox"/> Quality Assurance (114)	
<input checked="" type="checkbox"/> Registered Guest (2)	
<input checked="" type="checkbox"/> Staff (109)	
<input checked="" type="checkbox"/> Student (108)	

Exhibit 7-63: Options window

5. To limit viewing of the content on this *page* to a selected group:
 - a. Deselect the three default roles (General Public, Registered Users and INTRANET ACCT) by clicking in the checkboxes to the left of those roles.
 - b. Select role(s) you wish to view the page by clicking in the checkbox to the left of the desired role(s).
6. Click on the *Save* button. The *Section Workspace* will return as the active window. Only those users with the roles you selected will be able to see the *page* on your website.

Deleting a Page

To permanently remove a *page* from the *section*:

1. Access the *Section Workspace*.
2. Click on the *Delete* button to the right of the *page* you want to delete. A dialog box like the one shown in Exhibit 7-64 will display.

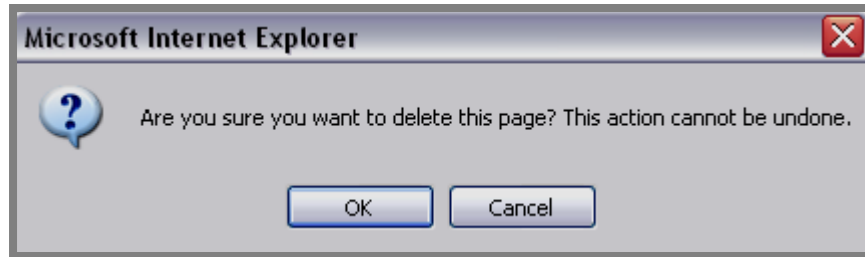


Exhibit 7-64: Confirmation of Page Deletion

3. Click the *OK* button. The *Section Workspace* will return as the active window. The *page* you removed will no longer appear in the *Section Workspace* or on your website if it was an active *page*.

Sorting Pages

You can use the *Sort Pages* button to change the order in which the *pages* in your *section* appear on the website as well as within the *Section Workspace*.

To sort *pages*:

1. Access the *Section Workspace*.
2. Click on the *Sort Pages* button on the top of the *Manage Pages* tab. A *Sort Pages* window like the one shown in Exhibit 7-65 will display. This window contains a list of all *pages* in your *section*. It includes both active and inactive *pages*.

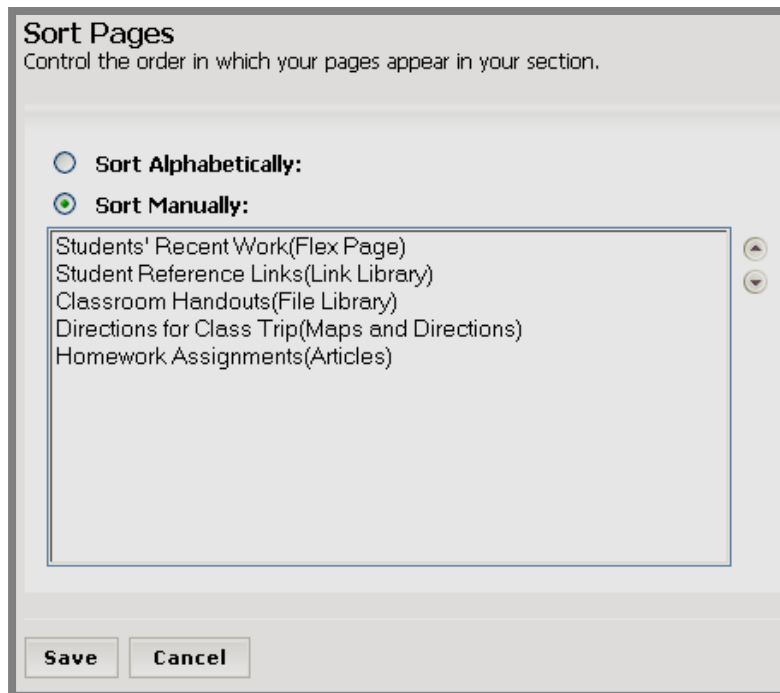


Exhibit 7-65: Sort Pages window

3. To sort the *pages*:
 - a. Alphabetically: click on the radio button to the left of “Sort Alphabetically.”
 - b. Manually: click on the radio button to the left of “Sort Manually.”
 - i. Highlight the *page* you wish to move.
 - ii. Use the up and down arrows to move the *page*.
 - iii. Repeat Steps (i) and (ii) as required.
4. Click on the *Save* button. The *Section Workspace* will return as the active window. The *pages* will be listed in the new order within the *Section Workspace* and the active *pages* will be listed in the new order on the website.

Building Section Hierarchy Navigation

There are two options for left navigation at the *section* level:

- Auto List: allows *page* links for the *section* to display individually.
- Hierarchy Navigation: allows you to build your own navigation by “nesting” *pages* under another *page* with expandable navigation links.

Exhibit 7-66 shows an example of Auto List Navigation.



Exhibit 7-66: Auto List Navigation example (no nesting of pages)



Exhibit 7-67: Hierarchy Navigation example (nesting of pages)

Section Editors may build Hierarchy Navigation on their *sections*, provided the Site Director or Subsite Director has enabled Hierarchy Navigation for the *sections*.

See Chapter 9: “Edit Site and Section Hierarchy Navigation” for more information.

Section Editors Tab

The *Section Editors* tab of the *Section Workspace* allows you to update the list of users who can edit a particular *section*. Site Directors and Subsite Directors will use this task to assign at least the first Section Editor for each *section*. The Section Editor may then choose to assign additional users the editing privileges of a Section Editor, or remove someone as a Section Editor.

TIP: We recommend that you have more than one Section Editor, normally two or three. However, we also suggest that you assign no more than five.

Before you begin assigning individuals as Section Editors, be certain they are registered. If they are not registered users, the Site Director must register them or they must self-register before proceeding. See *User Profiles* in Chapter 5: “**Site Manager—Site Workspace**” for more information.

Assigning a Section Editor

To assign a Section Editor:

1. Access the *Section Workspace*.
2. Click on the *Section Editors* tab or chose *Section Editor* from the *Users* drop-down menu. A *Section Editors* window like the one shown in Exhibit 7-68 will display.

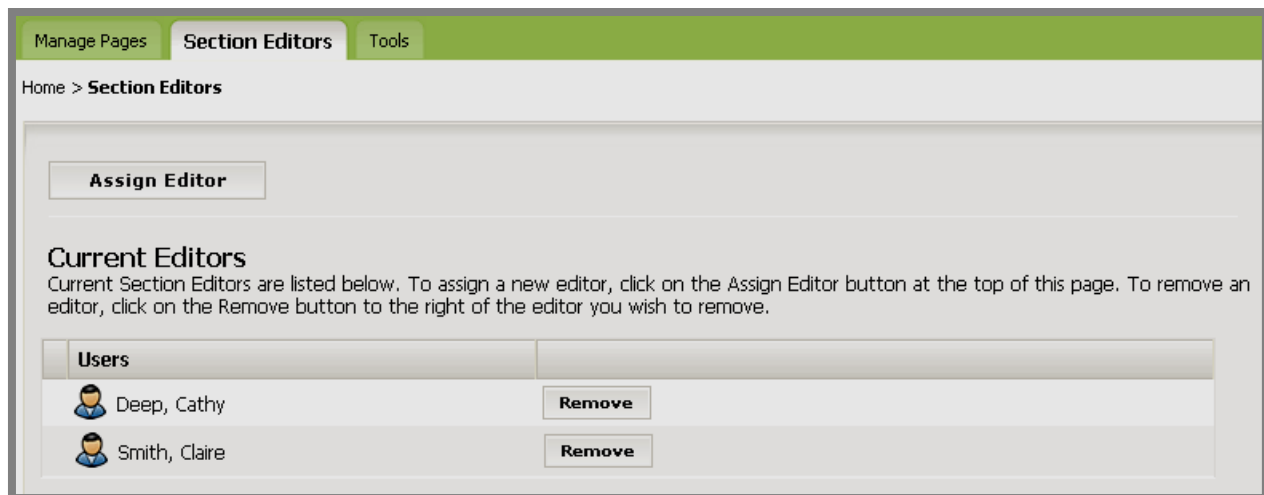


Exhibit 7-68: Section Editors window

Note: Since a Site Director or Subsite Director assigned you as the Editor for your *section*, you will see your name on the list of Current Editors. Only Section Editors will be listed, but all Site Directors and Subsite Directors can also edit the *section*.

3. Click on the *Assign Editor* button. A *Select User* window like the one shown in Exhibit 7-69 will display.

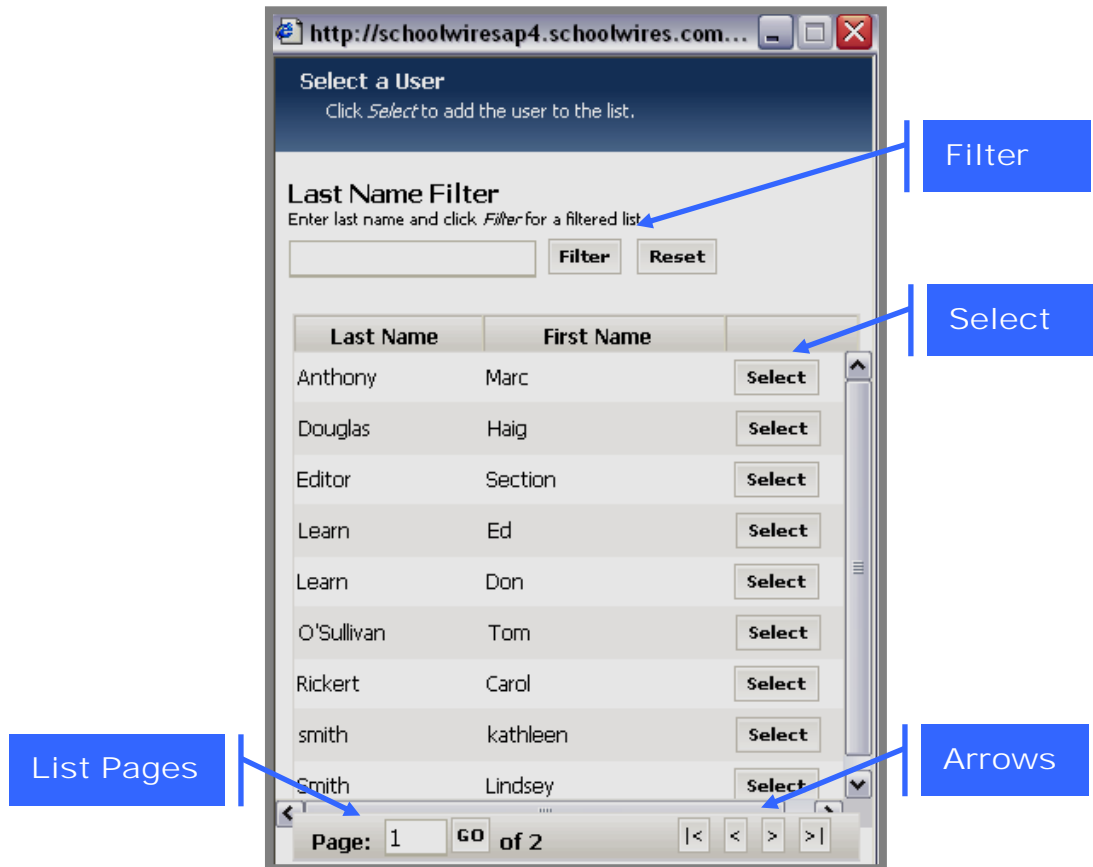


Exhibit 7-69: Select User window

4. Locate the user you wish to assign as Section Editor. If you do not see the user whose profile you wish to edit, you can:
 - Use the Last Name Filter to search by name. To restore to the full user list after filtering, click the *Reset* button.
 - Use the *Page* field and *Go* button to move to another page of users.
 - Use the first page, last page or increment arrows at the bottom to move to the first, last, next or previous pages of the user list.
5. Click on the *Select* button to the right of the user you wish to assign. The *Section Editors* window will return as the active window. The assigned user will appear in the *Current Editors* list.

TIP: If you cannot find a user in the Select User window:

- That user may not be registered.
- That user may already be assigned as a Site Director or Subsite Director.

Removing a Section Editor

To remove a Section Editor:

1. Access the *Section Workspace*.
2. Click on the *Section Editors* tab or chose *Section Editor* from the *Users* drop-down menu. A *Section Editors* window like the one shown in Exhibit 7-68 will display.
3. Click on the *Remove* button to the right of the user who should no longer have access to edit the *section*. The *Section Editors* window will refresh. That user will no longer appear on the Current Editors list.

TIP: Use caution when removing Editors. If you remove yourself as an Editor of your section, you will not be able to access the Section Workspace or make changes to your section.

Tools Tab

The *Tools* tab currently contains links to two tasks:

- *Files & Folders*
- *Forms & Surveys* (additional software option)

You can access these two tasks by clicking on the *Tools* tab or the respective task under the *Tools* drop-down menu.

Files & Folders

You will use the *Files & Folders* task to add or remove files for your *section*. This provides you with a way to organize and manage your *section* content. It is an excellent tool for pre-planning the content of your *section*. Files, such as images or documents, for each *section*, *subsite* and *site* are uploaded to a different location on the server. Files and folders are unique to each *section*, *subsite* and *site* and cannot be shared unless they are located within the Shared Library on the main *site*.

See Chapter 16: “Managing Files & Folders” for more information.

Forms & Surveys

Forms & Surveys is an additional software option that enables quick and easy creation of online forms and surveys. Using this powerful tool, you can:

- Design forms and surveys for your organization.
- Apply styles to enhance the look and feel of the forms and surveys.
- Utilize libraries of items (questions) for use on forms and surveys.
- Display forms and surveys on your website for completion by users.
- Review responses to your forms and surveys via reports, email and exports.

If your organization has purchased this additional software option and it has been activated by the Site Director or Subsite Director for your *section*, then this task will appear in the *Tools* tab of the *Section Workspace*.

See Chapter 12: “Managing Forms and Surveys” for more information.