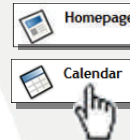


## Homepage Management

Your **Schoolwires**® website has its own homepage which serves to introduce visitors to the website. It can provide up-to-date information about such things as school closings and activities. Visitors to the website may see any or all of the following: *Welcome Text*, *Announcements*, *Headlines & Features*, *Site Shortcuts*, *Upcoming Events* and a *Calendar*. These components can all be modified by Site Directors, Subsite Directors and Homepage Editors.



To edit the homepage click on *Edit Homepage* under the *Edit* drop-down menu or the *Edit Homepage and Calendar* tab in **Site Manager**. Edit any component by clicking on the edit button that corresponds to that component.



### Edit Announcements

Create a new announcement by clicking on the *New Announcement* button. Whatever text you insert into the announcement field will be displayed on the homepage. Display the announcement immediately by inserting current dates and making it Active. Use announcements to communicate concise pieces of information for short duration like school cancellations and schedule

### Edit Welcome Text

When editing the Welcome Text you will be working in the **Schoolwires Editor**. You can enter text, images, links, even a photo gallery.

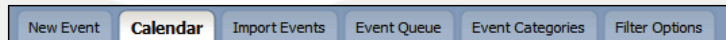
### Edit Shortcuts

Click on the *Add Link* button to create Shortcuts. These can be quick links to either internal pages or external websites.

### Edit Headlines & Features

Create a new headline by clicking on the *New Headline* button. The **Title** and **Teaser Text** will appear on the homepage. The body of the headline will appear on a new page that is linked to the **Title**. Use **Headlines & Features** to share news about activities, fundraisers

Edit the calendar by clicking on *Edit Calendar* under the *Edit* drop-down menu or the *Edit Homepage and Calendar* tab in **Site Manager**. New events can be added three different ways:



1. Double click on the date to add a quick event.
2. Click on the *New Event* tab to add a detailed event.
3. Import several events at once by preparing a CSV file.

You can also manage the event queue, assign category colors, and adjust filtering options.

**Upcoming Events Portlet:** Insert this **ActiveBlock**™ onto your homepage through **Styler**™. Events from the District calendar automatically get posted on the homepage a certain number of days in advance. Note: If your organization has not purchased **Styler**™, please contact support@schoolwires.com for assistance.

## User Management

- Site Directors are responsible for managing all aspects of their sites' users, including: Importing users, modifying user profiles, creating and assigning roles, and assigning editorial privileges.
- Subsite Directors can assign other Subsite Directors, Section Editors and Homepage Editors.

**Registering Users:** Users can be registered in three ways:

1. A user can self-register by clicking on the register button on the homepage. They can create a sign-in name and password for themselves. **Note:** This does not allow them to edit any content on the site!
2. A Site Director can add users individually by accessing User Profiles under the *Users* drop-down menu or the *User Management* tab.
3. A Site Director can import several users at a time by clicking on the [Import User](#) tab under *User Profiles*. This is the recommended method since Site Directors can assign roles to each user in the import.



**Role Management:** Roles are assigned by Site Directors

- **Role Management** is accessed on the *Users* drop-down menu or the *User Management* tab.
- Roles (viewing permissions) **DO NOT** determine editing privileges. They only determine what content is viewable by whom.
- Editors determine who can view content on their pages by selecting roles.
- Roles can also be used to identify recipients of Broadcast E-Alerts.
- Examples of roles: Teachers, High School Teachers, Middle School teachers, PTO, Board Members, Parents and Students.
- Users can have multiple roles.

**Editorial Privileges:** **Site Manager** has four levels of editing privileges:

- **Site Directors** can edit the homepage and calendar and all *sections* on the *site* and *subsites*.
- **Subsite Directors** can edit the homepage, calendar, and all *sections* on their assigned *subsite*.
- A **Section Editor** can edit a specific *section* on the main *site* or a *subsite*.
- **Homepage Editors** can edit the homepage and calendar of a *site* or a *subsite*. Homepage Editors cannot edit any other *sections* unless they have been assigned.

**Site Directors, Subsite Directors and Homepage Editors are assigned in the Site or Subsite workspace under the User Management tab. Section Editors are assigned in the individual sections.**

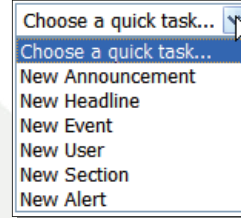
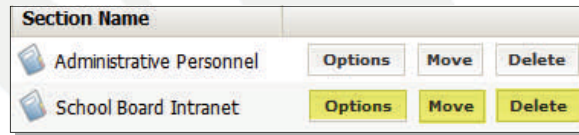
## Section Management

Site directors can add *sections* by using the *Quick Task* function, the *Section Robot* or by accessing the *Channel Workspace* at any *site* or *subsite*. Subsite Directors can only add *sections* in the *Channel Workspace* at their own subsite.



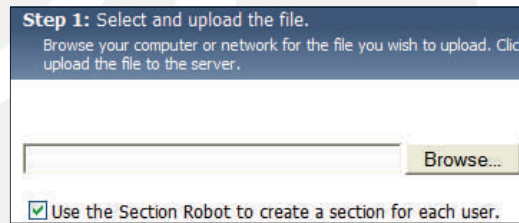
Once a *section* is created, you can rename it, edit the options, move it to another site or channel or delete it. *Section* options allow you to control such things as:

- Navigation settings (hierarchy)
- Visibility of the section (roles)
- Access to certain formatting (restrict formatting)
- Advanced tools (Forms & Surveys, MiniBase, Photo Galleries)



### Tips for Section Management

- Create Page Layouts to be used when adding new flex pages and when building Section Configurations.
- Design Section Configurations that contain pages and have special options that will be suitable for many different types of sections.
- Use the Section Robot to import several sections at once.
- When importing users, you can create *sections* for them at the same time and assign them as Section Editors. Mark the checkbox in Step 1 of the User Import to use this feature.




## E-Alerts

With the **E-Alerts Premium Enhancement Module**, there are two types of E-Alerts:

**Content E-Alerts** allow all editors to notify subscribers when content changes on a *page*. Two actions are required to communicate using Content E-Alerts:

1. Registered users must subscribe to a homepage or *section* to receive a Content E-Alert.
2. An editor must create a Content E-Alert when a change is made to the homepage or *section*.

Click here to learn how to [subscribe to E-Alerts](#).

 **Broadcast Alerts (E-Alerts)** allow Site Directors and Subsite Directors to send mass email messages by using roles or by adding individual email addresses or by using both methods simultaneously. They are used for such things as notification of school closings and internal staff meetings. The Broadcast E-Alerts task is accessed under the *Tools* menu in the *Site* or *Subsite Workspace*.

## Files & Folders

- Access *Files & Folders* from the *Tools* tab or the *Tools* drop-down menu.
- Save documents and images in a *section's* own *Files & Folders*. You may only access those items from that particular *section*.
- Save items to be placed on the homepage in the *Files & Folders* in the Site Workspace. You can also save items in the Shared Library folder for others to access.
- Move up a level when working in a folder or subfolder by clicking on the folder icon at the top of the list of files and folders. You can create folders within folders to keep items organized.
- Identify the folder you are browsing by looking at the bottom of the *Manage Files & Folders* window.
- 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.
- Copy the URL for any file by clicking on the *URL* button.
- Rename any folder or document by clicking on the *Rename* button.
- Save documents and images automatically when inserting them from your computer or network by using one of the *Insert* wizards. These items will be saved in the root folder.