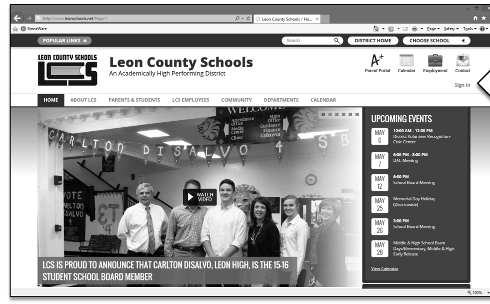
Teacher Websites in

schoolwires

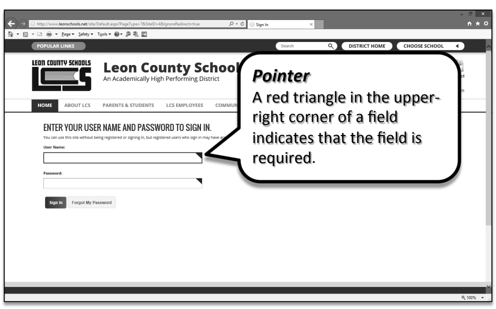
Presented By: Justin Williamson

Access Your Section Workspace



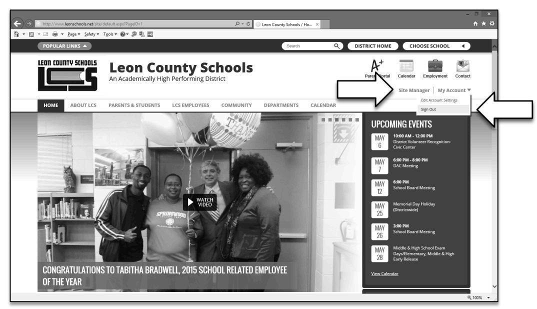
Click on the Sign In button that displays on the top of all LCS website pages. The Sign-in window displays.

Access Your Section Workspace



Enter your user name and password and click **sign in**. Your Schoolwires' user name and password is the same as your computer user name and password. (No schools\ or @leonschools.net)

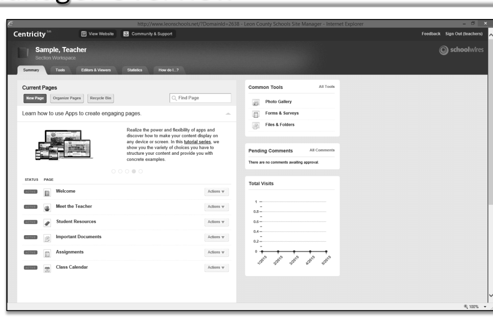
Access Your Section Workspace



Click *Site Manager* at the top of the page. A new browser window or Tab displays.

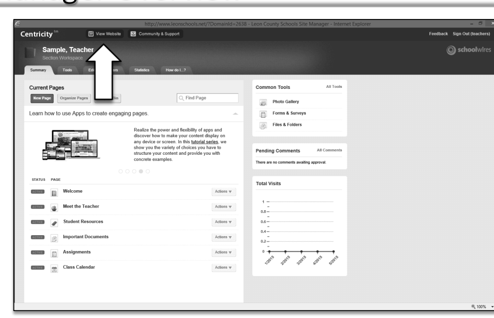
When you are finished editing your section, click Sign Out located on the My Account Drop-down List to log out of the website.

Site Manager Overview



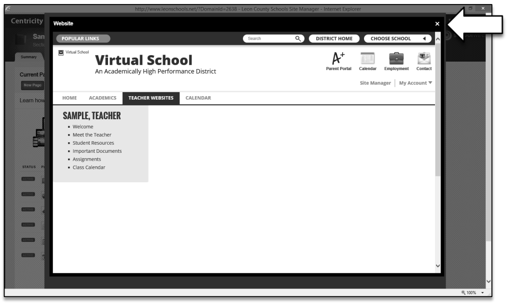
Site Manager is a tool for users who have been assigned editing privileges. Users with editing privileges see the *Site Manager* link in the My Start Bar when they sign in to the website. Clicking this link launches *Site Manager*.

Site Manager Overview



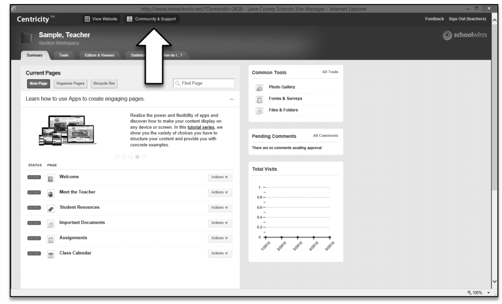
View Website allows you to view your website after you have made changes to your section.

Site Manager Overview



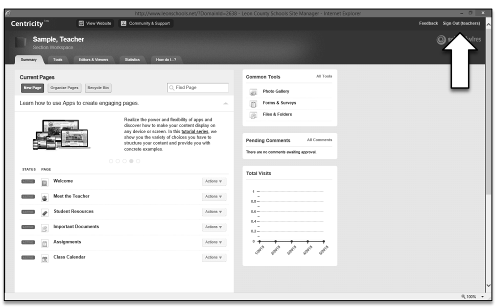
The preview is shown in the same window as Site Manager. Clicking the white X on the black bar closes the preview and returns users to Site Manager.

Site Manager Overview



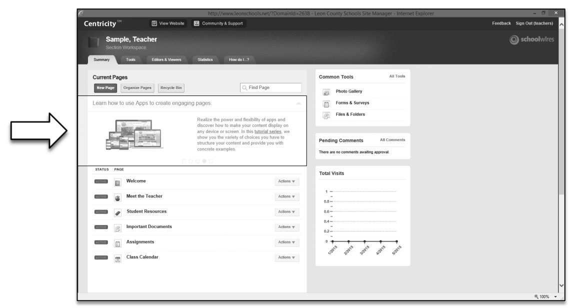
Community & Support links to the Schoolwires share site where you can access other resources. There are videos, tutorials, help cards, and discussion boards. Schoolwires is referred to as Centricity 2 on the share site.

Site Manager Overview



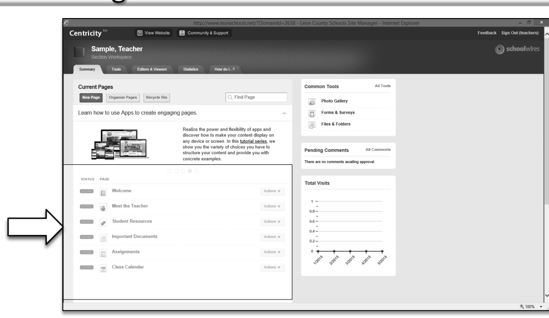
Sign Out allows you to sign out of *Site Manager*.

Site Manager Overview



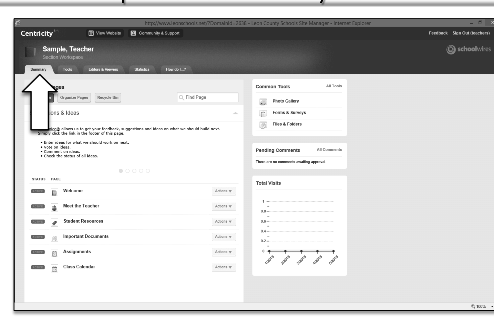
The Hot Topics Billboard offers you quick access to content designed to help you create engaging pages.

Site Manager Overview



The Section Workspace is your work canvas. Click a tab (**Summary**, **Tools**, **Editors & Viewers**, **Statistics** and **How Do I…?**) to see options for it. Note that you will find your pages on the **Summary** tab.

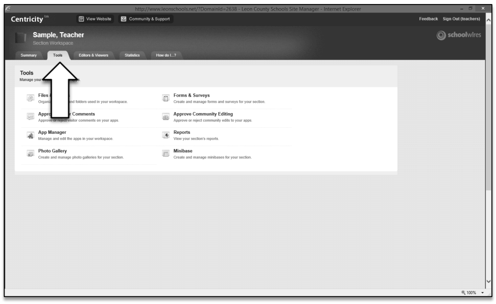
Section Workspace: Summary Tab



The majority of your work will be completed on the Summary Tab where you can …

- Add, edit, and remove pages
- Change the status of a page
- Design a page
- Set page options
- Set viewers for a page
- Get a link for a page
- Rename and organize pages
- Copy or move a page
- Work with the Recycle Bin

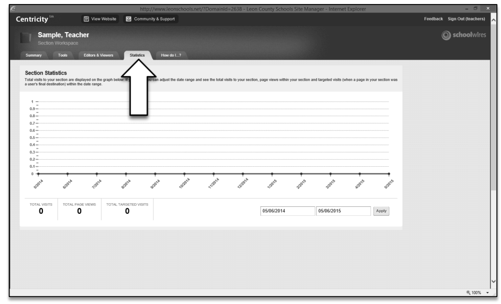
Section Workspace: Tools Tab



Tools Tab (Manage your section tools and apps)

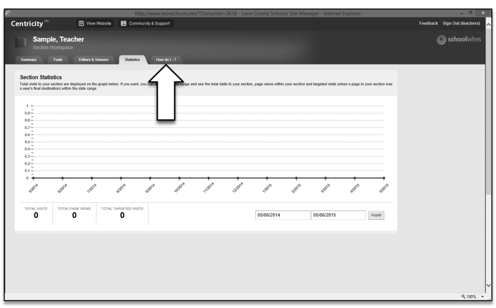
- Files & Folders
- Section Tools
- Section Reports

Section Workspace: Statistics Tab



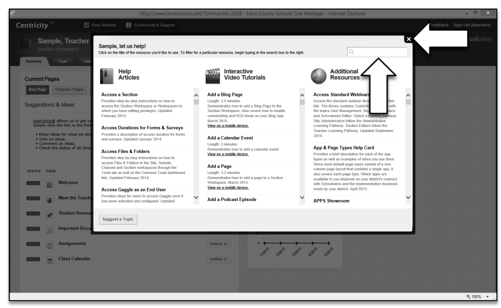
The Statistics Tab allows you to view statistics about visits to your section.

Section Workspace: How do I…?



The How do I…? Tab can be clicked at anytime to bring up the help screen.

Section Workspace: How do I…?



To locate help, click in the search box and type a keyword or topic. You will find help articles and video tutorials to assist you. Click the white X in the black box will close the help window.

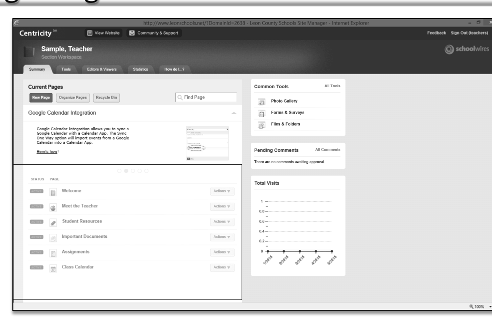
✓ Check for Understanding

Exercise 1 – Locate an Interactive Video

Exercise 2 – Locate a Help Article

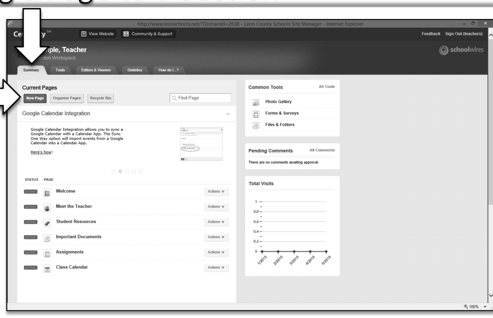
Pointer
Refer to your exercise guide for directions on completing the assignments

Adding a Page to a Section



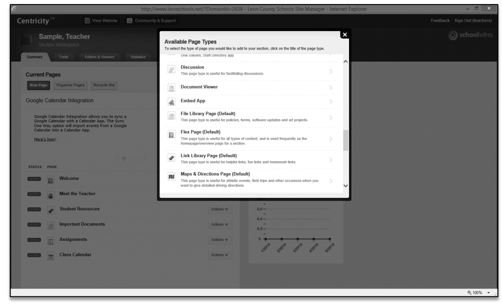
All teacher sections have been assigned six pages by default. You may add, edit, delete, and rename pages as needed. Pages may be arranged in an order that is meaningful to visitors.

Adding a Page to a Section



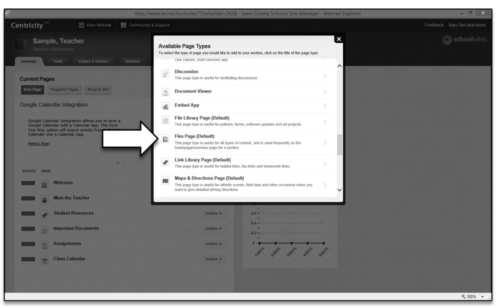
To add a new page, click on the Summary tab, if it is not already selected, and then click the New Page button.

Adding a Page to a Section



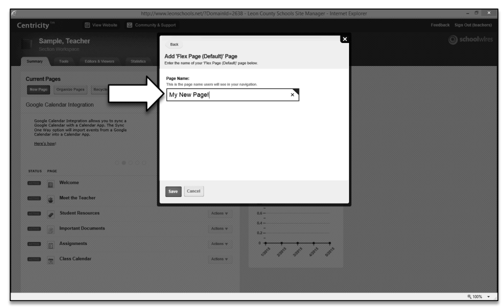
A list will appear with several template pages that are available. Any of these pages may be modified. By default, most template pages consist of a single application in a single column.

Adding a Page to a Section



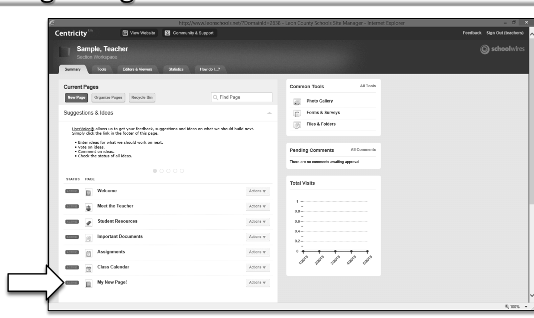
Select the Flex Page to add a new page to your section. You can delete it afterwards if you are unhappy with it.

Adding a Page to a Section



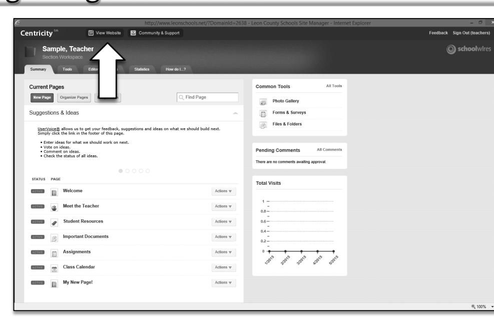
In the Page Name field, enter a name for your newly created page. Click save when you are finished. The name you enter will appear on the left hand navigation bar of your website.

Adding a Page to a Section



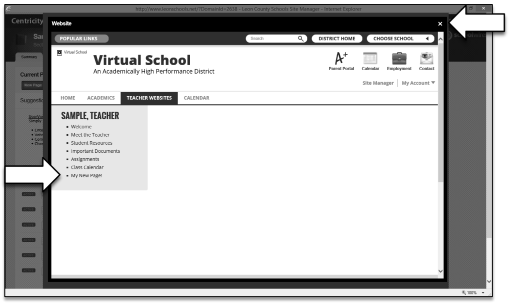
The newly created page will appear at the bottom of the section workspace.

Adding a Page to a Section



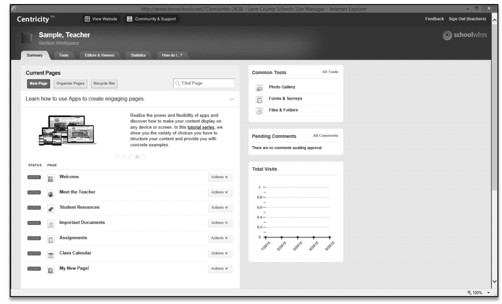
Click View Website to see how the new page affects your website. By default anyone visiting your page will see your new page.

Adding a Page to a Section



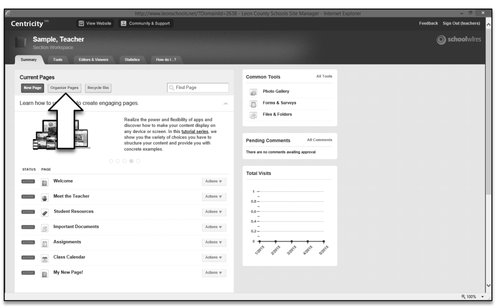
The newly created page will appear on the bottom of the list. Clicking on the new page reveals a blank screen. No content has been added to the page. Click the white x to close preview.

Organizing Pages



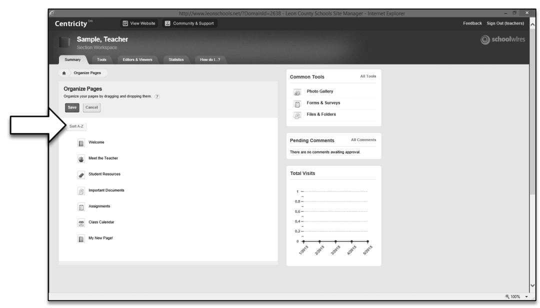
As a Section Editor, you can sort your pages alphabetically or choose to arrange them manually. You can also create a hierarchy by nesting pages.

Organizing Pages



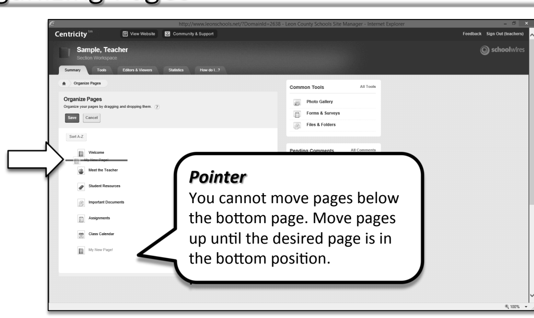
Click **Organize Pages** at the top of your Section Workspace. The Organize Pages window displays.

Organizing Pages



To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.

Organizing Pages

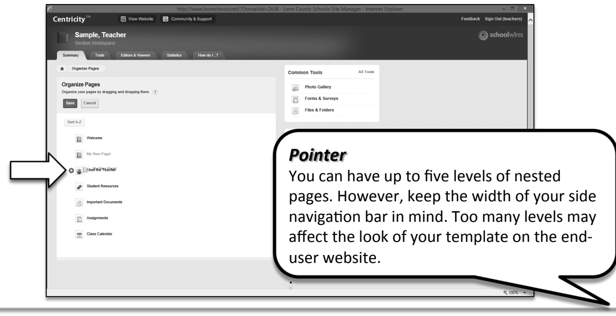


To manually move a page, drag the page between two pages until a horizontal green bar displays. Release the mouse. The page will be in the new position.

✓ Check for Understanding

Exercise 3 – Move a Page

Organizing Pages

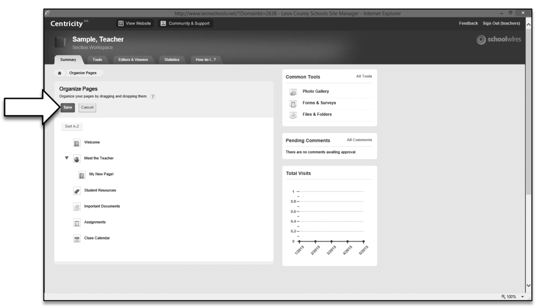


To nest a page, drag the page on top of the target page. A *green +* displays to the left of the target page. Release the mouse. A *gray arrow* displays to the left of the target page. Nested pages display below the target page.

✓ Check for Understanding

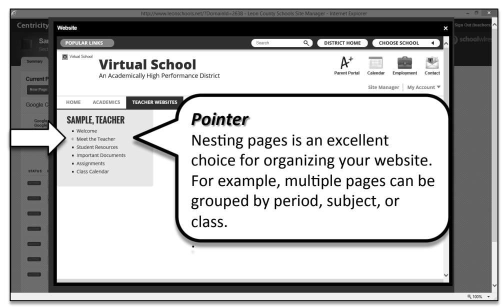
Exercise 4 – Nesting a Page

Organizing Pages



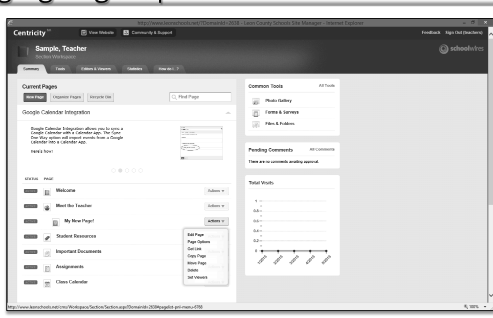
When you are finished organizing the pages, click **Save**. Pages will now show in their new order.

Organizing Pages



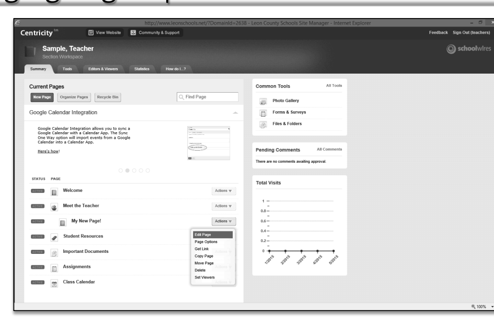
Click Preview Website to view your changes. Notice that Meet the Teacher now has a + for a bullet. Clicking on the + will expand that sub section.

Managing Page Options



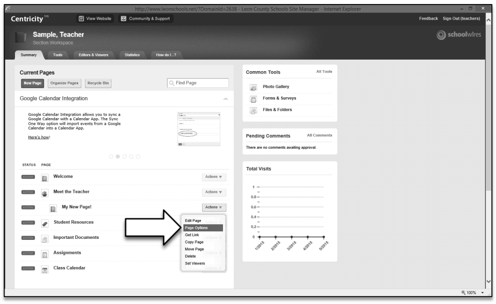
As a Section Editor you can set or change options for any page in your section. Click action to the right of any page to display an options menu. We will use our newly created page for training purposes.

Managing Page Options



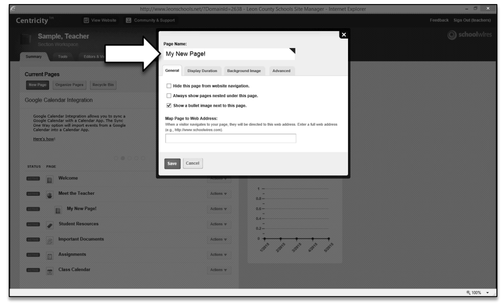
The Edit Page option allows you to edit content on your page. We will discuss this option in detail in a few moments.

Managing Page Options



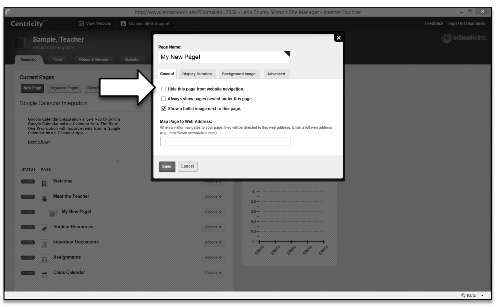
Page Options, allows us the ability to rename pages, set navigation preferences, display durations, and display options that effect the entire page such as background pictures. Click Page Options to get started.

Managing Page Options



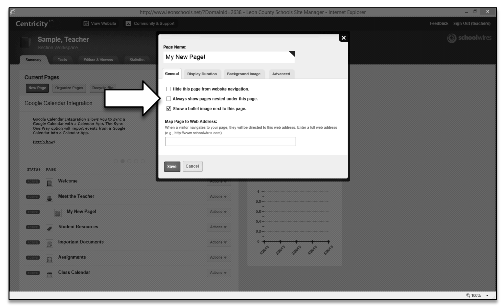
To rename a page, erase the Page Name field, and enter a new name.

Managing Page Options



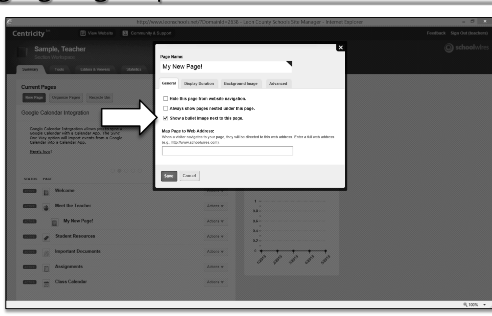
Hide the page from website navigation (on the public website). The default for this is off. If selected, the page name will not display in the Navigation Pane, left hand bar, of your website. You may link to the contents of this page in another way.

Managing Page Options



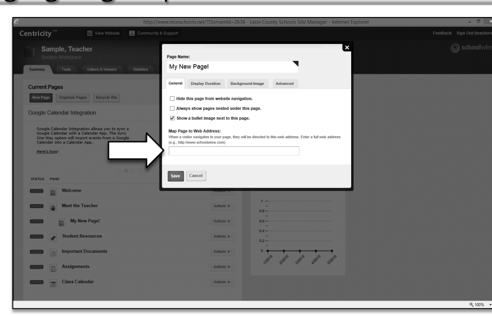
Automatically show any pages that you nest under that page. If selected, your list of nested pages will already be open to visitors of your website. The default for this is off.

Managing Page Options



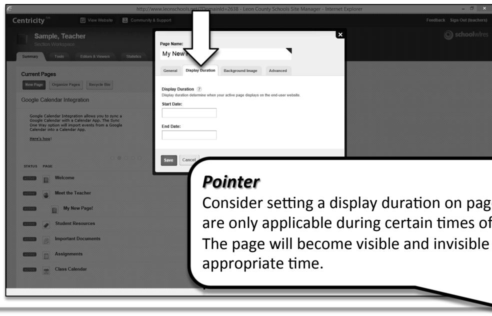
Show a bullet to the left of the page name on your website. The default for this is on. If unchecked, the page on the left hand navigation bar of your site will not have a bullet in front of the page name.

Managing Page Options



Map the page to another web address. When visitors navigate to the page, they are redirected to the web address you entered into this field. Enter a full web address (e.g., http://www.brainpop.com).

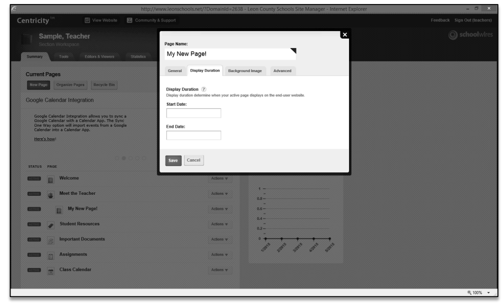
Managing Page Options



Pointer
Consider setting a display duration on pages that are only applicable during certain times of the year. The page will become visible and invisible at the appropriate time.

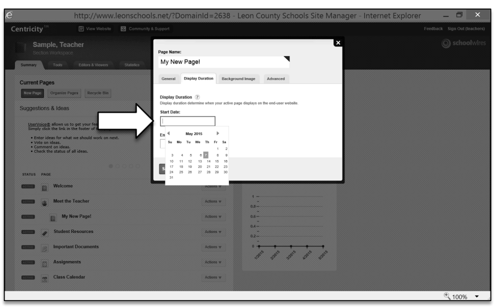
Display Duration allows you to indicate when this page should appear on your website.

Managing Page Options



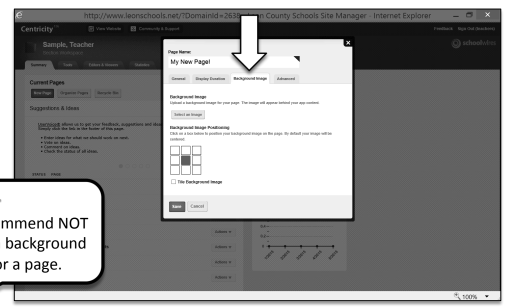
- No Dates: The page displays immediately and displays indefinitely.
- Both Dates: The page displays within the date range.
- Only Start Date: The page displays indefinitely on the start date.
- Only End Date: The page displays immediately until the end date.

Managing Page Options



To set a date, click in the Start Date or End Date field. A calendar will appear. Select the date by clicking on the calendar.

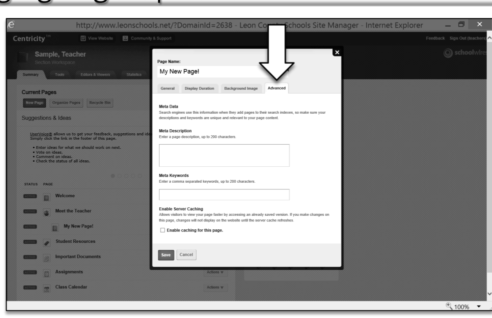
Managing Page Options



Pointer
We recommend NOT setting a background image for a page.

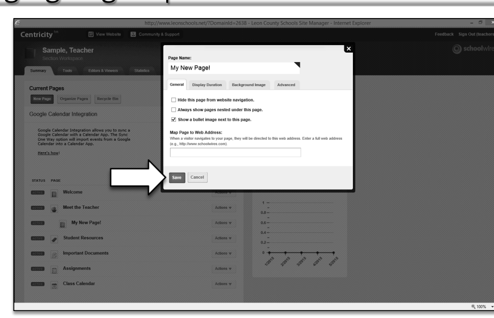
The background tab allows users to set a background image on a page. It only affects the content area of the page. It does not fill in the entire website.

Managing Page Options



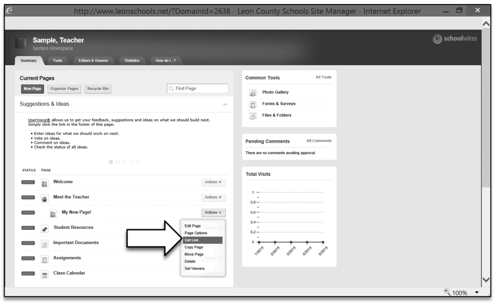
The advanced tab is managed for you by the system. There is no need to set any options here.

Managing Page Options



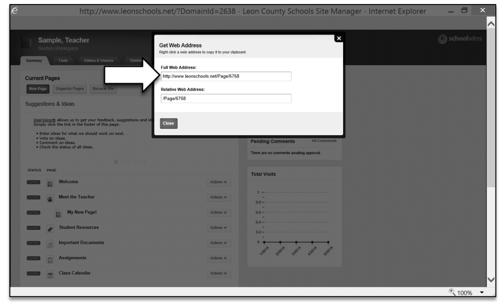
Click the **Save** button to save your page option changes.

Page Actions: Get Link



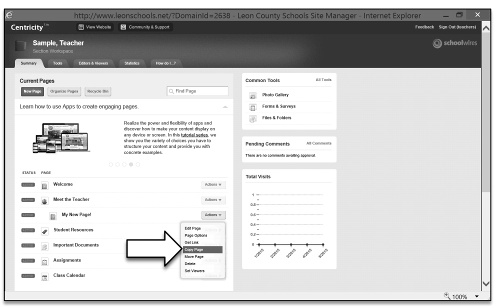
Get Link allows you to obtain the full web addresses for the page.

Page Actions: Get Link



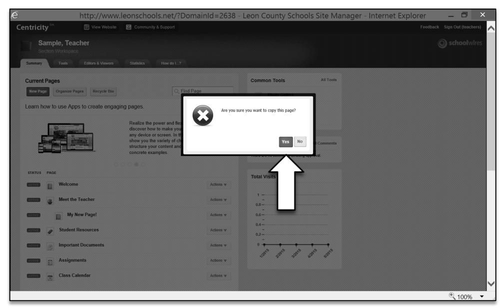
The page address appears in the top box. Once a page is created, it is assigned an address. It will never change.

Page Actions: Copy Page



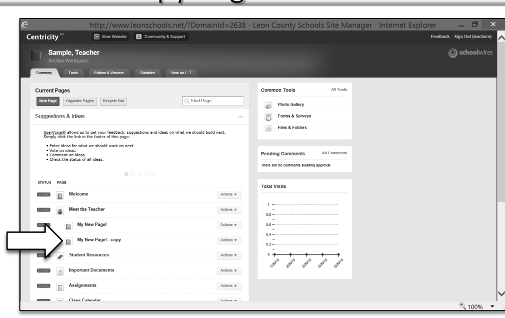
Allows you to copy the page within your section.

Page Actions: Copy Page



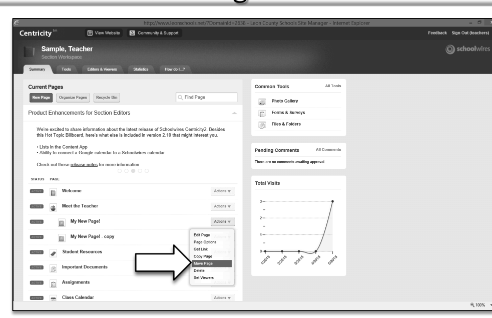
You must confirm the copy action. If you want to continue with copying a page, click yes.

Page Actions: Copy Page



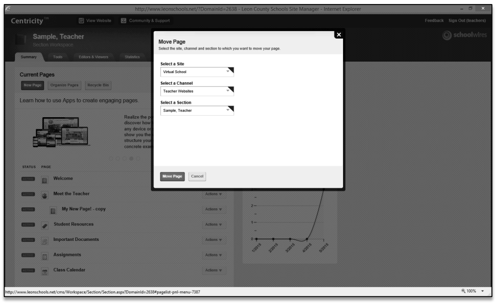
The copied page appears below the original. The page name will have a – copy added on the end.

Page Actions: Move Page



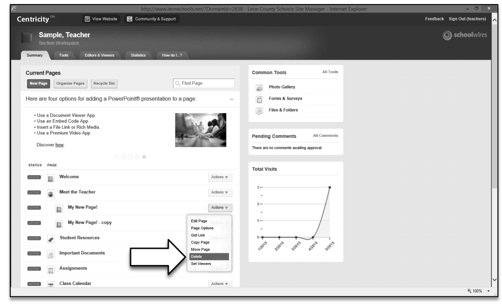
Move page allows you to move a page to another section for which you are a Section Editor. Note that If you use Move Page within one section, the results are the same as Copy Page.

Page Actions: Move Page



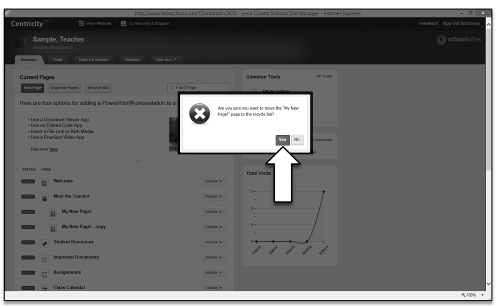
After clicking move page, you are presented with an options box that lists all of the sections that you can edit. Most teachers only have access to one section.

Page Actions: Delete Page



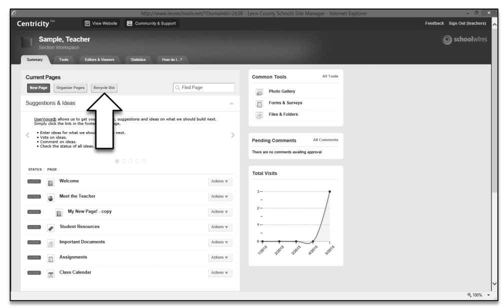
Delete Page removes the page from the section and places it in the Recycle Bin. Your page is not permanently deleted at this time. From within the Recycle Bin, you may restore or permanently delete the page.

Page Actions: Delete Page



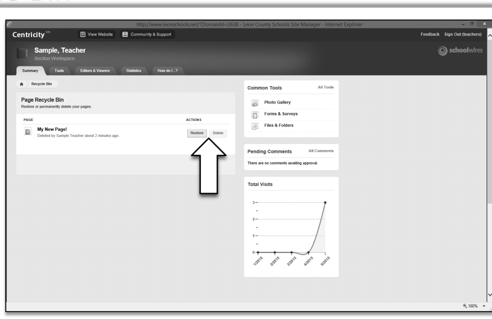
To remove the page you must confirm the action by clicking yes.

Recycle Bin



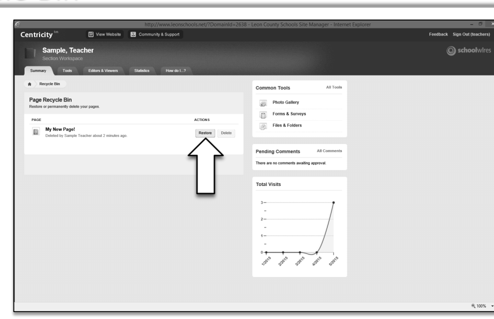
The Recycle Bin allows you to restore or permanently delete a page.

Recycle Bin



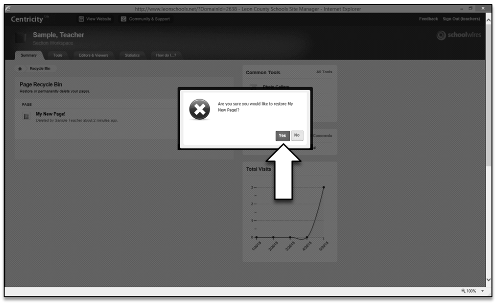
You have two actions available in the Recycle Bin, Restore and Delete.

Recycle Bin



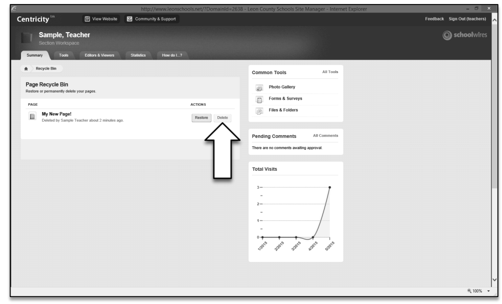
To restore a page click the Restore button under actions.

Recycle Bin



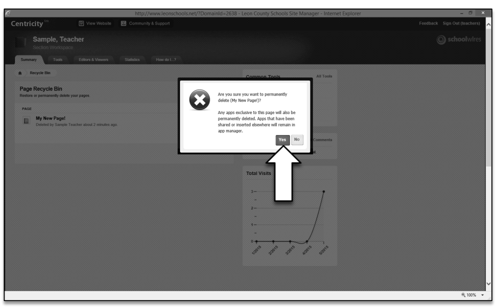
You must confirm the restore action. Clicking Yes will return the page to your section workspace. Clicking No will leave the page in the Recycle Bin.

Recycle Bin



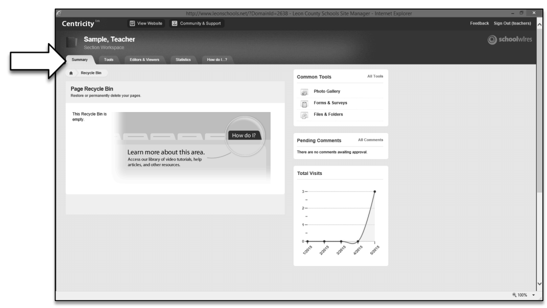
To permanently delete a page in the Recycle Bin, click the Delete button under Actions.

Recycle Bin



You must confirm the Delete action. Clicking the Yes button will permanently delete a page. It can not be recovered. Clicking No will stop the delete action, and return you to the Recycle Bin.

Recycle Bin

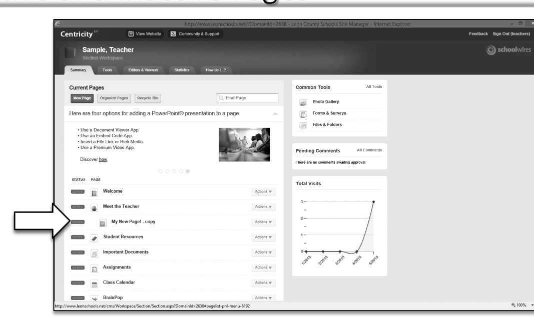


To leave the Recycle Bin and return to your section workspace, click the Summary tab.

✓ Check for Understanding

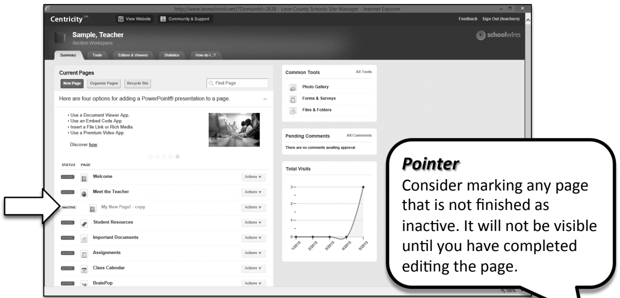
- ▶**Exercise 5** - Adding and Deleting Pages
- ▶Exercise 6 - Mapping a Page to a Web Address

Active and Inactive Pages



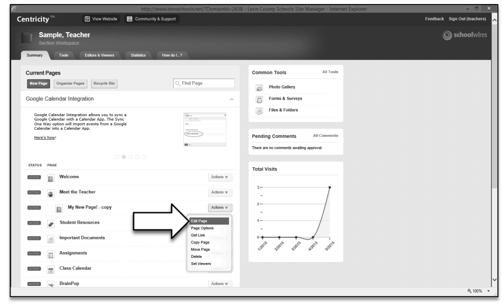
By default, any new page created has a status of Active. An active page can be accessed through your site navigation, or a link from another page.

Active and Inactive Pages



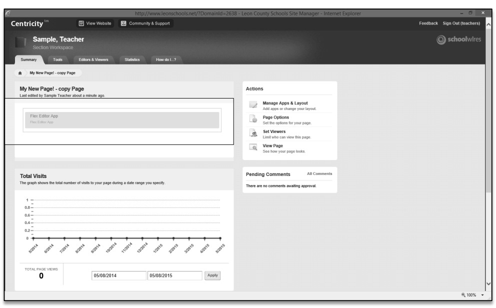
Clicking the status bubble, changes a page from active to inactive and vice versa. When a page is marked inactive, only you can access the page. The public can not access the page.

Components of a Page



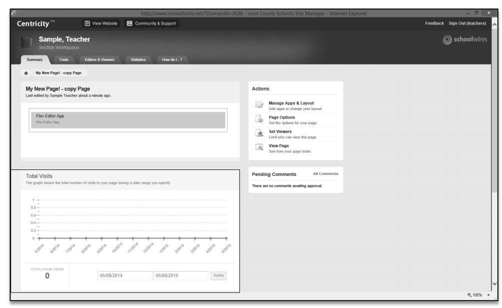
To edit a page, click Actions and then select Edit Page.

Components of a Page



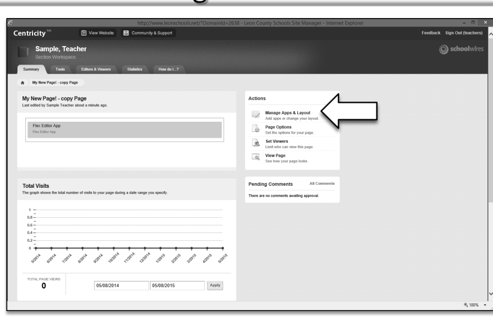
The workspace shows the current layout for the page, and all of the apps on the page. On the page we created we see a Flex Editor App. Apps are blocks were we will put our content. We can reposition the apps to different locations on the page.

Components of a Page



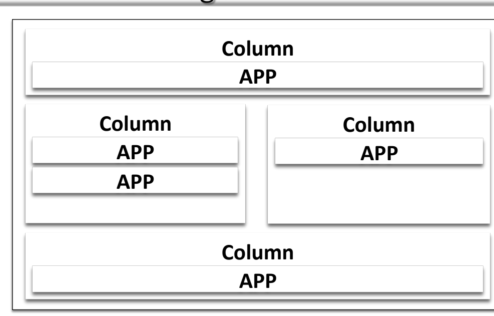
The bottom section shows the Total Visits for this page.

Components of a Page



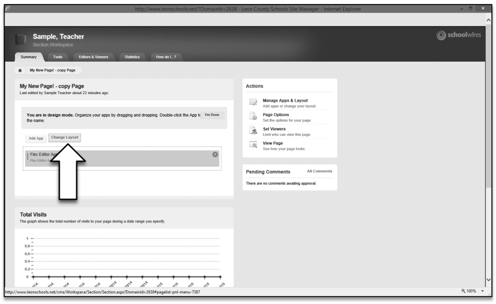
To add new content blocks, called apps, and reposition the blocks on your page, click Manage Apps and Layout.

Components of a Page



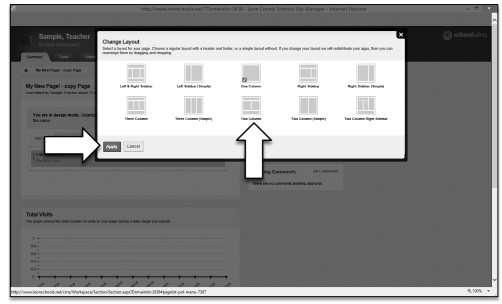
Any page you add to your section consists of three core components; a Page Layout, Columns and Apps. A page consists of apps within columns. You have a choice of different Page Layouts from which to select for your page. You add apps to your columns.

Components of a Page



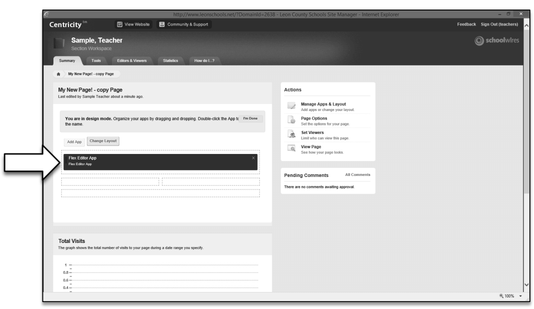
By default a page contains one column that fills the entire page. To change the layout click the Change Layout button.

Components of a Page



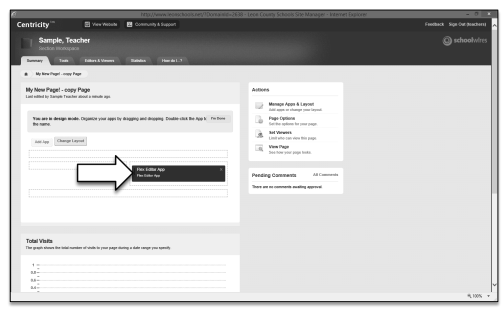
To select a new layout click a new layout from the list of pictures. The green check mark indicates the selected layout. Click Apply to save your changes.

Components of a Page



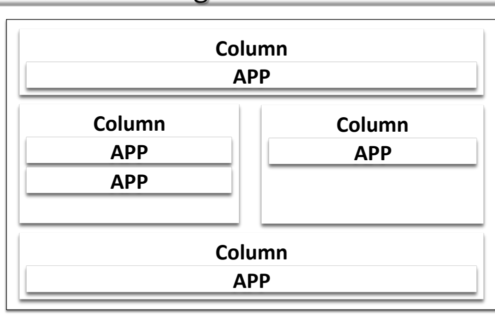
To reposition content on a page, drag and drop an app to a new column.

Components of a Page



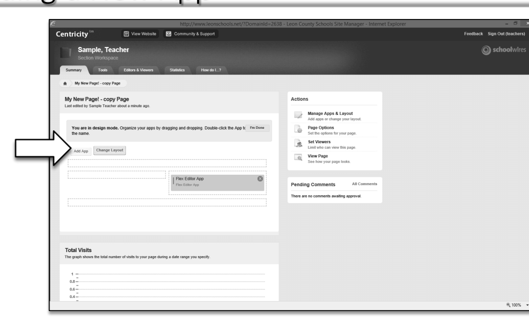
The app will appear in the new column when you release the mouse button.

Components of a Page



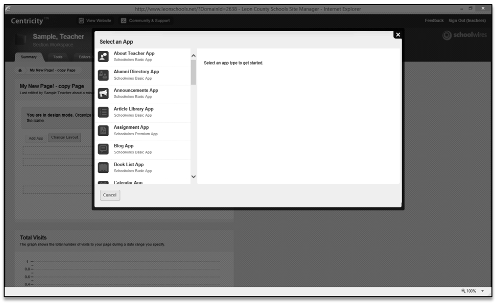
Apps are the content building blocks of a page. You can have one or more apps on a page. Some available apps include the Flex Editor App, Calendar App, Photo Gallery App and Article Library App.

Adding a New App



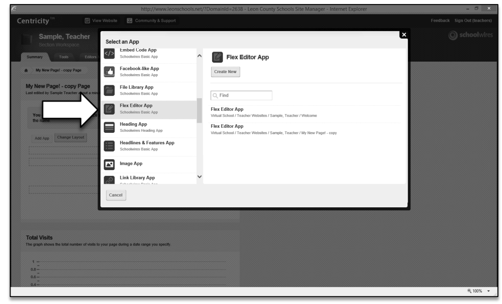
To add a new, click Add App on the layout page.

Adding a New App



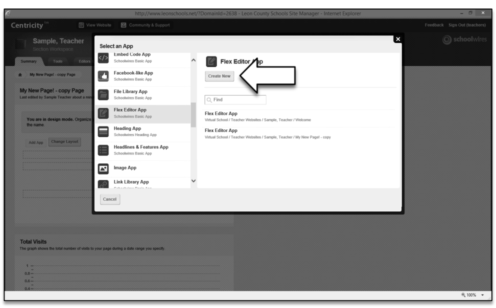
A list of available apps will appear. Each app has a unique purpose. The Flex Editor app is a generic app that can serve multiple purposes.

Adding a New App



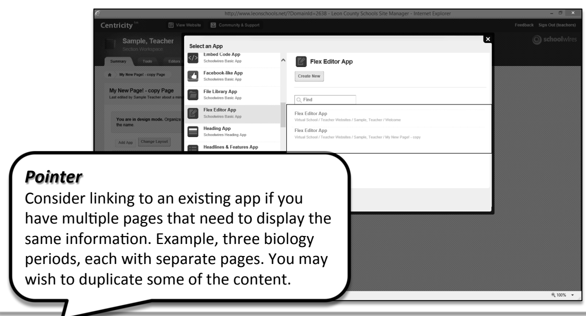
Click on an app title to select an app. In this example, we clicked a Flex Editor App.

Adding a New App



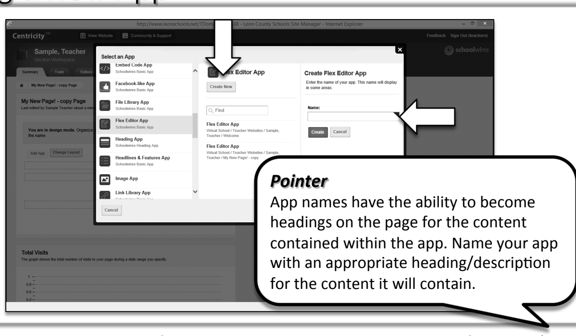
You must choose to either create a new app, or link to an existing app on another page. The majority of time, you will choose the Create New button to create a new app.

Adding a New App



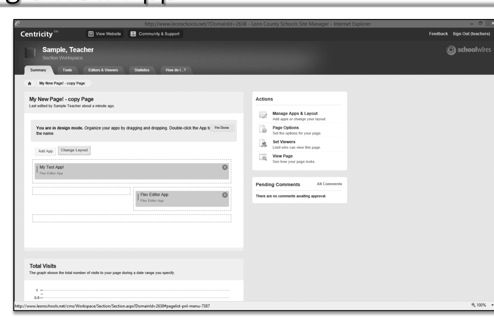
If you click an existing app, a copy of that app and it's content will be placed on your page. When you update one copy, all the other copies will update.

Adding a New App



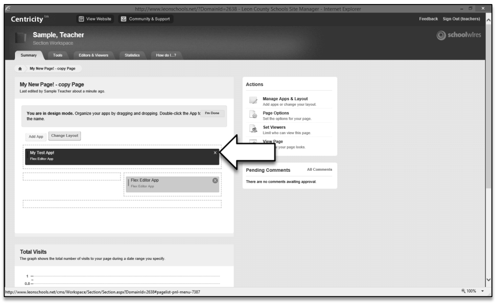
Click the Create New button to create a new app that isn't linked. You must give the app a name.

Adding a New App



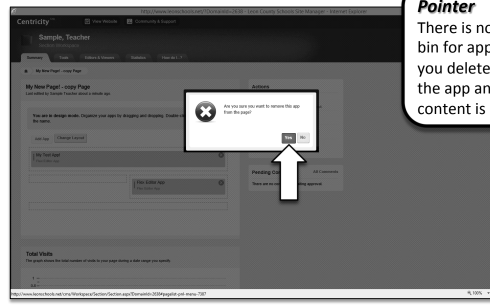
By default, all new apps are added to the first column. You can drag the app to a new column, or change the ordering of apps in a column if there is more than one.

Deleting an App



To remove an app click the x in the circle located at the upper right corner of the app. The circle turns from gray to red when you hover of it.

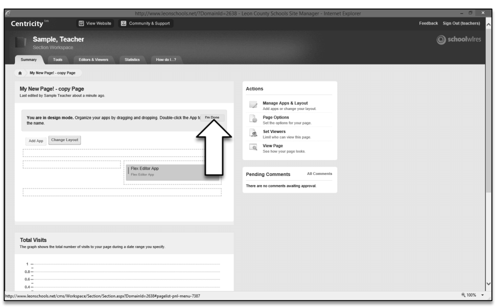
Deleting an App



Pointer
There is no recycle bin for apps. When you delete an app the app and all of the content is removed.

You must confirm to delete an app.

Closing Manage Apps & Layout

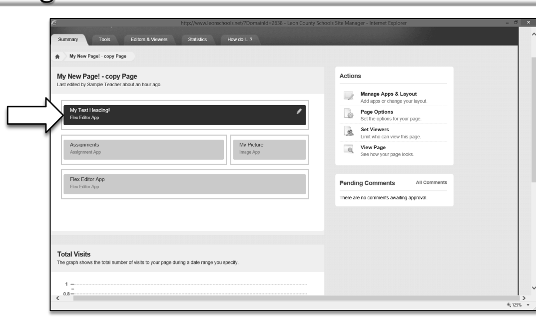


You must exit Manage Apps and Layout, before you can edit any content within the apps. Click the I’m Done button to close Manage Apps and Layout.

✓ Check for Understanding

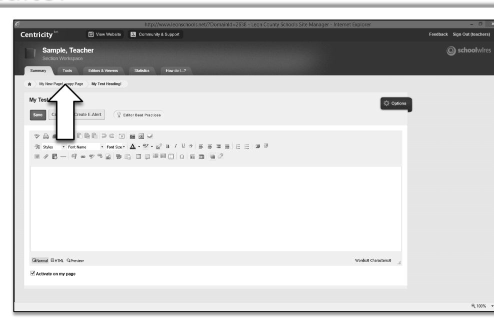
▶**Exercise 7 – Apps and Layout**

Editing Content



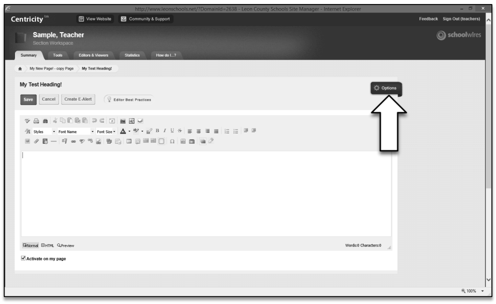
Click the app that you would like to edit. Lets choose a Flex Editor to work with.

Flex Editor



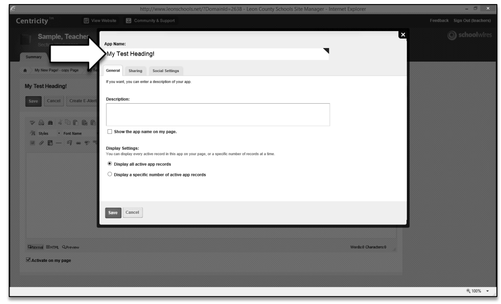
You can return to the previous screen by following the breadcrumbs at the top of the screen.

Flex Editor



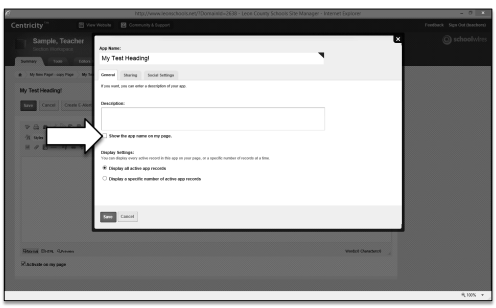
All apps have an Options button at the top right. Click the button to change app properties.

Flex Editor



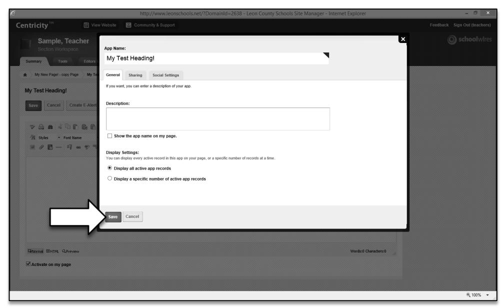
You can rename an app by entering a new name in the App Name field.

Flex Editor



Apps have different options depending on the purpose of the app. All apps have a Show the app name on my page checkbox. Check the box now.

Flex Editor

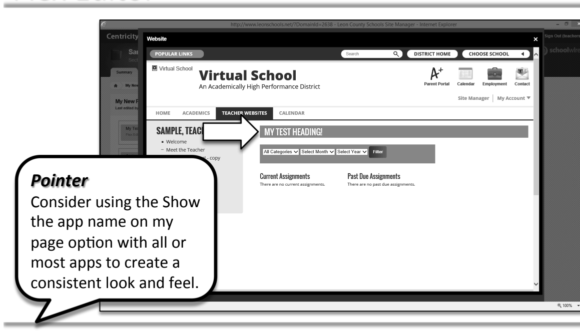


When you are finished changing your options, click the green Save button.

Flex Editor

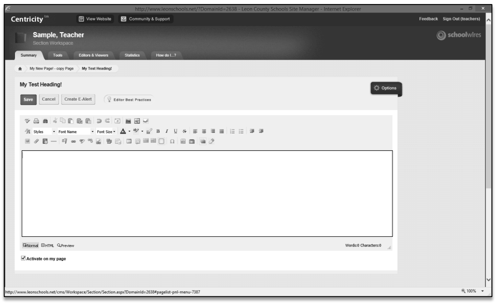
Click the View Website button to see a preview of an app that is showing its name. The View Website button takes you to your homepage. You may have to navigate to the page that you just edited to see the change.

Flex Editor



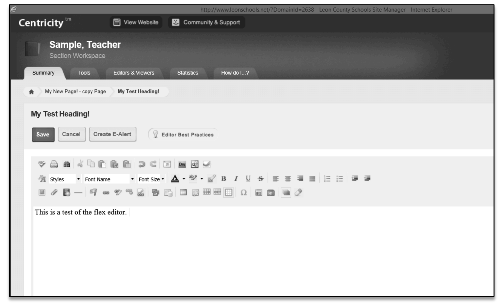
The preview shows our test page with the app name displayed. Close the preview by clicking the white x.

Flex Editor



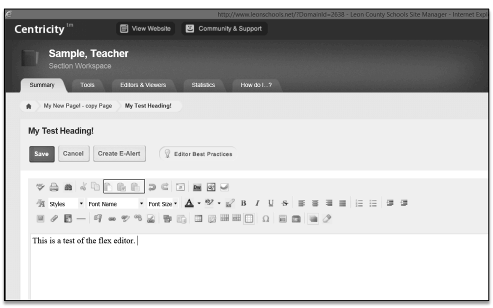
When you edit content contained in a flex editor, you will see the flex editor toolbar and a page area that you can type into, insert images, tables, links, etc.

Flex Editor



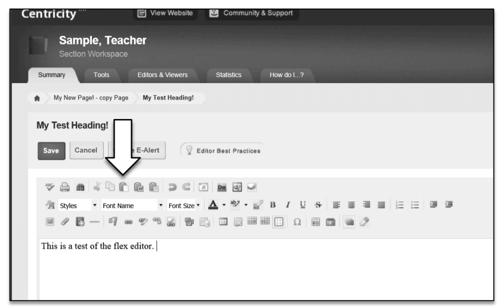
You can type directly into the white area and use the toolbar buttons like you would in Word to align, indent, or add bold, italic, or underline text.

Flex Editor



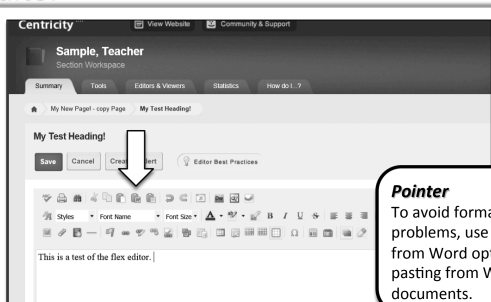
You can paste content from websites, word documents, etc. directly into the white space. You have three available when pasting.

Flex Editor



The paste option will paste the content and keep all formatting. Some programs like Word have hidden formatting codes that may cause problems on a website.

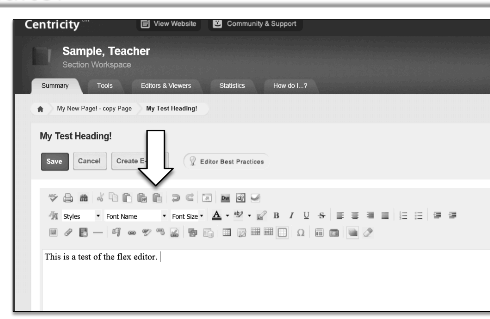
Flex Editor



Pointer
To avoid formatting problems, use the paste from Word option when pasting from Word documents.

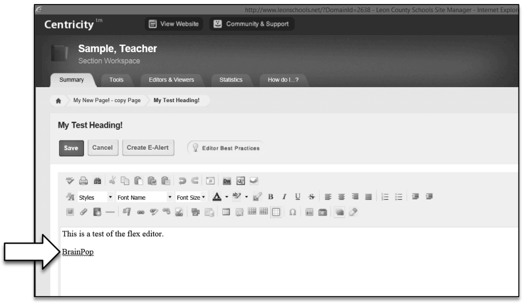
The paste from word option will paste the content and keep all formatting, while removing unnecessary formatting codes.

Flex Editor



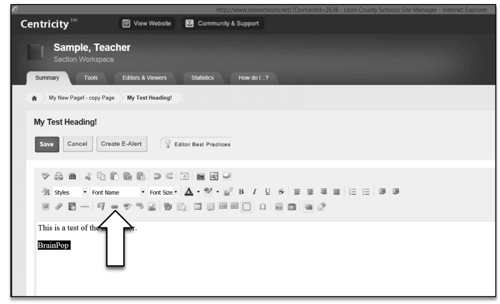
The paste plain text option will paste the text without any formatting. You can reformat the text in Flex Editor. This option is the safest.

Flex Editor



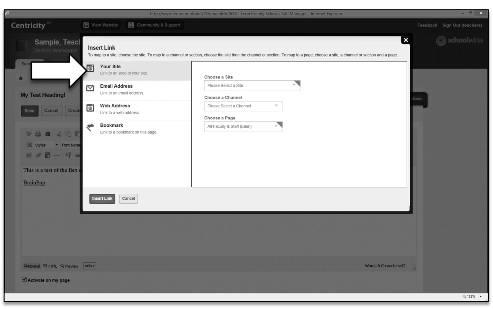
To create a link to another page, or external website first type the link title in the white space.

Flex Editor



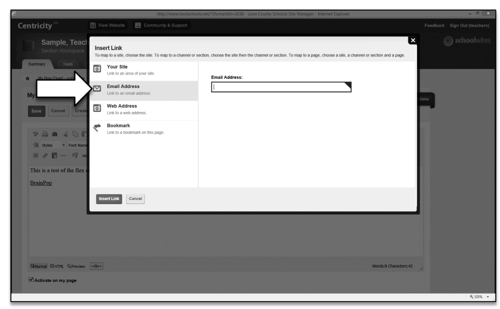
Highlight the text and click the insert link button.

Flex Editor



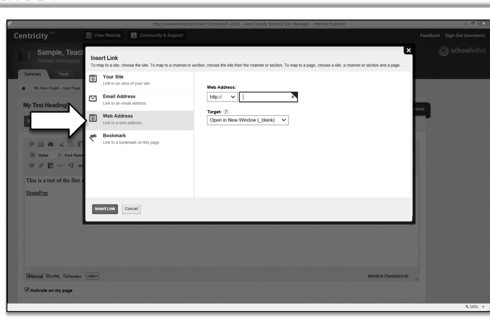
To link to an existing LCS page, use the your site option. Navigate to the page using the drop down menus.

Flex Editor



To link to an email address, choose the Email Address option and enter the email address in the Email Address field.

Flex Editor

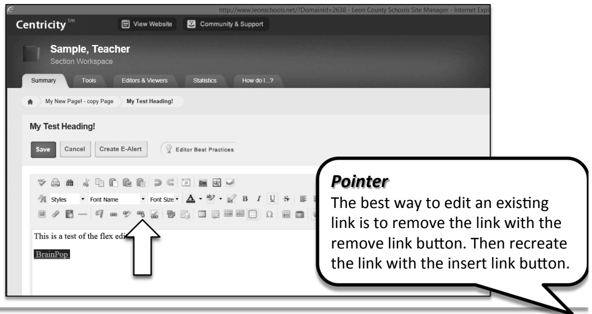


To link to an external website, choose the Web Address option and enter the url in the web address field.

Flex Editor

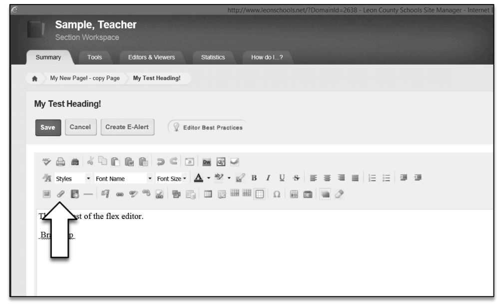
Click the insert link button to create the link.

Flex Editor



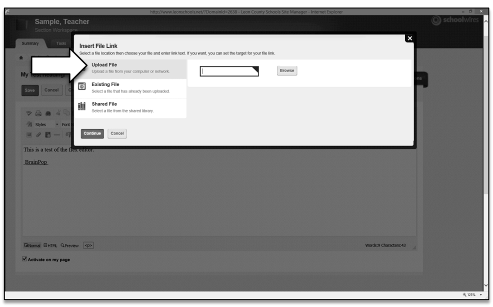
To remove a link, highlight the link and click the remove link button.

Flex Editor



To insert a file as a link in Flex Editor, click the Insert File Link button.

Flex Editor

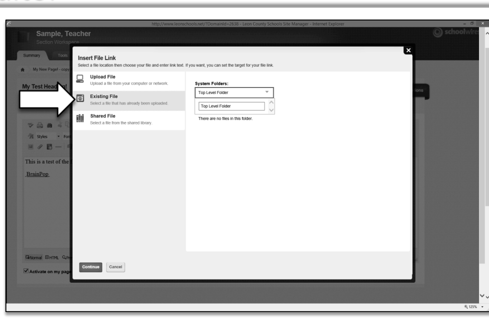


You can upload a new file from your computer, or link to a file that you have already uploaded.

Flex Editor

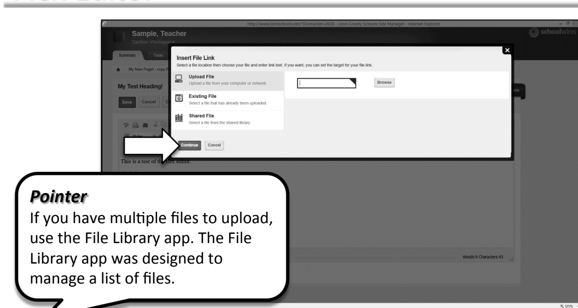
To upload a new file, choose the Upload File option. Click browse to locate the file on your computer.

Flex Editor



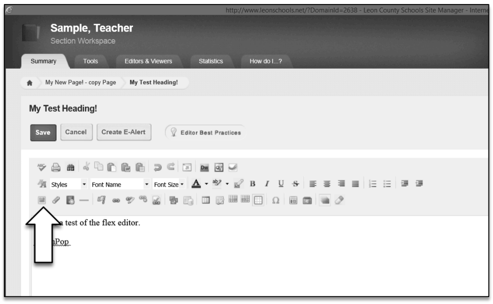
To use a previously uploaded file, choose the existing file option and locate the file using the drop down menus.

Flex Editor



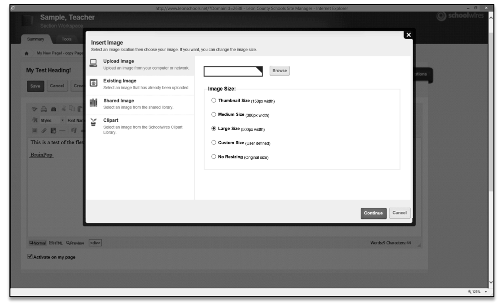
Click the continue button when you have uploaded or selected your file.

Flex Editor



To insert a picture, click the Insert Picture Button.

Flex Editor

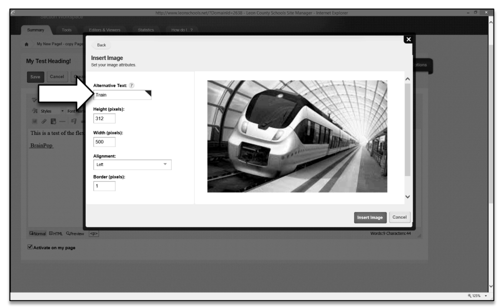


You may upload a new image, or you use an image that you previously uploaded.

Flex Editor

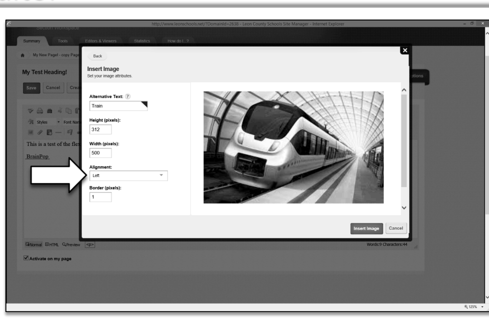
To upload a new image, select the Upload Image option. Click the browse button to locate the file on your computer. Choose a size for your image and click continue.

Flex Editor



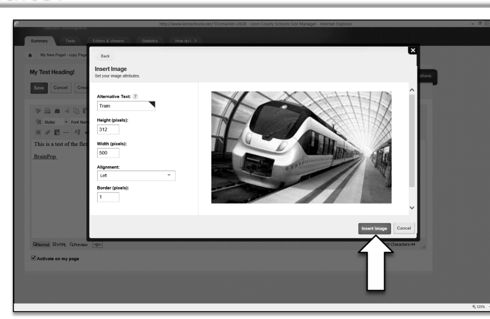
You must give the image an Alternative Text (description). This text is used by screen readers for the visually impaired.

Flex Editor



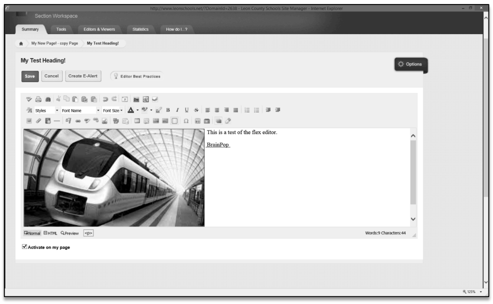
The Alignment option allows you to position the image on the left side, or right side of the screen. Text will wrap around the image. If you do not set an alignment text will not wrap around the image. The text will appear below the image.

Flex Editor



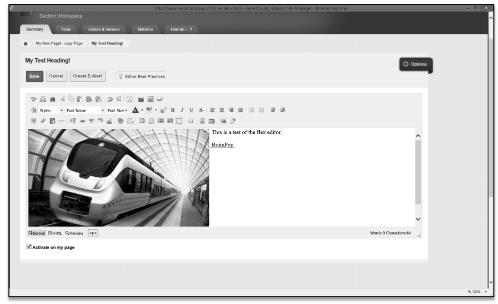
Click the Insert Image to add the image the page.

Flex Editor



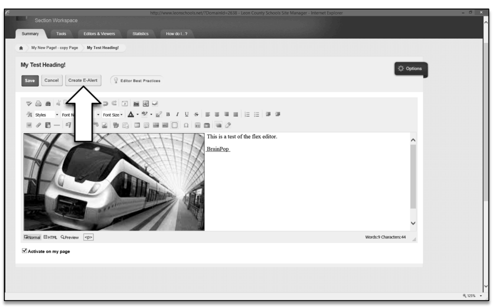
You will see your image appear in Flex Editor.

Flex Editor



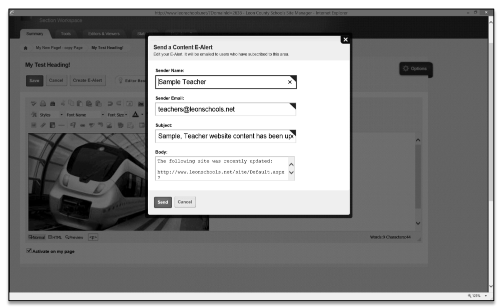
Flex Editor is one of several apps that can send an Content E-Alert to users who have subscribed to your page. The purpose of this E-Alert is to notify subscribers of significant changes.

Flex Editor



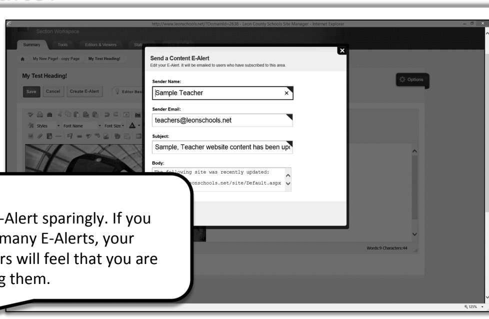
To send an E-Alert, click the Create E-Alert button.

Flex Editor



You are able to change the message of the E-Alert by editing the body field. It is recommended that you leave the url that is in the body so that subscribers can quickly get to your page.

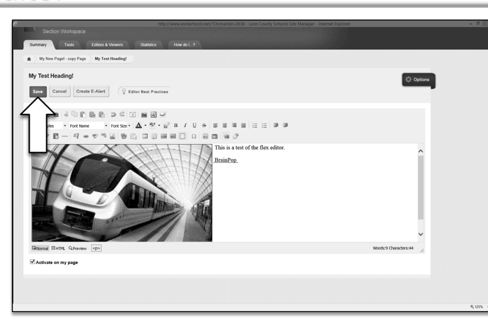
Flex Editor



Pointer
Use the E-Alert sparingly. If you send too many E-Alerts, your subscribers will feel that you are spamming them.

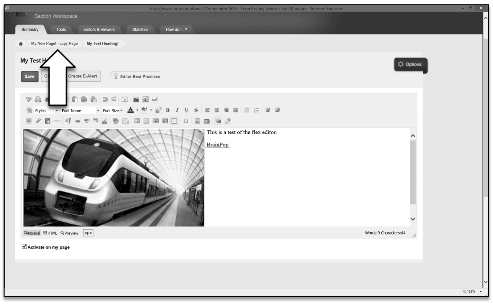
Click the send button to send the E-Alert.

Flex Editor



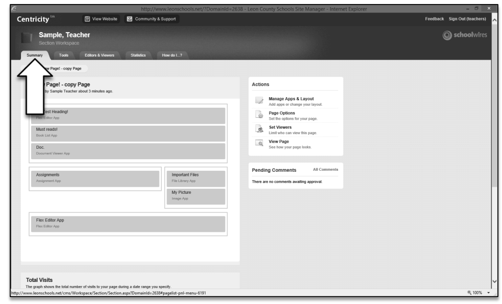
To save the changes to Flex Editor, click the Save button.

Flex Editor



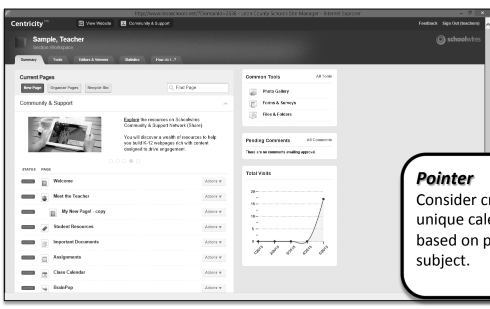
Use the breadcrumbs to return to a list of all the apps on the current page.

Flex Editor



To return to your list of pages, click the Summary tab.

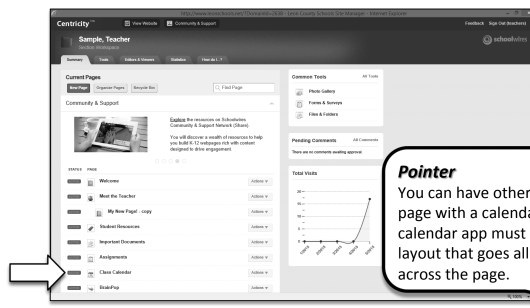
Calendar



Pointer
Consider creating unique calendars based on period, or subject.

The calendar app has the potential to be one of the most important apps on your website. It can display important dates, receive and provide information to other apps, and accept online registration of events. You can have multiple calendars.

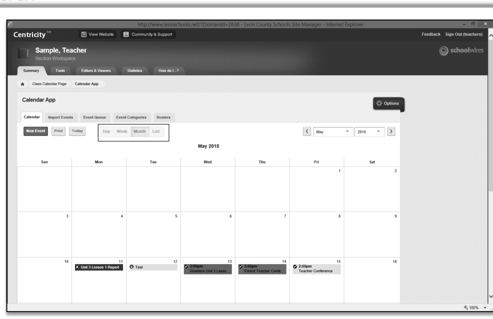
Calendar



Pointer
You can have other apps on a page with a calendar app. The calendar app must be in a layout that goes all the way across the page.

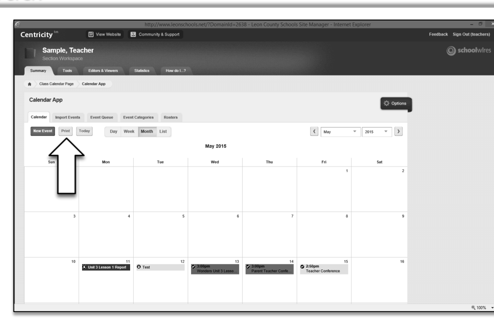
Your website has one calendar by default. Click Class Calendar to enter the calendar.

Calendar



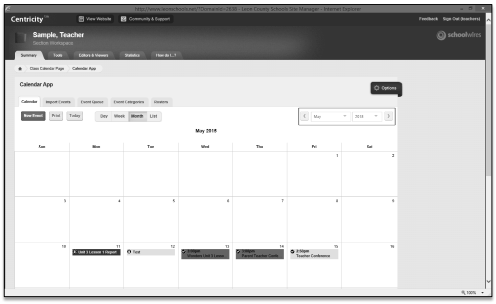
You can change the calendar view by click a different view button. You have 4 options, Day, Week, Month, and List. Your calendar will open in Month view by default.

Calendar



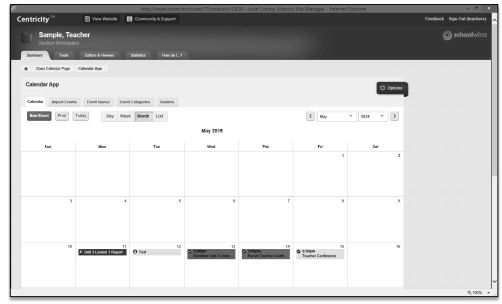
You can print your calendar by clicking the Print button. The printout will reflect your current view.

Calendar



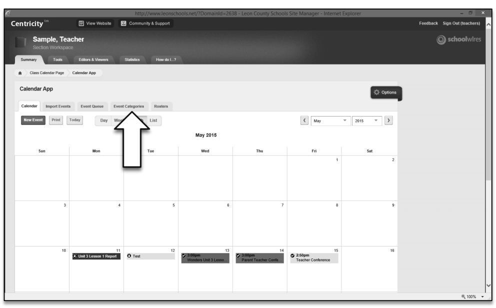
You can change the dates on your calendar by using the date selector options.

Calendar



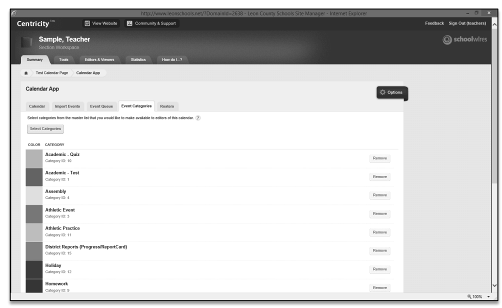
Event Categories allow you to color code your calendar. You may also print reports from your calendar based on categories.

Calendar



Click the Event Categories button to see the list of categories on your calendar.

Calendar

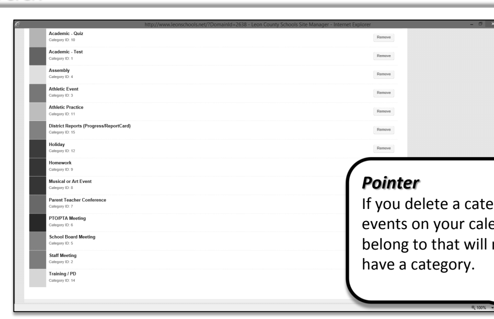


Your calendar automatically loads the list of categories from the district calendar. Most of these categories do not pertain to classroom teachers.

Calendar

To remove a category that you will not use, click the remove button beside that category.

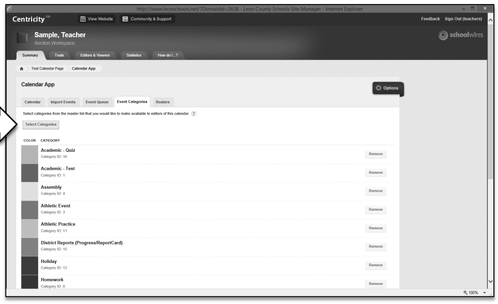
Calendar



Pointer
If you delete a category, the events on your calendar that belong to that will no longer have a category.

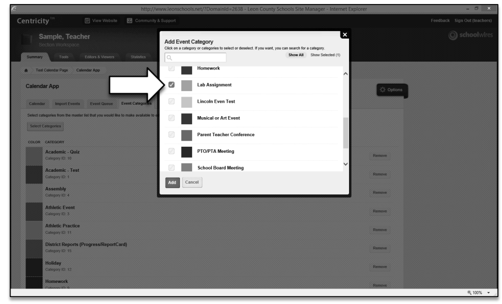
Deleted categories can be added back to the calendar. There are additional categories that may be more pertinent to classroom websites.

Calendar



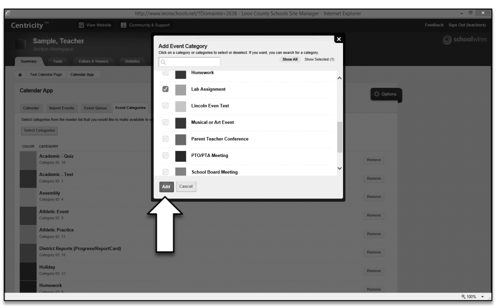
To select a new category, click the Select Category button. You may only select categories from the category list. You cannot enter your own category names. By limiting categories to the list, all calendars are able to share information with other calendars.

Calendar



To add Event Categories check the boxes in front of the category.

Calendar

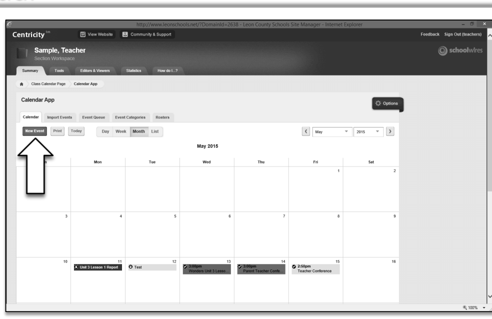


Click the Add button when your have finished selecting your categories.

✓ Check for Understanding

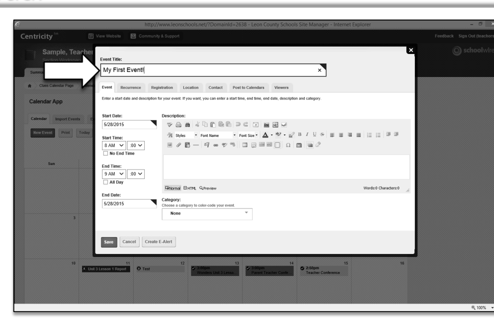
▶ **Exercise 8 – Remove and Add Calendar Categories**

Calendar



To add a new event to your calendar, click the New Event button when that calendar tab is selected. You may also double click on a date to add an event to that date.

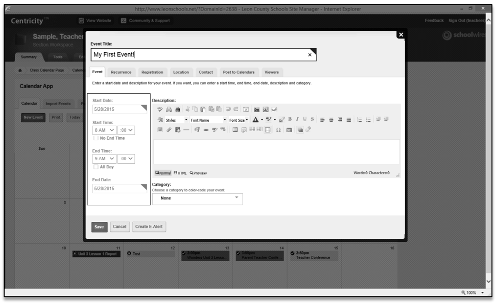
Calendar



Enter an Event Title. The title will appear on the calendar, and the upcoming events app, if you use it.

Calendar

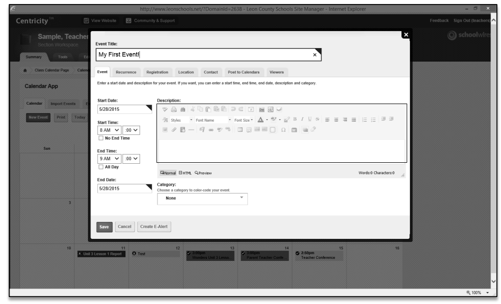
LEON COUNTY SCHOOLS



Set the start date, start time, end time, and end date using the options to the side.

Calendar

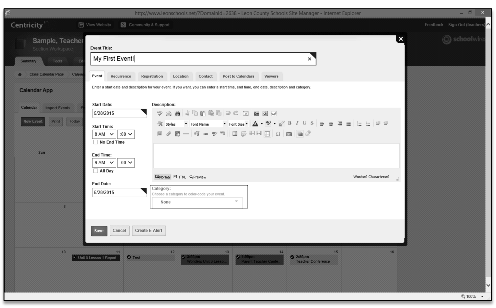
LEON COUNTY SCHOOLS



The description area is optional. However, you will notice that the description area is a flex editor. You can upload files, pictures, links, etc. to your calendar event.

Calendar

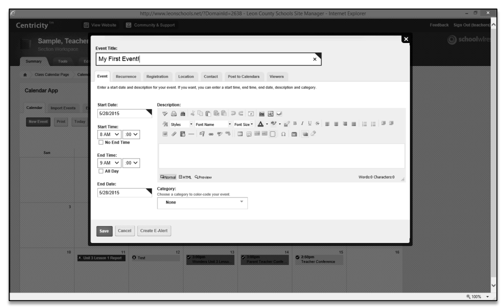
LEON COUNTY SCHOOLS



The Category allows you to assign events to a category. Visitors to your website will see the color associated with the category.

Calendar

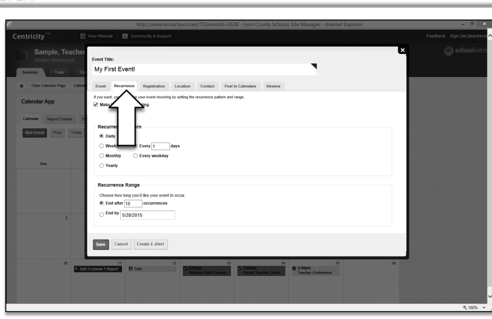
LEON COUNTY SCHOOLS



Events added to the calendar can be set as recurring. Click the Recurrence Tab to set an event as recurring.

Calendar

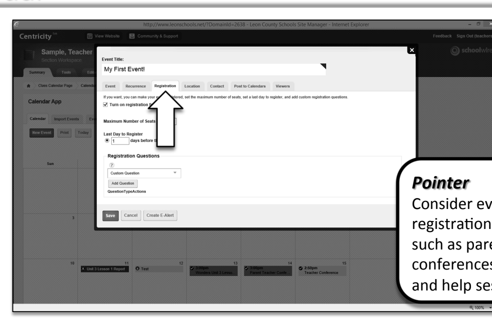
LEON COUNTY SCHOOLS



Click the "make this event recurring" checkbox to activate recurrence. Define the recurrence pattern.

Calendar

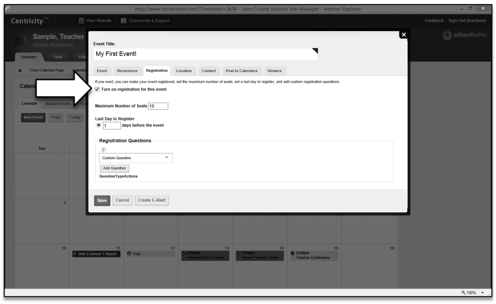
LEON COUNTY SCHOOLS



Pointer
Consider event registration for items such as parent conferences, field trips, and help sessions.

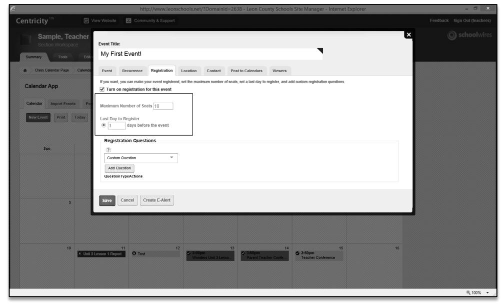
You have to the option to turn on registration for calendar events. If event registration is turned on then parents and students can signup for items on the calendar. Click the Registration tab to setup event registration.

Calendar



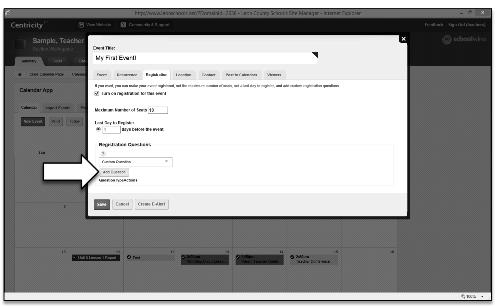
Check the box “Turn on registration for this event” to activate event registration.

Calendar



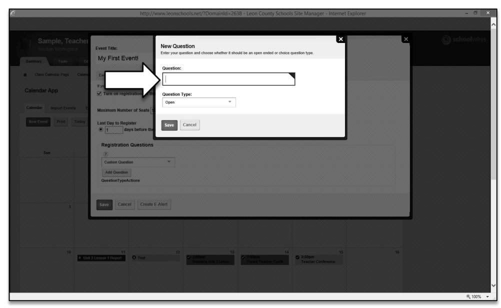
Set the options, the maximum number of seats and last day to register. When the maximum number of seats is reached, individuals will have the option to join a waiting list.

Calendar



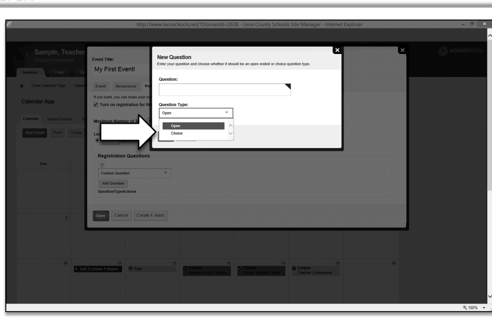
You can request additional information from participants during the registration process. Select Custom Question under registration questions. Click Add Question.

Calendar



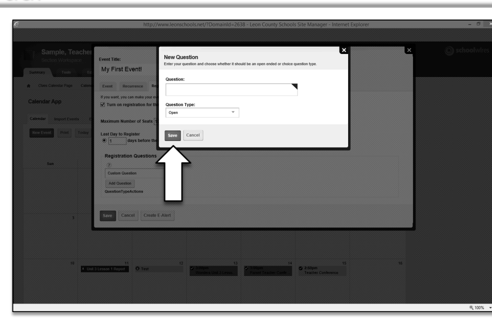
Enter your question in the question field.

Calendar



Select the question type. The open type allows participants to enter text when registering. The choice open allows you to define a list of choices for participants.

Calendar

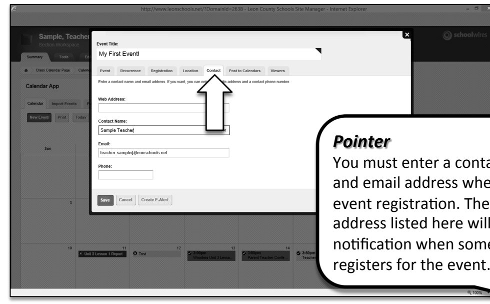


Click Save after you have defined your custom question.

Calendar

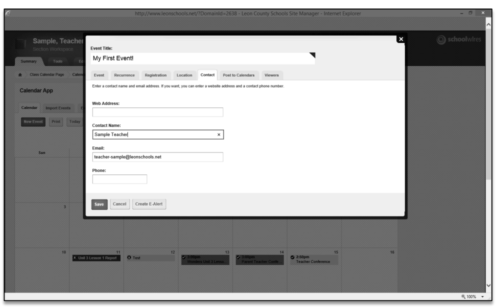
The location tab allows you to enter an address associated with your event. Checking the "Add a map" will add a Google map to the event details. For most events this information can be left blank.

Calendar



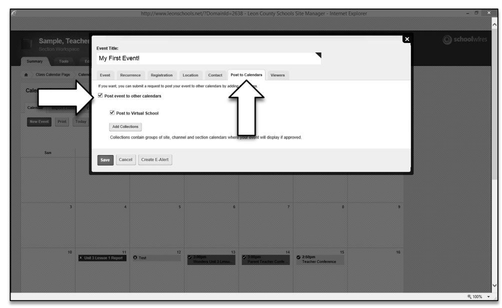
The contact tab allows you to specify the contact person for the event. For most events this information can be left blank.

Calendar



You can post your events to the school calendar. If your event is approved by the person who administers the school calendar it will appear on the school calendar.

Calendar

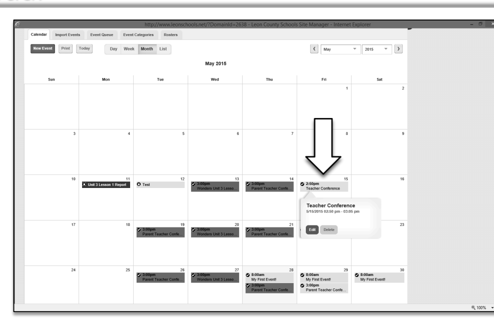


Click the Post to Calendars tab. Check the box post event to other calendars. Check the box next to your school calendar.

Calendar

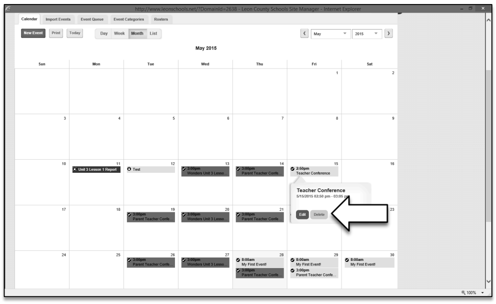
You can send a notice to subscribers of your website by clicking the Create E-Alert button. This buttons works the same in all apps.

Calendar



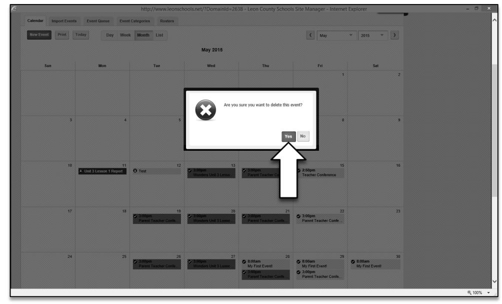
To edit a calendar event, double click the event, or mouse over the event and select edit.

Calendar



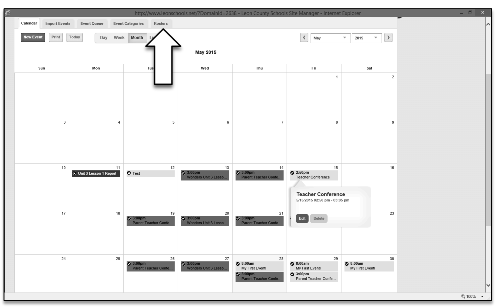
To delete a calendar event, mouse over the event and select delete.

Calendar



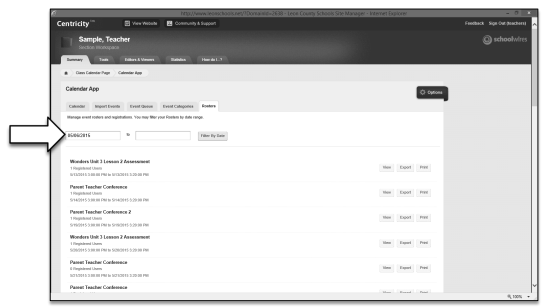
Confirm that you wish to delete the event by clicking yes.

Calendar



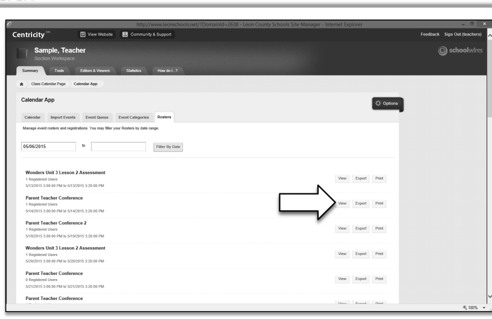
To view a list of participants who have registered for an event, click the Rosters tab.

Calendar



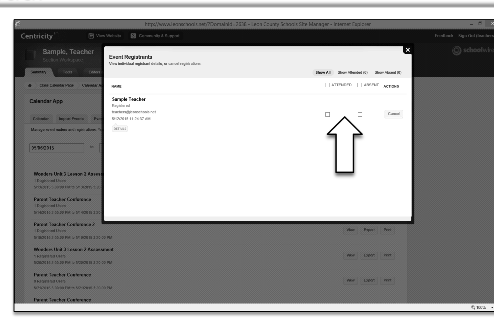
Locate the event. If you have multiple registration events, filter for the event by entering a date.

Calendar



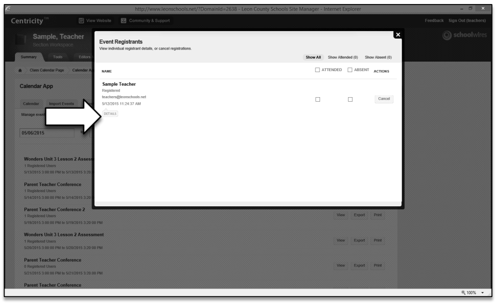
Click the view button next to the event to see the participants.

Calendar



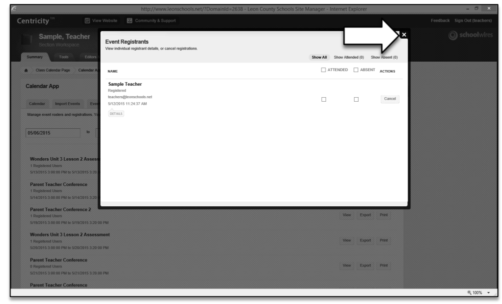
You can record attendance information by checking the appropriate boxes. You can run a report of attendance.

Calendar



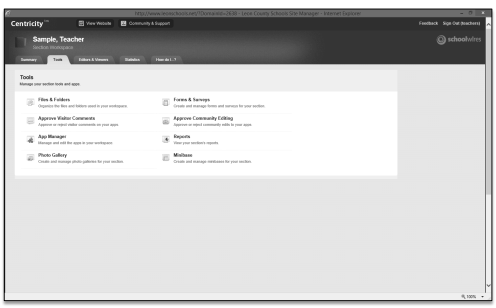
Click the details button to see responses to the questions you asked when participants registered.

Calendar



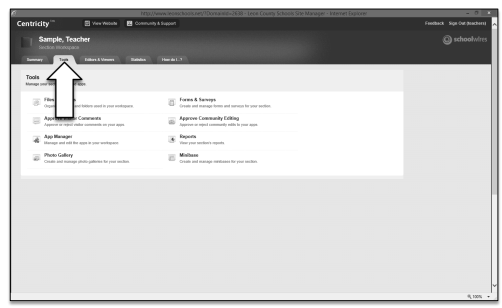
Click the white X to close this window when you are finished.

Reports



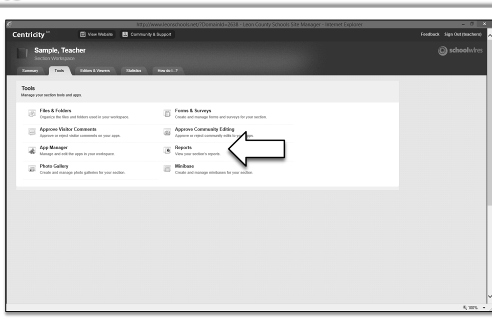
You can run a report for event registration on the calendar. You can also print a list of subscribers to your website and their email addresses.

Reports



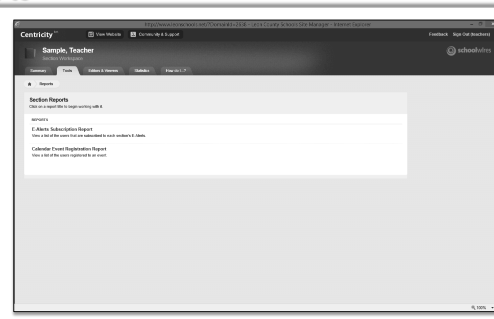
Click the Tools tab to run a report.

Reports



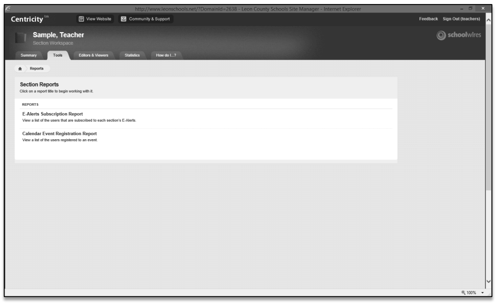
Select the Reports option.

Reports



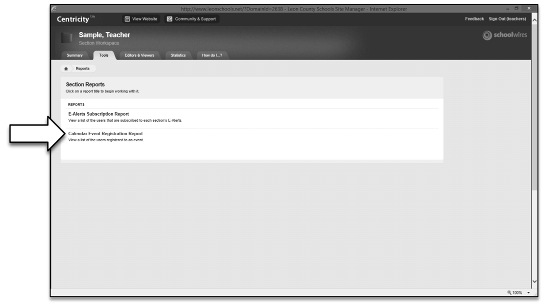
The E-Alerts Subscription Report will allow you to see who is a subscribed user of your website.

Reports



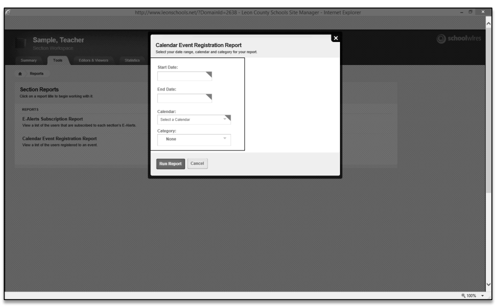
The Calendar Event Registration Report, will print a roster for calendar events. It will also print their attendance status if you recorded it.

Reports



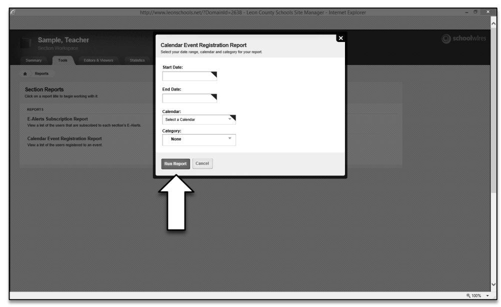
Click the Calendar Event Registration Report.

Reports



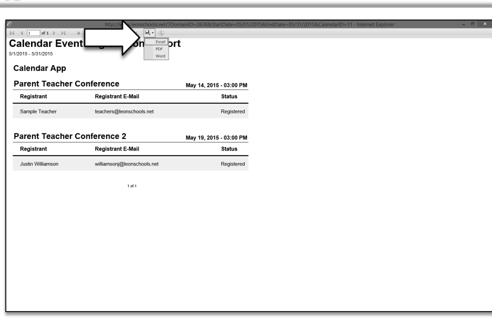
Enter the Start Date, End Date, and Calendar that you wish to see. You may also search by a specific calendar category if you entered a category when creating the event.

Reports



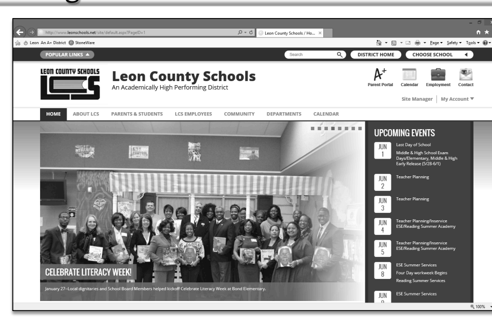
Click Run Report to see the results.

Reports



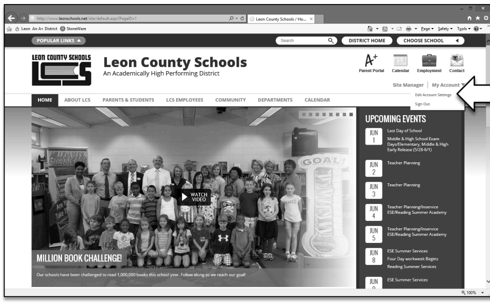
Reports can be saved or exported to Excel by clicking on the save icon.

Subscribing to Content



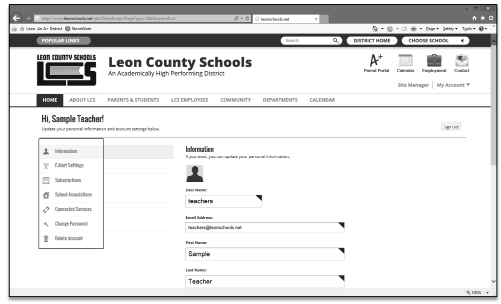
Schoolwires allows users to subscribe to the content that they wish to receive. All employees already have an account. This summer, parents will be able to create their own account for subscription purposes.

Subscribing to Content



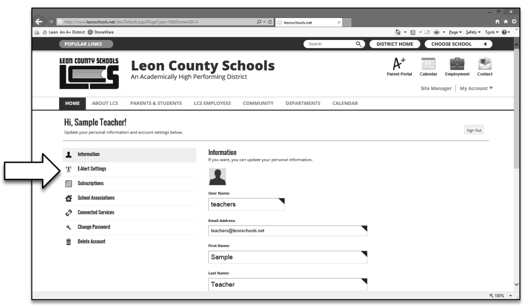
To subscribe to content, click My Account on any webpage within Schoolwires. Choose Edit Account Settings from the drop down menu.

Subscribing to Content



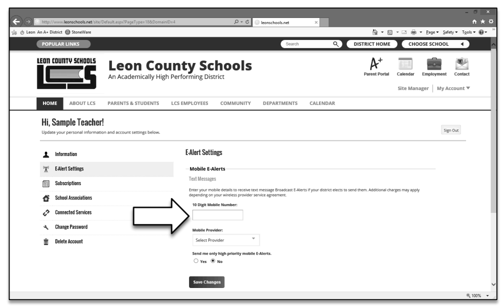
You can edit your account settings by navigating the screens with the menu on the left.

Subscribing to Content



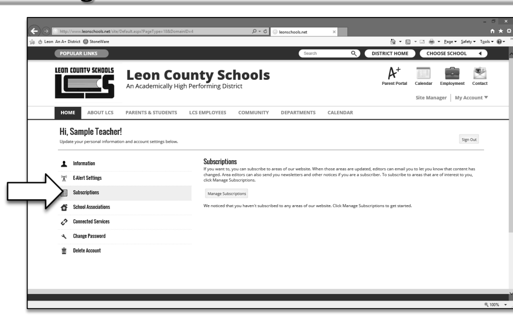
To receive text messages from your school, click on the E-Alert Settings.

Subscribing to Content



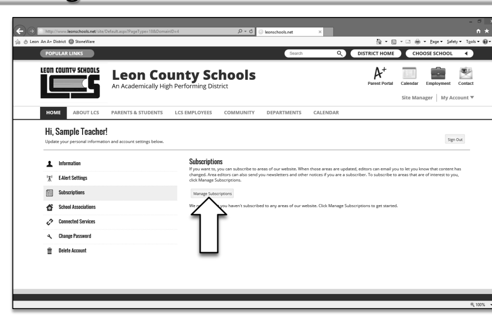
Enter your 10 digit mobile phone number in the box. Select your mobile carrier from the drop down list. If you only want to receive emergency text messages, click yes under high priority mobile E-Alerts.

Subscribing to Content



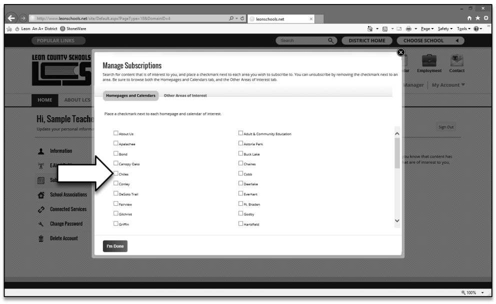
To manage your personal subscriptions to content within the site, click the subscriptions option.

Subscribing to Content



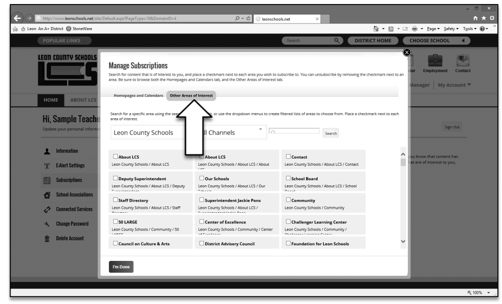
Click the manage subscriptions button.

Subscribing to Content



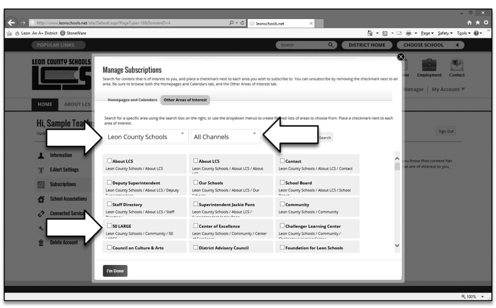
Select all of the school sites that you wish to subscribe to by checking the box in front of the school name.

Subscribing to Content



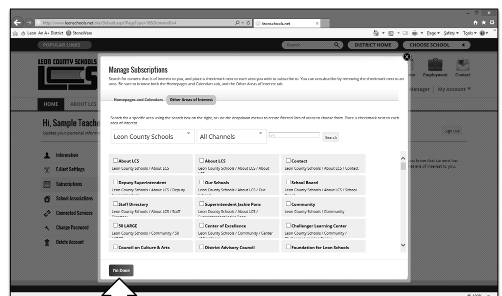
Subscribe to class and club websites, by clicking Other Areas of Interest.

Subscribing to Content



Select a school from the drop down menu. Then choose the part of the website to subscribe. Check off sections to receive notifications. Repeat this process for other websites.

Subscribing to Content



Click I'm Done when you have finished the process.

Subscribing to Content

Parents will go through this process to sign-up for their child's classes. We will provide instructions to parents when the feature becomes available.

Your URL

http://www.leonschools.net/username

Your class website can be accessed from the address above. Replace username with your username. (i.e. smitht97)

http://www.leonschools.net/swtrain

Visit the address above to see examples of the various apps available for use on your website.