SchoolWires Initial Training

Structure of the Website

My Start Bar
After you log in the My Start bar changes to display SITE MANAGER and MY ACCOUNT menu:

My Account: Use this menu to change your password, update your information, and sign up for eAlerts & Subscriptions. This link also has a SIGN OUT option.
**Site Manager:** Use this link to open your editing browser window. You’ll see two open tabs at the very bottom of your screen. Use the tabs to switch back and forth between the editor and the “live” or “public window” to see how your changes are progressing (Remember to refresh your public window screen).

Additionally you may see an Edit Page button on your web pages, both methods provide access to change your site.

**Navigation Structure**

There are 3 navigation levels and a page structure in the SchoolWires system:

- Channel Bar (main menu)
- Sections (submenus under a Channel Bar option)
- Pages (left side menu within a section)
- Apps (units that create a page)

In the Site Manager screen the channel bar uses a briefcase icon, the section uses a book icon, and pages use a blank page icon. To help remember this structure, remember that apps live on a page, a page belongs inside a book and a book goes into the briefcase.

**Site Manager**

Each person is assigned a certain security level. In most cases you are an owner of a section. The site manager area will be green with your section(s) on the left side and the pages of the section in the middle.
To Edit an Existing Page
To edit a page in a section just click on the page name and the editor will open. Depending on the Page Type you select, your editor will look different.

The New Page Editing Experience
Whether you click on a page in Site Manager or Edit Page button on the website the new editor combines features and functionality to add or alter content, add new or existing apps and remove apps, and switch page layouts in one window.
A Good Rule to Follow
Whenever you open a page for the **very first time** you’ll want to make sure the page’s App Name is set to display on your website. To verify the app name setting, click on the APP OPTIONS button on the right side of the editor window.

After dropping an app on your page you are given the option to name it

Click on the Trash Can to delete an app from your page

Make sure the App Name is correct and check the small box under the Description area that says “Show the App Name on My Page”
How to Add Pages to Your Section

There are a number of prebuilt page types available to you. Each page has at least one App. The Welcome page for most sections consists of a Flex page with 2 apps on it. One is for a general welcome area; the other is for contact information.

To add a page, click on the green NEW PAGE button. A selection of prebuilt page types display in a pop up list. The most commonly used pages are:

- **Article Library**. This page has an Article Library app and is perfect for creating Weekly Spelling Words lists or Class Newsletters.
- **Content page** (a blank page with a Content app). This page can be reconfigured to have multiple apps or you can use it as is. It’s similar to working in Word and is the most flexible type of page.
- **File Library**. This page has a File Library app and is used mainly to provide a single web page to hold multiple files in an easy to manage and astatically pleasing format. *All files should be uploaded in PDF.*
- **Link Library**. This page has a Link Library app and is used to create an indexed list of web links. It is commonly used as an external web resource library.

Steps for Adding a Page

Note that new pages when created will always go to the bottom of page listings and be set to ACTIVE.

![Current Pages](image)

Click on New Page

- **Page Name**: Visitors will see this page name in your navigation.

  Name Your Page First

- **Assignments Page** (Default)
  This page type is useful for adding and displaying homework assignments.

- **Basic Page**
  The page type keeps things simple with an image app, a heading app and a content app.

- **Blank Page**
  This page type is a blank canvas, with a single column layout and no apps included.

- **Blog Page** (Default)
  This page type is useful for such things as facilitating cooperative learning experiences and promoting communication with parents.

- **Book List**
  This page type is useful for displaying recommended or required books.

- **Calendar Page** (Default)
  A calendar can be used for such things as homework, sport schedules, field trips and conferences.

- **Content Page** (Default)
  Replaces flex page with new content app

Save & Continue  Save & Exit  Cancel

Note the Red * near Page Name, this is Schoolwires way of saying you must provide something.

Name your page, then scroll down the list and select a page type. The page name creates the left sided navigation link in the Section where the page resides.

Select the Content Page if you like to create a page with multiple apps.

The Content App which is built into this page is great for a single graphic, links and text.
To Add an App to a Flex Page

See the New Page Editing Experience section.

To Change the Page Layout

When in page editing mode select the LAYOUT tab

Choose the layout that meets your design needs.
There is no wrong answer and can be changed at any time however best practice suggests using any of the SIMPLE multi-column layouts. NOTE: Not all apps work well in a multi-column layout. Bleeding from one column into another can occur. Calendars and Photo Galleries work best if they have the full page width available to them.

Once you choose your layout drag the active app to the place in the layout you wish them to stay in. Then click the purple X to exit. Always preview your work on the live site before signing out.
To Delete or Rename a Page
To delete or rename a page, click on the ACTIONS button to the right of the page name and select DELETE or PAGE OPTIONS. Deleted pages go the section’s recycle bin. When restoring a page it will always go the bottom of the page listing and be set INACTIVE.

How to Organize Your Pages
There are two ways to organize your pages, by sorting or by nesting. To sort your pages, click on the ORGANIZE PAGES button on your home page. Drag your pages up or down to sort. Additionally note that you may sort your pages alphabetically – be aware thought that Home and Welcome may no longer be at the top of the listing. Always make sure your WELCOME page is at the top of the list and that the top page is Active.
Where to Find Help

You can find help wherever you are in the Site Manager site. Each workspace has a “How Do I...?” tab.

Click on this tab to find interactive help whenever you need it.

When searching help, less is more. The help is context sensitive. Typing CAL will display calendar topics. If you typed How to add an event to class calendar there would be no results.

* The interactive video tutorials can take a little while to load on your computer so be prepared to wait a few minutes before the video starts.