



Section Editor Quick Start

**Schoolwires Academic Portal
Version 4.0**

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The Basics about Your Schoolwires Website

NOTE: 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

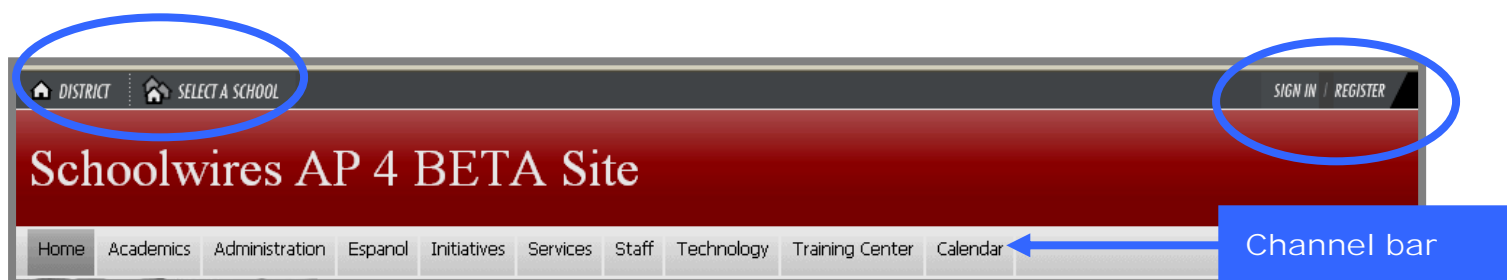


Exhibit SE-1: Top Navigation on a Standard Template Prior to Sign In

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 SE-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 SE-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

The top screenshot shows the main navigation menu with 'Services' highlighted and a dropdown menu containing 'DB2', 'Financial Services', and 'Food Services'. A blue circle highlights the 'Services' dropdown.

The bottom screenshot shows the 'Services' page with a left-hand navigation menu where 'School Meal Program' is highlighted in bold. A blue box labeled 'Pages' points to this menu. The main content area displays the 'School Meal Program Overview' page.

Exhibit SE-2: Consistent Channel Navigation

As you can see from Exhibit SE-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 SE-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 SE-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**.

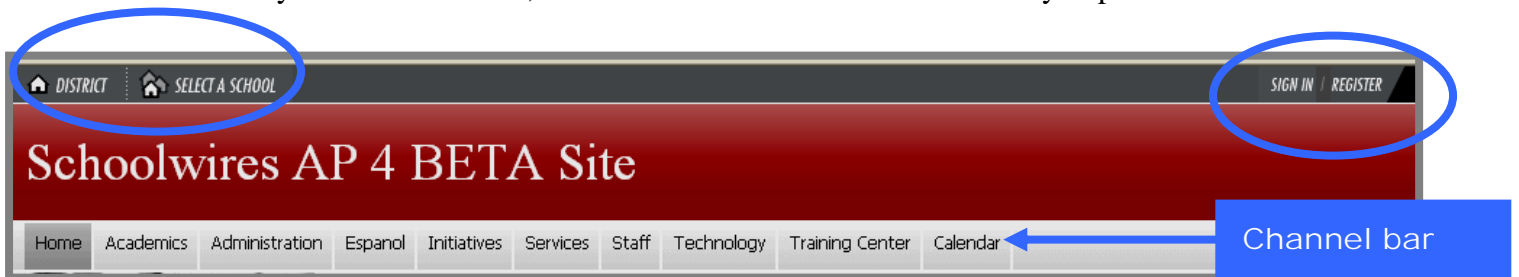


Exhibit SE-3: Top Navigation on a Standard Template Prior to Sign In

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

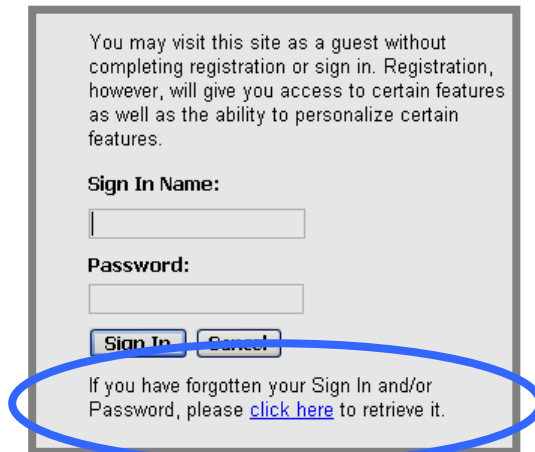


Exhibit SE-4: Sign-In Window

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 SE-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 SE-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 SE-6.)



Exhibit SE-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 SE-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

Exhibit SE-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 or *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 SE-8 will display.



Exhibit SE-8: Confirmation of changes to your User Profile

The Homepage

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



Exhibit SE-9: Homepage of the main site

Navigating to your Section

As a Section Editor, to access and edit your *section*, you must first navigate to your *section* on your website:

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

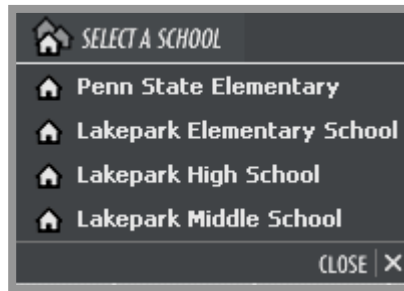


Exhibit SE-10: Select A School Drop-down List

2. Once you are on the homepage of the correct *site* or *subsite*, find the *channel* under which your *section* is located.
3. Select your *section* from the **drop-down list** or **directory page** that displays for that *channel*. (See Exhibit SE-11.)

The screenshot shows the Lakepark High School Athletics Directory page. At the top, there are navigation links for 'DISTRICT' and 'SELECT A SCHOOL'. The main header is 'Lakepark High School'. Below the header is a navigation menu with 'Home', 'Athletics', 'Departments', 'Initiatives', 'Teachers', and 'Calendar'. The 'Athletics' link is selected. Below the navigation menu is a photo of students and the word 'School'. A breadcrumb trail reads 'Home > School > Lakepark High School'. Below the breadcrumb trail is a row of letters 'B C F S T V W' representing sports categories. The 'Athletics Directory' is organized into columns for each letter. A 'Departments' drop-down menu is open, showing 'Biology', 'English', and 'Tutorial Section'.

Exhibit SE-11: Directory Page (back) & Drop-down List (front)

4. You will now be on the homepage of your *section*. It may be named Overview. In Exhibit SE-12, you can see the *section* homepage is named Welcome. It contains information even though it is the first time the Section Editor has accessed the *section*. The names of the pages that display on the left and whether or not there is content in them will depend on the *section* configuration that was selected when the *section* was added. Notice:
 - a. The breadcrumbs at the top of the *section* show the *section* and the name of the *channel* in which your *section* is located. These breadcrumbs are not active, however.
 - b. There are *pages* listed on the left. These *pages* were automatically created when the *section* was added. They are dependent on the *section* configuration chosen when the *section* was added. For more information on *section* configurations, see Chapter 15: “Section Management.”
 - c. You will now see the *Site Manager* button in the upper right-hand corner of the *MyStart* bar.

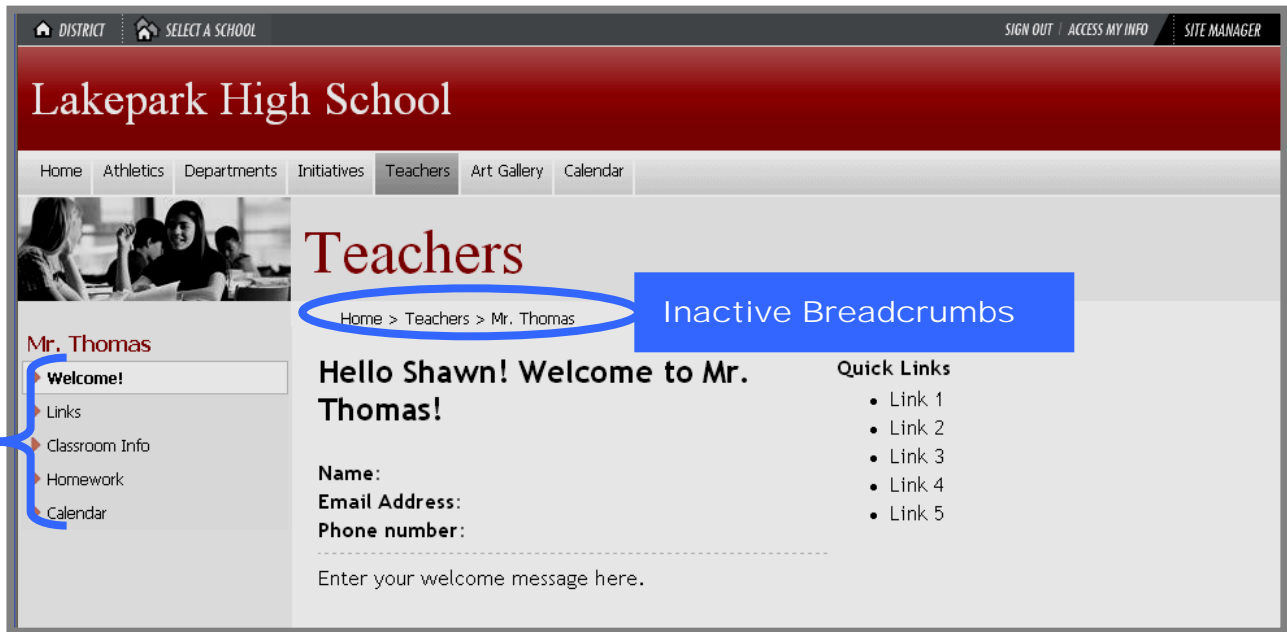


Exhibit SE-12: Homepage of the Section after Sign In

5. Click on the *Site Manager* button to access the *Section Workspace*, where you can edit your *section*.

Working in Site Manager—Editing within the Section Workspace

Introduction to Site Manager

As a Section Editor, you will see the **Site Manager** button on the *MyStart* bar after you sign in and navigate to your *section* on the website. By clicking on the **Site Manager** button, you will access a *Section Workspace* of **Site Manager** like the one shown in Exhibit SE-13 to manage your *section* and edit the content of your *section*.

Please note the Viewing Tabs at the top left of the **Site Manager** window shown in Exhibit SE-13. These two tabs will appear at the top of each **Site Manager** when you access it.

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

View Website Tab—when you click on the *View Website* tab, the information on that tab will move to the front and the tab itself will be a darker color. Here you will see the refreshed website where you can view any changes you have made. Note: You will have two browser windows open:

- **Site Manager** browser window
- Original browser window.

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

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

Beginning with the introduction of **Academic Portal** Version 4.0 (AP4), the workspaces are all color-coded. The *Section Workspace* is green. This provides you with a positive indication that you are in your *Section Workspace*. The *section* title shows that you are working in a *Section Workspace* with the *section* name in parenthesis. In Exhibit SE-13, the *section* name is “Smith, Claire.”

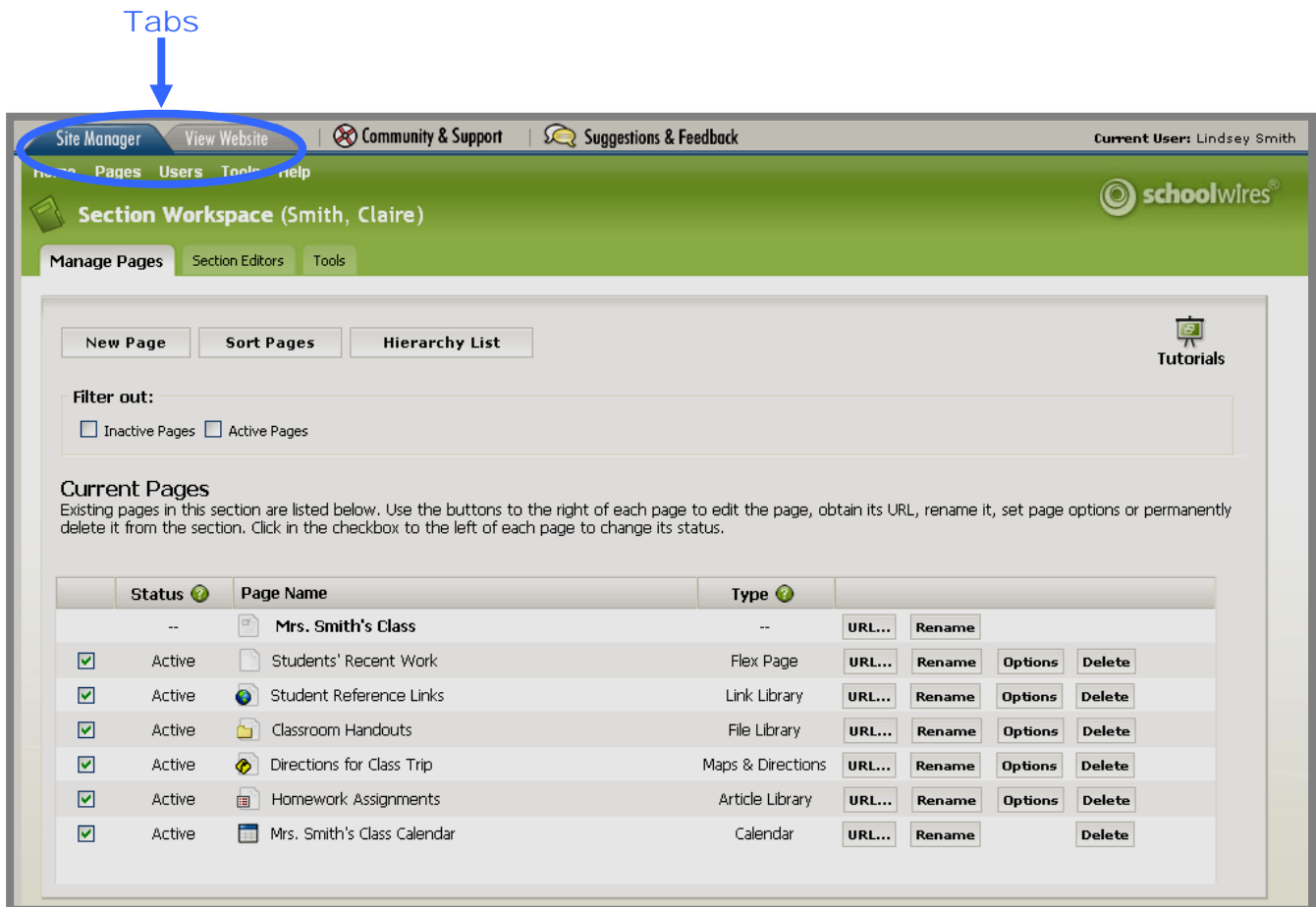


Exhibit SE-13: Section Workspace

Navigating in Site Manager

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

- Links: There are three main active links in the *Section Workspace*:
 - The *Workspace* title: You can click on the title from anywhere within the *Section Workspace* to return to the *Section Workspace* Home.
 - *Home* on the Main Menu bar: You can click on that from anywhere within the *Section Workspace* to return to the *Section 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 SE-14, **Homework Assignments (Article Library)** is the current page.
 - Navigate backwards. In Exhibit SE-14, you can navigate back to *Home (Section Workspace)* by clicking on that link.

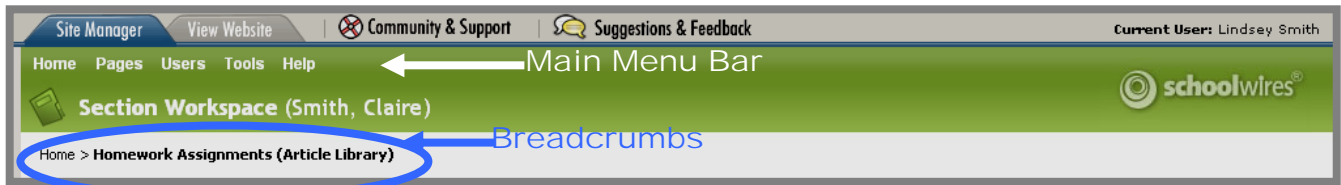


Exhibit SE-14: Breadcrumb Navigation in Section Workspace

- **Main Menu Bar:** The *Section Workspace* contains a Main Menu bar, which consists of a series of drop-down menus. As you will see, these menus are one way to access the tasks that are included in the *Section Workspace*. Generally, they correlate with the tabs in *Section Workspace*, which are the fourth navigation element. *Home*, however, does not correlate with any tab. As mentioned earlier, it is a link that provides you with a way to get back to the *Section Workspace* if you have navigated away from it. *Help* also does not correlate with any tab in the *Section Workspace*. As you can see from Exhibit SE-15, it provides you with links to **Schoolwires** resources.

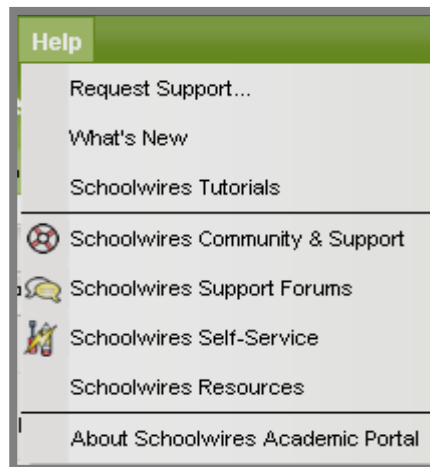


Exhibit SE-15: Help Drop-down Menu

- **Tabs:** As you can see from Exhibit SE-13, the tasks in the *Section 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:
 - *Manage Pages* tab: As you can see from Exhibit SE-16, this tab is the *Section Workspace Home*.

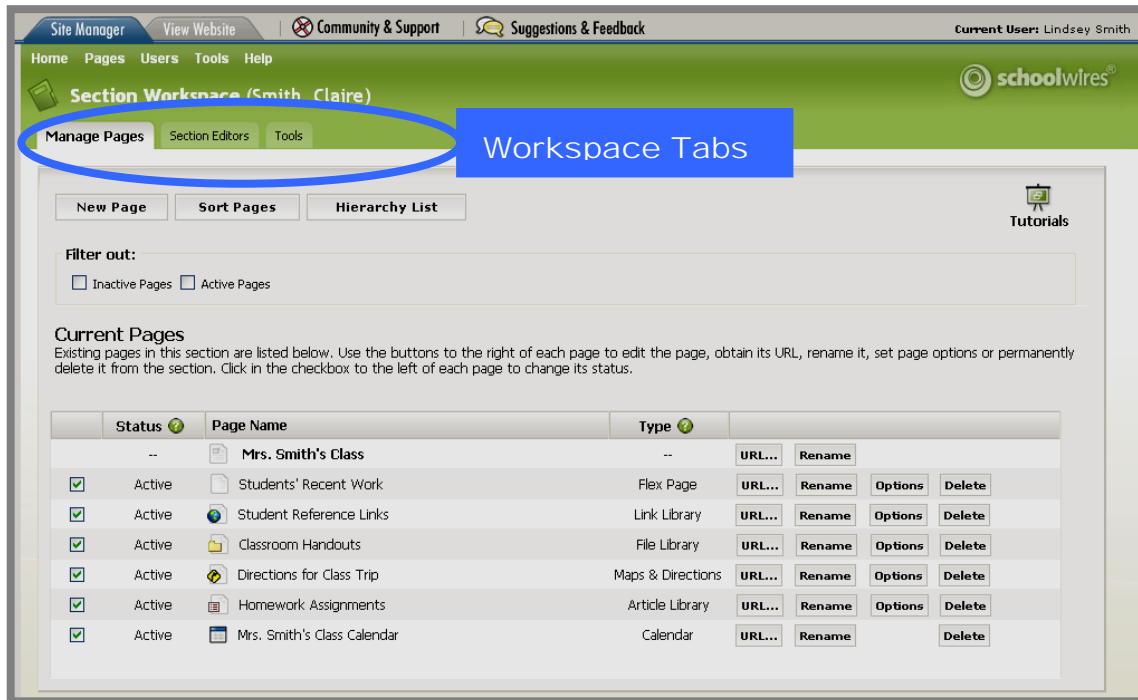


Exhibit SE-16: Section Workspace

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

- *New Page* for adding a new *page* to your *section*. The page types are shown in Exhibit SE-16 and will be covered in more detail later in this job aid.
- *Sort Pages* for changing the order of your *pages* in which you *pages* appear on the website. Note: You cannot use this for changing the order or your *pages* if you are using hierarchy navigation.
- *Hierarchy List* for adding and removing *pages* from your hierarchy list and for changing the order or relationship of these *pages*. This task will only appear in the *Section Workspace* if the Site Director or Subsite Director has enabled hierarchy navigation for the *section*.

You can also access these three tasks from the *Pages* drop-down menu shown in Exhibit SE-17.

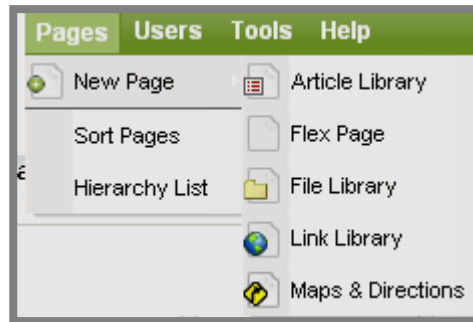


Exhibit SE-17: Pages Drop-down Menu

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

- *URL* for obtaining the URL (web address) for a *page*.
- *Rename* for renaming a *page*.
- *Options* for controlling viewing permissions (roles) for a *page*.
- *Delete* for deleting a *page* from your website.
- *Status* for activating or deactivating a *page*. Notice in Exhibit SE-16 that there is a filter at the top of the *Section Workspace* that you can use to view *pages* by status.
- Editing an existing *page* by clicking on the title of the *page*. This is a link to that *page*.

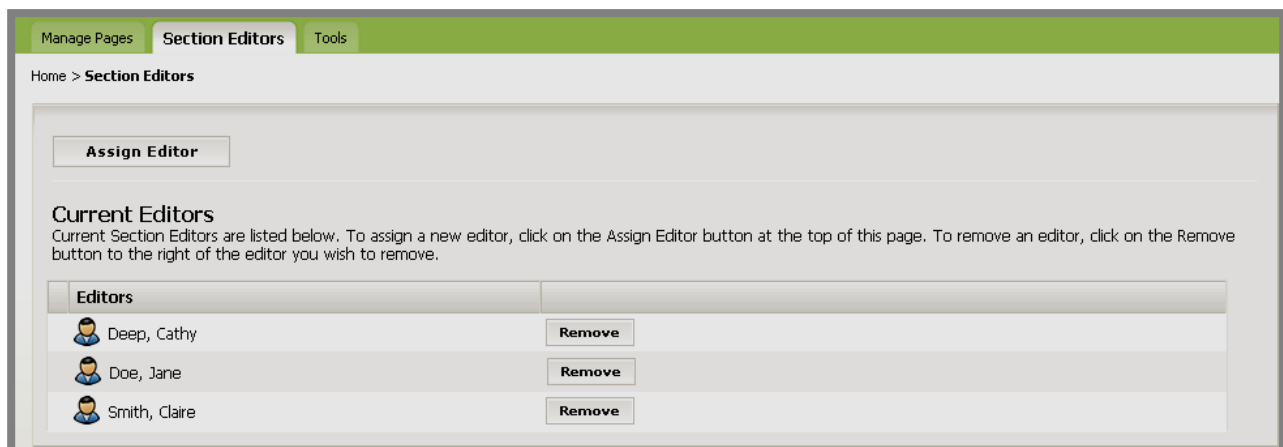


Exhibit SE-18: Section Editors tab

- *Section Editors* tab: As you can see from Exhibit SE-18, you can assign and remove Section Editors on this tab.

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

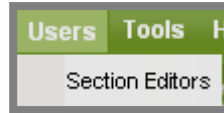


Exhibit SE-19: Users Drop-down Menu

- *Tools* tab: As you can see from Exhibit SE-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 *section*.
 - *Forms & Surveys*, which you will use to create and manage forms and surveys for your *section*. This task will only appear in the *Section Workspace* if your organization has purchased this additional software option and the Site Director or Subsite Director has enabled forms and surveys editing for your *section*.

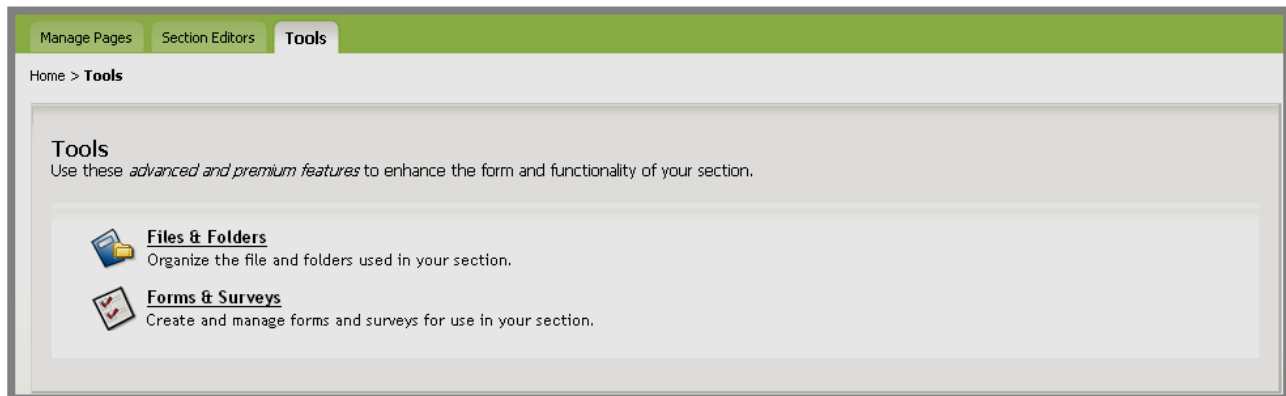


Exhibit SE-20: Tools tab

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

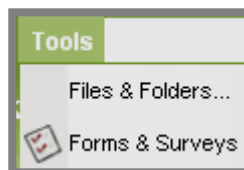


Exhibit SE-21: Tools Drop-down Menu

Editing Your Section

Renaming Your Pages

By clicking on the **RENAME** button to the right of each page, you can rename it. We suggest that you rename your default pages right away. Make them something meaningful to you and the people who will be visiting your *section*. In Exhibit SE-22, for instance, Mrs. Smith renamed her *section* homepage to “Mrs. Smith’s Class” and her calendar to “Mrs. Smith’s Calendar.”

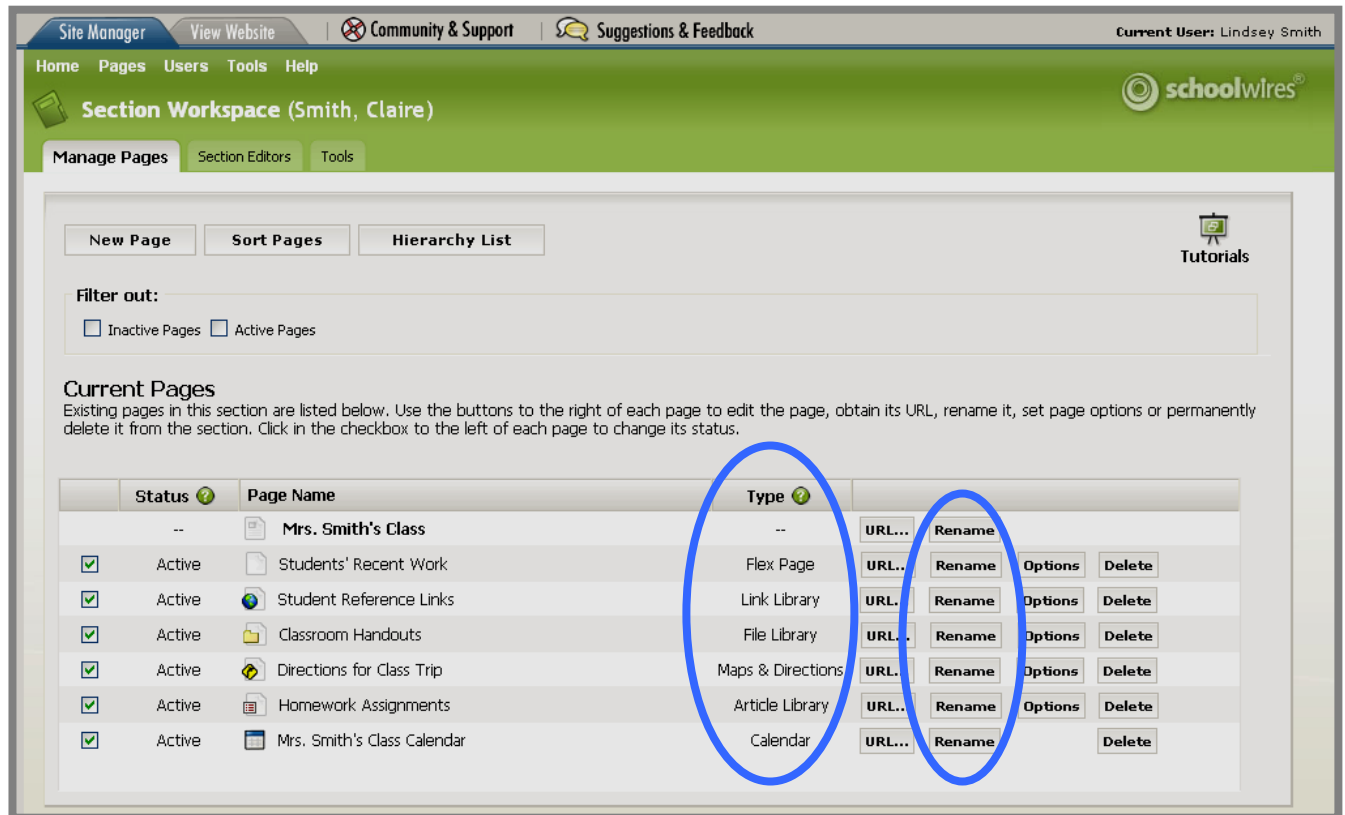


Exhibit SE-22: Section Workspace

Adding Content

Types of Pages

Exhibit SE-22 shows each type of *page* that you can use in a *section*. These will be discussed later in this job aid.

Section Homepage (e.g., Overview Page)

Remember that the names of the *pages* that display in your *Section Workspace* and whether or not there is content in them will depend on the *section* configuration that was selected when the *section* was added. To access your *section* homepage (or whatever you renamed it), click on its title in the list of current *pages* on the *Manage Pages* tab. The **Schoolwires Editor** will display. (See Exhibit SE-23.) 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 SE-23 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**.

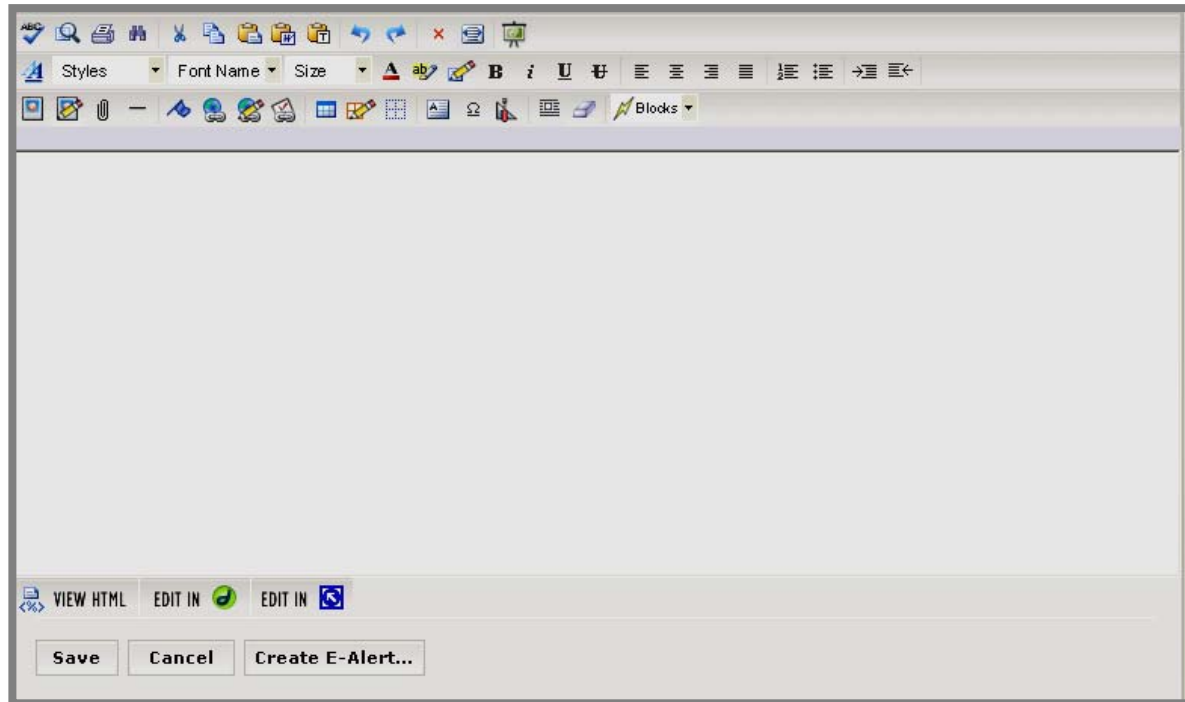
















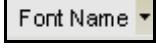
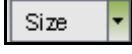




















Exhibit SE-23: Schoolwires Editor

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* or 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.


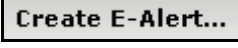

-  *Copy:* Copies a selection that you have highlighted. The selection is saved to the clipboard. Then you can use the *Paste* button to *copy* it to another location in your website, the **Schoolwires Editor** or another document that allows you to paste. . Note: If you are using Mozilla® Firefox®, 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 text copies from Microsoft® Word 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.


-  *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*


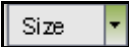





-  *Send for Approval:* Appears at the bottom of the **Editor** if *Content Routing* has been activated for your *site*. Allows you to send the *page* for approval (i.e., begin content routing). If content routing is active, you will also see a reminder to route the item at the bottom of the **Editor**.
-  *Create E-Alert:* Appears at the bottom of the **Editor** if your organization has purchased the E-Alerts additional software option. Allows you to send a Content E-Alert to 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

Site Directors and Subsite Directors can restrict formatting within the *site* and *subsites* respectively. They can also restrict formatting for a *section*.

If formatting has been restricted, some of the **Editor** icons will not be present. In this instance, you will need to use the template styles accessible from Template Styles .

As you can see by comparing Exhibit SE-23 and Exhibit SE-24, these are:

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

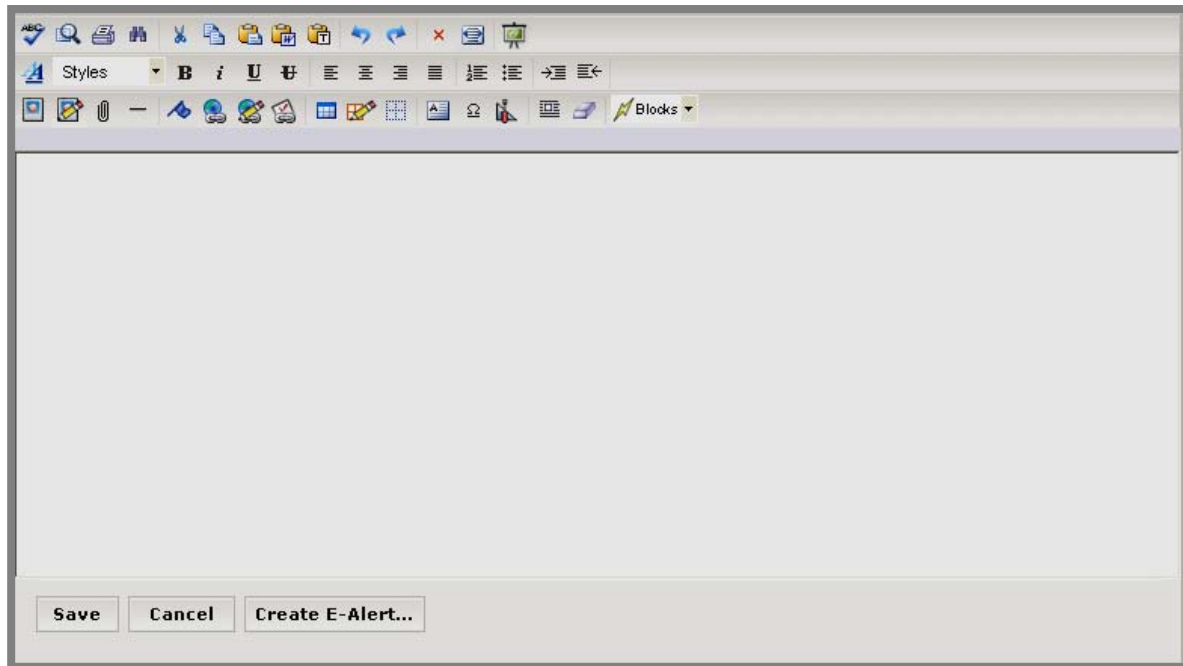


Exhibit SE-24: Schoolwires Editor when formatting has been restricted

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

Adding Pages

Schoolwires has provided you with six types of *pages* from which to choose. You may add as many *pages* to your *section* as you choose with the exception of the calendar *page*. You may only have one calendar *page* per *section*.

Note: The calendar *page* type will only display as it does in Exhibit SE-25 if your *section* does not have a calendar *page*.

To add a *page* to your *section*, click on the *New Page* button on you’re the *Manage Pages* tab of the *Section Workspace*. The *New Page* window shown in Exhibit SE-25 will display. Select the type of *page* you wish to add by clicking on the link in the window.

Note: You can also add a *page* from the *Pages* drop-down menu. However, the *New Page* window shown in Exhibit SE-25 will not display. You will be taken directly to the window for adding the type of page you selected.

See Chapter 7: “**Site Manager**—Section Workspace” of the User Guide for more information on each *page* type and detailed instructions on how to edit each of them.

Page Types

The page types and a description of each of them are shown in Exhibit SE-25.

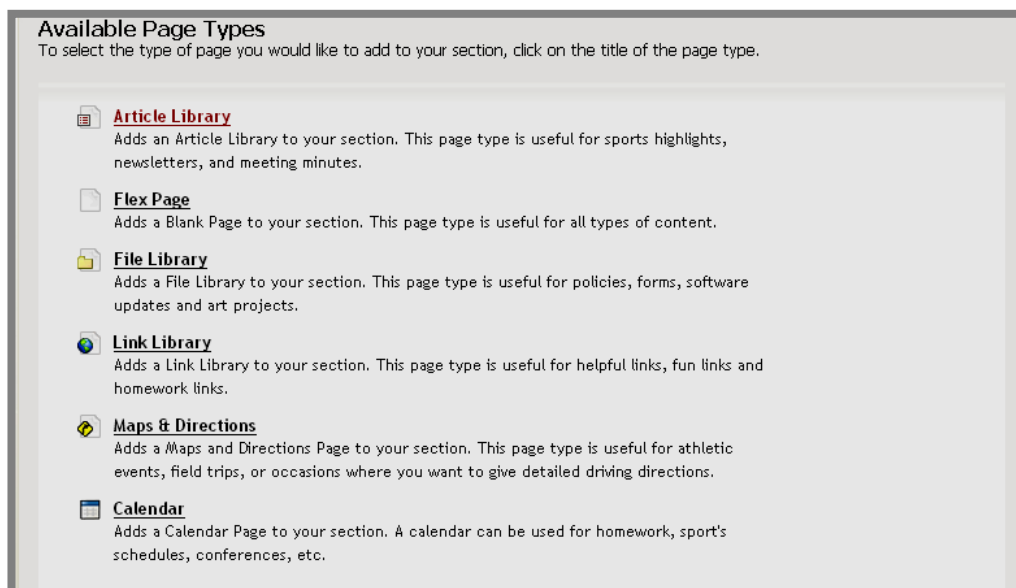


Exhibit SE-25: Page Types if Calendar not in Section Workspace

Adding an Article to an Article Library Page

An *Article Library Page* is a library or collection of *articles*. At this point, you have named the library or collection. However, it is empty. You will now put the first *article* in the library. You may add multiple articles to this *Article LibraryPage*. And, if you wish you may add mutple *Article Librar Pages* to your *section* using the *New Page* task

To add a new *article* to an *Article Library Page*:

1. Once you have added an *Article Library Page* using the *New Page* task, access the *Section Workspace*.
2. Click on the *page* name of the *Article Library Page* to which you want to add a new *article*. An *Edit Article Library* window like the one shown in Exhibit SE-26 will display.

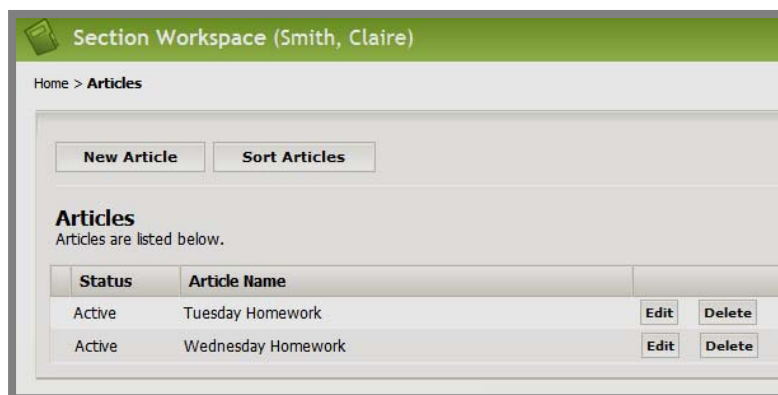


Exhibit SE-26: Edit Article Library window

3. Click on the *New Article* button at the top left of the *Edit Article Library* window. A *New Article* window will display.
4. Enter the title for the new *article*.
5. Enter teaser text in the Teaser Text field. This will appear with the title of your *article* on your homepage. It should be a short, catchy description of the *article* 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.


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

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

Exhibit SE-27: Edit Article window

7. Click on the *Article* tab.
 - a. Edit the title as needed. This is the title that will appear on *Article Library Page* in your *section* and should be similar to a headline you might see in a newspaper.
 - b. Edit the teaser text as needed.
 - c. Enter the start date for the *article* in the Start Date field. The *article* will not appear on your website until that date.

Note: The *article* 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 *article* in the End Date field. The *article* 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 *article* to be visible to visitors to your website. As long as the *article* is Inactive it will not appear on the website.

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

8. Click on the *Article Body* tab. The **Schoolwires Editor** will display.
9. Enter the content of the *article* in the **Schoolwires Editor**. See Chapter 8: “Working with the **Schoolwires Editor**” for more information.
10. Click on the *Save* button as you work to save your *article* content.
11. Click on the *Roles* tab. A *Roles* window will display. Entering information on this tab is optional. Designate who can view this article 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 *article*.
12. 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.
13. Click on the *Save* button.

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

Other Workspace Tasks

Sorting Pages

To sort the *pages* in your *section*:

1. Access the *Section Workspace*.
2. Click on the *Sort Pages* button at the top of the *Manage Pages* tab. A *Sort* window will display. This window contains a list of all *pages* in your *section*. It includes both active and inactive *pages*.
3. To sort the *pages*:
 - a. Alphabetically: click on the radio button to the left of “Sort Alphabetically.”
 - b. Manually: click on the radio button to the left of “Sort Manually.”
 - i. Highlight the *page* you wish to move.
 - ii. Use the up and down arrows to move the *page*.
 - iii. Repeat Steps (i) and (ii) as required.
4. Click on the *Save* button. The *Section Workspace* will return as the active window. The *pages* will be listed in the new order.

Assigning and Removing Section Editors

You can assign other Section Editors to assist you.

Note: A user must be registered before he/she can be assigned as a Section Editor. If the person you wish to assign as a Section Editor is not a registered user, that person may self-register if that has been enabled for your website. Otherwise, you will need to contact a Site Director for your website to have that person registered.

To assign a Section Editor:

1. Access the *Section Workspace*.
2. Click on the *Section Editors* tab. A *Section Editors* window will display.

Note: Since a Site Director or Subsite Director assigned you as the Editor for your *section*, you will see your name on the list of Current Editors. Only Section Editors will be listed, but all Site Directors and Subsite Directors can also edit the *section*. 2) You can also access the *Section Editors* window from the *Users* drop-down menu on the Main Menu bar.
3. Click on the *Assign Editor* button. A *Select User* window will display.
4. Locate the user you wish to assign as Section Editor. If you do not see the user whose profile you wish to edit, you can:
 - Use the Last Name Filter to search by name. To restore to the full user list after filtering, click the *Reset* button.
 - Use the *Page* field and *Go* button to move to another page of users.
 - Use the first page, last page or increment arrows at the bottom to move to the first, last, next or previous pages of the user list.
5. Click on the *Select* button to the right of the user you wish to assign. The *Assign/Remove Section Editors* window will return as the active window. The assigned user will appear in the Current Editors list.

More Information

These chapters of the User Guide are particularly important to a Section Editor:

- **Section Workspace**—See Chapter 7: “**Site Manager**—Section Workspace.”
- **Editor**—See Chapter 8: “Working with the Schoolwires Editor.”
- **Calendar**—See Chapter 13: “Using the **Schoolwires** Calendar.”
- **Files & Folders**—See Chapter 16: “Managing Files & Folders.”
- **Hierarchy List**—See Chapter 9: “Edit Site and Section Hierarchy.”
- **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.”