



USER GUIDE

Building Your Site

Schoolwires® Centricity™
Version 4.3

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Introduction

This appendix is designed to guide Site Directors through the initial set-up of their websites powered by *Schoolwires*. In addition to this appendix, you may want to reference Appendix C, “Implementation Information,” which provides an implementation timeline, implementation objectives and outcomes, suggestions for *channels* and *sections* as well as best practices for implementing *Schoolwires Centricity*.

Step I: Creating Channels

Channels are the backbone of your website. It is, therefore, very important to carefully plan the naming and organization of your *channels*.

TIP: Use an outline to organize the structure of your site.

There are two steps to creating channels. They are:

1. Creating the *channel* list by editing or adding *channel* names. This is done in the *Site Workspace*.
2. Assigning the *channels*. Site Directors or Subsite Directors can assign the desired *channels* for their *site* or *subsite*. This is done by selecting the *channels* from the *channel* list.

As you create and assign *channels*, it may be helpful to consider the file cabinet analogy as shown in Figure 1.

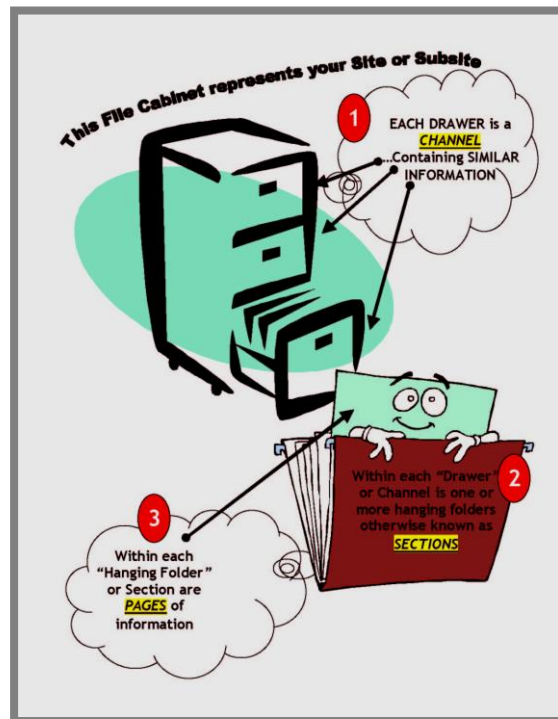


Figure 1: File cabinet analogy

Step 2: Creating Page Layouts and Section Configurations

Creating Page Layouts

The *Page Layouts* task allows Site Directors and Subsite Directors to create *pages* that have been pre-populated with content and/or formatting to simplify the task of adding content to the website.

You can create as many *page* layouts as needed to be used in:

- *Section* homepages (i.e., *Overview Page*)
- *Flex Pages*

Section Editors can use *page layouts* when adding *Flex Pages* to *sections* and Site Directors can use them when creating *section* configurations.

You can access the *Page Layouts* task from the *Tools* tab or the *Tools* drop-down menu. See the **Academic Portal** chapter, “Section Management II,” for more information on creating *page* layouts.

Creating Section Configurations

The *Section Configurations* task allows Site Directors to pre-determine the number and types of *pages* that will initially appear in each *section* using that configuration. In addition, *section* configurations may contain *page* layouts for the *section* homepage and *Flex Pages* added to that configuration.

Note: If a *section* configuration will contain custom *page* layouts, create the *page* layouts before creating the *section* configuration.

As a Site Director, you will specify a *section* configuration whether you add *sections* one at a time or import multiple *sections* using the *Section Robot*. You can create as many *section* configurations as needed. Additionally, you may specify a default *section* configuration. See the **Academic Portal** chapter, “Section Management II,” for more information on the *Section Robot*.

Site Directors and Subsite Directors will also specify a *section* configuration when they add a *section* in the *Channel Workspace*. See the **Academic Portal** chapter, “Section Management I,” for more information about adding *sections* in the *Channel Workspace*.

For each configuration, the Site Director will:

- Set and store the *section* options for the *sections* using that configuration.
- Choose the types, number and order of *pages* that will be in that configuration.
- Choose the *page* layouts for the *section* homepage and each *Flex Page* added to that *section* configuration.

You can access the *Section Configurations* task from the *Configure* tab or the *Configure* drop-down menu. See the **Academic Portal** chapter, “Section Management II,” for more information on creating *section* configurations.

Step 3: Adding Users, Creating Sections and Assigning Editorial Privileges

There are three ways users are registered on your website. These are:

1. Users can register themselves if your organization has enabled *site* registration. See the **Academic Portal** chapter, “Site Structure, Navigation & User Registration,” for more information on how users can self-register. *Schoolwires* does not recommend this as the way to register all users.
2. You can register users one at a time on the *Users* tab of the *User Profiles* task. You can access this task from the *User Management* tab or the *Users* drop-down menu in the *Site Workspace*. See the **Academic Portal** chapter, “Site & Subsite Workspaces,” for detailed information on how to register users one at a time. It is also covered in Appendix F, “Quick Starts.”

TIP: Selecting New User from the “Choose a quick task” drop-down list in the Site Workspace will take you to a blank user profile.

3. You can import a CSV (comma separated value) data file of users. You will do this on the *Import Users* tab of the *User Profiles* task. You can access this task from the *User Management* tab or the *Users* drop-down menu in the *Site Workspace*. See the **Academic Portal** chapter, “Site & Subsite Workspaces,” for detailed information on how to import users. Importing users allows you to:
 - Quickly register all users.
 - Assign roles as part of the import process.
 - Create a *section* for the users in a specified *channel* and assign editorial privileges to that *section* as part of the import process. This optional feature is especially useful when importing teachers. You can set up the teachers’ user accounts, create their *sections*, apply *section* configurations and assign them as editors of their *sections*.
 - Remove a set of users by rolling back an import.

Note: If creating *sections* for the users, you *must* create separate CSV files for each *channel* on each *site* or *subsite*. The *User Import* wizard can only create the *sections* for a specific *channel* at a specific *site* or *subsite* in a single import.

TIPS:

- Break the user list into multiple CSV files rather than one large file. This makes the process more manageable and allows you to roll back (undo) a smaller number of users rather than all users. For instance, you might organize the CSV files by roles or buildings.
- Select the “Use the Section Robot to create a section for each user” checkbox on the User Import wizard to create a section for each user in the import file.

- Whenever users are registered, they receive emails confirming the registration as well as their sign-in names and passwords. When importing users, *Schoolwires* recommends that you do not send these emails until you have assigned editing privileges (e.g., Section Editors) and are ready to train the users. You can only delay these confirmation emails when you import users. You cannot delay them when users register themselves or when you register them one at a time.

Step 4: Creating Additional Sections within Channels

Adding Sections

Although you will likely create the bulk of your teacher *sections* if you import teachers using the *User Import* wizard, you will have other *sections* to create. There are four ways to add *sections*:

1. Create a *section* for a specific user (most likely a teacher) as part of the *User Import* wizard as discussed earlier.
2. Add a single *section* within a *Channel Workspace* on the *site* or *subsite*.
3. Add a single *section* by selecting *New Section* on the “Choose a quick task” drop-down list in the *Site Workspace*. This takes you into the *Section Robot*.
4. Import multiple *sections* using the *Section Robot*.

Using the Section Robot to Import Sections

Just like when you import users, you will use a CSV (comma separated value) file to import *sections*. The benefits to importing your *sections* are:

- It is a fast way to create many *sections* for a specific *channel*. Examples of *channels* where you might choose to use the *Section Robot* are:
 - Athletics: You could import each team sport as a *section* (for example, Baseball, Football—Varsity, Football—JV, Soccer—Girls Varsity, Soccer—Boys Varsity) applying an “Athletic” *section* configuration. This would allow you to create a standard set of *pages* (for example, Roster, Game Schedule, Practice Schedule, Coaches) for each team’s *section*.
 - Departments: You could import each academic department as a *section* (for example, Math, Language Arts, Science History, Foreign Languages—French) applying a “Department” *section* configuration. This would allow you to create a standard set of *pages* (for example, Faculty, Curriculum) for each department.
- It allows you to apply a specific *section* configuration to all the *sections* in the import at once.

Note: You will also apply a *section* configuration when you add *sections* one at a time.

- It allows you to remove multiple *sections* by rolling back the import.
TIP: Break the section list into multiple CSV files rather than one large file. This makes the process more manageable and allows you to roll back (undo) a smaller number of sections rather than all sections. For instance, you might organize the CSV files by channel.
Note: You *must* create separate CSV files for each *channel* on each *site* or *subsite*.

See the **Academic Portal** chapters, “Section Management I” and “Section Management II,” for more information on creating *sections*. See Appendix G, “User Import Guide,” for more information on creating *sections* using the *Section Robot*.

Step 5: Adding Remaining Users

If you did not add all users in Step 3 above, you will add them now. *Schoolwires* recommends importing users when you have a large number of users to add. See the **Academic Portal** chapter, “Site & Subsite Workspaces,” for more information on adding users.

Note: Do not select the “Use the *Section Robot* to create a *section* for each user” checkbox if you are adding users who will not have editing privileges on your website.

Step 6: Assigning Editing Privileges

Once you have added the desired users, you should assign editorial privilege to any users to help you in adding content to your website.

Note: If you imported many of your users as recommended in Step 3, and created *sections* for them, they will have their Section Editor privileges already assigned for the *sections* created.

Schoolwires recommends that you assign:

- Site Directors to help manage the *site* and *subsites*. *Schoolwires* recommends that you have more than two and fewer than five Site Directors.
- Subsite Directors to help manage *subsites*. *Schoolwires* recommends that you assign at least one Subsite Director for each *subsite*, but have no more than two Subsite Directors at each *subsite*.
- Homepage Editors to help add content to the *site* homepage and *subsite* homepages. Subsite Directors may assign Section Editors and Homepage Editors for their own *subsites*.
- Sections Editors to help add content to the *sections* throughout the *site*.

See the **Academic Portal** chapter, “Site & Subsite Workspaces,” for more information on adding Site Directors, Subsite Directors and Homepage

Editors. See the **Academic Portal** chapter, “Section Workspace,” for more information regarding Section Editor responsibilities.

Step 7: Adding Content

Once you have your website set-up and the right people identified to manage it and add content, you can begin adding information to the website. See the **Academic Portal** chapters, “Site & Subsite Workspaces,” “Section Workspace,” and “**Editor**,” for more information.