

CREATING TEACHER WEBPAGES

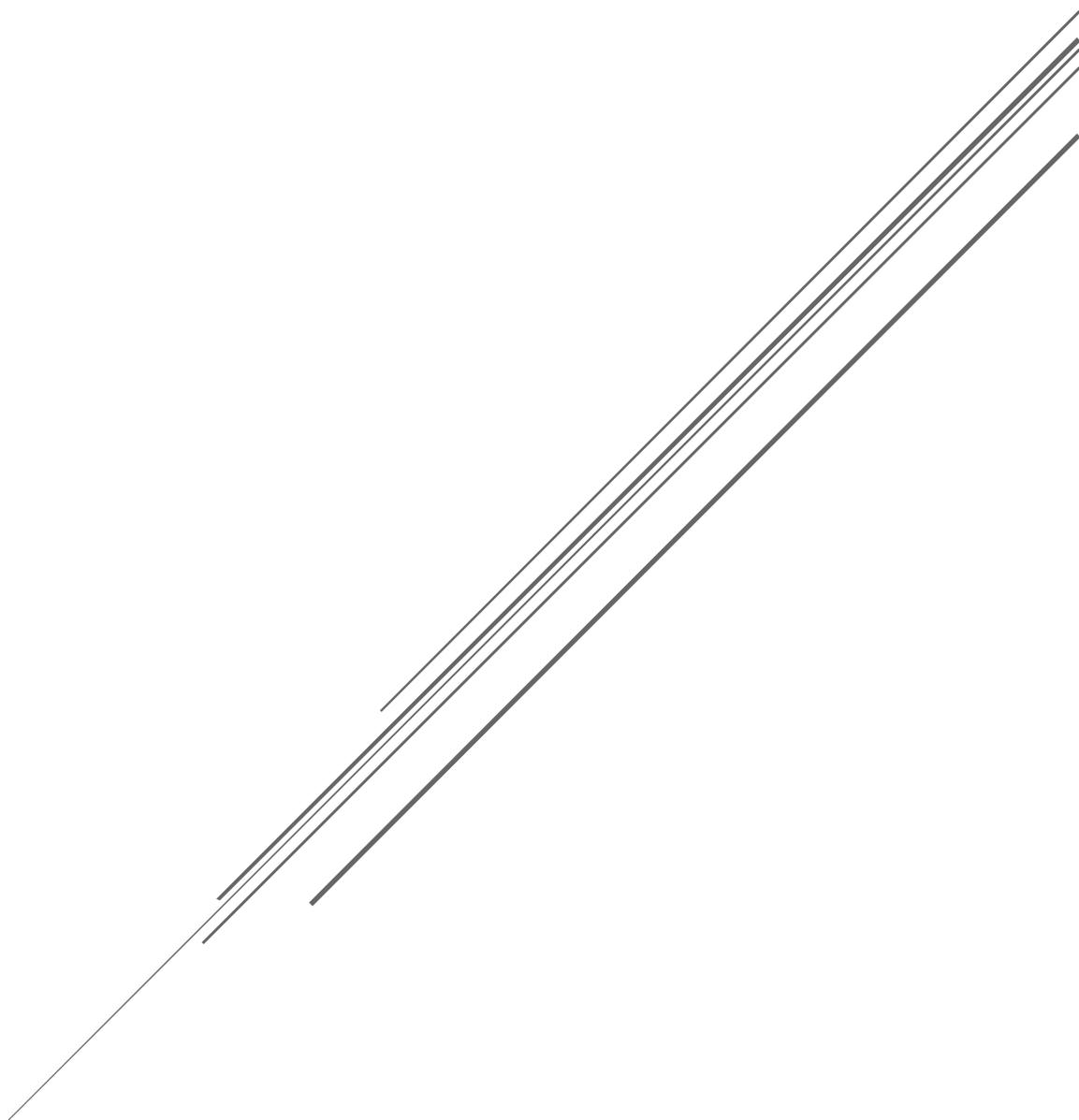


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Creating Teacher Webpages

APPS

About Teacher App

This app is a great welcome page. It helps students and parents get to know more about you. Use this app to display your photo, contact information, degrees and certificates.

Announcements App

This app is ideal for broadcasting brief, short-term messages. An Announcement App is a go-to app on Site and Subsite homepages. Announcement Apps can also serve as a useful tool on a teacher's section landing page, an athletic section landing page, a club section landing page and a department section landing page.

The display duration option allows you to specify the time frame when the announcement displays on your page. This functionality is helpful for entering announcements that are in the future or that will be reused from year to year.

Article Library App

This app is used to build collections of articles that generally have the same topic or theme. Use this app to showcase content. Here are some examples of how you might use this app to create, organize and showcase items.

- Sports highlights
- Newsletters
- Classroom news
- Student work
- Subject-based content

Assignment App

This app makes posting assignments a snap. This app is used to post homework, in-class or extra credit assignments. The Assignment App makes it easy to provide instructions and supporting resources for your assignments without being concerned the handout won't make it home in the backpack.

This offers a great opportunity to coach students on organizational skills.

Use the option to post assignments to a calendar in your section. Students can view the calendar for a quick reference of their assignments and due dates.

- Set a due date to display on your section calendar.
- Add a category to the assignment. This will assist students in quickly locating items on the page.
- Provide detailed directions that can include images, attachments and hyperlinks.
- Attach a handout to the assignment. This ensures papers aren't lost in the backpack on their way home.

Blog App

This app is a great conversation starter. Blogs usually include entries on personal observations, event descriptions, multimedia files, links or other material. Create a blog posting so that others can comment and rate it. There are settings to limit viewers, participants and to approve commenting before it is posted to the website.

Increase engagement by adding images, hyperlinks and video to your posts. Customize your blog with sidebar and tagging options.

Blogs are a great tool to involve students in discussions around learning. Teachers that use blogs discover that some students are more active in classroom dialogue when blogging and share more details than they do in classroom discussion.

Blogs also serve as a helpful communication tool between school and home. Teachers and Administrators can use the

Blog App to share what is happening in the classroom and school, about special events and it's a great way to introduce classroom or schoolwide guidelines that you would like all families to know.

Calendar App

This app is an efficient organizational tool. There are calendars available at all levels of your site - Site Workspace, Subsite Workspace, Channel Workspace and Section Workspace. Site Directors can make an event on the Site Workspace Calendar mandatory and the event displays on all calendars.

There are many functions available when creating events. In addition to adding a date and time to an event you can enter an event description, select a category for the event, make events recurring and require registration for events.

You can import events to a calendar using a comma separated value (CSV) file. You can also set up sync with Google Calendar integration.

All visitors who view a calendar on your website have access to these features.

- Display a calendar using Monthly, Weekly, Daily and List views
- View Calendar Categories and identify what each represents
- Utilize iCal
- Include events from other calendars
- Print an event or a calendar
- Export a single event or a group of events
- In addition to the above, registered users who sign in have access to these features.
- View right-protected events
- Register for events
- Review and manage their event registrations

Content App

This app is the go-to app for adding text to your page. The Content App is used to add text, images and links to your page. It also pulls styles from your template and provides you with a simple and clean editing experience.

The Content App is adaptive which means the content you enter looks great when viewed on any device.

Discussion App

This app is effective in facilitating conversations. Use the Discussion App to introduce topics of conversation. You can add one or several topics within the app.

If you have Social Media Framework, activating Commenting and Rating offers opportunity for collaboration.

Document Viewer App

This app is handy for displaying documents. The Document Viewer App displays a document on your page that can be viewed by visitors without additional software.

The Document Viewer App, powered by GoogleDocs™ Viewer, allows you to display a document on a page on your end-user website without the worry of embedding and adjusting code within the editor. You add a Document Viewer App to your page, edit the app and Browse to locate the document that you want to display.

Embed Code App

This app is awesome for embedding code on your page.

The most popular use of the Embed Code App is to insert third-party embed code and render it locally on your end-user website. Many third party services such as YouTube™ or TeacherTube® provide embed code for objects such as videos that are posted on their sites. This code normally includes code for a player as well. You can use this code to insert or embed the video and its player into a page on your site. Visitors can then watch the video on your page and not have to navigate to the site where the video is hosted in order to view it.

This app can also be used to enter custom code to display on your site. An example is the Back button you find on the bottom of the pages on Share.

File Library App

This app organizes collections of files that generally have the same topic or theme. There are many uses for this app. Here are some examples of how you might use this app to create, organize and showcase items.

- Newsletters
- Classroom news
- Student work
- Meeting minutes
- Meeting agendas
- Financial reports for meetings

Heading App

This app displays a heading on your page. The Heading App supports your efforts to design pages that look great on mobile devices. Use the Heading App to add a heading to a page and your device recognizes it as a heading and displays it appropriately.

Image App

This app inserts an image on your page. The Image App supports your efforts to design pages that look great on mobile devices. Use the Image App to add an image to a page and your device recognizes it as an image and displays it appropriately.

Link Library App

This app displays links to websites for you to share. Generally, it is used to create a collection of website links on a particular topic. It can be useful to enter a description to display with the link.

Display duration is a valuable function when you want to schedule links to display on your page during specified dates.

Here are some ideas of ways you can use a Link Library.

- Provide trusted websites for students to gather data for a research project.
- Offer links to websites that provide opportunities for additional practice in the subject you teach.
- Direct students to online lessons they will watch when using a Flipped Classroom approach.
- Display a list of links to frequently used teacher websites for teachers to reference.

MiniBase App

This app is used to create searchable lists. With the MiniBase App you can create, manage and deploy searchable lists for use by the visitor to your page. Although, you do not need to set up MiniBase as a searchable database; you can simply use it to create organized lists of information.

Importing data from a CSV file allows you to update the data in your MiniBase in a snap.

This app is a fantastic tool in the classroom for tracking projects, creating schedules, making an e-scrapbook and displaying large lists of links or books. MiniBases are useful for administrative functions as well. Use a MiniBase to organize and display meeting minutes or agendas, schedules, documents, directories, lists of places and more!

Photo Gallery App

This app welcomes visitors with rotating photos. Images of classroom activities, field trips, guest speakers and more engage parents and other visitors with your classroom activities at a deeper level. Increase interest in your site by adding new photos regularly.

Add some kick to your photo gallery by integrating music, modifying the transition delay or editing the fade style to add further interest.

Podcast App

This app is used to add digital audio and video files to your page. Enter details such as description, episode length and tags to provide visitors with details they want to see.

This is a great way to share recordings such as band or choir performances, athletic competitions, and speeches. Engage parents in your classroom learning when you post files of students reading books, classroom discussions and more!

Premium Video App

This app is used to build a collection of videos on your page. You can choose to upload videos and save them to the site or you can choose to copy and paste the embed code of videos posted on third party sites.

Visitors to your website watch your videos without having to wait for them to download or having to navigate a third party site to view them.

Q&A App

This app is used to post Questions & Answers on your page. Q&A App is most frequently used for adding FAQ's. There are other creative uses too. Use the Q&A App to create a study guide or a pretest.

Site Shortcuts App

This app is used to build quick links to other material on your site or other websites. Direct visitors to important content with one click.

Site Shortcuts are generally used on a Site or Subsite home page. This would also be great on a Teacher home page.

Table App

Tables are a way to arrange data in rows and columns to provide a visual representation of information. They can be simple, for example, roster of students and grade level. They can also be multi-dimensional, for example, a multiplication matrix where the intersection of the values in a column and row is the product of the row and column header values.

Wiki App

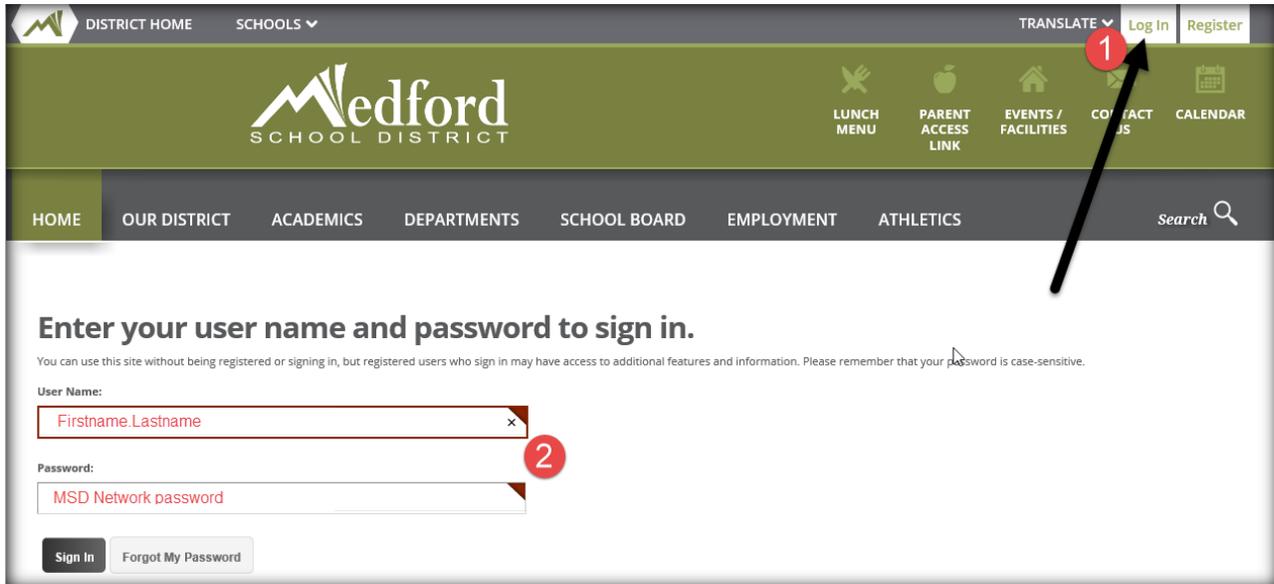
This app offers collaborative content contribution. Wikis facilitate community building with content being added and edited by the learning community.

The Simple Wiki App allows registered users to openly add, edit and delete content on the end-user website. Any visitor can view it however, only users who sign in can edit it.

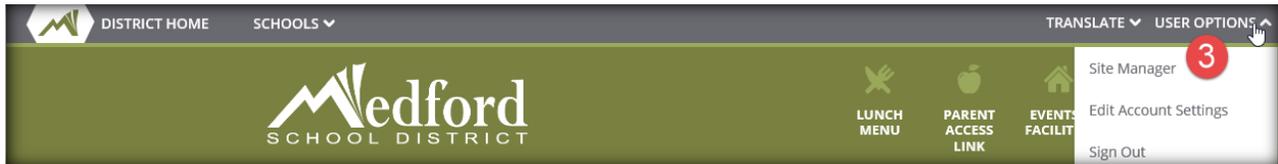
Access a Section

Here's how you access your Section.

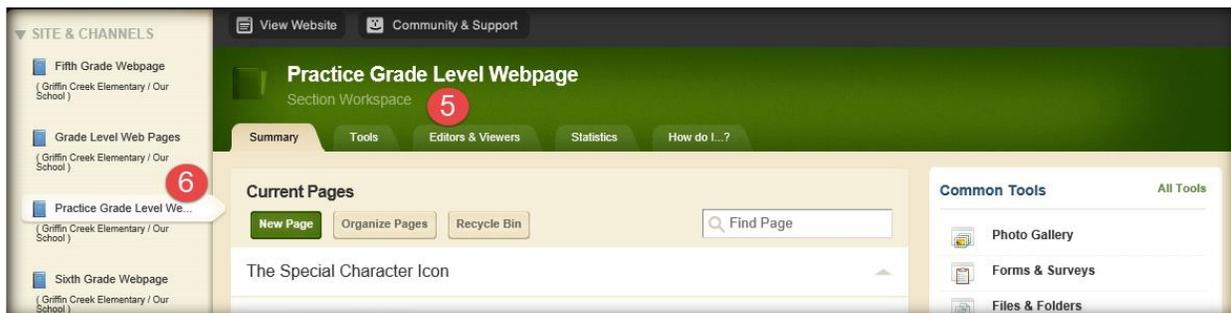
1. Log in on the MSD Site www.medford.k12.or.us
2. Use your MSD network credentials to logon.
 - a. Your first logon creates an account for you in Schoolwires



3. Site Manager displays on the **MyStart Bar** under the User Options menu. Click **Site Manager**.



4. The **Section Workspace** displays in **Site Manager**.
5. The Content Browser on the left displays other workspaces for which you have **Editorial Privileges**.



In this window you will see the pages that have been predesigned for teachers.

1. Welcome page using the About Teacher App.
2. Teacher's Calendar using the Calendar Page (default) App.
3. With an added Flex Editor App (for daily schedule).
4. Homework page using the Assignment App.
5. Classroom Photos using the Photo Gallery App.
6. Daily Schedule using the Flex Editor App.

The screenshot shows the 'Practice Grade Level Webpage' interface. On the left is a 'SITE & CHANNELS' sidebar with links to 'Fifth Grade Webpage', 'Grade Level Web Pages', 'Practice Grade Level We...', and 'Sixth Grade Webpage'. The main content area is titled 'Practice Grade Level Webpage Section Workspace' and includes tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below these is a 'Current Pages' section with buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', and a search bar labeled 'Find Page'. The main content area displays a tutorial for 'The Special Character Icon' with a visual of a toolbar icon and a text box explaining its use. Below the tutorial is a table of pages:

STATUS	PAGE		
Activate	Welcome	1	Actions
Activate	Teacher's Calendar	2	Actions
Activate	Homework	3	Actions
Activate	Helpful Resources	4	Actions
Activate	Classroom Photos	5	Actions
Activate	Daily Schedule	6	Actions

On the right side, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (All Comments), and 'Total Visits' (a line graph showing visits from 7/2015 to 11/2015).

Notice that you can click the Activate button to make any page Inactive and vice versa.

The Actions button gives you access to some additional menu options.

- Edit Page – lets you change the apps & layouts
- Page Options – allows you to set how the page displays, the display duration, background image and advanced settings.
- Get Link – gives you the web address for that page to copy it to your clipboard.
- Copy Page
- Move Page
- Delete
- Set Viewers

The screenshot shows the 'Actions' menu, which is a dropdown list of options: 'Edit Page', 'Page Options', 'Get Link', 'Copy Page', 'Move Page', 'Delete', and 'Set Viewers'. Each option has a small 'Actions' icon next to it.

How Do I...

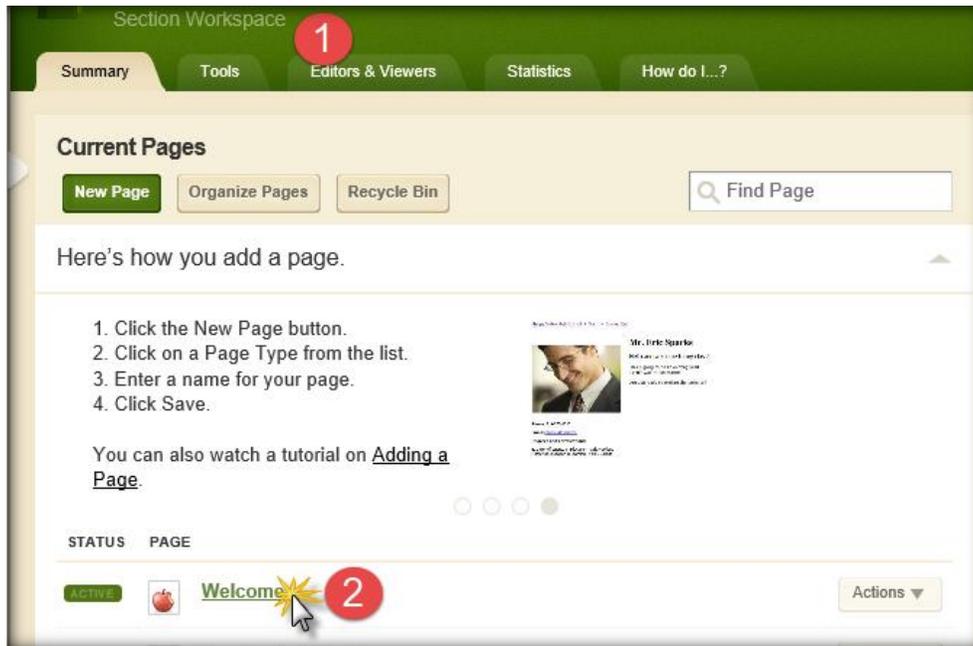
Within Schoolwires Site Manager you have 24/7/365 access to the How Do I tab.

Use it to find articles, video tutorials, help cards, guides, workbooks and sample files that help you learn how to use Schoolwires.

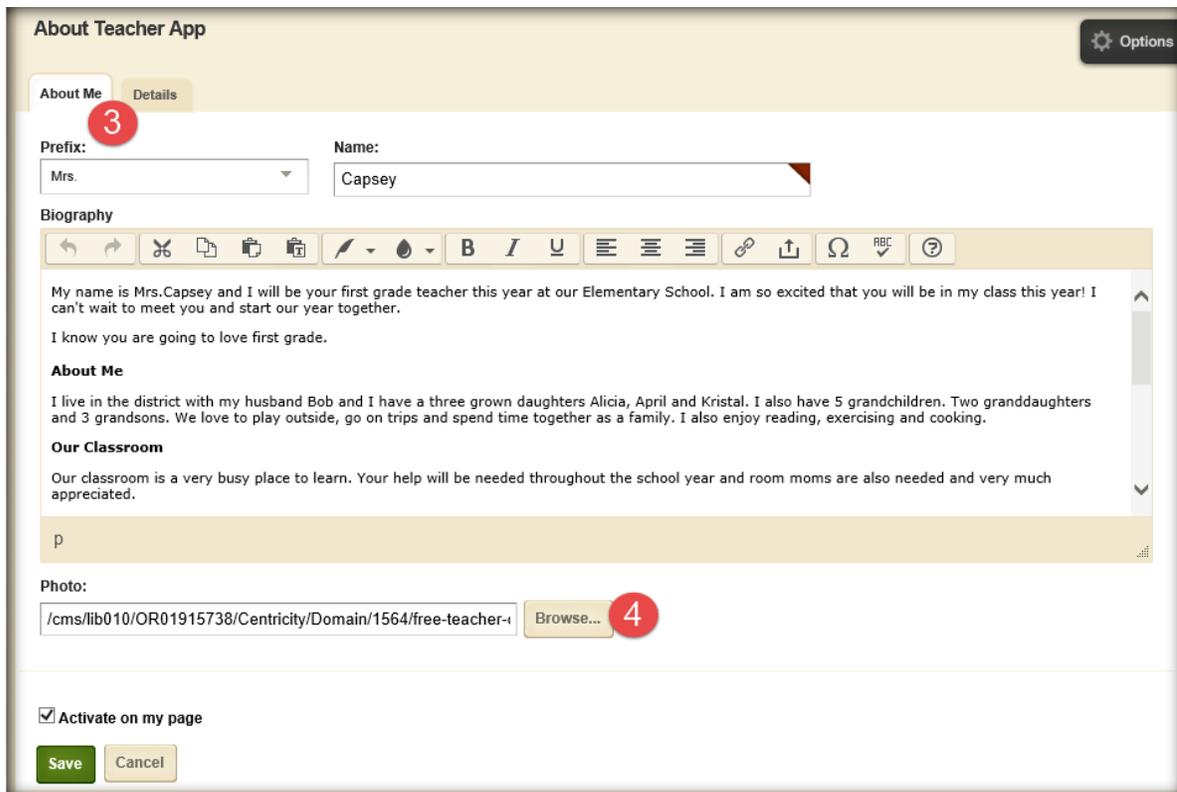
The screenshot shows the 'Practice Grade Level Webpage' interface. At the top, there is a green header with the title 'Practice Grade Level Webpage' and 'Section Workspace'. Below the header is a navigation bar with tabs: 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. The 'How do I...?' tab is circled in red, and a red arrow points from it to a search box in the help content below. The search box contains the text 'help'. Below the search box, there are three main sections: 'Help Articles', 'Interactive Video Tutorials', and 'Additional Resources'. The 'Help Articles' section includes 'Hot Topics Billboard' and 'How Do I...? Tab Frequently Asked Questions (FAQs)'. The 'Interactive Video Tutorials' section includes 'Section Workspace Overview'. The 'Additional Resources' section includes 'App & Page Types Help Card', 'Assignments App Help Card', and 'Back To School Help Card'. At the bottom left, there is a 'Suggest a Topic' button.

About Teacher App

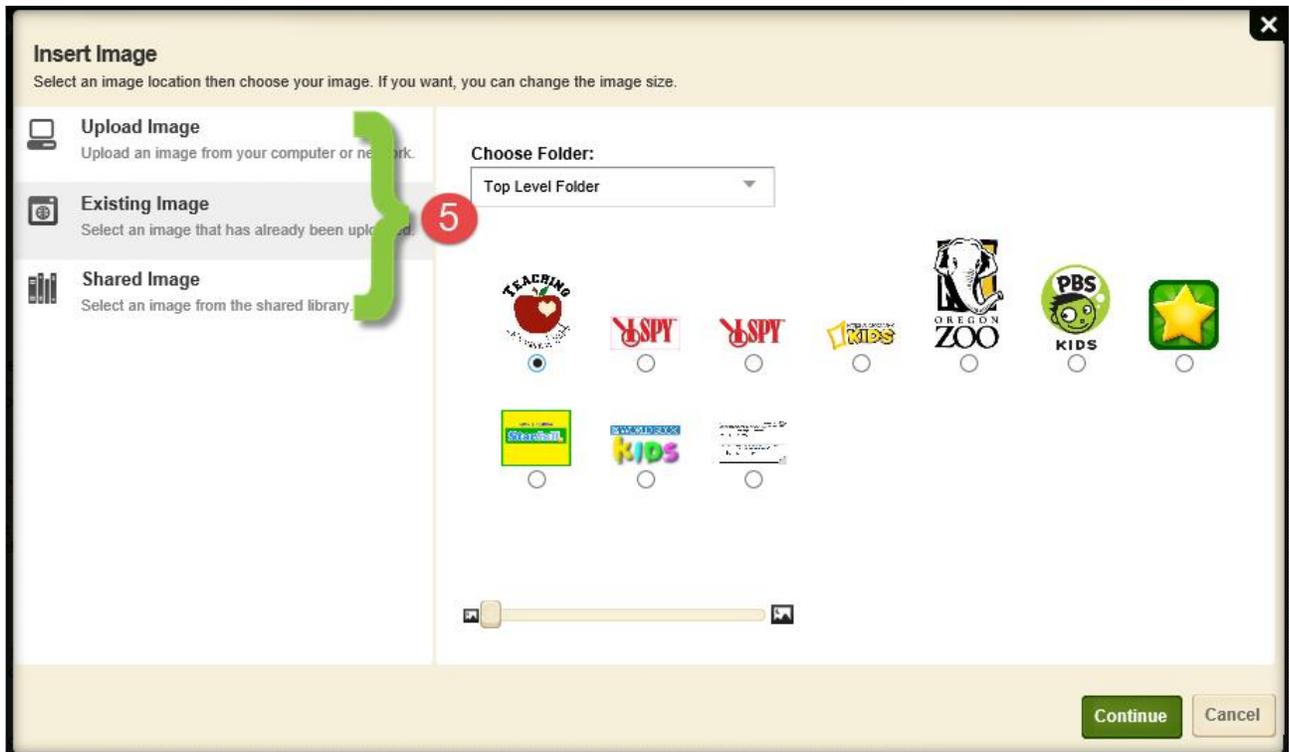
1. Access the Section Workspace.
2. Click the page name to open the page in edit mode.



3. The About Teacher App will open. On the About Me tab, select a Prefix and enter your name and biography.
4. To add a Photo, click Browse to select the image you want to insert.



5. You have the options to upload an image from your computer, select an existing image from your website, or select a shared image. Once you have selected the image you want to insert, click Continue.



6. You are then given the option to edit the image attributes. Once finished click Insert Image.

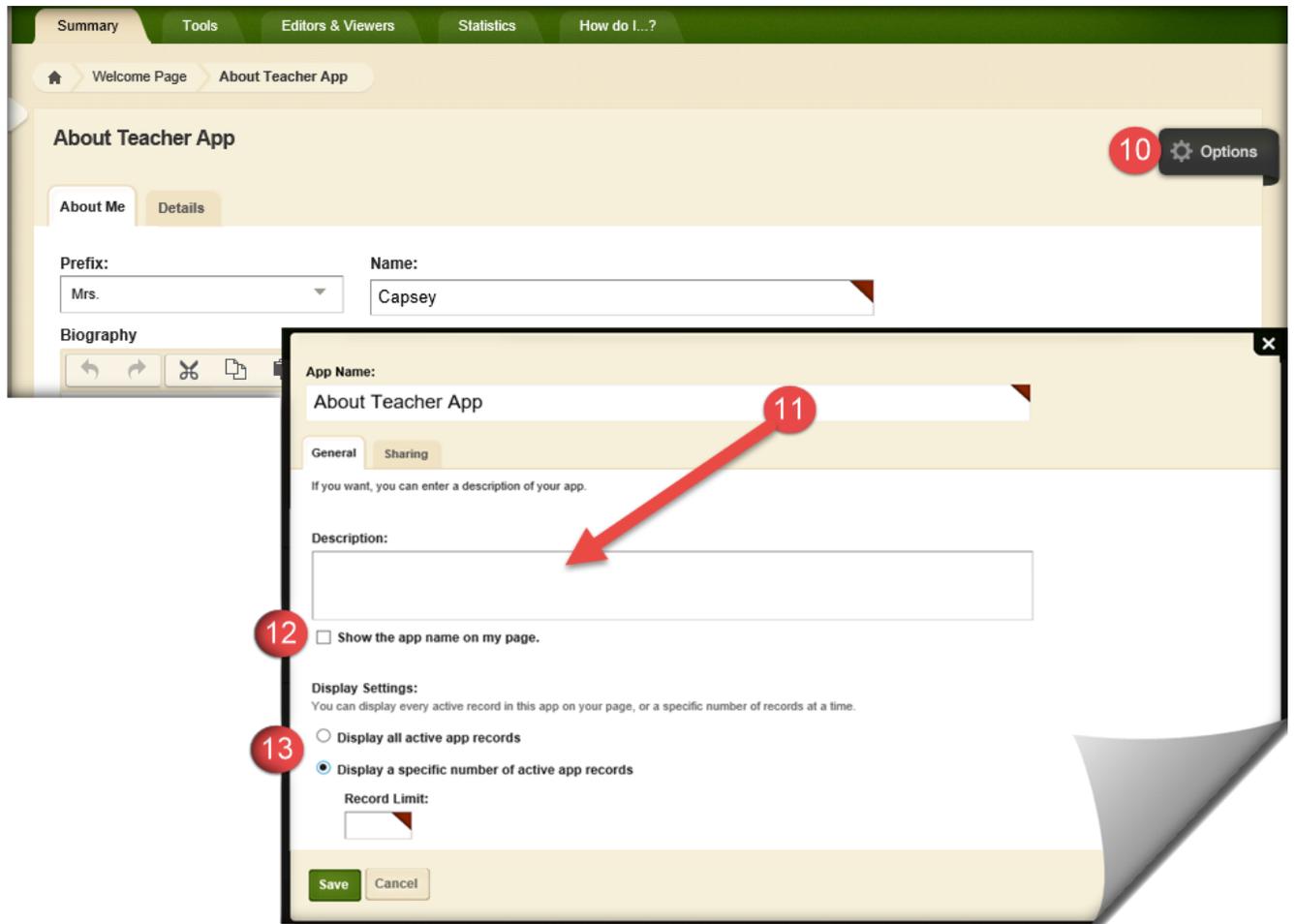


7. On the Details tab, enter your email address, phone and degrees and certifications.

8. Click Save.
9. By default the Activate on my page checkbox is selected. I suggest that you uncheck Activate on my page while working on the app. Remember to activate it when you have completed work on your app.

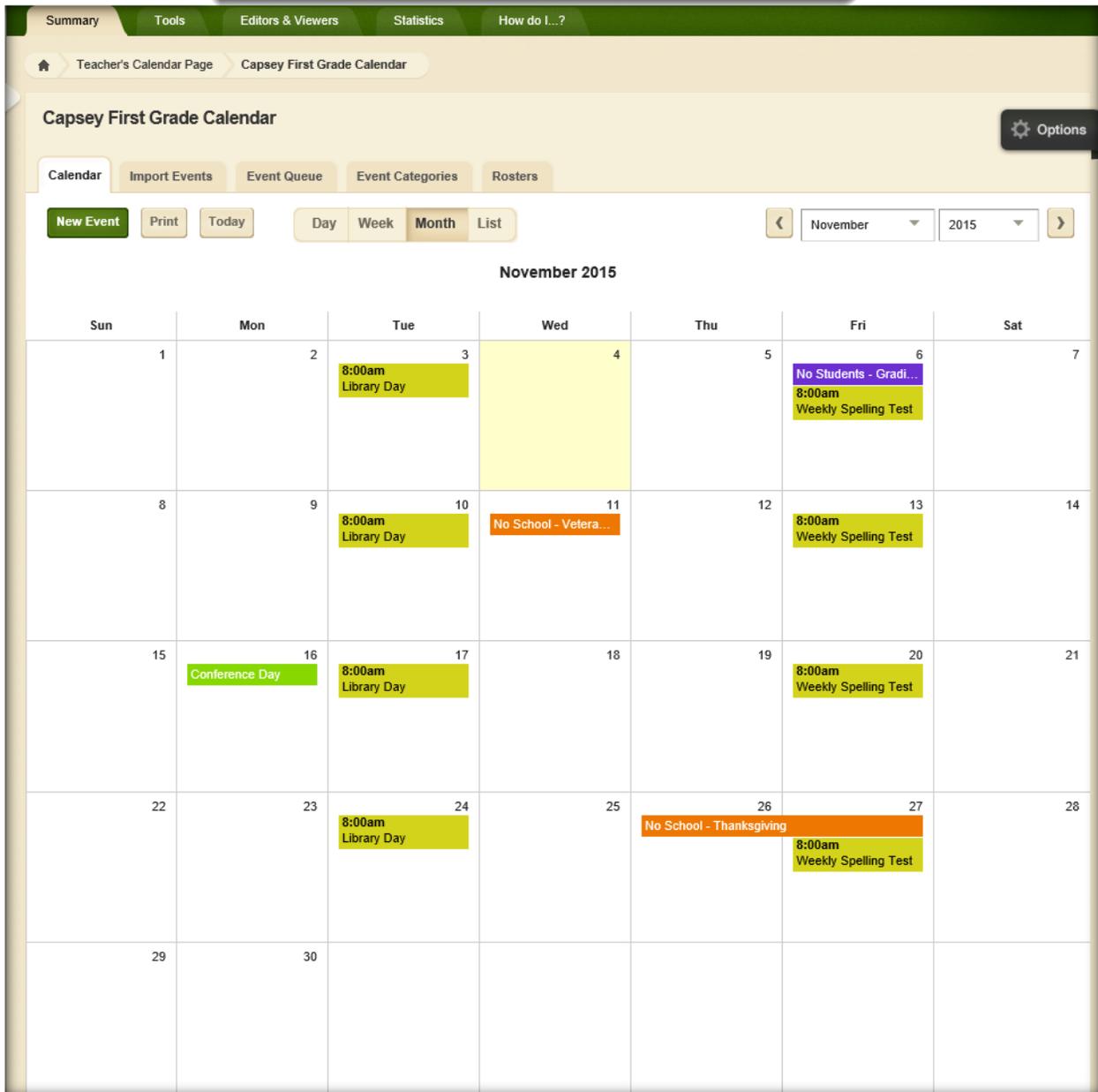
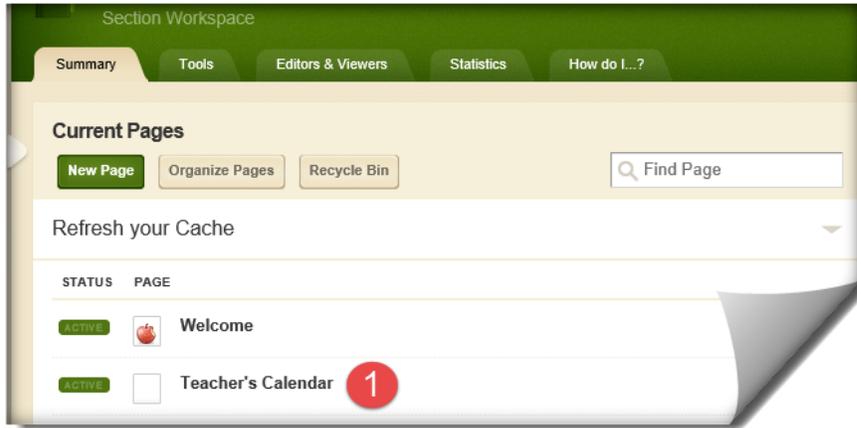
The screenshot shows the 'About Teacher App' interface. At the top, there is a title 'About Teacher App' and an 'Options' button with a gear icon. Below the title, there are two tabs: 'About Me' and 'Details'. The 'Details' tab is active and highlighted with a red circle containing the number '7'. The form contains three input fields: 'Email' with the value 'beth.capsey@medford.k12.or.us', 'Phone' with the value '541-842-1111', and 'Degrees and Certifications' with the value 'Yale - Early Education'. At the bottom of the form, there is a checkbox labeled 'Activate on my page' which is checked, highlighted with a red circle containing the number '9'. Below the checkbox are two buttons: 'Save' (highlighted with a red circle containing the number '8') and 'Cancel'.

10. Clicking the Options button opens a new window.
11. Here you can name the App and enter a description for the app.
12. Check the box to Show the app name on my page.
13. Display Settings allows you to show all active app records or a specific number of active app records.
14. Click Save.



Calendar

1. In Section Workspace, click the Teacher's Calendar link to open the calendar in edit mode.



Adding an Event

There are three ways to add events to your calendar:

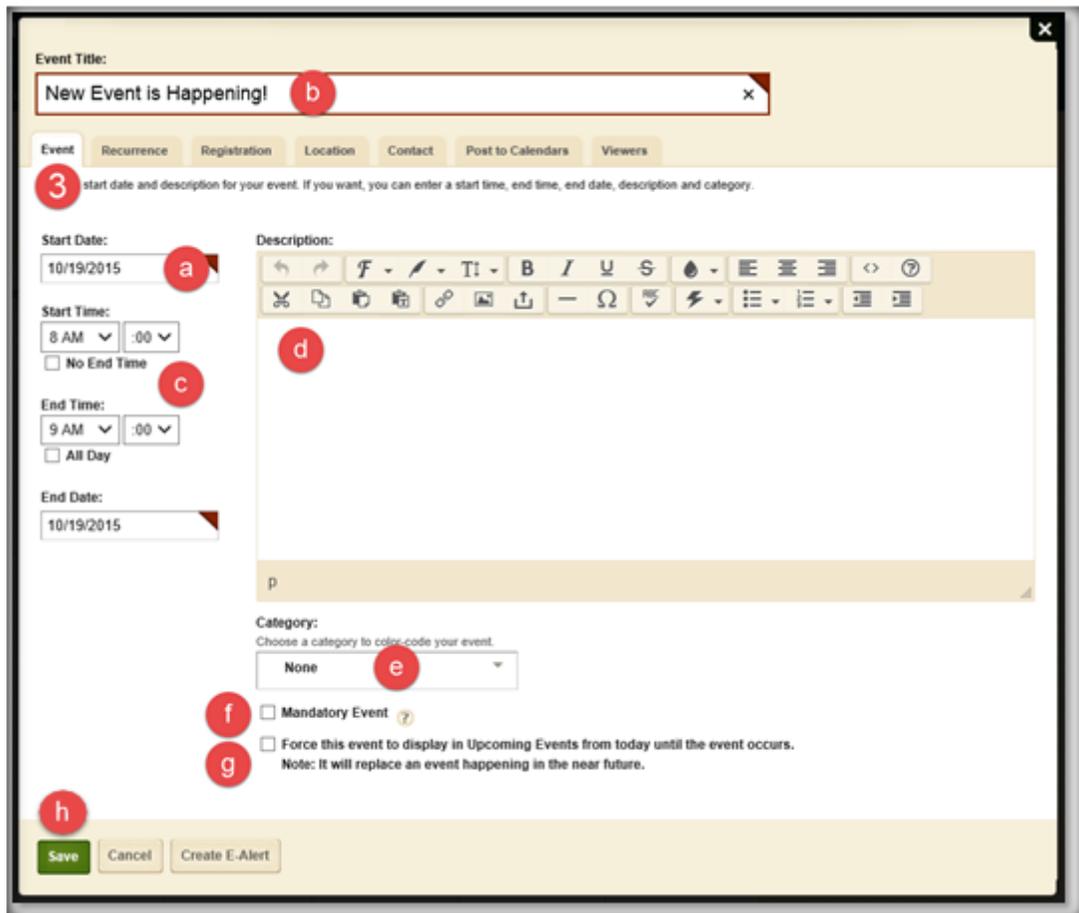
- Click the New Event button.
- Double-click on the day you want to add an event.
- Click Import Events.

The screenshot displays a web-based calendar interface for 'Capsey First Grade Calendar' for November 2015. The interface includes a navigation bar with tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below this, there are sub-tabs for 'Calendar', 'Import Events', 'Event Queue', 'Event Categories', and 'Rosters'. A 'New Event' button is highlighted with a red circle and the number '1'. A red box with a red circle and the number '3' points to the 'Import Events' tab. A red box with a red circle and the number '2' points to a double-clicked day (Thursday, November 5th) with the text 'Double-click a day'. A red box with a red circle and the number '3' contains the text: 'There are three ways to add an event to your calendar. 1. Click the New Event button. 2. Double click on the day you want to add an event. 3. Click Import Events'. The calendar grid shows events such as '8:00am Library Day', '8:00am Weekly Spelling Test', 'No Students - Gradi...', 'No School - Vetera...', 'Conference Day', and 'No School - Thanksgiving'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 8:00am Library Day	4	5 Double-click a day	6 No Students - Gradi... 8:00am Weekly Spelling Test	7
8	9	10 8:00am Library Day	11 No School - Vetera...	12	13 8:00am Weekly Spelling Test	14
15	16 Conference Day	17 8:00am Library Day	18	19	20 8:00am Weekly Spelling Test	21
22	23	24 8:00am Library Day	25	26 No School - Thanksgiving	27 8:00am Weekly Spelling Test	28
29	30					

New Event Button

1. Access the calendar from the appropriate workspace. The calendar will open to the Calendar tab.
2. Click on the New Event button. A New Event window will display. Notice it has seven tabs.
3. On the Event tab:
 - a. Enter a date for the event. The format for the date must be mm/dd/yyyy (required). Clicking in the date box displays a calendar that you can use to select a date.
 - b. Enter an Event Title (required).
 - c. Enter the Start and End Times for the event (optional – defaults will apply). The event Start Time defaults to 8 AM and End Time defaults to 9 AM. Use the drop-down boxes or check boxes to adjust the Start and End times for the event. If you choose All Day, not Start or End Times display for the event. If you choose No End time, only a Start Time displays for the event.
 - d. Enter a descriptions of the event (optional).
 - e. Select a category for this event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Administrator.
 - f. If you are a Site Directory or the Homepage Editor for the main site and you want to make the event mandatory, click in the check box to the left of Mandatory Event (optional). A mandatory event will display on all calendars. A Mandatory Event icon  will display to the left of the event on the calendar. Subsite Directors, Homepage Editors for subsites and Section Editors cannot make an event mandatory.
 - g. Select Force this event to display in Upcoming Events from today until the event occurs to override Upcoming Events App options associated with the calendar (optional).
 - h. Click Save



The screenshot shows the 'New Event' window with the following elements and callouts:

- Event Title:** A text box containing 'New Event is Happening!' with a red circle 'b' next to it.
- Event Tab:** The 'Event' tab is selected, with other tabs like 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers' visible.
- Start Date:** A date picker showing '10/19/2015' with a red circle 'a' next to it.
- Start Time:** Drop-down menus for '8 AM' and ':00', with a red circle 'c' next to the ':00' dropdown.
- End Time:** Drop-down menus for '9 AM' and ':00', with a red circle 'c' next to the ':00' dropdown.
- End Date:** A date picker showing '10/19/2015'.
- Description:** A rich text editor with a toolbar and a text area containing the letter 'p', with a red circle 'd' next to the text area.
- Category:** A dropdown menu showing 'None' with a red circle 'e' next to it.
- Mandatory Event:** A checkbox labeled 'Mandatory Event' with a red circle 'f' next to it.
- Force this event to display in Upcoming Events from today until the event occurs:** A checkbox with a red circle 'g' next to it. Below it is a note: 'Note: It will replace an event happening in the near future.'
- Buttons:** 'Save', 'Cancel', and 'Create E-Alert' buttons at the bottom, with a red circle 'h' next to the 'Save' button.
- Instructional Note:** A red circle '3' next to the text: 'start date and description for your event. If you want, you can enter a start time, end time, end date, description and category.'

4. Click on the Recurrence tab if you want to set a recurrence pattern and range.
 - a. Activate the Make this event recurring check box.

The Recurrence tab displays Recurrence Pattern and Recurrence Range options.
 - b. Select a Recurrence Pattern.
 - c. Specify a Recurrence Range. You can end after a number of occurrences or specify an End by date. Note that the End by date is not included in the range. If you specify the 25th as the End Date, the range actually ends at midnight on the 24th.

The screenshot shows a web form for creating an event. At the top, the 'Event Title' is 'New Event is Happening!'. Below the title is a navigation bar with tabs: 'Ev', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. The 'Recurrence' tab is selected and highlighted with a red circle containing the number '4'. Below the navigation bar, there is a green checkmark and the text 'Make this event recurring' with a red circle containing the letter 'a'. Below this is the 'Recurrence Pattern' section, which is highlighted with a red circle containing the letter 'b'. It contains radio buttons for 'Daily', 'Weekly', 'Monthly', and 'Yearly', and a selected option for 'Every 1 days'. Below that is the 'Recurrence Range' section, highlighted with a red circle containing the letter 'c'. It contains the text 'Choose how long you'd like your event to occur.' and two radio button options: 'End after 10 occurrences' (selected) and 'End by 10/19/2015'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Create E-Alert'. A green arrow points from the 'Make this event recurring' checkbox down to the 'Recurrence Pattern' section.

5. If your event will require registration, click on the Registration tab (optional).
 - a. Activate the Turn on registration for this event check box to expand the Registration tab.
 - b. Enter the registration information for the event. There are two required fields.
 - Maximum number of seats
 - Last date of registration
 - c. If you have questions you would like attendees to answer, enter them here. These questions can be customized for registered events.

The screenshot shows the 'Registration' tab of an event management interface. At the top, the event title is 'New Event is Happening!'. Below the title are tabs for 'Event', 'Recurrence', 'Registration', 'Location', 'Contact', 'Post to Calendars', and 'Viewers'. The 'Registration' tab is active. A red circle with the number '5' is placed over the 'Registration' tab. Below the tabs, there is a heading 'If you want, you can make your event registered, set the maximum number of seats, set a last day to register, and add custom registration questions.' A checkbox labeled 'Turn on registration for this event' is checked, with a red circle 'a' next to it. Below this is a text input field for 'Maximum Number of Seats' with the value '10'. Another text input field for 'Last Day to Register' is set to '1 days before the event', with a red circle 'b' next to it. Below these is a section titled 'Registration Questions' with a dropdown menu set to 'Custom Question' and a red circle 'c' next to it. There is an 'Add Question' button and a 'QuestionTypeActions' label. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

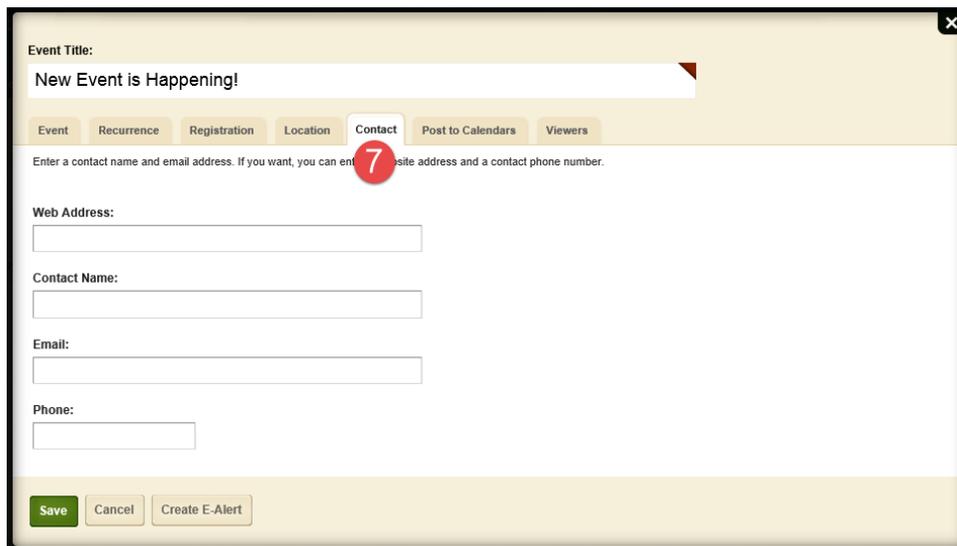
6. Click on the Location tab if you want to provide location information.

Activate the Add a map of this location to your event to include the ability for website visitors to obtain step-by-step driving directions.

Be sure to include a zip code for the event location. If users have entered their zip codes into their profiles, this will enable the calculation of the distance to the event for each user.

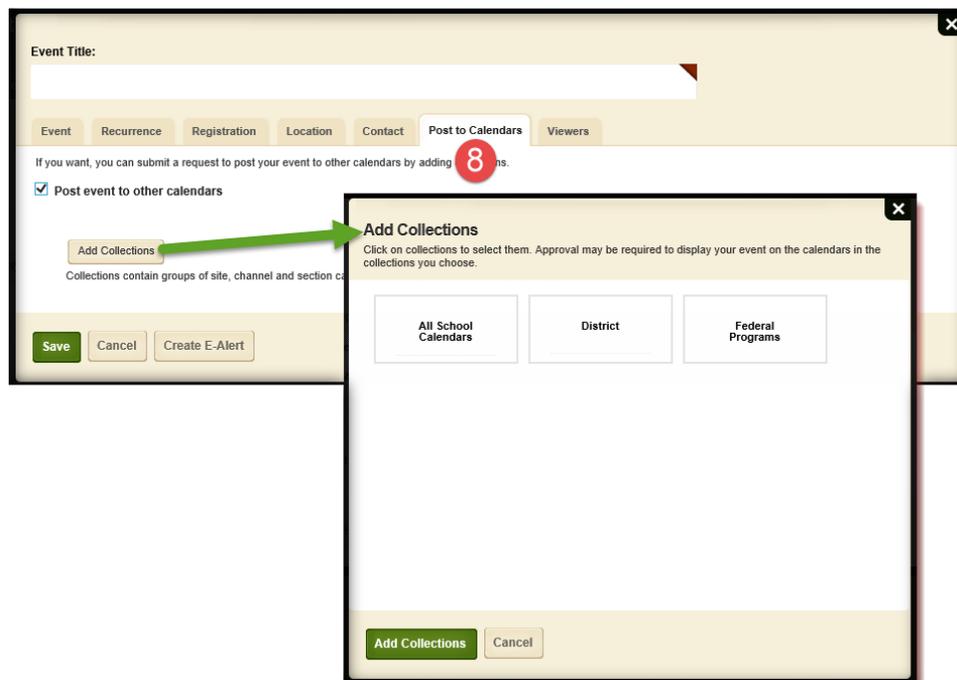
The screenshot shows the 'Location' tab of the same event management interface. The event title remains 'New Event is Happening!'. The 'Location' tab is active, indicated by a red circle with the number '6'. Below the tabs, there is a heading 'If you want, you can enter location information.' Below this heading are three text input fields: 'Location Name:', 'Address:', and 'City, State, Zip Code'. The 'City, State, Zip Code' field is split into three separate input boxes. Below these fields is a checkbox labeled 'Add a map of this location to your event.' At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

7. Click on the Contact tab if you want to enter contact information. If you activated registration, Contact Name and Email are required.
If website addresses (URLs) are applicable, enter them (optional).
You can copy and paste a URL from the address bar. Be sure to separate multiple URLs with a semicolon.



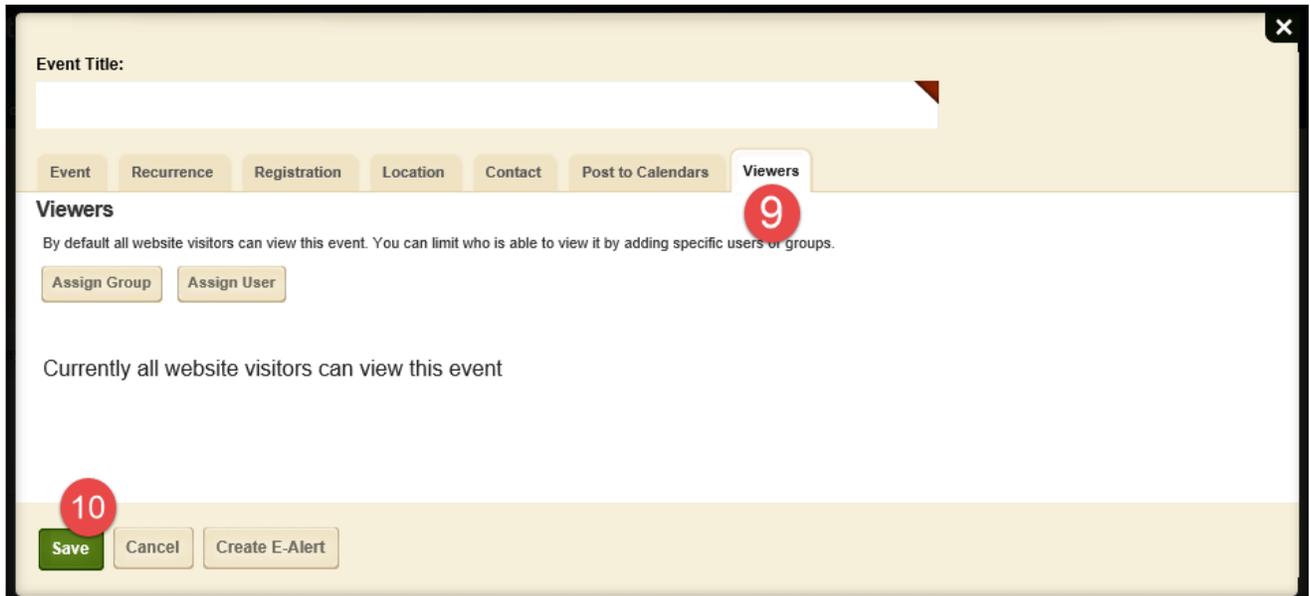
The screenshot shows a web form titled "New Event is Happening!". At the top, there is a text input field for "Event Title" containing "New Event is Happening!". Below this is a navigation bar with tabs: "Event", "Recurrence", "Registration", "Location", "Contact" (highlighted with a red circle and the number 7), "Post to Calendars", and "Viewers". Under the "Contact" tab, there is a prompt: "Enter a contact name and email address. If you want, you can enter a website address and a contact phone number." Below this are five input fields: "Web Address:", "Contact Name:", "Email:", and "Phone:". At the bottom of the form are three buttons: "Save", "Cancel", and "Create E-Alert".

8. Click on the Post to Calendars tab if you want to submit a request to post your event on additional calendars.
Activate Post event to other calendars to expand the Post to Calendars window.
- To request the event be placed on the parent calendar, check the box next to the name of the parent calendar.
 - To request the event be placed on multiple calendars, click on the Add Collections button. A dialog displays showing sets of destination calendars that were created by the Site Administrator.
 - Select the desired collection or collections.
 - Click Add Collections.



The screenshot shows the same event management interface, but with the "Post to Calendars" tab selected (highlighted with a red circle and the number 8). The "Post event to other calendars" checkbox is checked. A green arrow points from the "Add Collections" button in the main form to a dialog box titled "Add Collections". The dialog box contains the text: "Click on collections to select them. Approval may be required to display your event on the calendars in the collections you choose." Below this text are three buttons: "All School Calendars", "District", and "Federal Programs". At the bottom of the dialog box are two buttons: "Add Collections" and "Cancel".

9. If you want to limit who can see an event, click the Viewers tab (optional).
You can assign viewing rights to either a group of users or to individual users by clicking on either the Assign Group or Assign User buttons. By default all website visitors will be able to view the calendar event.
10. Click the Save button. The Calendar tab will return as the active window. The event you added will display on the calendar.
If you make an event a registered event, the Registered Event icon  will display to the left of the calendar event.



If you want to attach files, click on the Attachments tab (optional). This tab displays only after you save the event the first time. Save and then edit the event to access the tab.

Double Click on a Date to Add an Event

1. Double click on the date on which the event will occur. As you can see, the start date will be the date that you selected (required).
2. Enter the Start and End Times for the event (optional – defaults will apply). The event State Time defaults to 8 AM and the End Time defaults to 9 AM Use the drop-down lists or check boxes to adjust the Start and End Times.

If you choose All Day, no Start or End Times will display for the event. If you choose No End Time, only a Start Time will display for the event.

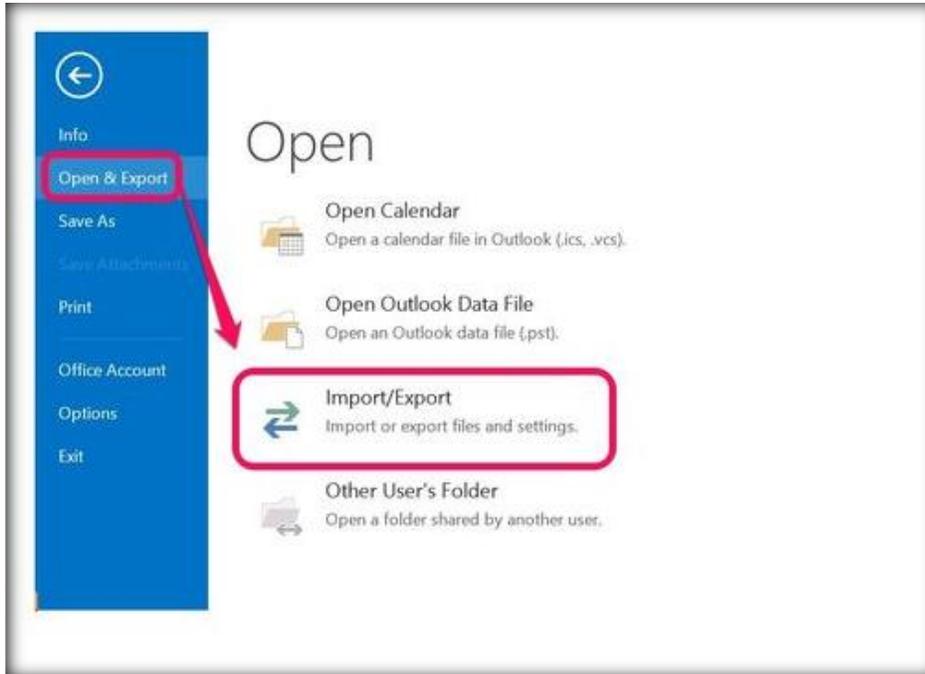
3. Enter an Event Title (required).
 4. Enter a Description.
 5. Choose a category for the event from the drop-down list (optional). This will color code the event according to the categories set up by a Site Directory.
 6. If you are a Site Director or the Homepage Editor for the main site and you want to make the event mandatory, click in the check box to the left of Mandatory Event (optional). Again, a mandatory event will display on all calendars.
- This option will only display if you are adding an Event on the calendar on the main site.
7. Click on the Save button. The Event will display on the calendars in Site Manager and the end-user website.

The screenshot shows a web form for creating an event. The form is titled "Event Title:" and has a text input field containing "Happening Event!". Below the title field are several tabs: "Event", "Recurrence", "Registration", "Location", "Contact", "Post to Calendars", and "Viewers". The "Event" tab is selected. A red callout box with the number 1 points to the date field, which contains "10/22/2015". A red callout box with the number 2 points to the "Start Time:" field, which is set to "8 AM" and ":00". Below the start time field is a checkbox labeled "No End Time". The "End Time:" field is set to "9 AM" and ":00". Below the end time field is a checkbox labeled "All Day". The "End Date:" field contains "10/22/2015". A red callout box with the number 3 points to the "Event Title:" input field. A red callout box with the number 4 points to the "Description:" text area, which is currently empty. Below the description field is a "Category:" dropdown menu with "None" selected. A red callout box with the number 5 points to the category dropdown. Below the category field is a checkbox labeled "Mandatory Event" with a question mark icon. Below that is another checkbox labeled "Force this event to display in Upcoming Events from today until the event occurs." with a note: "Note: It will replace an event happening in the near future." A red callout box with the number 6 points to the "Mandatory Event" checkbox. At the bottom of the form are three buttons: "Save", "Cancel", and "Create E-Alert". A red callout box with the number 7 points to the "Save" button.

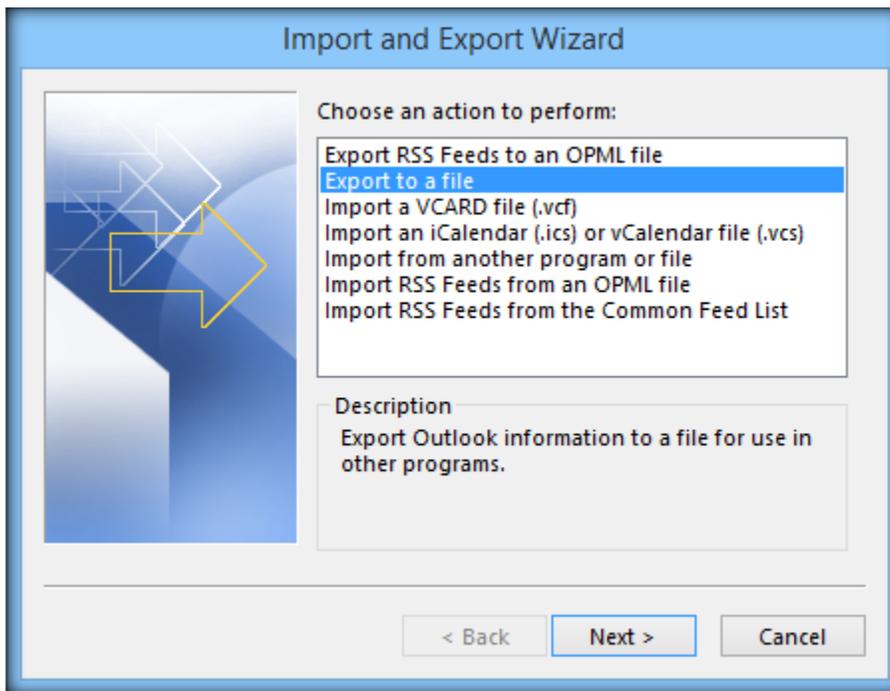
Export an Outlook Calendar to CSV File

Outlook – Preparing your file

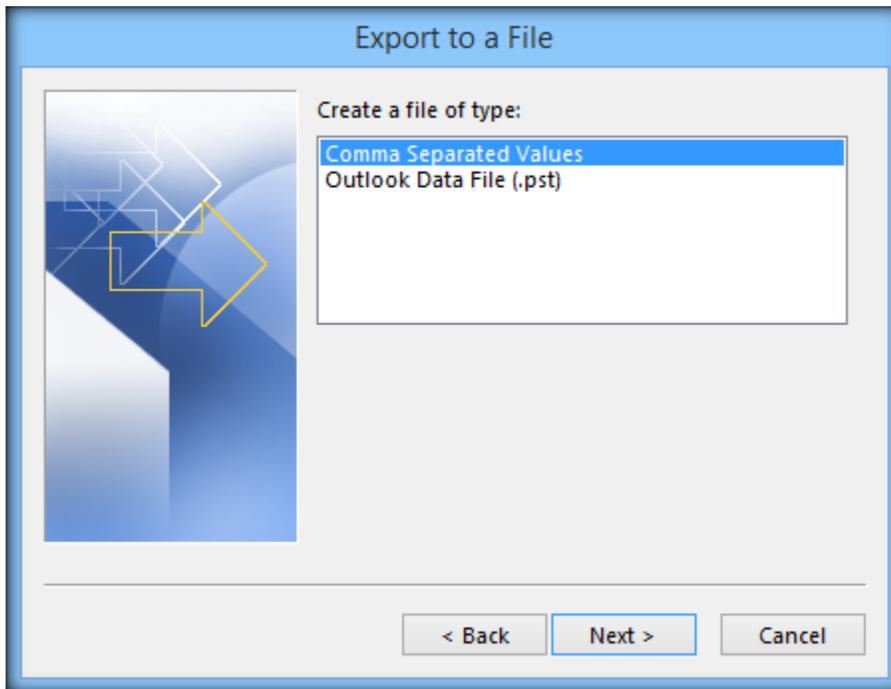
- Click on the File tab.
- Select Open & Export
- Import/Export



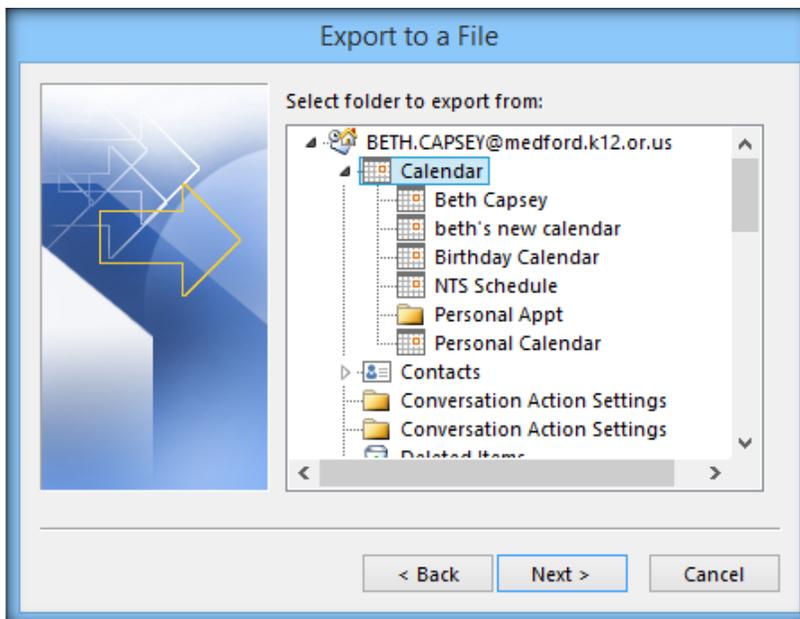
- Export to a file



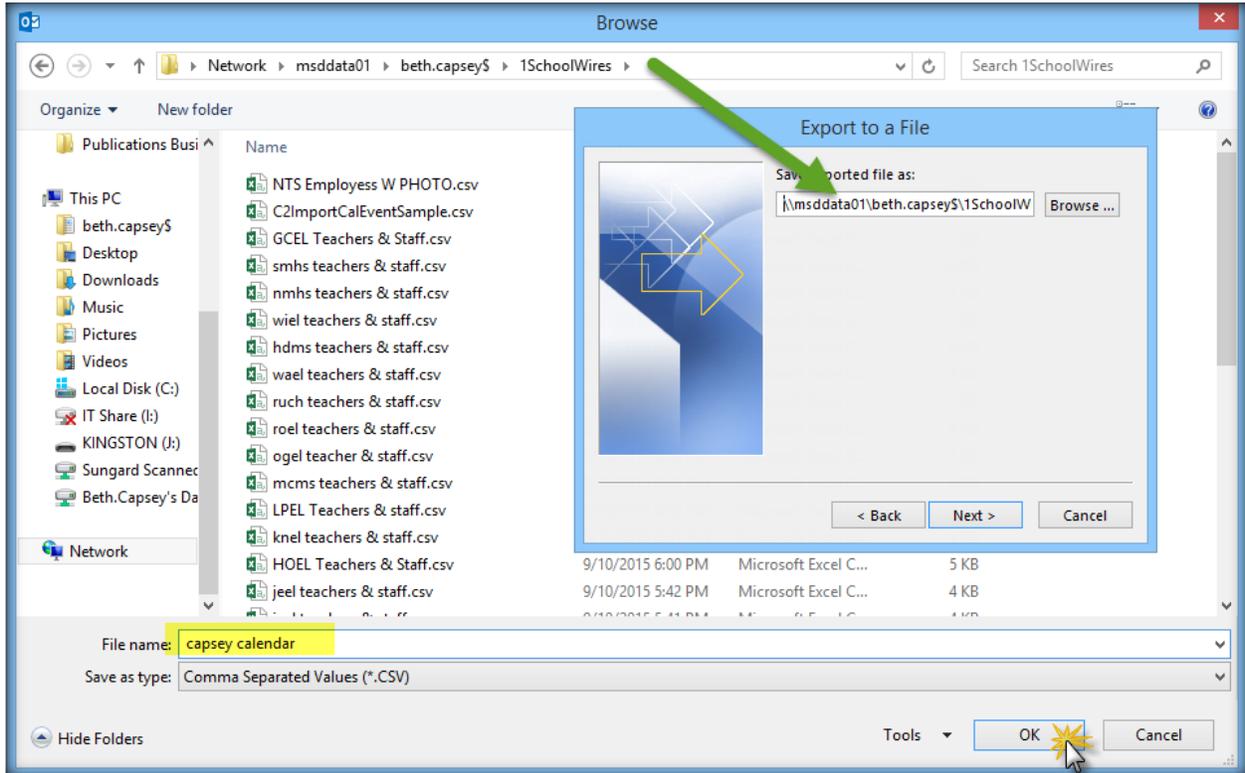
- Comma Separated Values



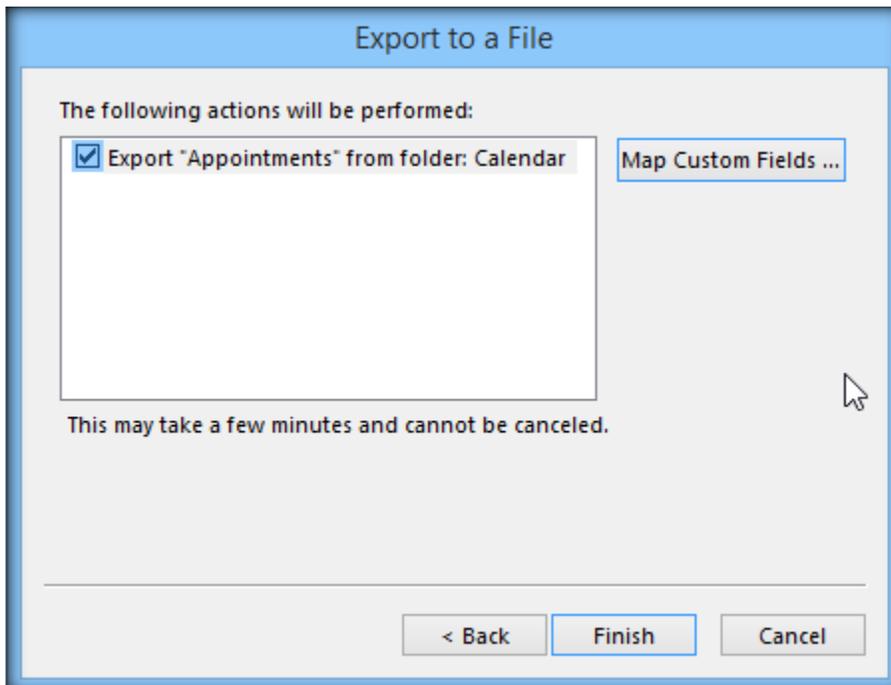
- Select Calendar



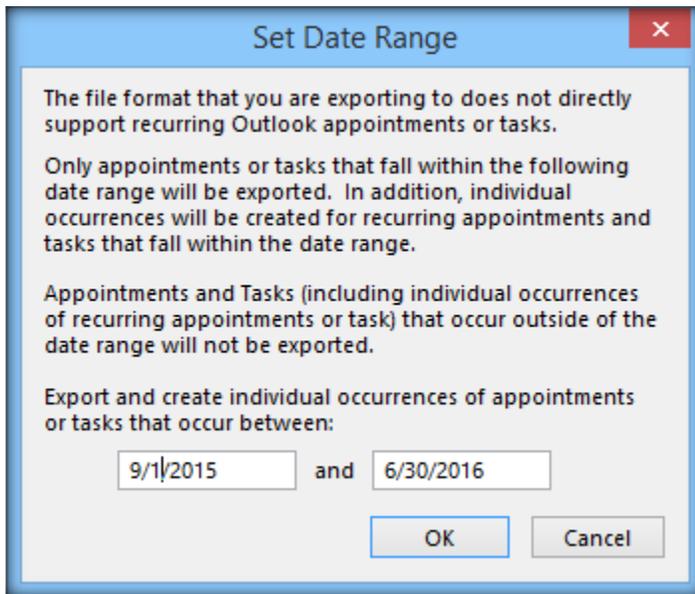
- Browse to your preferred save location.
- Name the file.
- Click OK.
- Click Next



- Click Finish



- Select the date range for the export.

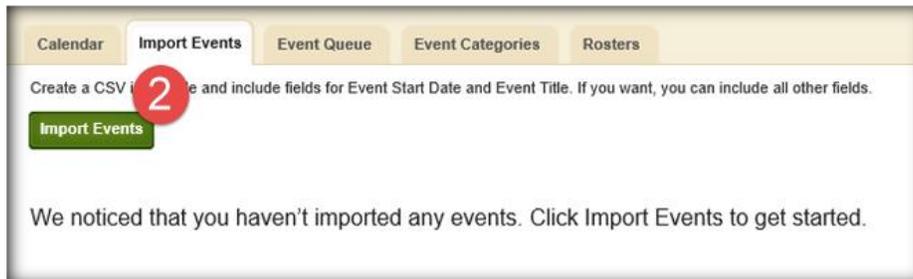
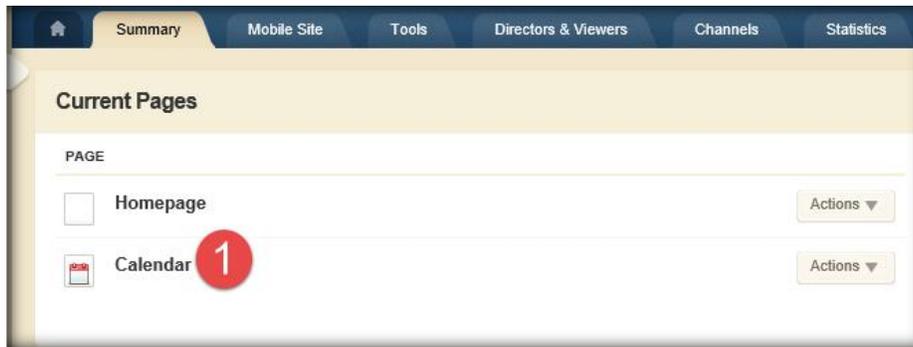


Locate the CSV file that you just exported and open the file.

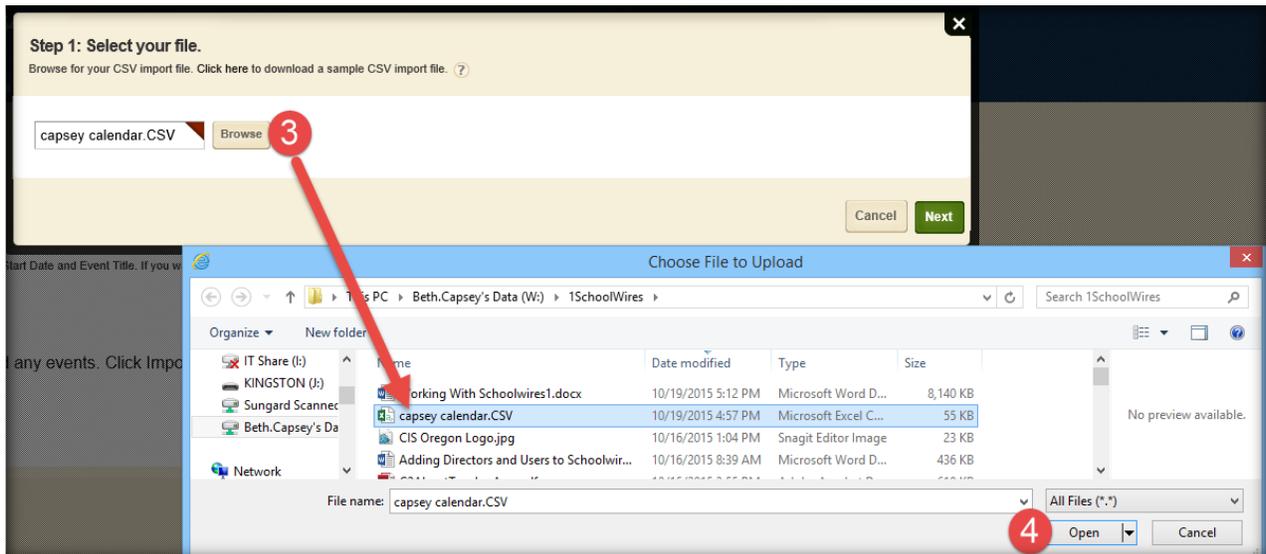
- Delete any events that you don't want to appear on your Schoolwires calendar.
- Add a column and add the categories (categories are listed by number) for the events on the calendar.
- Save the updated file as a CSV file.

Import the CSV File

1. Click on the Calendar App. The app opens.
2. Navigate to the **Import Events** tab. Click **Import Events**.



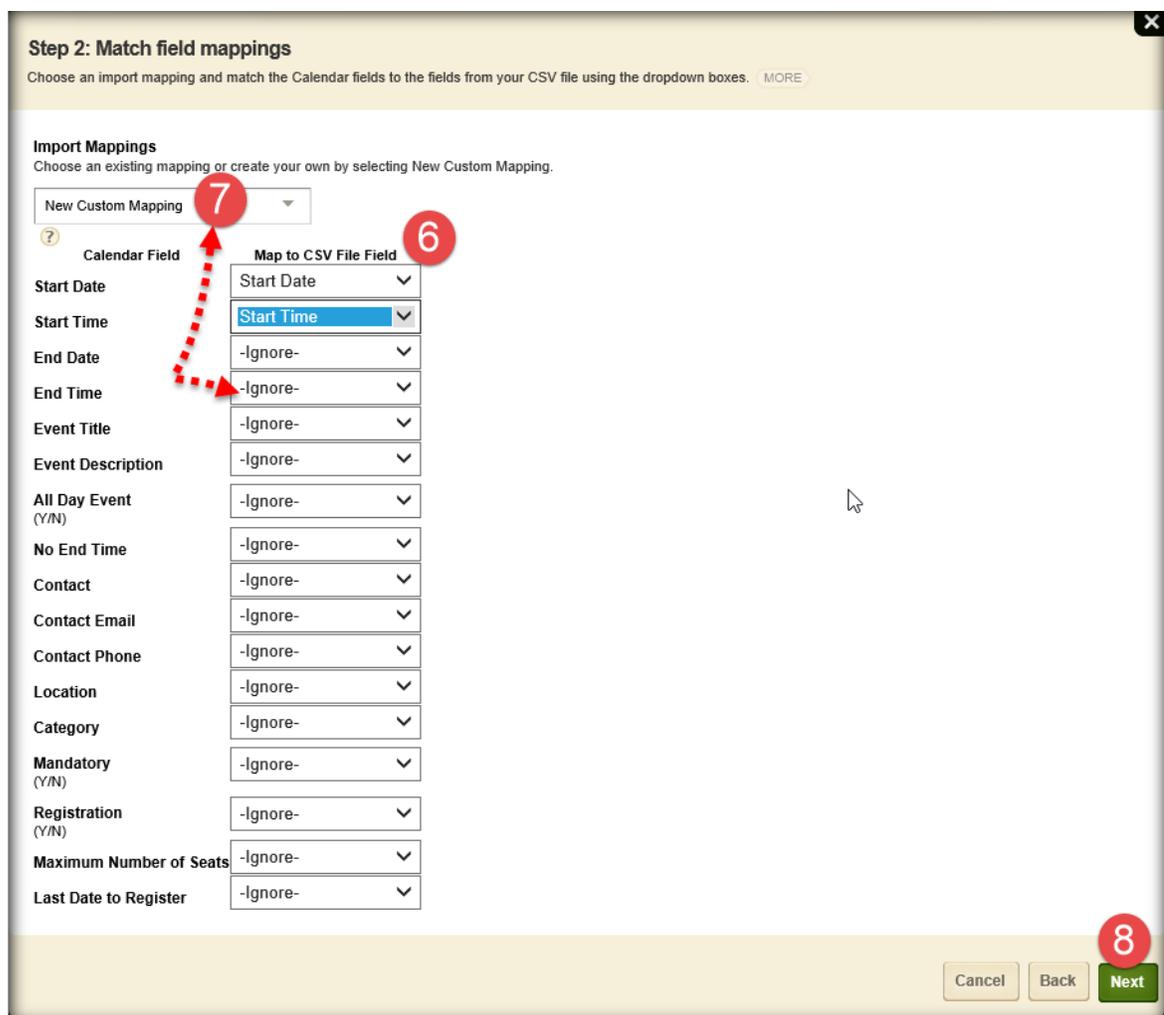
3. Click **Browse** and select your calendar import file.
4. Click **Open**.



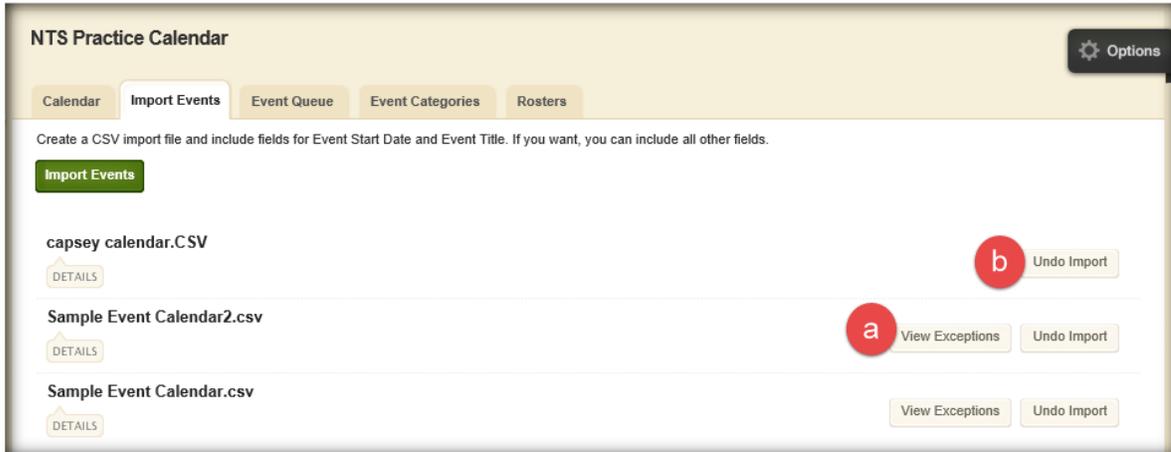
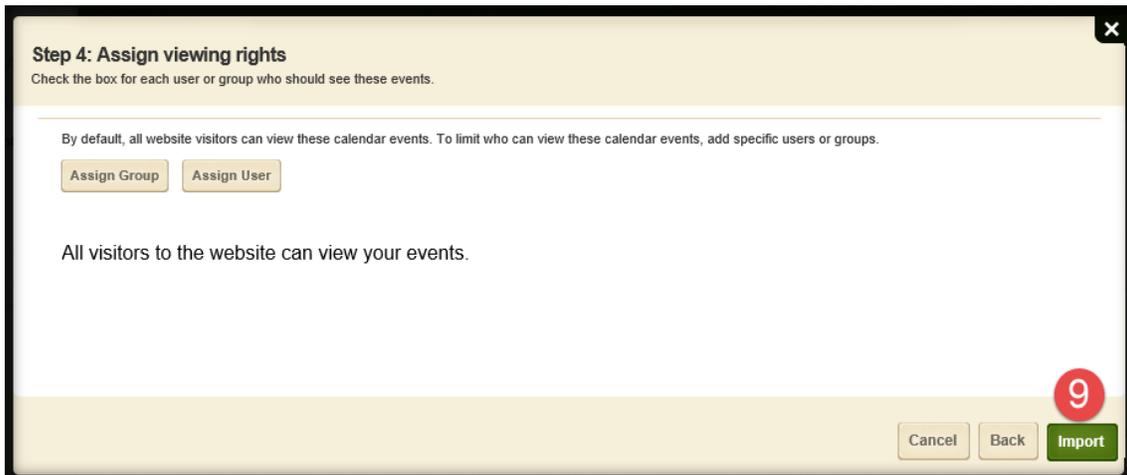
5. Click **Next**.



6. Match the Calendar Field to the Map to CSV File Field in the drop-down list. The **Event Name**, **Start Date** and **End Date** are required. By default New Custom Mapping displays in the Import Mappings drop-down. If you want to use a previously created custom mapping, chose it from the drop-down list.
7. If you use the default of New Custom Mapping, all the Map to CSV File Fields display as Ignore. Use the drop-down lists to select the fields from the import file you want to map to the Calendar fields.
You do not need to map all of the fields. The only two fields that must be mapped are Start Date and Event Title.
8. Click **Next**. Apply settings as desired.



9. Click **Import**. The Import tab will return as the active window. The import you just completed will display in the list.
 - a. If the import encounters errors during processing, a View Exceptions button displays. Click View Exceptions in an easy to read format.
 - b. If you need to roll back the import at any time, click on the Undo Import button.



Categories

Summary Tools Editors & Viewers Statistics How do I...?

Teacher's Calendar Page Capsey First Grade Calendar

Capsey First Grade Calendar

Options

Calendar Import Events Event Queue **Event Categories** Rosters

Select categories from the master list that you would like to make available to editors of this calendar. ?

Select Categories

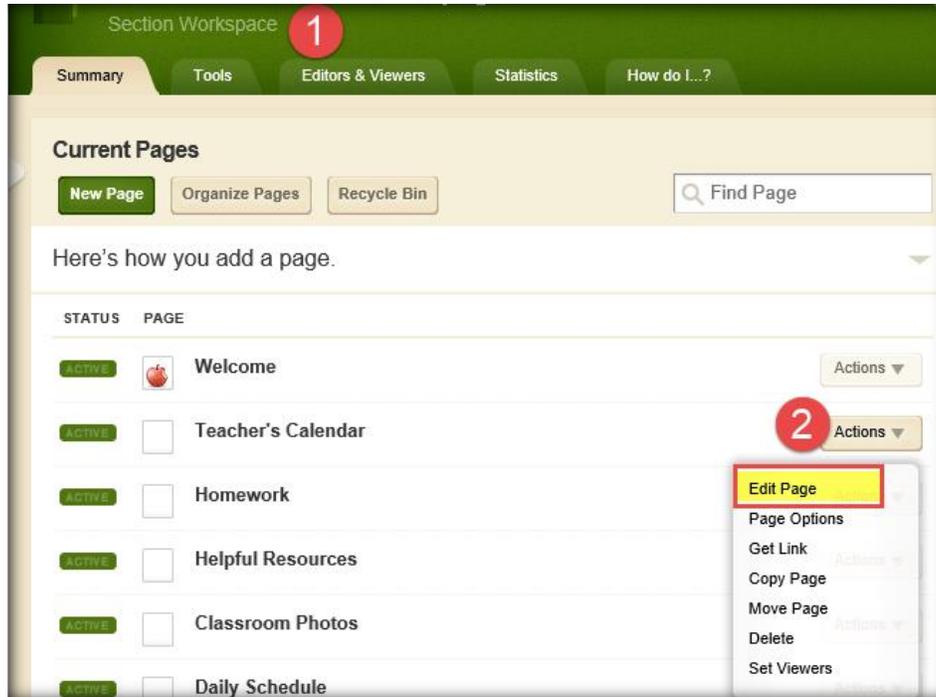
COLOR	CATEGORY		
	Academic - Quiz Category ID: 10	10	Remove
	Academic - Test Category ID: 1	1	Remove
	Assembly Category ID: 4	4	Remove
	Athletic Event Category ID: 3	3	Remove
	Athletic Practice Category ID: 11	11	Remove
	Classroom/Grade Level Event Category ID: 18	18	Remove
	College and Career Category ID: 15	15	Remove
	Field Trip Category ID: 13	13	Remove
	Health Services Category ID: 19	19	Remove
	Holiday - District Closed Category ID: 12	12	Remove
	Homework Category ID: 9	9	Remove
	Musical or Art Event Category ID: 8	8	Remove
	No Students - Grading Day - Office Open Category ID: 17	17	Remove
	Parent Teacher Conference Category ID: 7	7	Remove
	PTO/PTA Meeting Category ID: 6	6	Remove
	School Board Meeting Category ID: 5	5	Remove
	School Event Category ID: 16	16	Remove
	Staff Meeting Category ID: 2	2	Remove

Manage Apps and Page Layout

If you want to add an app to a page or change the page layout you do the following:

Add an App to a Page

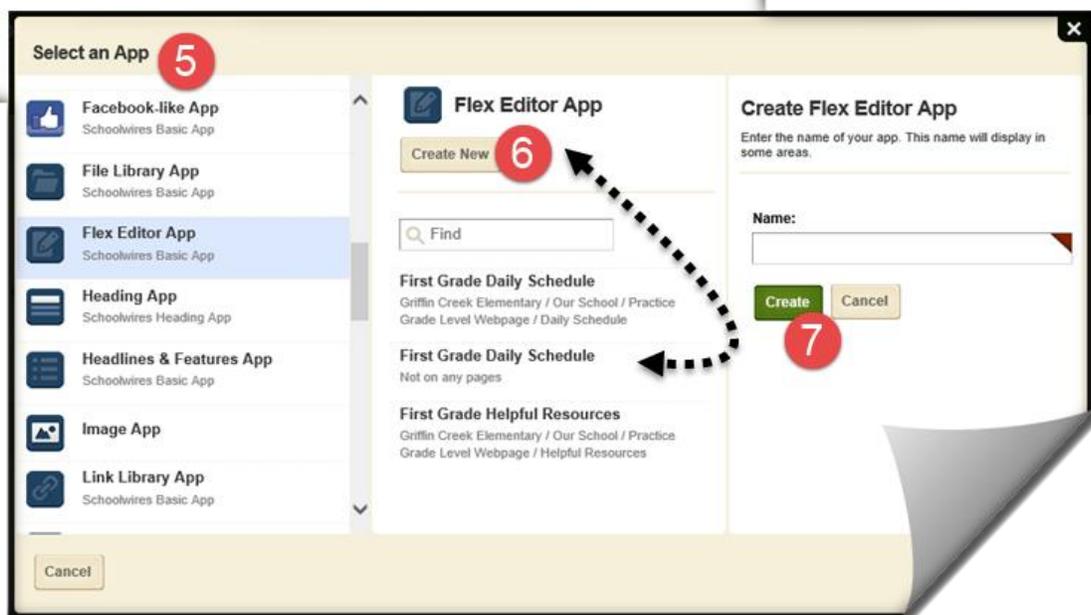
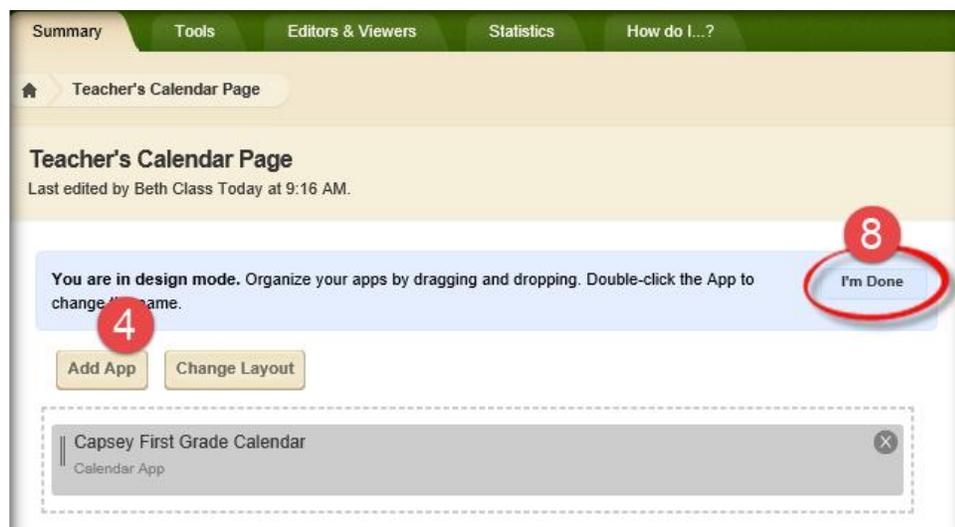
1. In Site Manager, navigate to the workspace containing the page where you want to add an app.
2. Click **Actions** to the right of the page and select Edit Page from the drop-down list. The page opens in Edit mode.



3. Under **Actions**, click *Manage Apps & Layout*. The page opens in Design mode.

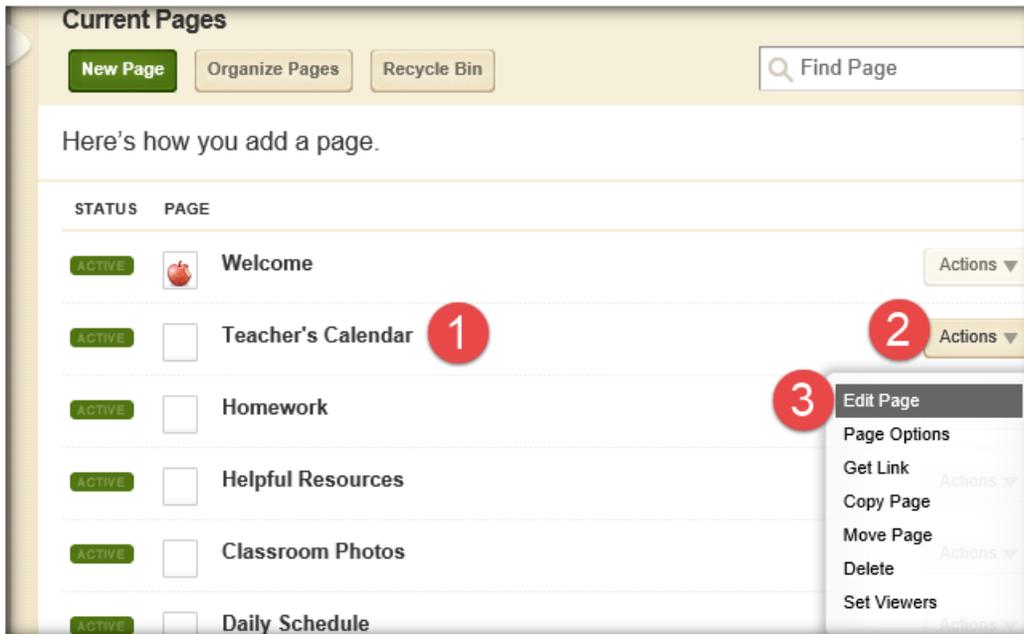


4. Click **Add App**. The Select an App dialog displays.
5. Select the App you want to add in the first column. A list of existing Apps along with a Create New button display in the second column.
6. Click **Create New**. In the third column, enter a name for the app.
7. Click **Create**. You are returned to the page in Design mode.
8. Click **I'm Done** to return to the page in Edit Mode. You are now ready to edit the app.

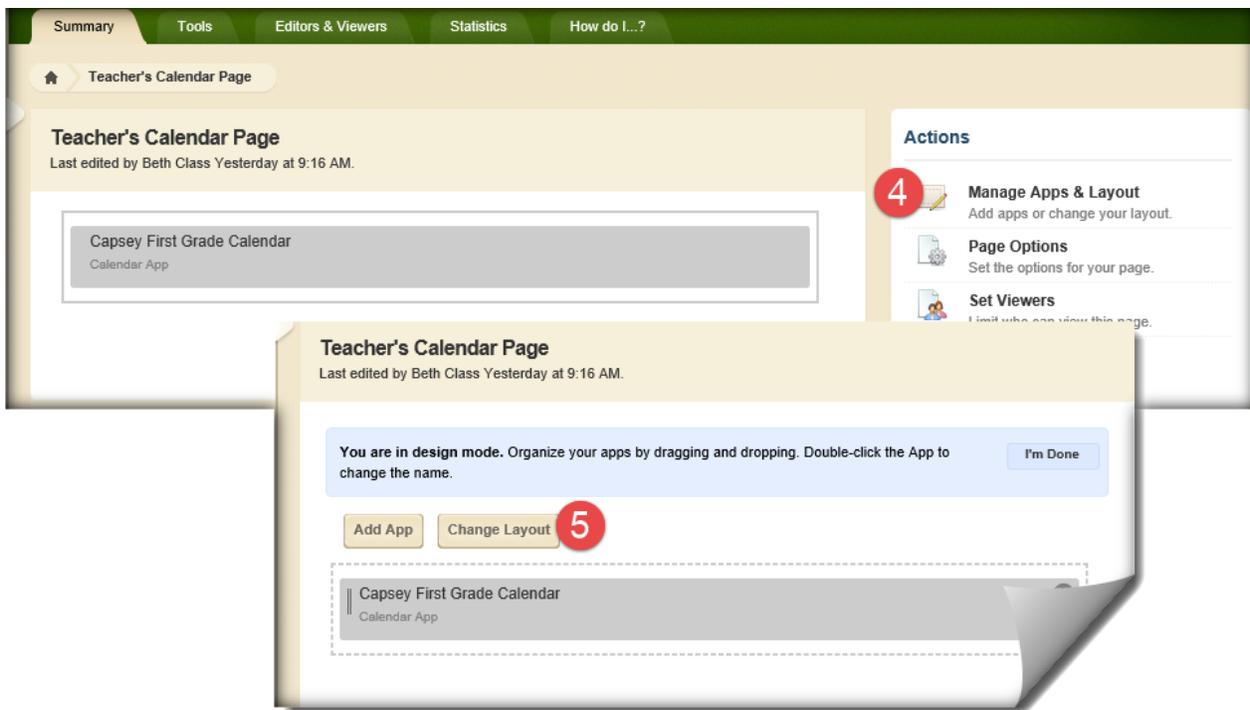


Change Page Layout

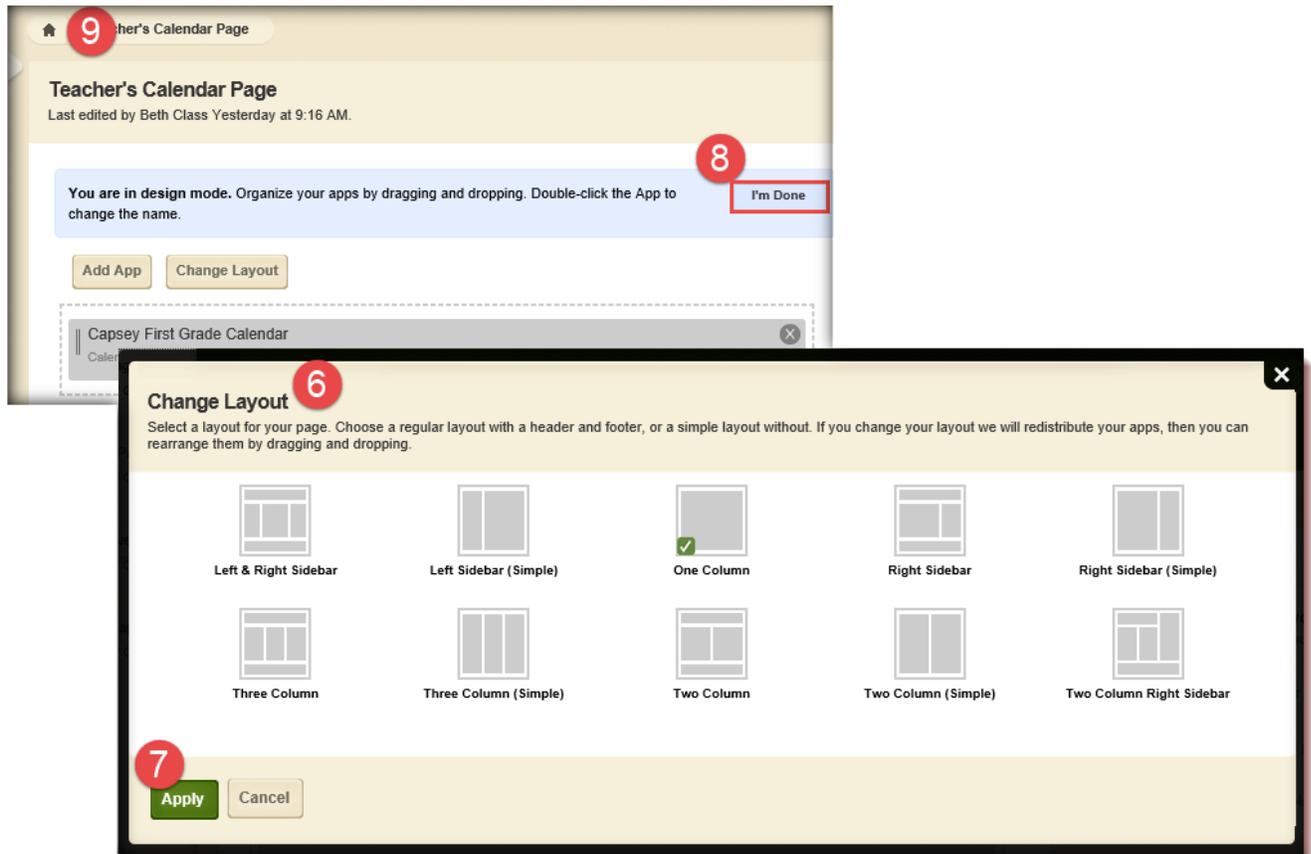
1. Navigate to the **Page**.
2. Click **Actions** to the right of the page. A drop down list displays.
3. Click **Edit Page**. The page displays in Edit Mode.



4. Click **Manage Apps & Layout** under **Actions**. The page displays in Design Mode.
5. Click **Change Layout**. The current content layout displays together with alternate content layouts.



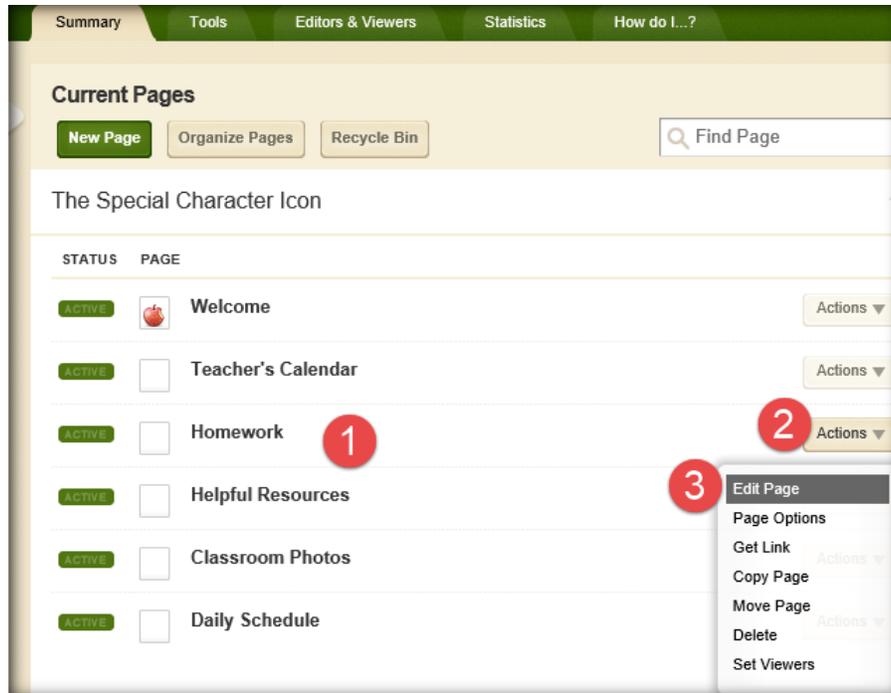
6. Choose a new layout by clicking on it. A green check mark displays.
7. Click **Apply**. The page displays in design mode revealing the new **Content Layout**.
8. Click **I'm Done**. The page displays in edit mode.
9. Click the House icon to return the listing of current pages in the **Section Workspace**.



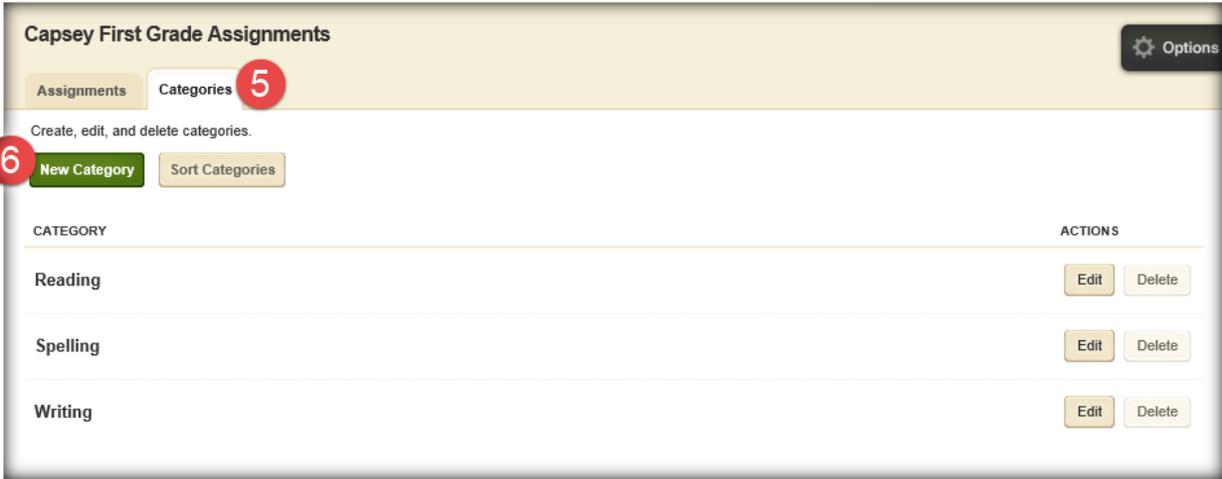
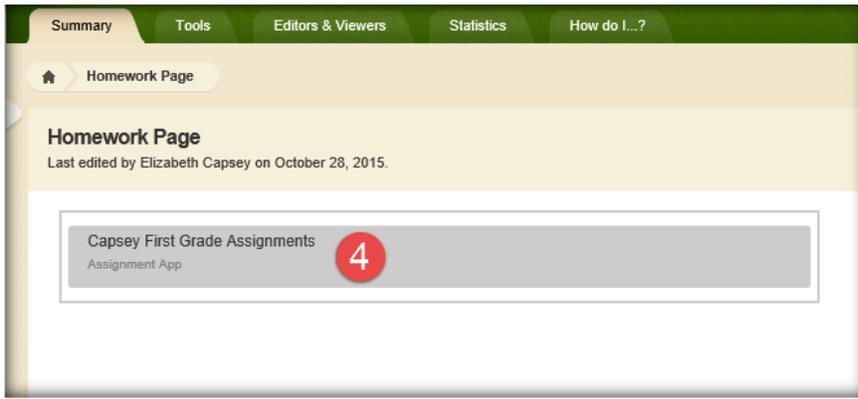
Homework

Create Assignment Categories in the Assignment App

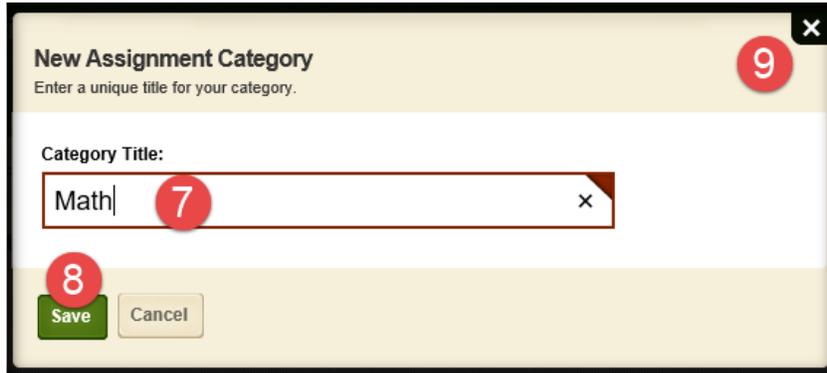
1. In *Site Manager*, navigate to the workspace (Homework) containing the Assignment App where you want to create categories.
2. Click **Actions** to the right of the page containing the app.
3. Select *Edit Page* from the drop-down list. The Page displays in Edit Mode.



4. Click on the Assignment App. The app opens.
5. Click the **Categories** tab.
6. Click **New Category**. The New Assignment Category dialog displays.



7. Enter a name for the category in Category Title field.
8. Click **Save**. The Category is saved and you are returned to the **Categories** tab of the Assignment App



Sort Categories

1. While on the Categories tab click on the Sort Categories button.
2. Click on the Sort Alphabetically button to sort A-Z or Z-A.
3. To sort manually click on one of the categories and drag it to the new location.
4. Click the Save Changes button to change the sort order.

Capsey First Grade Assignments Options

Assignments **Categories**

Create, edit, and delete categories.

New Category **Sort Categories** 1

CATEGORY	ACTIONS
Math	Edit Delete
Reading	Edit Delete
Spelling	Edit Delete
Writing	Edit Delete

Sort Categories X

Sort your categories by dragging and dropping them.

Sort Alphabetically 2

Drag and drop to sort.

Spelling 3
Reading
Writing

4 **Save Changes** **Cancel**

Add a New Assignment in the Assignment App

1. Click New Assignment. The New Assignment window displays.
2. On the General tab:
 - a. Enter the Assignment Title, Date Assigned and Due Date. These are mandatory field.
 - b. Enter the Assignment Category (optional).
 - c. Enter the Date Assigned and the Due Date.

The screenshot shows the 'Capey First Grade Assignments' interface. At the top, there are tabs for 'Assignments' and 'Categories'. Below the tabs, there is a 'New Assignment' button and a dropdown menu for 'All Categories'. A table lists existing assignments with columns for 'STATUS', 'ASSIGNMENT', and 'ACTIONS'. A modal window titled 'New Assignment' is open, showing the 'General' tab. The form fields are: 'Assignment Title' (text input), 'Assignment Category' (dropdown menu), 'Date Assigned' (date picker), and 'Due Date' (date picker). At the bottom of the modal, there is a checkbox for 'Activate on my page' and three buttons: 'Save', 'Cancel', and 'Create E-Alert'.

3. On the Directions tab, enter additional instructions for the assignment (optional).

Edit Assignment

Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.

General **3** Directions Post To Calendar

Click on the worksheet below, Owl Color by Number. Print the worksheet below. Solve the addition problems then color the owl using the color that matches the answer.

[Owl Color by Number](#)

Activate on my page

Save Cancel Create E-Alert

4. On the Post to Calendar tab, check the box Add to Calendar if you would like the assignment to appear on your Calendar (optional). Select a Calendar from your section workspace and the Calendar Event Category from the drop-down menus.
5. Click Save. The assignment is added to the Assignment app and you are returned to the workspace.

New Assignment

Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.

General Directions **4** Post To Calendar

Add to Calendar

Calendar:
If you want, you can add this assignment to a calendar in your section.
Capsey First Grade Calendar

Calendar Category:
Homework

Activate on my page

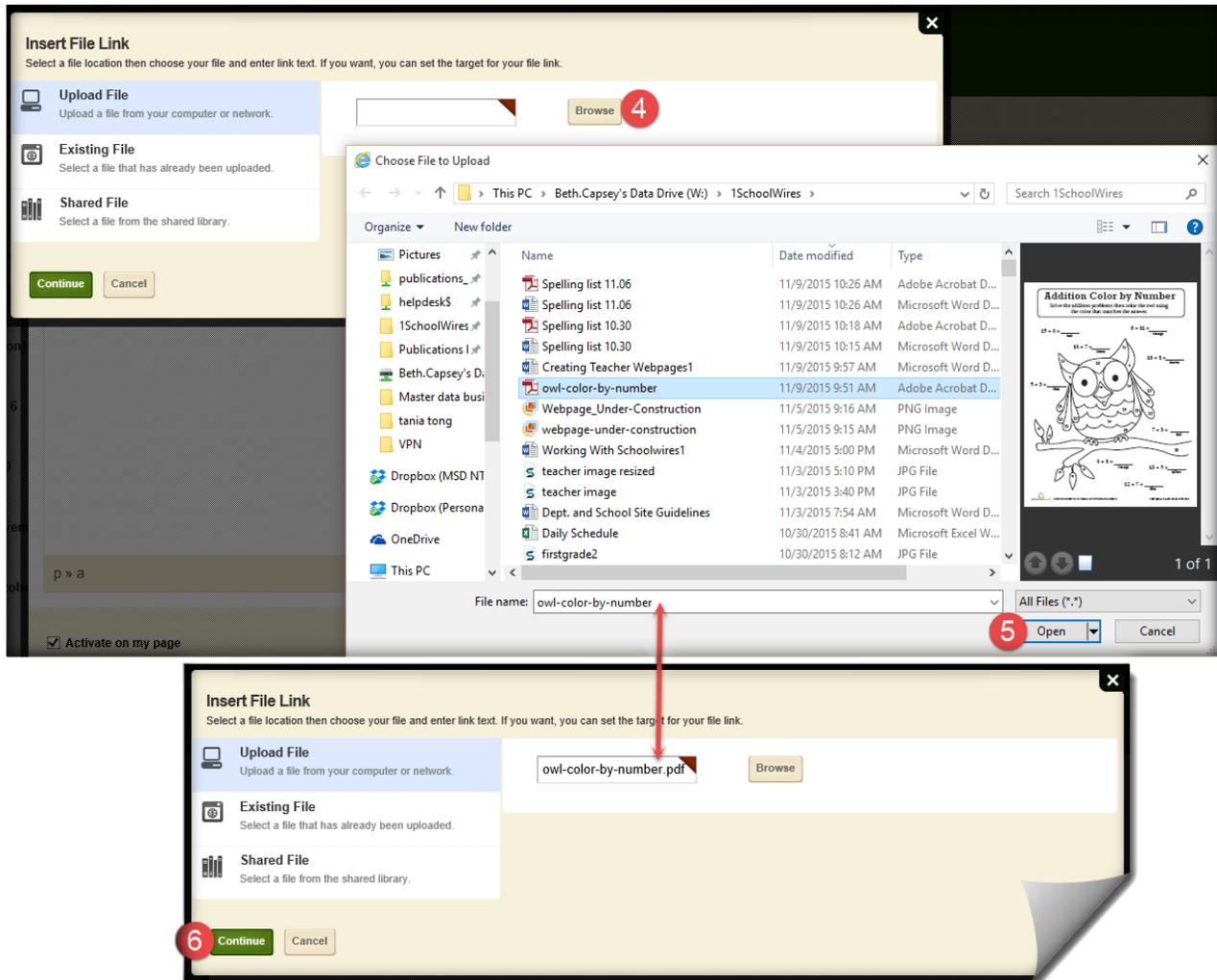
Save **5** Cancel Create E-Alert

Add a File Link in an Assignment

1. Open the assignment that you want to add a link in and navigate to the Directions tab.
2. Click the Insert File icon. The Insert File Link dialog displays.
3. You can choose to upload a new file, insert an existing file or upload a file from a Shared Folder. To upload a new file.
4. Browse out and select the file you want to upload.

The screenshot shows the 'Edit Assignment' interface. At the top, there are tabs for 'General' (1), 'Directions', and 'Post To Calendar'. Below the tabs is a rich text editor toolbar with various icons. The 'Insert File' icon (2) is highlighted. Below the toolbar, there is a text area with instructions and a link: 'Click on the worksheet below, Owl Color by Number. Print the worksheet below. Solve the addition problems then color the owl using the color that matches the answer.' and '[Owl Color by Number](#)'. The 'Insert File Link' dialog is open, showing three options: 'Upload File' (3), 'Existing File', and 'Shared File'. A 'Browse' button (4) is next to a text input field. At the bottom of the dialog are 'Continue' and 'Cancel' buttons. Below the dialog, there is a checkbox 'Activate on my page' and buttons for 'Save', 'Cancel', and 'Create E-Alert'.

5. Click Open, then click Continue. The Link Attributes window will display. Click Continue.



6. Enter the text you want to display for the link in the Link Text field.
7. Choose a Target for your link. This will determine if your link opens in the same window or a new window.
8. Click Insert File. You are returned to your assignment.
9. Click Save. The assignment is updated and you are returned to the workspace.

New Assignment
Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.

General | **Directions** | Post To Calendar

Insert Link

Link Attributes:

Link Text: ?
Owl Color by Number **6**

Target: ?
Open link in a new window (_blank) **7**

8 Insert File Cancel

Activate on my page

Save **9** Cancel Create E-Alert

Add a Link to an Assignment

1. Click on the Assignment that you want to open. The General tab of the Edit Assignment window displays. Click on the Directions tab.
2. Click the Insert/Edit Link icon. The Insert/Edit Link dialog displays.
3. Insert a full web address in the Web Address field.
4. Enter the text you want to display for the link in the Link Text field.
5. Choose a Target for your link. This will determine if your link opens in the same window or a new window.
6. Click Ok. You are returned to your assignment.
7. Click Save. The assignment is updated and you are returned to the workspace.

Edit Assignment
Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.

General **Directions** Post To Calendar

Print the attached page **Insert/Edit Link** your writing skills. Expand the sentence by adding additional words to complete the sentences.
[Stretch a Sentence](#)

Insert Link

Url **3**

Text to display **4**

Title

Target **5**

6

Activate on my page

7

Delete an Assignment from an Assignment App

1. Locate the Assignment Page that you want to delete.
2. Click Edit to the right of the assignment and select Delete. A confirmation dialog box displays.
3. Click Yes to delete the assignment. The assignment is removed from your website and you are returned to the workspace.

The screenshot shows a web application interface for managing assignments. At the top, there are navigation tabs: Summary, Tools, Editors & Viewers, Statistics, and How do I...?. Below this, the page title is "Capsey First Grade Assignments" with a red circle containing the number "1" next to it. There are two tabs: "Assignments" (selected) and "Categories". Below the tabs, there is a "New Assignment" button and a dropdown menu for "All Categories".

The main content area displays a table of assignments:

STATUS	ASSIGNMENT	ACTIONS
ACTIVE	Owl Color By Number (Addition) DETAILS	Edit More
ACTIVE	Practicing Blending Words DETAILS	Delete More

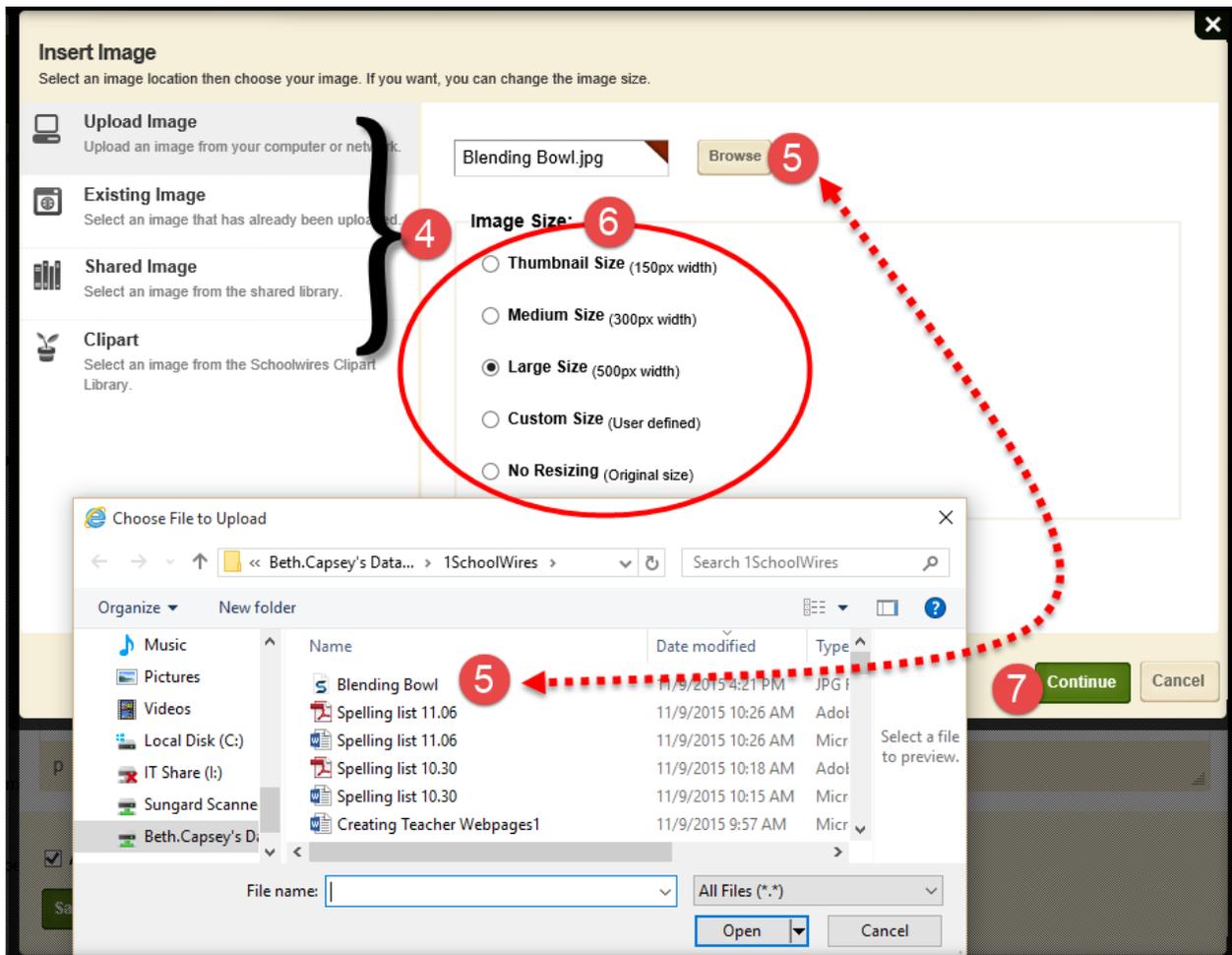
A confirmation dialog box is overlaid on the table, centered over the "Practicing Blending Words" row. The dialog box has a red "X" icon and the text "Are you sure you want to delete this assignment?". At the bottom right of the dialog box, there are two buttons: "Yes" (highlighted with a red circle containing the number "3") and "No".

Add a Link to an Image in an Assignment

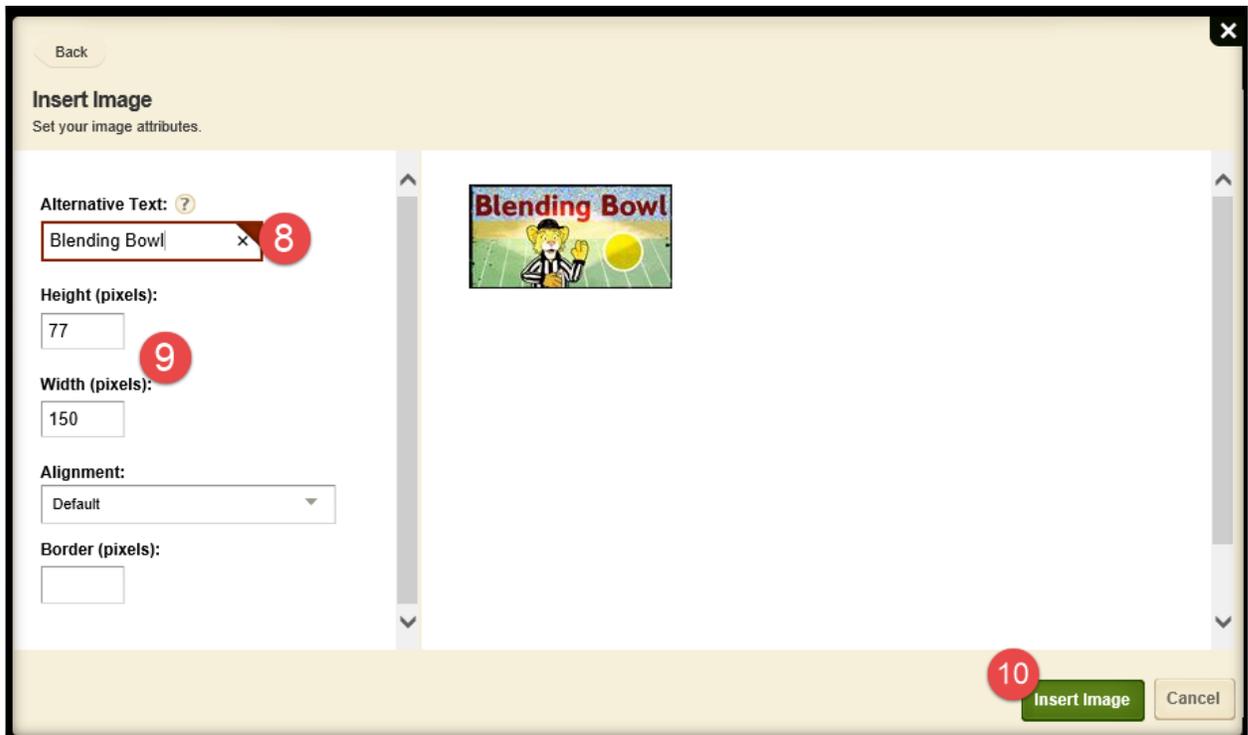
1. Click on the Assignment where you want to add an image link.
2. Click on the Directions tab.
3. Click the Insert Image icon.

The screenshot displays a web application interface for managing assignments. The main window is titled "Capsey First Grade Assignments" and contains a list of assignments. The "Practicing Blending Words" assignment is selected, and a red circle with the number "1" is placed over it. An "Edit Assignment" dialog box is open over this assignment. The dialog box has a "Directions" tab selected, indicated by a red circle with the number "2". The "Directions" tab contains a rich text editor toolbar with various icons. A red circle with the number "3" is placed over the "Insert Image" icon in the toolbar. Below the toolbar, the text "Click the link below to go to PBS Kids to practice blending words using the PBS Kids." is visible, followed by a purple link: [PBS Kids Blending Bowl](#). At the bottom of the dialog box, there is a checkbox labeled "Activate on my page" which is checked.

- Using the Insert Image Wizard, select the location of the image. You can upload an image from your computer or network; insert an image you have already uploaded to your Files & Folders; insert an image that is uploaded to the Shared Library; or insert an image from the Clipart Library.
- If uploading an image from your computer or network, browse and select the image you would like to insert.
- When you are uploading an image, you can choose the size of the image to be inserted.
- Click Continue.



8. Enter a description of the image in the Alternative Text field.
9. You can adjust the image as necessary.
10. Click Insert Image. You are returned to the Directions tab.



11. Highlight the image you want to apply a link to.
12. Click the Insert Link icon. The Insert Link wizard displays.
13. Enter your desired link information. Enter the Url address, add a title if you want and decide if the page should open in the same window or a new window.
14. Click OK. You are returned to your app in Edit Mode.
15. Click Save.

Edit Assignment

Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.

General Directions Post To Calendar

12

11

13

14

15

Save Cancel Create E-Alert

Activate on my page

Click the link below to go to PBS Kids to

[PBS Kids Blending Bowl](#)

Insert Link

Url

Title

Target

Ok Cancel

p » img

Post an Assignment on your Calendar

When using the **Assignments App**, assignments can be simultaneously posted on your **Calendar App** according to the **Due Date** of the assignment. The **Calendar Event** will also display the assignment details.

1. In Site Manager, navigate to and open the Assignments App.
2. Click the Post to Calendar tab. The Add to Calendar dialog displays.
3. Check the Add to Calendar checkbox. Calendar and Calendar Category drown-down lists display.
4. Choose the Calendar from the drop-down list of the workspace calendars.
5. Choose a Calendar Category to be assigned to the event.
6. Click Save. The Assignment App displays.
7. The Assignment appears on the Calendar according to the assignment Due Date.

Tips: If the assignment Due Date changes, editing the date on the **General** tab amends the date on the Calendar.

The image shows a two-part screenshot of a web application interface. The top part is the 'Capesey First Grade Assignments' page, which has a table of assignments. The bottom part is an 'Edit Assignment' dialog box overlaid on top, which is used to post an assignment to a calendar. Red circles with numbers 1 through 7 highlight specific steps in the process.

Top Screenshot: Capesey First Grade Assignments

Assignments Table:

STATUS	ASSIGNMENT	ACTIONS
ACTIVE	Owl Color By Number (Addition) DETAILS	Edit More
ACTIVE	Practicing Blending Words DETAILS	Edit More
ACTIVE	Spelling Words - Week of November 6 DETAILS	Edit More

Bottom Screenshot: Edit Assignment Dialog

General | Directions | **Post To Calendar**

Add to Calendar

Calendar:
If you want, you can add this assignment to a calendar in your section.

Calendar: Capesey First Grade Calendar

Category: Homework

Activate on my page

[Save](#) [Cancel](#) [Create E-Alert](#)

Capesey First Grade Calendar

November 2015

Friday 11/13

Owl Color By Number (Addition)

Practicing Blending Words

Spelling Words - Week of November 6

Spelling Words - Week of October 30

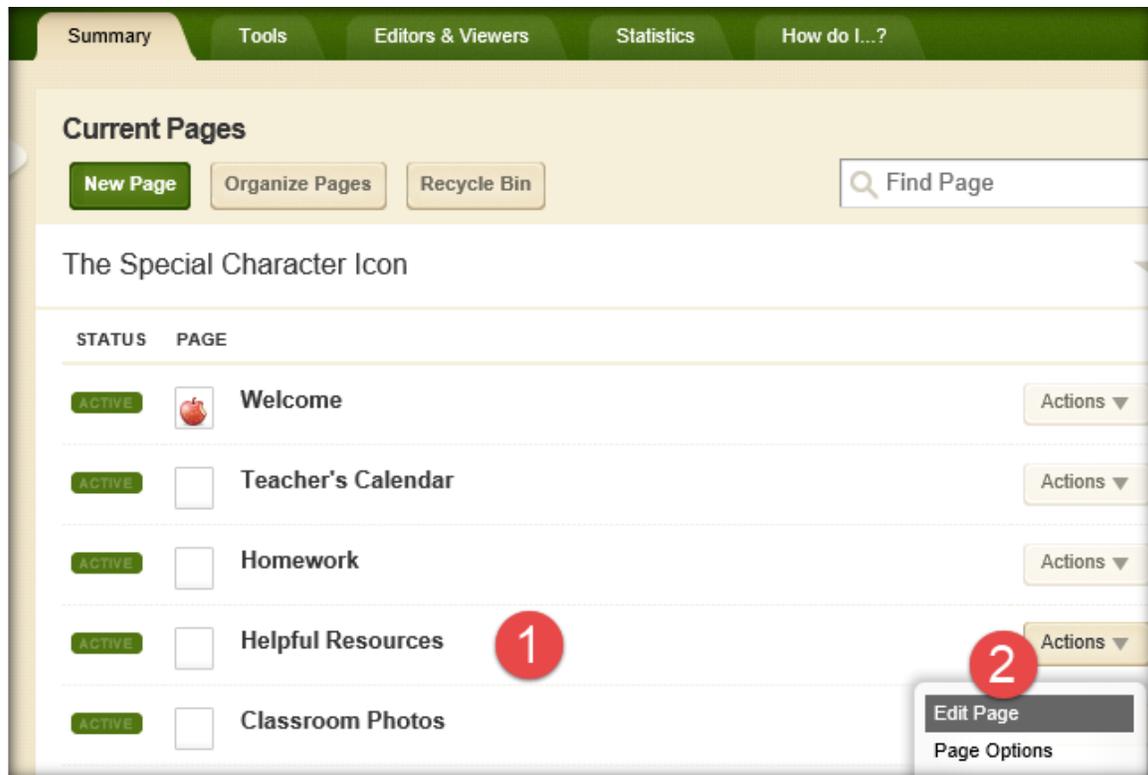
8:00am

Weekly Spelling Test

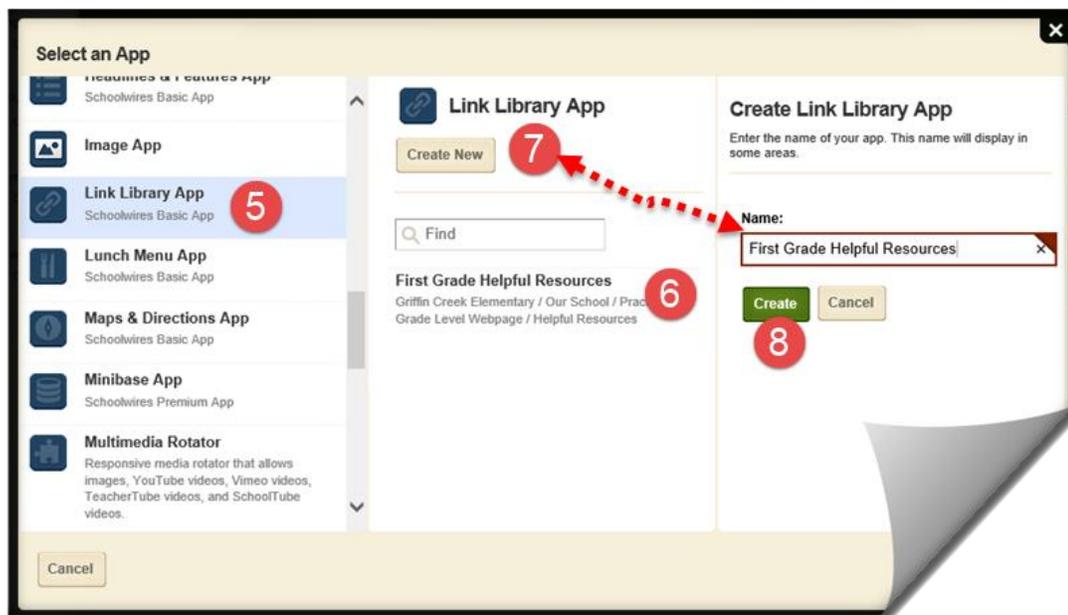
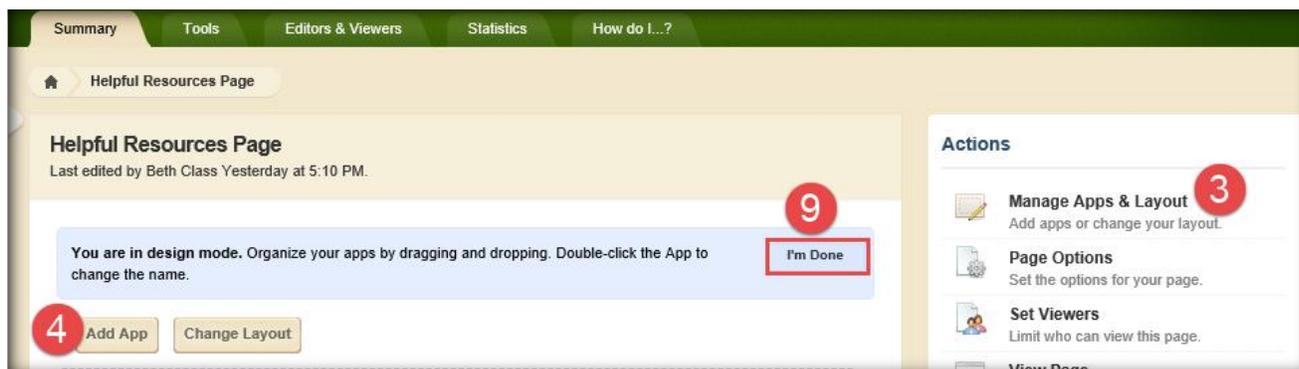
Helpful Resources

Add a Link Library App to a Page

1. In *Site Manager*, navigate to the workspace and the page where you want to add a Link Library app.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.

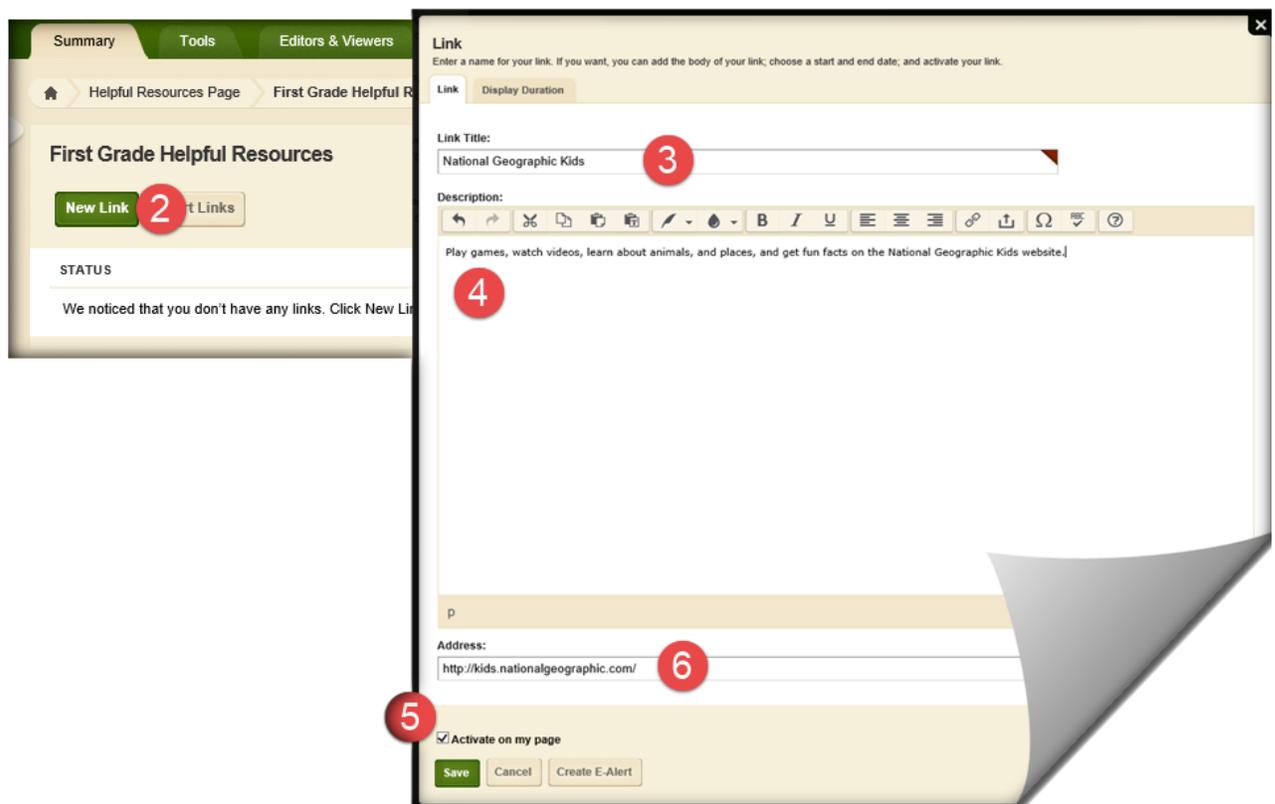
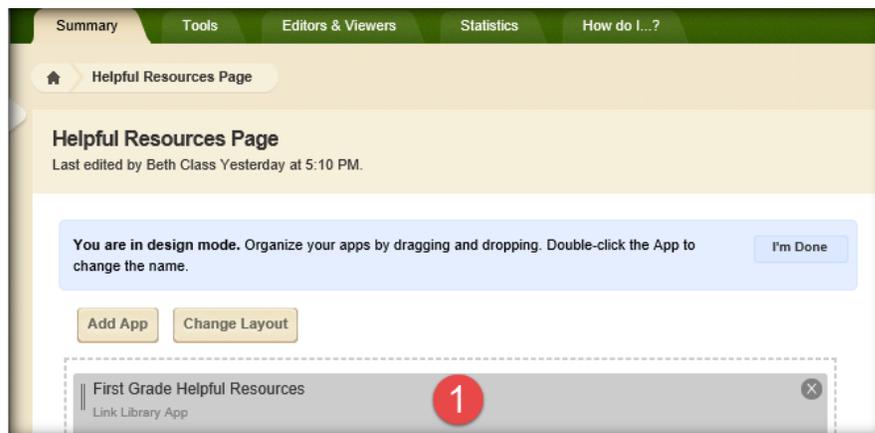


- Under Actions, click *Manage Apps & Layout*. The page opens in Design mode.
- Click **Add App**. The Select an App dialog displays.
- Select Link Library App in the first column. A list of existing Link Library apps along with a **Create New** button display in the second column.
- To add an existing app to the page, select an app in the list. You are returned to the page in Design mode.
- To add a new app to the page, click **Create New**. In the third column, enter a name for the app.
- Click **Create**. You are returned to the page in Design mode.
- Click **I'm Done** to return.



Add a Link to a Link Library App

1. Click on the Link Library App. The app opens.
2. Click **New Link**. The New Link window displays.
3. On the **Link** tab, enter a title for the link. Note that the title and the web address (URL) are mandatory fields, as indicated by the red triangle in the upper right hand corner.
4. Enter a description that will appear below the link title on your page (optional).
5. By default the *Activate on my page* check box is selected, flagging your link for immediate display on your website once you save it. We recommend that you deselect it while working on the link. Activate it when you have completed work on your link.
6. Enter the URL in the **Address** field.

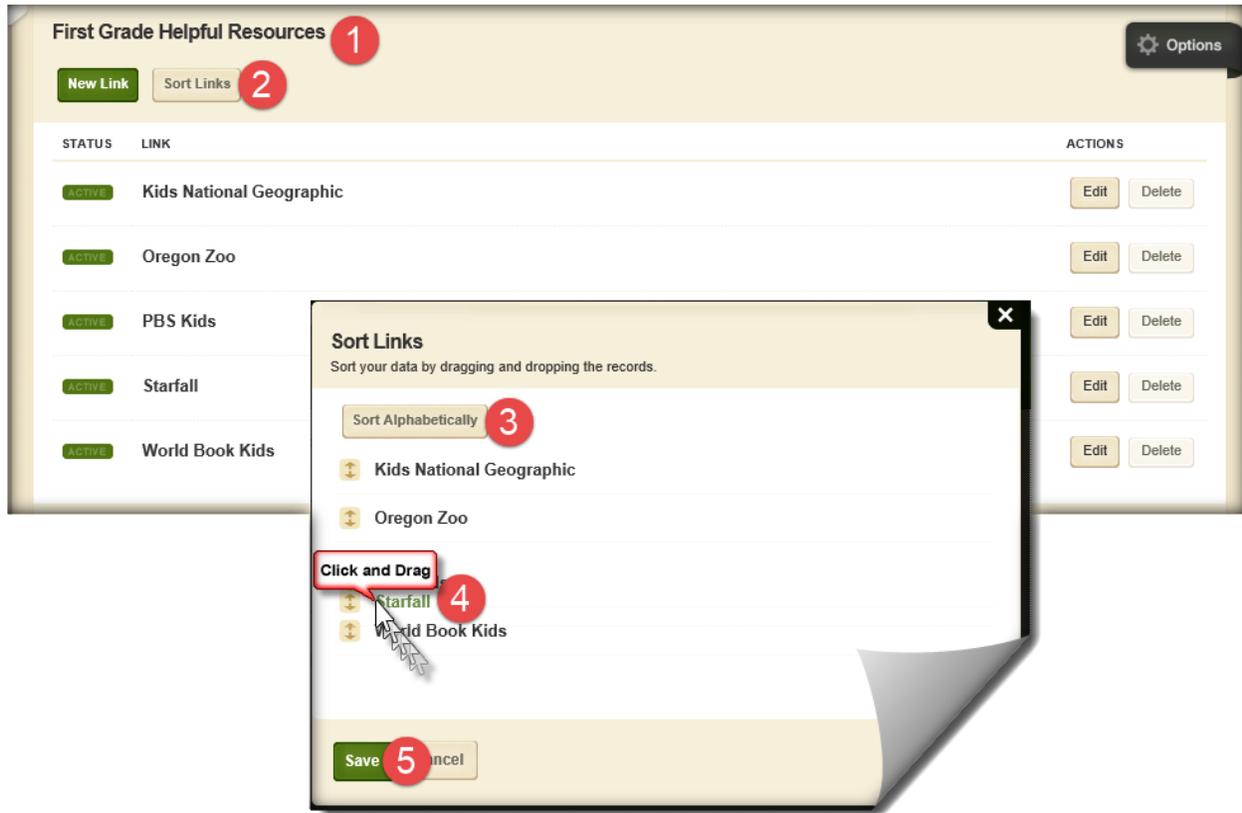


7. Click the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your link displays on your website as long as the link and the page are both active.
8. Navigate to the **Create E-Alert** button (optional). When you click the **Create E-Alert** button, the Send a Content E-Alert dialog displays. Edit the Sender Name, Email, Subject and Body if necessary.
9. Click **Send**. All of your subscribers will receive an Email containing a direct link to the new content. You are returned to the Link Display Duration window.
10. Click Save. The link is added to the Link Library App and you are returned to the workspace.

The image shows two overlapping windows from a software interface. The top window is titled "Link" and has a subtitle "Enter a name for your link. If you want, you can add the body of your link; choose a start and end date; and activate your link." It features two tabs: "Link" and "Display Duration", with the latter selected and marked with a red circle containing the number 7. Below the tabs, there are sections for "When will this item be displayed?" with "Start Date:" and "End Date:" fields, each containing a date input and two dropdown menus. At the bottom of this window, there is a checked checkbox "Activate on my page" and three buttons: "Save" (green, marked with a red circle 10), "Cancel" (grey), and "Create E-Alert" (grey, marked with a red circle 8). A red dashed arrow points from the "Create E-Alert" button to the "Send a Content E-Alert" dialog box below it. The dialog box is titled "Send a Content E-Alert" and has a subtitle "Edit your E-Alert. It will be emailed to users who have subscribed to this area." It contains four input fields: "Sender Name:" with the text "Beth Class" (marked with a red circle 9), "Sender Email:" (empty), "Subject:" with the text "Practice Grade Level Webpage website conten", and "Body:" with the text "The following site was recently updated: http://www.medford.k12.or.us/site/Default.aspx?". At the bottom of the dialog are "Send" (green) and "Cancel" (grey) buttons.

Sort Links Within a Link Library App

1. Open the Link Library App that you want to sort.
2. Click **Sort Links**. The Sort Links window displays.
3. To sort the links in alphabetical order, click **Sort Alphabetically**.
4. To sort the files manually, drag and drop them to a new location. Click and hold on the name of the file you want to move. Drag the file to a new location within the list and drop it by releasing the mouse.
5. Click **Save**. The links are saved in the new order and you are returned to the Link Library app.



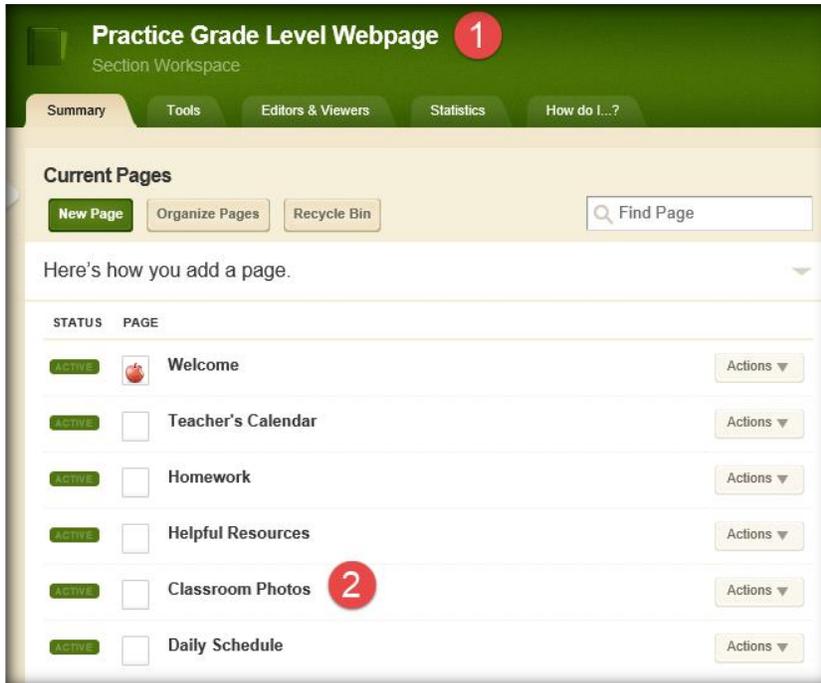
Edit a Link Within a Link Library App

1. Click **Edit** to the right of the link on the workspace.
2. Edit the link, making changes to the title, body, address or duration as necessary.
3. Click **Save**. The link is updated and you are returned to the workspace.

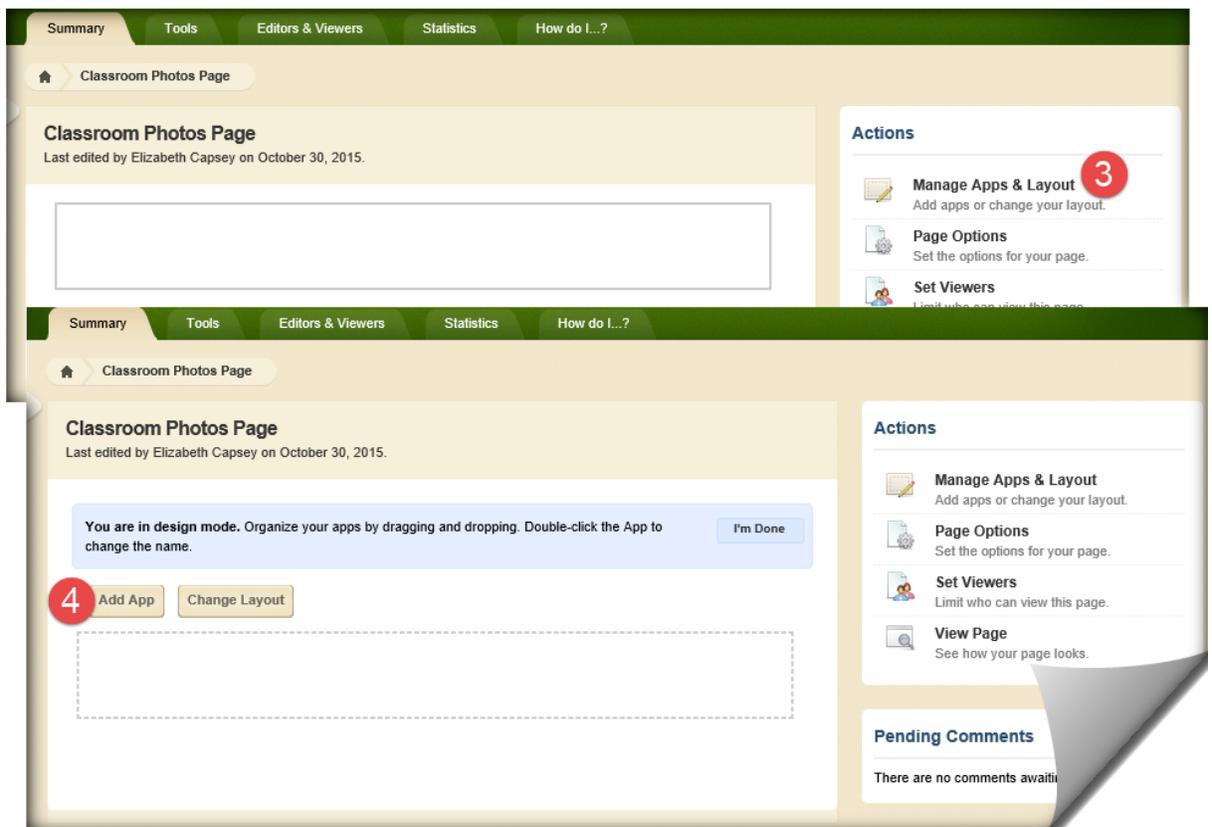
Photo Gallery App

Add a Photo Gallery App to a Page

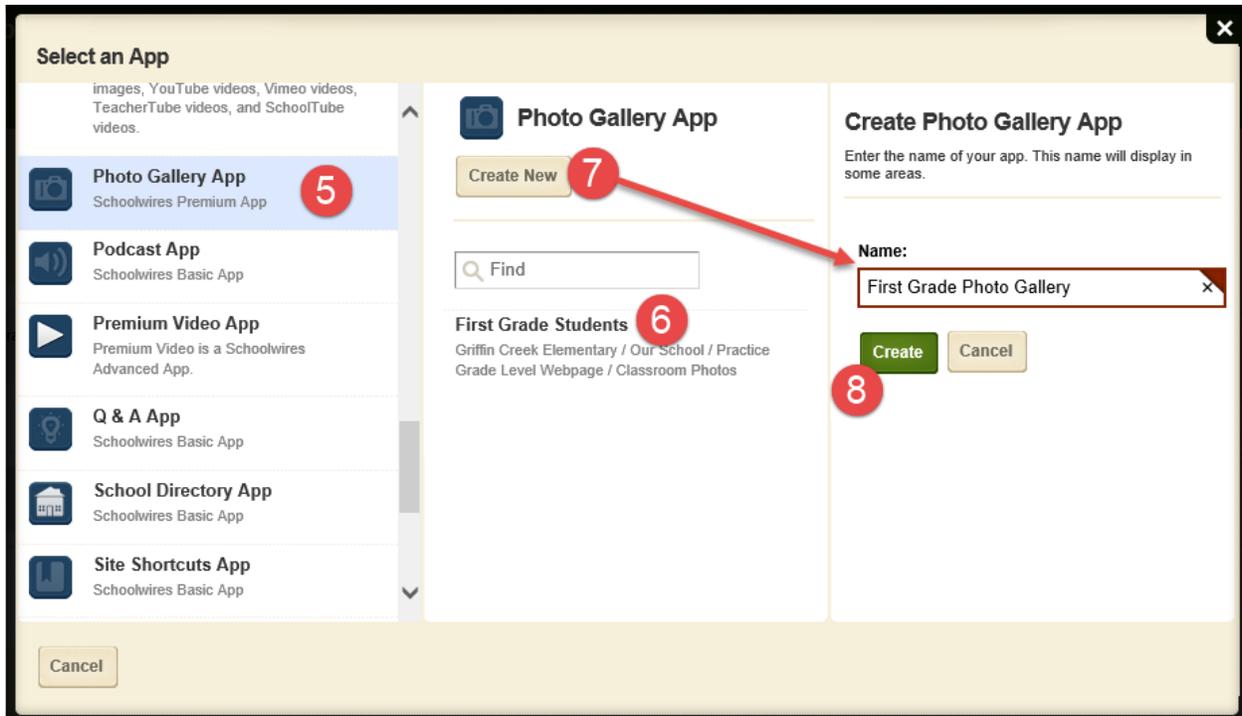
1. In *Site Manager*, navigate to the workspace containing the page where you want to add a Photo Gallery app.
2. Click on the Page you want to open. The page opens in Edit mode.



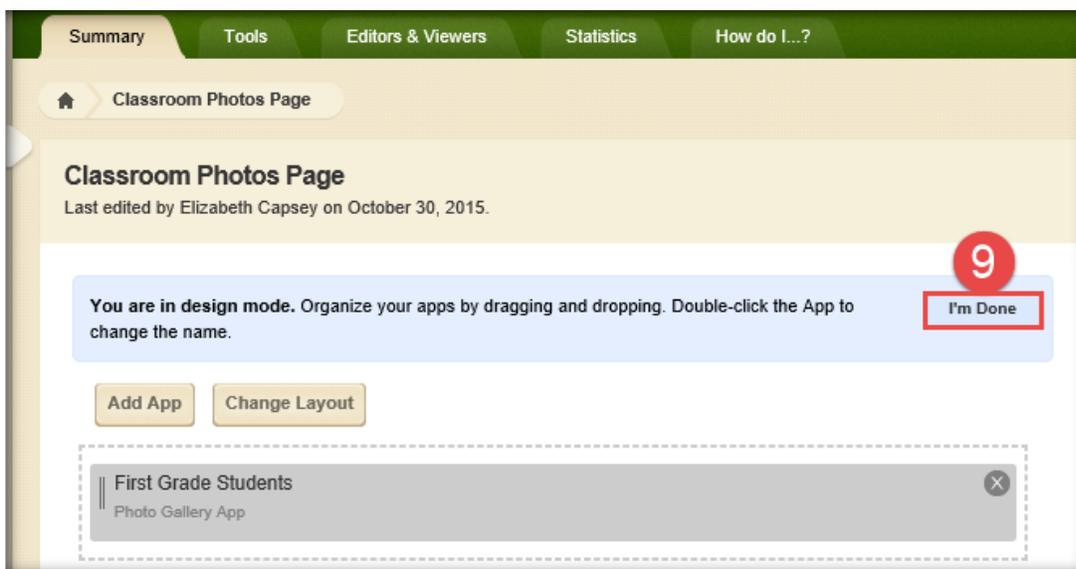
3. In Actions, click *Manage Apps & Layout*. The page opens in Design mode.
4. Click **Add App**. The Select an App dialog displays.



5. Select Photo Gallery App in the first column. A list of existing Photo Gallery apps along with a **Create New** button display in the second column.
6. To add an existing app to the page, select an app in the list. You are returned to the page in Design mode.
7. To add a new app to the page, click **Create New**. In the third column, enter a name for the app.
8. Click **Create**. You are returned to the page in Design mode.

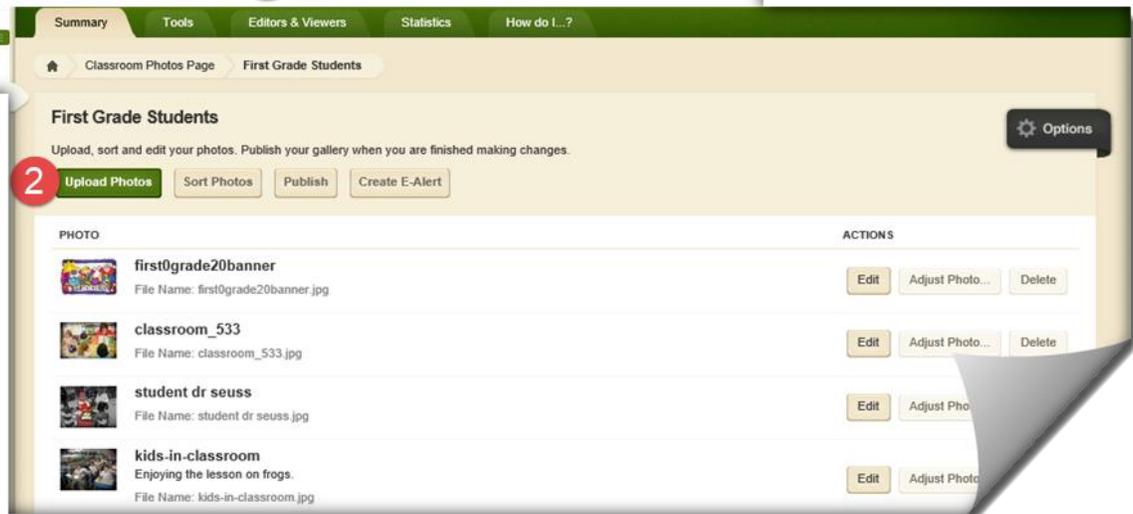
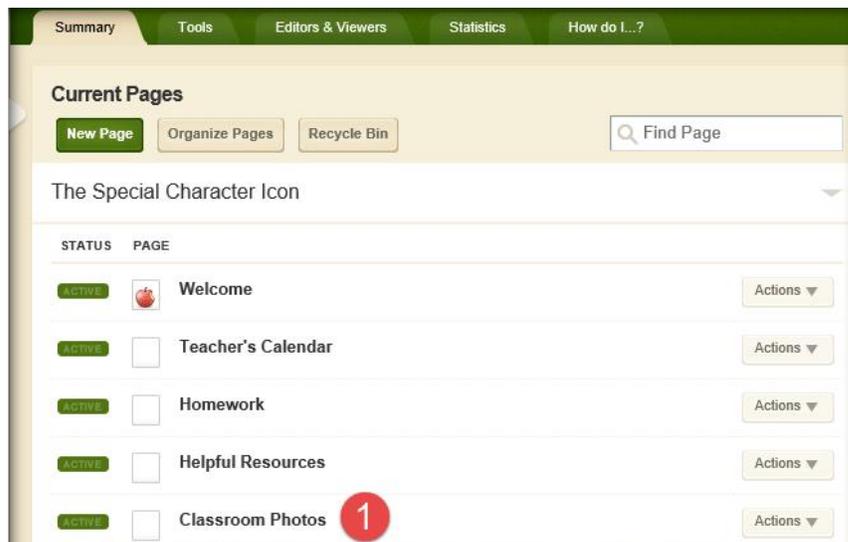


9. Click **I'm Done** to return to the page in Edit Mode.

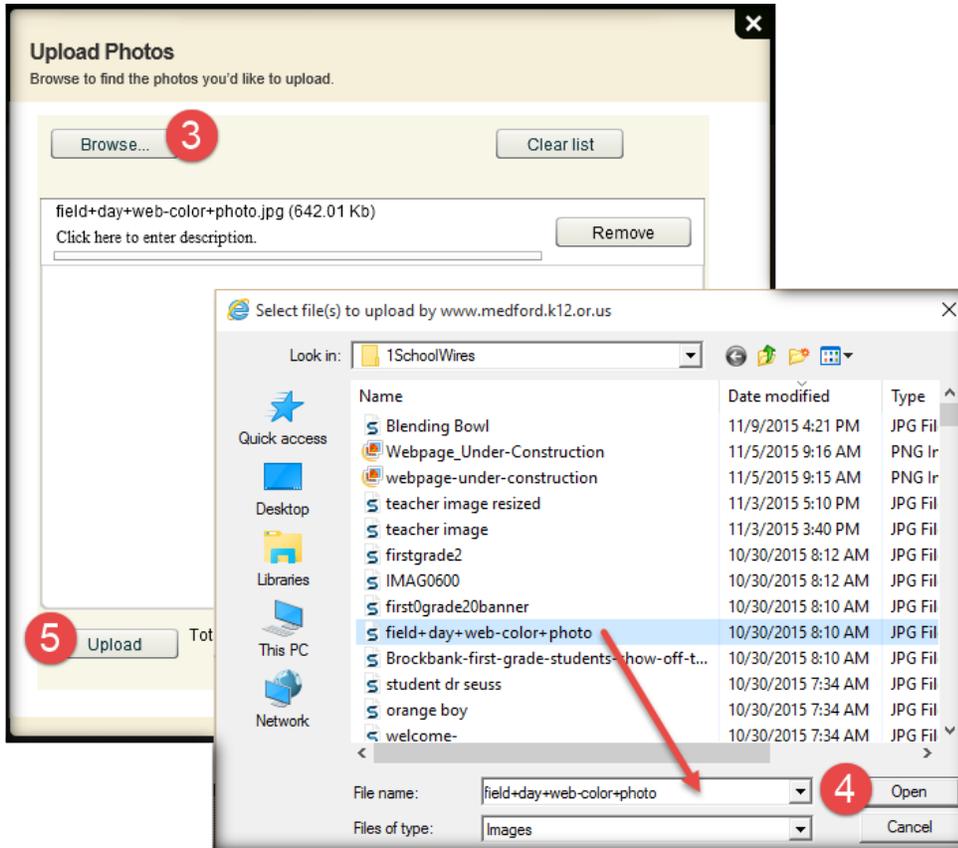


Add Photos to a Photo Gallery

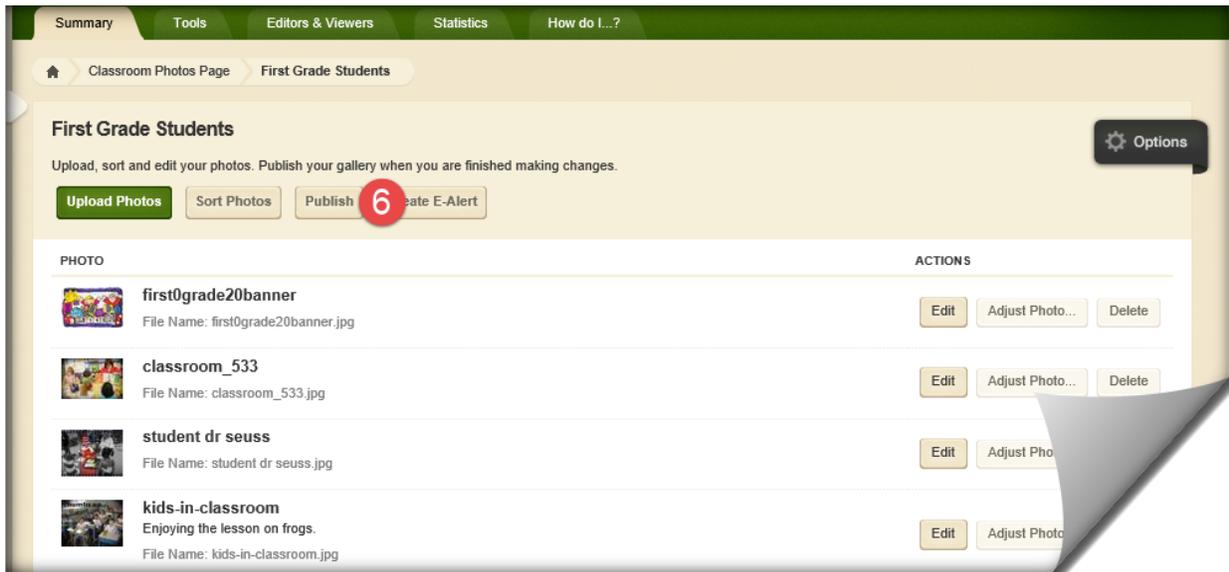
1. Navigate to your Photo Gallery app from your site page.
2. Click **Upload Photos** this opens the Upload Photos window.



3. Select the new photos you want to add by selecting **Browse**.
4. Select the photo file and click Open.
5. Click **Upload**.

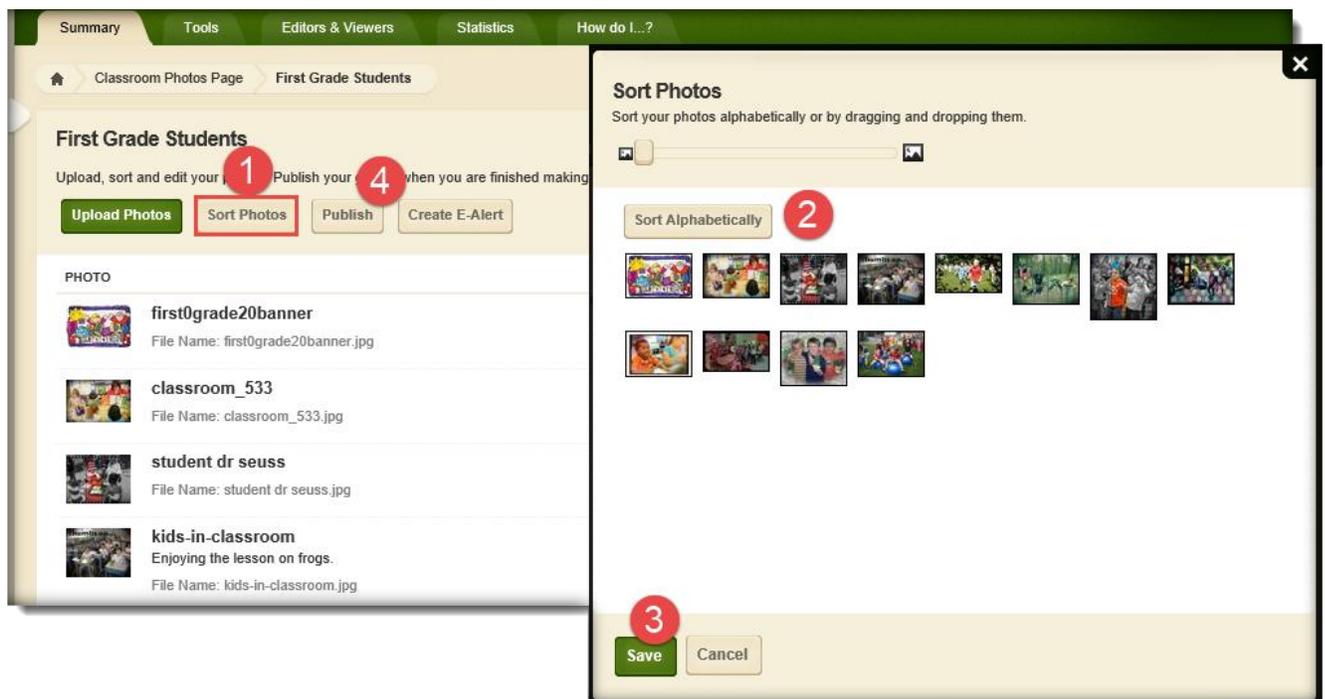


6. Click **Publish**



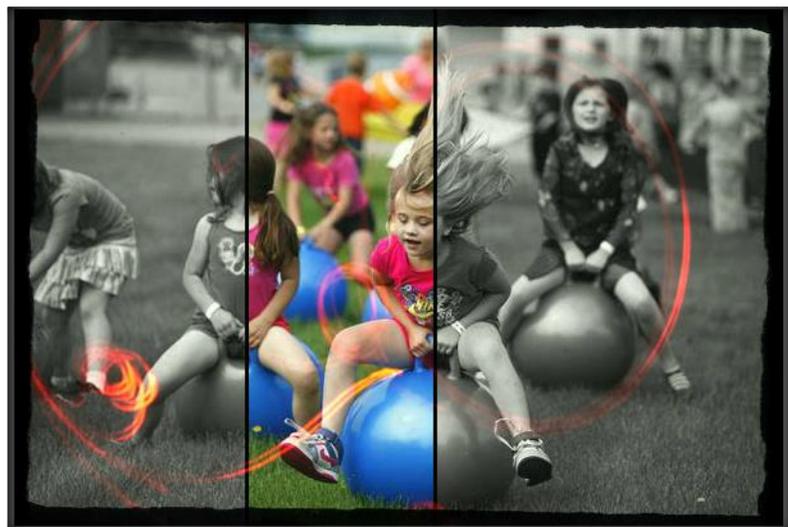
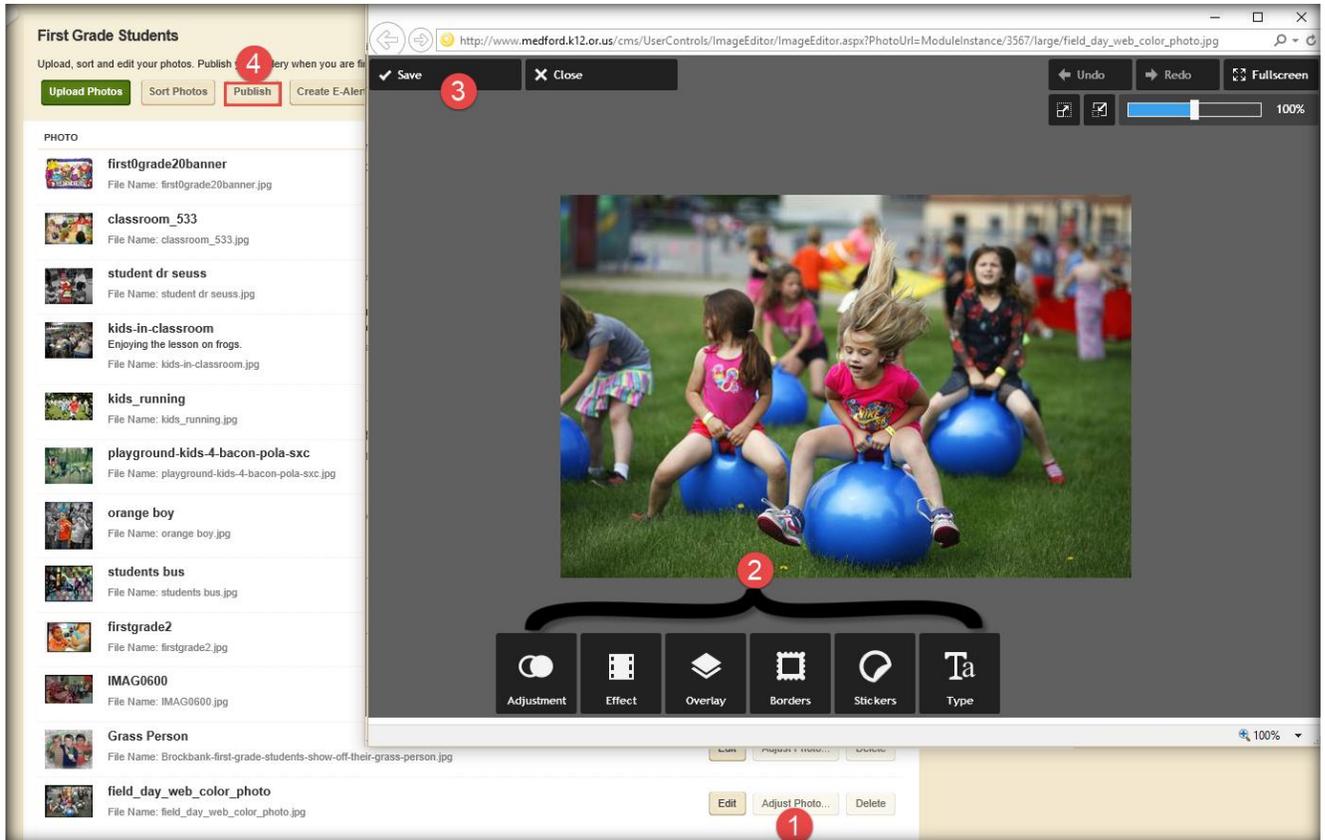
Sort Photos in a Photo Gallery App

1. Click **Sort Photos**. The Sort Photos window opens.
2. Click Sort Alphabetically to sort them by file name or click and drag the images to sort them. You can enlarge the images by sliding the Zoom bar at the upper left.
3. Click **Save**.
4. **Click Publish.**



Adjust Photos in a Photo Gallery App

1. Navigate to the photo you want to adjust and click the Adjust Photo button.
2. The Schoolwires photo editor will open. Use the tools (Adjustment, Effect, Overlay and Border) available to change the look of the photo.
3. Save any changes you have made. Be sure to select the highest quality possible.
4. Any time you make a change to a photo, you have to Publish the photo gallery to apply the changes.



Caption a Photo Gallery Photo

1. Navigate to the photo you want to adjust and click the Edit button.
2. Enter a caption for the photo in the Caption field.
3. Click **Save**. The photo caption is saved and you are returned to the workspace.

The screenshot displays a web interface for managing a photo gallery titled "First Grade Students". At the top, there are buttons for "Upload Photos", "Sort Photos", "Publish", and "Create E-Alert". Below these is a list of photos under the heading "PHOTO". Two photos are visible: "first0grade20banner" and "classroom_533". To the right of the photo list is an "ACTIONS" column with "Edit", "Adjust Photo...", and "Delete" buttons for each photo. A red circle with the number "1" is placed over the "Edit" button for the "classroom_533" photo. An "Edit Photo" dialog box is open in the center, showing the details for the selected photo. The dialog has a "Photo Title" field containing "First Grade", a "Caption" field containing "Welcome to First Grade!", a "Web Address" field, and a "Target" dropdown menu set to "Open in Same Window (_self)". A red circle with the number "2" is placed over the "Caption" text area. At the bottom of the dialog, there are "Save" and "Cancel" buttons, with a red circle and the number "3" placed over the "Save" button.

Add an Audio Clip to a Photo Gallery

1. Navigate to the Photo Gallery app you want to add sound.
2. Click **Options** in the top right corner of the app. On the General tab scroll down to see the Background Audio field.
3. Click **Browse**. The File Upload dialog displays.
4. Browse for your audio file and select it.
5. Click **Open**. The App Options window displays with your audio file in the Background Audio field.
6. Click **Save**. The audio clip is saved and you are returned to the workspace.

Tip: Check the box next to *Loop Audio* to have the background audio repeat until the browser leaves the page.

The screenshot displays the 'Practice Grade Level Webpage' interface. The main content area shows the 'First Grade Students' photo gallery settings. The 'App Options' dialog box is open, showing the 'General' tab. The 'Background Audio' section is highlighted in yellow, and the 'Loop Audio' checkbox is checked. A file upload dialog is open, showing the selection of 'The Best Day' audio file. Red numbered callouts (1-6) indicate the steps: 1. Clicking the 'Options' button in the top right corner of the app. 2. Clicking the 'Options' button in the dialog box. 3. Clicking the 'Browse' button in the 'Background Audio' section. 4. Selecting the 'The Best Day' audio file in the file upload dialog. 5. Clicking the 'Open' button in the file upload dialog. 6. Clicking the 'Save' button in the 'App Options' dialog box.

Change the Photo Gallery Transition Delay

1. On the **General** Tab, locate the Transition Delay field.
2. Enter a value for the number of seconds to pause before displaying the next photo. Click **Save**.
3. Click **Publish**.

App Name:
First Grade Students

General | Sharing | Social Settings

If you want, you can enter a description of your app.

Gallery Type:
You must publish after modifying this to see your changes.
JavaScript (Recommended)

Transition Delay:
3 seconds **1**

Fade Style:
Slide

Background Audio:
Upload an MP3 file that will play when visitors view your gallery.
12 The Best Day.mp3 | Browse | Delete
 Loop Audio

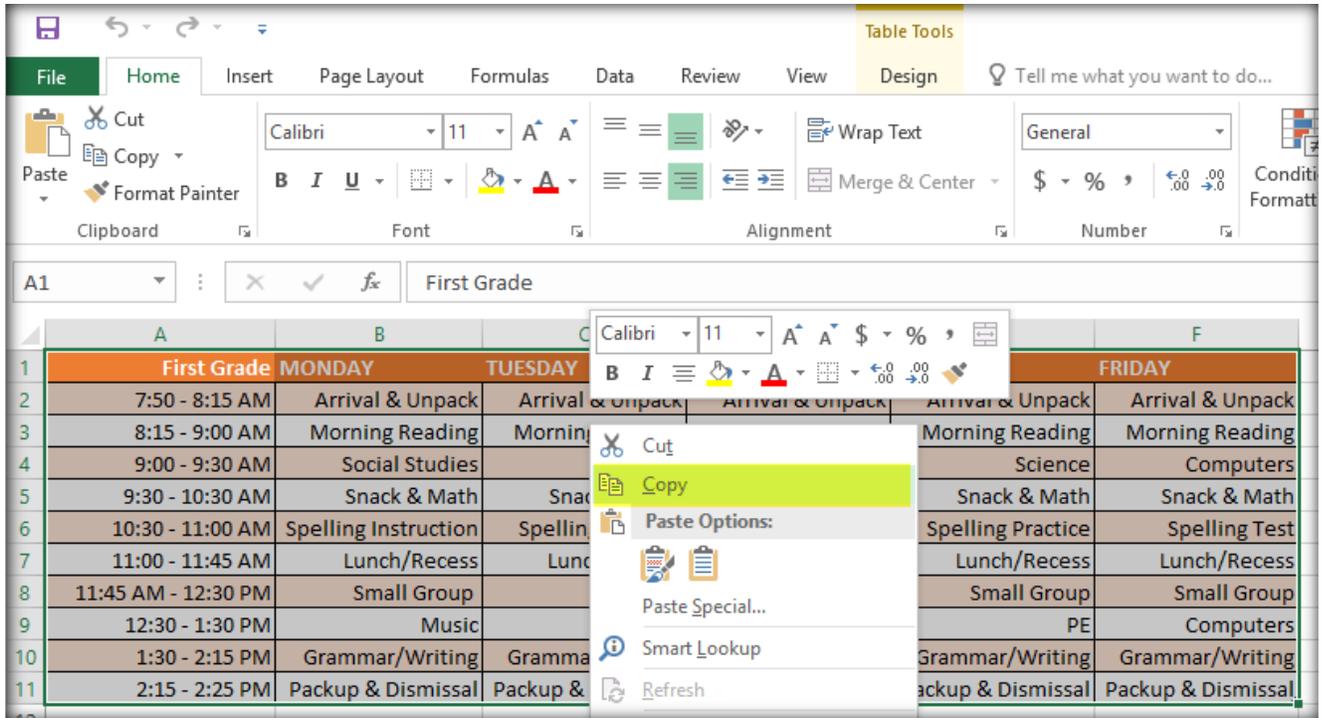
Save **2** Cancel

First Grade Students
Upload, sort and edit your photos. Publish **3** gallery when you are finished making changes.
Upload Photos | Sort Photos | Publish | Create E-Alert

Tip: You can also add a Description for the App, adjust photo gallery width and the Fade Style for the Photo Gallery in the Options screen.

Daily Schedule

Create a table in MS Word or in Excel. Copy the schedule to the clipboard.



1. Navigate to the Section Workspace and click on the Daily Schedule page.
2. Click in the workspace and use CTRL + V to paste the table into the app.
3. Click Save.

Practice Grade Level Webpage
Section Workspace

Summary Tools Editors & Viewers Statistics How do I...?

Current Pages

New Page Organize Pages Recycle Bin Find Page

Schoolwires 2015 Release 3

STATUS	PAGE	
ACTIVE	Welcome	Actions
ACTIVE	<input type="checkbox"/> Teacher's Calendar	Actions
ACTIVE	<input type="checkbox"/> Homework	Actions
ACTIVE	<input type="checkbox"/> Helpful Resources	Actions
ACTIVE	<input type="checkbox"/> Classroom Photos	Actions
ACTIVE	<input type="checkbox"/> Daily Schedule 1	Actions

Summary Tools Editors & Viewers Statistics How do I...?

Home Daily Schedule Page First Grade Daily Schedule Options

First Grade Daily Schedule

Save **3** Cancel Create E-Alert Editor Best Practices

Click in the Workspace.
Press CTRL+V to paste the schedule you copied to the clipboard.

First Grade	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:50 - 8:15 AM	Arrival & Unpack	Arrival & Unpack	Arrival & Unpack	Arrival & Unpack	Arrival & Unpack
8:15 - 9:00 AM	Morning Reading	Morning Reading	Morning Reading	Morning Reading	Morning Reading
9:00 - 9:30 AM	Social Studies	Science	Social Studies	Science	Computers
9:30 - 10:30 AM	Snack & Math	Snack & Math	Snack & Math	Snack & Math	Snack & Math
10:30 - 11:00 AM	Spelling Instruction	Spelling Practice	Spelling Practice	Spelling Practice	Spelling Test
11:00 - 11:45 AM	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
11:45 AM - 12:30 PM	Small Group	Library	Small Group	Small Group	Small Group
12:30 - 1:30 PM	Music	PE	Music	PE	Computers
1:30 - 2:15 PM	Grammar/Writing	Grammar/Writing	Grammar/Writing	Grammar/Writing	Grammar/Writing
2:15 - 2:25 PM	Packup & Dismissal	Packup & Dismissal	1:30 Early dismissal	Packup & Dismissal	Packup & Dismissal

Normal HTML Preview Words:134 Characters:1125

Activate on my page

Pixlr

<https://pixlr.com/express/>



Launch Web App

Select either Browse (allows you to select an image you want to edit) or Collage (allows you to have a collage of pictures) and then select the image(s) you want to edit.

1. If you select Browse you will navigate to the image you want to add to the rotator.
2. If you select Collage you will select the pictures that you want to add to the collage picture.

The image will open in Pixlr.

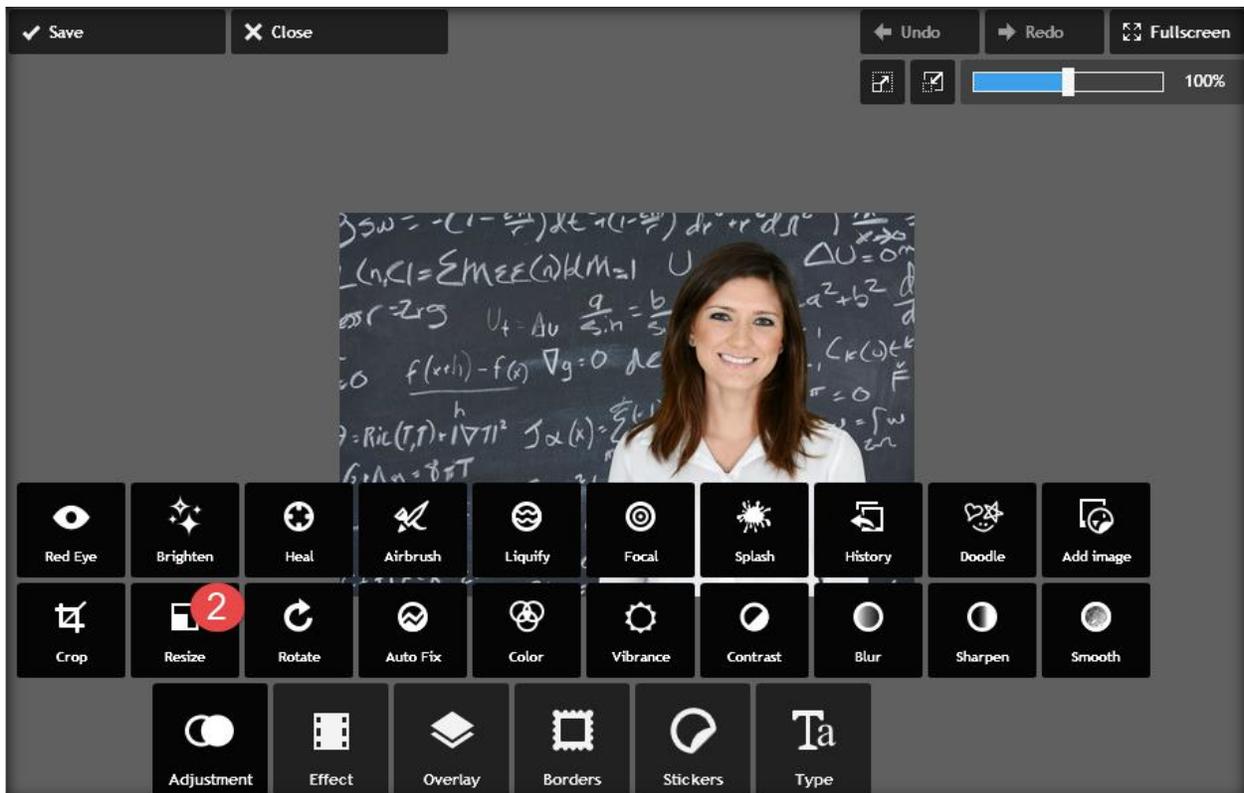
1. Click Adjustment to open the tool menu.



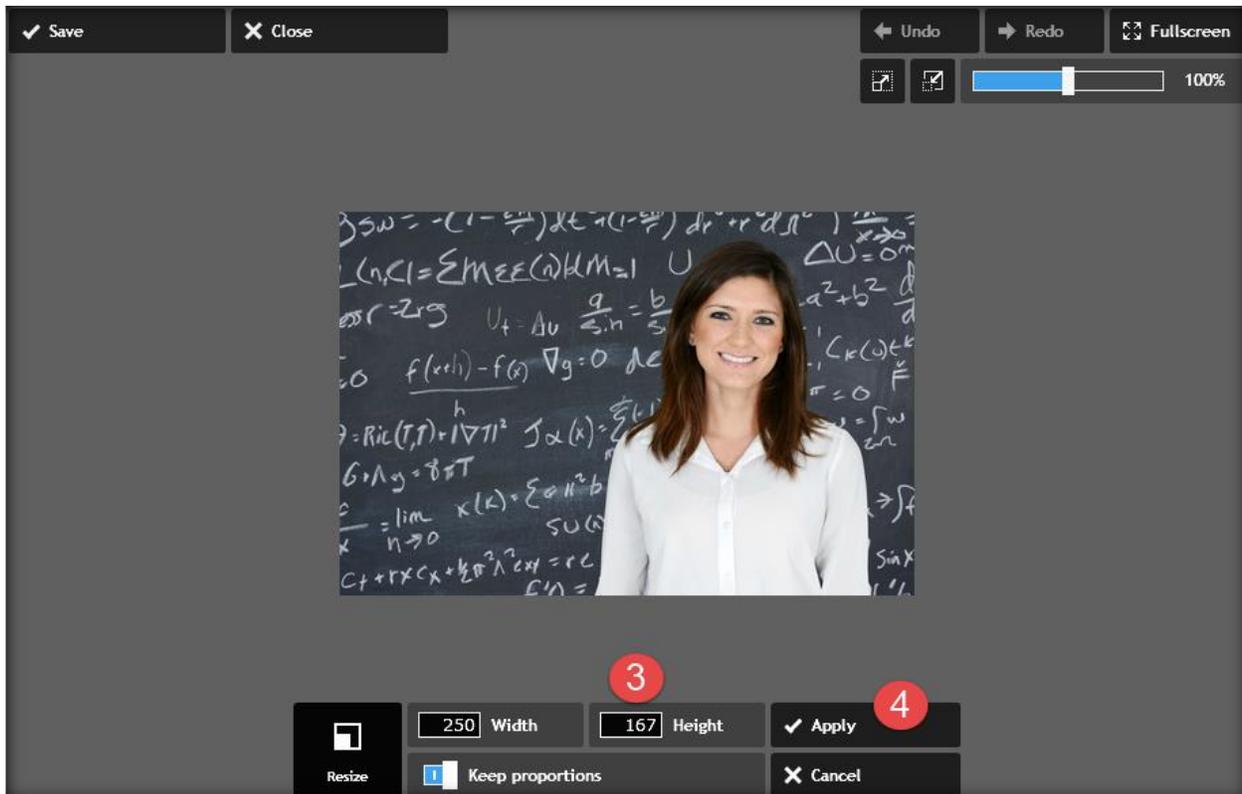
Resize

2. Click on Resize.

The picture must be a square or nearly perfect square to maintain its aspect ratio when placed on the About Teacher App page.



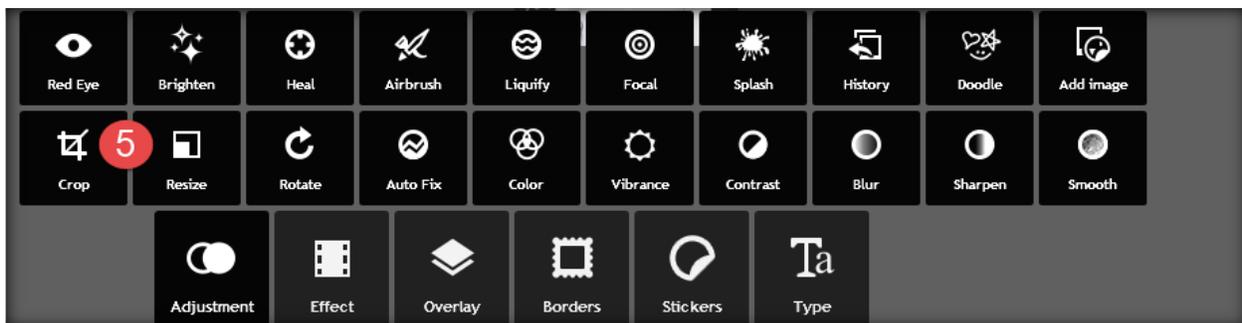
3. Resize to 250 X 250. Since the height is 167 and we have lots of area in width that we can crop leave the height.
4. Click Apply.



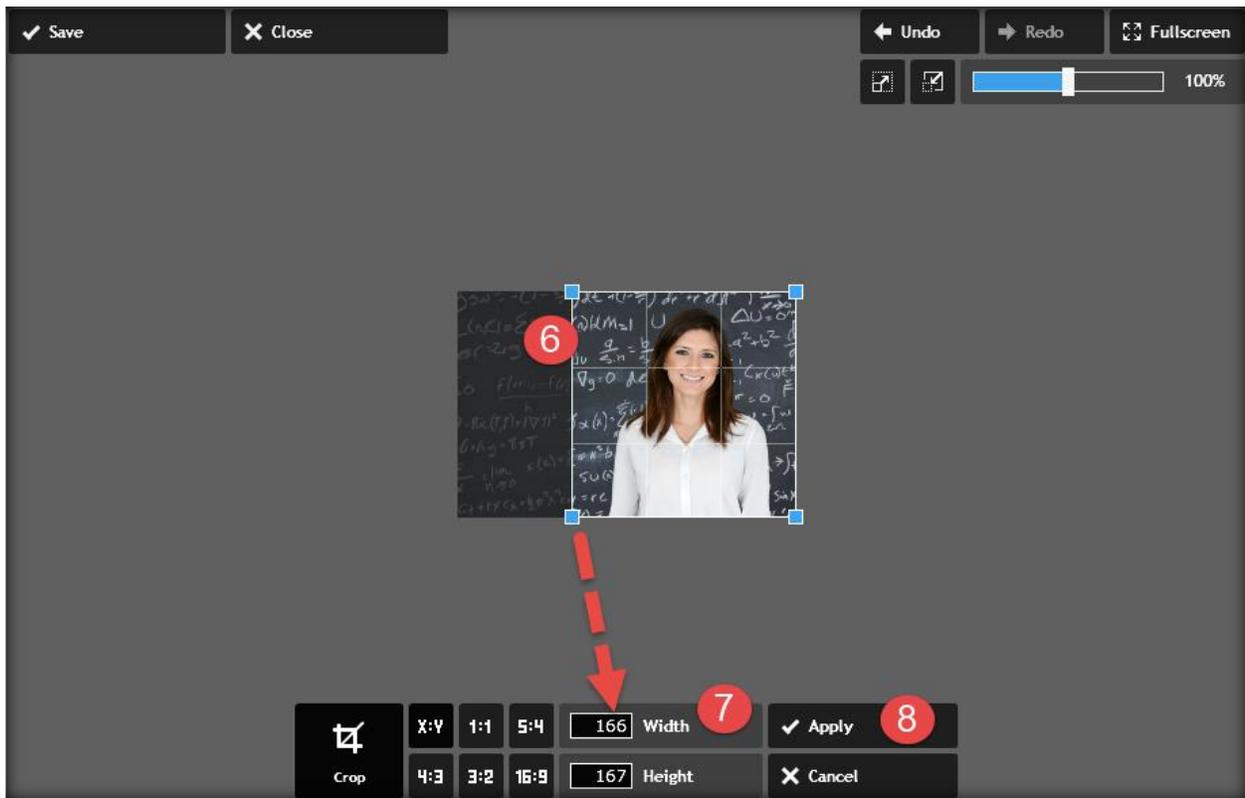
Crop

Now you must crop the picture to set the width.

5. Click on Crop in the Adjustments menu.



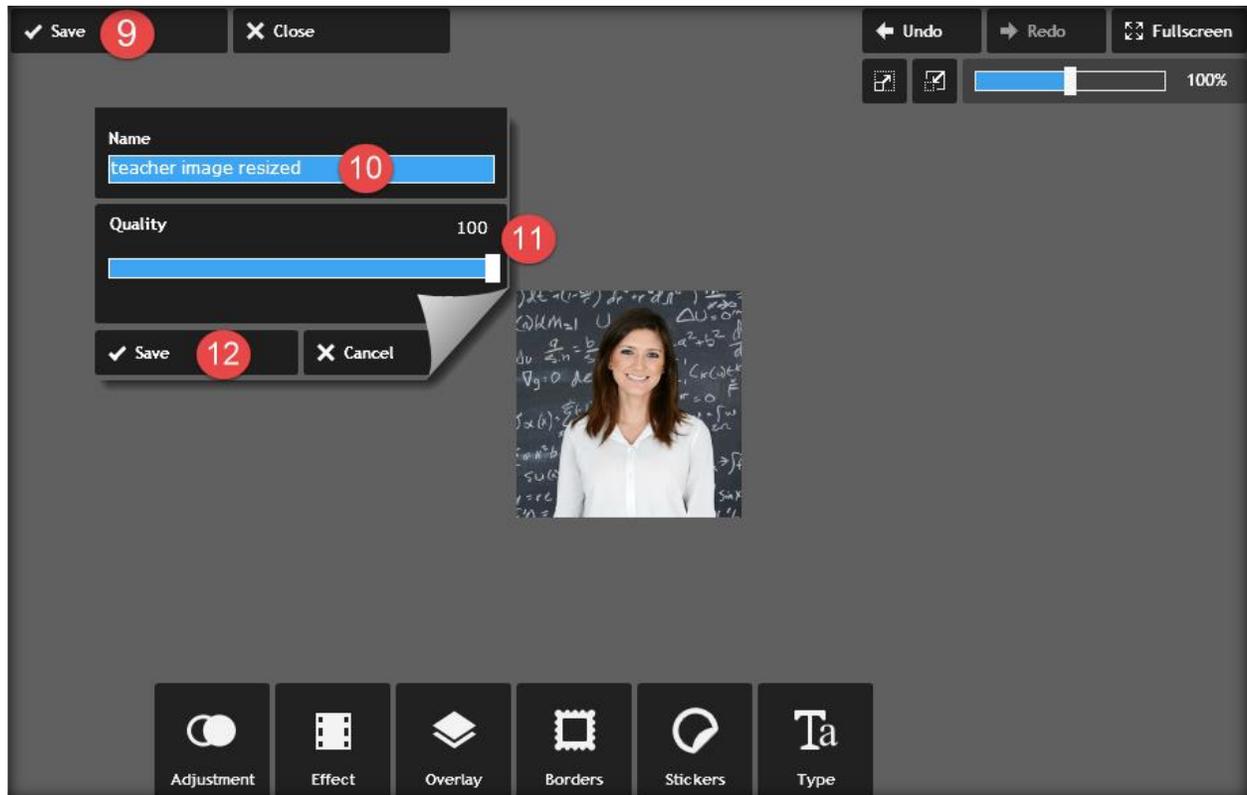
6. Drag the handles to adjust the width of the picture. Be careful to not adjust the height while dragging the handle.
7. The picture height should be as close to creating a square picture as possible.
8. Click Apply.



Save

Now you will save the image.

9. Click on the Save button in the upper left hand corner.
10. Rename your picture. You can add a number or change the name. I usually add sized to the name. You don't want to lose your original picture.
11. Set the Quality to 100%.
12. Click Save.

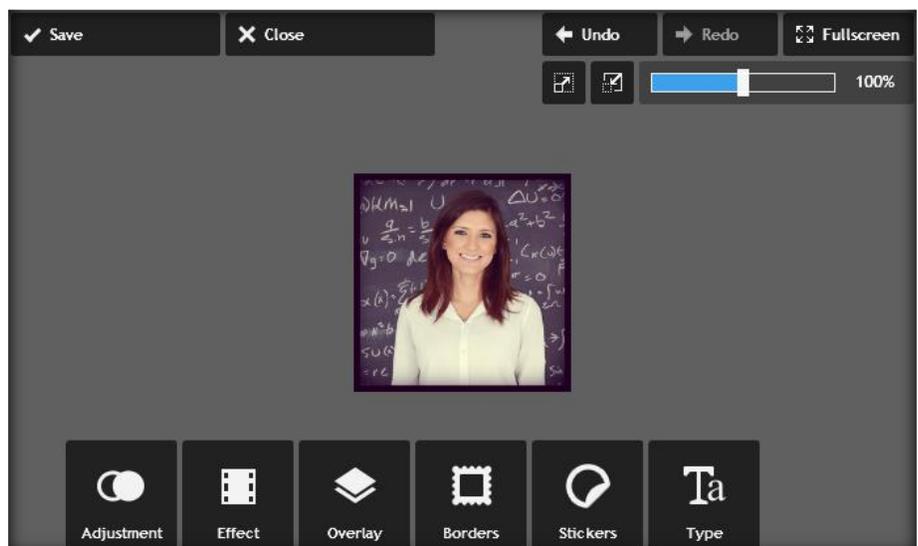


You now have a picture resized to fit in the About Teacher App.

Additional Tools

You can also use additional tools to further adjust your image.

- Effect
- Overlay
- Borders
- Etc.



Best Practices For Apps on Pages

Schoolwires® Centricity2™



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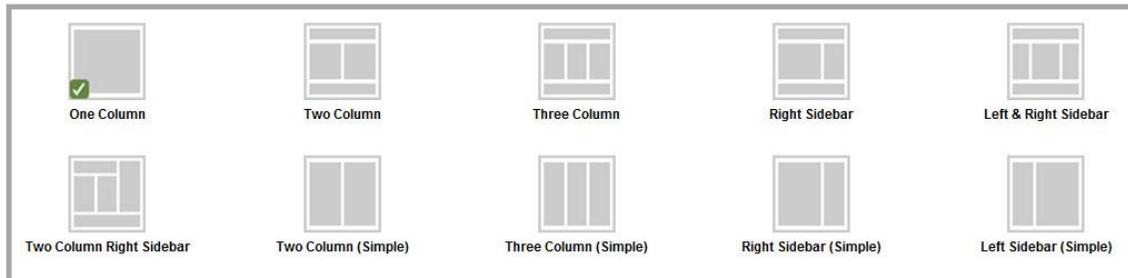
Apps and Page Layouts Chart Legend 2

Apps and Page Layouts Chart..... 2

Best Practices for Page Layout Regions 3

Introduction

When working with pages, you can change the Page Layout. There are ten layout options from which you may choose.



Some layouts are better suited for certain apps or combinations of apps than others. This document includes a chart illustrating our layout and app recommendations.

We also include suggestions for app placement within each layout region.

Apps and Page Layouts Chart Legend

The legend below is used with the *Apps and Page Layouts Chart*.

- **R (Recommended)**—This is a preferred app and layout combination.
- **L (Some Limitations)**—This app and layout combination may display correctly. If you use the app in the layout, be sure to check to see how the app looks in the column where you placed it by viewing the page on the end-user website.
- **N (Not Recommended)**—This app and layout combination could be problematic.

Apps and Page Layouts Chart

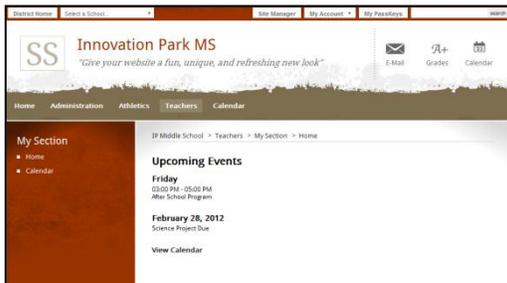
This chart illustrates what apps and layouts work best together. You should always check the end-user website to ensure that the page layout you selected and apps you placed on the page display properly. This chart also addresses stacking apps within a layout and apps appropriate for a home page.

Apps	Layouts											
	One Column	Two Columns	Three Columns	Right Sidebar	Left & Right Sidebar	Two Column Right Sidebar	Two Column Simple	Three Column Simple	Right Sidebar Simple	Left Sidebar Simple	Stack App	Home Pages
About Teacher	R	L	N	L	N	N	L	N	L	L	R	N
Alumni Directory	R	L	L	L	L	L	L	L	L	L	L	L
Announcements	R	L	L	L	L	L	L	L	L	L	L	R
Article Library	R	L	L	L	L	L	L	L	L	L	L	R
Assignment	R	L	L	L	N	N	N	N	L	L	L	N
Blog	R	L	L	L	L	N	N	N	N	N	L	N
Book List	R	L	L	L	L	N	L	N	L	L	L	N
Calendar	R	L	L	L	L	N	N	N	N	N	L	N
Content	R	L	L	L	L	L	L	L	L	L	R	L
Discussion	R	L	L	L	L	N	N	N	N	N	L	N
Document Viewer	R	L	N	L	N	N	L	N	L	L	R	N
Embed Code	R	N	N	N	N	N	N	N	N	N	R	L
Facebook Like	R	L	L	L	L	L	L	L	L	L	R	R
File Library	R	L	L	L	L	L	L	L	L	L	L	L
Flex Editor	R	L	L	L	L	L	L	L	L	L	R	L
Heading	R	R	R	R	R	R	R	R	R	R	R	R
Headlines & Featu	R	L	L	L	L	L	L	L	L	L	L	R
Image	R	R	R	R	R	R	R	R	R	R	R	R
Link Library	R	L	L	L	L	L	L	L	L	L	L	L
Lunch Menu	R	L	L	L	L	L	L	L	L	L	R	L
Maps & Directions	R	L	L	L	L	L	L	L	L	L	L	L
MiniBase	R	L	L	L	L	L	L	L	L	L	L	L
Photo Gallery	R	L	L	L	L	N	L	N	L	L	L	L
Podcast	R	L	L	L	L	N	L	N	L	L	L	L
Premium Video	R	L	L	L	L	N	L	N	L	L	L	L
School Directory	R	N	N	N	N	N	N	N	N	N	R	L
Site Shortcuts	R	L	L	L	L	L	L	L	L	L	L	R
Staff Directory	R	N	N	N	N	N	N	N	N	N	R	L
Twitter Share	R	L	L	L	L	L	L	L	L	L	R	R
Upcoming Events	L	L	L	L	L	L	L	L	L	L	L	R
Wiki	R	L	L	L	L	L	L	L	L	L	R	L

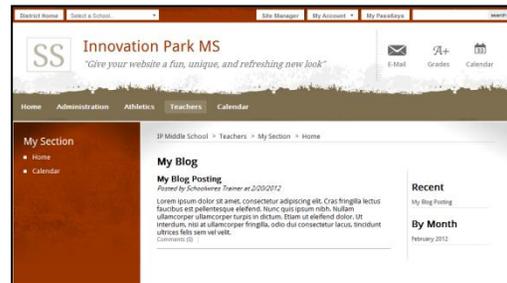
Best Practices for Page Layout Regions

Certain apps display better in certain regions of a Page Layout. For example, a large amount of content within an app placed in a region with limited space will cause the app to display awkwardly. Always check how your page displays on the end-user website. Adjust your Page Layout as necessary in order to provide the best appearance of your content.

- One Column**—With a one column layout, any app you place in the column displays standard web content without issue. This layout is best for apps containing a large amount of content such as blogs or calendars. Apps with less content such as Upcoming Events are better suited for multiple column or sidebar layouts.



One Column Layout with Upcoming Events



One Column Layout with Blog



- Multiple Columns**—With multiple column layouts, you can place apps in each of the columns on the page. Many apps display well with these layouts. Apps flagged with an **N** in the *Apps and Page Layout Chart* are not recommended for multiple column layouts.



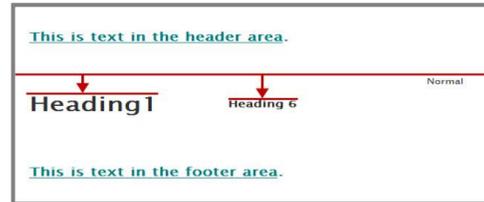
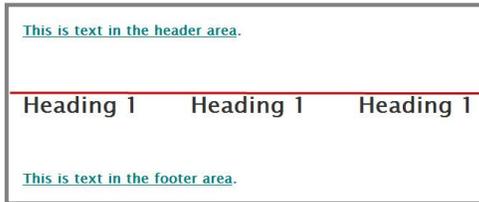
Two Column Layout with Flex Editor, Announcements and Upcoming Events



Three Column Layout with Flex Editor, Photo Gallery and Calendar



Also, it is important to note that for content to align evenly for a multi-column layout, you must apply the same formatting to the content within each column. Below you see two end-user views of pages using the *Three Column* layout. On the left, text in all columns is formatted using Heading 1. On the right, text in the first column is formatted using Heading 1; text in the second column is formatted using Heading 6; and, text in the third column is formatted using Normal.



- Sidebars**—Sidebars are narrow columns that appear on the left and right sides of a Page Layout and are used in conjunction with columns. Sidebars are well suited for apps that contain a small amount of content such as Upcoming Events or Announcements. Other apps may work well when placed in a sidebar, depending on the size and amount of content within in the app.



Right Sidebar with Flex Editor (main) and Upcoming Events (sidebar)



Right Sidebar with Flex Editor (main) and Blog (sidebar)



- Headers and Footers**—Headers and Footers are one-column regions placed at the top and bottom of a Page Layout. Any app placed in a Header or Footer region displays standard web content without issue. Page Layouts with Header and Footer regions also contain other regions where you place apps.

You might want to avoid placing apps with large amounts of content into the Header or Footer regions as the page is typically its central region. The Header and Footer regions are best used to accent the central content or to display common information for the page. For example, you might use a Header or Footer region to place a title for the page.

Top Elements of a Teacher Section

- | | | |
|-----------------------------------|---|---|
| 1. Teacher Contact Information | 8. Calendar of Classroom Events | 15. Classroom Learning Activities |
| 2. Teacher Welcome Message | 9. Reading Lists | •Online Quizzes using Forms and Surveys |
| 3. Teacher Biography and Pictures | 10. Supply Lists | •Blogs |
| 4. Classroom Rules and Policies | 11. Links to Student Resources | •Student-Edited Pages |
| 5. Homework Assignments | 12. Links to Parent Resources | 16. Accomplishments, Awards and Recognition |
| 6. Course Information | 13. Classroom News and Announcements | •Student Accomplishments |
| 7. Handouts and Study Guides | 14. Images and Videos of Classroom Activities | •Volunteer Recognition |

Overall Recommendations and Best Practices

For Site & Subsite Directors

Maintain consistent editor layouts between teacher sections, especially on the section homepage.

Scrolling

Design your pages with no or minimal scrolling. Whenever possible, break long pages into separate pages.

Fonts

- It is probably best to let your font text default to the sizes set in your template. If you must change it, use ones that are easy to read (serif or sans-serif) and display consistently across browsers. Try Times, Times New Roman, Helvetica, Georgia and Arial. For headings, choose a sensible contrasting font size.
- Use consistent size and color across all the pages in your section.

Text Standards

- Color—Black is the preferred color. Avoid red, green or yellow as people with color perception issues may have trouble seeing the text.
- Size—Let the template control the size of your text. For headings, choose a size to complement text.
- Avoid using flashing or scrolling text as visitors may find it distracting and skip reading your page content.

Files

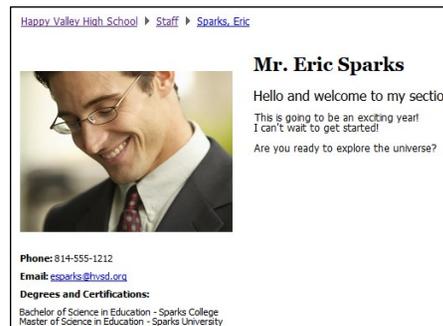
- Use Portable Document Format (PDF) when posting files. If you post file types from specific software, visitors may not have an application to open those files.
- Display DOC, DOCX, XLS, XLSX, PPT, PPTX, PDF and PAGES files with the Document Viewer app.

Copying and Pasting Content

When copying text from Microsoft[®] Word, consider removing all Word formatting by using *Paste Text Only* and reformatting it in the *Editor*.

About Teacher Page Type

Add this page type to your section as your landing page for a neat and professional look.



Happy Valley High School > Staff > Sparks, Eric

Mr. Eric Sparks

Hello and welcome to my section!
This is going to be an exciting year!
I can't wait to get started!
Are you ready to explore the universe?

Phone: 814-555-1212
Email: esparks@hvsd.org

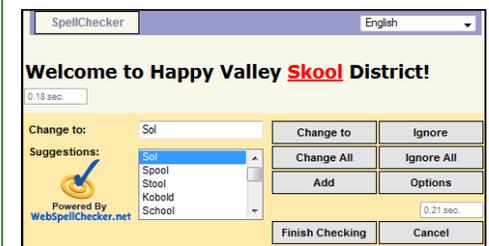
Degrees and Certifications:
Bachelor of Science in Education - Sparks College
Master of Science in Education - Sparks University

Links

- Verify that links to outside web pages are functioning, current and appropriate in nature.
- Links to outside web pages and files should open in a new window.

Spell Check

Run Spell Check and correct any spelling errors. Remember that it does not check grammar!



SpellChecker English

Welcome to Happy Valley Skool! District!

0.18 sec.

Change to: Sol Change to Ignore

Suggestions: Sol Spool Stool Kobold School

Powered By WebSpellChecker.net 0.21 sec.

Finish Checking Cancel

Overall Recommendations and Best Practices

Blogs

If you host a blog, you are responsible for maintaining the content. Blog postings should include material that is relevant to curriculum or class discussion. Visitor Comments should require approval before being posted.

File Sizes

Be aware of the file size of your images, documents and podcasts. Large files take a long time to download—visitors may become frustrated waiting for the content. Consider uploading podcasts to a third-party service and use the Embed Code app.

Tables

- Use the Table App to create tables within your content. Use it together with other apps. Try the Heading, Content, Image and Table Apps together on a page. This makes for a great starter page.
- To include an actual table within your text, add a link to a page with a Table App containing the table. Or, upload a document with the table or an image of the table to Files & Folders and then link to the document or insert the image.

Images

- Use the Inset Image wizard to add images. 
- Include meaningful Alt. Text for the image. Visitors see this text when they hover over an image and is read by screen reader applications.
- Recommended image sizes (100 pixels = 1 inch):
 - Keep images narrower than 500 pixels wide.
 - Accent Images: Keep image width and height between 25 to 100 pixels. Any accent image with a width greater than 150 pixels is resized to 150 pixels.
- Avoid animated images.
- Use JPG and JPEG images.
- When resizing, it is best to go from a larger image to a smaller one. Making a small image larger can result in a grainy or *pixilated* image.
- Avoid background colors and images on pages. If background colors are used, maintain high contrast between background colors and font for improved readability.

Photos of Students

Check your district policies on posting student photos on the web.

Photo Galleries

- The default setting for the Gallery Width is 600 pixels.
- Use JPG or JPEG images.

© Copyright

- Give proper credit for content that is posted from other sites. Review your district policies for posting content and copyright rules.
- Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- You should make a standard practice of requesting permission from the holder of the work if your use of the material has the potential of being considered an infringement.
- Teachers should instruct students to respect copyright and to request permission when appropriate.

Apps and Page Layout

- Use a Blank Page Page Type and customize it to suit your needs.
- Choose a page layout suitable for the apps and content you wish to display on the page.
- About Teacher—Let visitors know your history and welcome them.

- Assignment—Add assignments and associate them with a calendar.
- Calendar—Add classroom events and display assignments.
- Document Viewer—Display a document without having to embed content in a Flex Editor app.
- Embed Code—Insert embed code from third-party source to display content locally.
- Use the Blog, Discussion, Q & A and Wiki apps to spawn interaction, interest and discussion.
- Use the Content app for welcome text and other textual copy.

Apps Options

- Activate the *Show the app name on my page* check box to displays it on the website. Using this option for each of your apps ensures a consistent look as styling for this option is controlled by the template.

Show the app name on my page.

- If available, use social media elements to enhance app content by including the options Community Editing, Commenting and Rating.

★★★★☆ (15)

Website View

Sparks, Eric

All Categories | September | 2015 | Filter

Current Assignments

SUPPLEMENTAL READING CHAPTER 2
Date Due: 09/11/2015
Category: Supplemental Reading

SUPPLEMENTAL READING CHAPTER 3
Date Due: 09/18/2015

CITIES IN SPACE
Date Due: 09/28/2015
Category: Class Project

Past Due Assignments

SUPPLEMENTAL READING CHAPTER 1
Date Due: 09/03/2015
Category: Supplemental Reading

Let the Assignments App be your coursework and homework manager. Create and apply Assignment Categories to index assignments. Enter detailed assignment descriptions, when assigned and when due. Students will have a clear picture of what work is required to complete your course. So will their parents!

The Assignments App offers these features.

- Filters to display assignments by individual categories, month and year
- A logical display of current and past due assignments
- Titles that are links to display complete assignment details
- Option to display assignments by due date on a Calendar App with a hot link to assignment details

Cities in Space

Category: Class Project
Date Assigned: 08/25/2015
Date Due: 09/28/2015

In the future we will no doubt have cities in space—orbiting the earth, on the moon or even on Mars. As we discussed in class, space city characteristics will be dictated by the conditions of the base environment.

Team 1 research the base environments of the **Moon**.

Team 2 research the base environments of **Mars**.

Team 3 research **space stations**.

Research these questions and formally prepare responses. Use this [CitiesInSpaceTemplate](#).

- What building materials will be available?
- Which jobs will be required, what skills will people need?
- What kind of recreational facilities should be available for the inhabitants?
- How will power, food, water, oxygen—the necessities—be provided?
- What conditions and services will people need?
- Are there any scientific research projects that could be performed on this base unique to this location?
- What types of businesses and commercial services will be most likely to thrive in this city?

Sep 2015

					13	14	15	16	17
					20	21	22	23	24
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						

Oct 2015

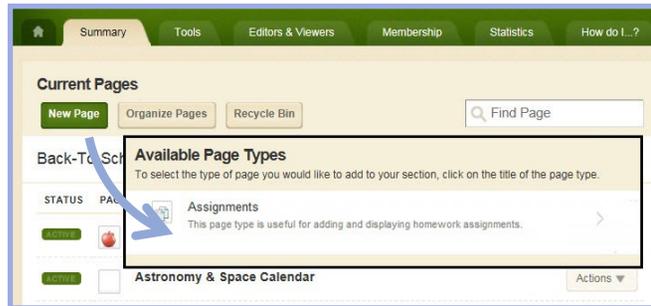
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

Cities in Space
9/28/2015

Site Manager View

Here's how you add and populate an Assignments App in your workspace. Create a page with a one-column layout.

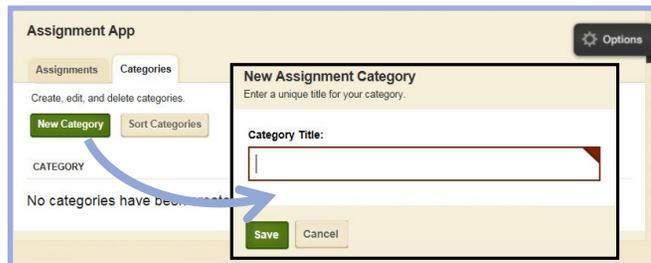
1. Click New Page and select the Assignments Page Type.
2. Name and save the page.



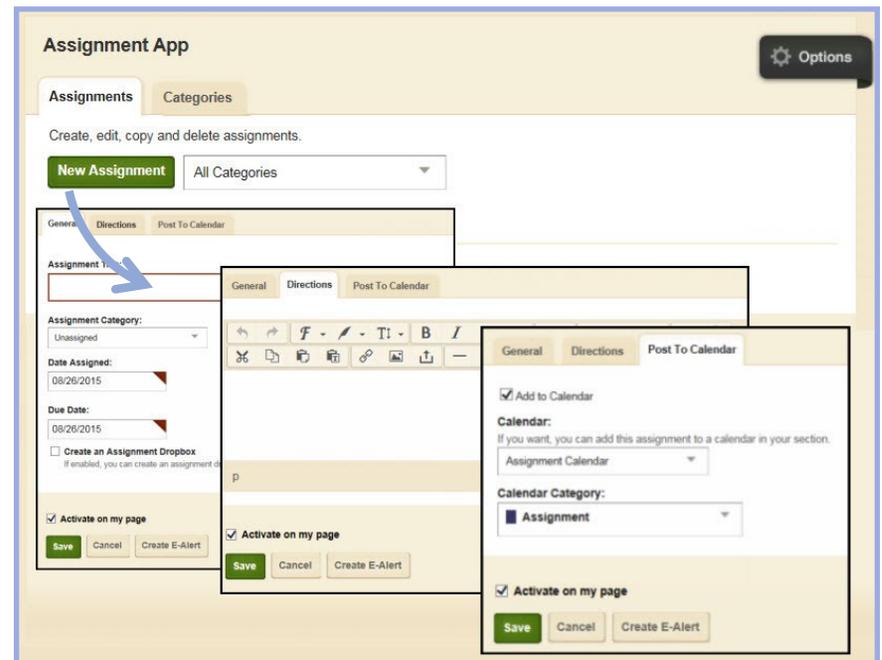
4. Click Actions and Edit Page.



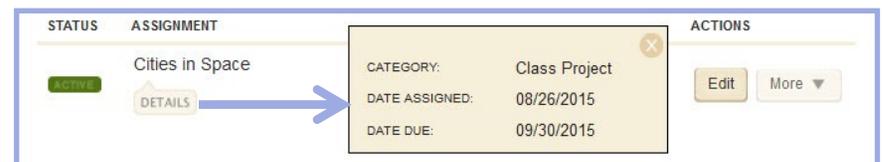
5. Click the Categories tab.
6. Click New Category and add the categories you'll use to index your assignments.



7. Click the Assignments tab. Click New Assignment. Click each tab, add content and click Save.
 - General—Add administrative assignment details.
 - Directions—Add assignment instructions. Use tools to create rich content.
 - Post To Calendar—Check *Add to Calendar* and choose a Calendar App in your current workspace. Apply an event category, which is defined in the Calendar App you select. The assignment displays on the calendar.



8. Click Details for quick date and category reference.



Import Events

The **Import Events** tab lets you quickly and easily create events.

1. Create your import file as a spreadsheet and save it as a CSV file. Be sure to include Start Date and Event Title information for each event. You can also download a sample import CSV file on Step 1 of the import wizard.
2. On the **Import Events** tab, click **Import Events**.
3. Click **Browse** and select the CSV import file from your computer or network.
4. Click **Next**.
5. On the Import Mappings screen, map the fields in your CSV file to the appropriate Calendar fields. If you do not have the corresponding data in the import file, leave the drop-down set to 'Ignore.'
6. Click **Next**.
7. On the Event Preview screen, verify that the information is displaying correctly.
 - If you need to edit your mapping, click **Back**.
 - If you want to save your mapping to use again in the future, click the **Save this mapping as** checkbox and enter a name in the field.
 - If you want to make the current mapping the default, click the **Make this the default mapping** checkbox.
8. Click **Next**.
9. The Assign Viewing Rights screen allows you to protect your event so that only certain users or groups of users will be able to view it. If you want all website visitors to view the event, do not assign any users or groups.
10. Click **Import**. The system will display the **Import Events** tab and create a record for the import.
11. If you wish to remove the imported events, click **Undo Import**.

Post an Assignment to your Calendar

If you manage your assignments using an Assignments App, you can let the system automatically create an event on the assignment's Due Date. The details of the event will display all information from the assignment's **Directions** tab.

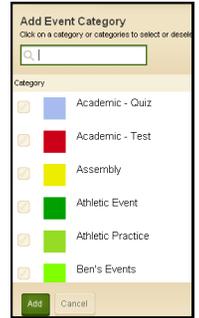


1. In an Assignment App, create your assignment and add your Directions.
2. Click the **Post to Calendar** tab.
3. Click the **Add to Calendar** checkbox.
4. Choose to which calendar to post in the Calendar drop-down list. You will be able to choose any Calendar app in your current workspace.
5. Choose a Calendar Category for the event (optional).
6. Click **Save**.

Managing Event Categories

You can customize which categories display on your Calendar app's **Event Category** dropdown.

1. In the Calendar App, click the **Event Categories** tab.
2. You may have a list of default Categories. To delete a Category, click **Remove**.
3. To add more Categories, click **Select Categories**.
4. In the Add Event Category window, search for an Event Category by typing some or all of its name into the Search field. You can also scroll through all available Categories by using the scroll bar on the right side of the window.
5. To select a Category, click the box to the left of the Category name.
6. Once you've selected your Categories, click **Add**.



Sharing Events with Other Calendars

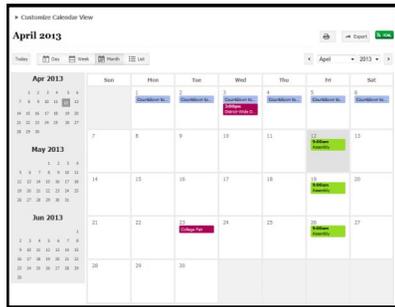
You can post events to a parent calendar or a Collection of other calendars. A Collection may only have one calendar, or it can have several.

1. In the Event Details, click the **Post to Calendars** tab.
2. Click the **Post to other calendars** checkbox.
3. Click the **Post to Site Name** checkbox to post the event to the parent calendar. The top site homepage calendar app has no parent calendar.
4. Click **Add Collections**.
5. In the Add Collections window, select the Collection by clicking it. If you decide you don't want to share your event with a Collection, click it again to deselect it.
6. Click **Add Collections**.
7. The Collections you selected display on the **Post to Calendars** tab. To recall your invitation to share the event, click **Remove** next to the Collection.




If someone shares an event with you, it may need approval to display on your Calendar. The **Event Queue** tab will display any events that are pending approval. To approve an event, click **Approve**. If you do not want to display the event, click **Decline**. The requestor is notified by email of your disposition of their event.

Navigating the End-User Calendar



End-User Calendar

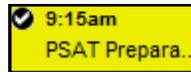
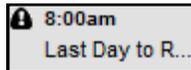
You can use the Calendar App to display events that are appropriate to the site, subsite, channel, or section where you display the calendar. Visitors to your website will be able to view events and even customize their view.

Double-click on the Event to bring up the Event Details. From there you can **Print** and **Export** the event information. If it's a Registered Event, you see a **Register** button.



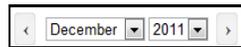
On the Event you may see a symbol indicating a special type of event.

- An exclamation point indicates that this is a Mandatory Event. These events are created at the Homepage of your district or "top" site and pushed down to every calendar on the website.
- A checkmark indicates that this is a Registered Event.



You have a number of ways to control your view on the calendar on the end-user website.

- To navigate to a different date, select the backward or forward button in the upper right corner of the Content Area; or choose a month or year from the available dropdowns.
- You can choose a different calendar view by clicking **Today, Day, Week, Month** or **List**. **Today** displays the events of the current day. **List** displays all events for the month in a list.
- **Print Calendar** prints the current Calendar view.
- **My Events** displays events for which you registered.
- **iCal Feed** displays a Subscribe URL feed and instructions.
- **Export Events** creates an iCalendar file of events from a specified date range that you can import.
- **Customize Calendar View** allows you to tailor the view to your needs in a couple of ways.
 - Calendars allows you to include events from other calendars.
 - Categories displays all of the Event Categories by category color.



Creating a Calendar Event

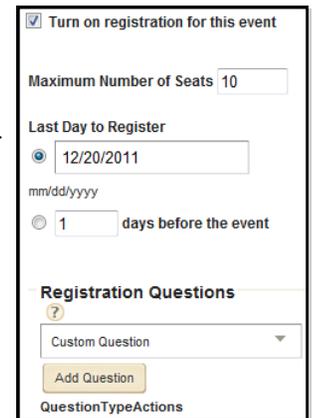


1. In *Site Manager*, access the calendar by clicking on the calendar app name.
2. Click **New Event** or double click on the date you want the event.
3. In the New Event window, enter your event details on the **Event** tab. You must include an Event Title, Start Date and End Date. You can also add a Description and choose an Event Category on this tab.
4. If this event will recur regularly, click the **Recurrence** tab and let the system automatically recreate this event on the specified days.
5. Click the **Location** and **Contact** tabs to add detail to your event.
6. Click the **Post to Calendars** tab to add your event to other Calendars.
7. If you only want certain users to be able to view the event, set your Viewing Rights on the **Viewers** tab.

Creating a Registered Event

You set up events for which users may register on the **Registration** tab. You also track attendees and their responses to custom questions on this tab.

1. While creating your Event, click the **Registration** tab.
2. Click the **Turn on registration for this event** checkbox to display the Registered Event options.
3. Enter your number of seats and choose a last day to register for the event.
4. To add a question, select an option from the dropdown.
 - Custom Question allows you to create your own question.
 - Special Accommodations and Dietary Needs allow registrants to enter their specific needs into a comment box.
5. Click **Add Question**.
6. If you selected "Custom Question," enter your question text and choose the question type in the New Question window.
7. Click **Save**.
8. Add additional questions, if desired.
9. Once you've completed your event, click **Save**.
10. You can view the list of attendees and their responses on the **Rosters** tab of the calendar.



The Photo Gallery App

Use this app to display images in a rotating gallery. It is a best practice to upload .jpg images to your gallery. You can customize the transition between images, image descriptions and fade style.

Photo Galleries are an alternative to displaying images as simple page content. By default, a Photo Gallery is saved with a Gallery Type of *JavaScript*, a mobile friendly format. Use Photo Galleries to highlight events and locations.

- Field Trips
- Graduation
- Board Meetings
- Concerts
- Sporting Events
- Course Material
- Virtual Tours

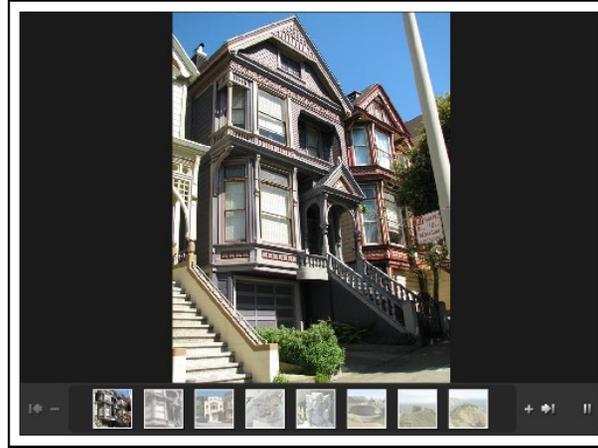


Photo Galleries give you access to tools and features that can enhance your images.

- Add a description to each photo that displays when the visitor hovers over the photo.
- Add an audio file to provide background music, narration or sound effects.
- Choose a fade styles to be used when transition between images.
- Edit the photos using Pixlr[®] Express
- Turn your photos into hyperlinks to other websites.
- Share your Photo Gallery so that other editors can display it on their pages.

Add a Photo Gallery Page

1. Navigate to a section workspace.
2. Click **New Page**. The Available Page Types window displays.
3. Scroll down and click **Photo Gallery**. The Add Photo Gallery Page window displays.
4. Enter a Page Name.
5. Click **Save**.

Add a Photo Gallery App to a Page

1. Navigate to a workspace in *Site Manager*.
2. Select Edit Page from the **Actions** drop-down to the right of the page you wish to modify. The Page Details screen displays.
3. Click **Manage Apps and Layout**.
4. Click **Add App**. The Add App window displays.
5. Scroll down and click **Photo Gallery**.
6. Enter a name for the app. A name other than the default helps you to find it in *App Manager*.
7. Click **Save**.
8. Click **I'm Done**.

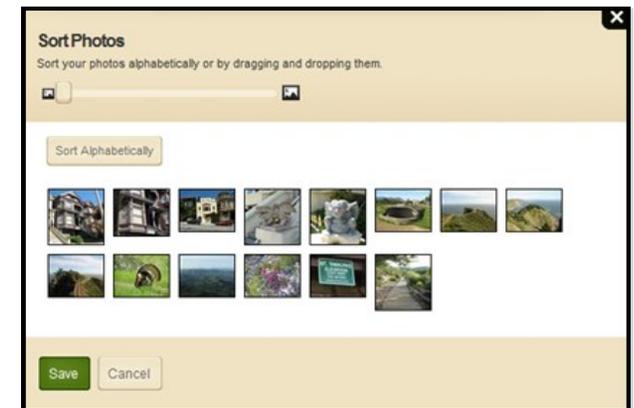
Add Images to a Photo Gallery

1. Navigate to a workspace in *Site Manager*.
2. Click on the Page Name containing the app. (If necessary, then click on the Photo Gallery app.) The Before We Get Started window opens.
3. If you want to change the Photo Gallery width, enter a number other than the default 600 pixels.
4. Click **Let's Get Started**. The Photo Gallery App window displays.
5. Click **Upload Photos**. The Upload Photos window opens.
6. Click **Browse**.
7. Browse to the image file you wish to upload.
8. Click **Open**.
9. Continue until all images are selected. Use CTRL or SHIFT and click to select multiple files.
10. Click **Upload**.
11. Sort or Edit your images if desired.
12. To add a description, click the image name or **Edit**, enter the description and click **Save**.
13. Click **Publish**.



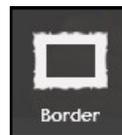
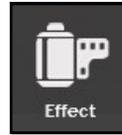
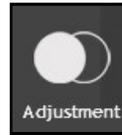
Sort Photos in a Photo Gallery App

1. Edit the Photo Gallery app.
2. Click **Sort Photos**. The Sort Photos window displays.
3. Click and drag the images to new locations to sort them. You can enlarge the images by sliding the Zoom bar in the upper left.
4. Click **Save**.
5. Click **Publish**.



Edit Photo Gallery Images

1. Edit a Photo Gallery app.
2. Click **Adjust Photo** next to the image you would like to edit. An edit window opens.
3. Select an option from the menu at the bottom of the image.
 - Adjustment lets you crop, resize, rotate, flip and apply other options to your image.
 - Effect allows you to apply custom Pixlr effects to your image.
 - Overlay lets you overlay visual effects such as *Vignette* and *Retro Poster*.
 - Border lets you choose from a selection of border styles.
 - Text lets you add custom text to your images
3. Click any option to see a preview. If you wish to keep the option, click **Apply**. If not, click **Cancel**.
4. If you decide you don't want an applied option, just click the **Undo** arrow in the upper right corner.
5. If you want to exit Pixlr without saving, just click **Close** located in the upper left corner of the window.
6. If you would like to keep the changes you've applied, click **Save**. This will permanently change the image in the Photo Gallery.
7. Click **Save** again. The Pixlr Express window closes.
8. Click **Publish**.



Apply a Hyperlink to an Image

1. In the Photo Gallery app, click the Photo Name or **Edit**. The Edit Photo window opens.
2. In the Web Address field, enter the full URL of the website to which you wish to link. Use can use **Browse** to locate the address for a page on your site.
3. Select a Target. (Choose *Open in New Window* for third-party websites.)
4. Click **Save**.
5. Click **Publish**.

Web Address:
Enter a full web address. The website will launch when a viewer clicks on your photo.

Target:

Edit Photo Gallery Options

App Options allow you to customize your gallery.

In the Photo Gallery app, click **Options**.

- Change the Photo Gallery name.
- Add a description for the Photo Gallery.
- Choose to show the App Name.
- Select a Gallery Type. *JavaScript* is the default. Gallery Type *Flash* may not display on a mobile device.
- Change the Transition Delay.
- Change the Fade Style.
- Add an MP3 file for background audio.
- If no images are added, you can change the gallery width.

Share a Photo Gallery

Share your Photo Galleries with other editors . These editors will then be able to display, but not edit, your Photo Gallery. Here's how you share a Photo Gallery.

1. In the Photo Gallery app, click **Options**.
2. Click the **Sharing** tab.
3. Click **Assign Group** or **Assign User**.
4. Enter a search text in the Search field and click **Search**.
5. To select a User or Group, click **Select**.
6. When finished, click **Add**.
7. Click **Save**.

Here how you add a shared Photo Gallery to a page.

1. In *Site Manager*, edit a page.
2. In Actions, click Manage Apps & Layout.
3. Click **Add App**. The Available Apps dialog displays.
4. Click **Select an Existing App**.
5. Select the app using the **By Page** or **By Type** tab.
6. Click **Save**. The app is flagged *Shared*. Remember, you cannot edit a shared app.
7. Click **I'm Done**.

