

User Management

- Site Directors are mainly responsible for managing the users on the entire website, including: creating profiles, importing users, creating and assigning groups, and assigning editing privileges.
- Subsite Directors can assign other Subsite Directors, Channel Directors, Section Editors and Homepage Editors on their subsites.

Users & Groups

You set up and organize your users in the Users & Groups workspaces. You add and import users; create passports; create groups and assign users to groups there.

- Any individual who will be editing the site must be added as a User.
- Passports are used to assign specific extended administrator privileges to users, such as the ability to edit a template.
- You can use groups to easily assign Editing Privileges, Viewing Rights, and Sharing Rights to multiple users simultaneously.
- You can also use groups to identify recipients of Broadcast E-Alerts.
- Users can be members of multiple groups.

Editing Privileges

Site Manager has five levels of Editing Privileges:

- **Site Directors** have the highest level of Editing Privilege. They can edit site settings and content throughout the site and subsites.
- **Subsite Directors** can edit the homepage, calendar, and sections as well as the optional Channel homepages and calendars on their assigned subsites.
- **Channel Directors** can edit all the sections contained within their assigned channels, as well as the optional Channel homepages and calendars.
- **Section Editors** can edit their assigned sections.
- **Homepage Editors** can edit the homepages and calendars of their assigned sites or subsites.

You assign Site Directors, Subsite Directors, and Homepage Editors in the applicable Site Workspace. You assign Channel Directors in the applicable Channel Workspace and Section Editors in the applicable Section Workspace.

Extended Privileges are different from Editorial Privileges. They allow users to manage areas such as templates, or users and groups. You use passports to assign Extended Privileges.

Registering Users

Users can be registered in three ways:

1. Users can self-register by clicking on the *Register* button on the homepage. They can create a sign-in name and password for themselves. *Note: This does not allow them to edit any content on the site!*
2. They can be added individually in the Users Workspace in *Site Manager*.
3. They can also be imported from the **Import Users** tab in the Users Workspace. This is the recommended method since Site Directors can assign Groups and Passports to each user during the import.

Viewing Rights

Viewing Rights determine which content on your site is viewable and by whom.

- By default, the general public can see all content on the site.
- Only registered users can be assigned Viewing Rights.
- Viewing Rights can be granted to specific users or groups or both. Site Directors create groups of users within the Groups Workspace of *Site Manager*.
- You can restrict Viewing Rights for an entire site, a channel, a section, or a page.
- Editors assign Viewing Rights on a page by selecting **Set Viewers** on the **Actions** drop-down list to the right of the page.



Channel Management

Site Directors and Subsite Directors add channels to their sites in their respective Site Workspaces.



Site Directors, Subsite Directors, and Channel Directors can create new sections; edit the optional homepages and calendars; add Channel Directors; and set channel viewing rights in Channel Workspaces.

Advanced tools such as Files & Folders, Forms & Surveys and Site Reports are located on the **Tools** tab.



Files & Folders

- Access **Files & Folders** from the **Tools** tab in all the editing workspaces.
- You can save items in the *Shared Library* folder for access by any editor.
- If you save documents and images in a section's *Files & Folders*, you may only access those items from that particular section.
- You can create folders within folders to keep items organized.
- Copy the web address (URL) for any file by clicking on **Get Link**.
- Rename any folder or document by clicking on **Rename**.
- Documents and images inserted from your computer or network using one of the **Insert** wizards in the *Schoolwires Editor* are automatically uploaded to *Files & Folders*. These items are uploaded to the *Files & Folders* of the workspace in which you are working.

Homepage Management

Your *Schoolwires*® website has its own homepage which serves to introduce visitors to your site. It can provide up-to-date information about things such as school closings and activities. Visitors to the website typically see at least some of the following: *Welcome Text, Announcements, Headlines & Features, Site Shortcuts, Upcoming Events* and a *Calendar*. Site Directors, Subsite Directors and Homepage Editors may edit these apps.

To edit the homepage click on the **Actions** button to the right of the page. Select **Edit Page** from the drop-down list. Edit each app by clicking on the app name.



Announcement App

Use announcements to communicate concise pieces of information for short duration like school cancellations.

To add an announcement click the name of the Announcement App. Within the Announcement window that displays, click on **New Announcement**.

The information you put in the announcement body displays on the homepage. Display the announcement immediately by checking **Active**.

Welcome Text

Click on the name of the Flex App to edit the Welcome Text. You work with the *Schoolwires Editor* in this app. You can enter text as well as images, links and more

Site Shortcuts App

Click on the name of the Site Shortcuts App to add Site Shortcuts. These can be quick links to either internal content areas or external websites.

Headlines & Features App

Use Headlines & Features to share news about activities, fundraisers and events.

To add a headline, click the name of the Headlines & Features App. Within the Headline window that displays, click on **New Headline**. The Title and Teaser Text fields display on the homepage. You can add an accent image.

The body of the headline will display on a new page that is linked to the **Title**.

Calendar

Import Events

Event Queue

Event Categories

Rosters

Edit the calendar by clicking the **Calendar** link on the **Summary** tab of the Site Workspace in **Site Manager**. Here are three ways to add events.

1. Double-click on the date to add an event.
2. Click on the **New Event** button to add an event.
3. Click on the **Import Events** tab to import multiple events at once from a CSV file.

You can also manage the event queue, select event category colors, and view rosters of your registered events.

Upcoming Events Portlet: Site Directors can add this App to the homepage in the design mode. Once added, events from the site calendar will automatically display on the homepage.

Section Management

Site Directors, Subsite Directors and Channel Directors can add sections by using the **Section Robot** (accessed in the Tools tab in the Site Workspace). The Section Options are managed in the Channel Workspace.

Once a section is created and you access the Section Workspace, you can assign a Section Editor, as well as limit the Viewing Rights to that section within the Editors & Viewers tab.



Within the Section Workspace, you also have access to advanced tools such as *Files & Folders, Forms & Surveys*, and Section Reports.

Tips for Section Management

- Create editor layouts which can be applied to new page types and pages when building section configurations.
- Design section configurations that contain sets of pages and allow you to select specific section options.
- Use the Section Robot to add numerous sections and assign Section Editors through a single import.

E-Alerts

There are two types of E-Alerts:

1. **Broadcast E-Alerts** allow you to communicate with your users through email and text messages. You can send broadcast alerts to all registered users or select groups of users. They can be used for such things as notification of school closings. You send Broadcast E-Alerts from the **Tools** tab in the Site and Subsite Workspaces.
2. **Content E-Alerts** allow editors to notify subscribers when content has been added and/or changed on a page. Two actions are required to communicate using Content E-Alerts:
 - A. Registered users must subscribe to a content area to receive a Content E-Alert.
 - B. Editors must create and send Content E-Alerts. They are not automatically sent when content is changed.