

 FINALSITE training

Calendars & Posts

Managing events and news on your site

A series of approximately seven horizontal, wavy lines in a vibrant red color, spanning the width of the slide and positioned in the lower half of the image.



Agenda

01 Review Home Page/Interior Page editing

02 [Calendar Manager](#)

03 [Display events on your site](#)

04 [Posts module](#)

05 [Display news on your site](#)

Homework review

What successes or challenges did you find when working with the following:

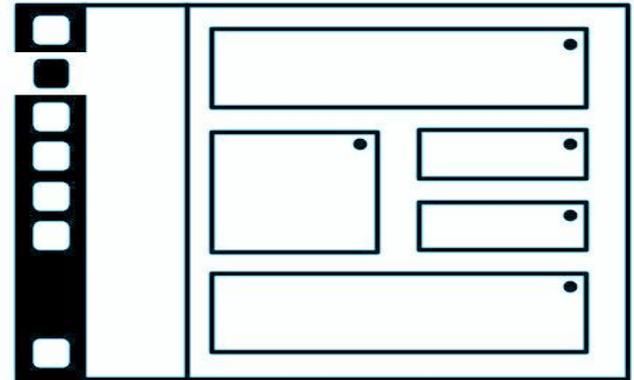
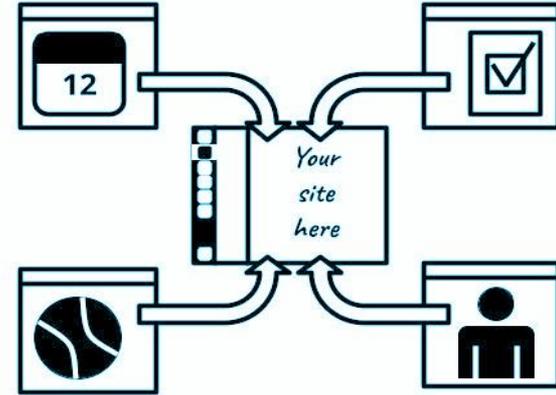
- Interior Pages: editing content, changing layouts?
- Home page elements?
- Hero Slideshows: working with Resources or Galleries?
- Managing pages?

How does Composer work?

Composer pages are comprised of a variety of different **elements**.

Content and layout elements are edited directly **on the page**. However, **other elements** are pulling content from what we call **modules**.

Modules are small **databases of information**. Content updated in the module dynamically updates the content on the page



 FINALSITE training

Calendar Manager

Managing events

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Quick history lesson

The screenshot shows the 'Calendar Dashboard' interface. At the top, there are navigation tabs: Dashboard, Calendars, Events, Styles, Import, Export, and Settings. Below the tabs is the 'Calendar Dashboard' title. Underneath, there are four quick links: '+ New Event', '+ New Calendar', '+ New Group', and 'Bulk Publish'. The main content area is titled 'RECENTLY EDITED EVENTS' and contains a table with the following data:

Title	Event Date/Time	Location	Last Updated
✍ Bobcat Reads: The Beauty in Breaking by Michelle Harper	06/01/2021 All Day		06/02/2021 12:24 PM
✍ Today is Awesome!	06/11/2021 All Day		06/11/2021 4:45 PM
✍ Campus Close-Up	11/14/2019 4:00 AM		11/19/2019 11:22 AM
✍ CES Back-To-School Night	09/26/2019 6:00 PM		09/25/2019 11:24 AM
✍ FA Back-To-School Night	09/26/2019 All Day		09/25/2019 11:21 AM
✍ Summer Programs End	08/16/2019 All Day		08/28/2019 4:10 PM
✍ First Day of Classes	09/07/2019 All Day		08/28/2019 11:25 AM
✍ Bobcat Reads: The Beauty in Breaking by Michelle Harper	06/01/2021 All Day		06/29/2021 2:37 PM

- Calendar Manager is an old-school Finals site module. (It's still good!)
- It exemplifies the concept of “modular” content in Composer.
- Shares some common elements with other old-school modules:
 - Opens in a pop-up
 - Tabbed interface
 - Big green buttons and edit pencils
 - Works with File Manager only

Event Source

Events are managed in **Calendar Manager** in one of two ways:

Normal

- Events are manually entered into calendars
- Can be imported with a datasheet
- All edits are managed here
- Site admins need access

Live

- Events are synced from an ics feed (such as Google Calendar)
- All edits are managed in the original source
- ICS file must be less than 1.5 MB
- Site admins don't need access

Live calendar

Calendar Manager

CALENDAR SETTINGS

Calendar Type: Live iCal **1**

Calendar Title: Name your calendar here **2**

Live URL: https://calendar.google.com/calendar/ical/basic.ics **3**

Group: --

Key:

Icon: Browse

Management

Name	Color Key	Icon	+ Add Category
<input type="text"/>	<input type="text"/>	<input type="text"/> Browse	

LMS/App Availability

This calendar should be viewable to LMS and app end users that belong to the following roles:

None Public Specific roles **4**

5

1. Find the URL in your calendar system that ends in .ics (make sure it's public) - [Learn more](#)
2. Create a new calendar
3. Choose "Live" calendar type.
4. Paste the URL in the Live URL field.
5. Make the calendar viewable to the public.
6. Create the calendar

Normal calendar

Create a new calendar using the “Normal calendar type

1. Use the Import tab to import events from a [datasheet](#)
 2. Choose the file
 3. Select the corresponding calendar
 4. Import calendar events
- * Ask us for help!

The screenshot shows a web application interface for importing calendar events. At the top, there is a navigation bar with tabs for 'Dashboard', 'Calendars', 'Events', 'Import', 'Export', and 'Settings'. The 'Import' tab is selected and highlighted with a red circle containing the number '1'. Below the navigation bar, the main content area is titled 'Import Calendar Events'. It features two radio buttons: 'File' (selected) and 'URL'. Below this, there is a text prompt: 'Select a file to import files. Allowed format is iCal or data sheet.' A 'Choose File' button is present, with the text 'No file chosen' next to it, and a red circle containing the number '2' next to the button. Below the file selection, there is a 'Format' section with two radio buttons: 'iCal' and 'Tab Delimited' (selected). A section titled 'SELECT CALENDAR' contains a dropdown menu with 'Defined by Import File' selected, and a red circle containing the number '3' next to it. Below the dropdown, there is a checked checkbox labeled 'Publish on import.'. At the bottom of the form, there is a warning message: 'This may take 5 - 10 minutes for large files. Please wait before trying again.' and a button labeled 'Import Calendar Events' with a red circle containing the number '4' next to it.

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Display events on your site

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Home Page

Events / Calendar

- What happens when you click on an event title?
- What happens when you click on “View All Events” or “View Full Calendar”?

SD News & Events

g noteworthy happening in Nittanyville!

LUNCH MENU



OCT
30

Orange Ginger Chicken Bowl with steamed brown rice, veggies

OCT
31

Sizzling Taco Bar with beans, rice, corn, cheddar

NOV
1

Italian Sausage Bowl with peppers, onions

[VIEW FULL CALENDAR](#) →



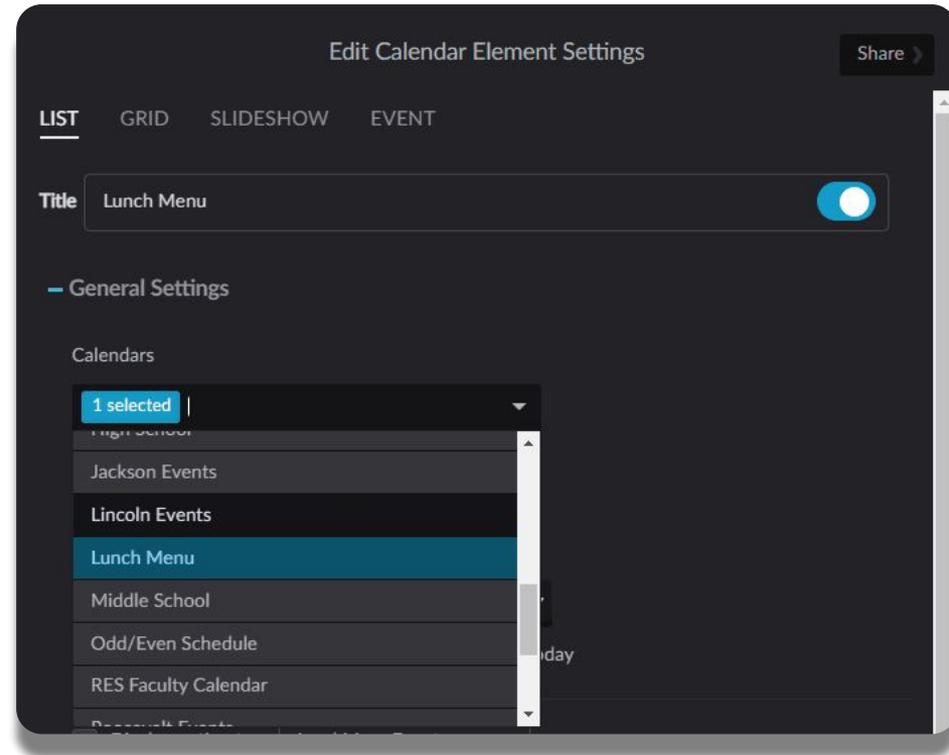
Events / Calendar

Edited in Calendar Manager

Which calendar is displaying?

1. Use the element settings to learn which calendar(s) are displaying.
2. Go to **Modules > Calendar Manager**
3. Open the Calendar and edit

Note: The calendar may be a live calendar synced to a Google calendar feed. In this case, it would only be edited in Google.



Calendar Element Settings

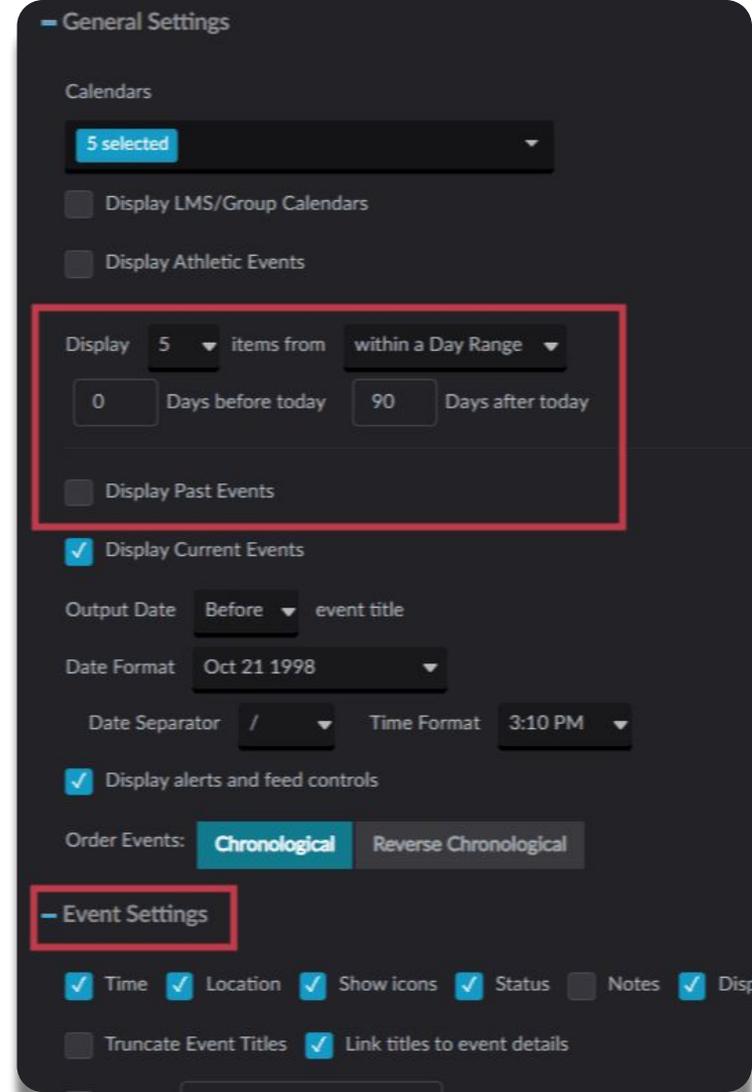
General Settings

- Display 0 days before today
- Uncheck Display Past Events

Event Settings

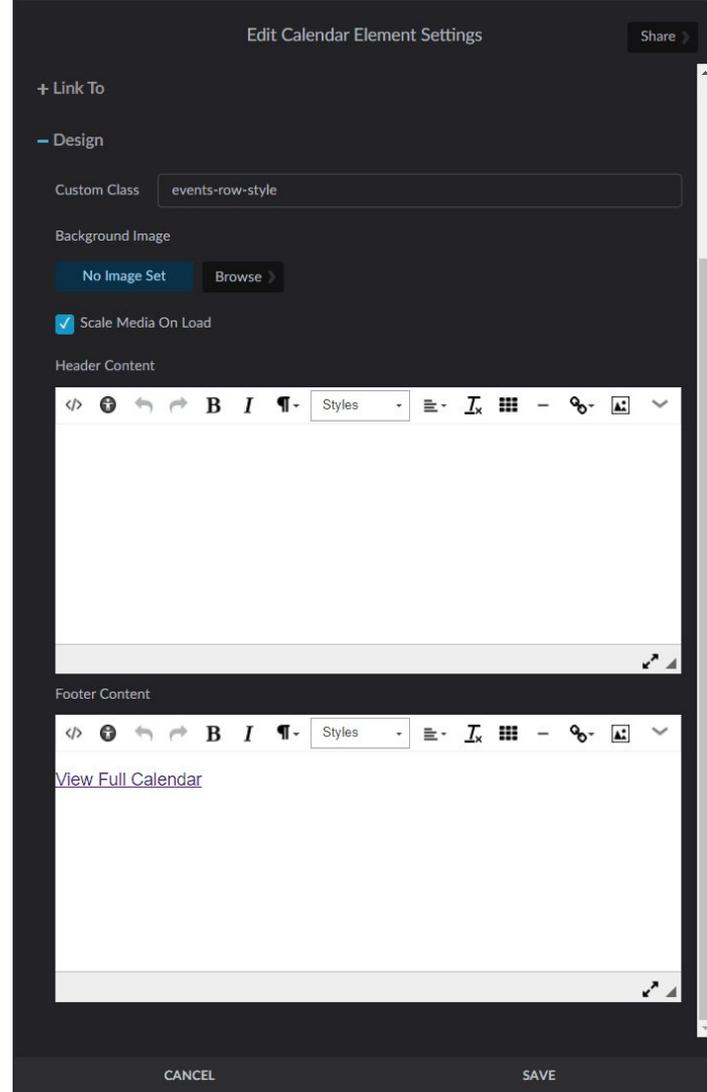
- Check what you what displayed

* Changing other settings in the home page element could break the display/functionality.

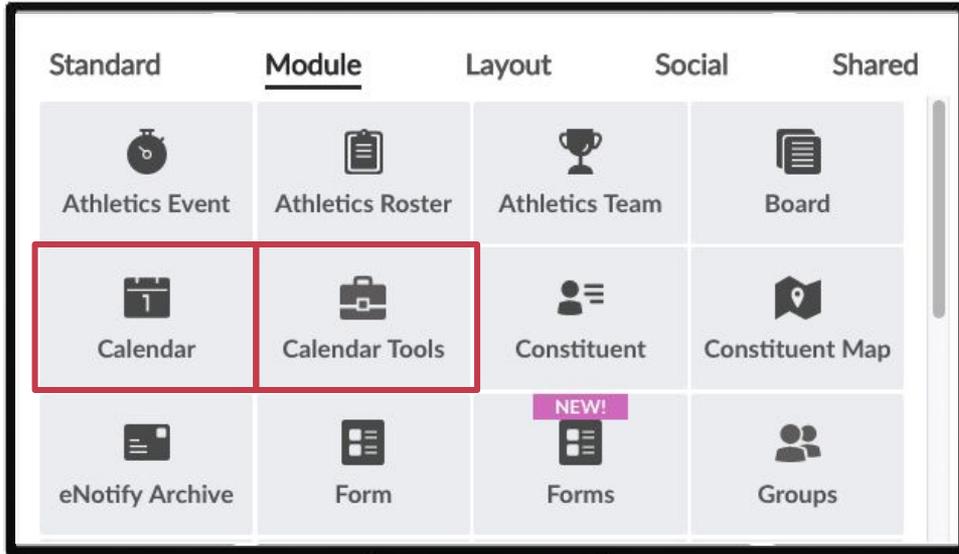


View Full Calendar

- What happens when you click on “View All Events” or “View Full Calendar”?
- What page is it linked to?
 - In the element settings, expand +Design
 - Find the link in the header or footer content
 - Right-click on the text
 - Click “Edit Link”
 - Set the link to your full calendar page
- Don’t have a full calendar page yet?
 - [Learn more about Calendars in Composer](#)

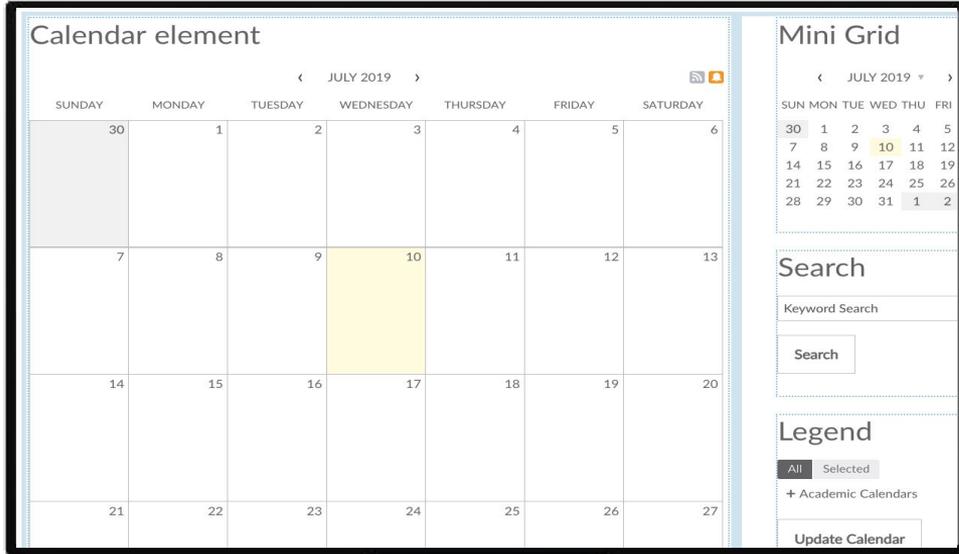


Calendar elements



Calendar: Displays full calendars in list, grid, slideshow, or single view

Calendar Tools: Displays a legend, search feature, or mini grid



Make a page

1. Put a Calendar element on a page.
2. Pick one or more calendars from Calendar Manager to display.
3. Choose List or Grid (or Slideshow) format from the element settings.
4. Configure other element settings as desired. ☆ Have fun with your settings!
5. Add Calendar Tools elements and link to the Calendar element.

Five Calendar element settings to cozy up with

Display Month/Week/Day Controls

Users decide how many events to see.

Combine Sat/Sun

Free up more space for weekday events.

Display alerts and feed controls

Users can subscribe for event reminders.

Display Print button

Satisfy users who *really* want it on paper.

Display Athletic Events

Share Athletics Manager data, as well.



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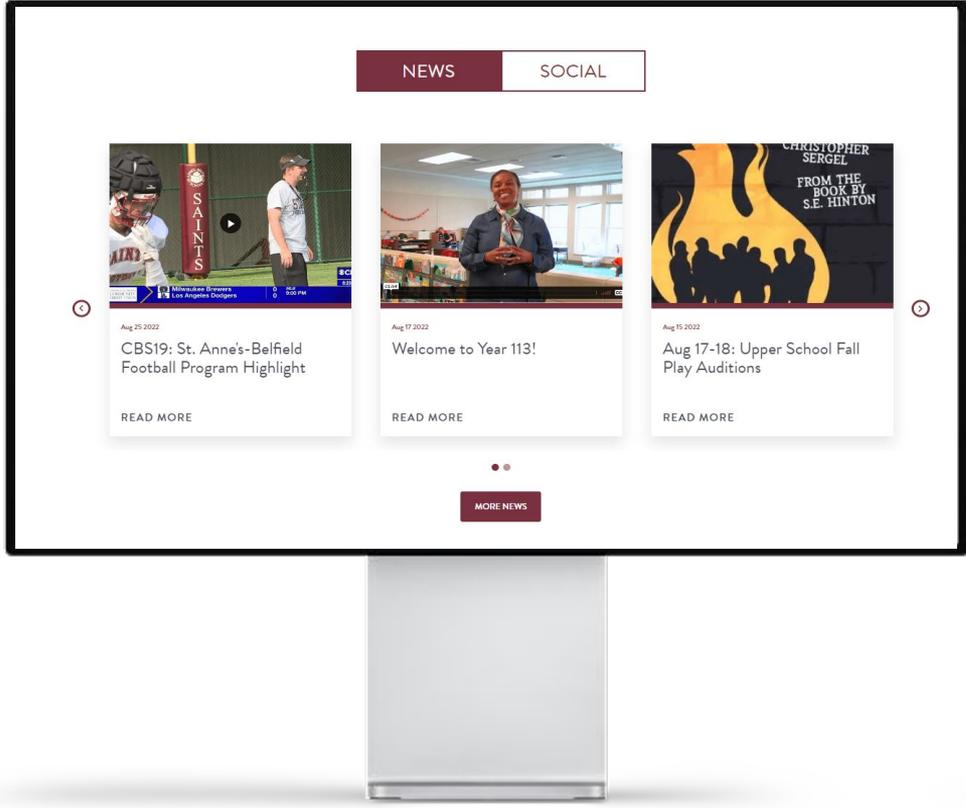
Posts

Managing news and announcements

A series of approximately seven horizontal, wavy lines in a vibrant red color, spanning the width of the slide and positioned in the lower half of the image.



Homepage

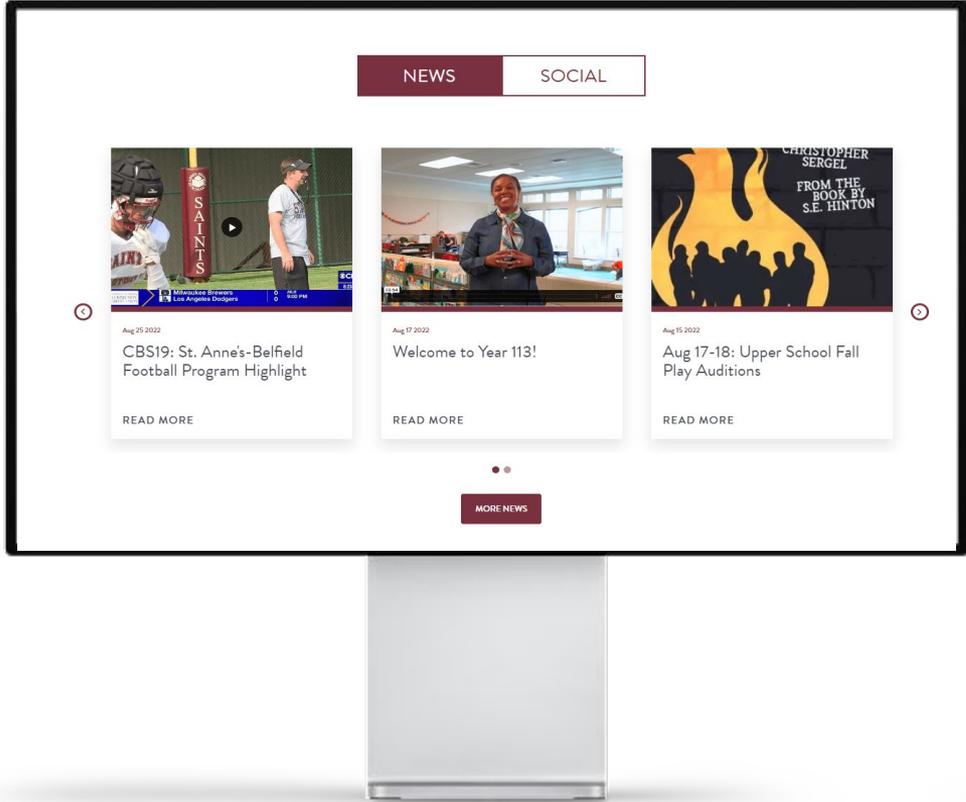


News featured on your homepage:

- Just a few stories
- May come from multiple boards
- May be in a grid, list, slideshow, or custom format
- May open in a popup or on a separate page
- “More News” link takes the reader to a full page of news



News Page



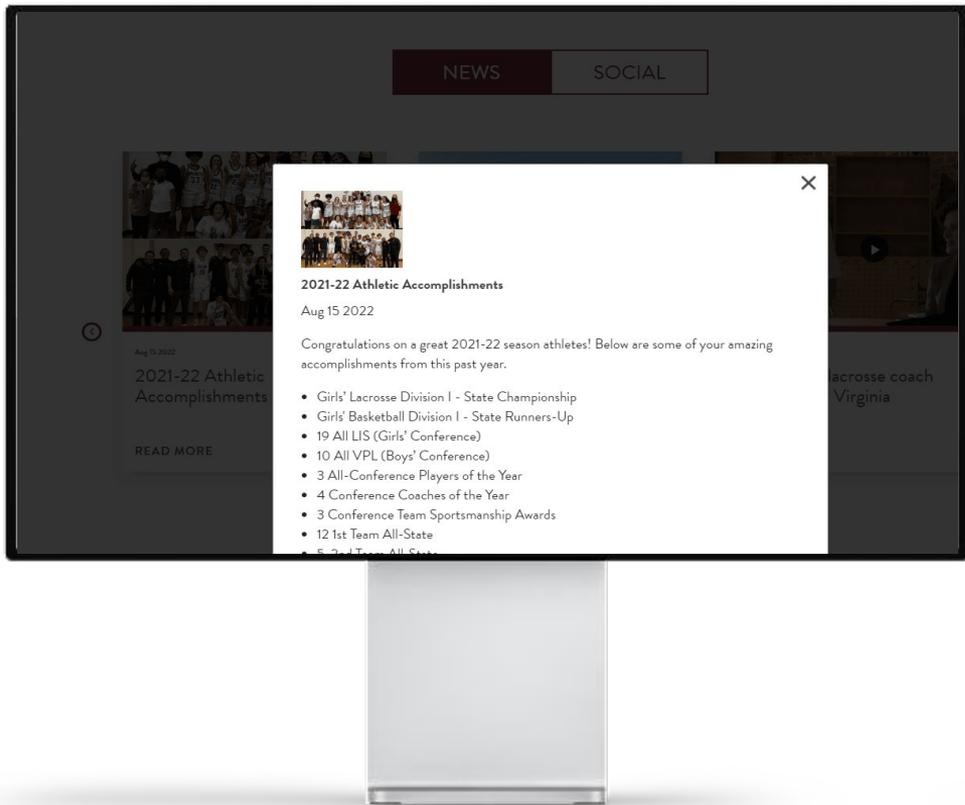
A full news page:

- May display posts from all boards
- Is often in a grid format
- May offer a search feature
- May offer filtering with categories and/or posts



[St. Anne's-Belfield School](#)

Popup



- Read the full story with one click
- Very simple design
- Great starting point
- Not easy to share
- Can't be searched
- No tracking on how many clicks a story has

— Link To

Popup

Page

Element



St. Anne's-Belfield
School

Default board post page

AUG 17-18: UPPER SCHOOL FALL PLAY AUDITIONS

August 15, 2022

THE OUTSIDERS
ADAPTED BY CHRISTOPHER SERGEL
FROM THE BOOK BY S.E. HINTON

AUG. 17 - 18: UPPER SCHOOL FALL PLAY AUDITIONS: "THE OUTSIDERS"

Upper School students are invited to audition for the Fall Play, "The Outsiders," adapted from the classic novel by S.E. Hinton.

Students may sign up to audition by visiting: <https://forms.gle/tXBMjbsiUoUHSudc7>

Students unable to attend should reach out to Mr. Watson

YOU MAY ALSO LIKE

CBS19: St. Anne's-Belfield Football Program Highlight

Welcome to Year 113!

- A default page used to view post content dynamically from any post title/board
- Most often hidden from navigation
- Creates a direct URL for individual posts
- Uses a single post element
- May contain other elements such as more news or resources

Home Page News / Posts

- What happens when you click on a news title or on “Read More”?
- What happens when you click on “View All News”?
- Note what is displaying:
 - Thumbnail
 - Title
 - Summary
 - Body (in the pop-up)

LATEST NEWS



District Students of the Month



Student First: Volunteers Collect Supplies for Students in Need

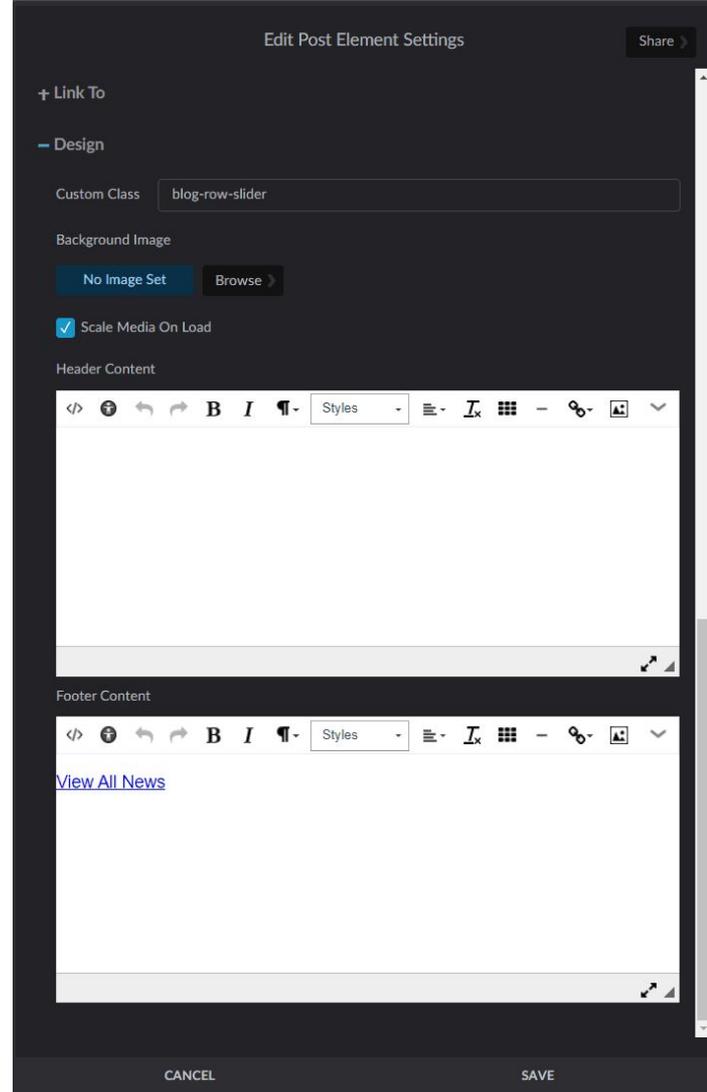
Many members of our community donated school supplies that will serve FUSD students in need

[VIEW ALL NEWS →](#)



News / Posts

- What happens when you click on “View All News”?
- What page is it linked to?
 - In the element settings, expand +Design
 - Find the link in the header or footer content
 - Right-click on the text
 - Click “Edit Link”
 - Set the link to your full news page
- Don't have a full news page yet?
 - [Learn more about Posts in Composer](#)



News / Posts

Edited in Posts

Which board is displaying?

1. Use the element settings to learn which board(s) are displaying.
2. Go to **Modules > Posts**

Edit Post Element Settings Share

LIST GRID SLIDESHOW SINGLE

Title Latest News

— Content Filters

Display posts from Collection -- select a collection --

That also belong to

All Tags Specific Tags

Select posts to display All Only Featured Only Non-Featured

Ignore Role/Group Display Settings

Posts from collections will appear above posts from selected board(s)

Display posts from Board(s) 1 Selected

That also belong to

All Tags Specific Tags

Select posts to display All Only Featured Only Non-Featured

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Posts Module



Organization of Posts

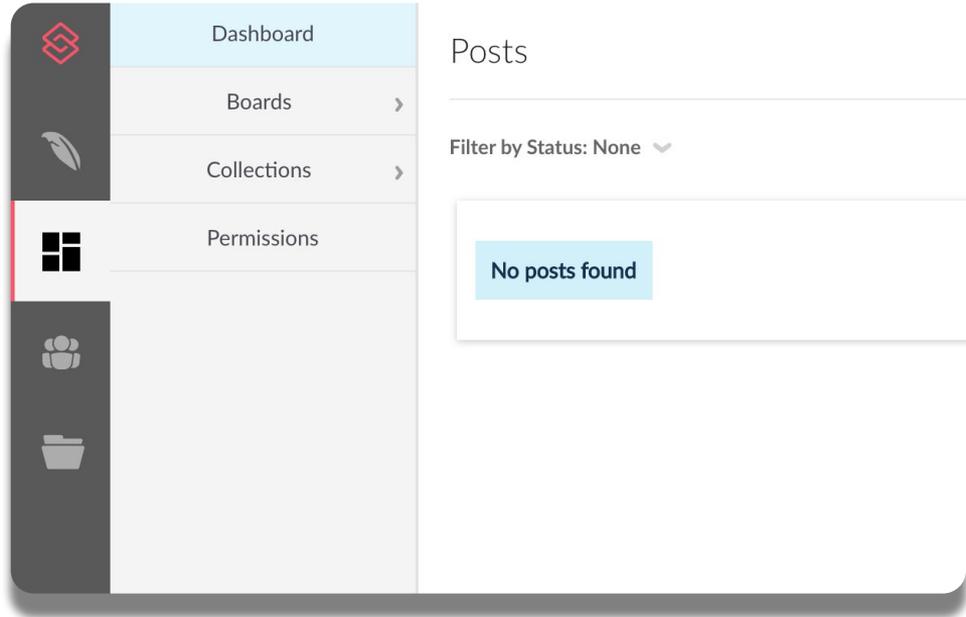
Dashboard

Boards: Contain Posts of a specific subject, such as District News

Folders: Collection of Boards, back end organization only

Collections: Add Posts from any Board to a collection and organize in any order.

Permissions: Set Module administrator access to Boards, Collections



Who needs a board?

- How many boards do you have?
- Where are you naturally divided?
- What kind of access are you giving users?
- Where are all the places you want to share posts on your site?

Examples of board structures

District

- District News
- Employment
- Transportation

NRH Elementary

- NRHES News

NRH Middle

- NRHMS News

NRH High

- NRHHS News

All School

- All School News
- Employment
- Transportation

Lower School

- LS News

Middle School

- MS News

Upper School

- US News
- Athletics

FS Academy

- All School News
- Employment
- Transportation
- Athletics
- Fine Arts
- Admissions

Folders allow you to define locations.

Assign permissions to manage posts by **Boards**.

Admins only see the folders and boards that they have access to.

Elements of a Post

- Click on a board
- Click on an existing post
- Locate the following:
 - Title
 - Body Content
 - Summary
 - Thumbnail
 - Start date

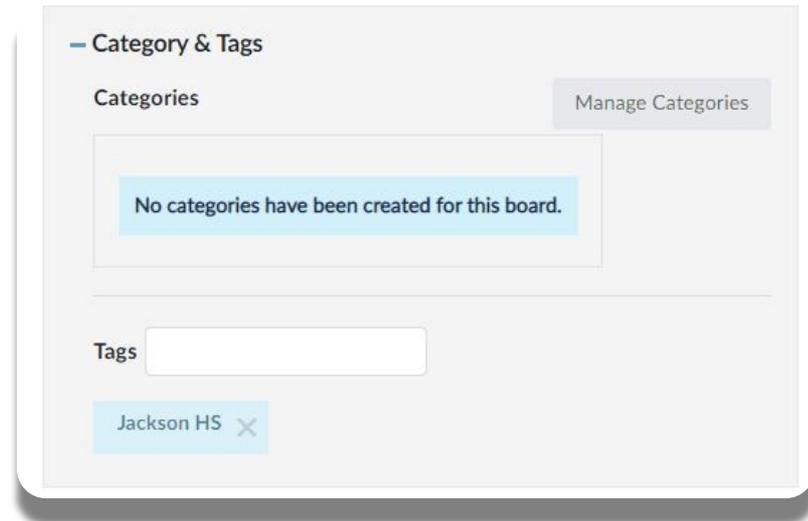
The screenshot displays a content management system interface for editing a post. The interface is organized into three main sections:

- Left Sidebar (Boards):** A list of boards including "Consultant Boards", "District News/An...", "Franklin Element...", "Jackson High Sch...", "Lincoln Middle S...", "Policies & Minutes", "Portal Content", "Roosevelt Eleme...", "Casey Bain", "Demo", "Dynamic Content Pages", "FSU 2022", "Jackson Teacher Pages", "Jeff's Folder", "New Board", "Justine's News", "LHarrell", "Melissa's News", "Tamatha News", "New Folder", and "Upload Posts".
- Central Editor:** The main area for editing the post content. It features a title field containing "New Principal", an author field with "Jeff Crum", a URL field with "my-news", and a "Body Content" field containing the text "Mr. Ken will be starting on November 1, 2022. Please welcome him when you see him." A rich text editor toolbar is visible above the body content field.
- Right Sidebar (Metadata and Media):** Contains various settings and options for the post. It includes a "Start" date field set to "10/28/2022 4:51pm", "Featured Until", "Expire", and "Last Modified" fields. Below these are sections for "+ Summary", "+ Share to Social Media", "+ Category & Tags", and "- Thumbnail & Resources". The "Thumbnail & Resources" section shows a thumbnail image of a man in a suit, labeled "KenSchoolPic.jpg", and an "Alt Text" field containing "New Principal".

Tags

Tags are shared across all boards and may be used to filter which stories appear on which pages/sites.

Example: A district may want to create a news story that appears on the district site as well as on the high school site. If each school has their own tags, this can be done. The high school would configure their post element to display all posts from the high school news board, as well as posts from the district board that are tagged 'high school.'



Create a Post

- Click on a board
- Click Create Post
- Complete all post details
 - Title, body, summary, thumbnail
 - Tags (if used)
- Save > Do you want to publish immediately?
 - Yes - a start date/time will be entered and the post will publish
 - No - the post stays in draft mode until you schedule the start date/time

A light gray rounded rectangular form with three rows. The first row is labeled "Start" and has a calendar icon followed by the text "2/16/2022 2:20pm". The second row is labeled "Featured Until" and has a calendar icon followed by an empty text field. The third row is labeled "Expire" and has a calendar icon followed by an empty text field.

Featured Until: the post remains at the top of the news list until this date, then it will fall in order with all posts (**Note:** This may be how posts appear as a “Featured News Story”)

Expire: the post will be removed from the page, but will remain in posts

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Display Posts on your site



Configure Home Page News

- Content Filters
 - [Target posts in the element](#)

Edit Post Element Settings Share

LIST GRID SLIDESHOW SINGLE

Title Latest News

— Content Filters

Display posts from Collection -- select a collection --

That also belong to

All Tags Specific Tags

Select posts to display All Only Featured Only Non-Featured

Ignore Role/Group Display Settings

Posts from collections will appear above posts from selected board(s)

Display posts from Board(s) 1 Selected ⊖ Select Board ▶

That also belong to

All Tags Specific Tags

Select posts to display All Only Featured Only Non-Featured

LEVEL 1

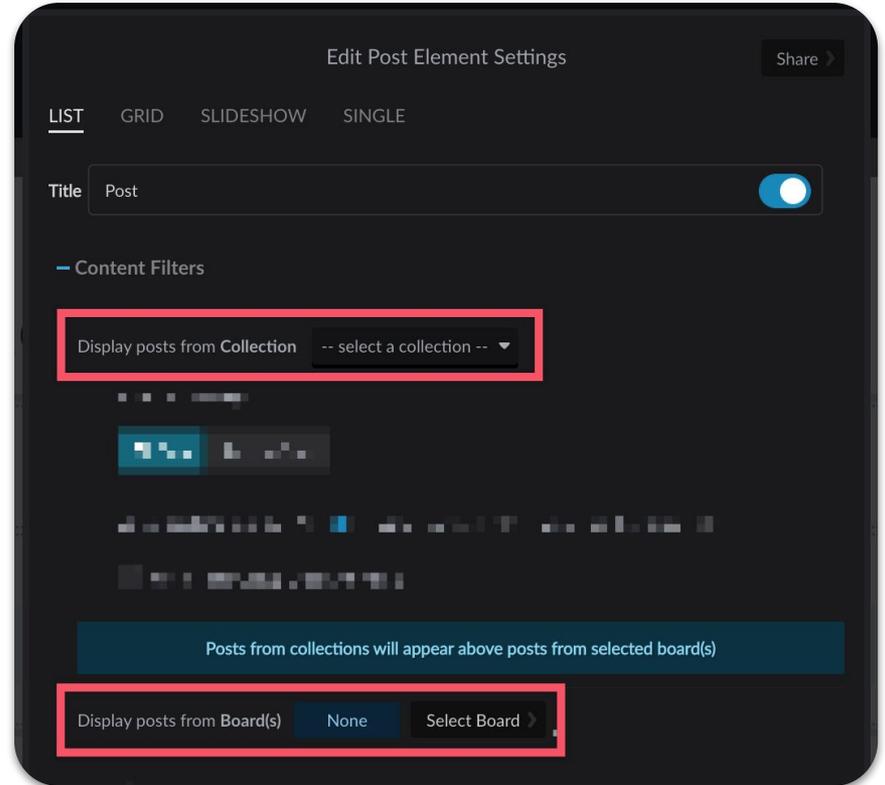
Display boards or collection

Select a collection

and/or

Select the board(s)

- * Collections appear above boards
- * Posts are never duplicated

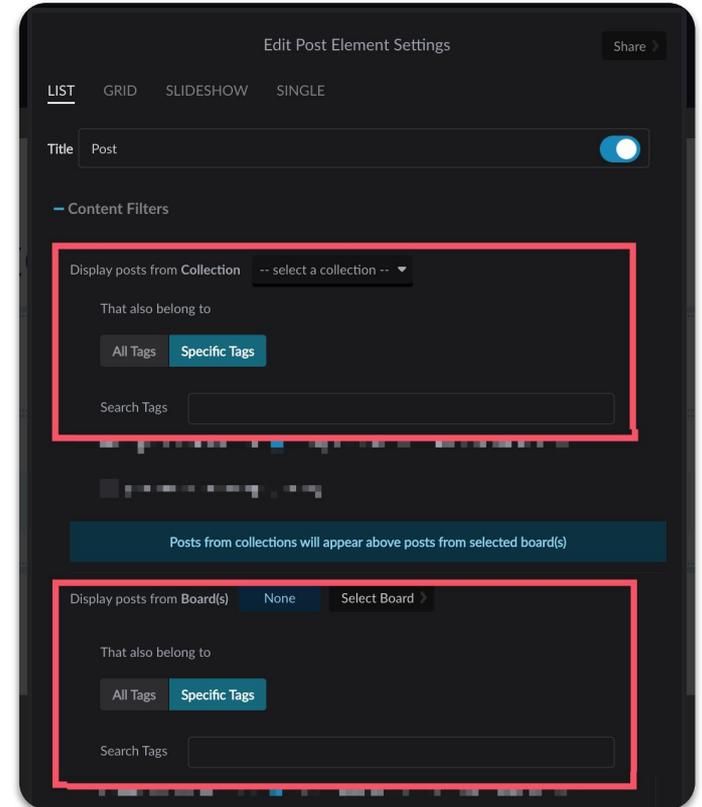


LEVEL 2

Display tagged posts from boards or collection

“Display posts from Board(s) X that also belong to (Y) tags.”

- * Tags have to be used on a post first
- * Can add multiple tags

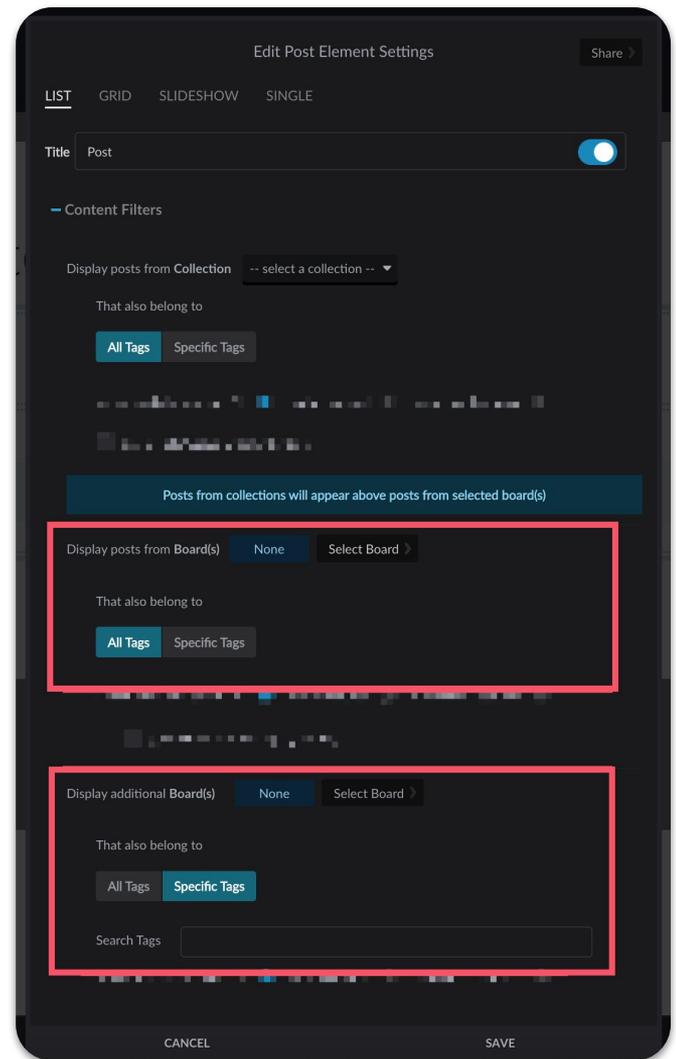


LEVEL 3

Create additional filtering rules

“Display posts from Board(s) X that belong to ALL tags, and display posts from Board(s) Y that belong to Z tag.”

- * Tags have to be used on a post first
- * Can add multiple tags
- * Posts won't be duplicated

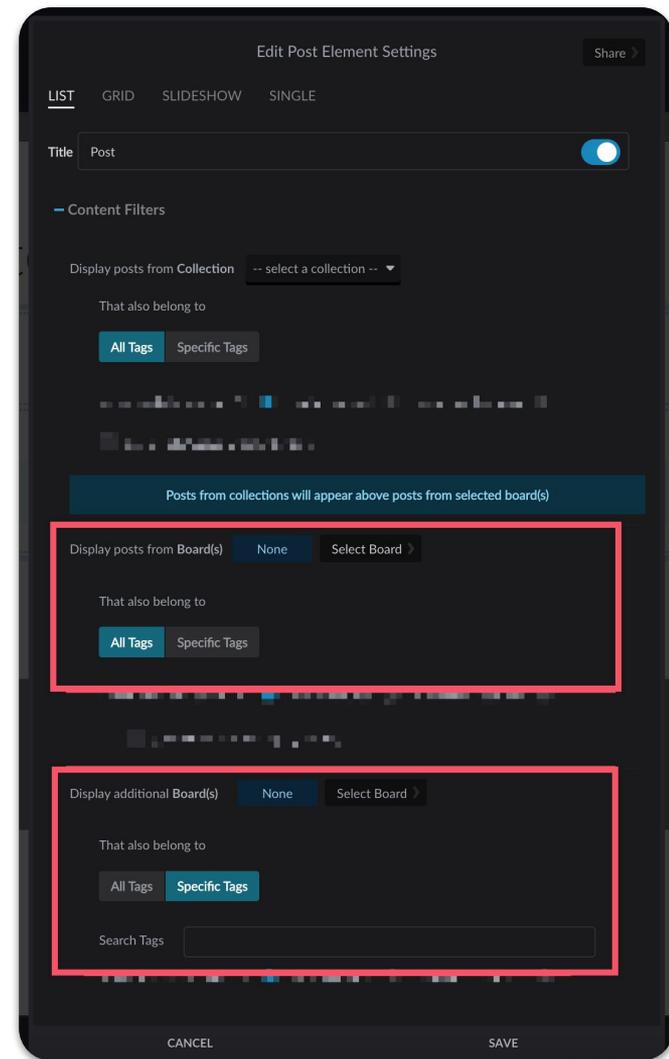


LEVEL 3

Example: District & school news

Display posts from board “Elementary News” that also belong to “All Tags” and display additional board “District News” that also belong to specific tag “Elementary.”

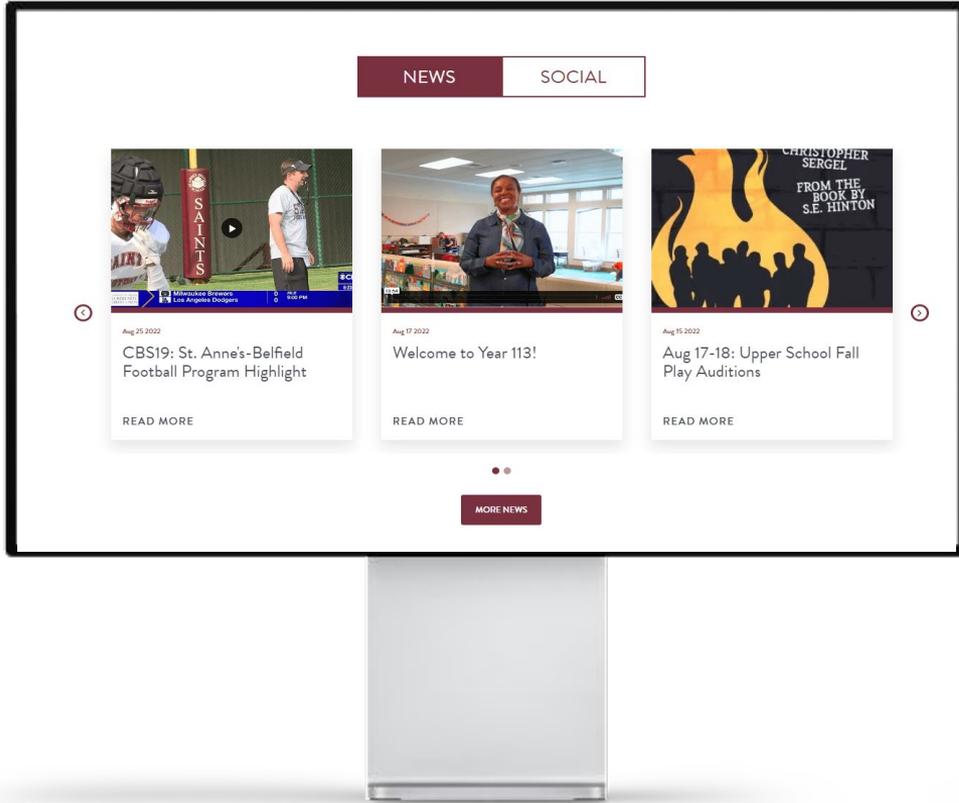
In this case, anything the district post admin tags as “Elementary” will also appear along with all the Elementary news.

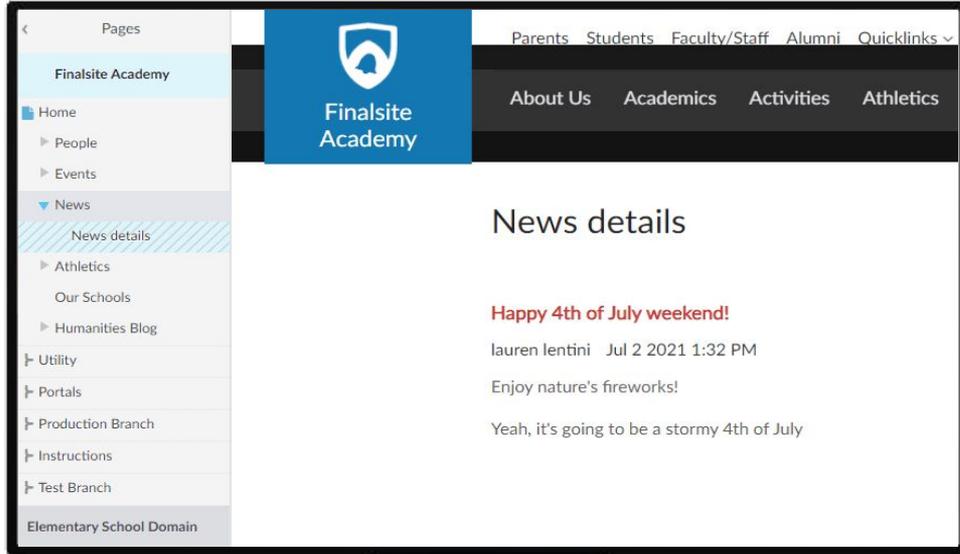


Create a News page

A full news page:

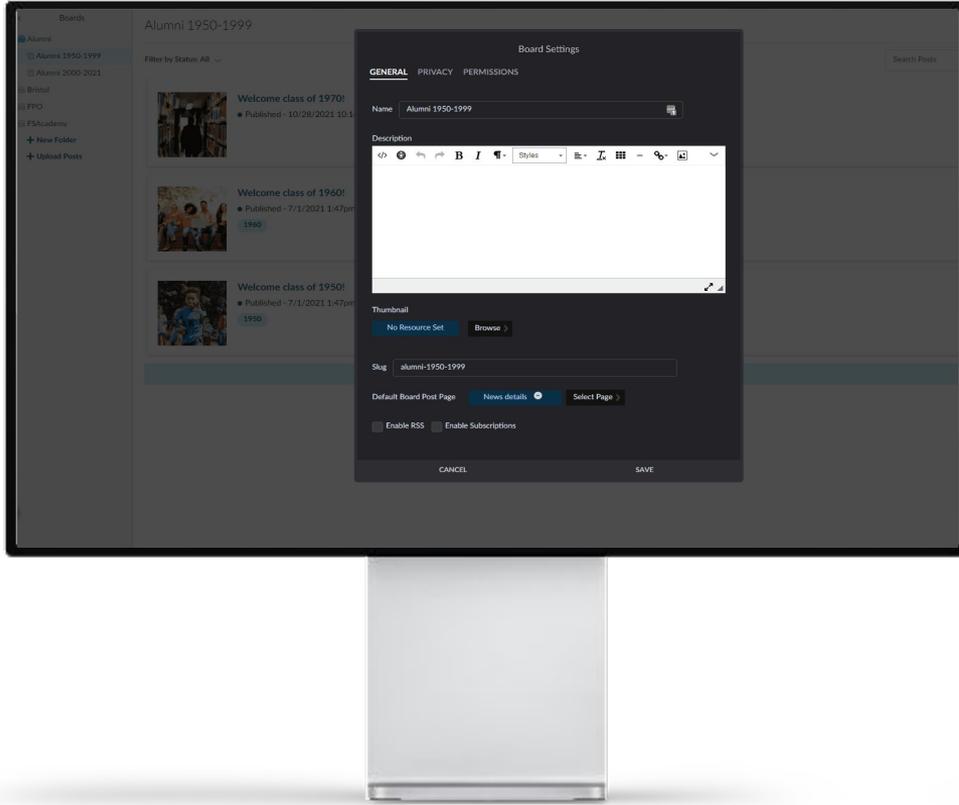
- Add a Post element
- Select List, Grid, or Slideshow in the element settings
- Define which boards are displaying
- Define which details are displaying
- Decide the formatting (how many are displaying)
- Link to pop-up or DBPP





Create a DBPP

- Create a sub-page under the main news page
- Add a single Post element
- Choose the details to be displayed
- Override page title and SEO metadata
- Add a slideshow Resource element
- Link the Post element to the Resource element



Apply the DBPP

- Link the home page news and/or the main news page to the DBPP
- Link the board to the DBPP (*Posts > Board Settings*)

What can you do now?

- Preview the post
- Get a direct URL to the post
- Share to Social Media
- Enable Subscriptions
- [Display Resources with a post](#)

Homework for Session #3

ON YOUR SITE:

- * Continue creating calendars and events (sync ics feeds).
- * Continue creating news and/or managing migrated news.
- * Create dedicated news and calendar pages for all sites.

ON YOUR OWN:

Watch the following courses in the training portal:

- * Constituents
- * Admin Users for Districts
- * Group Manager
- * Any additional recommended courses