Centricity2™ Section Editor Help Card

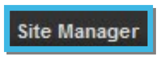
Accessing Your Section

A Site, Subsite or Channel Director must assign you as a Section Editor so that you have permission to edit your section.

To open *Site Manager* and access your section or sections...

1. Sign in to your website.

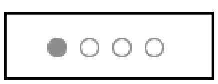
2. Click **Site Manager**. Your Section Workspace displays.



If you edit multiple sections, your default Section Workspace displays. You access other assigned sections using the Content Browser.

Hot Topics Billboard

The Hot Topics Billboard in your Section Workspace offers quick access to articles designed to help you create engaging pages.



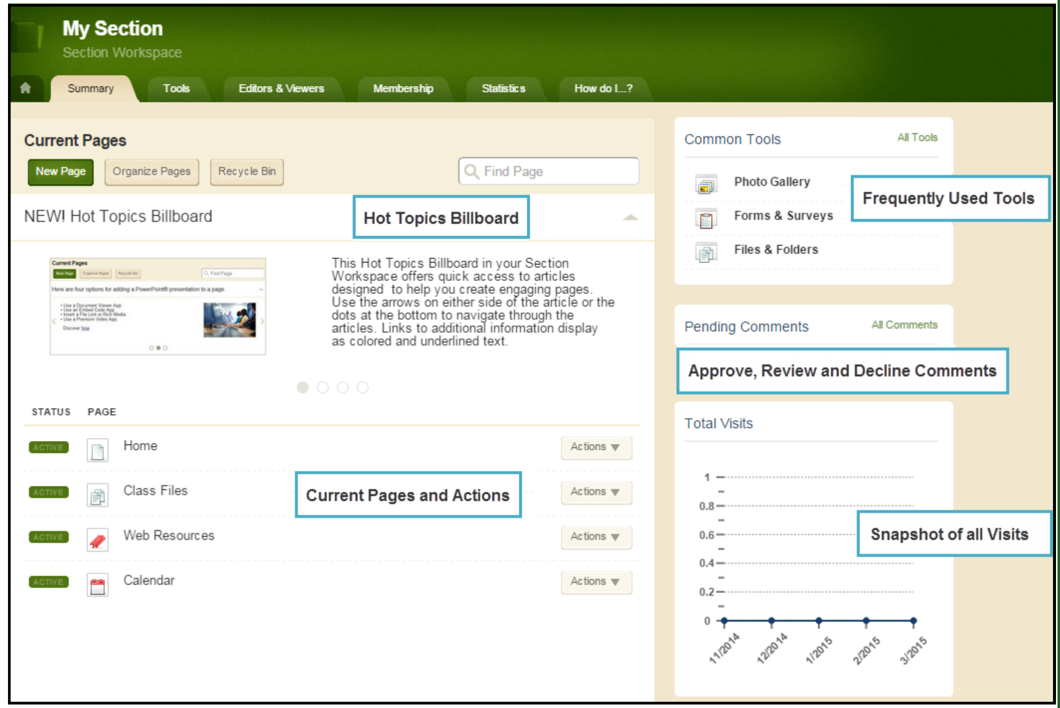
Use the Arrows on either side of the article or the dots at the bottom to navigate through the posts.

Section Workspace—Summary Tab

Summary Tab

Here is what you can work with in the **Summary** tab.

- **Current Pages:** Provides access to your pages and page actions.
- **Common Tools:** Provides quick access to tools you use most often.
- **Pending Comments:** Provides quick access to approve, review or decline comments.
- **Total Visits:** Provides a snap-shot of total visits to your section.



Current Pages on Summary Tab

- Click **New Page** and choose from available Page Types to add a page.
- Click Active/Inactive to the left of the page name to change the status.
- Click the page name of a page containing only one app to edit the app.
- Click the page name of a page containing multiple apps to access the Page Details window. Click an app name to edit the app.
- Click **Edit Page** from the **Actions** drop-down list to access the Page Details window for any page.

  In Page Details, click **Manage Apps & Layout** in Actions to enter design mode. In this mode, you can change the layout as well as organize, add and delete apps.
- Click **Actions** to access the drop-down list from which you can edit page details, set page options, get the web address (URL) for the page, copy or move the page, delete the page (move it to the Recycle Bin) and set viewing permissions for the page.
- Click **Organize Pages** to sort your pages or to create a hierarchy by dragging-and-dropping the page names to different locations.
- Click **Recycle Bin** to navigate to the Recycle Bin in order to restore or permanently delete pages in the bin.

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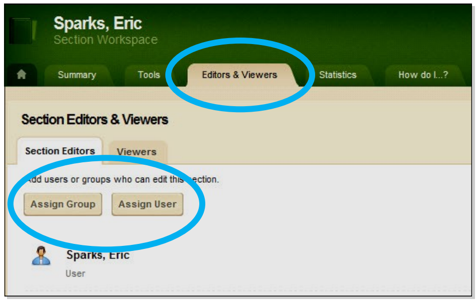
Centricity2™ Section Editor Help Card

Editors and Viewers Tab



On the **Editors & Viewers** tab you can assign Sections Editors and Viewers for the section.

1. Click **Assign User** or **Assign Group**.
2. Enter all or part of a user or group name in the Search field and click **Search**.
3. Click **Select** to move user to Selected column.
4. When finished click **Add**.

Statistics & How Do I...? Tabs

On the **Statistics** tab, you can specify a date range for which you would like to see.

- Total visits to your section.
- Total page views in your section.
- Total targeted visits.

On the **How Do I...?** tab, you can locate articles, video tutorials and additional resources to help you manage your section.

You can view a webinar on managing the Section Workspace at http://help.schoolwires.com/SectionWorkspaceWebinar.

Working with Page Layouts and Apps

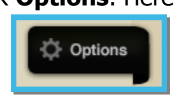
Pages in your Section consist of a Page Layout with Regions that contain Apps.

Page Layout
The way in which the Regions are arranged on a page is called the **Page Layout**. You can have one, two or three columns as well as narrow columns to the left or right (sidebars). Most can also have a header and footer region.

Regions
You place your apps into the columns, headers and footers of a page layout. You can place one or more apps in any of these Regions. For more information, see the Additional Resource *Best Practices for Apps on a Page* on the **How Do I...** tab.

Apps
Apps are the content building blocks of any *Centricity2* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors.

App Options
To access App Options, edit the app and click **Options**. Here you may be able to...

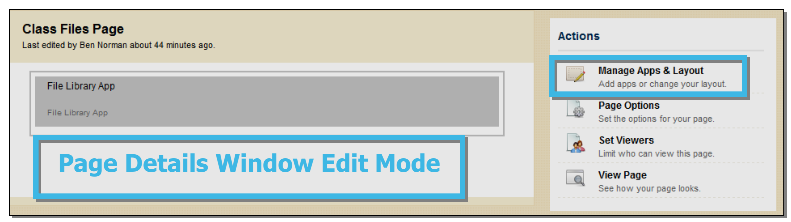


- Modify the app name.
- Enter a description.
- Show the app name on the page.
- Control the number of records that display on the page.
- Share the app.
- Control settings for Social Media Framework.

In *Centricity2*, you edit your apps and design your page in the same location within your Section Workspace—the Page Details window. On a page that contains more than one app, clicking on the title of your page opens the Page Details window for that page. To access the Page Details of a page with only one app, click the Page Name to edit the app.

You can also access the Page Details window for any page by choosing Edit Page from the **Actions** drop-down list located to the right of the Page Name.

In the Page Details window, click **Manage Apps & Layout** in Actions to enter the Design Mode.



In Design Mode, you...

- Click **Change Layout** to change the number and style of your columns.
- Click **Add App** to choose a new app or an existing one that was created in this section or shared with you.
- Drag-and-drop your apps to the desired regions.
- Double-click on app names to edit them.
- Click the ⊗ in the upper right corner of the app to remove it from your page. You cannot edit or delete apps that someone else has shared with you, but you can remove them from your page.
- Click **I'm Done** to return to the Page Details window.

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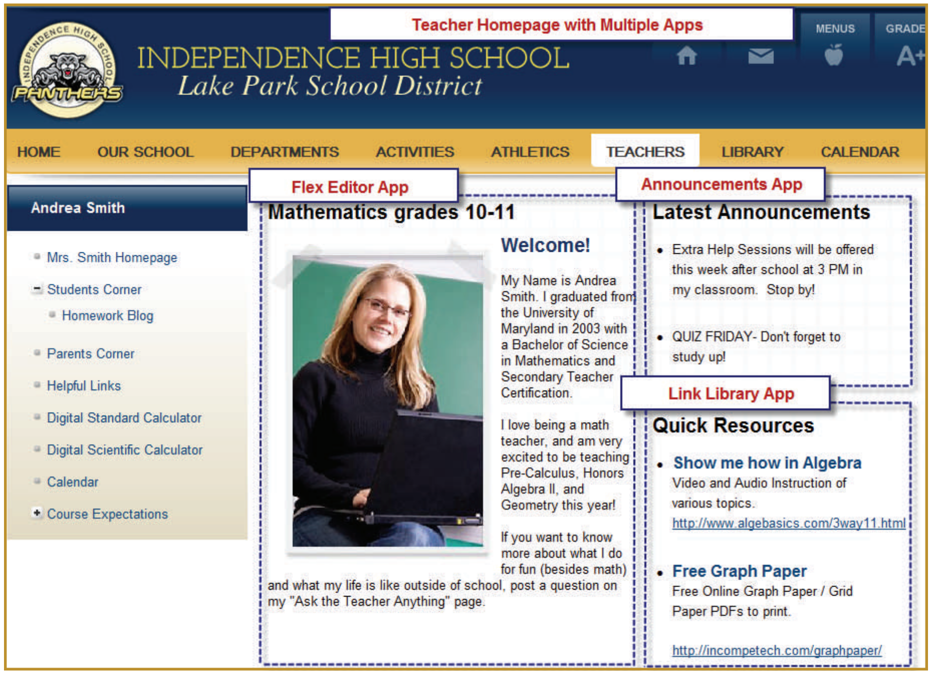
schoolwires

Centricity2™ App & Page Types Help Card

Apps and Pages

Apps are the content building blocks of pages. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Each app offers different functionality. Each can help you keep your pages interesting and organized.

- Use a **single app** to display a single type of information such as a list of links (Link Library app) or classroom handouts (File Library app) on a page.
- Use **Page Types** to create your pages. A page type usually consists of a one column page layout and includes one app. Page types exist for most of the apps.
- Use **multiple apps** when you want to organize different types of information on a single page. For example, in the **Teacher Homepage** on the right, you see multiple apps on the page. You see a welcome message (using a Flex Editor app), announcements (using an Announcement app) and quick resources (using a Link Library app). When using multiple apps on a page, you may opt to change the layout of the page from a single to multiple columns.
- You can **share apps** with individual users or groups of users. They can add them to their pages, but they cannot edit or permanently delete them. **Sharing apps** is particularly helpful if you want the same information posted in multiple places on your website, but you only want to add it once.
- You can enable **social media elements** (RSS Feeds, Commenting, Community Editing and Rating). Which options are available depends on the app and whether your district has **Social Media Framework**. See *Availability of Social Media Elements* for more information.



Common Apps for Your Homepage

Site, Subsite, Channel and Section

Announcements—post brief messages on your homepage. You might use an Announcement app to post information about upcoming field trips, Board of Education meetings, testing schedules or weather delays and cancellations—items intended to display for a short time.

Flex Editor—include links, pictures or files with your information. The most common use of the Flex Editor app on the homepage is to display a welcome message for visitors to your website. You can use **ActiveBlocks**™ to personalize your welcome message.

Headlines & Features—link to articles from your homepage. These tend to be longer than announcements and to remain on your website for a longer time. You might use a headline to share the results of the Science Fair or the need for substitute teachers.

Site Shortcuts—create shortcuts to other pages on your website or even to other websites or systems. You might link to school lunch menus, sports schedules or your student information system.

Upcoming Events—automatically displays events from an associated calendar. The events that display are in accord with the parameters you set for the number of events to display and the number of days in the future to include.

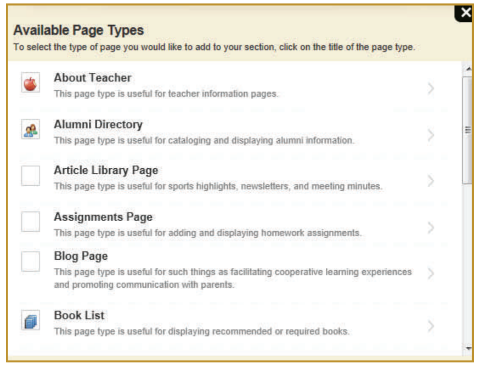
Centricity2™ App & Page Types Help Card

Apps and Page Types

Schoolwires provides you with a set of default **apps** and a set of default **page types**. You can use any app on any page. Which apps are available for you to use is dependant upon your contract and which apps are implemented by your site administrator.

Select which apps you use based on information you wish to share as well as what will look best on the end-user website.

If the app you choose is also a page type, use the page type to create your page. Once you create your page you can add and remove apps as you like. See *Best Practices for Apps on a Page* for more information.



If the app you wish to add does not have a page type, create your page using any page type, edit the page and replace the app with the one you want.

You can add additional apps to the page. You may also change the **Page Layout**.

Apps with Page Types

Each of these apps have a page type.

About Teacher—share information such as degrees and certifications and include a photograph.

Alumni Directory—capture alumni information including photographs.

Announcements—post brief short-term messages.

Article Library—link to articles such as newsletters or stories written by your students.

Assignments—post homework, in-class or extra-credit assignments.

Blog—share multiple postings about a subject for commenting.

Book List—create reading lists and include cover image for each book in the list.

Calendar—create calendars and post simple, recurring and registration events. Within a section you can have multiple calendars. Post assignments to a calendar from within the Assignments app.

Discussion—share topics to encourage and spark discussion.

File Library—post files such as school forms, policies, meeting agendas and minutes.

Flex Page—the Schoolwires Editor. Inserting and formatting text, tables and images are just a few of the features available.

Headlines & Features—link to articles from a page. You can include *teaser text* for each article you add to the app.

Link Library—share links to websites of interest.

Maps & Directions—share maps and directions for field trips, away games and the like.

Photo Gallery—showcase photographs of field trips, classroom activities and the like.

Podcast—share recordings such as band or choir performances or speeches.

Q & A—share multiple questions of interest and answers.

Site Shortcuts—create links to other website pages and external websites.

Upcoming Events—automatically display events from an associated calendar.

Wiki—add postings for collaborative content contribution.

Apps without Page Types

These apps do not have a page type.

Document Viewer—easily display a document on your end-user website.

Embed Code—insert third-party embed code and render it locally on your end -user website.

Facebook-like—allows users to like your page on Facebook.

Twitter Share—allows users to tweet with a link to your page.

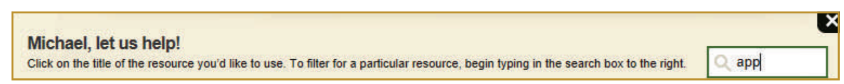
MiniBase—create databases to store and display information such as staff directories, bus routes, bell schedules and course catalogs.

School—add and maintain information about each of your schools as well as the district site.

Staff—add and maintain information about staff members.

Additional App Information

Use the **How Do I…?** tab to locate articles, guides, tutorials and other resources about a topic. Enter your topic of interest in the search box and related resources display.



Here are some resources you may find helpful.

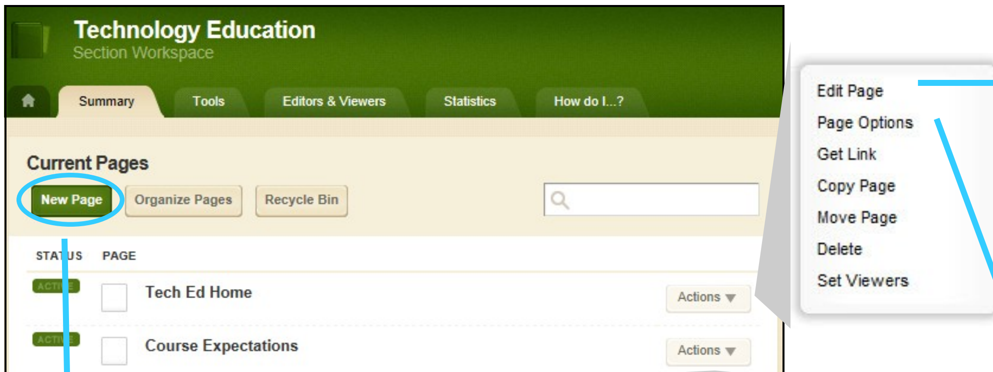
- *Best Practices for Apps on a Page*
- *Availability of Social Media Elements*
- *Pages and Apps Help Card*
- *Section Editor Help Card*
- *Section Editor Workbook*

Centricity2™ Pages & Apps Help Card

Pages and Apps at a Glance

- Apps provide you with specific functionality. *Centricity2* allows you to choose from many apps—Flex Editor, File Library, Article Library, MiniBase and Photo Gallery to name a few.
- You display your apps on pages.
- Page Types are pages that already contain one or more apps—a starting point for you as you create your pages. Most default page types are a single-column layout with one app.
- You can add apps to any page in any workspace, but you can only create new pages in the Section Workspace.
- You can put a single app or multiple apps on a page.
- You can place apps where you like on a page. Use drag-and-drop to rearrange them.
- You can display your apps in more than one location. This is useful for teachers with responsibilities in multiple schools.
- You can share your apps with others. They can display your shared apps on their pages, but they cannot edit or delete them.

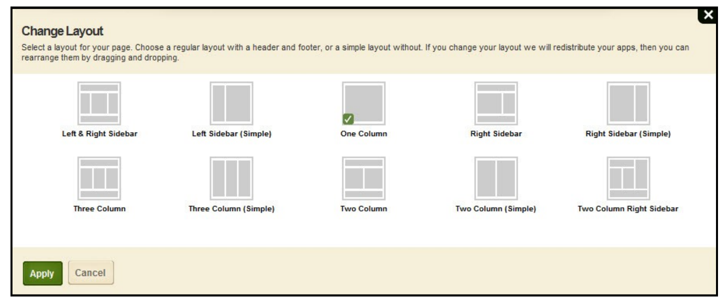
Working with Pages



The **Actions drop-down list** has options to *Get Link* (web address of your page) or *Set Viewers* for your page. You can also *Copy* or *Move* your page. When you *Delete* your page, it is placed in the Recycle Bin. You permanently delete it in the Recycle Bin. Deleting a page does not delete the apps on your page. You delete apps in App Manager (located on the **Tools** tab).

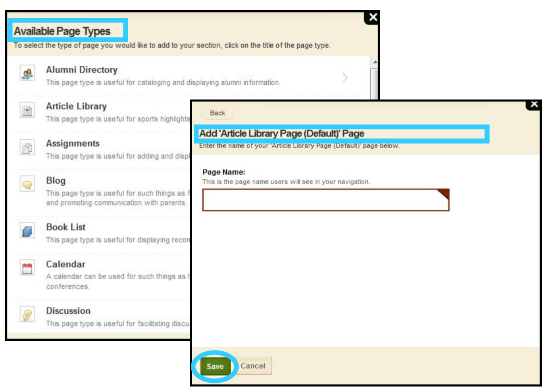
To change a page layout...

1. Click **Actions** to the right of the page name.
2. Click **Edit Page**. Page details display.
3. Under **Actions,** click **Manage Apps & Layout**.
4. Click **Change Layout**.
5. Click the desired layout.
6. Click **Apply**.
7. Click **I'm Done**.



To create a page...

1. Click **New Page** on the **Summary** tab in your Section Workspace. The Available Page Types window displays.
2. Click the page type you wish to select. The Add Page window displays.
3. Enter a name for your page.
4. Click **Save**. The **Summary** tab displays with the page you created at the bottom of Current Pages.

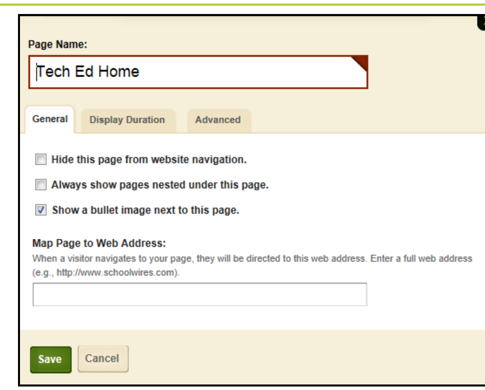


To set page options...

1. Click **Actions** to the right of the page name.
2. Click **Page Options**.

At the Page Details window you can...

- Change the page name.
- Hide the page.
- Elect to show nested pages.
- Show bullet next to the page.
- Map the page to a web address.
- Change the display duration.
- Enable caching for the page.



Centricity2™ Pages & Apps Help Card

Working with Apps

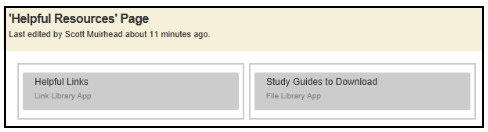
Apps make page design flexible. You can adjust options for individual apps in order to activate social settings, like commenting or rating. You can share apps with other users. You can add more than one app to a page and then adjust the layout of the page and order your apps.

To edit an app...

1. From the **Summary tab**, click on a page name.

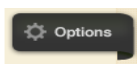
2a. If your page has only one app, the app opens in edit mode.

2b. If your page has multiple apps, Page Details display. Click on the app you wish to edit.



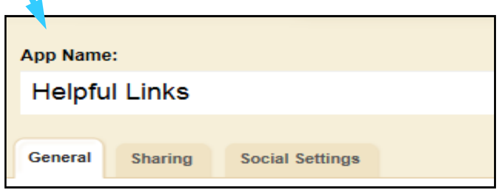
App Options...

While editing your app, you can set app options and share your app by clicking **Options**.



Here, you may be able to...

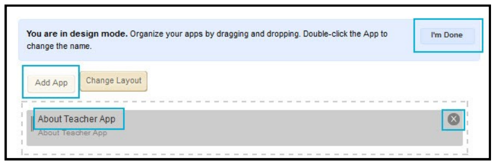
- Modify the app name.
- Enter a description.
- Show the app name on the page.
- Control the number of records that display for apps with multiple records (e.g., File Library).
- Share your app with groups or individuals. They can only <u>display</u> the app on their pages. They cannot edit it. Edits that you make to the app display immediately on their pages.
- Enable and control Social Settings like RSS feeds, if they are available.



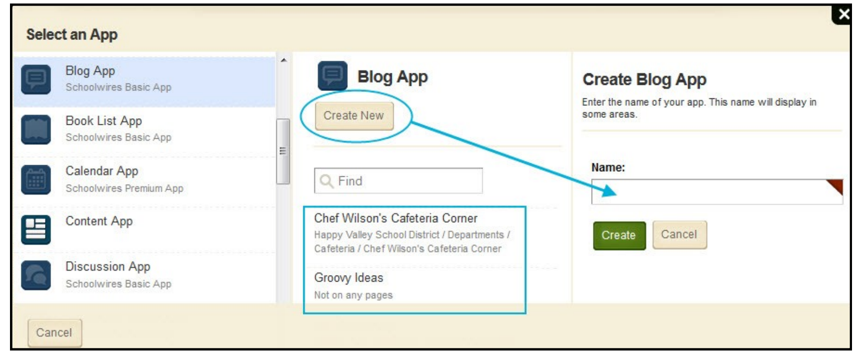
To add, remove, rename or move an app...

1. Click **Actions** to the right of the page.
2. Click **Edit Page**.
3. Under Actions, click **Manage Apps & Layout**.

Add—Click **Add App** and follow the Add App wizard to add an app.
Remove—Click the x to remove it from the page.
Rename—Double-click the name of the app.
Move—Drag and drop apps to move them.



4. Click **I'm Done**.



Select an existing...

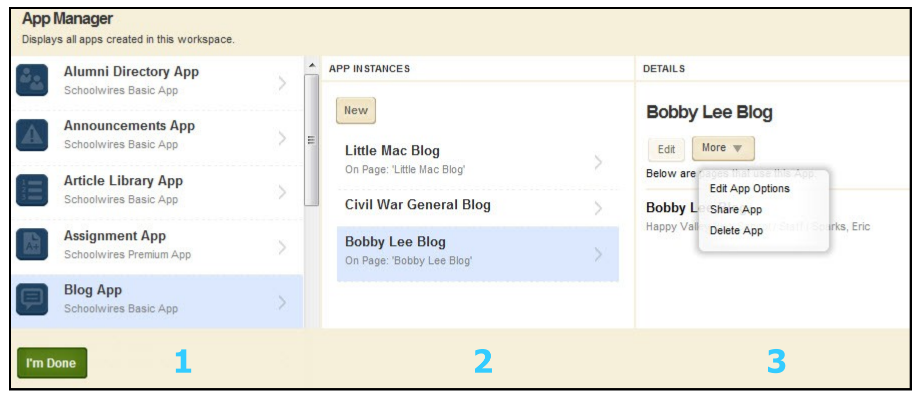
1. Select an app type in column 1.
2. Select an app in column 2.

Create a new app...

1. Select an app type in column 1.
2. Click **Create New** in column 2.
3. Enter a name for the app.
4. Click **Create**.

Working with App Manager...

- App Manager is a tool within all workspaces.
- You access App Manager from the **Tools** tab in your workspace.
- You can perform most of the same app tasks using App Manager as you do when modifying an app directly on a page.
- You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page.
- If you want to permanently delete an app, you can only do that in App Manager.



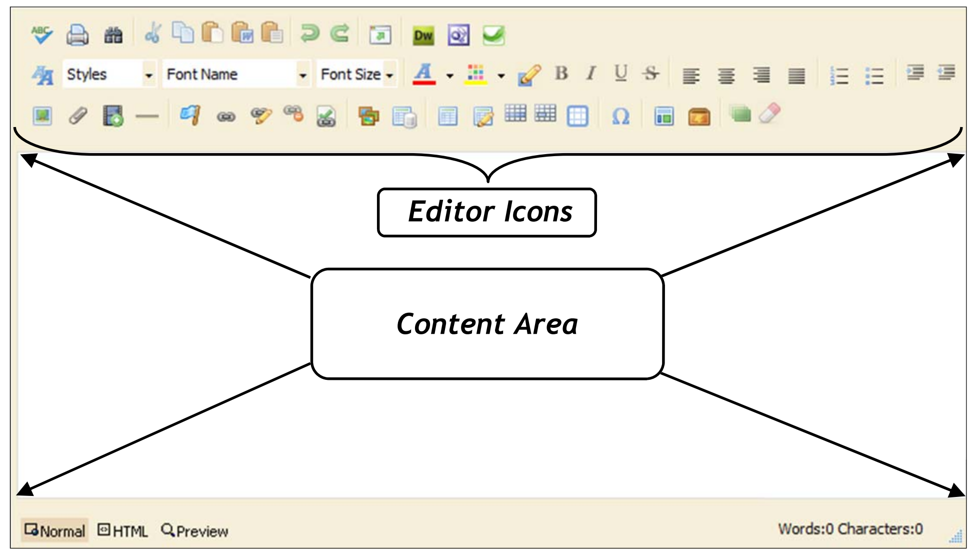
1. Select the App Type in the first column.
2. Select the specific app in the Apps Index. The pages on which that app is used display in the third column.
3. You can edit the app, edit the app options, share the app or delete the app.

If you delete a shared app that others have placed on their pages, they will receive notification by email that the shared app was deleted.

Centricity2™ *Schoolwires Editor* Help Card

The *Schoolwires Editor*

- The majority of your website's content (text, images, and other items) will be created using the ***Schoolwires*** *Editor*, which is displayed to the right.
- When working in the *Editor*, you'll see icons similar to those in most word processing programs.
- To add text, just click into the Content Area and begin typing.



Cut, Copy, and Paste Text

- You can cut, copy, and paste text from documents, websites, and other sources by using the icons in the *Editor*.
- Use Paste from Word when copying and pasting text from Microsoft Word® documents. This strips out non-web-friendly Word code.
- Use Paste Text to paste text you copied without formatting.
- Use Paste when you want to retain the original formatting. However, we do not recommend using this method since may cause problems when you edit the text.

Insert a Link

You can turn text or images into links to another page on your site, another website, an email address or a bookmark.

1. Highlight the text or image and click the Insert Link icon.
2. From the Insert Link Wizard, select the type of link you would like to create.
3. Enter or select the desired link information.
4. If linking to another website, choose "Open in New Window" from the Target drop-down list.
5. Click **Insert Link**.

Link to a Specific Page Location (Bookmark)

You can use a bookmark to link to a specific location in the *Editor*.

1. Highlight the text or image you would like to make into a bookmark.
2. Click on the Insert Bookmark icon.
3. Enter the name of the bookmark and click **Insert**.
4. Insert a link as noted above and select "Bookmark."
5. Enter the bookmark name and click **Insert Link**.

Insert an Image

Use the Insert Image icon to insert images into the *Editor*.

1. Place your cursor in the Content Area where you would like to insert the image.
2. Click the Insert Image icon.
3. Choose an image source.
4. Follow the wizard prompts to bring the image into the wizard and view the Image Attributes.
5. Enter a description of the image into the Alt. Text field.
6. Adjust Height or Width values, if desired.
7. You may also adjust Alignment and Border options. You can also do this later.
8. Click **Insert Image**.

Insert a File

You can insert files of many types into the *Editor* using the Insert File icon.

1. Place your cursor in the Content Area where you would like to insert the file.
2. Click the Insert File Link icon.
3. Select a file source.
4. Follow the wizard prompts to select a file, then click **Continue**.
5. Enter the text you would like to display as the file link in the Link Text field.
6. From the **Target** dropdown, select "Open in a New Window."
7. Click **Insert File**.

This will create a text link to the file.

Centricity2™ Schoolwires Editor Help Card

Inserting ActiveBlocks™

ActiveBlocks™ allow you to add dynamic content to your website. They will display in the ***Schoolwires*** *Editor* as code that looks something like "[$LongDate$]." On the end-user website, that particular *ActiveBlock* would display the current date in "Day, Month Date, Year" format. *ActiveBlocks* can display user/time/date information, randomize content, and more. To insert an *ActiveBlock* into your ***Schoolwires*** *Editor*

1. Place your cursor where you'd like your content to display.
2. Click the Open Toolbox icon.
3. Select an *ActiveBlock* from the dropdown.
3. Click **Save**.

Embed Content from other Websites

You can also use *ActiveBlocks* to embed content from another location on your website or another website in the *Editor*. This can be helpful if you want to display content from one section of your website in another section (e.g., embedding a Current Events page in several different sections). Any edits to the original content displays everywhere it is embedded.

1. Click the Open Toolbox icon.
2. Scroll down and select 'Embed Simple Content.'
3. Enter the URL of the website you wish to display (e.g., http://www.schoolwires.com).
4. Click **Insert**.
5. Click **Save**.

If you want to embed a web page that requires user interaction (e.g., search engines like Google.com) choose 'Embed Complex Content'. This displays the target URL in an frame that allows the user to interact with its content. Use this option to display PDF files that you've uploaded to Files and Folders.

Roundtrip Editing

If you have another HTML editor installed on the computer , you may be able to edit the content in the *Editor* using Roundtrip Editing.

- To use Roundtrip Editing, just select the program you wish to edit your content with from the *Editor* icons and follow the directions.
- You can use Roundtrip Editing with Dreamweaver®, FrontPage® or Expression®.

Apple users will only have access to Dreamweaver

Special Use Icons

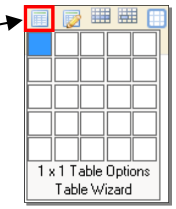
- The Special Characters icon allows you to enter symbols, special characters and more.
- Position by Pixel lets you position images exactly where you want them.
- Format Eraser allows you remove formatting from highlighted text and objects.
- Full Screen expands your Content area to a full screen view.
- Formatting allows you to apply text formatting, borders, backgrounds and more.

E-Alerts

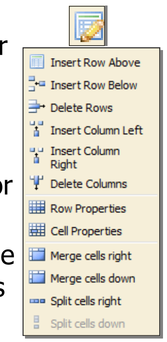
Content E-Alerts allow you to easily communicate with students, parents and other community members who have subscribed to your area of the website.

- Click ***Create E-Alert*** to send an email to your subscribers.
- You may edit the sender name and email address as well as subject and body.
- The E-Alert body contains a link to the page you created it on; do not edit this.

Insert a Table



1. Place your cursor in the Content Area where you want to insert the table.
2. Click on the Insert Table icon.
3. From the drop-down list, select the number of rows and columns you want in the table or select Table Wizard to build a custom table.
4. Once you insert the table, clicking on the Table Options icon lets you:
   - Insert or delete rows, columns, or cells.
   - Merge cells or split merged cells.
   - Edit the properties (e.g., borders or background images) of a cell or row.
5. To edit the Table Properties, click the table tag and select Table Properties from the pop-up menu. <table>



Adding a Border to a Table

1. Insert a table.
2. Edit the Table Properties.
3. Click the **Table Options** tab.
4. Enter a value in the Border field and select px from the drop-down list.
5. Click the Border Color field and select a color.
6. Select an option from the Rules drop-down list.
   - Not Set—No border
   - Outer—Outside border
   - All—All cell borders
   - Rows—Outer row borders
   - Columns—Outer column borders
7. Click **OK**.

Centricity2™ Calendar App Help Card

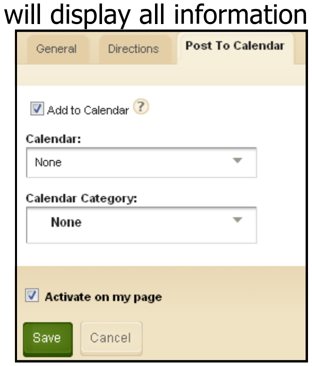
Import Events

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

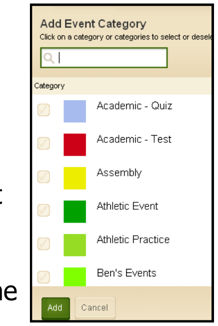
If you manage your assignments using an Assignments App, you can let the system automatically create an event on the assignment's Due Date. The details of the event will display all information from the assignment's **Directions** tab.



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

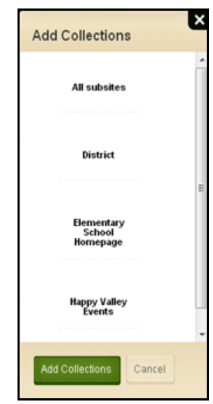
You can customize which categories display on your Calendar app's **Event Category** dropdown.



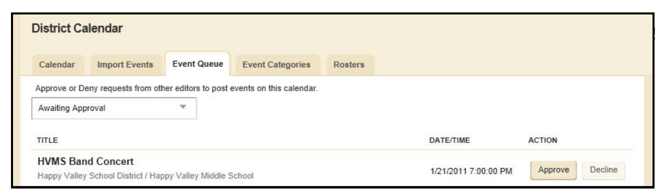
1. In the Calendar App, click the **Event Categories** tab.
2. You may have a list of default Categories. To delete a Category, click **Remove.**
3. To add more Categories, click **Select Categories.**
4. In the Add Event Category window, search for an Event Category by typing some or all of its name 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.

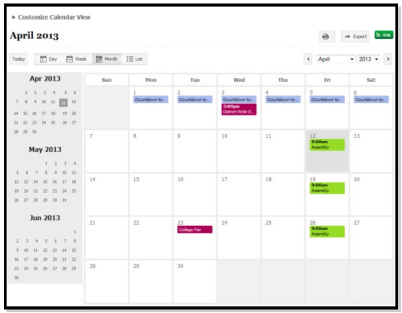


If someone shares an event with you, it may need approval to display on your Calendar. The **Event Queue** tab will display any events that are pending approval. To approve an event, click **Approve.** If you do not want to display the event, click **Decline**. The requestor is notified by email of your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

schoolwires

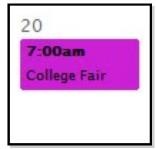
Centricity2™ Calendar App Help Card

Navigating the End-User Calendar



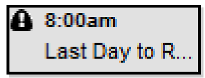
End-User Calendar

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.

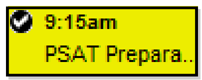


Double-click on the Event to bring up the Event Details. From there you can **Print** and **Export** the event information. If it's a Registered Event, you see a **Register** button.

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



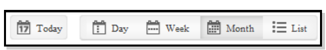
- An exclamation point indicates that this is a Mandatory Event. These events are created at the Homepage of your district or "top" site and pushed down to every calendar on the website.



- A checkmark indicates that this is a Registered Event.

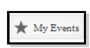
You have a number of ways to control your view on the calendar on the end-user website.

- 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.



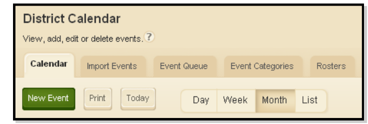
- **My Events** displays events for which you registered.

- **iCal Feed** displays a Subscribe URL feed and instructions.

- **Export Events** creates and 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.

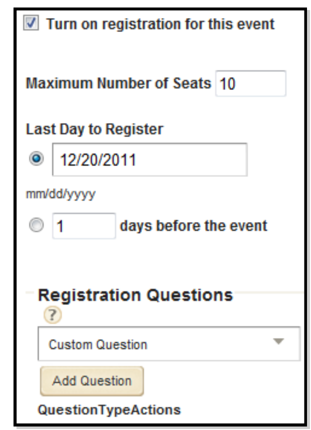
Creating a Calendar Event



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

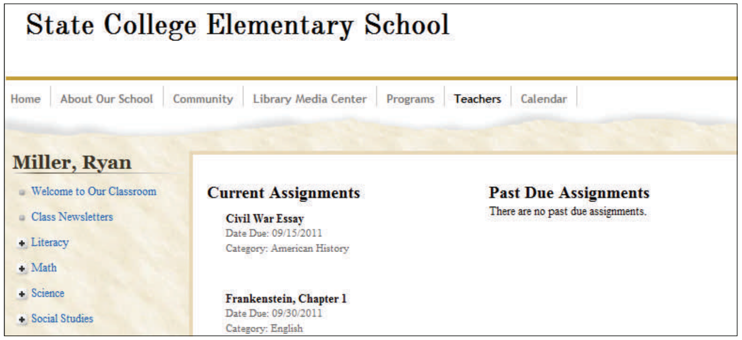
You set up events for which users may register on the **Registration** tab. You also track attendees and their responses to custom questions on this tab.



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 drop-down.
   - 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.

Centricity2™ Assignments App Help Card

About the Assignment App



- Assignment apps offer teachers the ability to organize assignments within their sections. They can define unique categories for each assignment, assign due dates, and add detailed descriptions for each assignment if desired. They can also post assignments to their Section calendars.
- Visitors will be able to view Current and Upcoming assignments, along with Past Due assignments. Each assignment will display a Title, Due Date and Category if assigned. By clicking on the Title, the visitor can access the Assignment Directions.
- You can provide additional detail about the assignment in the Assignment Directions. Teachers can add images, links, and other content.

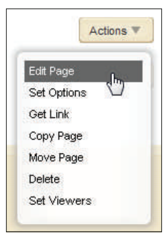
Adding a new Assignments Page or App

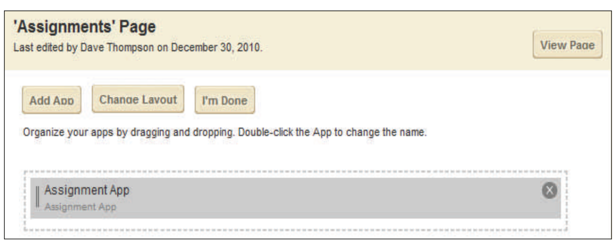
To insert a new Assignments Page

1. In the Section Workspace, click **New Page**. The New Page window opens.
2. Click on **Assignments**. Name your new Assignment page. Click **Save**.

To insert an Assignments App into an existing page:

1. Select **Edit Page** from the Actions Drop-down list to the right of the page to which you wish to add the App. The Page Details window opens in Edit Mode.
2. Click **Manage Apps and Layout** and select **Add App** to choose a new Assignments App. Edit the name as desired. Click **Save**.
3. Click and drag the App to the desired location within your layout.
4. Click **I'm Done**. The Page Details window returns to Edit Mode.

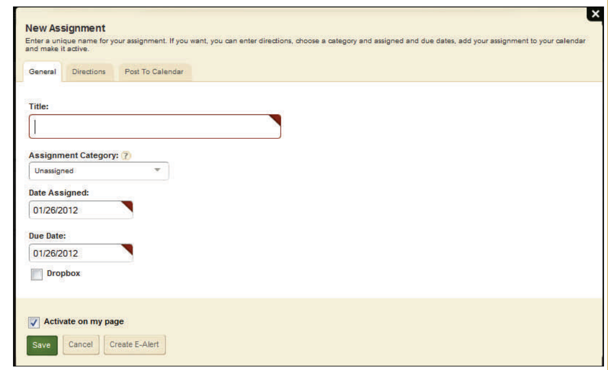




Editing an Assignment App or Page

1. To edit an Assignments Page or an Assignments App with in a page, simply click on the name of the page in the Section Workspace. If your page only has one app on it, you will be taken directly into editing the Assignments App. If you have multiple Apps on the page, you will need to click again on the App name to edit it.
2. To **add new assignments**, click on **New Assignment** in the **Assignments** tab.

- **General Tab:**
  - Add a Title to the new assignment.
  - Choose a Category for the given assignment if desired (you need to set these up ahead of time)
  - Choose a Date Assigned (by default this will be the current date).
  - Choose a Due Date for the assignment.
  - If you have ***Schoolwires** Synergy* and wish to set up a Homework Dropbox for students, click in the Dropbox checkbox and choose the Destination folder.



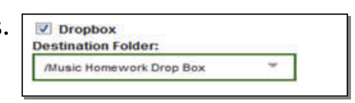
- **Directions Tab:**
  Enter specific instructions for the assignment in this window.
- **Post to Calendar**
  If desired, click on the Post to Calendar tab in order to post the assignment to a Section Calendar.

4. To **add and edit categories** click the **Categories** tab. (**Note**: set categories up first in order to be able to assign them to assignments as they are being added.)

Drop Box Option

If your organization has purchased *Synergy*, you can add a drop box to your Assignment app. See Setting up a Dropbox in Synergy for more details.

1. When creating or editing an Assignment, check the Dropbox Box. The Destination Folder drop-down list displays.
2. Select a folder from the dropdown. This is the Destination Folder that the students will upload homework files to for that assignment.



Centricity2™ Assignments App Help Card

Setting up your Homework Drop Box in Synergy™

Requirements for Assignment Drop Box Option:

Centricity2 Requirements:

Teacher must:

- Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).
- Create an assignment in an Assignment App, check the *Dropbox* checkbox on the **General** tab, and select a *Synergy* folder Dropbox for the assignment.

Students must:

- Have a *Synergy* account. To use the auto-login feature the student should also have an identical Sign-in name in *Centricity2* (passwords may be different).
- Sign in to *Centricity2* to take advantage of the auto-login. If a student is not logged in to *Centricity2*, he or she will be prompted to sign in to upload a completed assignment.

Synergy Requirements:

Teachers must:

- Have a *Synergy* account with User Name identical to Sign-in Name in *Centricity2* (passwords may be different).
- Be a Folder Owner.
- Create a Dropbox folder.
- Set the folder options to allow students to only see files that they upload if they sign in to *Synergy*. This will not affect *Centricity2*.
- Share the Dropbox folder with all students who will use it.
- Edit the students' permissions to allow them to add only.

Students must:

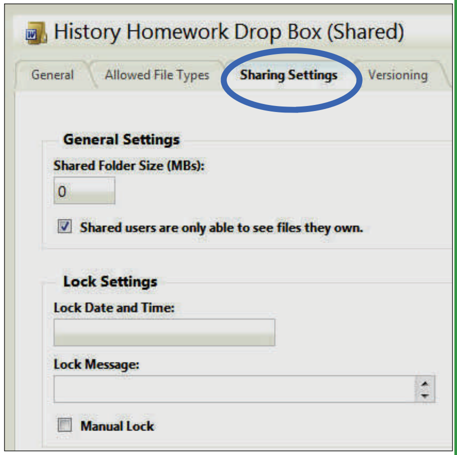
Have a *Synergy* account. The User Name must be identical to Sign-in Name in *Centricity2* to use auto-login (passwords may be different).

TEACHERS: Setting up a Drop Box in *Synergy*

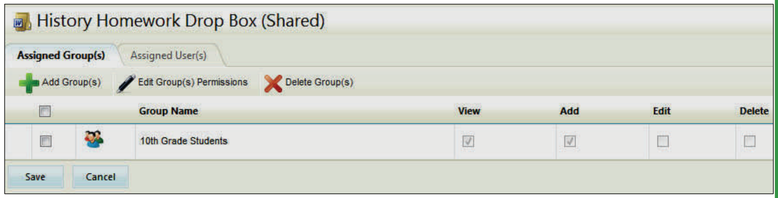
A Dropbox is a folder that a teacher sets up in *Synergy*. For more detailed information on setting up folders, see the *Synergy & Assist* chapter, "Using *Synergy*."

To set up a folder as a drop box:

1. Sign in to *Synergy*.
2. Create a folder.
3. Edit the folder options by clicking on the *Options* button in the click menu. You can:
   A. Limit the size of the folder.
   B. Allow users to only see the files they own when they are viewing the folder through *Synergy* by clicking in the checkbox.
   C. Set up lock settings if you wish students to be locked out of the Dropbox. (For instance, when the assignment due date has passed.)



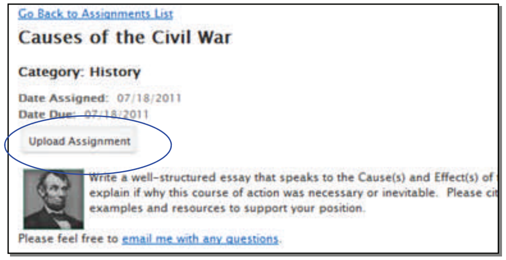
4. Click **Sharing** in the click menu to share the folder with the students as individuals or as a group.
5. Edit the permissions to allow the students to add files to the shared folder. If you want them to be able to view, edit, or delete their file, you can give them those permissions as well.



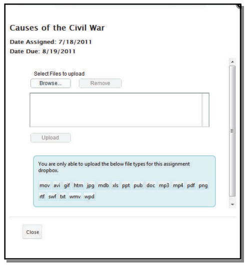
STUDENTS: Accessing the Dropbox in *Centricity2*

Once a teacher has set up a *Synergy* drop box for an assignment in *Centricity2*, students will follow these steps to upload their homework.

1. Sign in to the school's website.
2. Navigate to the Teacher's section.
3. Click on the page containing the Assignment App.
4. Click on an assignment name to display the Assignment Directions.
   If a *Synergy* drop box has been set up, an **Upload Assignment** button will display at the top of the Assignment Directions.



5. Click **Upload Assignment**. The Upload Assignment window opens (*Note: If you are not signed in to the site, you will be prompted to sign in.*)
6. Click **Browse** to search for your file on your desktop.
7. Click **Upload** to complete the upload of the file. Once the Upload Complete message displays, your file is uploaded to the *Synergy* site and you can safely close the browser window.



Centricity2™ Imagery Help Card

About Images on your Website

- ***Centricity2*** supports the following image file types: GIF, JPG, JPEG, and PNG
- Images are automatically compressed when uploaded to the site using the Insert Image tool; this ensures a quick load time for viewers.
- It is better to upload a larger image and resize it smaller than to enlarge a smaller image.
- Images that you upload to your workspace are stored on your **Tools** tab in Files and Folders.

Insert an Image

1. Place your cursor where you would like the image to be.
2. Click the *Insert Image* icon:
3. Choose an image from:
   - Your computer
   - Your site (*Files & Folders)*
   - The Shared Library
   - OR the Clip Art Library (if available).
4. Browse for the image you would like to insert.
5. If inserting an image from your computer, you can choose to resize it (Thumbnail, Medium, Large, Custom, or No Resizing).
6. Enter a description of the image into the *Alternative Text* field
7. Adjust the *Height* or *Width* value of the image; this will resize the image proportionally. Click out of the field to see a preview.
8. *Alignment* and *Border* can be set here or changed later.
9. Click **Insert Image**.
10. Click **Save.**

Insert an Image from another Website

If you try to copy and paste an image into the **Editor**, while it may show up initially, it will display as a broken link as soon as the image is removed from the source. Therefore, when you move images over from another website, do the following:

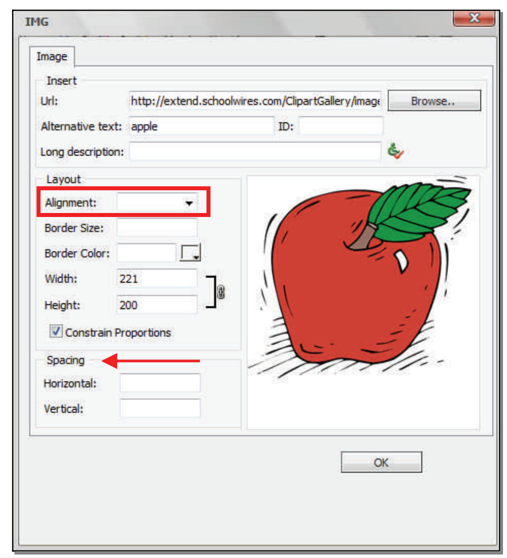
1. Right-click on the image in its current location and save the picture on your desktop.
2. Insert the image onto a page. (See "Insert an Image.")

OR

1. Copy all of the page content from its current location.
2. Use Paste from Word to insert the content into your ***Schoolwires*** app.
3. Right-click on the images in their current location and save the pictures to your computer.
4. Open Files and Folders and upload the images .
5. Once the images are uploaded, copy the URL for one of the images by selecting the URL button.
6. In the content area, double-click on the image to bring up the Image Editor.
7. Paste the URL for that image into the *URL* field and click **OK**.
8. Click **Save**.
9. Repeat steps 5-8 for the remaining images.

Wrap Text Around an Image

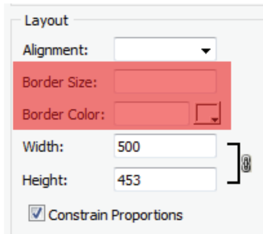
1. Insert the image where you would like it to display. (See "Insert an image")
2. Double-click on the image to open the Image Properties
3. Click on the *Alignment* dropdown menu and choose "Left" if you would like the picture to be on the LEFT of the text or choose "Right" if you would like the image to be on the RIGHT side of the text.
4. If you want to push the text away from the image, adjust the spacing around the image by indicating the number of pixels in the *Spacing* fields. (Between 5 and 10 pixels is usually adequate.)
5. When satisfied, click **OK**.



Centricity2™ Imagery Help Card

Add a Border to an Image

1. Insert the image where you would like it to display. (See "Insert an image.")
2. Double-click on the image to open the Image Properties.
3. In the Border Size field, enter a width for the border in pixels; 2—5 is typically a good width.
4. Pick a color for your border by clicking on the Border Color field and selecting a color from the dropdown. You can also choose 'More Colors' to view additional color options or enter custom color settings (RGB, Hex code, etc.).



5. When satisfied, click **OK**.

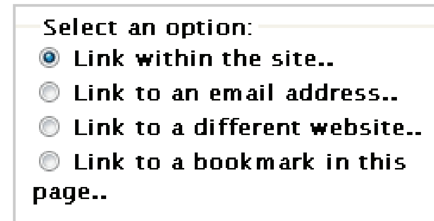
Best Practices for working with Images

- Do not copy and paste photos - use the Insert Image icon. This will ensure that your image is viewable on your site.

- When inserting images, add descriptive Alt. Text. This text is viewable when a person hovers over the image and will be used by screen reader applications for people with vision conditions.
- Recommended image sizes (100 pixels = 1 inch):
  - Regular Image: Keep image width narrower than 500 pixels
  - Accent Images: Keep image width and height between 25-100 pixels.
- Avoid animated images if the focus of the page is text content; they can distract viewers from important information.
- JPG PNG and GIF file types are preferred (BMP images are not always recognized).
- When resizing images, it is always best to go from a larger image to a smaller image. Making a small image larger can result in a grainy or pixelated image.
- Avoid inserting an image into a table with a background color. If background colors are used, maintain high contrast between background colors and dominant image color for improved viewability.
- Add Horizontal and Vertical Spacing around your image to improve readability of surrounding text.

Make an Image a Link

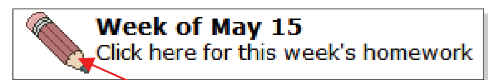
1. Insert the image you would like to make a link (see 'Insert an Image'). This could be a thumbnail image or a graphic you have created to serve as a button.
2. Click on the image to highlight it.
3. Click on the *Insert Link* button:
   - Select the link type and enter the destination.
   - If linking to another website or email address, set the Target dropdown to "Open in a New Window."
   - Click on the *Insert Link* button.



Link Types

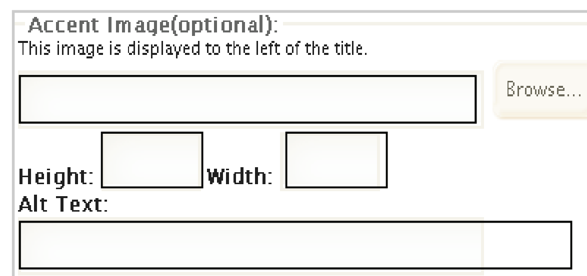
Insert an Accent Image

Accent images can be added to the left of titles on an Article (from an Article Library app) or to a Headline (on your Homepage). An accent image should be small; a width between 30 and 75 pixels wide should work well.



Accent Image

1. Insert a new article or headline.
2. After entering a title and optional teaser text, click on the *Browse* button to browse for your image.



3. Choose an image from:
   - Your computer
   - Your site (*Files & Folders)*
   - The Shared Library
4. If desired, adjust the *Height* and *Width* of the image (in pixels).
5. Enter an image description in the *Alt Text* field.
6. Complete the rest of the article or headline and click *Save*.

Centricity2™ Photo Gallery Help Card

The Photo Gallery App

Use this app to display mages 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

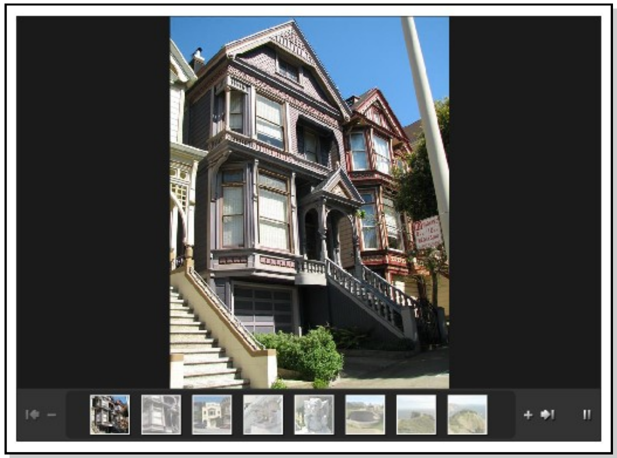


Photo Galleries give you access to tools and features that can enhance your images.

- 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.**

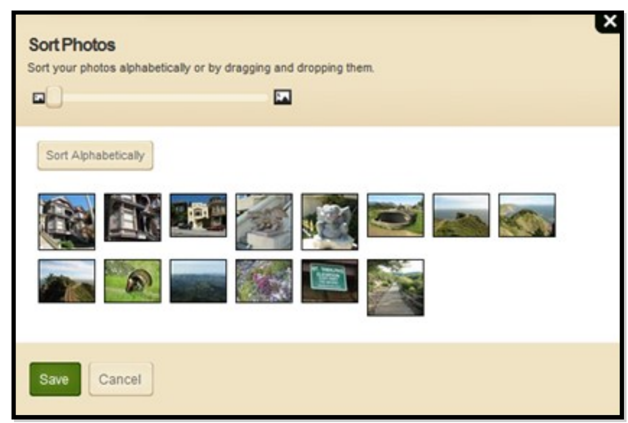
Add Images to a Photo Gallery

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**.



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Centricity2™ Photo Gallery Help Card

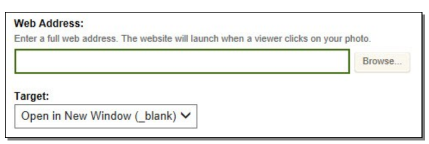
Edit Photo Gallery Images

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.

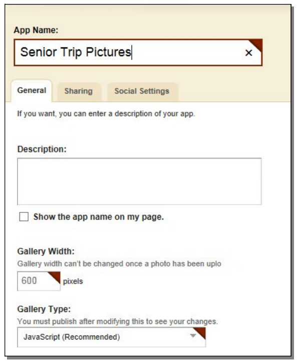


3. Select a Target. (Choose *Open in New Window* for third-party websites.)
4. Click **Save**.
5. Click **Publish**.

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.**

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