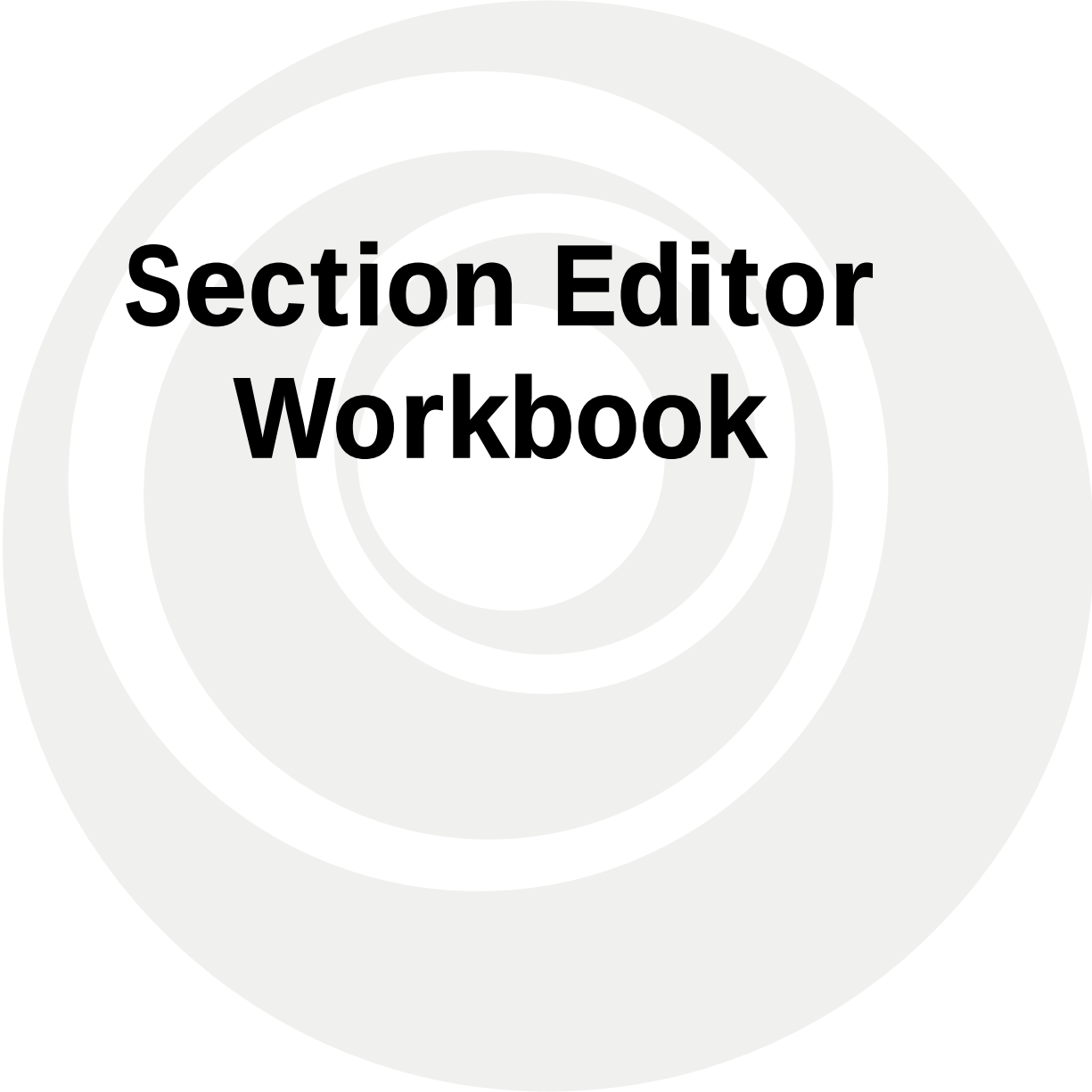

A graphic consisting of several concentric circles in shades of gray, centered on the page. The circles vary in opacity, creating a layered effect.

Section Editor Workbook

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Introduction

Welcome and congratulations! You are about to learn how to become an active and integral contributor to your new *Schoolwires*® website.

We have written this workbook to help guide you through the process of becoming a Section Editor. In addition to providing you with valuable information on your *Schoolwires* website and your responsibilities as a Section Editor, this workbook highlights tips and tricks that we think you will find useful, it offers several exercises to help you practice and improve your skills and it even provides access to quizzes in order to gauge your knowledge and understanding along the way.

This workbook will provide you with the skills necessary to:

- Navigate your *Schoolwires* website.
- Access **Site Manager** in order to edit a *section*.
- Perform the tasks of a Section Editor:
 - * Add and edit *pages*.
 - * Work with the calendar.
 - * Use the *Schoolwires Editor*.

How is this workbook organized?

This workbook is organized into three chapters. The first chapter is an introduction to your *Schoolwires* website. The second chapter covers information specific to the *Section Workspace*. Finally, the third chapter details some common uses of the *Schoolwires Editor*. We have also provided a variety of tips, tricks, and points of emphasis along the way which are organized in boxes like the ones below.



Tips

Tips are included to help you avoid some common mistakes. They should also provide you with some tricks and shortcuts for working on your *site*.



EXCLAMATIONPOINT

These sidebars emphasize points that should help as you learn to become a Section Editor.

Chapter 1:

Your *Schoolwires*® Website

By the end of this chapter you will be able to:

- Navigate your *Schoolwires* Website.
- Understand *Schoolwires* vocabulary including *channels*, *sections* and *pages*.
- Recognize page types available to you as a Section Editor.
- Register and sign in.
- State the difference between viewing permissions and editing privileges.
- Understand what *E-Alerts* and how to create them.

How is my site set up?

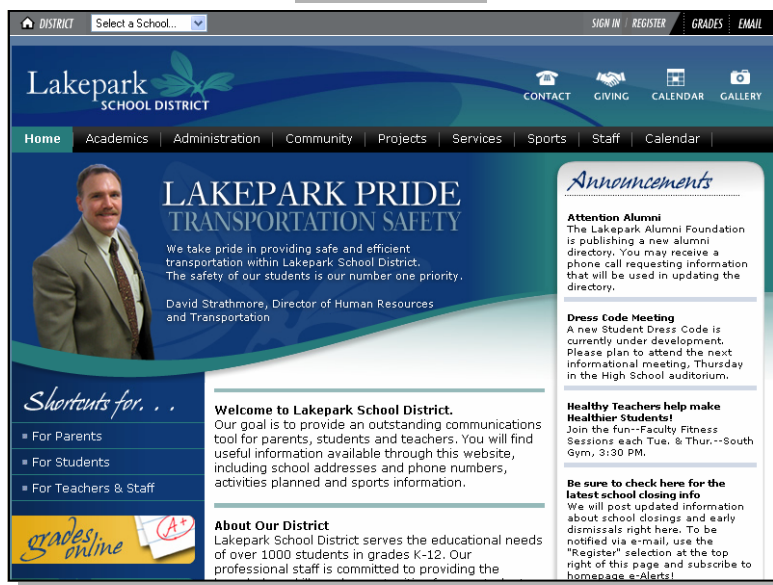
The Main District Site:

This *site* contains information about the entire school district: items like job openings, school services and district-wide events. The first page you see is the homepage for the district and contains all of the navigation for the site as well as provides access to all of the schools in your district. This *site* is the gateway to each of the other schools' *subsites*.

Your School's Subsite:

The homepage for your school's *site* contains all of the navigation for that site along with school-wide announcements, a welcome message and links to information on the *site* that your Subsite Director (webmaster) might want to showcase or make available for easy access.

The District Site

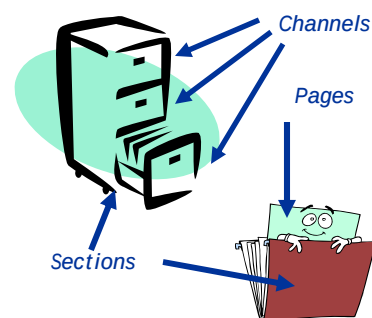


School Subsite



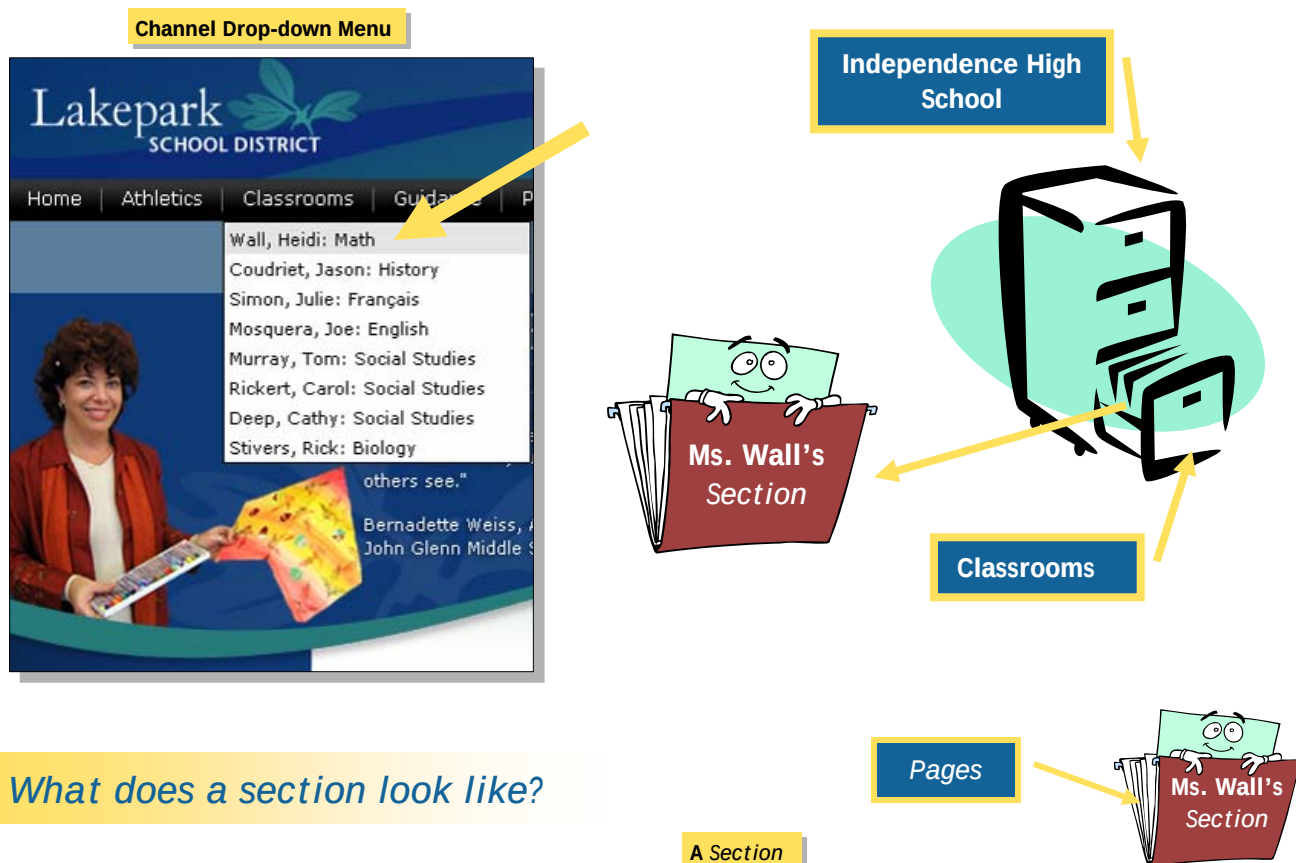
Channel Bar

Think of your website as a file cabinet. The navigation *channels* on this website act like big file drawers that contain all of the *sections* on your *site* (hanging folders). Within *sections*, editors create *pages* to organize the content in their *sections*. The content is placed on the *pages*.



What is a section?

A *section* is a collection of *pages* within a *channel*. To view a *section* on the end-user website, pick a *channel* and select a *section* from the dropdown menu.



What does a section look like?

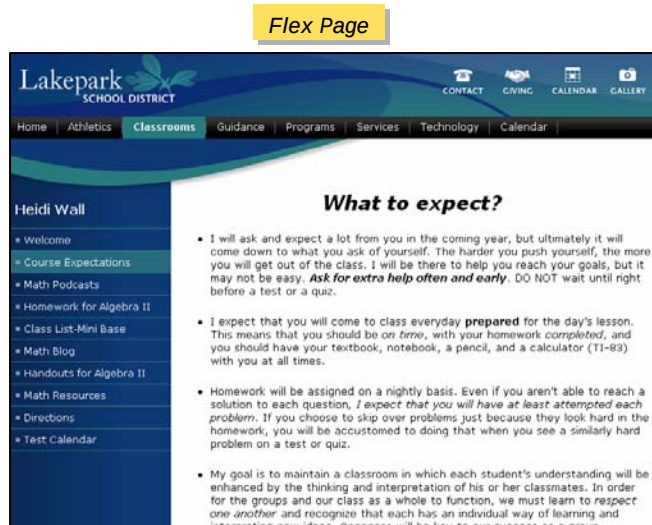
- Pages within a section are listed on the left-hand side.
- Click on any of the pages to display the content for that section on the right.

The screenshot shows a section page for Heidi Wall. On the left, a 'List of Pages' is displayed, including Welcome, Course Expectations, Math Podcasts, Homework for Algebra II, Class List-Mini Base, Math Blog, Handouts for Algebra II, Math Resources, Directions, and Test Calendar. The main content area on the right is titled 'Hello Guest! Welcome to Ms. Wall's Section!' and includes a welcome message from Heidi Wall, her contact information, and a 'Quick Links' section with links to the Math Department, Media Center, and Girls' Lacrosse. A graph of the equation $y = x^2 - 4x + 3$ is also shown. A bracket on the right side of the page is labeled 'Content'.

What types of pages are available?

Flex Page

- Place text and images anywhere.
- Choose a page layout or create your own.
- Insert and format tables.
- Insert links.



Article Library Page

- List several articles on one page.
- Control when the articles display and when they are archived.
- Enable RSS Feeds.
- Add accent images to article listings.
- Use for Weekly Newsletters, homework pages, sports highlights, directories.



File Library Page

- Post documents for viewers to download and print.
- Control when files display and when they are archived.
- Enable RSS feeds.



Link Library Page

- Organize useful websites.
- Distinguish web addresses with titles and descriptions.

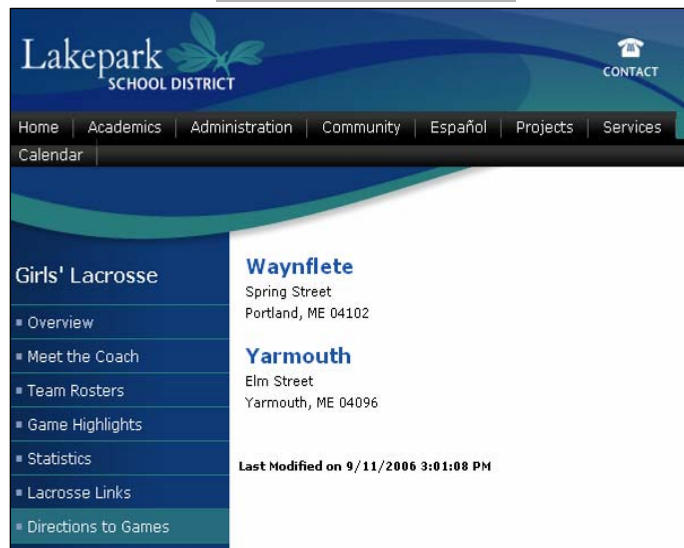
Link Library Page



Maps and Directions Page

- Organize directions for several locations on a single page.
- Retrieve maps from Expedia Travel®.
- Provide access to directions from the visitor's location.

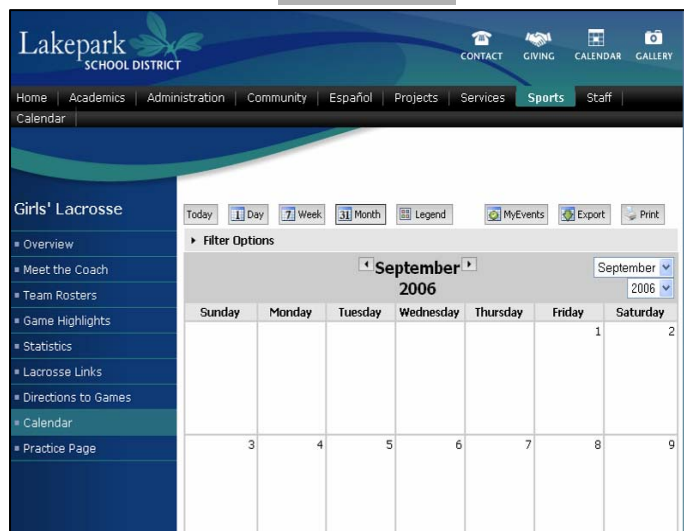
Maps and Directions Page



Calendar Page

- Post information specific to your classroom or activity.
- Request that your event be posted on district calendar.
- Color-code events by category.
- Create event registration.

Calendar



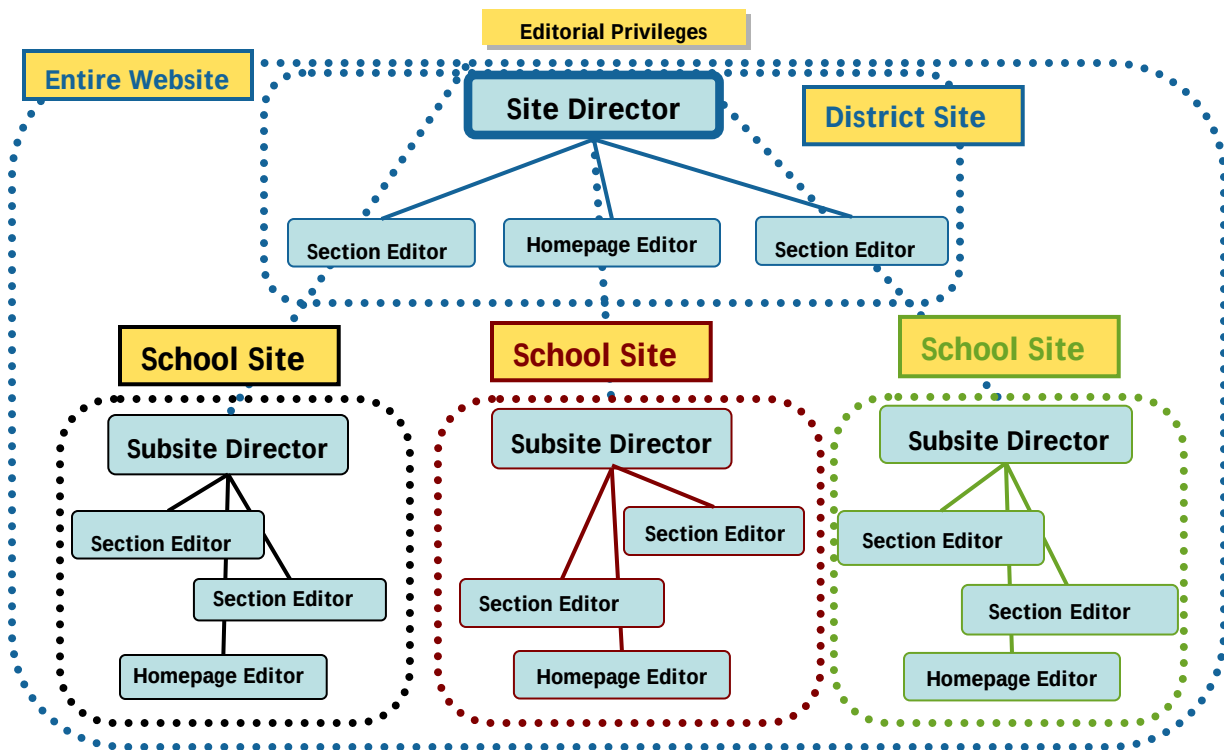
Blog Page

Podcast Page

Premium Options

What are Editorial Privileges?

The **Schoolwires Academic Portal Site Manager** allows your organization to share the responsibility for maintaining its website. **Site Manager** has four levels of editing privileges: Site Director, Subsite Director, Section Editor and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section. Section Editor tasks are covered in Chapter 2.



What are Viewing Permissions?

Viewing permissions (roles) can be used to display selectively content depending on the role of the viewer. Site Directors only can assign roles to viewers. Roles are explained in further detail later in this chapter.



EXCLAMATIONPOINT

- Roles DO NOT determine editing privileges. The two are separate.
- In order to be assigned a role or editorial privileges you must be a registered user. Registration is covered later in this chapter.

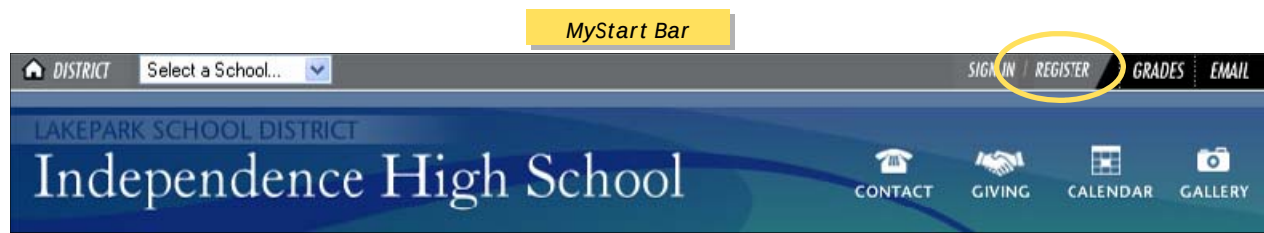


EXCLAMATIONPOINT

You do not need to be signed in to view your website, but your role (viewing permissions-explained later in this chapter) may determine what content you can see on the website. In order to have a role, you must first be registered on the site.

How do I register?

- 1) If your Site Director has not already registered you, you may register yourself by clicking on the Register button on the MyStart bar on the homepage.



- 2) Once you click on the Register button, a birth date validation window like the one shown to the right will display. Note: Validation of birth dates is required to ensure that the registration process is compliant with federal law under the Children's Online Privacy Protection Act (COPPA).
- 3) Enter your birth date in the format mm/dd/yyyy.
- 4) Click on the Submit button. A registration form like the one shown to the right will display.
- 5) Enter your information. The required fields are in bold with the field locations outlined in red.
- 6) Click on the Submit button. A confirmation message will display. You may now sign in to your website.

So that this site is compliant with federal law under the Children's Online Privacy Protection Act (COPPA), all registration requests must first pass birth date validation. Birth date information is collected only to validate your age and is not stored.

Please enter your date of birth and click submit.

/ /

Example: 04/05/1975

Please fill in the form below to register with this site.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

☒ Please send me email about Events and Activities.



Tips

- Your Sign-In Name must be between 1 and 30 characters.
- Your Password must be between 1 and 14 characters and is not case sensitive.

What is a role?

- Site Directors can assign *roles* to any registered user. Assigning *roles* allows any editor to display selectively content based on these *roles*.
- An example of the use of *roles* might be to create *pages* on your *site* that are only viewable by teachers and/or staff members who are signed in to the site.

Examples of different types of viewers (or roles):

- | | |
|-------------------------|------------------------|
| * Staff | * Students |
| * Administrators | * Board Members |
| * Parents | * Coaches |



Tip

- A user may be assigned more than one *role*; therefore a user could be a staff member AND a parent.

What are E-Alerts? (Premium Option)

- There are two types of *E-Alerts*: *Content E-Alerts* and *Broadcast E-Alerts*. Section Editors can create *Content E-alerts*.
- *Content E-Alerts* allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to *pages* within a *section* or to calendar events.
- Two actions are required to complete communication using *Content E-Alerts*:
 - 1) Registered users must subscribe to a homepage or *section*. Subscribing to a homepage or *section* is covered later in this chapter.

My E-Alerts & Subscriptions

Your E-Alerts are ☒ on ☐ off
 Edit Subscriptions

- 2) An editor must create a *Content E-Alert* when a change is made to the homepage or *section* for which there are subscribers. This includes changes to calendar events.

Save

Cancel

Create E-Alert



EXCLAMATIONPOINT

The email message that subscribed users receive contains a link to the actual homepage or section, allowing them immediate and direct access.

How do I sign in?

MyStart Bar



Sign In Page

- Sign in by clicking on the *Sign In* button on the *MyStart bar*. Enter your Sign In name and Password.
- The *MyStart Bar* should display *Sign Out* and a button that says *Access My Info* once you have signed in.

You may visit this site as a guest without completing registration or sign in. Registration, however, will give you access to certain features as well as the ability to personalize certain features.

Sign In Name:

Password:

If you have forgotten your Sign In and/or Password, please [click here](#) to retrieve it.

MyStart Bar: Signed In



Access My Info Profile

- Click on *Access My Info* to enter your profile information and to change your password. You may also subscribe to *E-alerts* here. *E-alerts* are explained earlier in this chapter.

My Profile

Please update your information in the form below.

* = Required Field

First Name: *

Last Name: *

Title:

Address 1:

Address 2:

City:

State:

Zip Code:

Phone:

Fax:

Email Address: *

Sign-In Name: *

Password: *

Confirm Password: *

My E-Alerts & Subscriptions

Your E-Alerts are ☒ on ☐ off

Organizing your Section

As you start to think about developing your section, it is helpful to consider some of the following items first.

- 1) **Who is your viewer? (i.e., students, faculty, parents, community)**

- 2) **What type of information do you want to provide for your viewer?**
 - a. Contact information
 - b. Directions
 - c. Course information
 - d. Homework
 - e. Policies and procedures
 - f. Schedules
 - g. Photographs
 - h. Music

- 3) **What is the best way to convey the information? Do you want your viewer to be able to:**
 - a. View the information on the website without having to open a document
 - b. Download and save or print a document
 - c. Access other external websites
 - d. Quickly link to another section on your own site
 - e. Post a comment
 - f. View a series of photos
 - g. Listen to music or an audio recording
 - h. Watch a video

Section Planning Guide

Name of Your School					
Channel	Channel	Channel	Channel	Channel	Channel
Your section name	Content for the Pages Goes Here				
Overview Page					
Page					
Page					
Page					
Page					
Page					
Calendar Page					

Keep in mind the following:

- Your *section* is located within one of the *channels* listed along the *Channel* bar. The name of your *section* will display in the drop-down menu or on a directory page.
- You cannot delete the *overview page*, you can only rename it.
- The *overview page* is like the homepage of your *section*. It should welcome visitors to your *section*.
- You can add and rename as many *pages* as you like.
- The calendar is only for your *section*.

Chapter 2:

The *Section Workspace*

By the end of this chapter you will be able to:

- Navigate the *Section Workspace*.
- Add and edit *pages*.
- Add an event to the Calendar.
- Access the *Tools* tab or drop-down menu.
- Manage your *Files & Folders*.

How do I edit a section?

In order to edit your *section*, you must first be assigned Section Editor privileges. This is done by either your Site or Subsite Director. You must then sign in to the *site* and then navigate to your *section* before you can access your *Section Workspace* in **Site Manager**.

How do I navigate to a section?

- 1) Select the school where your *section* is located from the *Select a School* drop-down list.

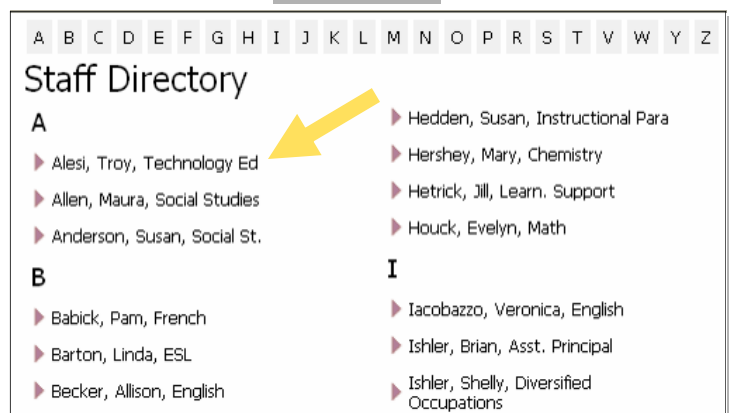


- 2) Identify the *channel* where your *section* is located. Select that *section* from either the drop-down menu or the *Directory* page. If there are more than fifteen *sections* within a *channel*, *sections* will be listed on a *Directory* page.

Channel Drop-down Menu



Directory Page



- 3) Once you have navigated to your *section*, the **Site Manager** button should appear on the *MyStart* bar. Click on the **Site Manager** button to access your *Section Workspace* and begin editing.



What is Site Manager?

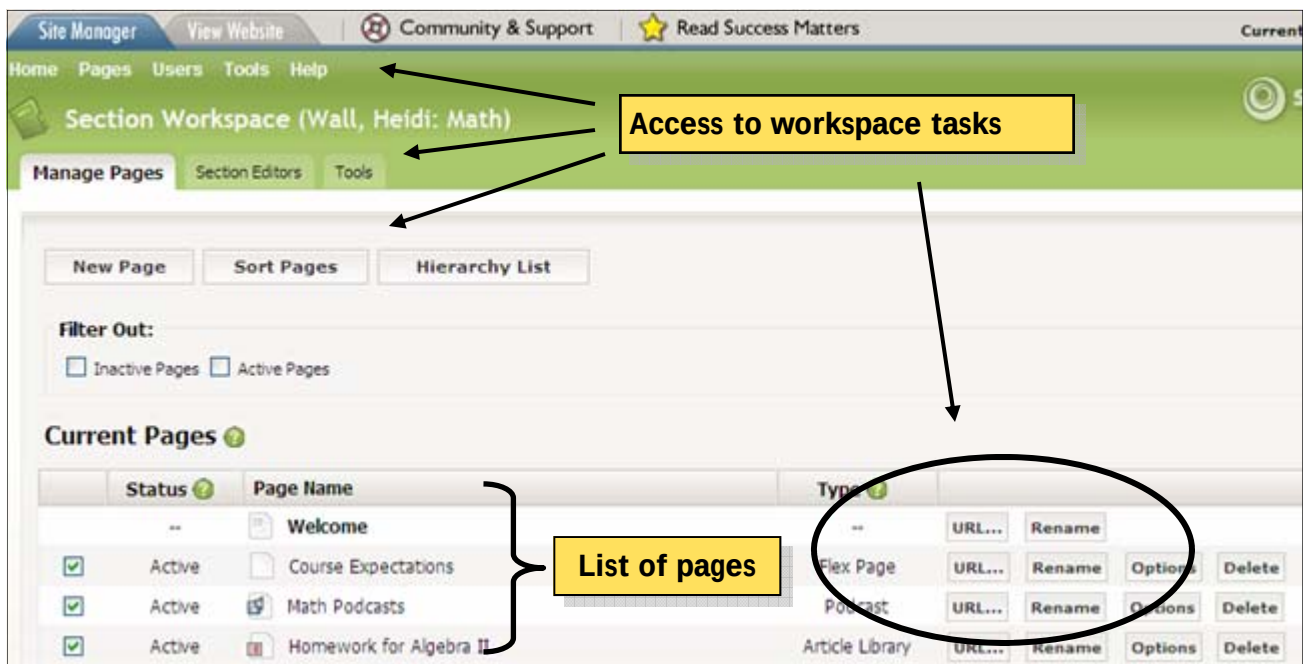


Site Manager is a tool which allows anyone with an editorial privilege to update, edit and maintain the site. For a Section Editor, this privilege involves updating content within a *section*.

What is the Section Workspace?

The **Section Workspace** is the area in **Site Manager** where you will carry out your Section Editor tasks. You will be able to:

- * Add or delete *pages*
- * Edit content on *pages*
- * Change the status of a *page*
- * Rename and sort *pages*
- * Obtain a URL for a *page*
- * Role-protect a *page*
- * Assign other Section Editors
- * Access *Files & Folders*, or any Premium Enhancement Module



How do I navigate in Site Manager?

Viewing Tabs

- **Site Manager:** Provides access back to the *Section Workspace* after viewing the website.
- **View Website:** Allows you to view the refreshed website to see changes that have been made.

Workspace Tabs

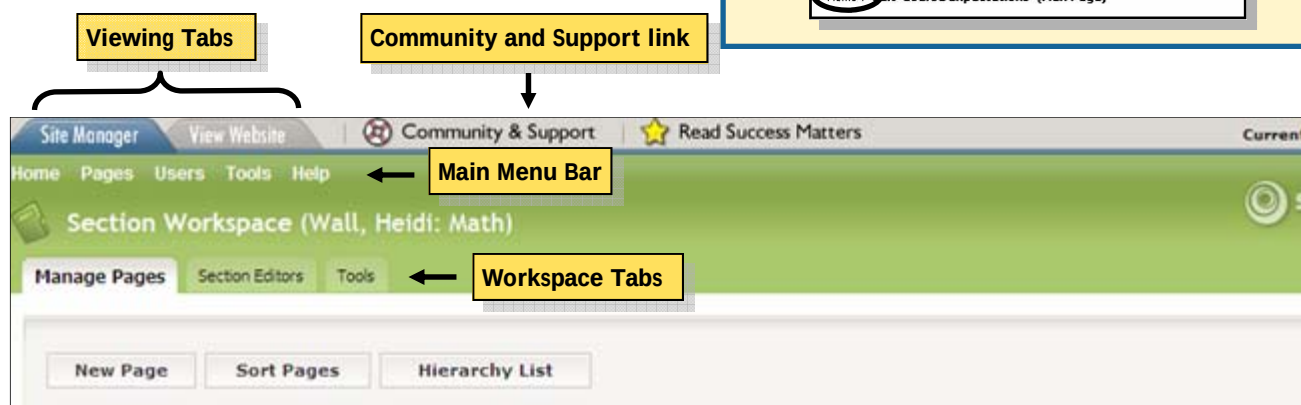
Provides access to Section Editor tasks.

Main Menu Bar

Alternate access to Section Editor tasks through drop-down menus. **Support** quick links under the *Help* button.

Community and Support Link

Links to <http://help.schoolwires.com> where you have access to the *User Guide* and other helpful resources.



- **Breadcrumbs** can help you navigate to other areas within **Site Manager**. The bold text tells you the *page* or the place within a *page* where you are working. Use them to go to specific places in your *section*.

Home > Homework for Algebra II (Article Library) > **Edit 'Week of September 15'**

- You can get back to the Home area of the *Section Workspace* by:
 - * Selecting the *Home* button at the top of the page,
 - * Clicking on the *Section Workspace* title,
 - * OR clicking on the *Home* breadcrumb.



How do I assign a Section Editor?

You assign Section Editors in the *Section Workspace* under the *Users* drop-down menu or under the *Section Editor* tab. You can have more than one Section Editor per *section*.

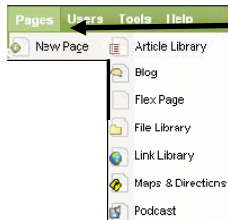


How do I add a new page*?

Choose one of two options:

- 1) Select the **Pages** drop-down menu.
- 2) Click on the **New Page** button under the **Manage Pages** tab.

Pages Drop-down Menu



New Page Button



List of Available Pages

Available Page Types

To select the type of page you would like to add to your section, click on the title of the page type.

- Article Library**
This page type is useful for sports highlights, newsletters, and meeting minutes.
- Blog**
This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.
- File Library**
This page type is useful for policies, forms, software updates and art projects.
- Flex Page**
This page type is useful for all types of content.
- Link Library**
This page type is useful for helpful links, fun links and homework links.
- Maps & Directions**
This page type is useful for athletic events, field trips and other occasions when you want to give detailed driving directions.
- Podcast**
This page type is useful for such things as showcasing school concerts and sharing foreign language assignments.

To continue:

Enter a Page Name. Note: For a *Flex Page*, you may choose a page layout.

Note: If you already have a calendar page in your *section*, you will not see it listed here in the list of available pages. Only one calendar page is allowed per *section*.



EXCLAMATIONPOINT

- When you first access your section you will have at least one page: the Overview page. It is the homepage of your section. While you can modify the content on this page, you cannot delete this page. Beyond that, you can add, modify, sort and delete any page in your section. After you add a page it will appear in the list of pages as illustrated below. The page will then be ready for editing.
- Once you have added a new library page, it will remain empty until you begin adding new items to your library.

Current Pages Listing

Current Pages		
	Status	Page Name
	--	Overview
☒	Active	Meet the Coach
☒	Active	Lacrosse Blog
☒	Active	Game Highlights
☒	Active	Varsity Team Roster
☒	Active	Practice Page
☒	Active	JV Roster
☒	Active	JV2 Roster
☒	Active	Team Rosters
☒	Active	Statistics
☒	Active	Lacrosse Links
☒	Active	Directions to Games
☒	Active	Schedule



Tips

- Besides *Flex Pages* and the Calendar, all other available page types are library pages.
- Library pages are collections of like items: articles, files, links, directions, podcast episodes, and blog postings.
- The Page Name of each of these page types will be the text that appears in the left hand navigation in your section.

Left Hand Navigation



How do I edit an existing page?

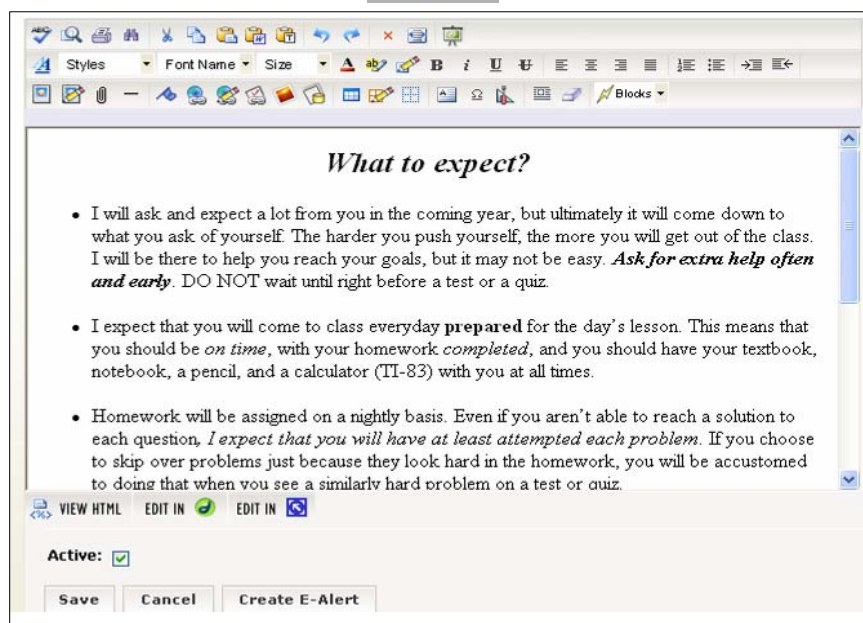
- Click on the *page name* in the list of *pages*.
- When editing a library page, you will need to edit each item separately.
- When editing any *page* you will generally be working with a version of the **Schoolwires® Editor**. This is the window that you see below.
- Working with the **Editor** is very similar to working with a **Microsoft Word®** document. In fact, many of the icons may already be familiar to you.
- Here you can insert text, images, tables and links. See Chapter 3 for detailed instructions on how to perform functions within the **Editor**.

Current Pages ?

	Status ?	Page Name
	--	Welcome
☒	Active	Course Expectations
☒	Active	Homework for Algebra II
☒	Active	Class List-Mini Base
☐	Inactive	Documents
☒	Active	Math Podcasts
☒	Active	practice page
☒	Active	Math Blog

Click on the page name

The Editor



Tip

If you need to go **Back** to a previous page or **Refresh** a page, right click your mouse and choose the option there.



EXCLAMATIONPOINT

Clicking on the page name for any Flex Page will take you straight to the **Editor** as shown above. When editing any other page type, you will need to access the page item (for example: an article, file or link) to get to the **Editor**. Editing other page types is covered later in this chapter.

How do I edit a library page?

While there are several different types of library pages for a variety of uses, editing them is very similar. Start by clicking on the Page Name. You will then continue by either adding new items, editing existing items or deleting existing items.

To add a new item:

- 1) Select the *New Article*, *New File*, *New Link*, *New Directions*, *New Episode* or *New Posting* button depending on the page type with which you are working.
- 2) Enter a title for the new item.
- 3) Insert *Teaser Text*, *Description* or *Directions* if available and if desired.
- 4) Fill out remaining fields, including the Start Date and End Date where applicable. The Start Date and End Dates should reflect the dates that you would like the item to show on the website. Make sure to enter a web address for a *Link Library* page, attach files for both a *File Library* page and a *Podcast* page.
- 5) Make the item Active by clicking in the Active checkbox if you would like it to display.
- 6) For an *Article Library Page*, click on the *Article Body* tab to enter the content for the article. For a *Blog* page, click on the *Posting* tab to enter content for the posting. See Chapter 3 for more details on using the **Editor**.
- 7) Click on remaining tabs if available to complete additional fields.
- 8) SAVE



Tip

If your item does not show up on the article library page, check the following:

- Did you make the item **active**?
- Is the start date a future date?
- Is the end date past?



EXCLAMATIONPOINT

- * If you are interested in controlling who can see content on a page, select the *Options* button in the *Manage Pages* window and select specific roles.
- * You can also control who sees an article in an *Article Library* page or an event on the calendar. To do this, select the *Roles* tab when editing the article or the event.

Status	Page Name	Type	URL...	Rename	Options	Delete
Overview			URL...	Rename	Options	Delete
Active	new blog	Blog	URL...	Rename	Options	Delete
Active	article	Article Library	URL...	Rename	Options	Delete
Active	Field Hockey	Flex Page	URL...	Rename	Options	Delete
Active	lacrosse	Flex Page	URL...	Rename	Options	Delete
Active	ice hockey	Flex Page	URL...	Rename	Options	Delete
Active	Ice Hockey Roster	Article Library	URL...	Rename	Options	Delete
Active	maps	Maps & Directions	URL...	Rename	Options	Delete
Active	links	Link Library	URL...	Rename	Options	Delete
Active	PH roster	Article Library	URL...	Rename	Options	Delete
Active	file lb	File Library	URL...	Rename	Options	Delete

How do I edit an existing item in a library page?

- 1) Click on the *Edit* button to the right of the item you want to edit.
- 2) You will then be able to edit any of the information on any of the tabs as desired for that item.

List of Articles in Article Library Page

Article Library		
Articles are listed below.		
Status	Article Title	
Active	Week of September 15	Edit Delete
Active	Week of September 22	Edit Delete
Active	Week of January 4	Edit Delete
Active	Week of February 23	Edit Delete

How do I sort items on a library page?

- 1) Select the *Sort* button.
- 2) Highlight the item you wish to move then use the up and down arrows to move the item into the position you desire.

List of Items Window

New Article	Sort Articles
Article Library	
Articles are listed below.	
Status	Article Title
Active	Week of September 15
Active	Week of September 22
Active	Week of January 4
Active	Week of February 23

Sorting Window

Week of September 15
Week of September 22
Week of January 4
Week of February 23



Tip

If you are editing an item and want to get back to the list of items, use the breadcrumbs!

Home > Homework for Algebra II (Article Library) > **Edit 'Week of September 15'**



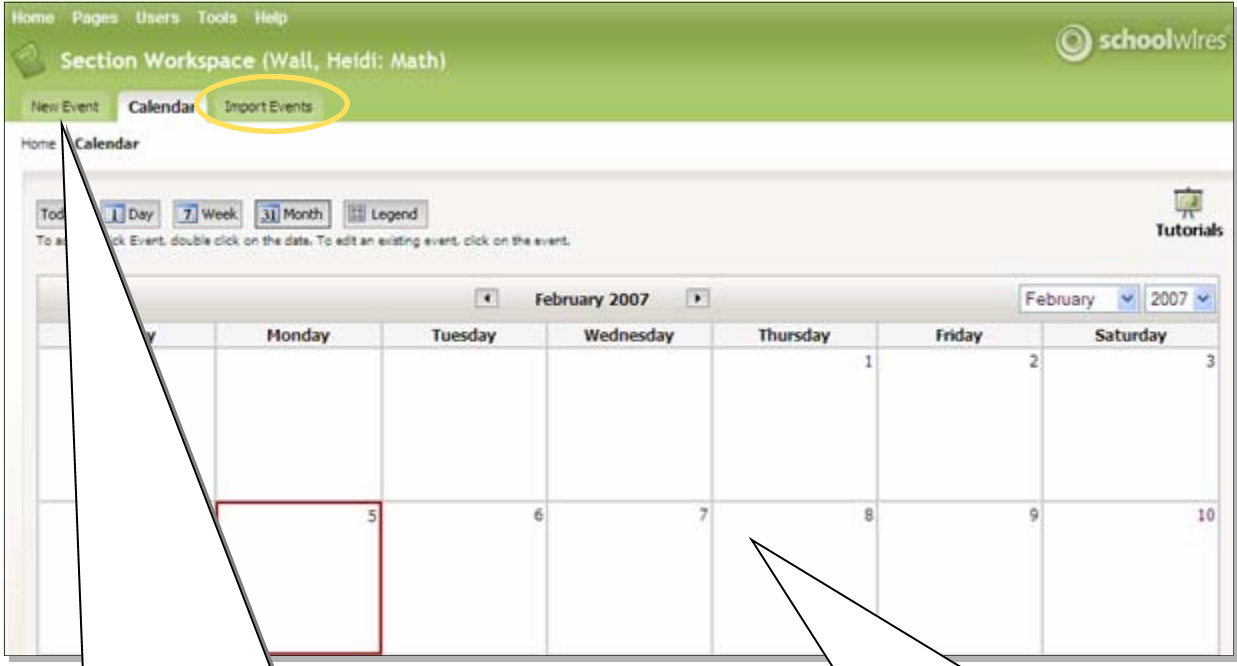
EXCLAMATIONPOINT

*Be sure to **SAVE** your work early and often!*

How do I enter a new event into the calendar?

- To access the calendar, click on the *Calendar* page in the list of current pages.
- To add a quick event, double click on the date and enter the information for the event.
- To enter more details for an event such as event registration, select the *New Event* tab.
- To import several events at once, click on the *Import Events* tab.

Section Calendar



The screenshot shows the 'Section Workspace (Wall, Heidi: Math)' interface. The 'Calendar' tab is selected, and the 'Add Quick Event' button is highlighted. A callout box shows the 'Add Quick Event' form with fields for Date, Start Time, End Time, Event Title, and Category.

Add Quick Event

Use this task to quickly add an event to your calendar. To enter more information for a new event, click on the 'New Event' tab. To add more information to a Quick Event, edit that event.

Date: * 12/14/2006 (mm/dd/yyyy)

Start Time: 8 AM :00 (No Specific Time)

End Time: 5 PM :00 (No Ending Time)

Event Title: *

Category: -None-

Save **Cancel**

Tips

- Pick an event category to color-code your events.
- Create an *E-Alert* to announce an event.

How do I access and manage my Files & Folders?

Tools Tab

- Access *Files & Folders* from the *Tools* tab or the *Tools* drop-down menu.

- Each *section* has access to its own *Files & Folders* where documents and images can be stored.

- When working in a folder or subfolder, move up a level by clicking on the folder icon at the top of the list of files and folders.



- Documents and images are automatically saved in *Files & Folders* when inserted from your computer or network using one of the *Insert* wizards. They will not, however be saved in a particular folder.

- The URL for any file can be located by clicking on the *URL* button.
- Folders and pages can be renamed by clicking on the *Rename* button.
- You can identify the folder you are browsing by looking at the bottom of the *Manage Files & Folders* window.

`/lib/158920104123255543/_Files/New Folder/`

- Upload files individually (up to five at a time) with the *Upload* button.
- Use the *Batch Upload* feature to upload more than five files at a time.

Manage Files & Folders Window

Manage Files & Folders
Organize the file and folders used in your section.

Refresh New Folder Upload... Batch Upload...

Name	Size	Modified		
...				
_Files	190.50 KB	10/4/2006 12:11:00 PM	Rename	Delete
_RSS	2.61 KB	11/15/2006 9:36:08 AM	Rename	Delete
_versions	36.52 KB	10/24/2006 12:10:03 PM	Rename	Delete
graph.gif	29.95 KB	10/6/2006 9:56:56 AM	URL...	Rename Delete
graph_1.gif	29.95 KB	10/6/2006 9:59:46 AM	URL...	Rename Delete
pencil.gif	389 B	11/15/2006 9:38:09 AM	URL...	Rename Delete
pic.JPG	3.86 KB	10/4/2006 11:23:50 AM	URL...	Rename Delete

Manage Pages Section Editors **Tools**

Home > Tools

Tools
Use these *advanced and premium* features to enhance the form and functiona

Files & Folders
Organize the file and folders used in your section.

Forms & Surveys
Create and manage forms and surveys for use in your section.

Directories and Lists (MiniBase)
Create and manage directories and lists for use in your section.

Photo Galleries
Create and manage photo galleries for use in your section.

Note: *Forms & Surveys*, *MiniBase*, and *Photo Galleries* are all Premium Enhancement Modules

Tools Drop-down Menu

Tools Help

Files & Folders

Forms & Surveys

Directories & Lists (MiniBase)

Photo Galleries



- Create as many folders as you like since folders do not take up any space.
- Folders can be created within folders.
- Files cannot be moved once you have uploaded them. You might, therefore, consider uploading files first before inserting them.
- You can insert items from a *Shared Library* folder, but you cannot save items to the folder. Your Site Director can do this.

Exercise 1: Modify the Overview Page

- 1) Rename your *Overview* page to something that represents your *section*. (Ex. Welcome, Homepage....) Do this by clicking on the *Rename* button in the *Manage Pages* window.
- 2) Edit the *Overview* page by clicking on the page name.
- 3) Add text, images, and links that welcome visitors to your *section*. (See Chapter 3 for detailed explanations on how to work with the **Editor**)

Exercise 2: Insert a new Flex Page

- 1) Click on the *New Page* button and select *Flex Page*.
- 2) Title the new page.
- 3) Choose a page layout if desired. Not choosing one will leave the page blank.
- 4) SAVE
- 5) Click on the page name in the list of current pages to edit the page and add content.

Exercise 3: Insert an Article Library Page

- 1) Click on the *New Page* button and select *Article Library*.
- 2) Title the new page (ex. Homework) and SAVE.
- 3) Click on the page name of the new *Article Library* page in order to add the articles.
- 4) Click on the *New Article* button and title it (ex. the date for the homework, or the subject).
- 5) Add teaser text that explains the assignment.
- 6) Add an accent image if desired.
- 7) Be sure that the dates are current.
- 8) Click Next. The *Article Body* tab will appear.
- 9) Enter the content for the article into the **Editor**.
- 10) Click in the *Active* checkbox in order to display your new article on the webpage.
- 11) SAVE

Exercise 4: Sort Items in a Library Page

- 1) Select a library page that already has more than one item listed. Click on the page name.
- 2) At the top of the page click on the *Sort* button.
- 3) Click on the item you would like to move and use the arrow keys to move it.
- 4) SAVE

Exercise 5: Role-Protect a Page

- 1) Locate the page you want to role-protect in the list of current pages.
- 2) Click on the *Options* button.
- 3) Select the roles that you would like to be able to view the page.
- 4) SAVE

Exercise 6: Add an Event to the Calendar

- 1) If you do not currently have the calendar listed in your list of current pages, add it by clicking on the *New Page* button.
- 2) Click on the name of the Calendar page in the list of current pages.
- 3) Double click on the date where you would like to add the event.
- 4) Fill out the fields with your event information and SAVE.
- 5) For a second event, click on the *New Event* tab.
- 6) Fill out the required fields. If you do not have a specific starting or ending time for the event, be sure to click on the *No Specific Time* button under the Start Time and End Time.
- 7) Choose a category for your event at the bottom of the page in order to color-code your event. (Your Site Director will have to set up the colors)
- 8) SAVE

Exercise 7: Upload Images or Documents to Files & Folders

- 1) Click on *Files & Folders* in the *Tools* drop-down menu or the *Tools* tab.
- 2) Create folders for your images and documents. Do this by clicking on the *New Folder* button at the top of the page. You may need to temporarily allow a script to run.
- 3) Name your folders and click OK.
- 4) You can continue adding folders and folders within folders if you like.
- 5) Click on the *Upload* button.
- 6) Click on the *Browse* button to find the items you would like to upload. Note that you may only do five at a time using this method.
- 7) When you have browsed to the item you would like to upload, either double click on the item, or single click and hit the *Open* button.
- 8) Click *Next*.
- 9) Either click on *Continue to Upload More Files* or *Finish* if you are complete.
- 10) Notice the new items added to your folders.

Exercise 8: Use Batch Upload

- 1) Click on *Files & Folders* in the *Tools* drop-down menu or the *Tools* tab.
- 2) Navigate to the folder where you would like to upload the items.
- 3) Click on the *Batch Upload* button.
- 4) Click in the white space in the middle of the window. You should get a message that asks you if you want to run an application. Click on the *Run* button.
- 5) Click on the *Add Files* button. Select the files you would like to add- hold down the shift key to select more than one at a time or the Ctrl key to select individual files.
- 6) Click on the *Add Files* button.
- 7) Click on the *Upload Files* button.
- 8) Click on the *Finish* button and you should see your files appear in the folder.
- 9) Alternatively, instead of clicking on the *Add Files* button in Step 5, you can open the files that you would like to upload separately and click and drag them into the list window. You would then continue with Step 7.

Chapter 3:

The *Schoolwires*[®] Editor

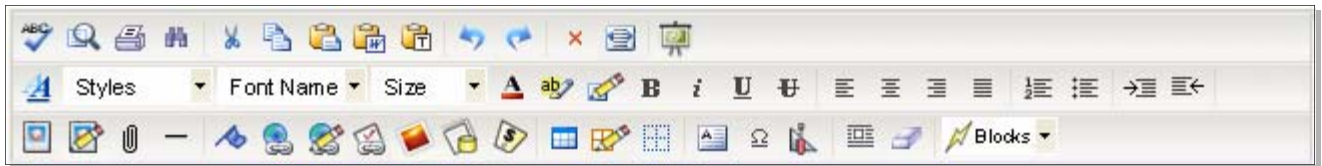
By the end of this chapter, you will be able to:

- Insert and format text.
- Insert and format images.
- Insert and format tables.
- Insert links.
- Use **ActiveBlocks**[™] to enhance your pages.

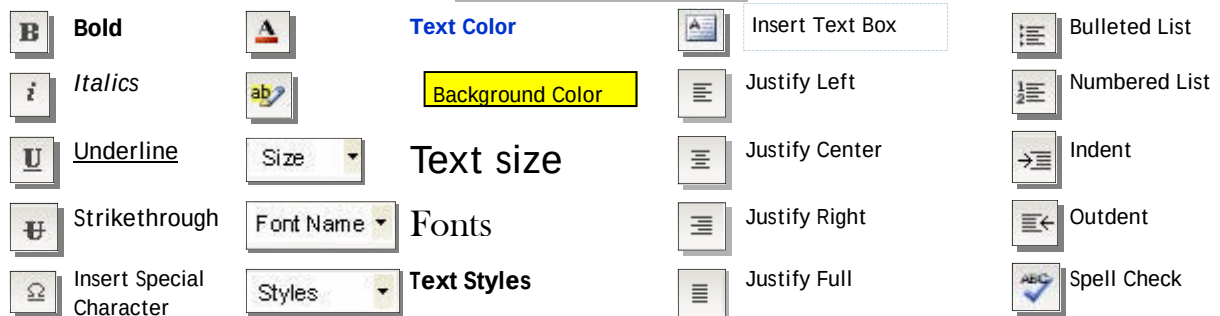
How do I insert text into the Editor?

Inserting text into the *Schoolwires*® **Editor** is as simple as placing your cursor in the **Editor** and typing! Some of the **Editor** icons may already be familiar to you. **Note:** This **Editor** is for PCs and Macs® running Mozilla® Firefox™. Apple® Safari™ uses a different editor. Also, the cut and paste icons in Mozilla® Firefox™ are disabled.

The Editor icons



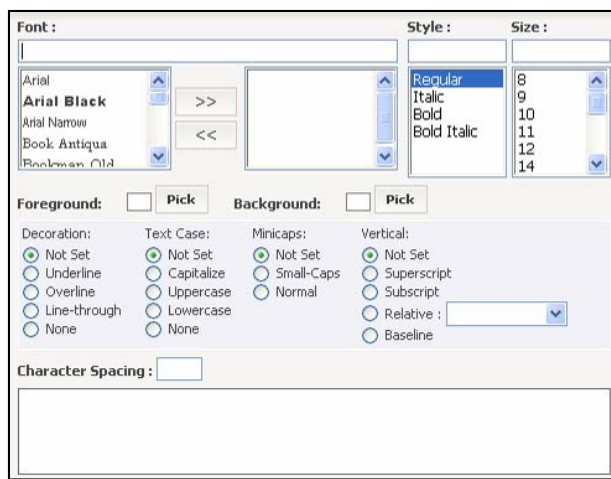
Text Formatting icons



How do I format text?

Use the Text Formatting icons above or use the formatting options available under the *Formatting* icon.

Text Formatting window



Text Formatting
Paragraph Formatting
List Formatting
Box Formatting
Custom CSS

The *Formatting* icon will reveal the window to the left. Here you to choose such formatting options as *Minicaps*, *Superscript* and *Subscript*, and *Character Spacing*

Tips

- If you need to remove the formatting, use the *Remove Formatting* icon. 
- If you are cutting and pasting material from a **Microsoft Word**® document, use *Paste with Word* to prevent difficulty with formatting in the future. 
- You can use the *Paste Text Only* button to remove all of the formatting from the source document. 
- You can also use simple *Paste*; this retains most formatting from the source document, but might not allow future formatting. 

How do I format a paragraph?

Use the *Paragraph Formatting* option to adjust such things as *Word Spacing*, *Indentation*, and *White Space*.

Paragraph Formatting

Alignment: Indentation:

Word Spacing: Character Spacing:

Line Height: Text Case:

White Space:

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Formatting Drop-down list

Text Formatting
Paragraph Formatting
List Formatting
Box Formatting
Custom CSS

Tips

- Choose *Custom CSS* from the drop-down list to modify the CSS code (Cascading Style Sheet).
- Eliminate formatting by selecting the *Remove Formatting* icon.
- Hold down the Shift key while hitting the Enter key to single space lines.

How do I format a list?

Use the *List Formatting* option to:

- Change the *style of numbers or bullets* used.
- Adjust the *margins*.
- Adjust the *starting number*.



Text Formatting
Paragraph Formatting
List Formatting
Box Formatting
Custom CSS

Formatting Drop-down list

List Formatting

Numbered Bulleted

1. ----	A. ----	a. ----
2. ----	B. ----	b. ----
3. ----	C. ----	c. ----
I. ----	i. ----	
II. ----	ii. ----	
III. ----	iii. ----	

Starting Number :

Left Margin :

Box Formatting

No Border

1px 2px 3px 4px 5px

Color:

Shading:

Margin

Left: px Right: px

Top: px Bottom: px

Padding

Left: px Right: px

Top: px Bottom: px

Dimension

Width: pixels

Height: pixels

How do I format a text box or table*?



Text Formatting
Paragraph Formatting
List Formatting
Box Formatting
Custom CSS

Formatting Drop-down list

Use the *Box Formatting* option to:

- Change *border style*, *color*, and *thickness*.
- Adjust *margins* and *padding*.
- Choose a *background color*.

*Inserting tables is covered later in this chapter.



Tips

- If you resize your image while you are inserting it— it will adjust the height and width proportionally!
- By choosing “Select new image from my computer or network...” or by using the *Batch Upload* feature, your images will automatically be compressed.
- Make sure the cursor is inserted where you want the image!
- If your picture shows up as a broken image, it may not be saved in your *Files & Folders*. 
- While you may have luck resizing a picture slightly by clicking and dragging on the cross-hairs, there is a limit. Choose the *Edit Image Properties* icon to resize the picture accurately, add a border, rename the picture, or change the image's source. 

How do I insert an image?

- 1) Place your cursor where you would like the image to be.
- 2) Click on the *Insert Image* icon: 

Insert Image wizard

Step 1 of 3
This wizard will guide you through the insertion of imagery. Please choose an option below to get started.

- ☒ **Select new image from my computer or network...**
Choose this option to select the image from your computer or network.
- ☐ **Select image already uploaded to your site...**
Choose this option to select an already uploaded image from your site.
- ☐ **Select image from shared library...**
Choose this option to select an already uploaded image from your site's shared library.
- ☐ **Select image from Schoolwires Clipart Library...**
Choose this option to select an image from the Schoolwires Clipart Library.

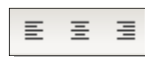
- 4) Choose an image from:
 - * Your computer
 - * Your site (*Files & Folders*)
 - * The Shared Library
 - * OR the Clip Art Library (if available).

- 4) Browse for the image you would like to insert.
- 5) Choose the size of the image to be inserted (thumbnail, medium, large, or custom) if inserting from your computer . This can always be changed later.
- 6) Enter Alt. text for ADA compliance.
- 7) Adjust the height and width of the image, set alignment and border if desired.
- 8) Click on *Insert Image*.

How do I move my picture to a specific place on the page?

You have three options when trying to place an image:

- 1) Center, right, and left justify an image by selecting the following icons while the image is highlighted:



- 2) Create a table or cells within a table to hold the image. (See inserting tables)



- 2) Use *Position by Pixel* to move pictures anywhere on the page (beware that they may cover up text if you choose to float them).

Tips

- Tables can be helpful when trying to create a page layout. They allow you to control where text and images go on a page.
- If you cannot see the gridlines for your table, you may have your gridlines hidden. Click on the *Show/Hide Gridlines* icon: 
- If you are working using Mozilla® Firefox™ you won't be able to see the table gridlines.
- You cannot change the dimensions of a table by clicking and dragging. You need to use the *Edit Table/Cell* icon: 
- You can always create tables in a different software program and cut and paste them into the **Editor**.

How do I insert a table?

1) Place your cursor where you want to insert the table.

2) Click on the *Insert Table* icon: 

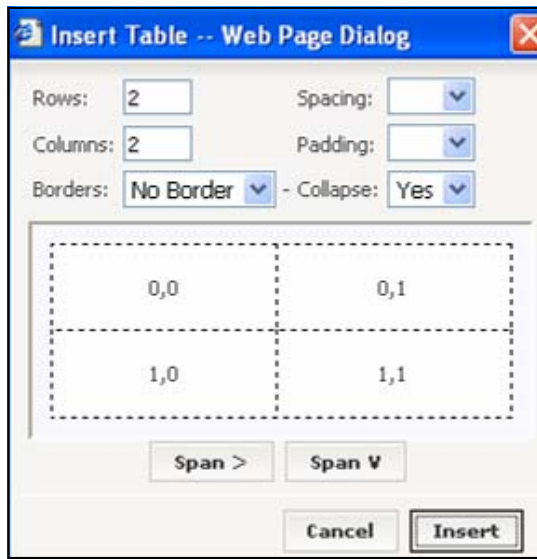
3) Choose the dimensions of the table that you would like to create. For example, you can see how to create a 3x2 table to the right.

4) Click on the *Advanced* link to format your table in advance. You can choose to add a border, control the spacing between cells, adjust the padding around content, collapse cells, and/or merge cells.

3 X 2 Table



Advanced Table Options

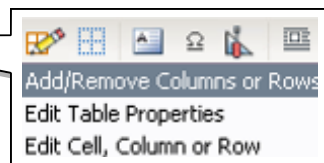


How do I edit a table?

Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:

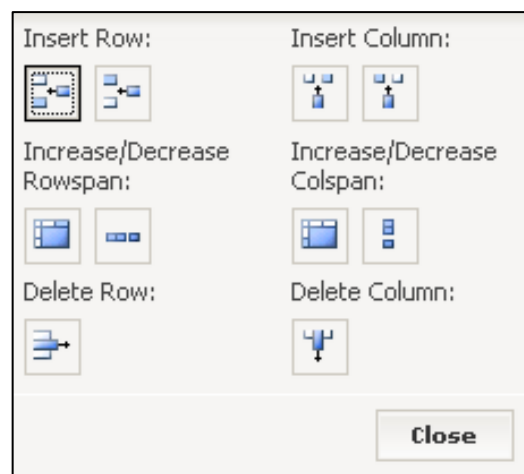


Edit Table/Cell Drop-down list



- 1) Add or delete a column or row by selecting the first dropdown choice: *Add/Delete Columns or Rows*.
- 2) Merge and split cells in this window by choosing *Increase/Decrease Row/Colspan*.

Add/Remove Columns or Rows window



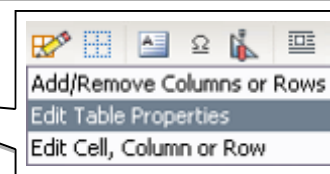
Tip
Make sure your cursor is inside the table and/or cell that you are trying to edit. Otherwise you might not see the changes.

How do I change the size of a table?

1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:



Edit Table/Cell Drop-down list



- 2) Choose *Edit Table Properties* from the drop-down list to change the size of the table.
 - a) *AutoFit to contents* changes the table to fit the text or images in the table.
 - b) *Fixed table width and height* produces a table with fixed dimensions (in pixels or percentages).
 - c) *AutoFit to window* adjusts the dimensions of the table to fit the viewing window.

Edit Table Properties window

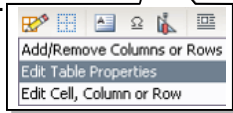


How do I format a table?

- 1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:



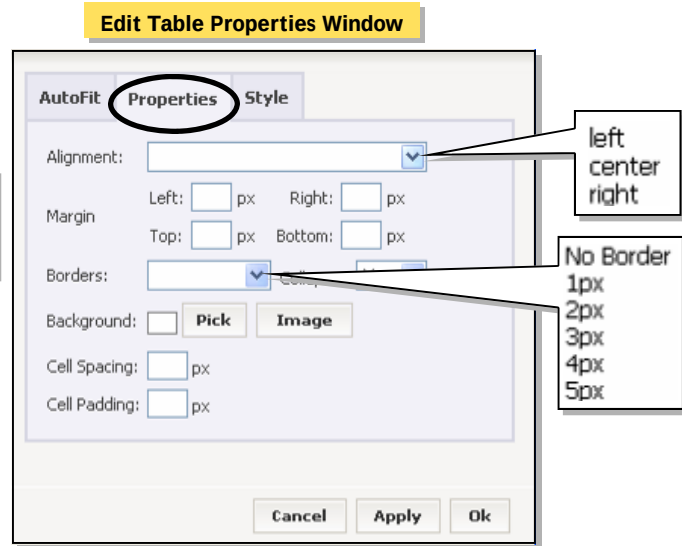
- 2) Choose *Edit Table Properties*.



- 3) Select the *Properties* tab.

- 4) Adjust any of the following:

- a) Alignment
- b) Margins
- c) Borders
- d) Background
- e) Cell Spacing
- f) Cell Padding



How do I change the background of a table?

To change the color of the background:

- 1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon and choose *Edit Table Properties*.



- 2) Select the *Pick* button next to background in the *Edit Table Properties* window above.



- 3) Choose the color. Click on the *Apply* button to preview the changes. Click *OK* to return to the **Editor**.

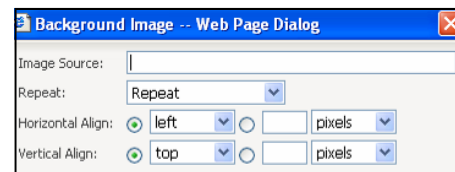
To change the background to an image:

- 1) Save the image you would like into your *Files & Folders* first and then copy the URL.
- 2) Click on the *Image* button:



- 3) Paste the URL into the Image Source field.

- 4) Choose *Repeat* if you are copying an image-based



background from a previous website.

How do I change the background of a page?

- 1) Insert a table first. A one-celled table will work.
- 2) Place all of the contents of the page in the table. You can cut and paste.
- 3) Follow the instructions above for changing the background of a table.

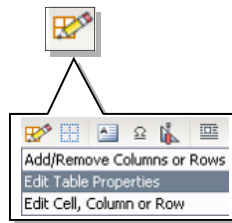


Tips

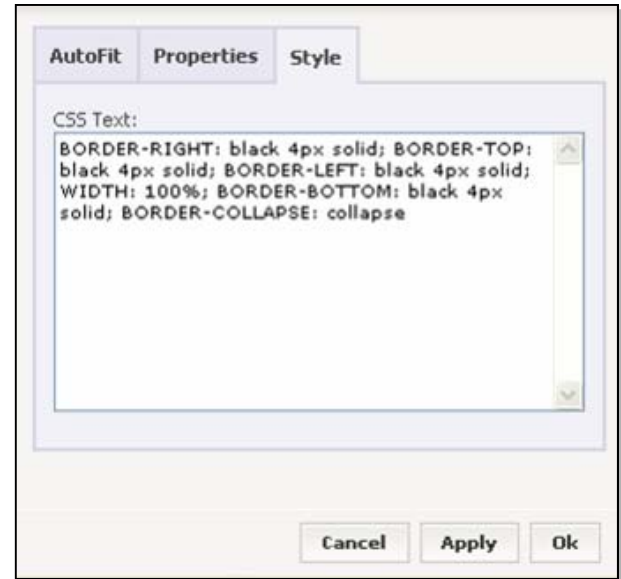
- Remember to make sure that your cursor is in the table first before you make changes!
- Hit *Apply* in order to see the changes to the table properties. Hit *OK* when you are through changing properties and to return to the **Editor** view.

How do I format the CSS (Cascading Style Sheet) for a table?

- 1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:
- 2) Choose *Edit Table Properties*.
- 3) Select the *Style* tab and modify the CSS for the table.



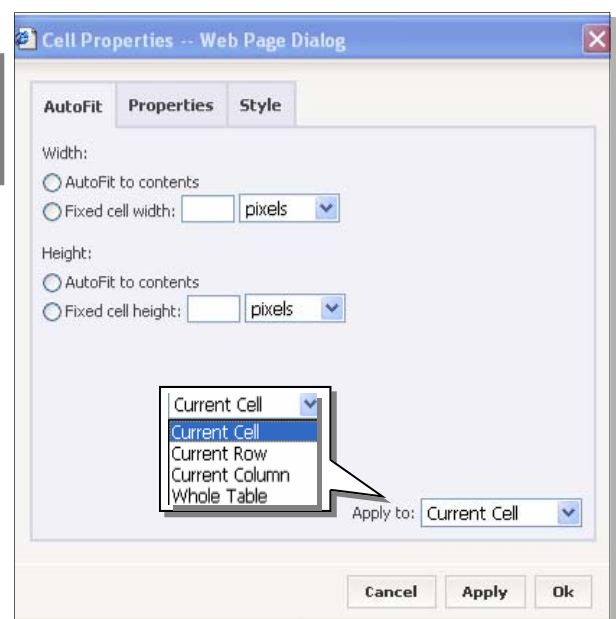
Edit Table Properties window



How do I edit a cell, column, or row?

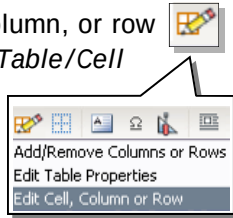
- 1) Select the table or place the cursor inside the table and then click on the *Edit Table/Cell* icon:
- 2) Choose *Edit Cell, Column, or Row*. The *Edit Cell, Column or Row* window will appear.
 - a) *Autofit to contents* changes the cell, column or row to fit whichever text or images is in that item.
 - b) *Fixed table width and height* produces a cell, column or row with fixed dimensions (in pixels or percentages).
- 3) Select *Current Cell*, *Current Row*, *Current Column* or *Whole Table* under the *Apply to* drop-down list to indicate where the changes should be made.

Edit Cell, Column or Row window



How do I change the properties of a cell, column, or row?

- 1) Place your cursor in the cell, column, or row first and then click on the *Edit Table/Cell* button:
- 2) Choose *Edit Cell, Column, or Row*.
- 3) Click on the *Properties* tab in the box to the far right.
- 4) Adjust any of the following:
 - a) Text Alignment
 - b) Cell padding
 - c) Background of a cell, column or row
 - d) Text formatting
 - e) Cell, column or row borders



Edit Cell, Column or Row window

Text Formatting window

Border Style window

How do I insert a link ?

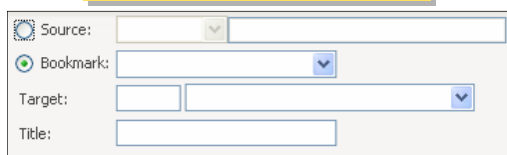
- 1) Type and highlight the text to which you would like to link.
- 2) Click on the *Insert Link* icon: 
- 3) Select one of the following options from the *Insert Link* wizard and follow the instructions:
 - a) **Insert a link to another site, section, or page...**
 - i) Browse for the *site*, *section*, or *page* you want to link to and click *Next*.
 - ii) Click on the *Insert Link* button.
 - b) **Insert a link to an email address...** Type in the desired email address and click on the *Insert Link* button.
 - c) **Insert a link to a different website...**
 - i) Type in the web address into the URL field.
 - ii) Choose whether you want the site to open in the same window or in a new window.
 - iii) Click on the *Insert Link* button.
 - d) **Insert a link to a bookmark* on the same page...**
 - i) Type in the name of the bookmark.
 - ii) Click on the *Insert Link* button.

*Inserting a bookmark is covered later in this chapter. Note that you must insert the bookmark BEFORE you insert the link to the bookmark.

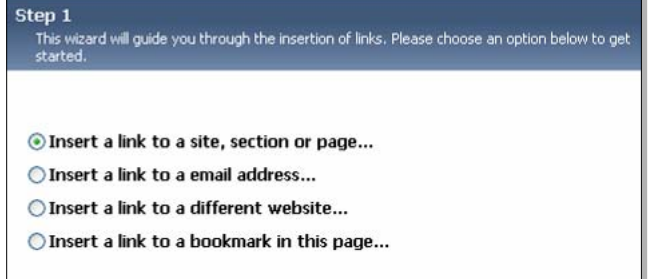
How do I edit a link?

- 1) Click on the *Edit link properties* icon: 
- 2) Edit any of the fields in the *Edit Link Properties* window.

Edit Link Properties window



Insert Link wizard



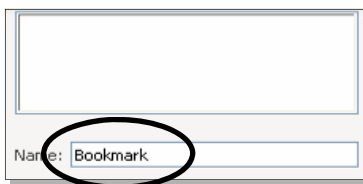
Tips

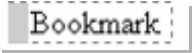
- If you just want to link to another school's *site*, then select the site twice before you insert the link.
- If you want to link to a *section*, select the overview page.
- If you only have one *site* to choose from when inserting a link, make sure to click on it before clicking *Next*.
- If you type either an email address or a web address into the **Editor** it is automatically a link. 
- Make an image a hyperlink just by clicking on the image and following the same instructions for inserting the link.
- To insert a link to a file click on the insert link to file icon:
- If you are moving content from an old website and want the links to work, you may need to edit the source for the link.

How do I insert a bookmark?

- 1) Highlight the text within the page that you want to be bookmarked or place your cursor in the area that you want to be bookmarked.
- 2) Click on the *Bookmark* icon: 
- 3) Enter the text for the bookmark. It does not have to be the same text as the text you highlighted. This is just to distinguish one bookmark from another.

Insert Bookmark Window



- 4) Type text that will serve as the link to the bookmark. A box that looks similar to this will appear on your page. 
- 5) Highlight this text and select the *Insert link* icon: 
- 6) Choose *Insert link to a bookmark on this page*.
- 7) Type in the name of the bookmark that you created- this needs to be exact.
- 8) Click on the *Insert link* button.



Tip

Use bookmarks to direct viewers to certain places on a page and to minimize scrolling.

Bookmark Example

- Homework will be assigned on a nightly basis. Even if you aren't able to reach a solution to each question, *I expect that you will have at least attempted each problem*. If you choose to skip over problems just because they look hard in the homework, you will be accustomed to doing that when you see a similarly hard problem on a test or quiz.
- My goal is to maintain a classroom in which each student's understanding will be enhanced by the thinking and interpretation of his or her classmates. In order for the groups and our class as a whole to function, we must learn to *respect one another* and recognize that each has an individual way of learning and interpreting new ideas. *Openness* will be key to our success as a group.
- A variety of items will go into assessing your overall progress in the class. A combination of tests, quizzes, computer labs, homework, and group projects will help to monitor your progress. If you are having difficulty, we will hopefully be able to pick up on it early. Tests and quizzes will not be your only grades for the term; you should recognize the importance of your daily preparations and involvement in class.

YOU WILL NEED:

PENCILS...TI-83... NOTEBOOK...TEXTBOOK...FOLDER FOR HANDOUTS

[Go to Top](#)



EXCLAMATIONPOINT

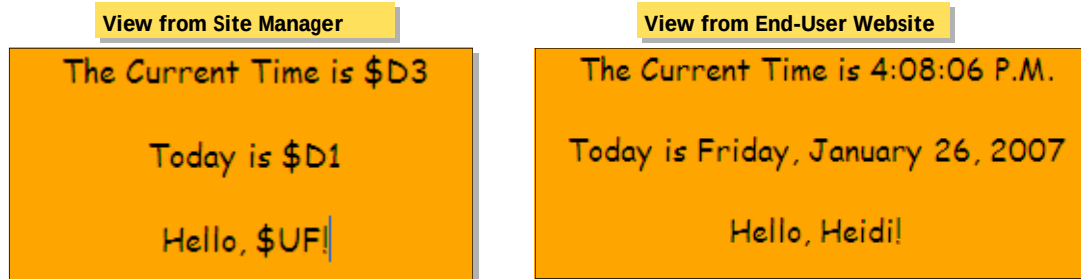
After you have inserted the bookmark, you need to insert a link to the bookmark. Follow the instructions earlier in this chapter on how to insert a link.

The *Go to Top* link on this page is a bookmark. It will take a visitor to the top of the page.

What are ActiveBlocks?

ActiveBlocks are tags (*Schoolwires* code) that allow you to personalize your *section* and keep it fresh.

Some examples include:

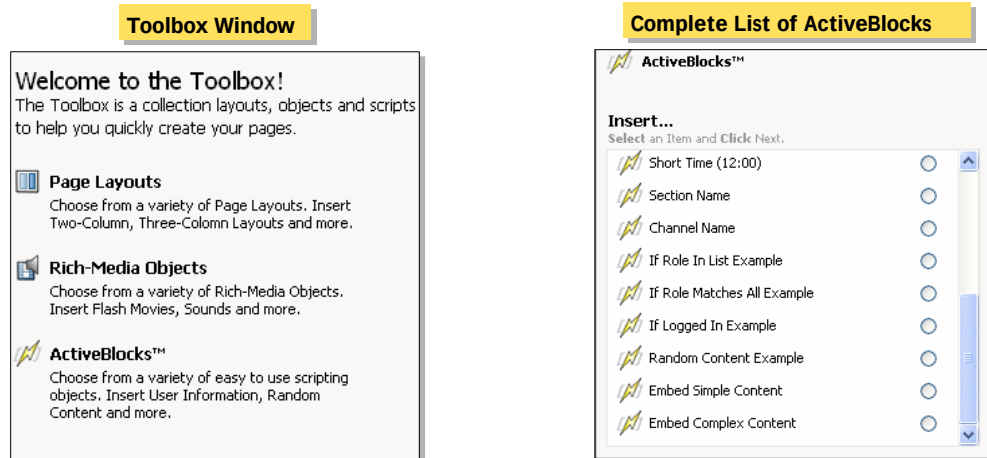


How do I access ActiveBlocks?

You can access **ActiveBlocks** from two different locations.

- 1) Access the full list of **ActiveBlocks** through the toolbox. Click on the toolbox icon in the **Editor**: 

- a) Click on **ActiveBlocks**. The complete list of **ActiveBlocks** will display.
- b) Click on the **ActiveBlock** you want to insert. Click *Next*.
- c) Click on the *Insert* button.



- 2) Access a list of popular **ActiveBlocks** from the *Blocks* drop-down list in the **Editor**. Note that this is not a complete list of available **ActiveBlocks**.



ActiveBlocks Drop-down list

Current User's First Name
 Current User's Last Name
 Current User's Full Name
 Current User's Zip Code
 Current User's Email Address
 Long Date (Monday, July 25, 2005)
 Short Date (07/25/2005)
 Long Time (12:00:00 AM)
 Short Time (12:00)
 Section Name

Exercise 1: Working with text

Open a new flex page and practice creating the following text:

Bold, Palatino, size 20

Italics, Comic Sans, size 14

Underline, Courier, Highlighted

Choose a unique font color in Arial Narrow, size 10

Exercise 2: Insert an Image

- 1) Place your cursor where you would like the image.
- 2) Click on the *Insert Image* icon.
- 3) Choose an image from your computer, your site, a shared library, or (clip art library).
- 4) Browse for the image you would like to insert.
- 5) Choose the size of the image you would like (this can be changed later).
- 6) Enter Alt. Text.
- 7) Adjust the size of the image if desired.
- 8) Insert picture.

Exercise 3: Position an Image

Click on the image you want to move.

- a) Click on any of the justify buttons to center, left justify, or right justify.
- b) Put the cursor to the left of the image and click on the indent and outdent icons.
- c) Click on the image and choose the *Position By Pixel* icon. Click and drag the image.

Exercise 4: Add a Border to an Image

- 1) Click on the image.
- 2) Click on the *Edit Image Properties* icon.
- 3) Click on the *Border* button.
- 4) Choose a border style, width, and location.
- 5) Pick a color for the border and shading if desired.
- 6) Click *OK*.
- 7) Click *Apply* to preview the new border. If you like it, click *OK*.

Exercise 5: Insert an image from another website

- 1) Find an image that you would like to insert and save it somewhere on your desktop. It should be saved as a jpeg or gif.
- 2) Select the insert image icon.
- 3) Choose insert image from your computer.
- 4) Browse for the image.
- 5) Repeat steps 5-8 in Exercise 1.

Exercise 6: Create a Table

- 1) Insert cursor where you would like the table to go.
- 2) Choose the *Insert Table* icon (select the dimensions of the table you would like to insert)
- 3) If you can't see the gridlines for your table, you may have your gridlines hidden. Select the *Show/Hide Gridlines* icon. **Note:** If you are using Mozilla® Firefox™ as your browser, you will not be able to see your gridlines.
- 4) To modify a table, click on the *Edit Table/Cell* icon. Here you can add/remove rows and columns, add a border, change the background color, or image, and adjust the dimensions of the table.



Exercise 7: Change the background of a page

- 1) In order to change the background color or image of a page, you must first insert a table (a one celled- table will work).
- 2) If you can't see the gridlines for your table, you may have your gridlines hidden or you may be using Mozilla® Firefox™ as your browser.
- 3) Next select the *Edit Table/Cell* icon. Pick the middle option in the dropdown- *Edit Table Properties*.

Exercise 8: Practice Cutting and Pasting- Two Ways**Option I:**

- 1) Retrieve some text from file.
- 2) Copy it and paste it into the **Editor**. Try each of the different paste options. (You may not notice a difference when using Paste with Word until you view the website). Experiment with formatting the text after using the various paste options.

Option II:

- 1) Open up an existing web page (open up your own if you already have one).
- 2) Highlight an area of the webpage (include some images). Copy it. Paste from the clipboard into the **Editor**.
- 3) Save and view the changes on the page.
- 4) If some formatting has been lost, reformat in the **Editor**.
- 5) If the image doesn't show, save the image in your *Files & Folders* and insert the image.

Glossary of Terms

Channels- The main navigation system for your *site*. *Channels* are like large file cabinets drawers within which *sections* are located. Remember that a *Channel* will not be visible for users until there is at least one section created within it. When there are fifteen or more *sections* within a *channel*, the *sections* become organized in a directory page, rather than a drop-down menu.

E-Alerts- There are two types of *E-Alerts*: *Content E-Alerts* and *Broadcast E-Alerts*. Section Editors can create *Content E-alerts*. *Content E-Alerts* allow editors to notify subscribers when they make changes to one of the three major components of the homepage, to *pages* within a *section* or to calendar events.

Homepage Editor- This individual has editorial privileges for the homepage and calendar on either the *site* or *subsite* depending on which type of Homepage Editor he or she is. These privileges include editing the *Welcome Text*, *Announcements*, *Headlines and Features*, and *Site Shortcuts*- anything that appears on the homepage. He or she also has access to the district or school calendar and can edit events, accept events to the calendar from Section Editors, import events.

Pages- A *page* is the location to which content is added within *sections*. There are different types of *pages* for different uses (ie. *Flex* pages, Article Libraries, Blogs, etc.).

Roles- Roles are assigned to *registered* users by the Site Director. You can be assigned roles such as teacher, student, or parent. (Being a Section Editor or Subsite Director is not a role.) Roles determine which *pages* you can view, not which *pages* you can edit. ****Note:** Site Directors and Subsite Directors can control who can view a *section* by clicking on the *Options* button in the *Channel Workspace*.

Section- A *section* is a collection of *pages* within a *channel*.

Section Editor- A Section Editor has editorial privileges for a *section*, which includes the ability to add/edit/delete pages in his or her *section* and place content on these *pages*; Section Editors have control over an individual calendar. In addition, they can control which registered users can view the content in their sections by electing specific roles for viewing.

Site Manager- This is an area on your website that you navigate to in order to access your editorial privileges. ****Note-** you will not be able to access **Site Manager** until you have navigated to the *site*, *subsite*, or *section* to which you have been granted editorial privileges.

Site Director- The individual who has the highest level of access to editorial privileges on your *site*. This person can perform such functions as register users, assign roles, grant editorial privileges, configure *sections*, and edit the homepage and district calendar.

Subsite Director- This individual has control over a school's *subsite*. This person can perform the following functions at the *site* level- assign other Subsite Directors, Homepage Editors, and Section Editors, configure *Site Settings*, assign and sort *channels*, and edit the homepage and school calendar.

Workspace- The area in **Site Manager** where you perform editorial tasks. There are four workspaces- *Site*, *Subsite*, *Channel*, and *Section*. Section Editors only have access to their Section Workspace. Subsite Directors have access to the *Subsite*, *Channel*, and *Section Workspaces*. Site Directors have access to all workspaces.