

CMS Login
Page

Thursday, April 12, 2007 Home | S

777 Long Road, Pickerington, Ohio



Welcome to
**Pickerington
Local Schools**



SchoolsCalendarBoard of EducationDepartmentsStaff DirectoryEmployment

Search >

SchoolPointe CMS Login

Login Name:

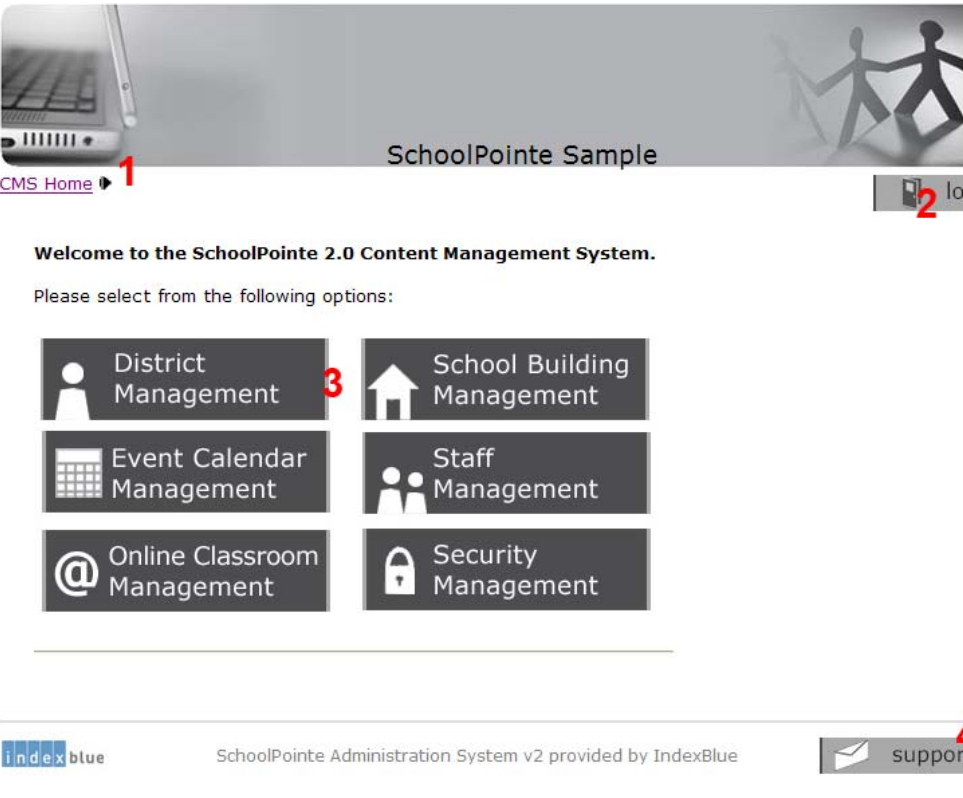
Password:

Login

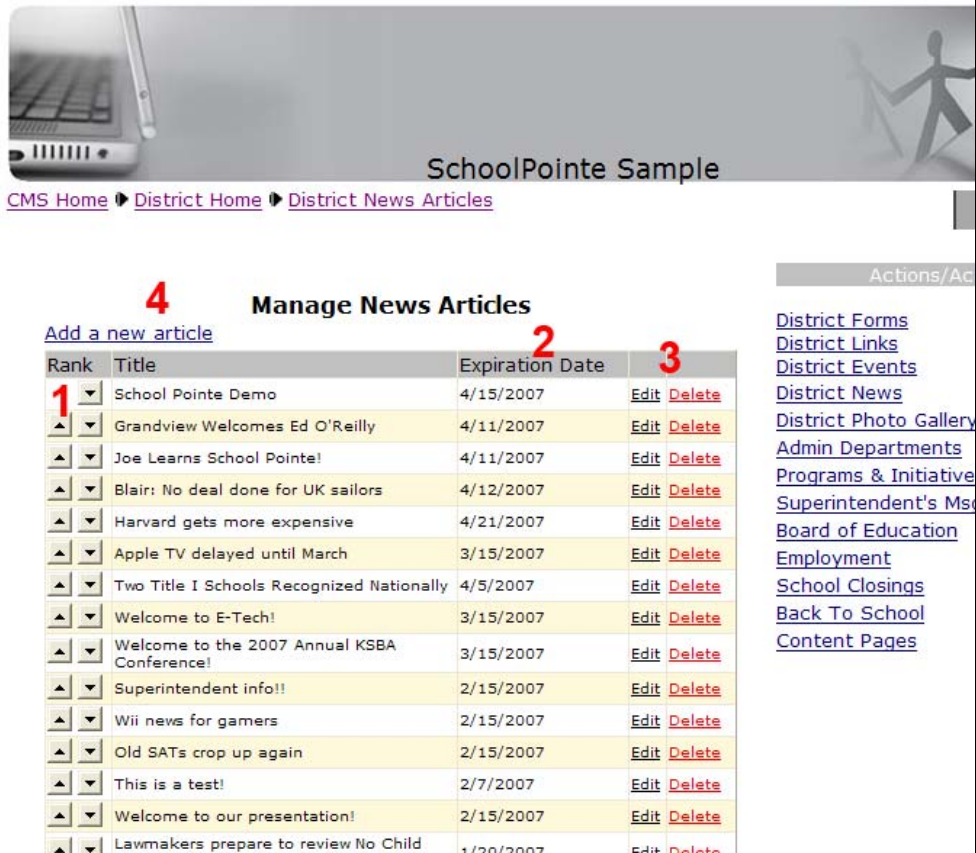
System

Schools | Calendar | Staff Directory | Departments | About the District | Board of Education | Downloads & Links

Enter login name and password located at the beginning of this document.

CMS Homepage	
	1) Breadcrumb navigation – this is the navigation that you want to use to go back in the site. Click on this navigation that builds as you go through the site instead of using the browser BACK button as this doesn't always work since the technology is built on dynamic content (i.e. your bank account web page) 2) Logout – will log you out of your session and return you to the login screen. The system will log you out automatically after 20 minutes of inactivity also. 3) CMS area buttons – these are the main buttons to lead you into areas of the CMS and you will update content under each of these buttons. 4) Support – this will open your email client and you can type a message to our SP support team. All emails will be answered with in 24 hours. Please call our office if it is a critical issue or an issue that needs addresses before our normal turnaround time. Depending on the user's security level they might not see all the navigation options as we do not show the sections/areas that they do not have access to update.

District
Managem
ent:
District
News
Homepage



SchoolPointe Sample

[CMS Home](#) ▶ [District Home](#) ▶ [District News Articles](#)

4 **Manage News Articles**

[Add a new article](#)

Rank	Title	Expiration Date	
1 ▼	School Pointe Demo	4/15/2007	Edit Delete
▲ ▼	Grandview Welcomes Ed O'Reilly	4/11/2007	Edit Delete
▲ ▼	Joe Learns School Pointe!	4/11/2007	Edit Delete
▲ ▼	Blair: No deal done for UK sailors	4/12/2007	Edit Delete
▲ ▼	Harvard gets more expensive	4/21/2007	Edit Delete
▲ ▼	Apple TV delayed until March	3/15/2007	Edit Delete
▲ ▼	Two Title I Schools Recognized Nationally	4/5/2007	Edit Delete
▲ ▼	Welcome to E-Tech!	3/15/2007	Edit Delete
▲ ▼	Welcome to the 2007 Annual KSBA Conference!	3/15/2007	Edit Delete
▲ ▼	Superintendent info!!	2/15/2007	Edit Delete
▲ ▼	Wii news for gamers	2/15/2007	Edit Delete
▲ ▼	Old SATs crop up again	2/15/2007	Edit Delete
▲ ▼	This is a test!	2/7/2007	Edit Delete
▲ ▼	Welcome to our presentation!	2/15/2007	Edit Delete
▲ ▼	Lawmakers prepare to review No Child	1/20/2007	Edit Delete

Actions/Actions

- [District Forms](#)
- [District Links](#)
- [District Events](#)
- [District News](#)
- [District Photo Gallery](#)
- [Admin Departments](#)
- [Programs & Initiative](#)
- [Superintendent's Message](#)
- [Board of Education](#)
- [Employment](#)
- [School Closings](#)
- [Back To School](#)
- [Content Pages](#)

- 1) Ranking ability to sort stories – click on the up and down arrows to prioritize content throughout entire site.
- 2) Expiration date – once this date occurs the news story will be automatically hidden on the homepage and be archived in the CMS
- 3) Edit / delete links for each news story.
- 4) Add a new article – use this to add new articles at the district or building level.

District
Managem
ent:
Add New
Article

SchoolPointe Sample

[CMS Home](#) [District Home](#) [District News Articles](#) [logout](#)

Manage News Articles

News Date: [View Calendar](#)

Exp. Date: [View Calendar](#)

Header:

Sub-header:

News Content:

Schools: ☐ Select All Locations

School Name	Include	Active
SchoolPointe Sample	☐	☐
Pickerington High School Central	☐	☐

Files:

- 1) News Date – the posting date of the article. Articles can be entered into the future and they will post to the site on this date.
- 2) Exp. Date – the expiration date of this article (when it will be hidden on the public side and archived into the CMS).
- 3 & 4) Header and Sub-header area – these two area appear on the homepage/building homepages. Be brief in these areas as you want to use this to grab the users attention and lead them into #5.
- 5) News content – the body of the story. This can be copied and pasted into this area. These boxes with the yellow and buttons are Rich Text Boxes. Allows the user not to do HTML, but work with content as you would in MS Word. Spell checker is also a big

	selling point. 6) Schools – allows the user to select one or multiples schools when posting the article. The include and active checkboxes are both required for the story to appear on the site. The active box is there in case the story needs to be hidden quickly from the site. 7) Files – attachment area for pictures or PDF documents. This area works by adding a caption or link to the file in the <Title> area, then selecting the drop down for attachment or large image then clicking browse to find your content. If you select large image the image will have a caption under the picture and will be embedded into the story and resized for the page. 8) Save – save the current content on the page and allow you to keep entering content on this page. Good for keeping you logged into the CMS and resetting your 20 minute timeout period. 9) Save & Close – saves all content on the page and brings you back to the homepage of the section you were working on. 10) Cancel – will not save any information and bring you back to the content homepage for the area you were editing.
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District Management:
School Closings – expire at midnight and replaces all news for the day

SchoolPointe Sample

[CMS Home](#) [District Home](#) [School Closings](#) [logout](#)

District School Closings

Upcoming School Closings Scheduled

School	Date	Type

Set A School Closing Announcement

Closing Date: ≤ **April 2007** ≥

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Schools Affected:

☐ All Schools

☐ Pickerington High School Central

☐ Pickerington High School North

☐ Ridgeview Junior High

☐ Lakeview Junior High

☐ Diley Middle School

☐ Harmon Middle School

☐ Fairfield Elementary

☐ Heritage Elementary

☐ Pickerington Elementary

☐ Violet Elementary

☐ Tussing Elementary

☐ Learning Steps Preschool

Details/Text:

HTML ☐

Closing Type: In-Service

OR add a new type

save

Actions/Activities:

- [District Forms](#)
- [District Links](#)
- [District Events](#)
- [District News](#)
- [District Photo Gallery](#)
- [Admin Departments](#)
- [Programs & Initiatives](#)
- [Superintendent's Msg](#)
- [Board of Education](#)
- [Employment](#)
- [School Closings](#)
- [Back To School](#)
- [Content Pages](#)

Also See:

- 1) Closing date – select the date that school is closed. The current day is already selected when coming to the page. If you need to close school for tomorrow click the next day. In the sections below you can add reasons why school is closed. The message will appear immediately if you are posting for today. The message will disappear at midnight automatically.
- 2) Schools Affected – select all schools or individual school(s) that are closed for the date that is specified above. The closing message will automatically replace the district news for the day then disappear at midnight.
- 3) Details/Text – information that will appear with the school closing. Be as descriptive as possible in this area as it will appear on the homepage/building homepages.
- 4) Closing type – this will not appear on the public side. It is used internally and you can setup new types if necessary by adding your text in the “or add a new type” field.

5) Save – clicking on this will post or schedule your closing depending on the date that you select at the top.

School Closing example – closing message will replace district and school building news for the day that is specified in the CMS.

Thursday, April 12, 2007 Home

777 Long Road, Pickerington



Welcome to
**Pickerington
Local Schools**

Schools | Calendar | Board of Education | Departments | Staff Directory | Employment

Search >

Superintendent's Message from
Robert H. Thiede Ph.D.



Parent Resources
Bus routes, cafeteria accounts & more



Lunch Menus



view menus 

About Our Schools
excellence, diversity & more 



Financial & Ballot Information



Join Our Mailing List



sign up 

Other Topics

Select 

District News

School Closings / Delays

Ridgeview Junior High
test

Pickerington High School Central
teswt

Pickerington High School North
teswt

Ridgeview Junior High
teswt

Lakeview Junior High
teswt

Diley Middle School
teswt

Harmon Middle School
teswt

Fairfield Elementary
teswt

Heritage Elementary
teswt

Pickerington Elementary
teswt

Violet Elementary
teswt

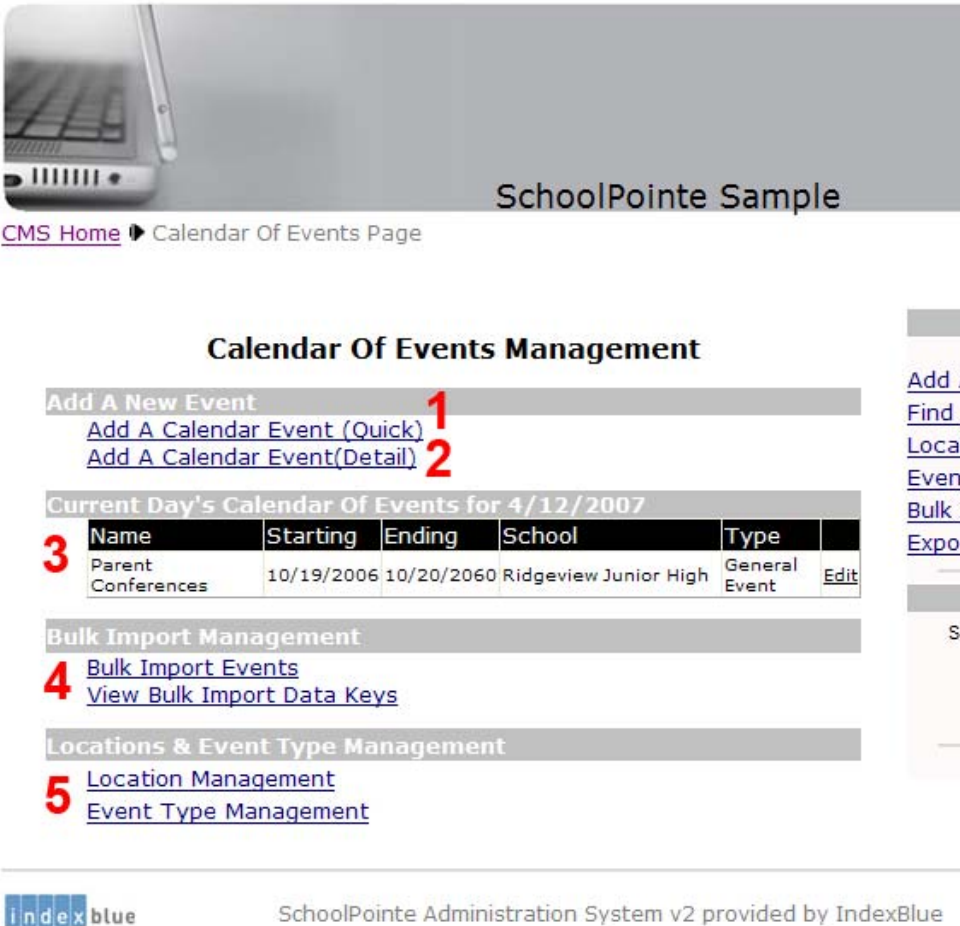
Tussing Elementary
teswt

Learning Steps Preschool
teswt

view all news 

Schools | Calendar | Staff Directory | Departments | About the District | Board of Education | Downloads &

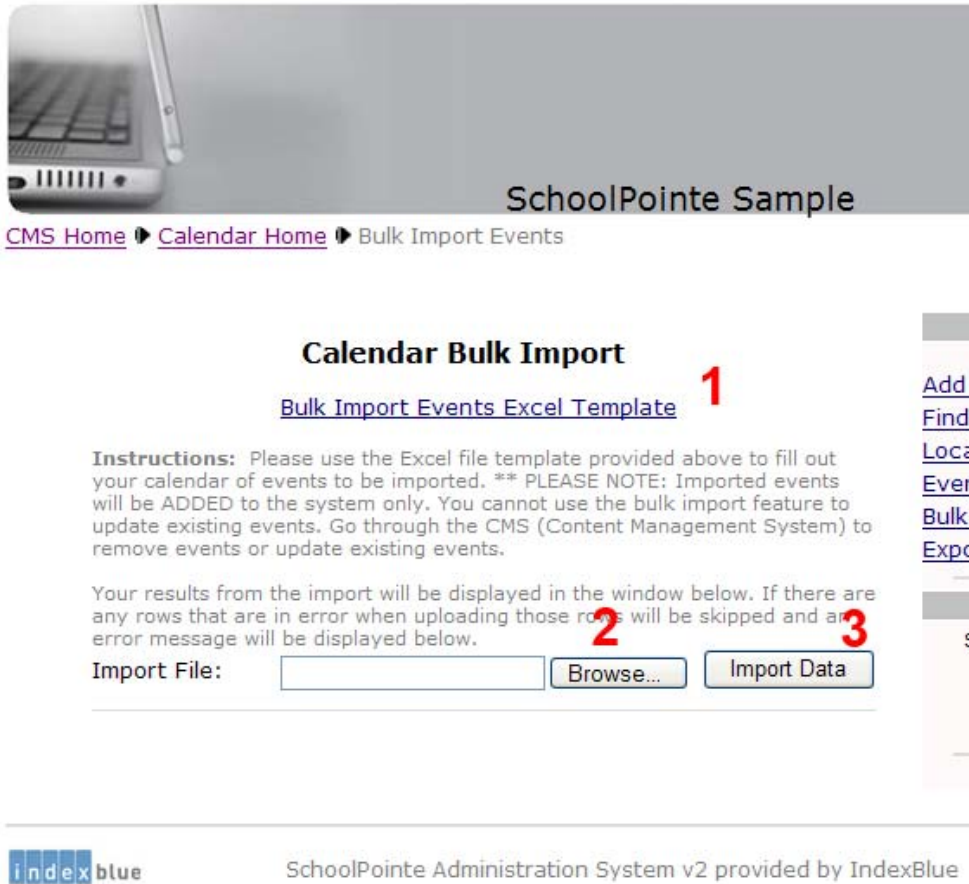
Calendar Management:
Calendar Homepage



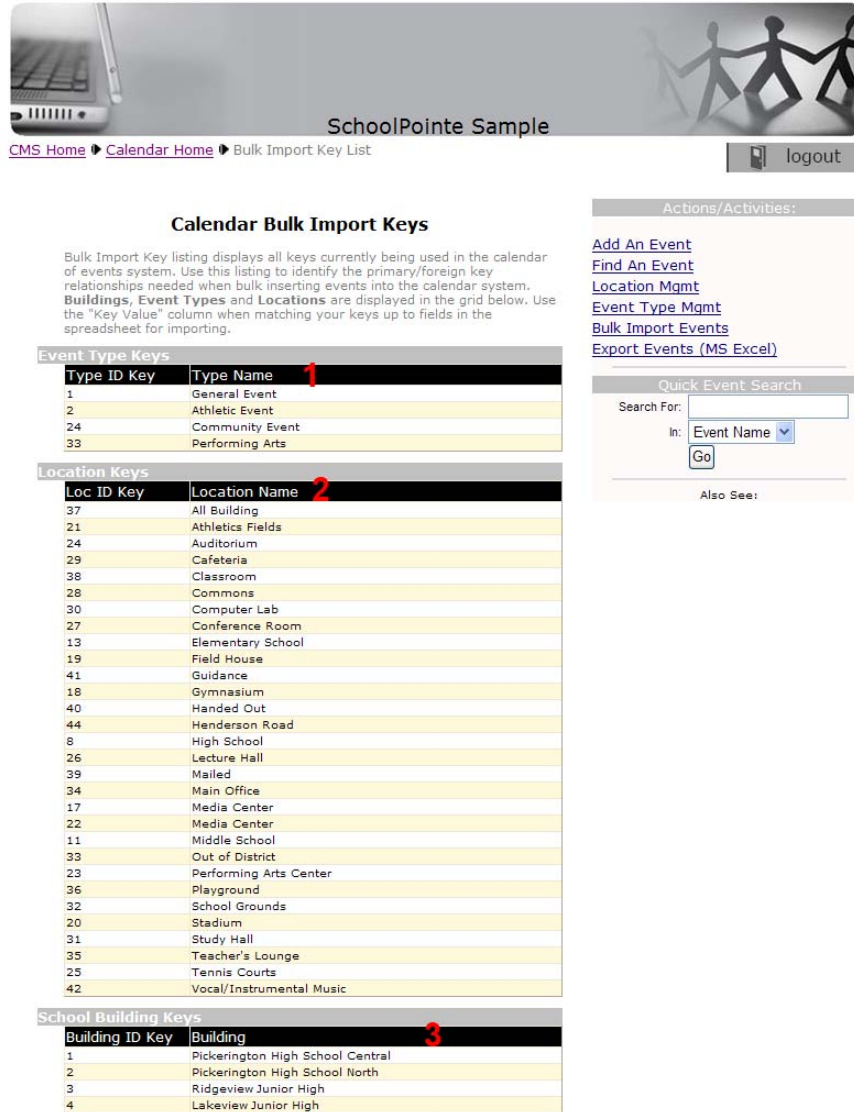
The screenshot shows the 'SchoolPointe Sample' CMS Home page. The main heading is 'Calendar Of Events Management'. Below this, there are several sections: 'Add A New Event' with links 'Add A Calendar Event (Quick)' (marked with a red 1) and 'Add A Calendar Event (Detail)' (marked with a red 2); 'Current Day's Calendar Of Events for 4/12/2007' (marked with a red 3) which contains a table of events; 'Bulk Import Management' with links 'Bulk Import Events' (marked with a red 4) and 'View Bulk Import Data Keys'; and 'Locations & Event Type Management' with links 'Location Management' (marked with a red 5) and 'Event Type Management'. The footer includes the 'indexblue' logo and the text 'SchoolPointe Administration System v2 provided by IndexBlue'.

Name	Starting	Ending	School	Type	
Parent Conferences	10/19/2006	10/20/2060	Ridgeview Junior High	General Event	Edit

- 1) Add a Calendar Event (Quick) – quick add for an event. Will not let you add the event to multiple calendars, no monthly calendar views and no attachments.
- 2) Add a Calendar Event (Detail) – this is the view that I demo. Allows the user to post all information about an event and gives a wider range of content posting including document attachments such as event flyers, permission forms, etc.
- 3) Current Day's Events – lists events occurring today to allow for quick edits or cancellations by using the edit link to the right of each event.
- 4) Bulk Import Management – the first link will allow you to download the bulk import in Excel and attach the file, once completed into the system. The second link acts as a legend for filling out the template – school id, location id, etc. This will be covered in the next section.
- 5) Locations & Event Type Management – location management is accessed here and near #6. This will allow you to add additional locations to the event database and be accessible through a dropdown box when adding events (Quick or Detail). Event type management is rarely used as the event types are set once the web

	site launches (District, athletic, general, etc.). 6 & 7) Allows you to find events. #6 is an advanced search area and #7 is a quick search area that has a minimum number of search options available through the drop down menu. 8) Export Events – this will dump all events into an Excel document. Allows for import into another calendar program to make custom calendars. This is a big selling point as not all the calendar systems allow for a full database export – but we do!
Calendar Management: Bulk Import	 1) Bulk import template – link to the bulk import template. This template once filled out should be saved to the desktop and then go to step 2. 2) Browse – click on this button to find the completed bulk import template, then double click on it. The path to the file will appear to the left of the button in the text box. 3) Click on the Import Data button to import all events from the template into the database. *Do not click the import data more than once or try to import the file again as there will be duplicates in the database. Also, before a template is uploaded have the user click on the support link and email the file to SP for review before posting for the first time.

Calendar Management: Bulk Import Keys



SchoolPointe Sample

[CMS Home](#) [Calendar Home](#) [Bulk Import Key List](#) [logout](#)

Calendar Bulk Import Keys

Bulk Import Key listing displays all keys currently being used in the calendar of events system. Use this listing to identify the primary/foreign key relationships needed when bulk inserting events into the calendar system. **Buildings, Event Types and Locations** are displayed in the grid below. Use the "Key Value" column when matching your keys up to fields in the spreadsheet for importing.

Event Type Keys

Type ID Key	Type Name
1	General Event
2	Athletic Event
24	Community Event
33	Performing Arts

Location Keys

Loc ID Key	Location Name
37	All Building
21	Athletics Fields
24	Auditorium
29	Cafeteria
38	Classroom
28	Commons
30	Computer Lab
27	Conference Room
13	Elementary School
19	Field House
41	Guidance
18	Gymnasium
40	Handed Out
44	Henderson Road
8	High School
26	Lecture Hall
39	Mailed
34	Main Office
17	Media Center
22	Media Center
11	Middle School
33	Out of District
23	Performing Arts Center
36	Playground
32	School Grounds
20	Stadium
31	Study Hall
35	Teacher's Lounge
25	Tennis Courts
42	Vocal/Instrumental Music

School Building Keys

Building ID Key	Building
1	Pickerington High School Central
2	Pickerington High School North
3	Ridgeview Junior High
4	Lakeview Junior High

Actions/Activities:

[Add An Event](#)
[Find An Event](#)
[Location Mgmt](#)
[Event Type Mgmt](#)
[Bulk Import Events](#)
[Export Events \(MS Excel\)](#)

Quick Event Search

Search For:

In:

Also See:

This section is accessed under Bulk Import Management > View Bulk Import Data Keys.

- 1) Event type keys – specified event types when we setup the SP site
- 2) Location keys – locations entered by SP initially when we bulk import your calendar data and any location that are entered through the "Location Mgmt" in the Actions/Activities area under Calendar Management.
- 3) School building keys – building keys for all schools in the district.

Calendar Management:
Add a Calendar Event (Detail)

SchoolPointe Sample
CMS Home • Calendar Home • Add Event • logout

Add A New Calendar Event
Instructions: Please provide as much information as you would like about your new event on the form below. There are many things you can include with your new event. If you omit a piece of information that is required you will be notified.

Event Basic Information

Name: **1**

Location: **2**
OR

Rich Text Editor

Location Mgmt **3**
[Add An Event](#)
[Find An Event](#)
[Event Type Mgmt](#)
[Bulk Import Events](#)
[Export Events \(MS Excel\)](#)

Quick Event Search
Search For:
In:

Also See:

Contact: **4**

Description/Directions:

Rich Text Editor

5

Type: **6**

Dates/Times: **Starting Date/Time** **Ending Date/Time**

April 2007							April 2007						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
25	26	27	28	29	30	1	25	26	27	28	29	30	1
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	15	16	17	18	19	20	21
15	16	17	18	19	20	21	22	23	24	25	26	27	28
22	23	24	25	26	27	28	29	30	1	2	3	4	5

 (mm/dd/yyyy format) (mm/dd/yyyy format)

 At (hh:mm format) At (hh:mm format)
 AM **8** AM
 NOTE: Leave blank for none NOTE: Leave blank for none

Calendar Event Placement (Schools)

Placement: ☐ Select All Locations **9**

- ☐ District Event
- ☐ Pickerington High School Central
- ☐ Pickerington High School North
- ☐ Ridgeview Junior High
- ☐ Lakeview Junior High
- ☐ Diley Middle School
- ☐ Harmon Middle School
- ☐ Fairfield Elementary
- ☐ Heritage Elementary
- ☐ Pickerington Elementary
- ☐ Violet Elementary
- ☐ Tussing Elementary
- ☐ Learning Steps Preschool

Calendar Event Document

Attachment: **10**

Doc Title:

11

- 1) Name – enter the name of the event (i.e. Basketball Game)
- 2) Location – a drop down box of all locations that are in the SP database. Additional locations may be entered in Location Mgmt (#3). If you do not select a location from the drop down box you can manually type in a location in the Rich Text Box under the drop down box and it will override the drop down box selection.
- 3) Location Mgmt. – area to enter additional frequently used locations that can be selected from the drop down for future use when entering events in Detail and Bulk methods.

	4) Contact – enter a person’s name, email address, phone number, etc. in this text box. 5) Description/Directions – area to type in a description for the event. Directions can be copied and pasted from MapQuest or Google Maps – copy and paste the URL into this window. 6) Type – select the type of event for this entry. For example, we usually have General, Athletic, Building type events. Selecting the type of event here is important because at the district calendar you can build a custom calendar view that specifies event type and building – so make sure to select the correct event type here. 7) Dates/Times – clickable monthly calendar views to select start date and end date. In addition, dates can be manually entered into the fields under the monthly calendar views. Events can span multiple days or weeks and will appear on each day within the date range that is selected. 8) Times are entered below the date fields. If an event is an all day event do not enter a start or end time. If you do not know an end time this field can also be left blank. 9) Calendar Event Placement – select all locations checkbox to post this event to all calendars including the district homepage. A “District event” is an event that appears on the main district homepage. All other checkboxes appear at each school building or on the selectable district calendar. 10) Calendar Event Document – area to attach documents to the individual event. Types of attachments are event flyers, permission forms, etc. The event document is accessible through the detail event view on the public side. 11) Save or Save & Close will post the event to the calendar.
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District
Managem
ent:
Superinten
dent's
Message

SchoolPointe Sample

[CMS Home](#) [District Home](#) [Superintendent's Message](#) [logout](#)

Superintendent's Message

Add A Message 1
[Click Here](#)

Current Message For Robert Thiede 2

Posting Date: (mm/dd/yyyy)

Is Active: ☒ 3

Content:

Welcome to School Pointe

4

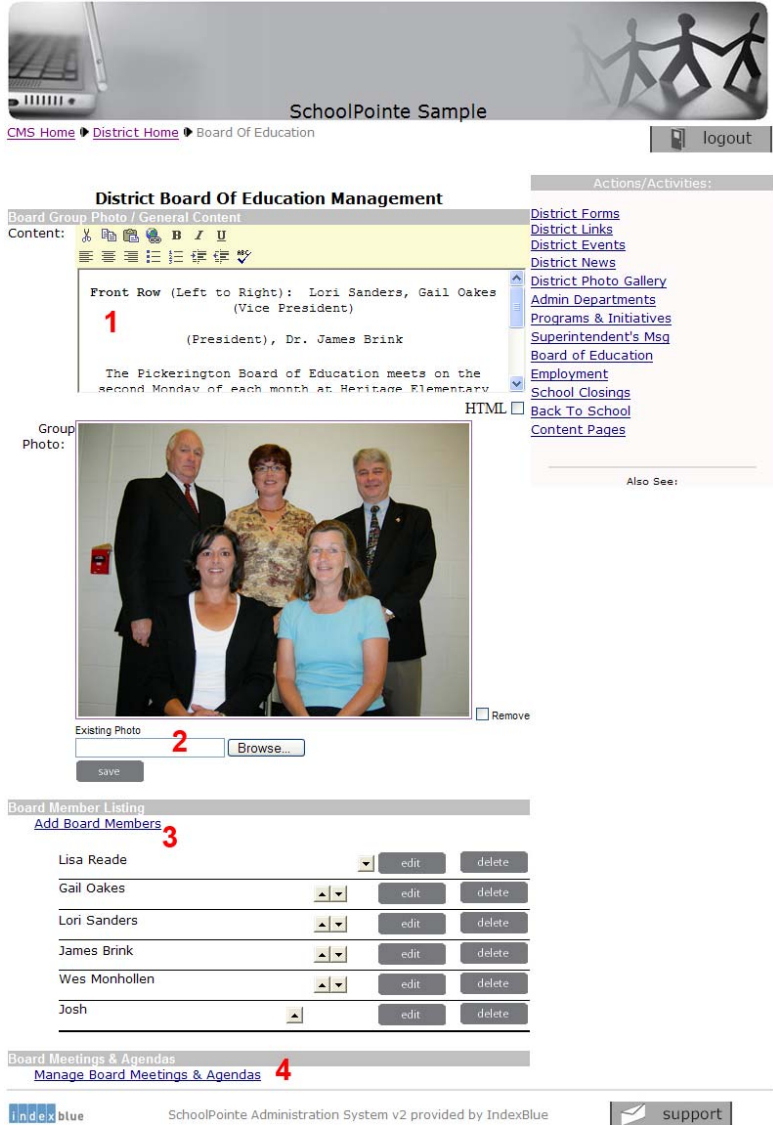
HTML ☐

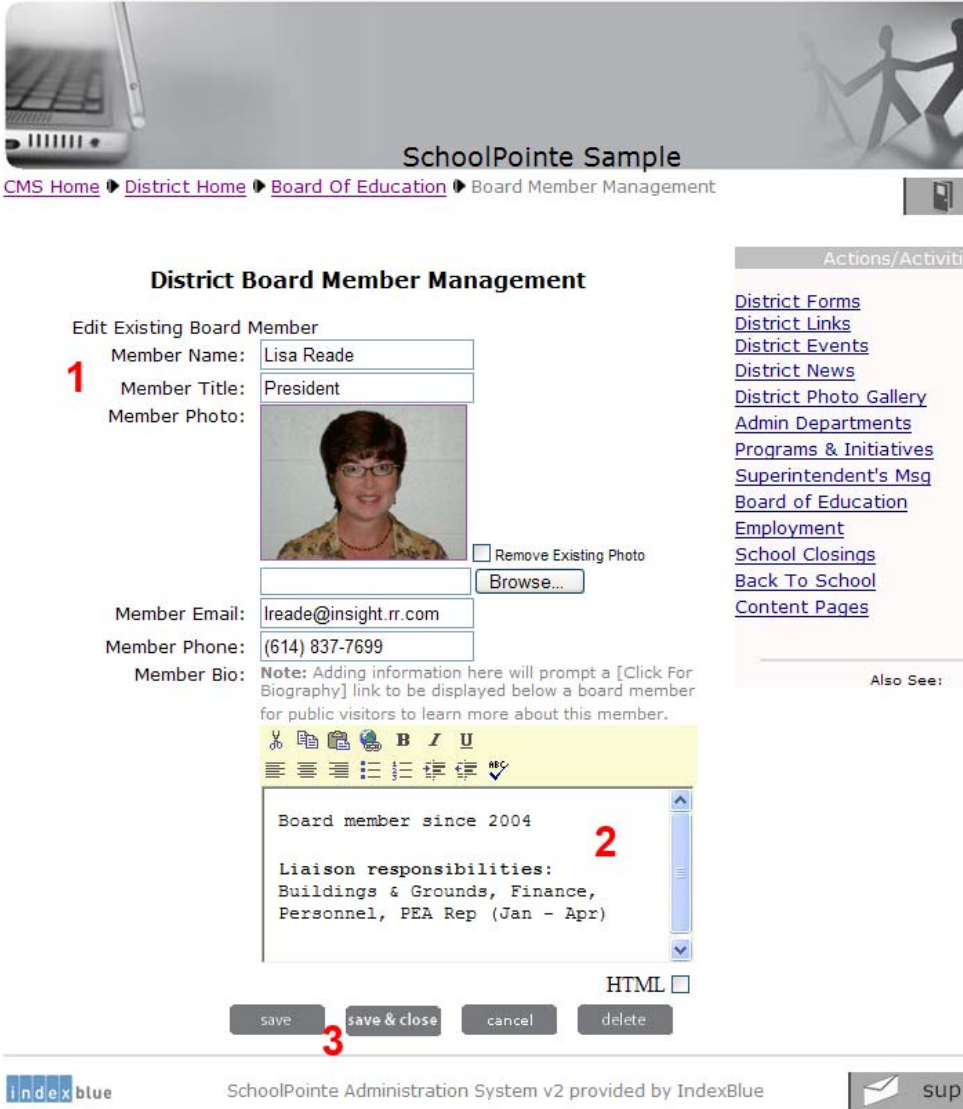
Attachment: 5 [Browse...](#) [save](#)

Archived Messages 6

Date	Current Msg?		
3/29/2007	Active	Edit	Delete
8/28/2006	Inactive	Edit	Delete
11/22/2006	Inactive	Edit	Delete
12/5/2006	Inactive	Edit	Delete
12/8/2006	Inactive	Edit	Delete
12/27/2006	Inactive	Edit	Delete
12/30/2006	Inactive	Edit	Delete
12/30/2006	Inactive	Edit	Delete
1/4/2007	Inactive	Edit	Delete
1/16/2007	Inactive	Edit	Delete
1/18/2007	Inactive	Edit	Delete
1/23/2007	Inactive	Edit	Delete

- 1) Add a message – click here to add message. Always add a new message when adding – you cannot start typing in the box until you click this. The existing message will automatically go into the archive once you click save (see #6).
- 2) Posting date – this is the date the message will appear on the site as long as the active box is checked below this area.
- 3) Is Active – this must be checked in order for the message to be displayed on the public site.
- 4) Content – area to copy and paste or compose superintendent's message. There is not a limitation in this area, but you do not want to write a book since people will not read it.
- 5) Attachment – click browse to find the item and attach it to the message. PDF documents, images, short video/sound files can be attached to all messages.
- 6) Archived Messages – area that stores all existing messages.

	Current Msg column shows what message is currently active. Editing an archived message will display the contents of the archived message for reposting or copying information into a new message.
District Management: Board of Education Homepage	 1) Board content – text box to describe the functions of the Board of education. Member information and general information should go here. This will appear with the group Board photo, if available. 2) Group photo – this is not required, but if available should be uploaded. When uploading the board photo it will auto-size for the correct page width. The photo can be removed by checking the box to the right of the photo and clicking save next to #2 3) Individual Board Members – the “Add Board Members” link allows you to add new board members to the CMS. All board members can be organized by using the up and down arrows. The edit screen follows this section and will detail the information that can be stored on each board member.
	1) Board content – text box to describe the functions of the Board of education. Member information and general information should go here. This will appear with the group Board photo, if available. 2) Group photo – this is not required, but if available should be uploaded. When uploading the board photo it will auto-size for the correct page width. The photo can be removed by checking the box to the right of the photo and clicking save next to #2 3) Individual Board Members – the “Add Board Members” link allows you to add new board members to the CMS. All board members can be organized by using the up and down arrows. The edit screen follows this section and will detail the information that can be stored on each board member.

	4) Board meetings and agendas – clicking here will allow you to setup the board schedule and allow you to associate board documents (minutes or agendas) to each board meeting. Board meetings will NOT be automatically added to the district calendar – currently two different sections and they are not connected. Will detail in the following pages.
District Management: Edit/Add Board Member	 SchoolPointe Sample CMS Home ▶ District Home ▶ Board Of Education ▶ Board Member Management District Board Member Management Edit Existing Board Member 1 Member Name: Lisa Reade Member Title: President Member Photo:  ☐ Remove Existing Photo Browse... Member Email: lreade@insight.rr.com Member Phone: (614) 837-7699 Member Bio: Note: Adding information here will prompt a [Click For Biography] link to be displayed below a board member for public visitors to learn more about this member. Board member since 2004 Liaison responsibilities: Buildings & Grounds, Finance, Personnel, PEA Rep (Jan - Apr) 2 HTML ☐ 3 save save & close cancel delete indexblue SchoolPointe Administration System v2 provided by IndexBlue
	Add/Edit Board Member screen 1) Text boxes to enter name, title, email and phone. This area will also allow you to upload a picture of the board member or remove the picture by clicking on “remove existing photo” and clicking save. Photo will be resized correctly for the page once uploaded. 2) Member Bio – Rich text box area to add board member biography and any links. This area can be extensive or brief as in this example. 3) Save & Close – will save the page and return you to the Board

	homepage.																																																																												
District Management: Board Meetings & Attachments	 CMS Home ▶ District Home ▶ Board Of Education ▶ Board Meetings & Attachments District Board Meetings & Attachments Add A Board Meeting Add A Board Meeting¹ Show Board Meetings Show All Meetings [Current & Previous Years]² Showing Current Meetings [7/1/2006 - 6/30/2007] <table><thead><tr><th>Date</th><th>Desc.</th><th> Edit³ </th><th>Delete</th></tr></thead><tbody><tr><td>6/11/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>5/7/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>4/16/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>4/11/2007</td><td>Regular Meeting</td><td>Edit</td><td>Delete</td></tr><tr><td>4/5/2007</td><td>Regular Meeting</td><td>Edit</td><td>Delete</td></tr><tr><td>3/12/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>2/12/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>1/8/2007</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>12/11/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>12/5/2006</td><td>Regular Meeting</td><td>Edit</td><td>Delete</td></tr><tr><td>11/16/2006</td><td>Regular</td><td>Edit</td><td>Delete</td></tr><tr><td>11/13/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>10/23/2006</td><td>District Office</td><td>Edit</td><td>Delete</td></tr><tr><td>10/9/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>9/25/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>9/11/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>8/14/2006</td><td>Heritage Elementary</td><td>Edit</td><td>Delete</td></tr><tr><td>8/10/2006</td><td>District Office</td><td>Edit</td><td>Delete</td></tr></tbody></table> indexblue SchoolPointe Administration System v2 provided by IndexBlue Action District Forms District Links District Events District News District Photo Gallery Admin Department Programs & Initiatives Superintendent Board of Education Employment School Closings Back To School Content Pages	Date	Desc.	Edit³	Delete	6/11/2007	Heritage Elementary	Edit	Delete	5/7/2007	Heritage Elementary	Edit	Delete	4/16/2007	Heritage Elementary	Edit	Delete	4/11/2007	Regular Meeting	Edit	Delete	4/5/2007	Regular Meeting	Edit	Delete	3/12/2007	Heritage Elementary	Edit	Delete	2/12/2007	Heritage Elementary	Edit	Delete	1/8/2007	Heritage Elementary	Edit	Delete	12/11/2006	Heritage Elementary	Edit	Delete	12/5/2006	Regular Meeting	Edit	Delete	11/16/2006	Regular	Edit	Delete	11/13/2006	Heritage Elementary	Edit	Delete	10/23/2006	District Office	Edit	Delete	10/9/2006	Heritage Elementary	Edit	Delete	9/25/2006	Heritage Elementary	Edit	Delete	9/11/2006	Heritage Elementary	Edit	Delete	8/14/2006	Heritage Elementary	Edit	Delete	8/10/2006	District Office	Edit	Delete
Date	Desc.	Edit³	Delete																																																																										
6/11/2007	Heritage Elementary	Edit	Delete																																																																										
5/7/2007	Heritage Elementary	Edit	Delete																																																																										
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2/12/2007	Heritage Elementary	Edit	Delete																																																																										
1/8/2007	Heritage Elementary	Edit	Delete																																																																										
12/11/2006	Heritage Elementary	Edit	Delete																																																																										
12/5/2006	Regular Meeting	Edit	Delete																																																																										
11/16/2006	Regular	Edit	Delete																																																																										
11/13/2006	Heritage Elementary	Edit	Delete																																																																										
10/23/2006	District Office	Edit	Delete																																																																										
10/9/2006	Heritage Elementary	Edit	Delete																																																																										
9/25/2006	Heritage Elementary	Edit	Delete																																																																										
9/11/2006	Heritage Elementary	Edit	Delete																																																																										
8/14/2006	Heritage Elementary	Edit	Delete																																																																										
8/10/2006	District Office	Edit	Delete																																																																										
	Board Meetings & Agendas 1) Add a Board Meeting – clicking here will return the next section. Allows you to setup multiple board meetings. Reminder – Board meetings will not be automatically added to the main district calendar. 2) Show All Meetings – archive section to view previous board meetings and edit content. The main page will only show the current year's board meetings. 3) Current Meetings – once you setup your Board meetings you can attach board documents (minutes and agendas). This screen allows you to edit existing board meetings by clicking on the edit next to #3. A quick delete is also available on this page.																																																																												

District Management: Manage Board Meetings & Documents

SchoolPointe Sample

[CMS Home](#) ► [District Home](#) ► [Board Of Education](#) ► [Board Meetings](#) ► [Add/Edit A Board Meeting](#)

Manage Board Meetings

Edit An Existing Board Meeting

1 Meeting Date: 6/11/2007 [View Calendar](#)
(mm/dd/yyyy format)

Meeting Time: 07 : 00 PM 2
Not Required

Description 3 Heritage Elementary

save 4 cancel delete

Board Meeting Documents:

5 [Add A New Document](#)

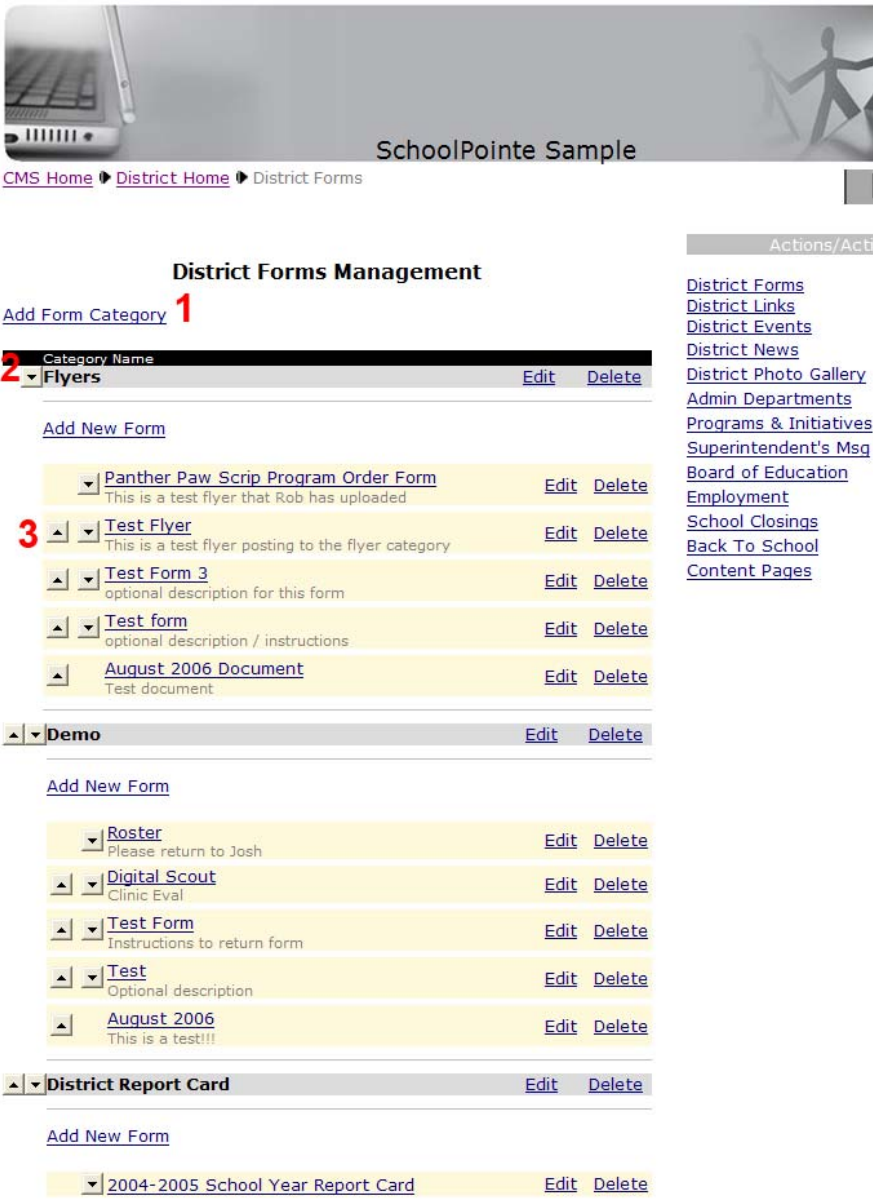
Doc Name	Filename	Type		
Minutes	0-August06.pdf	Minutes	Edit	Delete
Agenda	4-August06.pdf	Agenda	Edit	Delete

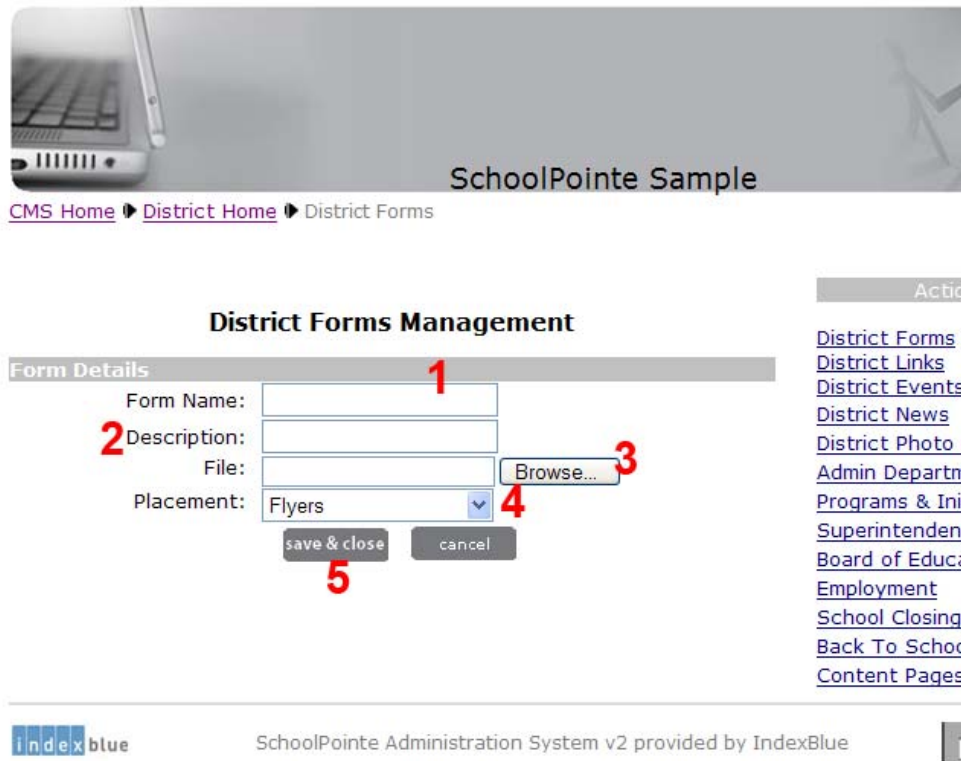
[District Forms](#)
[District Links](#)
[District Events](#)
[District News](#)
[District Photo C](#)
[Admin Departm](#)
[Programs & Init](#)
[Superintendent](#)
[Board of Educa](#)
[Employment](#)
[School Closings](#)
[Back To Schoo](#)
[Content Pages](#)

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Manage/Edit Board Meetings

- 1) Meeting Date – type in the board meeting date manually or select view calendar to select the date from a monthly pop-up window.
- 2) Meeting time – a not required field, but usually specified. If you do not want to show a time do not update the default time when the page loads.
- 3) Description – this will appear on the public side of the site. This area can be used to describe the board meeting (Regular, Special, Organizational, etc) or used for the location of the meeting.
- 4) Save – will save the board meeting and allow you to add Board Meeting documents once saved.
- 5) Add a New Document – clicking this will allow you to add board minutes or agendas. You will need to name your file, select the

	document type from the drop down (minutes or agendas) and click browse and find your file. Click save once completed.
District Management: Forms / Links	 District Forms Management Add Form Category 1 2 Category Name Flyers Edit Delete Add New Form Panther Paw Scrip Program Order Form Edit Delete This is a test flyer that Rob has uploaded 3 Test Flyer Edit Delete This is a test flyer posting to the flyer category Test Form 3 Edit Delete optional description for this form Test form Edit Delete optional description / instructions August 2006 Document Edit Delete Test document Demo Edit Delete Add New Form Roster Edit Delete Please return to Josh Digital Scout Edit Delete Clinic Eval Test Form Edit Delete Instructions to return form Test Edit Delete Optional description August 2006 Edit Delete This is a test!!! District Report Card Edit Delete Add New Form 2004-2005 School Year Report Card Edit Delete
	Forms & Links both at the district and building levels operate very similar. Each has categories, the ability to rank categories by the up and down arrows. Under each category you can upload multiple links or forms and sort them in order of importance by again using the up and down arrows. 1) Add Form Category – allows you to setup a new category to add forms under. A category will not appear if no forms are present. The categories operate the same for links (this example only demonstrates our forms section). 2) Category – each category is in light gray and can be ranked by clicking on the up and down arrows. Clicking delete will delete all forms under that category – there is not a delete confirmation pop-

	up so be careful when deleting categories. 3) Add new form – clicking this will allow you to upload a form once you name it and click browse to find the form. Clicking save will make a copy from your computer and upload it to our server. Each form can be ranked in order of importance and can also be deleted by clicking delete next to each form or category. This is detailed in the next section.
District Management: Forms / Links Add Form	 The screenshot displays the 'District Forms Management' interface. At the top, there's a header with 'SchoolPointe Sample' and navigation links like 'CMS Home', 'District Home', and 'District Forms'. The main section is titled 'District Forms Management' and contains a 'Form Details' form. The form has four main fields: 'Form Name' (labeled 1), 'Description' (labeled 2), 'File' (with a 'Browse...' button labeled 3), and 'Placement' (a dropdown menu labeled 4). Below these fields are 'save & close' (labeled 5) and 'cancel' buttons. A sidebar on the right lists various district resources like 'District Forms', 'District Links', 'District Events', etc. The footer shows the 'indexblue' logo and 'SchoolPointe Administration System v2 provided by IndexBlue'.
	Add New Form 1) Form Name – add a descriptive form name in this text box. The form name will be the link that the user clicks on when opening the form. All forms (and links) will open in new browser windows when clicked. This will allow the user to close that document/link and the district/building web site will still be available in the background. 2) Description – this is an optional field and can be used for directions or a detailed description about the form. This will appear under the form name on the public side of the site. 3) File – click browse and find your file. Double click your file and the path will appear in the text box. Once you click save it will copy the file up to the server. 4) Placement – will default to the category that you add the form/link into. You can override your selection by clicking on the drop box to select a different category. 5) Save & Close – will take you back to the forms homepage to allow you to setup additional categories or add additional forms.

District Management: Employment Home

SchoolPointe Sample

[CMS Home](#) ▶ [District Home](#) ▶ District Employment

District Employment

Available Jobs Posted 1

[Add A New Job Posting](#)

Job Title	Posted	Exp Date		
Bus Driver	4/5/2007	4/15/2007	Edit	Delete
Sales Manager	4/11/2007	4/21/2007	Edit	Delete
Teacher	1/12/2007	5/1/2007	Edit	Delete

General Employment Forms

Add A New Form

Document: [Browse...](#)

Title/Desc: 3

Is Active: ☐

Expiration:
(mm/dd/yyyy)

[add](#)

Existing Forms 4

Rank	Title	Exp Date	Active?		
▼	Homeland Security DMA form	12/31/2010	True	Edit	Delete
▲▼	Application Addendum	8/20/2010	True	Edit	Delete
▲▼	Teacher Application	8/20/2010	True	Edit	Delete
▲▼	Support Services Application	8/10/2010	True	Edit	Delete
▲▼	Coaching Application	8/20/2010	True	Edit	Delete
▲▼	Volunteer Coaching Application	8/20/2010	True	Edit	Delete
▲	Frequently Asked Questions	8/20/2010	True	Edit	Delete

Actions/Links

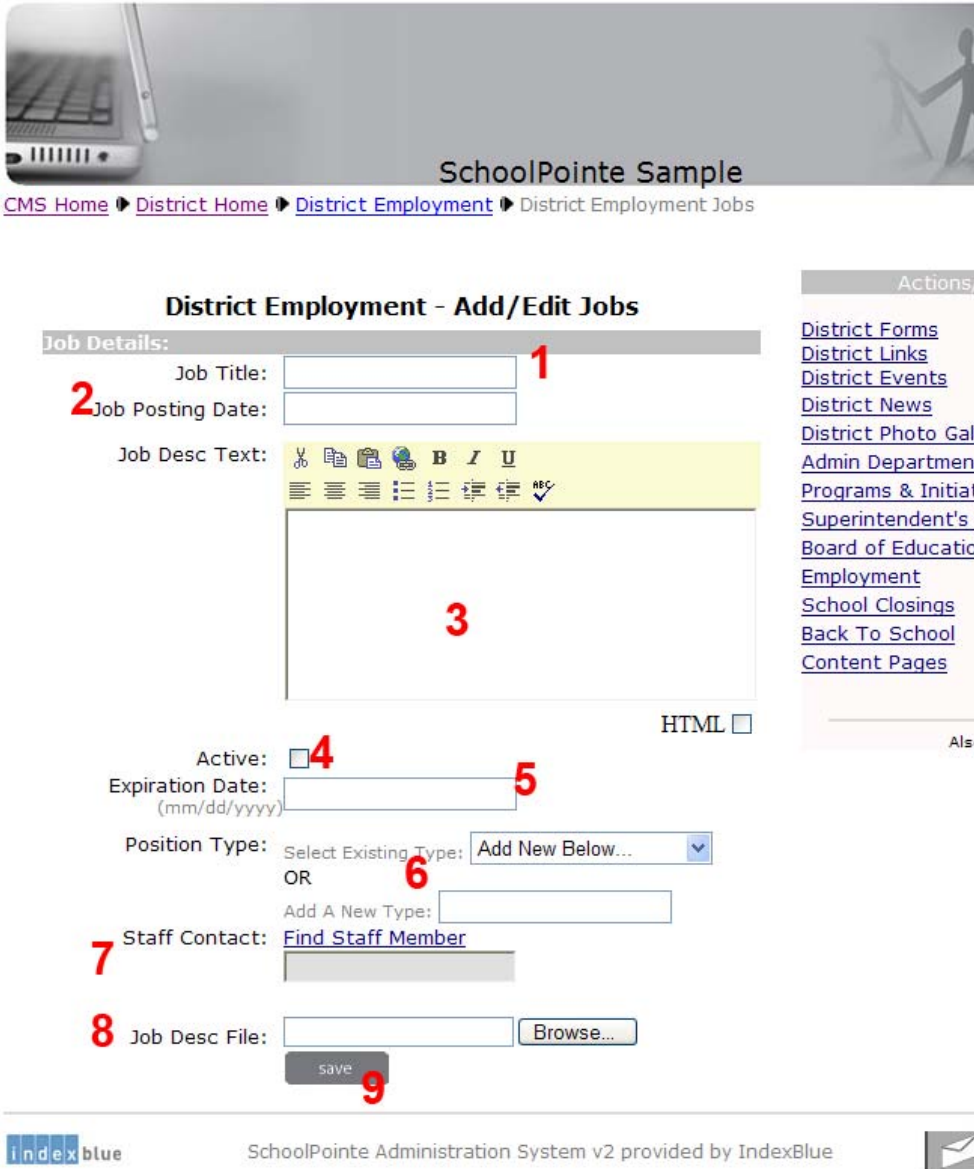
- [District Forms](#)
- [District Links](#)
- [District Events](#)
- [District News](#)
- [District Photo Gallery](#)
- [Admin Department](#)
- [Programs & Initiatives](#)
- [Superintendent's Message](#)
- [Board of Education](#)
- [Employment](#)
- [School Closings](#)
- [Back To School](#)
- [Content Pages](#)

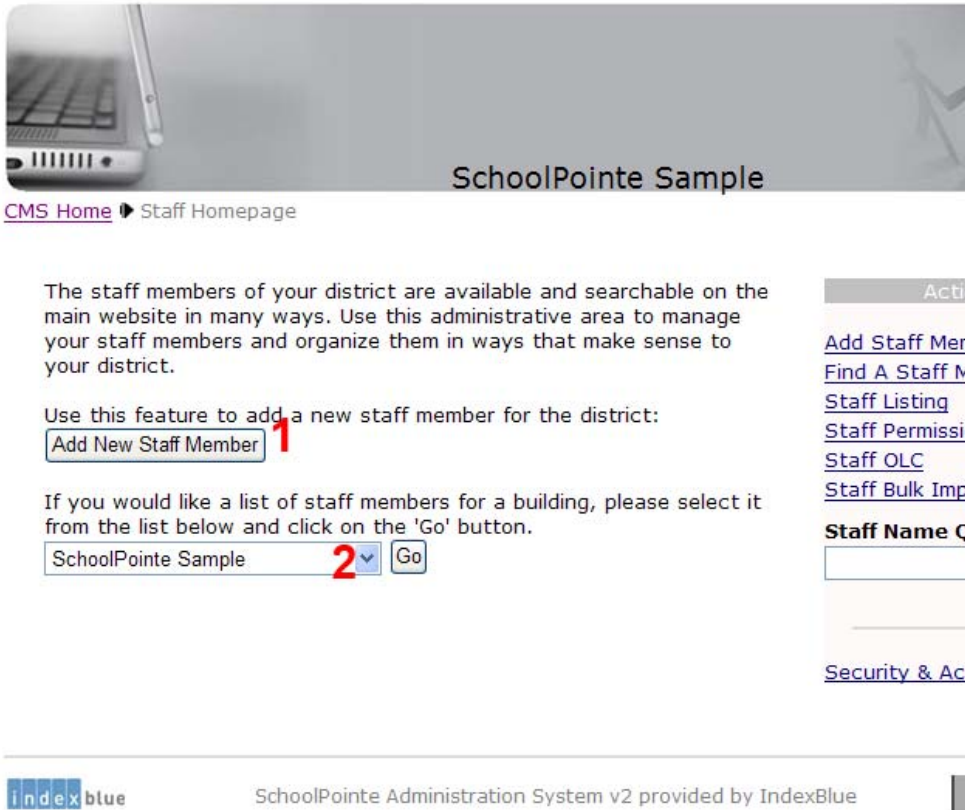
Also

indexblue SchoolPointe Administration System v2 provided by IndexBlue

District Employment

- 1) Add a New Job Posting – allows you to add a new job posting. All job postings feature posting and expiration dates. When a job posting expires it will be saved in the CMS for reposting – they will not be deleted until delete is clicked next to the posting. This is detailed in the next section.
- 2) Job postings – this is the area that will hold all active and archived job postings. You can make edits/deletes to the right of each posting.
- 3) General Employment Forms – these forms will appear on the public side next to the active job postings. Click browse, find your form then title it, select active and set the expiration date for the form to archive when that date occurs, then click Add. If a form will be current for multiple years put the future expiration date in no

	matter how long into the future it occurs (i.e. 2/5/2015). 4) Existing Forms – all forms that have previously been upload into the CMS. All forms can be ranked by the up and down arrows next to each form. Expiration dates appear next to the form name. Active column with true in the field means that a form is showing on the public side of the site. Also, edit/delete next to each form.
District Management: Employment – Add/Edit Jobs	 SchoolPointe Sample CMS Home ▶ District Home ▶ District Employment ▶ District Employment Jobs District Employment - Add/Edit Jobs Job Details: Job Title: 1 Job Posting Date: 2 Job Desc Text:  3 HTML ☐ Active: ☐ 4 Expiration Date: 5 (mm/dd/yyyy) Position Type: Select Existing Type: Add New Below... v OR 6 Add A New Type: Staff Contact: Find Staff Member 7 Job Desc File: Browse... 8 save 9 indexblue SchoolPointe Administration System v2 provided by IndexBlue Actions District Forms District Links District Events District News District Photo Gal Admin Departmen Programs & Initiat Superintendent's Board of Educatio Employment School Closings Back To School Content Pages
	District Employment – Add/Edit Jobs 1) Job Title – text box to title the job posting (i.e. Bus Driver, Teacher, etc.) 2) Job Posting Date – official date the job posting should display. This date is static and will not post the job posting on that date. 3) Job Desc Text – Rich text box to describe about the job. This area can accommodate unlimited text and the official job posting

	should be attached at #8 in PDF format. 4) Active – this must be checked in order for the job posting to be visible on the public side of the site. 5) Expiration Date – this is the date that the posting will disappear from the public side of the site and become archived in the CMS. This date will also show on the public side once posted. 6) Position Type – select an existing position type from the drop down box (classified, certificated, etc.) or type in a new type if you cannot find the type in the drop down box. Once save is clicked (#9) the position type will be available next time in the drop box. 7) Staff Contact – if you would like to associate the job posting with a staff member for contact purposes (email link to the staff member) then click “Find Staff Member”. This will bring up a box to find a staff member by last name. Type in the last name and click submit to find the correct staff member. 8) Job Desc File – click browse, find your file and double click on the file. This is the area to attach an official job posting in PDF format and it will display under the job posting. 9) Save – click save to post the job posting to the public side as long as the active checkbox is checked and the expiration date is in the future.
Staff Management Homepage	 The staff members of your district are available and searchable on the main website in many ways. Use this administrative area to manage your staff members and organize them in ways that make sense to your district. Use this feature to add a new staff member for the district: Add New Staff Member 1 If you would like a list of staff members for a building, please select it from the list below and click on the 'Go' button. SchoolPointe Sample 2 Go indexblue SchoolPointe Administration System v2 provided by IndexBlue
	Staff Management 1) Add New Staff Member – click here to add a new staff member

screen (this is detailed in the next section).

2) Location Selection – select your location from the drop down box to view all staff members associated to that building/location. Once you select the location there are edit/delete options next to each staff member for quick edits.

3) Find A Staff Member – detailed search to find staff members. Use this option or use #4 for a quick search.

4) Staff Name Quick Search – type in the last name of a staff member and click go. It will display all the staff members with the last name on the next screen. You can type in one character or multiple characters of the last name (i.e. “sm” for “smith”).

5) Staff Bulk Import – click here to download the staff bulk import template and upload the completed template. This functionality works very similar to the events bulk import.

Staff Management:
Add A New Staff Member

SchoolPointe Sample

[CMS Home](#) ▶ [Staff Home](#) ▶ Add A Staff Member

log

Add A New Staff Member

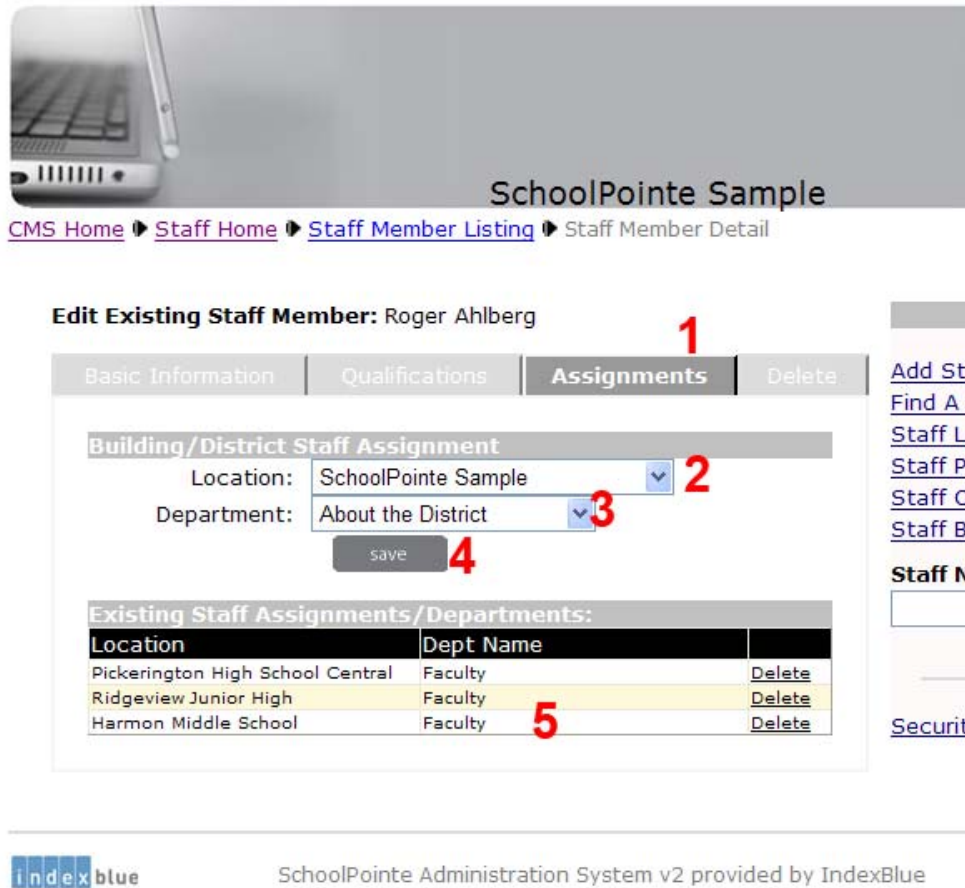
Basic Information	Qualifications	Assignments
First Name: Middle Name: Last Name: Title: 1 Email Addr: Phone Num: Fax Num: Large Photo: 2 Browse... Small Photo: 3 Browse... Bio Text: 4 HTML ☐ 5 save		

Actions/Activities:

- [Add Staff Member](#)
- [Find A Staff Member](#)
- [Staff Listing](#)
- [Staff Permissions](#)
- [Staff OLC](#)
- [Staff Bulk Import](#)

Also See:

- [Security & Access](#)

	Add A New Staff Member 1) Basic Information – text boxes to enter information about the staff member. First name, last name and email are required before you click on save at the bottom. 2 & 3) Large Photo & Small Photo – not required, but photos can be added for each staff member. Photos should be added fro the superintendent, principals and department heads as they will show up on pages designated for each of these people. Large photo should only be added for the Online Classroom while the small photo area is used for the other photos (staff directory, department pages, etc.). 4) Bio Text – area to enter additional information for the staff member. If the staff member has an existing external web address this can also be entered in the bio area. 5) Save – click save and proceed to the Assignments tab at the top of the page. THIS IS CRITICAL because you need to assign the staff member or they will not be found in the staff directory since the system will not know how to find them.												
Staff Management: Staff Assignments tab (after entering Basic Information)	 SchoolPointe Sample CMS Home ▶ Staff Home ▶ Staff Member Listing ▶ Staff Member Detail Edit Existing Staff Member: Roger Ahlberg 1 Basic Information Qualifications Assignments Delete Building/District Staff Assignment Location: SchoolPointe Sample 2 Department: About the District 3 save 4 Existing Staff Assignments/Departments: <table><thead><tr><th>Location</th><th>Dept Name</th><th></th></tr></thead><tbody><tr><td>Pickerington High School Central</td><td>Faculty</td><td>Delete</td></tr><tr><td>Ridgeview Junior High</td><td>Faculty</td><td>Delete</td></tr><tr><td>Harmon Middle School</td><td>Faculty</td><td>Delete</td></tr></tbody></table> 5 indexblue SchoolPointe Administration System v2 provided by IndexBlue	Location	Dept Name		Pickerington High School Central	Faculty	Delete	Ridgeview Junior High	Faculty	Delete	Harmon Middle School	Faculty	Delete
Location	Dept Name												
Pickerington High School Central	Faculty	Delete											
Ridgeview Junior High	Faculty	Delete											
Harmon Middle School	Faculty	Delete											
	Assignments Tab 1) Assignments tab – click on the Assignments tab after you save Basic Information from previous section. This tab is CRITICAL												

	because you always need to assign a new staff member to a location and department or they will be lost in the system if you navigate to another page! 2) Location – this drop down will contain the district location and all buildings also. You must first select a location then the second drop down for departments will populate with the correct departments (this might take a second or two). 3) Department – this drop down will contain the departments for the location that is selected from the locations drop down located above it. Select the correct department and save (#4) 4) Save – pressing this save button will add this staff member to the location and department that you specify above. You can add staff members to multiple buildings by repeating Steps 1-4. This is handy if the staff member works at multiple buildings within the district as they can be found from each location in the staff directory on the public side. 5) Existing Staff Assignments – as you click save you staff assignments will appear in this area. As you notice in this example this staff member is assigned to three buildings. Each assignment can be deleted by clicking on the delete to the right of each assignment.
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School Building Management



SchoolPointe Sample

[CMS Home](#) ► Building Detail Page

There are many features you can work with to modify your district's school buildings. Through this system you can manage and maintain information about your building's forms, links, and current news articles. In addition you can modify the principal's message, school achievement sections, the building phone directory and school events.

Please begin by selecting a school below.

Name	Address	City	Zip	
Pickerington High School Central	300 Opportunity Way	Pickerington	43147	Select
Pickerington High School North	7800 Refugee Road	Pickerington	43147	Select
Ridgeview Junior High	130 Hill Road South	Pickerington	43147	Select
Lakeview Junior High	12445 Ault Road	Pickerington	43147	Select
Diley Middle School	750 Preston Trails Drive	Pickerington	43147	Select
Harmon Middle School	12410 Harmon Road	Pickerington	43147	Select
Fairfield Elementary	13000 Coventry Avenue	Pickerington	43147	Select
Heritage Elementary	100 East Street	Pickerington	43147	Select
Pickerington Elementary	775 Long Street	Pickerington	43147	Select
Violet Elementary	8855 Education Drive	Pickerington	43147	Select
Tussing Elementary	7117 Tussing Road	Reynoldsburg	43068	Select
Learning Steps Preschool	130 Hill Road South	Pickerington	43147	Select

1

1) Clicking on Building Management from the CMS will bring you to this page that lists the buildings that you are assigned to currently. Logged in as a system administrator you should be able to click on select next to each building to edit building information.

School
Building
Managem
ent:
Building
Homepage



[CMS Home](#) ▶ [Building Home](#) ▶ Pickerington High School Central

 [logout](#)

Building Details



Pickerington High School Central
300 Opportunity Way

Pickerington OH 43147
General School Email:
School Hours of operation 7:15 A.M. -5:00 P.M.

[edit](#)

Actions/Activities:

[Building Forms](#)
[Building Links](#)
[Building Events](#)
[Building News](#)
[Building Photo Gallery](#)
[Newsletters](#)
[School Achievement](#)
[Building Food Service](#)
[Principal's Msg](#)
[Content Pages](#)

Building Phone Directory

Phone Number	Type	
614-798-8921	Absence Hotline:	Edit
(614) 833-3046	Athletic Office:	Edit
(614) 833-3036	Attendance:	Edit
614-798-2199	DSN Fax:	Edit
(614) 833-3067	Fax Guidance:	Edit
(614) 833-3062	Fax:	Edit
(614) 833-3038	Guidance:	Edit
(614) 833-3025	Main:	Edit
(614) 833-3040	Media Center:	Edit

[add](#)

(To add a new phone number to the directory)

Building Departments

Name	Email	Dept Head	
Faculty		andy Canter	Edit
Math			Edit
Principal		Chuck Kemper	Edit
School Profile		andy Canter	Edit
Science			Edit

[add](#)

(To add a new department to this school)

Building Principal & Asst's

First Name	Last Name	Type	
Chuck	Kemper	Principal	Delete
Tammy	Bader	Asst. Principal	Delete

[add](#)

(To assign a new building principal or assistant principal)

School Building Management: Building Details	
--	--

School Building Management: Building Phone directory	 SchoolPointe Sample CMS Home ▶ Building Home ▶ Pickerington High School Central ▶ Edit School Phone Directory Building Phone Directory Phone #: Directory Category: Absence Hotline: ▼ save save & close cancel New Category Acti Building Home Forms Links Events Current News Newsletters Principal Msg Achievement  indexblue SchoolPointe Administration System v2 provided by IndexBlue
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School
Building
Managem
ent:
Building
Departmen
ts

SchoolPointe Sample

[CMS Home](#) ▶ [Building Home](#) ▶ [Pickerington High School Central](#) ▶ [Edit School Departments](#)

Manage Building Departments

1

☐ Department Is Active

Department Name:

Staff Contact: [Find Staff Member](#) **2**

Dept Page Content: **B I U x²**

x₂ ABC **3**

HTML ☐

Department Email:

Department Photo: ☐ Remove Existing Photo

Actions/AC

- [Building Forms](#)
- [Building Links](#)
- [Building Events](#)
- [Building News](#)
- [Building Photo Gallery](#)
- [Newsletters](#)
- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)

indexblue SchoolPointe Administration System v2 provided by IndexBlue

School Building Management: Building Principal's / Asst. Principals



Pickerington High School Central
300 Opportunity Way

Pickerington OH 43147
General School Email:
School Hours of operation 7:15 A.M. -5:00 P.M.

[edit](#)

- [School Achievement](#)
- [Building Food Service](#)
- [Principal's Msg](#)
- [Content Pages](#)

Building Phone Directory

Phone Number	Type	
614-798-8921	Absence Hotline:	Edit
(614) 833-3046	Athletic Office:	Edit
(614) 833-3036	Attendance:	Edit
614-798-2199	DSN Fax:	Edit
(614) 833-3067	Fax: Guidance:	Edit
(614) 833-3062	Fax:	Edit
(614) 833-3038	Guidance:	Edit
(614) 833-3025	Main:	Edit
(614) 833-3040	Media Center:	Edit

[add](#) (To add a new phone number to the directory)

Building Departments

Name	Email	Dept Head	
Faculty		andy Canter	Edit
Math			Edit
Principal		Chuck Kemper	Edit
School Profile		andy Canter	Edit
Science			Edit

[add](#) (To add a new department to this school)

Building Principal & Asst's

First Name	Last Name	Type	
Chuck	Kemper	Principal	Delete
Sammy	Bader	Asst. Principal	Delete

[add](#) (To assign a new building principal or assistant principal)

Assign A New Principal

Staffmember: [3](#)

Last Name: [4](#) [Go](#)

Type: Principal [5](#)

[save & close](#) [cancel](#)