



## **Site Director Quick Start**

***Schoolwires Centricity™***  
**Version 4.0**

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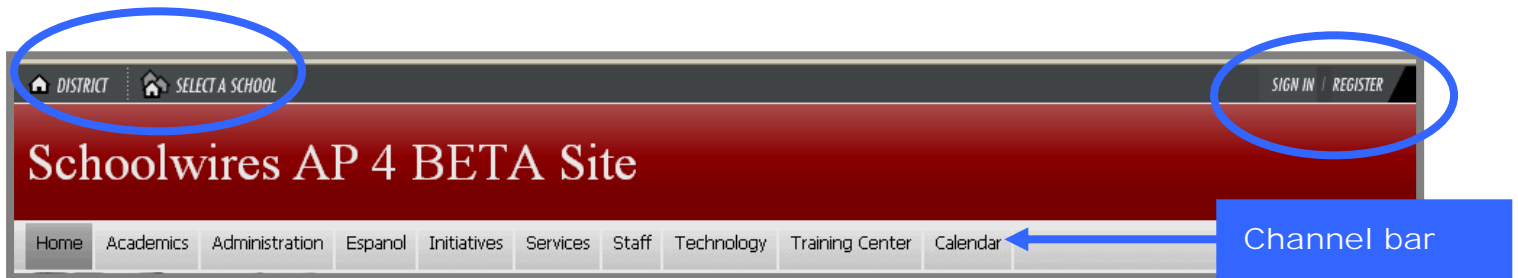
## The Basics about Your Schoolwires Website

**N**OTE: The images shown in this job aid reflect a website using one of Schoolwires standard text-based templates. If you are using an image-based template or a custom template, your website might look different from the one shown here.

### Website Navigation Elements

The following navigation elements will appear on every *page* of your website if you are using a standard template:

- Name of your district or organization in the title bar
- *MyStart* bar
- *Channel* bar



**Exhibit SD-1: Top Navigation on a Standard Template Prior to Sign In**

General navigation elements appear on the *MyStart* navigation bar of the **Schoolwires Academic Portal**. However, what you see before you sign-in and what you see after you sign in will be slightly different.

#### *Prior to Signing In*

The following navigation elements may be available to you on the *MyStart* bar prior to signing in:

- *District*, which takes you to the homepage of the main *site*.
- *Select a School*, which allows you to move to different *subsites* within the *site*, provided *subsites* are activated on your *site*.
- *Sign In*, which allows registered users to sign in to the *site* and access their profiles.
- *Register*, which is an optional link used to create an account.
- *Grades*, which is an optional integration feature that will appear if the integration has been activated.
- *Email*, which is an optional integration feature that will appear if the integration has been activated.

### *After Signing In*

The *Sign in* and *Register* buttons are two navigation elements that you will not see once you sign in to the website. The top navigation on the *site* after sign-in is shown in Exhibit SD-6 later in this job aid.

After you sign in, however, the following navigation elements may be available to you:

- *District*
- *Select a School*
- *Sign Out*: This element allows you to sign out of the *site* when you are finished working.  
**TIP:** To ensure security, we recommend that you always sign out when you are finished working.
- *Access My Info*: This element allows you to access your User Profile and change it if you desire. You'll learn how to access and change your User Profile later in this chapter.
- **Site Manager**: This element will display when you reach the level of editing privilege to which you are assigned.

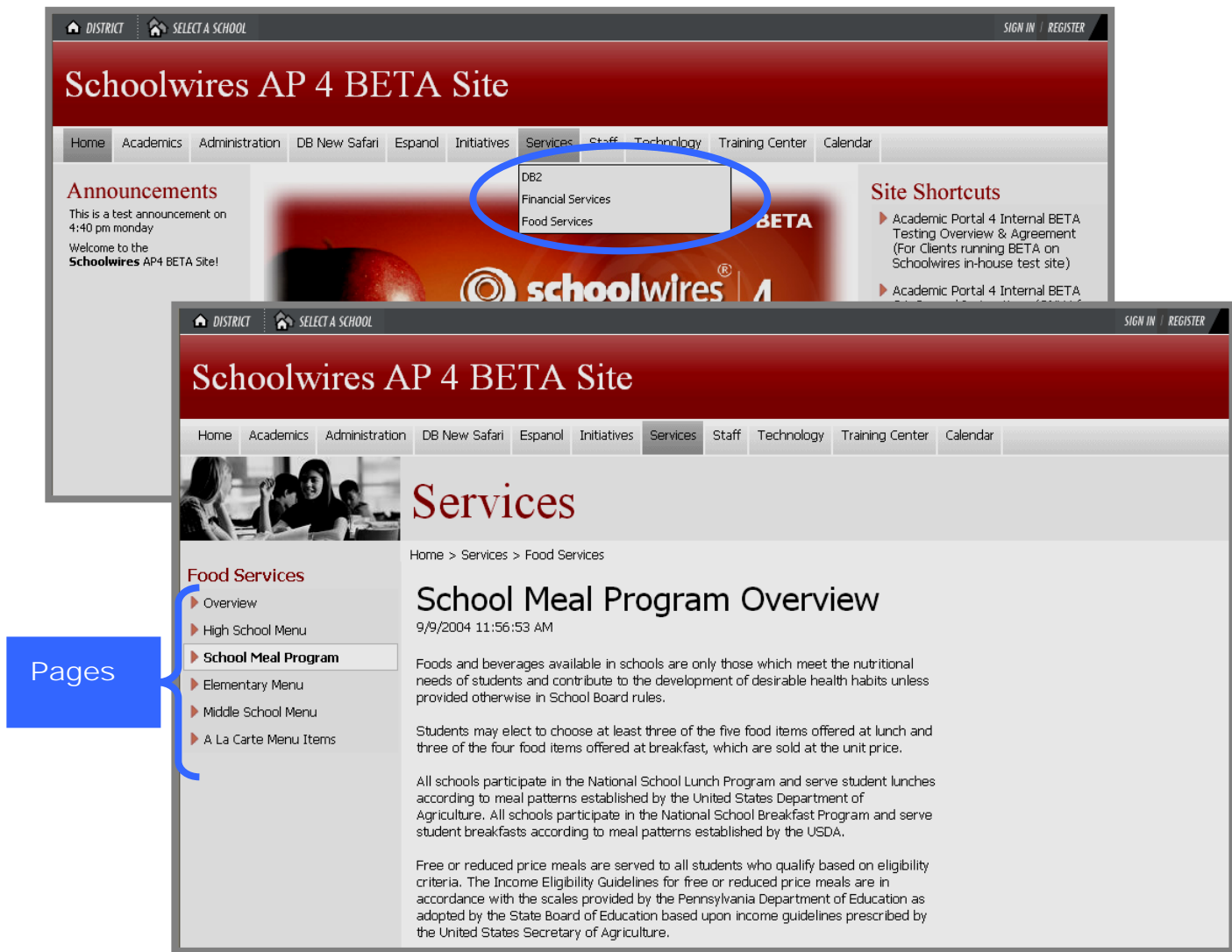
### *Channel bar*

As you can see from Exhibit SD-1, the *Channel* bar appears just below the title bar in a standard template. These *channels* are visible on every page of your *site* or *subsite*. They provide visitors to your website with consistent navigation throughout the *site* or *subsite*. The *channels* on each *subsite* may be different from those on the main *site* or other *subsites*.

*Channels* contain *sections*.

*Sections* contain *pages*.

## Site Structure and Navigation



**Exhibit SD-2: Consistent Channel Navigation**

As you can see from Exhibit SD-2, the **Schoolwires Academic Portal** provides visitors to your website with consistent *channel* navigation. Notice the three *sections* under the *Services channel* at the top of the exhibit:

- DB2
- Financial Services
- Food Services

When you select the *Food Services section*, you are taken to the *Overview* subpage. From there you can navigate to the other subpages in that *section*. In Exhibit SD-2, we have navigated to the *School Menu Program* subpage. Notice that the title of the *page* is in bold in the left navigation. From here, you can also use the *Channel bar* to choose a different *channel* on that *site* or use *Select a School* to move to one of the *subsites*.

## Getting Started

### Signing In

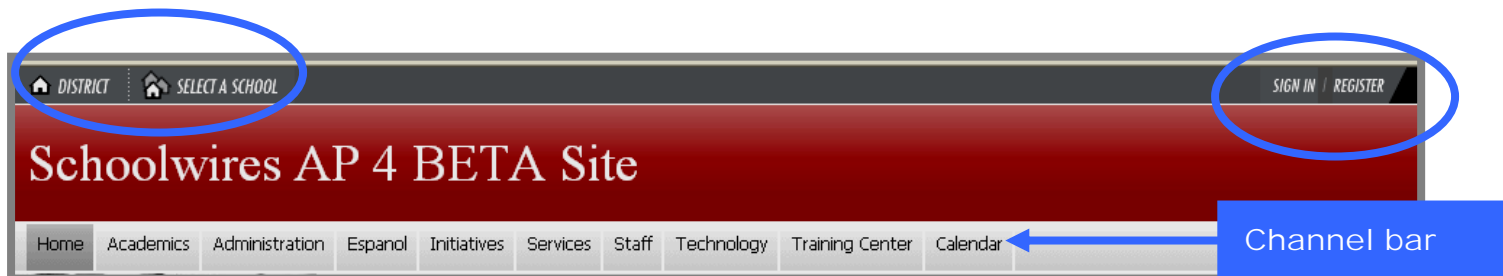
Any registered user of your website can sign in. The user just needs:

- Sign-in Name
- Password

If you have forgotten your Sign-in name or password, just click on the link at the bottom of the sign-in window. (See Exhibit SD-4.) Your Sign-in name and password will be sent to the email address that is in your User Profile.

To sign in:

1. Open your web browser (Internet Explorer 6.0 or Firefox® 1.5 on a PC and Safari 1.3 or Firefox® 1.5 on a Macintosh). Enter the URL for your **Schoolwires** website. While you are developing your website, this URL will be in this format: **<http://YOURSITE.schoolwires.com>**. Once your website is live, the URL will be the domain name that you provided to **Schoolwires**.



**Exhibit SD-3: Top Navigation on a Standard Template Prior to Sign In**

2. Click on the *Sign In* button on the *MyStart* bar. A Sign-In window like the one shown in Exhibit SD-4 will display.

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.

**Exhibit SD-4: Sign-In Window**

3. Enter your Sign-In name and your password.
4. Click the *Sign-In* button.
5. The first time a user signs in to the **Schoolwires** website, a window like the one shown in Exhibit SD-5 will display.

**Welcome to the Happy Valley Area School District (ALPHA) web site!**

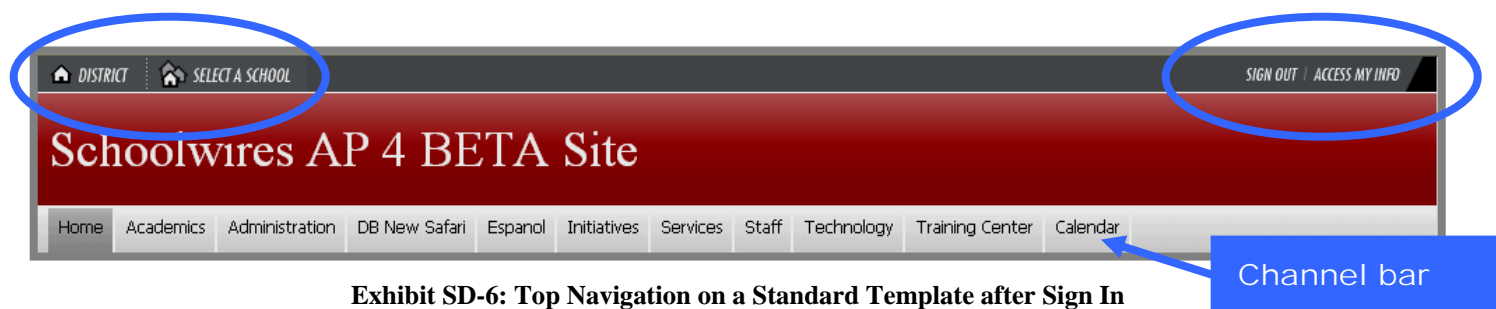
When you sign-in, additional services are available to you.

Site visitors are encouraged to use the latest browsers to take advantage of the substantial website visual and operational enhancements which help make working with us even easier.

[Continue on to the Main Area](#)

**Exhibit SD-5: First-time user will see this.**

6. Click on [Continue on to the Main Area](#). As mentioned in “Website Navigation Elements” earlier in this job aid, you should now see *Sign Out* and *Access My Info* on the *MyStart* bar. (See Exhibit SD-6.)



**Exhibit SD-6: Top Navigation on a Standard Template after Sign In**

## Access My Info

After you sign in, clicking on the *Access My Info* button will allow you to view and edit the information in your User Profile. See Appendix E: **Schoolwires** Privacy Policy for additional information about registering accounts.

To view or edit your User Profile:

1. Click on the *Access My Info* button. A window like the one shown in Exhibit SD-7 will display.

**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 [Edit Subscriptions](#)

[Save](#) [Delete Profile](#) [Cancel](#)

**Exhibit SD-7: User Profile through Access My Info**

2. You may:
  - a. Enter additional information. We recommend, for instance, that you enter the zip code for the location from which you are most likely to travel. This will be used to calculate distances to events.
  - b. Change information that is already in your User Profile;

Note: The required fields are marked with a red asterisk (\*). They are:

- First Name
- Last Name



- Email Address
  - Sign-In Name
  - Password and Confirm Password
- c. Delete your User Profile. However, if you delete your Profile, you will no longer be able to sign in to the website.
3. If you wish to subscribe to receive updates to the homepages and *sections* on your *site* and *subsites*, click on the *Edit Subscriptions* button. Note: This button will display only if your organization has purchased E-Alerts and they are set to *On*.
4. Once you've completed making any changes, click the *Save* button. A message like the one shown in Exhibit SD-8 will display.



**Exhibit SD-8: Confirmation of changes to your User Profile**

If you click on the *District* button in the top left of the *MyStart* bar, you will be at the homepage of the main *site*. If you have *subsites*, you can choose one of those from the Select a School drop-down list. That will take you to the homepage of that *subsite*.

### *The Homepage*

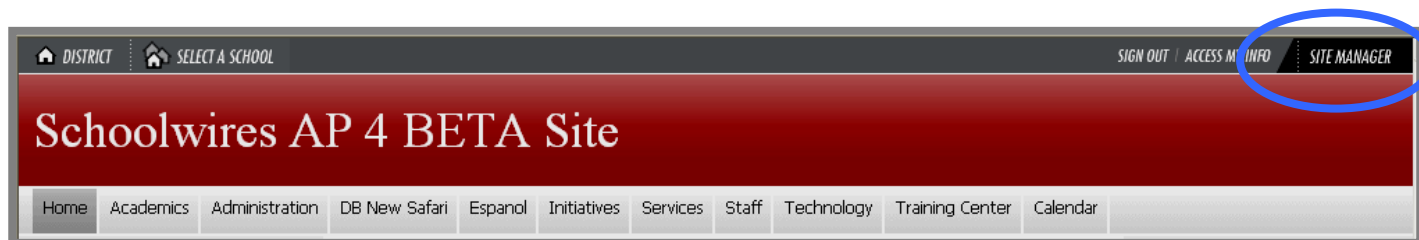
The main *site* and each *subsite* have their own homepage. It is the first page visitors to that website will see. On the homepage, you can provide visitors with up-to-date information about such things as school closings and activities.



**Exhibit SD-9: Homepage of the main site**

## Working in Site Manager—Editing within the Site Workspace

### Introduction to Site Manager



#### Exhibit SD-10: Top Navigation after Sign In

As a Site Director, you will see the **Site Manager** button on the *MyStart* bar after you sign in and on every page of your website. As a Site Director, you will have access to four workspaces:

- *Site Workspace* for the main *site*
- *Subsite Workspaces* for each *subsite*
- *Channel Workspaces* (at the main *site* and all *subsites*)
- *Section Workspaces* (at the main *site* and all *subsites*)

As a Site Director, you will access the *Site Workspace* of **Site Manager** from the main *site* to manage the main *site* (i.e. district), and perform the tasks related to editing your website.

However, if you are at a *subsite* when you click on the **Site Manager** button, you will be entering **Site Manager** in a *Subsite Workspace*.

A Subsite Director will only be able to access the:

- *Subsite Workspace* for the assigned *subsite*
- *Channel Workspaces* for the assigned *subsite*
- *Section Workspaces* for the assigned *subsite*

Please note the Viewing Tabs at the top left of the **Site Manager** window shown in Exhibit SD-11. 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 use the link to *Community & Support* or go to <http://www.schoolwires.com/requestsupport> to enter support cases. You can also access **Schoolwires** support from the *Help* drop-down menu.

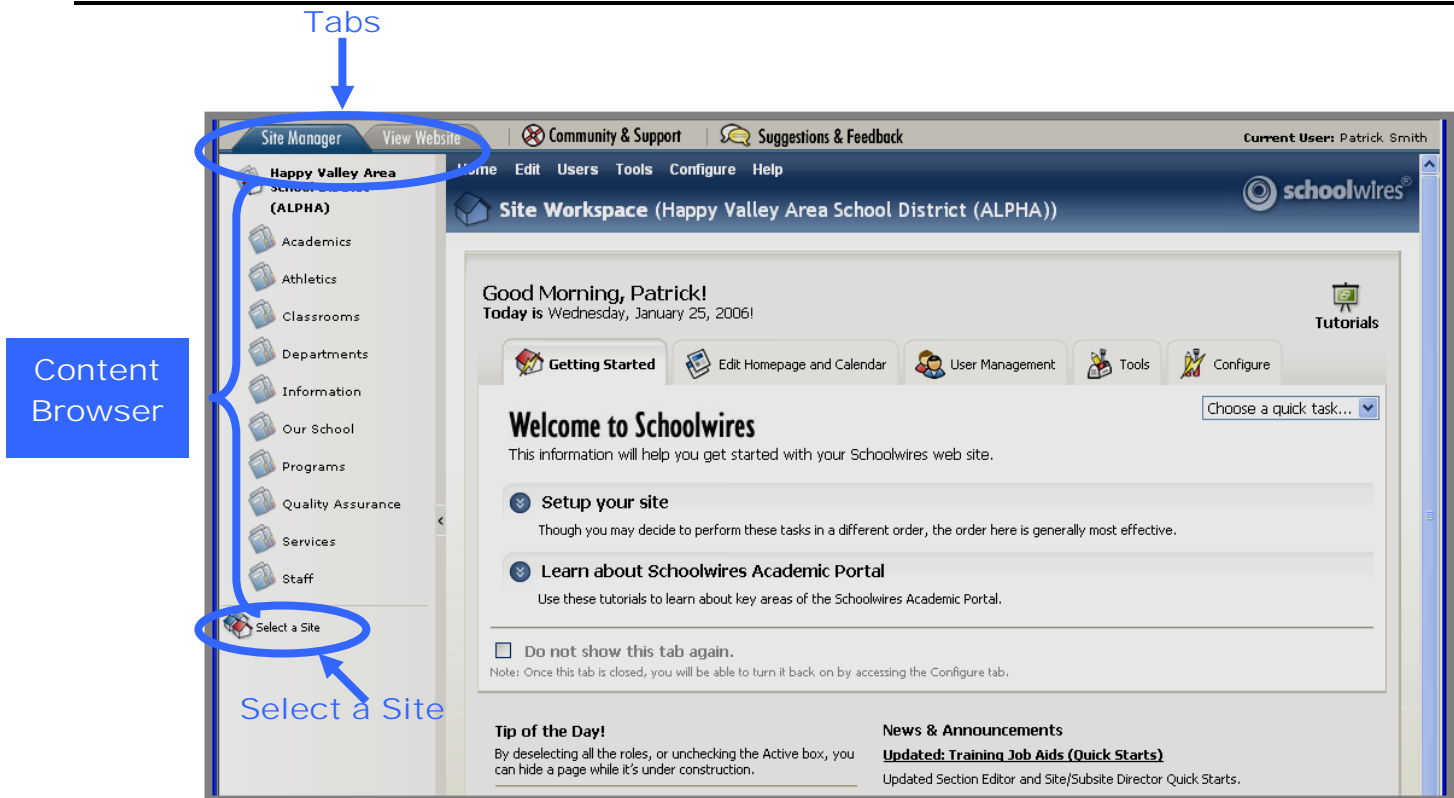



Exhibit SD-11: Site Workspace

The *Content Browser* on the far left displays the active *channels* and provide you with access to *sections* and *pages*. It uses a tree view that expands and collapses in response to clicking on the available *channels* or *sections*. Note: Once you leave the *Site Workspace*, you can return by:

- Clicking the *site* name at the top of the Content Browser;
- Clicking on the *Workspace* title;
- Clicking on *Home* on the Drop-down menu bar or in a breadcrumb.

Beginning with the introduction of **Academic Portal** Version 4.0 (AP4), the *Content Browser* is collapsible to enable you to enlarge the workspace. You collapse and expand it by clicking on  between *Content Browser* and the *Site Workspace*. Exhibit SD-12 shows how **Site Manager** appears when the *Content Browser* has been collapsed.

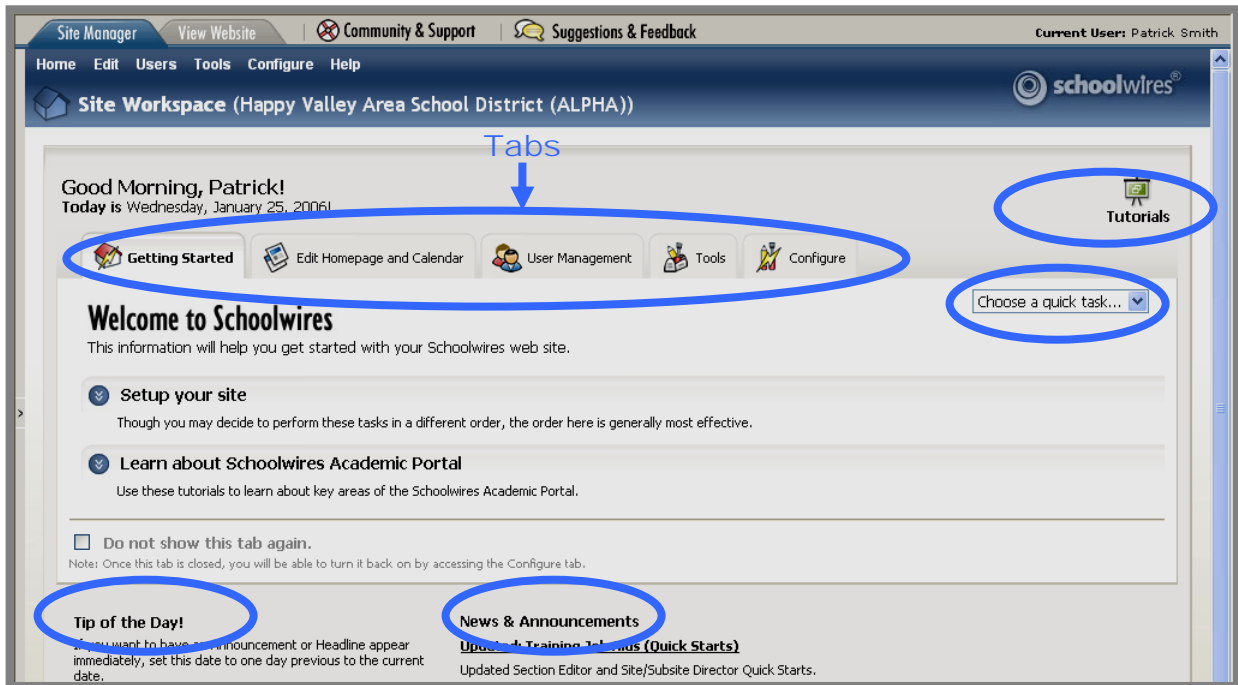
In addition, beginning with AP4, the workspaces are color-coded with the workspace name in parenthesis. This provides you with a positive indication of your location.

- *Site/Subsite Workspaces* are blue. In addition, since a Homepage Editor is using a subset of the *Site/Subsite Workspaces*, that workspace is also blue and labeled as either a *Site* or *Subsite Workspace*.
- *Channel Workspaces* are red.
- *Section Workspaces* are green.

As you can see from Exhibit SD-12, there are some items that always display when you are in the *Site Workspace*. These items are:

- *Choose a Quick Task*, which provides you with easy access to frequent tasks. These include:
  - New Announcement
  - New Headline

- New Event
- New User
- New Section
- New Alert
- *Tip of the Day*, which provides you with helpful hints for creating and maintaining your **Schoolwires** website.
- *News & Announcements*, which provides you with links to hot topics from **Schoolwires**.
- *Link to Online Tutorials*, which provide you with links to interactive tutorials about the **Academic Portal**.



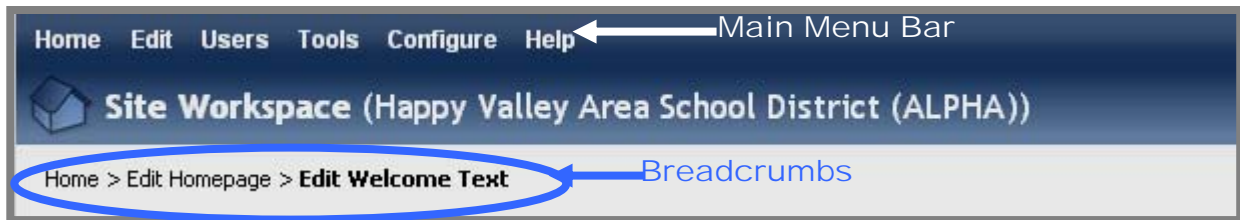
**Exhibit SD-12: Site Workspace with Content Browser Collapsed**

## Navigating in Site Manager

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

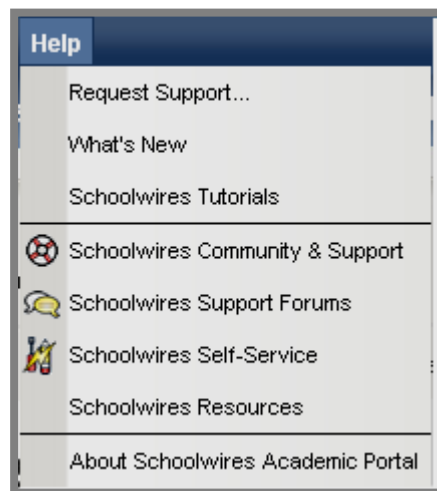
- Links: There are four main active links in the *Site Workspace*:
  - The *site* name at the top of the Content Browser is a link.
  - The *Workspace* title: You can click on the title from anywhere within the *Site Workspace* to return to the *Site Workspace* Home.
  - *Home* on the Main Menu Bar: You can click on Home from anywhere within the *Site Workspace* to return to the *Site Workspace* Home.
  - The *Tutorials* icon links 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. It appears in **bold**. In Exhibit SD-13, **Edit Welcome Text** is the current *page*.

- Navigate backwards. In Exhibit SD-13, you can navigate back to *Edit Homepage* or to *Home* (*Site Workspace*) by clicking on the appropriate link.



**Exhibit SD-13: Breadcrumb Navigation in Site Workspace**

- **Main Menu Bar:** As you can see from Exhibit SD-13, the *Site Workspace* contains a Main Menu bar, which consists of a series of drop-down menus. As you will see, these menus are one way to access the tasks that are included in the *Site Workspace*. Generally, they correlate with the tabs in *Site Workspace*, which are the fourth navigation element. *Home*, however, does not correlate with any tab. It is a way to get back to the *Site Workspace* if you have navigated away from it. *Help* also does not correlate with any tab in the *Site Workspace*. As you can see from Exhibit SD-14, it provides you with links to **Schoolwires** resources.



**Exhibit SD-14: Help Drop-down Menu**

- **Tabs:** As you can see from Exhibit SD-12, the tasks in the *Site Workspace* are organized in a series of tabs. The major tasks on each of these tabs will be covered in detail later in this job aid. These tabs are:
  - *Getting Started* tab: As you can see from Exhibit SD-15, this tab provides you with links to tasks and resources that will assist you in setting up your *site*. Unlike the other tabs, this tab can be hidden. You can unhide this tab later using a check box on the *Configure* tab.

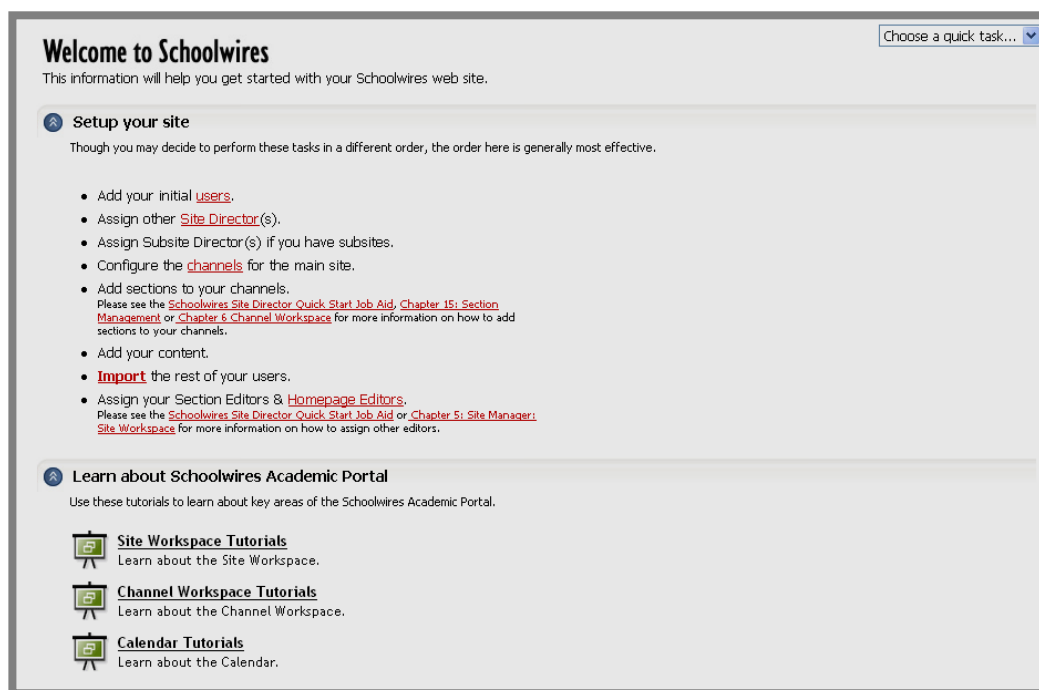


Exhibit SD-15: Getting Started tab

- *Edit Homepage and Calendar* tab: As you can see from Exhibit SD-16, this tab provides you with links to:
  - *Edit Homepage* task
  - *Calendar* task

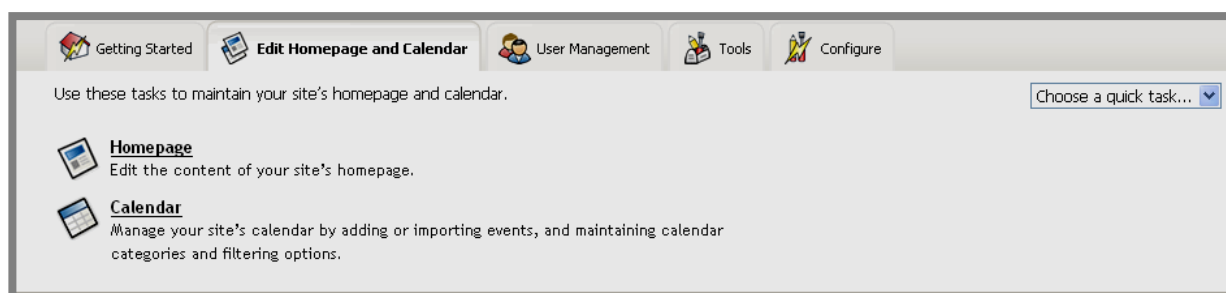


Exhibit SD-16: Edit Homepage and Calendar tab

You can also access these tasks through the *Edit* drop-down menu shown in Exhibit SD-17.

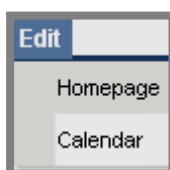
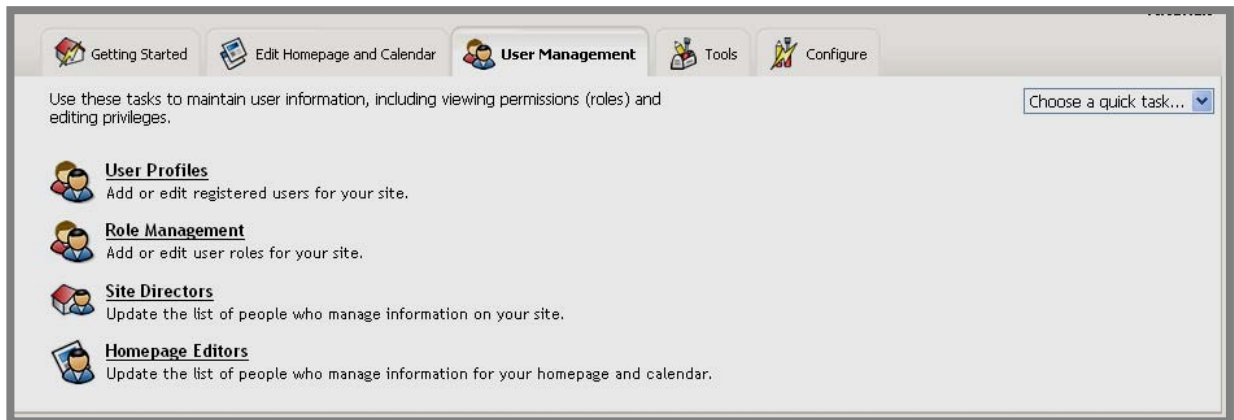


Exhibit SD-17: Edit Drop-down Menu

- *User Management* tab: As you can see from Exhibit SD-18, this tab provides you with links to:
  - *User Profiles*, which you will use to add or edit registered users.
  - *Role Management*, which you will use to add or edit roles.
  - *Site Directors*, which you will use to assign or remove Site Directors.
  - *Homepage Editors*, which you will use to assign or remove Homepage Editors for the main *site*.



**Exhibit SD-18: User Management tab**

You can also access these tasks through the *Users* drop-down menu shown in Exhibit SD-19.



**Exhibit SD-19: User Management Drop-down Menu**

- *Tools* tab: As you can see from Exhibit SD-20, this tab provides you with links to advanced and premium features:
  - *Files & Folders*, which you will use to organize the files and folders used in your *site* and the Shared Library.
  - *Web Address Mappings*, which you will use to create and maintain friendly URLs for your *site*. This task is only available in the *Site Workspace*. It is not available at the *subsite* level.



- **Site Templates (Styler™)**, which you will use to maintain the active template and the template library for your *site*. Your organization must have purchased **Styler™** for this to be active in the *Site Workspace*. A Site Director must activate this task for a *subsite* in order for that *subsite* to have a version of this task in its workspace.
- **Broadcast Alerts (E-Alerts)**, which you will use to add or edit Broadcast Alerts that are used on your *site*. Your organization must have purchased E-Alerts for this to be active in the *Site Workspace*.
- **Forms & Surveys**, which you will use to create and manage forms and surveys for your *site*. Your organization must have purchased Forms & Surveys for this to be active in the *Site Workspace*.
- **Page Layouts**, which you will use to create and manage page layouts that are used on your *site*.
- **Section Robot**, which you will use to add or import *sections* to your *site* and *subsites*. This task is only available in the *Site Workspace*. It is not available at the *subsite* level.
- **Content Routing**, which you will use to maintain content routing for your *site*.
- **Site Reports**, which you will use to view your *site's* reports.

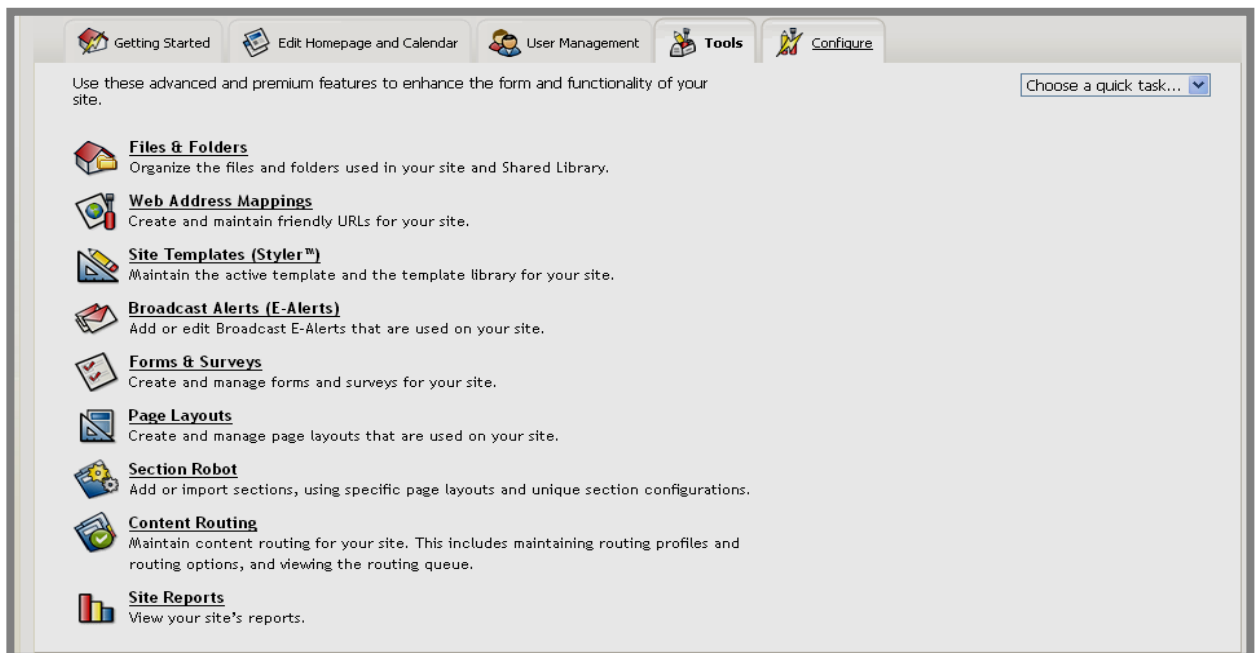
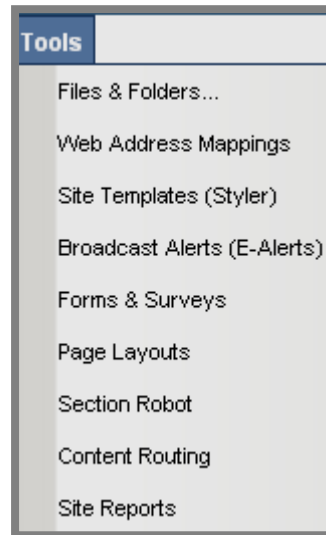


Exhibit SD-20: Tools tab

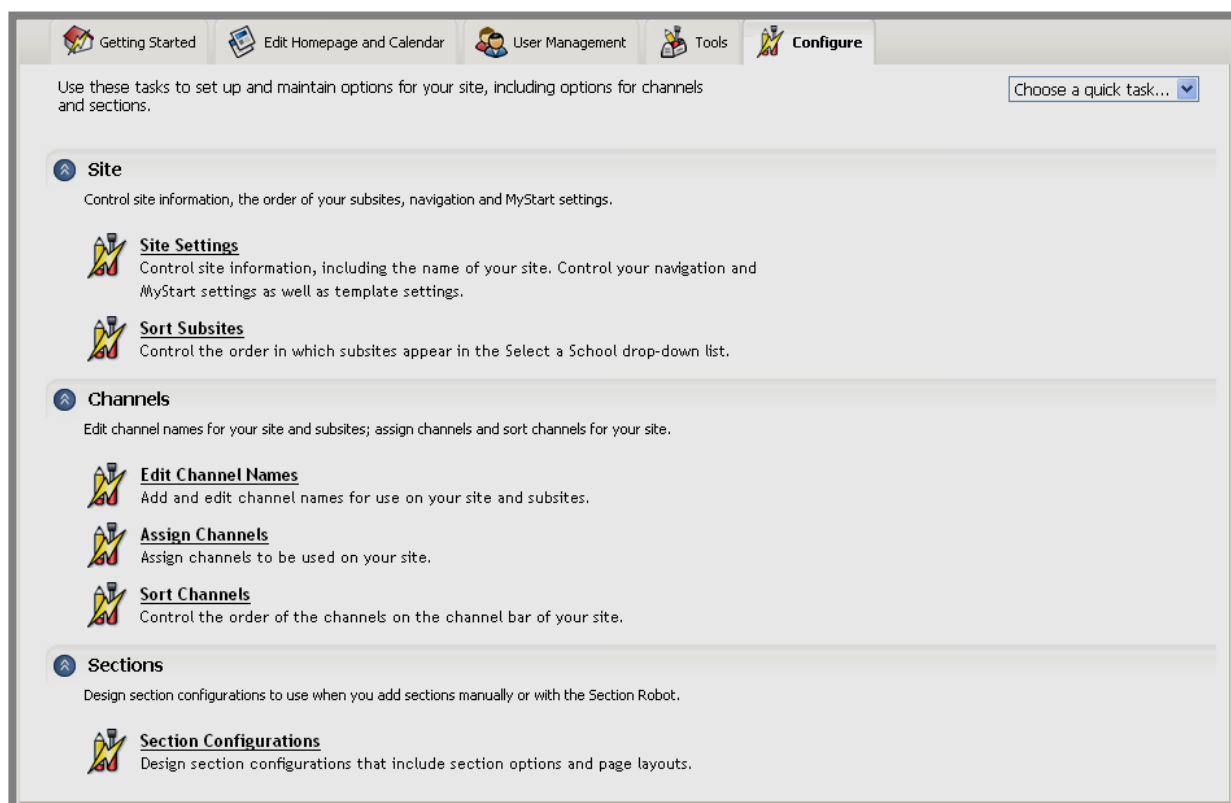


You can also access these tasks through the *Tools* drop-down menu shown in Exhibit SD-21.



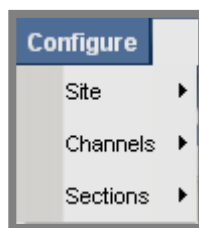
**Exhibit SD-21: Tools Drop-down Menu**

- *Configure* tab: As you can see from Exhibit SD-22, this tab provides you with links to the tasks you need to set up and maintain your *site*'s configurations. These include:
  - *Site Configurations:*
    - *Site Settings*, which you will use to control site information, including the name of your site. From here you also control your navigation and *MyStart* settings as well as template settings if you have **Styler™**.
    - *Sort Subsites*, which you will use to control the order in which *subsites* appear in the Select a School drop-down list.
  - *Channel Configurations:*
    - *Edit Channel Names*, which you will use to add and edit *channel* names for use on your *site* and *subsites*.
    - *Assign Channels*, which you will use to assign *channels* to be used on your site.
    - *Sort Channels*, which you will use to control the order in which the *channels* on the *Channel* bar of your *site*.
  - *Section Configurations*, which you will use to design *section* configurations that include *section* options and page layouts. You will use these configurations when you add *sections* manually or with the *Section Robot*.



**Exhibit SD-22: Configure tab**

You can also access these tasks through the *Configure* drop-down menu shown in Exhibit SD-23.



**Exhibit SD-23: Configure Drop-down menu**

## Setting up your Site

### Adding Your Initial Users

If you will have others helping you set up your *site* initially, you should first add them as users.

Users of your website can be registered in one the following ways:

- If your organization has enabled registration, users can register themselves. See Chapter 3: “Site Structure, Navigation and User Registration” for more information on self-registration.
- You can import a data file of your users. See Appendix G: “User Import Guide” and Chapter 5: “**Site Manager**—Site Workspace.”
- A Site Director can register users one at a time. This method is covered here as well as in Chapter 5: “**Site Manager**—Site Workspace.”

### Registering Users One at a Time within **Site Manager**

To register users one at a time within **Site Manager**:

1. Click on the *User Profiles* task from either the *Users* drop-down menu or the *User Management* tab.
2. Click on the *New User* button in the upper left. The *New User* form will display.
3. Enter the pertinent information. Items with an asterisk (\*) are required. If your organization has purchased the E-alerts software option, the E-alerts checkbox will display. It defaults to active (i.e., checked).
4. Click on the *Save* button. The user will be registered. He/she will receive a confirming email with his/her sign-in name and password.

**TIP:** Before registering a user, check to see if he/she is already registered.

**Note:** You cannot assign roles (viewing permissions) to a user until you have saved that user. If you wish to assign roles after registering a user, you must click on the *Edit* button to the right of the user’s name. A user can have more than one role. You can develop custom roles using the *Role Management* from either the *User Management* tab or the *Users* drop-down menu.

The screenshot shows the 'Users' management interface. At the top, there are tabs for 'Users' and 'Import Users'. Below the tabs, a breadcrumb trail reads 'Home > Users'. The main content area contains two buttons: 'New User' and 'Export Users...'. Below these buttons is a section titled 'Last Name and Role Filter:' with the instruction 'Enter last name or role and click *Filter* for a filtered list of registered users.' This section includes a text input field, a dropdown menu currently set to 'All', and 'Filter' and 'Reset' buttons. Below the filter section, it states 'Currently 45 registered users' and displays a horizontal list of role abbreviations: A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ALL.

**Exhibit SD-24: Adding a New User Manually**

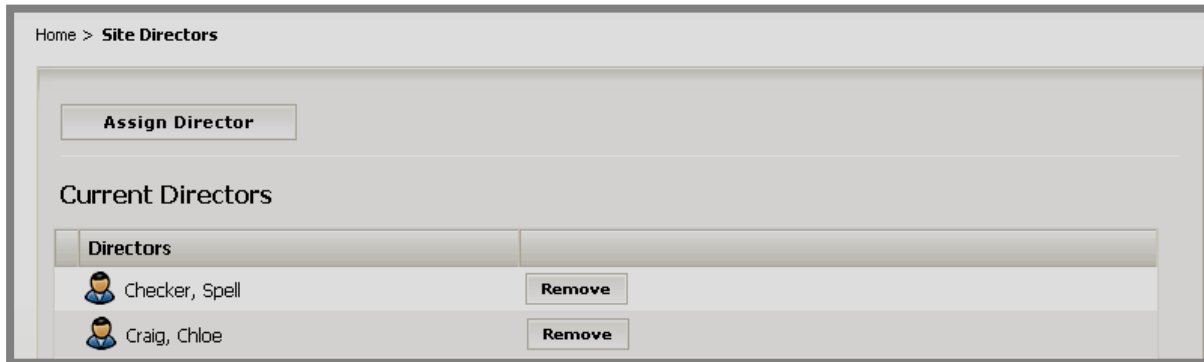


Exhibit SD-25: Site Director Task

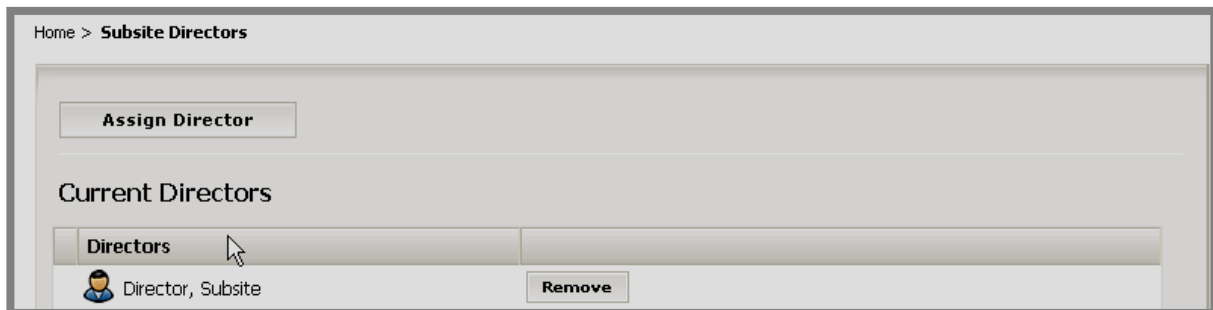


Exhibit SD-26: Subsite Director Task

### Assigning Site and Subsite Directors

Once you have added your initial users, you can assign them as Site Directors and Subsite Directors as desired. For the main *site*, you will do that with the *Site Directors* task (Exhibit SD-25). For the *subsites*, you will do that with the *Subsite Directors* task on the appropriate *subsite* (Exhibit SD-26). Use *Select a Site* to navigate to the appropriate subsite before assigning a Subsite Director.

You can access these tasks from either the *Users* drop-down menu or the *User Management* tab.

**⚠ Important:** You cannot assign Site Directors as Subsite Directors, Homepage Editors or Section Editors for the main *site* or any *subsite*. As Site Directors they can already have these editing privileges. You cannot assign Subsite Directors as Homepage Editors or Section Editors on their assigned subsite. They can, however be assigned these privileges at other *subsites* or on the main *site*. The names of Site Directors and Subsite Directors will be missing when the list of users for assigning editing privileges displays if they are not eligible for that editing privilege.

To assign a Site Director or Subsite Director:

1. In the appropriate *Site* or *Subsite Workspace*, click on *Site* or *Subsite Directors* on the *User Management* tab. The *Site* or *Subsite Directors* window will display. You can also access the *Site* or *Subsite Directors* window from the *Users* drop-down menu on the *Main Menu* bar
2. Click on the *Assign Director* task. The list of registered users will display.

---

Note: A user must be registered before he/she can be assigned as a Site Director or Subsite Director.

3. Use the search features, including the Filter to locate the person you wish to assign.
4. Click on the *Select* button to the right of the name. The name you selected will appear in the list of Current Directors.

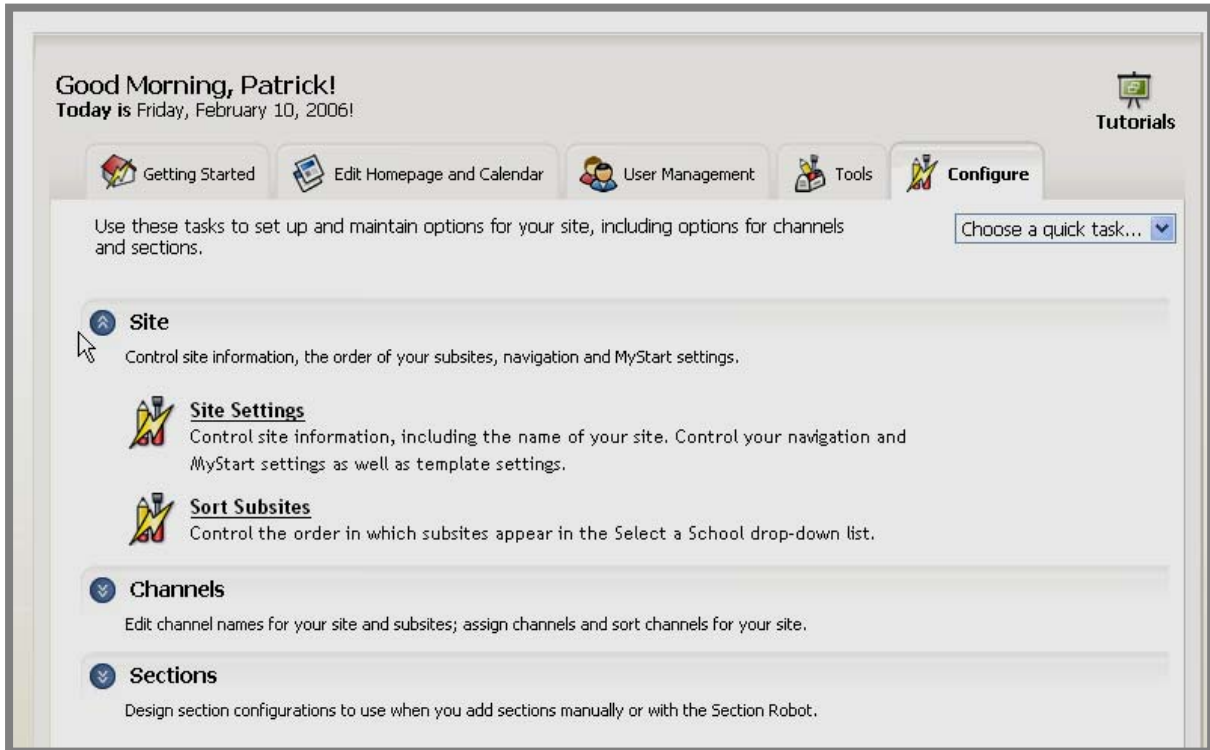
To remove a Site Director or Subsite Director, click on the *Remove* button to the right of the name you wish to remove. The name you removed will no longer be listed as a Director.

See Chapter 5: “**Site Manager**—Site Workspace” for more information on assigning and removing directors.

## Configuring Your Site

Once you have finished adding your initial users and assigning them as Site Directors and Subsite Directors as desired, you can begin configuring your *site*.

### Configuring the Main Site



**Exhibit SD-27: Configure tab in Site Workspace**

### Site Settings

As you can see from Exhibit SD-27, you can set *Site Settings* and *Sort Subsites* in the *Site Workspace*. This was discussed briefly earlier in this job aid.

To set *Site Settings*:

1. Click on the *Site* task from either the *Configure* drop-down menu or the *Configure* tab.
2. Click on *Site Settings*.
3. Make changes on the available tabs shown in Exhibits SD-28-31. Note: The *Template Settings* tab will only be available if you have purchased **Styler™**.
4. Click the *Save* button. The *Site Settings* window will refresh.

Home > **Site Settings**

### Site Settings

Control site information, including the name of your site. Control your navigation and MyStart settings as well as template settings if you have Styler™.

**General** | Template Settings | Navigation Settings | MyStart Settings

**Site Name:**  
Enter the Site Name that will display on your website.

**Name:**  
Happy Valley Area School District (ALPHA)

**Site Contact Information:**  
Enter the Contact Name, Phone and Email Address you wish to display on your error messages.

**Contact Name:**  
Patti DiSanto

**Phone Number:**  
555

**E-Mail Address:**  
pdisanto@schoolwires.com

⚠ This e-mail address will appear on the **Questions & Feedback?** link in the footer of each page.

**Save** **Cancel**

**Exhibit SD-28: General tab of Site Settings in Site Workspace**

**General** | **Template Settings** | Navigation Settings | MyStart Settings

**Template Level Control:**  
Allows the Site to retain control of all templates for the Site or allows this control to be disseminated to the Subsites, so that each Subsite can select their current template from those available.

☐ Site Level  
☒ **Subsite Level**

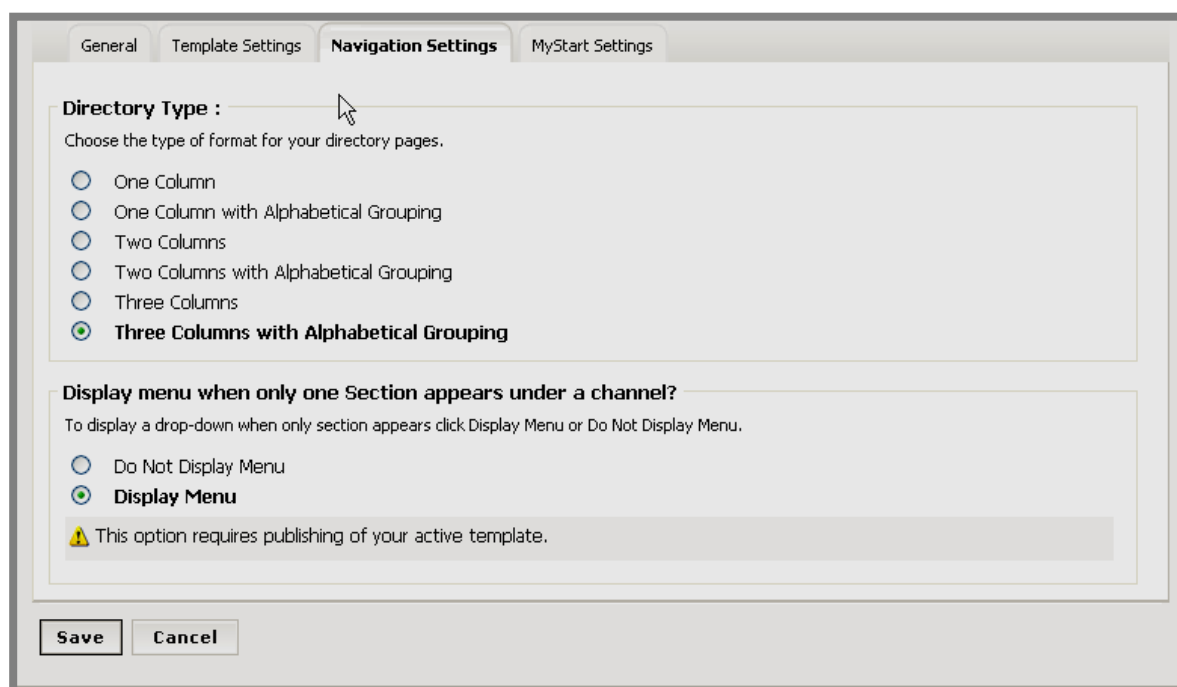
**Restrict Formatting:**  
To restrict formatting for this site select the On option. To allow editors to control formatting select the Off option.

☐ On  
☒ **Off**

⚠ Sections created before the option change must be set manually.

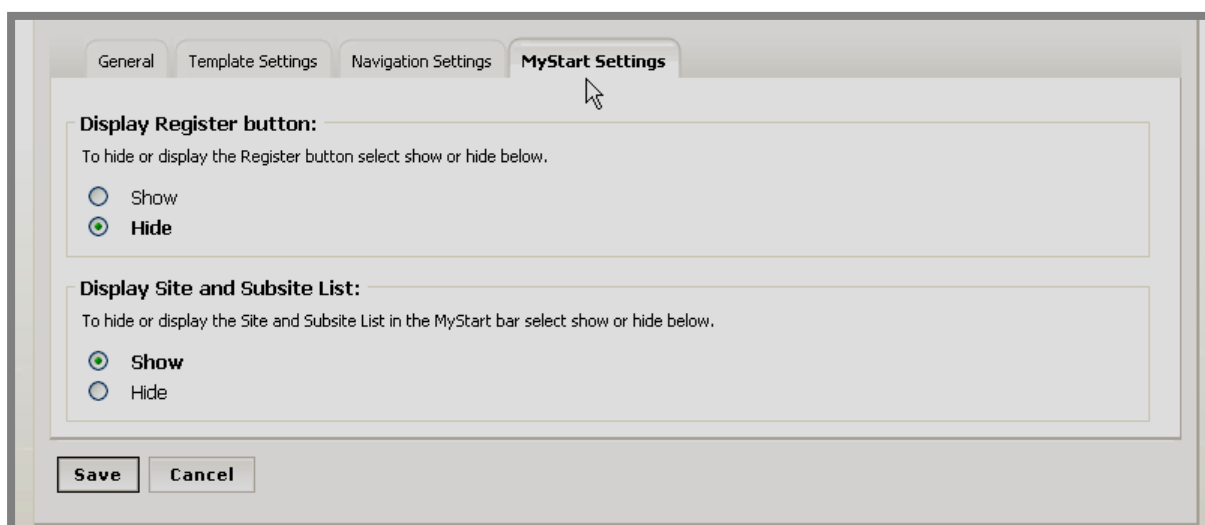
**Save** **Cancel**

**Exhibit SD-29: Template tab of Site Settings in Site Workspace (only with Styler™)**



The screenshot shows the 'Navigation Settings' tab in the Site Settings interface. At the top, there are four tabs: 'General', 'Template Settings', 'Navigation Settings' (which is selected), and 'MyStart Settings'. Below the tabs, the 'Directory Type' section is highlighted with a mouse cursor. It contains a heading 'Directory Type :', a subtext 'Choose the type of format for your directory pages.', and a list of five radio button options: 'One Column', 'One Column with Alphabetical Grouping', 'Two Columns', 'Two Columns with Alphabetical Grouping', 'Three Columns', and 'Three Columns with Alphabetical Grouping' (which is selected). Below this is another section titled 'Display menu when only one Section appears under a channel?'. It includes a subtext 'To display a drop-down when only section appears click Display Menu or Do Not Display Menu.', two radio button options: 'Do Not Display Menu' and 'Display Menu' (which is selected), and a yellow warning icon with the text 'This option requires publishing of your active template.' At the bottom of the form are 'Save' and 'Cancel' buttons.

**Exhibit SD-30: Navigation tab of Site Settings in Site Workspace**



The screenshot shows the 'MyStart Settings' tab in the Site Settings interface. At the top, there are four tabs: 'General', 'Template Settings', 'Navigation Settings', and 'MyStart Settings' (which is selected). Below the tabs, the 'Display Register button:' section is highlighted with a mouse cursor. It contains a subtext 'To hide or display the Register button select show or hide below.', and two radio button options: 'Show' and 'Hide' (which is selected). Below this is another section titled 'Display Site and Subsite List:'. It includes a subtext 'To hide or display the Site and Subsite List in the MyStart bar select show or hide below.', and two radio button options: 'Show' (which is selected) and 'Hide'. At the bottom of the form are 'Save' and 'Cancel' buttons.

**Exhibit SD-31: MyStart tab of Site Settings in Site Workspace**



## Sort Subsites

You can change the order in which your *subsites* appear on the Select a School drop-down list by sorting the *subsites*. To sort *subsites*:

1. Click on the *Site* task from either the *Configure* drop-down menu or the *Configure* tab.
2. Click on *Sort Subsites*. A *Sort Subsites* window like the one shown in Exhibit SD-32 will display.

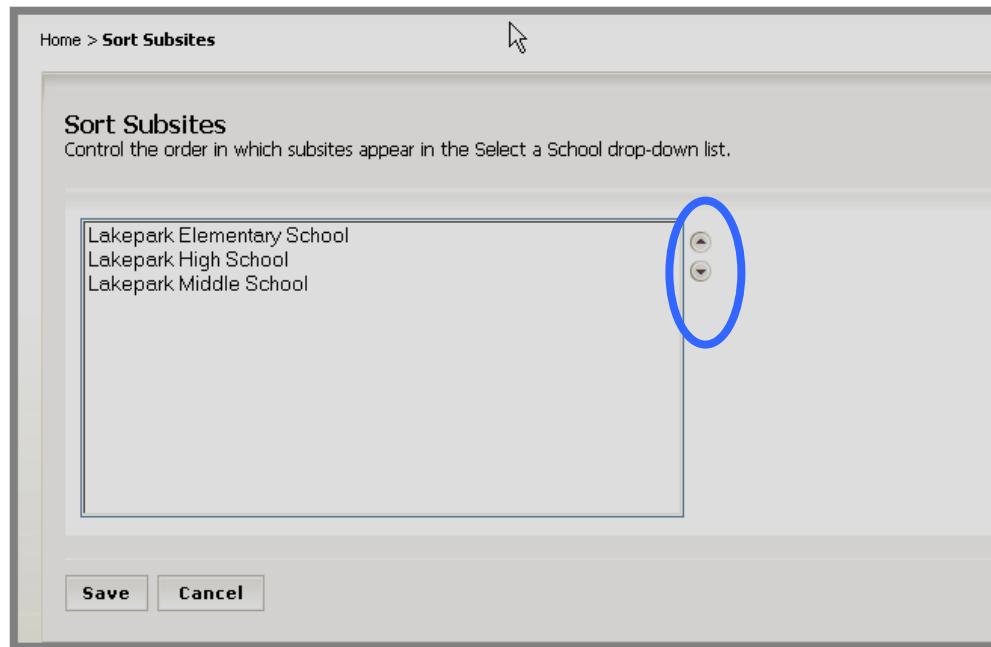
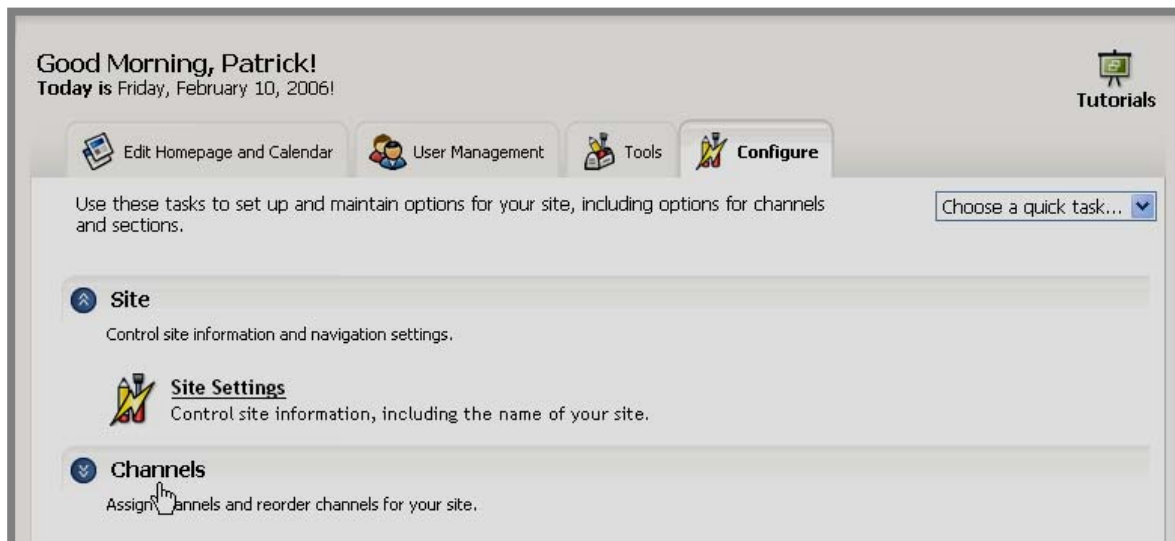


Exhibit SD-32: Sort Subsites

3. Highlight a *subsite*.
4. Use the up and down arrows until the *subsites* are in the desired order.
5. Click the *Save* button. The *subsites* will appear in the desired order on the Select a School drop-down list.

## Configuring Subsites

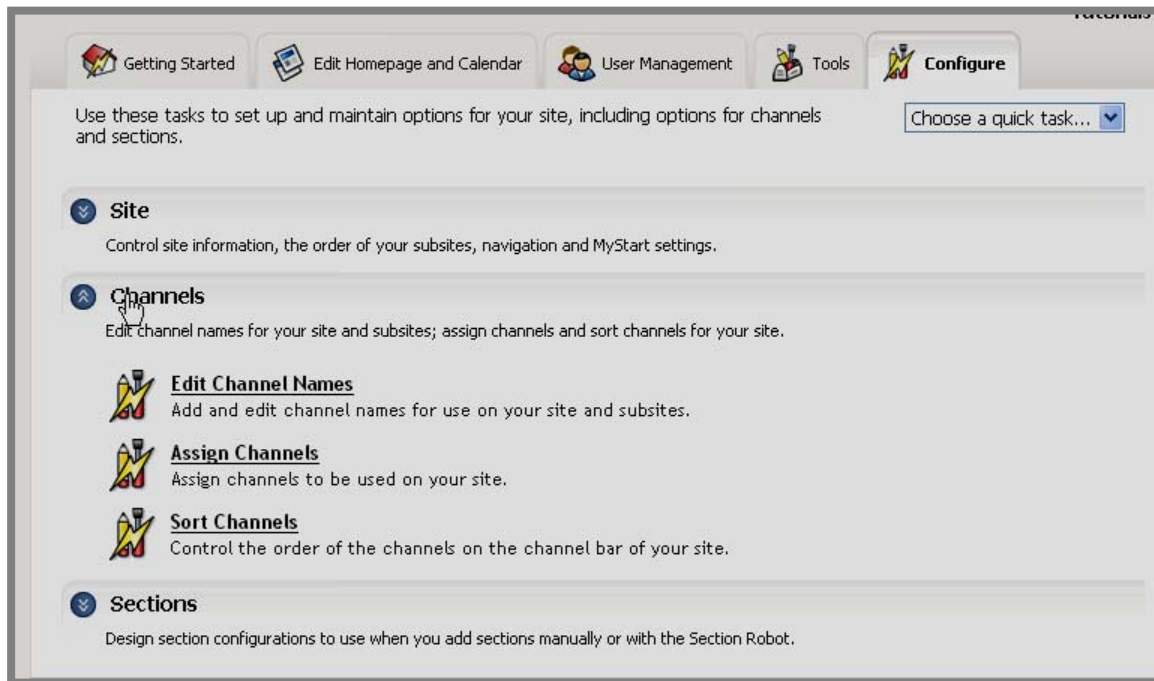
You can configure each *subsite* in the same way you configured the main *site*. As you can see from Exhibit SD-33, however, there is only one subtask *Site Settings* appears under the *Site* task in the *Subsite Workspace*.



**Exhibit SD-33: Configure tab in Subsite Workspace**

## Configuring Your Channels

The main *site* and each *subsite* may have different *channels* from one another. The main *site* and each *subsite* may sort the assigned *channels* to control the order in which they appear on the *Channel* bar. However, only a Site Director may edit the *channel* names. This is done in the *Site Workspace*. Exhibit SD-34 shows the *Channel Configuration* subtasks that are available in the *Site Workspace*.



**Exhibit SD-34: Channels task in Site Workspace**

**Edit Channel Names**—to edit *channel names* for your *site*, select the *Edit Channel Names* subtask. Within this subtask you can also add new *channels* and sort the *channels* alphabetically or by *channel ID*. This task is only available within the *Site Workspace*.

**Notes:** 1) If you are using a text-based template, editing the channel names is all that is required. 2) If you are using an image-based template, you will need to have the channel images created and uploaded to your template. See Appendix A for more information. 2) 3) *Channel* names you add/edit here will be available for assignment on the main *site* and all *subsites*.

## Assign Channels

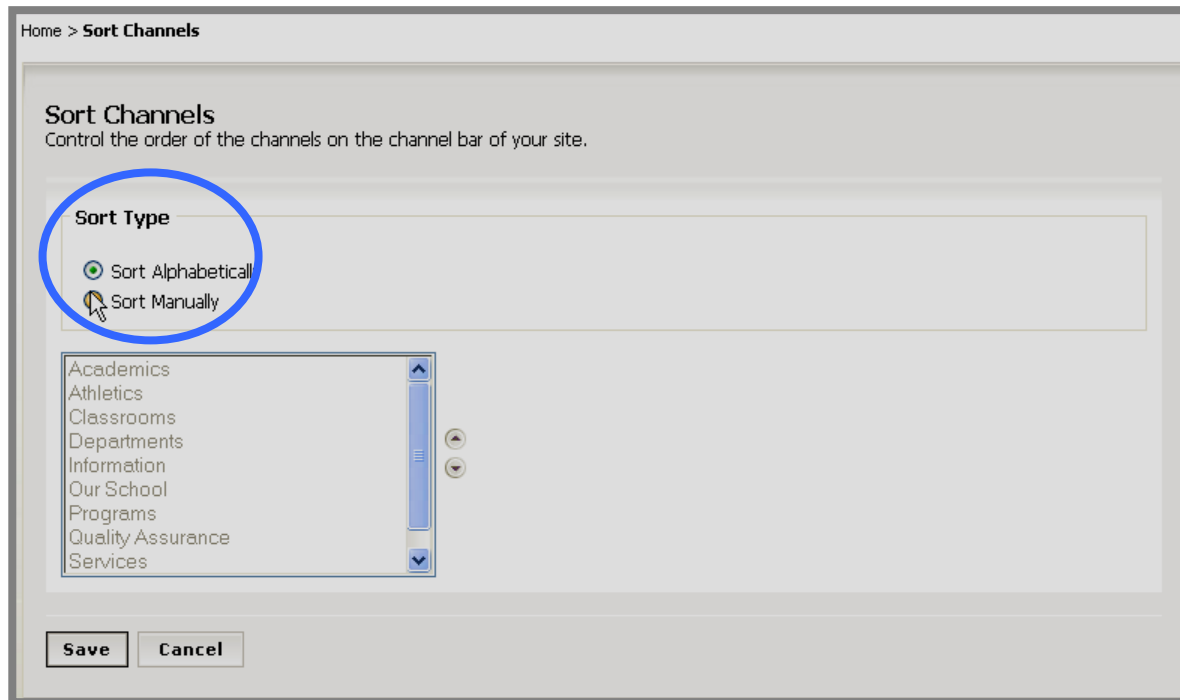
To assign *channels*:

1. Select the *Assign Channels* subtask. The *channel* library will display.
2. Click in the checkbox to the left of the *channels* you wish to use. If you are on the main *site*, you are assigning *channels* for that *site*. If you are on a *subsite*, you are assigning channels for that *subsite*.
3. Click on the *Save* button once you have selected your *channels*. They will immediately appear in the Content Browser.

**Tips:** 1) You must have a least one channel assigned for your website to display properly. 2) A channel will not display on the channel bar until it contains at least one section.

Note: If you wish to assign channels for a particular subsite (school), use the Select a Site link in the Content Browser to navigate to the Subsite Workspace for that subsite. The procedure is the same once you are in the correct workspace.

**Sort Channels**—to control the order the *channels* appear on the *Channel* bar, use the *Sort Channels* subtask. You sort *channels* the same way you sort *subsites*. However, as you can see from Exhibit SD-35, you may sort *channels* alphabetically.



**Exhibit SD-35: Sort Channels**

## Adding Sections

### Ways to Add Sections

Once you have assigned your *channels*, you need to add *sections*. As a Site Director, you have three ways to add *sections*:

- Add them one at a time in the *Channel Workspace*. If a *section* is added in the *Channel Workspace*, a *section* configuration may be chosen, but not a *site*, *subsite* or *channel*. It will default to the *channel* and *site* on which you are working. You can move it to another *channel*, *site* or *subsite* using the *Move* button within the *Channel Workspace*. This is the only way a Subsite Director can add *sections*. A Subsite Director can only move *sections* within the assigned *subsite*.
- Add them one at a time using the *Section Robot* tool. See Chapter 15: “Section Management” for more information on adding *sections* using the *Section Robot*.
- Import multiple *sections* using the *Section Robot* tool. See Chapter 15: “Section Management” for more information on adding *sections* using the *Section Robot*.

If fourteen or more *sections* are added to a *channel*, they will not display as a drop-down list under the *channel*. They will display as a directory page. You can, of course, change this setting at any time.

---

## About the Channel Workspace

Within the *Channel Workspace* there are two workspace tasks:

- *New Section*, which you will use to create a new *section*.
- *Sort Sections*, which you will use to change the order in which your *sections* appear in the drop down list. Note: A directory page will always display alphabetically. You can control the number of columns and whether to have alphabetical groupings. See *Site Settings* (*Navigation Settings* tab) on the *Configure* tab.

In addition, using the buttons to the right of the *sections* that display in the *Channel Workspace*, you can:

- Set the *Options* for the *section*. These include the options to:
  - Change the *section* name.
  - Change the menu name (i.e., the name that appears in the drop-down list or on the directory page) for that *section*.
  - Display a last modified date on every page in the *section* except the Overview page.
  - Turn the left navigation on or off for the *section*.
  - Enable hierarchy navigation for the *section*.
  - Choose a custom routing profile for the *section*, provided Content Routing has been activated for the *site* or *subsite*.
  - Enable the creation of forms and surveys by the Section Editors for the *section* if your organization has purchased this additional software option.
  - Display or hide the *section* based on *roles* (viewing permissions).
  - Restrict formatting within the *section* if your organization has purchased **Schoolwires Styler™**.
- *Move* the *section*. Subsite Directors can only move a *section* to another *channel* on the *subsite*. Site Directors can move a *section* to another *channel* on another *site* or *subsite* as well as within the same *site* or *subsite*.
- *Delete* the *section*.

## Adding Sections One at a Time in the Channel Workspace

To add a *section*:

1. Navigate to the *Channel Workspace* for the *channel* to which you wish to add a *section*. You do this by clicking on the *channel* name in the Content Browser. The *Channel Workspace* will display.
2. Within the *Channel Workspace*, click on the *New Section* task. A *New Section* window will display.
3. Enter the Section Name and Drop-down Menu/Directory Text for the new *section*. The Drop-down Menu/Directory Text is the text that will appear in the drop-down list on the *Channel* bar or directory page. The Section Name appears as the main *section* title on the *site*.

---

**TIP:** Usually the Drop-down Menu/Directory Text and the Section Name are the same. However, when creating teacher sections, it is important to have **Drop-down Menu/Directory Text** be last name first (e.g., **Smith, Jane**). Once the 15<sup>th</sup> teacher section is added, a directory page will display for the channel menu and the sections will be listed alphabetically, by the teachers' last names. It still makes sense to have a friendly Section Name (e.g., Mrs. Smith) for the top of the section.

4. Choose a *section* configuration from the drop-down list. *Section* configurations enable you to provide editors with standard *page* layouts that will simplify the process of content creation. For more information on creating *section* configurations, see Chapter 15: "Section Management."
5. Click the *Save* button on the bottom left. The new *section* will be added. Whether or not default *pages* are created for the *section* and the types of default *pages* created will depend on the *section* configuration you chose.

**TIP:** When you want to add or remove a *section* from a *channel*, be certain you are working in the correct *Channel Workspace*.

## Adding Content

Once your *site* and *subsites* are configured the next step is to add content to your website. As a Site Director, you might focus first on adding content to the *site* homepage. This is also covered in more detail in Chapter 5: "**Site Manager**—Site Workspace." Adding content to each *section* is covered in the Section Editor Quick Start Guide as well as in Chapter 7: "**Site Manager**—Section Workspace." See also Chapter 8: "Working with the **Schoolwires** Editor."

### Editing the Homepage

To edit your homepage for the main *site*:

1. Access the *Site Workspace*.
2. Click on the *Homepage* task from either the *Edit Homepage and Calendar* tab or the *Edit* drop-down menu. A template of your homepage will display. It will have the following editable regions:
  - Welcome Text
  - Announcements
  - Headlines and Features

Note: These are the editable regions in the **Schoolwires** Standard Template. If you have purchased **Styler™**, you will have the option of displaying all or none of those three editable regions plus an additional editable region—Site Shortcuts—within your homepage template. If you have a custom template, the number and location of the editable regions will be determined by the design of the custom template.

#### Editing Welcome Text

To edit *Welcome Text*, click on the *Edit Welcome Text* button in the template of your homepage. The **Schoolwires Editor** will display. (See Exhibit SD-36.) You can enter and format content text within the **Schoolwires Editor** or copy and paste from another source, such as MSWord, Excel or your current website. You may need to do some reformatting when copying and pasting.

## Schoolwires Editor

The **Schoolwires Editor** shown in Exhibit SD-36 will display if you are using a PC with Internet Explorer or Firefox or a Mac with Firefox. If you are using a Mac with Safari, you will see a Java-based **Editor**. See Chapter 8: "Using the **Schoolwires Editor**" for more information on this Java-based **Editor**.

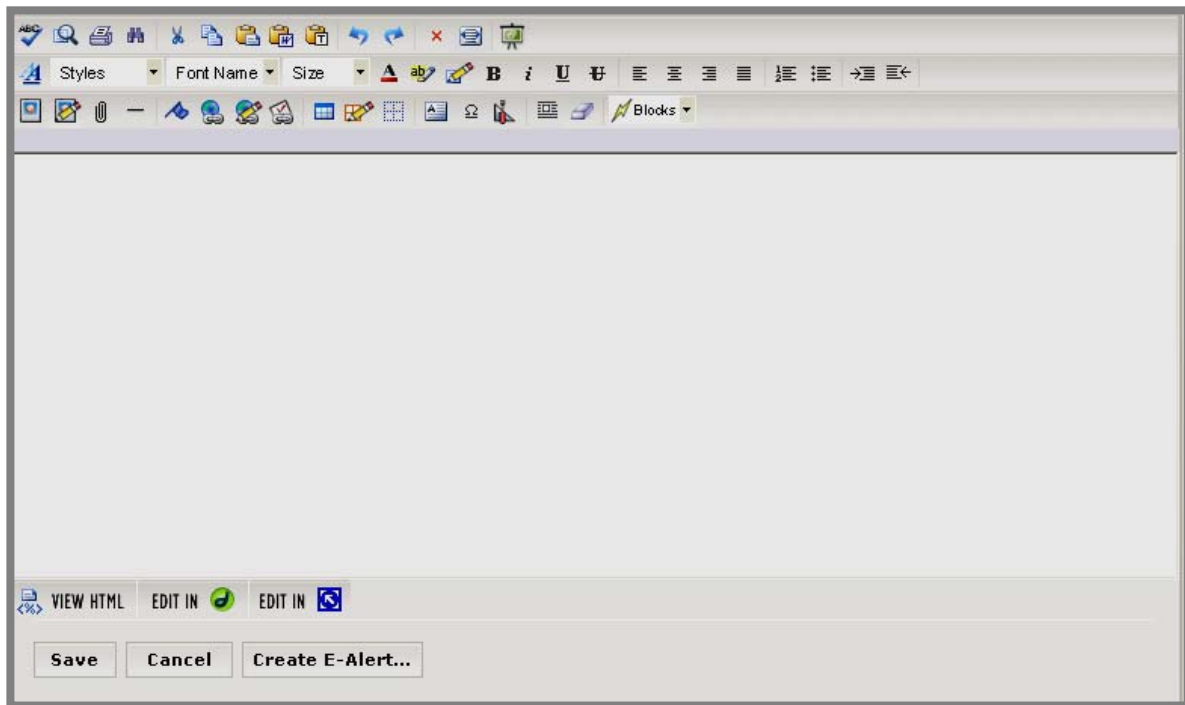
















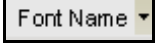
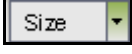



Exhibit SD-36: Schoolwires Editor


















Each icon or button in the **Schoolwires Editor** has a unique function. If you are uncertain of that function, you can roll your mouse over the icon or button and the function will display. The icons, buttons and their functions are listed here:

-  *Spell Check*: Checks spelling on the open *page* using a web-based spell checker. It also has a thesaurus and grammar checker.
-  *Preview*: Opens a pop-up window displaying your *page* as it will appear in a browser. Since your visitors' screen resolutions will vary, you can preview your *page* in various screen resolutions (i.e. 640X480, 800X600 or 1024X768).
-  *Print*: Prints your content in the **Editor**. The *page* URL will print in the footer.
-  *Search*: Opens a Find & Replace dialogue box that you can use to find text on your *page* and replace text if you choose.
-  *Cut*: Removes a selection that you have highlighted. The selection is saved to the clipboard. Then you can use the *Paste* button to *move* it to another location

in your website, the **Schoolwires Editor** or another document that allows you to paste. Note: If you are using Mozilla® Firefox®, you will need to use the keyboard shortcut provided to cut.


-  *Copy*: Copies a selection that you have highlighted. The selection is saved to the clipboard. Then you can use the *Paste* button to *copy* it to another location in your website, the **Schoolwires Editor** or another document that allows you to paste. . Note: If you are using Mozilla® Firefox®, you will need to use the keyboard shortcut provided to copy.
-  *Paste*: Inserts a selection (that has been saved to the clipboard by *cutting* or *copying*) into a chosen place within the **Editor**. Note: If you are using Mozilla® Firefox®, you will need to use the keyboard shortcut provided to paste.
-  *Paste from Word*: Inserts copied Microsoft® Word text into a chosen place within the **Editor**. Some formatting is retained without unnecessary HTML.
-  *Paste Text*: Inserts plain text into a chosen place within the **Editor**. Formatting is not retained.
-  *Undo*: Reverses the last action completed.
-  *Redo*: Repeats the last action completed.
-  *Clear All*: Deletes all content from the **Schoolwires Editor**.
-  *Full Screen*: Resizes the **Editor** to utilize the full *Workspace* frame. Clicking again will restore the **Editor** to its original size. The *Save* and *Cancel* buttons are only available in the original-sized window.
-  *View Tutorials*: Links to a library of Interactive Tutorials designed to help you use the **Schoolwires Academic Portal**.
-  *Template Styles*: Applies a style that has been defined in the active Template using CSS in **Styler™**.
-  *Styles*: Applies a default heading style. These are not designed for body copy.
-  *Font Name*: Applies a font chosen from the drop-down list to selected text.
-  *Font Size*: Applies a font size chosen from the drop-down list to selected text.
-  *Font Color*: Applies a font color chosen from the palette to selected text.




















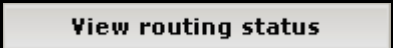
-  *Background Color*: Applies a background color chosen from the palette to selected text.
-  *Bold*: Changes the appearance of selected text to **Bold**.
-  *Italic*: Changes the appearance of selected text to *Italic*.
-  *Underline*: Underlines the selected text.
-  *Strikethrough*: Applies ~~strikethrough~~ formatting to selected text.
-  *Justify Left*: Aligns text at the left margin.
-  *Justify Center*: Centers text between the margins.
-  *Justify Right*: Aligns text at the right margin.
-  *Justify Full*: Aligns text evenly along the left and right margins.
-  *Numbering*: Creates a numbered list.
-  *Bullets*: Creates a bulleted list.
-  *Indent*: Moves selected text to the right, one tab at a time.
-  *Outdent*: Reverses indentation by moving selected text to the left, one tab at a time.
-  *Insert Image*: Opens a wizard you can use to insert an image into your *page*.
-  *Edit Image Properties*: Allows you to modify an inserted image. You can edit the source, title (alternate text), alignment, borders, style, size and spacing.
-  *Insert File Link*: Opens a wizard you can use to insert a file into your *page*.
-  *Horizontal Rule*: Inserts a horizontal line.

This is an example of a horizontal rule. It can appear above or below a line. Be careful, it will replace any selected text.

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-  *Bookmark*: Opens a wizard you can use to insert a bookmark into your *page*. To link to that bookmark once it is created, use the *Insert Link* wizard.


- 
-  *Insert Link*: Opens a wizard you can use to insert a link into your *page*. You can insert links to a *site*, an email address, a different website or a bookmark.
  -  *Edit Link Properties*: Edits a previously inserted hyperlink. You can also insert a hyperlink into or remove a hyperlink from your *page*.
  -  *Insert Form Link*: Inserts a link to an existing form or survey into your *page*. Note: The form must already exist within the workspace in which you are working to use this link.
  -  *Insert Table*: Inserts a table into your *page*. Tables are comprised of rows and columns of cells that you can fill with text and images.
  -  *Edit Table/Cell*: Allows you to edit and format a table or cell in your *page*.
  -  *Show/Hide Gridlines*: Displays or hides the borders of cells in a table. This is not supported by Mozilla® Firefox®.
  -  *Insert Text Box*: Inserts a text box into the upper left corner of your *page*. You may then position it where you desire.
  -  *Special Characters*: Inserts symbols and special characters not found on the keyboard.
  -  *Open Toolbox*: Provides access to a collection of layouts, objects and tags to assist you in creating your *pages*.
  -  *Position by Pixel*: Moves content anywhere in the **Schoolwires Editor**. This is also called Absolute Positioning or AP
  -  *Remove Formatting*: Removes formatting applied to text.
  -  *ActiveBlocks™*: Inserts **Schoolwires ActiveBlocks™** (i.e., tags) into your *page*.
  -  *View HTML*: Displays the *Source Editor* pop-up window in which you can preview and edit HTML of your *page*. Current Selected Element Highlighted is not supported by Mozilla® Firefox®
  -  *Edit In Dreamweaver*: Allows you to edit your *page* in Dreamweaver®. This is not supported by Mozilla® Firefox®. *Dreamweaver® must be installed on your computer before you can use this icon.*
  -  *Edit In FrontPage®*: Allows you to edit your *page* in FrontPage®. This is not supported by Mozilla® Firefox®. *FrontPage® must be installed on your computer before you can use this icon.*

-  *Send for Approval:* Appears at the bottom of the **Editor** if *Content Routing* has been activated for your *site*. Allows you to send the *page* for approval (i.e., begin content routing). If content routing is active, you will also see a reminder to route the item at the bottom of the **Editor**.
-  *Create E-Alert:* Appears at the bottom of the **Editor** if your organization purchased the E-Alerts additional software option. Allows you to send a Content E-Alert to *section* subscribers concerning changes to a homepage or *section*.
-  *View Routing Status:* Appears at the bottom of the **Editor** if *Content Routing* has been activated for your *site*. This allows you to view the status of a *page* that has been routed for approval.


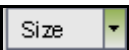





### Schoolwires Editor with Formatting Restricted

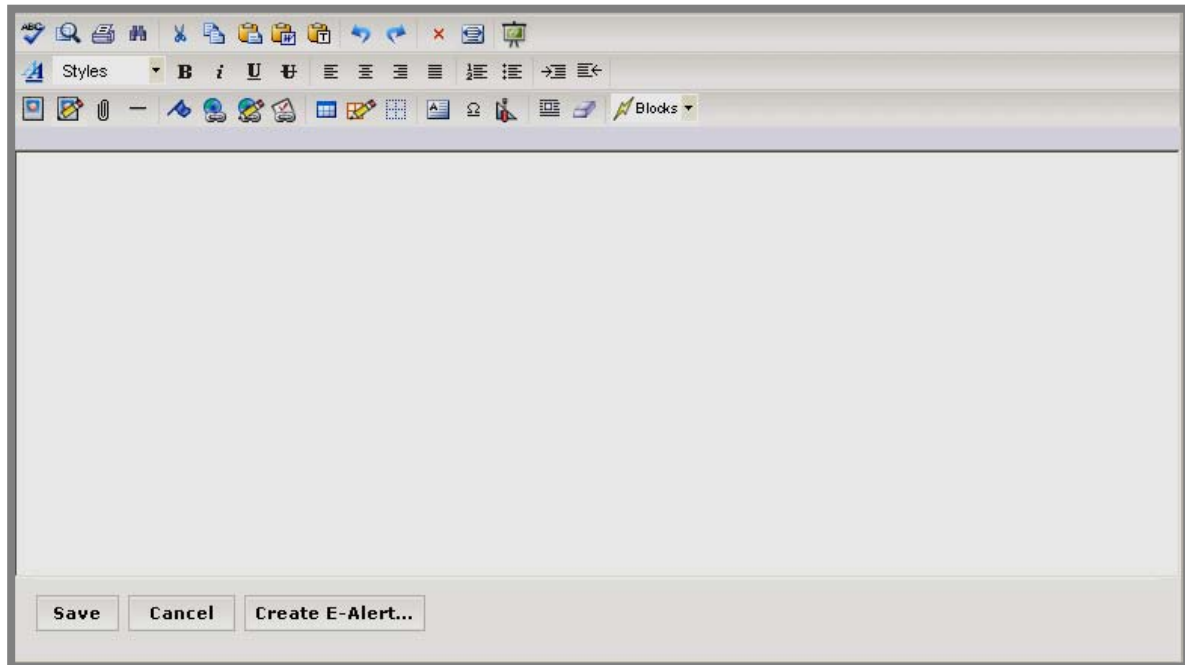
If your organization purchased **Styler™**, Site Directors and Subsite Directors can restrict formatting within the *site* and *subsites* respectively. They can also restrict formatting for a *section*.

 **Important:** The *section* configuration determines the settings for restricting formatting on all *sections* using that configuration. This setting cannot be overridden by *site/subsite* settings. In order to assure that the settings for *sections* created after *site/subsite* settings are changed, the restrict formatting option must be changed on that *section* configuration as well.

If formatting has been restricted, some of the **Editor** icons will not be present. In this instance, Site Directors must set up additional template styles accessible from the Template Styles  or use the template styles that are included as default.

As you can see by comparing Exhibit SD-36 and Exhibit SD-37, the icons that are not present if formatting has been restricted are:

-  *Font Name*
-  *Font Size*
-  *Font Color*
-  *Background Color*
-  *View HTML*
-  *Edit In Dreamweaver®*
-  *Edit In FrontPage®*



**Exhibit SD-37: Schoolwires Editor when formatting has been restricted**

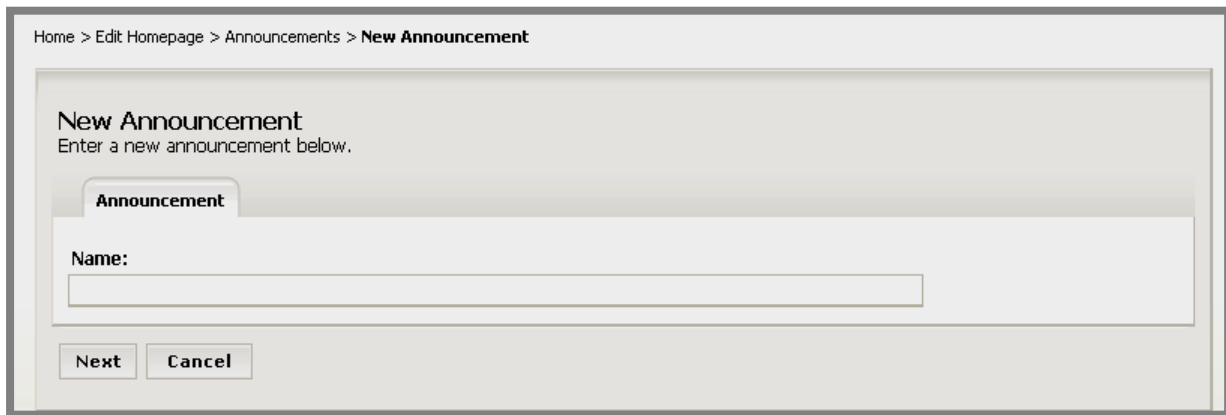
For more information on adding content, please refer to the Chapter 8: “Working with the **Schoolwires Editor**.”

#### *Editing Announcements*

*Announcements* generally include information that you only want to appear on your homepage for a few days. They should be brief and to the point. For information that will remain on your website for a longer period or requires more detail, we recommend that you use *Headlines & Features*.

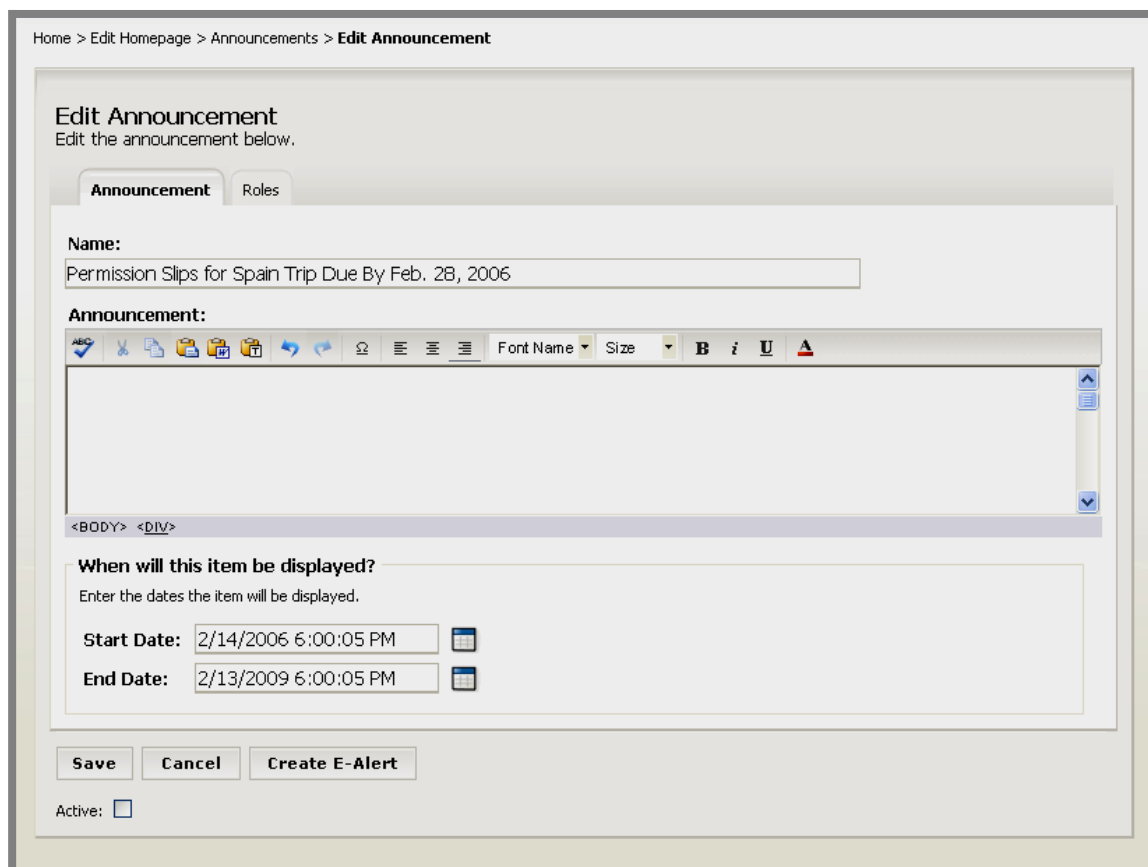
To add an *announcement*:

1. Click on the *Edit Announcements* button in the template of your homepage. The *Announcements* page will display.
2. Click on the *New Announcement* button on the top left. A *New Announcement Title* window like the one shown in SD-38 will display. Note: You can also get to a *New Announcement Title* window by choosing *New Announcement* from the Choose a quick task drop-down menu.



**Exhibit SD-38: New Announcement Title window**


3. Enter the Name of the *announcement*. This will be the title of the *announcement* that appears on the *Announcements* page.
4. Click the *Next* button. An *Edit Announcement* window like the one shown in Exhibit SD-39 will display. Notice the limited-function **Editor**.



**Exhibit SD-39: Edit Announcement window**

5. Enter the text for the *announcement*.

- 
6. Enter the Start Date/Time and End Date/Time for the *announcement*.

TIP: Clicking on this icon  will bring up a calendar that you can use to find the date you want. The default start date/time is the date and time you created the announcement. The default end date/time is three years from the date previous to the start date/time. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.

7. If you wish to limit who can view the *announcement*, click on the *Roles* tab.
8. Click in the check boxes to the left of the viewing permissions (roles) for which you wish this *announcement* to display. Be certain that all others are deselected. See Chapter 3: “Site Structure, Navigation and User Registration” and Chapter 5: “**Site Manager**—Site Workspace” for more information on viewing permissions (roles).
9. Click in the Active check box if you want to make the *announcement* visible on your homepage on the Start Date. If you don’t make the *announcement* active, it will not display on your website on the Start Date. You can enter an *announcement* at any time (preplanning), but have it display in the future by setting the date in the future and making it active. It will automatically appear on the website on the Start Date and disappear from the website on the End Date. Although it does not display on the website after the Expiration Date, it remains in **Site Manager**. You can, therefore, edit it and reuse it in the future.
10. Click on the *Save* button. The *announcement* will appear in the *Announcement* window. If you made it active, it will appear on the homepage.

## Editing Headlines & Features

*Headlines* enable you to link to items on your homepage that are lengthy and/or require images or formatting. For information that will remain on your website for a shorter period that is not lengthy, we recommend that you use *Announcements*.

To add a new *headline*:

1. Click on the *Edit Headlines & Features* button in the template of your homepage. A *Headlines* window like the one shown in Exhibit SD-40 will display.

Home > Edit Homepage > Headlines

**New Headline** **Sort Headlines**

**Headlines**  
Headlines are listed below.

| Status   | Headline Title                | Edit | Delete |
|----------|-------------------------------|------|--------|
| Inactive | Short                         | Edit | Delete |
| Active   | SNOW DAY!                     | Edit | Delete |
| Active   | Big Storm Coming              | Edit | Delete |
| Active   | Weekend Celebrations          | Edit | Delete |
| Active   | This is the NEW HEADLINE      | Edit | Delete |
| Active   | Sunset and Evening Star       | Edit | Delete |
| Active   | Super Bowl Tickets Fundraiser | Edit | Delete |

**Exhibit SD-40: Headlines window**

2. Click on the *New Headline* button on the top left. A *New Headline* window like the one shown in Exhibit SD-41 will display. Note: You can also get to the *New Headline* window by choosing *New Headline* from the Choose a quick task drop-down menu.

Home > Edit Homepage > Headlines > **New Headline**

**New Headline**  
Enter a new headline below.

**Headline**

**Title:**

**Teaser Text:**  
Appears below the Title. Should be a short, catchy description designed to pique interest. Limit to 255 characters.

**Next** **Cancel**

**Exhibit SD-41: New Headline Title window**

3. Enter the title for the new *headline*.
4. Enter teaser text in the Teaser Text field. This will appear with the title of your *headline* on your homepage. It should be a short, catchy description of the *headline* designed to pique the readers' interest. Teaser text should be similar to the opening paragraph in a newspaper article.  
**TIP:** You are limited to 255 characters for the teaser text.
5. Click on the *Next* button. An *Edit Headline* window like the one shown in Exhibit SD- will display. The window consists of four tabs:
  - *Headline* tab: Enter the *headline* title, teaser text and display start and end dates. You can make the *headline* active or inactive.
  - *Headline Body* tab: Enter the content of the *headline* into the **Schoolwires Editor**. When you add a new *headline* or edit an existing *headline*, the *headline* window will open to this tab.
  - *Roles* tab: Determine who can view this *headline* by choosing viewing permissions (roles).
  - *Author* tab: Enter information about the author or contact person if desired.

Note: If you are using Safari on a Mac, the *Headline Body* tab will not display. Instead, the Java-based **Schoolwires Editor** will display at the bottom of the *Headline* tab.

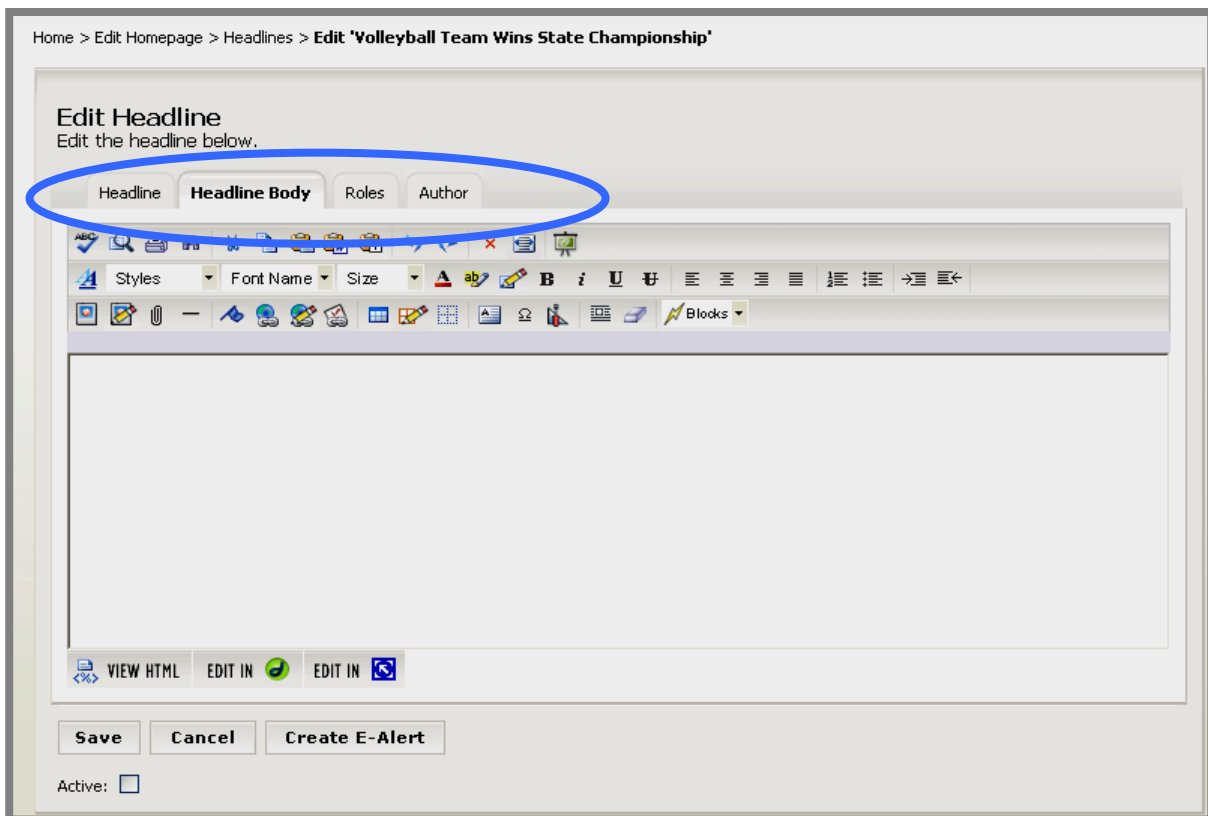



Exhibit SD-42: Edit Headline window



- 
6. Click on the *Headline* tab.
    - a. Edit the title as needed. This is the title that will appear on your homepage 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 *headline* in the Start Date field. The *headline* will not appear on your website until that date. Note: The *headline* 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 start date/time is the date and time you created the announcement. The format for the date and time must be: mm/dd/yyyy hh:mm AM or PM.
    - d. Enter an end date for the *headline* in the End Date field. The *headline* will no longer be displayed on your homepage after the end date. It will remain in the *Site Workspace* after the expiration date unless you delete it.

**TIP:** The default end date/time is three years from the date previous to the start date/time.
    - e. Click in the Active check box if you want the *headline* to be visible to visitors to your website. As long as the *headline* is Inactive it will not appear on the website.

**TIP:** While the *headline* is under construction, leave the Active box unchecked. Remember to make it Active or it will not appear on the date you selected.
  7. Click on the *Headline Body* tab. The **Schoolwires Editor** will display.
  8. Enter the content of the *headline* in the **Schoolwires Editor**. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.
  9. Click on the *Save* button as you work to save your *headline* content.
  10. Click on the *Roles* tab. A *Roles* window will display. Entering information on this tab is optional. Designate who can view this *headline* by selecting the desired roles and deselecting all others. Note: 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 headline.
  11. Click on the *Author* tab (optional). A blank *Author* window 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.
  12. Click on the *Save* button.

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

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## Continue Adding Content

Besides homepage content, once you have set up your *site*, you will want to have content added to the homepages of all the *subsites* and to the *sections*. To do this, you will want to add additional users and assign them as either Homepage Editors or Section Editors. Note: As Site Director, you can add content to all homepages and all *sections*. Subsite Directors can add content to the homepages as well as the *sections* on their assigned *subsites*. However, **Schoolwires** recommends that you get additional help as soon as possible once your *site* is set up.

To continue adding content, you will need to:

- Add the users you will be assigning as Homepage Editors and Section Editors.
- Assign the new users the users as Homepage Editors and Section Editors.
- Ensure that the users you have assigned as Homepage Editors and Section Editors are trained.

### Adding Additional Users

As stated earlier, users of your website can be registered in one the following ways:

- If your organization has enabled registration, users can register themselves. See Chapter 3 “Site Structure, Navigation and User Registration.”
- You can import a data file of your users. See Appendix G: “User Import Guide” for more information on preparing the user data files. See Chapter 5: “**Site Manager**—Site Workspace.”
- A Site Director can register users one at a time. See “Registering Users One At a Time within **Site Manager**” earlier in this job aid.

### Assigning Homepage Editors

To assign a Homepage Editor:

1. In the appropriate *Site* or *Subsite Workspace*, click on *Homepage Editors* on the *User Management* tab. The *Homepage Editors* window will display. You can also access the *Homepage Editor* window from the *Users* drop-down menu on the *Main Menu* bar.
2. Click on the *Assign Editor* button. The list of registered users will display.  
Note: A user must be registered before he/she can be assigned as a Homepage Editor.
3. Use the search features, including the Filter to locate the person you wish to assign.
4. Click on the *Select* button to the right of the name. The name you selected will appear in the list of Current Editors.

To remove a Homepage Editor, click on the *Remove* button to the right of the name you wish to remove. The name you removed will no longer be listed as an Editor.

### *Assigning Section Editors*

To assign a Section Editor:

1. In the appropriate *Section Workspace*, click on the *Section Editors* tab. The *Section Editors* window will display. You can also access The *Section Editors* window from the *Users* drop-down menu on the Main Menu bar.
2. Click on the *Assign Editor* button. The list of registered users will display.  
Note: A user must be registered before he/she can be assigned as a Homepage Editor.
3. Use the search features, including the Filter to locate the person you wish to assign.
4. Click on the *Select* button to the right of the name. The name you selected will appear in the list of Current Editors.

To remove a Section Editor, click on the *Remove* button to the right of the name you wish to remove. The name you removed will no longer be listed as an Editor.

## More Information

These chapters of the User Guide are particularly important to a Site Director for the following topics:

- **Site Shortcuts**—See Chapter 9: “Edit Site and Section Hierarchy.”
- **Calendar**—See Chapter 13: “Using the **Schoolwires** Calendar.”
- **User Management**—See Chapter 5: “**Site Manager**—Site Workspace.”
- **Files & Folders**—See Chapter 16: “Managing Files & Folders.”
- **Address Mappings**—See Chapter 5: “**Site Manager**—Site Workspace.”
- **Site Templates (Styler™)**—See Chapter 11: “Using **Schoolwires Styler™**.” This is an additional software option.
- **Broadcast Alerts**—See Chapter 10: “Using E-Alerts.” This is an additional software option.
- **Forms & Surveys**—See Chapter 12: “Managing Forms and Surveys.” This is an additional software option.
- **Page Layouts, Section Robot, Section Configuration**—See Chapter 15: “Section Management.”
- **Content Routing**—See Chapter 14: “Using Content Routing.”
- **Site Reports**—See Chapter 5: “**Site Manager**—Site Workspace.”
- **Channels**—See Chapter 6: “**Site Manager**—Channel Workspace.”
- **Sections**—See Chapter 7: “**Site Manager**—Section Workspace.”
- **Schoolwires Editor**—See Chapter 8: “Using the **Schoolwires Editor**.”