

Phoenix Union High School District

Schoolwires Website

Section Editor Workbook

For Teachers, Instructional Leaders, Head Coaches and Club Sponsors



What is the Purpose of the PUHSD Website?

- A **marketing tool** to communicate to the public (current and potential students, parents and community members) who we are and what we do.
- A **resource** for current, future and former students and parents to find information relevant to them and keep connected and involved.
- A **tool to engender support** for our schools and instill confidence in our organization.
- A **place to celebrate and announce** our achievements and accomplishments.

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SIGNING IN TO *SCHOOLWIRES*

To sign in to your organization's website:

1. Navigate to the website by entering the website address (www.phoenixunion.org) in your browser's address bar.



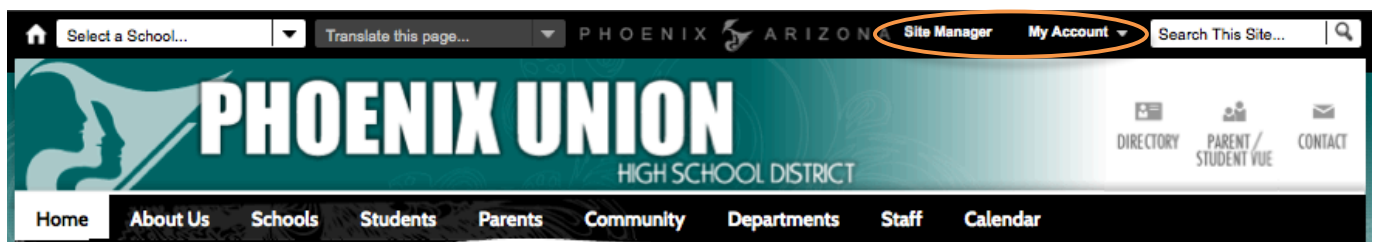
2. Click **Sign In**. A Sign In window will display.

 This is a screenshot of the Sign In window. It has a light gray background. At the top, it says 'Sign-in Name:' followed by a text input field containing 'rmiller'. Below that, it says 'Password:' followed by a password input field with dots. At the bottom, there are two buttons: 'Sign In' and 'Forgot My Password'. The 'Sign In' button is circled in orange.

3. Enter your User Name and Password. PUHSD uses LDAP for user sign-in, so your username and password will be the same as it is for other District systems like email.
4. Click **Sign In**. The screen will refresh and you will see your site's homepage.

WORKING WITH YOUR ACCOUNT SETTINGS

After signing in, your MyStart bar (at the very top of the page) will be different. **Sign In** has been replaced by **Site Manager** and **My Account** displays. From the My Account drop-down list, you can either edit your account settings (view, change or delete the personal and access information) or sign out of the website.



Editing your Account Settings

To modify your user profile:

1. Click **My Account**. The drop-down list displays.
2. Click **Edit Account Settings**. The Account Settings window like the one shown below will display.

 This is a screenshot of the Account Settings window. It has a white background with a title bar that says 'Account Settings'. Below the title bar, there is a subtitle: 'If you want, you can update the contact information, alert settings, and subscriptions for your account.' There are five tabs: 'General' (selected), 'Contact', 'Alerts', 'Subscriptions', and 'PassKey Accounts'. The 'General' tab contains the following fields: 'First Name:' with the value 'Schoolwires', 'Last Name:' with the value 'Train', 'Title:' (empty), and 'User Name:' with the value 'username'. At the bottom, there are four buttons: 'Save', 'Cancel', 'Change Password', and 'Delete Account'.

STRUCTURE OF THE WEBSITE

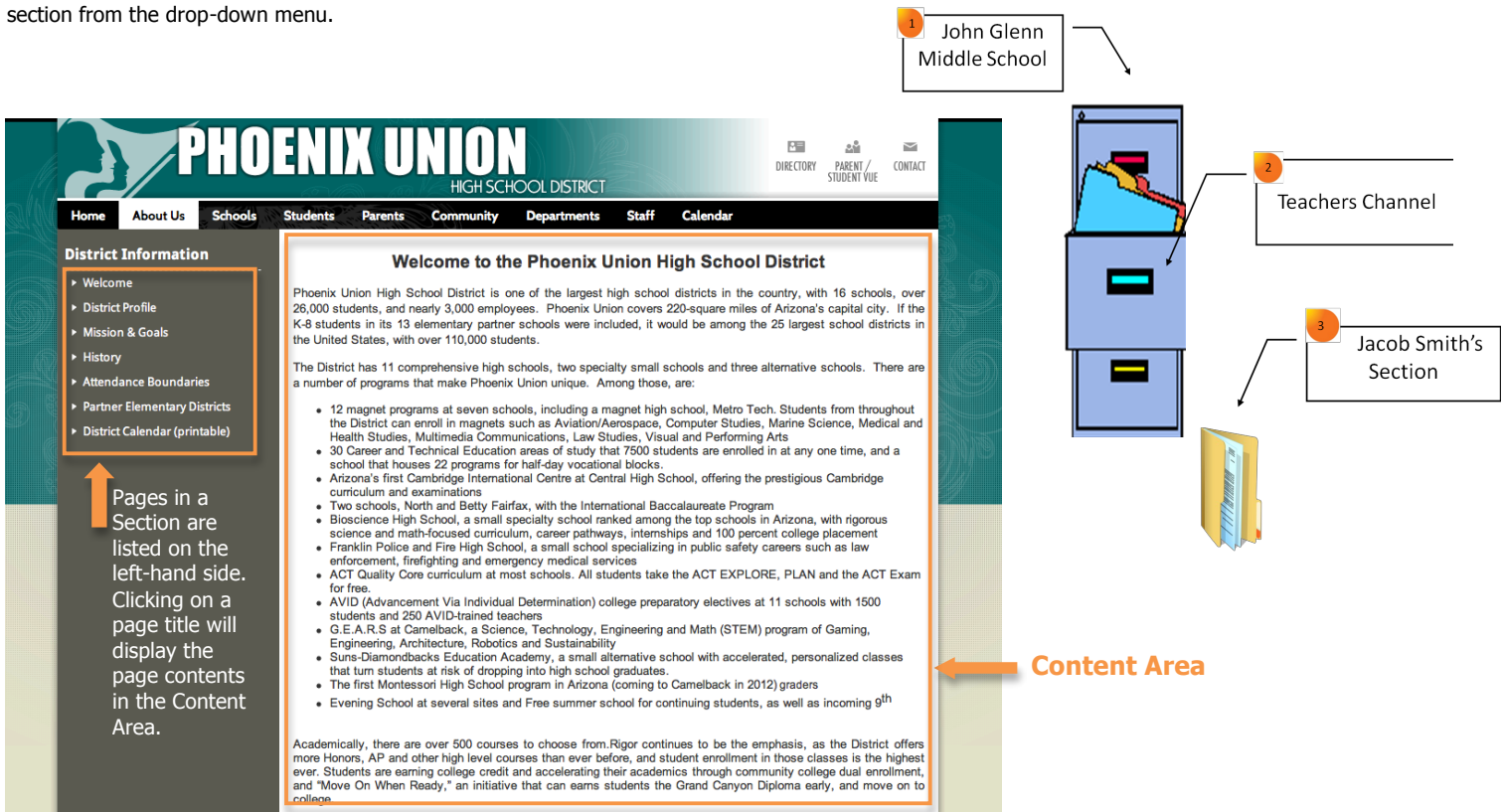
Think of your website as a file cabinet. The navigation **channels** on your website act like big file cabinet drawers that contain all of the **sections** on your site (hanging folders). Within **sections**, editors add, edit and organize content in their sections using **pages**.



Overview of a Section

What is a Section?

A **section** is a collection of **pages** within a **channel**. To view a section on the end-user website, first hover over a channel and then select a section from the drop-down menu.



OVERVIEW OF PAGE TYPES & APPS

Article Library

- List multiple articles.
- Control when the articles display and when they are archived.
- Enable RSS Feeds.
- Add accent images to article listings.
- Use for weekly newsletters, homework pages, sports highlights and directories.

Assignments

- Post information specific to your lesson.
- Add graphics and links and attach documents.
- Add your assignment to your section calendar with ease.
- Keep students and parents up to date on past, current and upcoming assignments.

Blog

- Publish information in a format that will auto archive by date.
- Allow a blog post to be interactive with comments or turn commenting off.
- Moderate comments so you can approve them before they are published on the end-user website. This is very important in order to ensure that only appropriate material is on our website!

Calendar

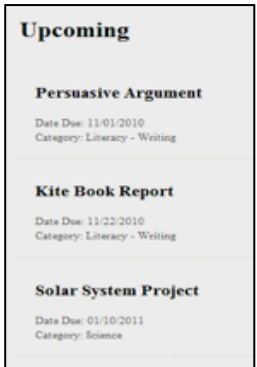
- Post information specific to your classroom or activity.
- Request that your event be posted on other calendars.
- Color code events by category.
- Create event registration.

Flex

- Place text and images anywhere.
- Choose an Editor Layout.
- Insert and format tables.
- Insert links.

FAQs

How do I enroll at a Phoenix Union High School District school?
Where can I find a district calendar?
Where can I view school bell schedules?
Where can I find information on your Magnet programs?
Can a student have dual or concurrent enrollment?
How will my credits transfer to your schools?
What is the AIMS test and who has to take it?
How can I make donations to your school?
Where can I get information on employee benefits and insurance?
How can I request a copy of my transcript or diploma?
Can I get a copy of my yearbook?
When is my class reunion?
Where can I get information on receiving a GED?
How can I apply for a job?
How can my business be placed on the vendor/bid list?
How can I rent school facilities?



Special Education Department to Hold College, Career, Life Expo

Posted by Phoenix Union High School District at 1/19/2012

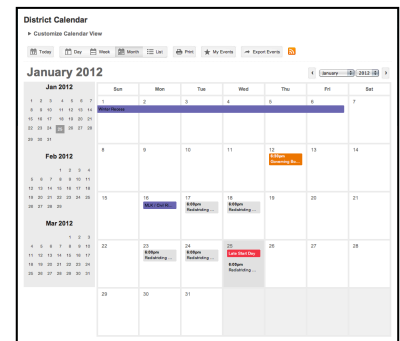
The District's Special Education Department is holding its annual College, Career and Life Expo, Saturday, February 11 from 10 a.m. to 2 p.m. at Metro Tech. Students, parents, guardians and teachers are invited. This year's event will feature a health fair. Exhibitors include community colleges and universities, transportation, healthcare services and state and federal agencies. There will be health care providers available, free massages and blood pressure checks and door prizes and gift cards. Presentations will be in English and Spanish. For more information, contact Anita Massey at (602) 764-3067.

PUHSD Begins Redistricting Process

Posted by Phoenix Union High School District at 1/19/2012

Phoenix Union High School District has begun the process of re-defining the boundaries of its five single-member governing board districts or wards with community meetings held in each ward for citizen input. Members of the public will have the opportunity to draw and submit their own maps using an online mapping program found at www.phoenixunion.org/redistricting until February 20. The process will include another public meeting in March to narrow down options, and the Governing Board will meet by March 29 to consider alternative maps and adopt one final map for submittal to the Department of Justice.

The school district is complying with a 1990 consent decree born out of a court case to



Welcome to the Phoenix Union High School District

Phoenix Union High School District is one of the largest high school districts in the country, with 16 schools, over 26,000 students, and nearly 3,000 employees. Phoenix Union covers 220-square miles of Arizona's capital city. If the K-8 students in its 13 elementary partner schools were included, it would be among the 25 largest school districts in the United States, with over 110,000 students.


The District has 11 comprehensive high schools, two specialty small schools and three alternative schools. There are a number of programs that make Phoenix Union unique. Among those, are:


- 12 magnet programs at seven schools, including a magnet high school, Metro Tech. Students from throughout the District can enroll in magnets such as Aviation/Aerospace, Computer Studies, Marine Science, Medical and Health Studies, Multimedia Communications, Law Studies, Visual and Performing Arts.
- 30 Career and Technical Education areas of study that 7500 students are enrolled in at any one time, and a school that houses 22 programs for half-day vocational blocks.
- Arizona's first Cambridge International Centre at Central High School, offering the prestigious Cambridge curriculum and examinations.
- Two schools, North and Betty Fairfax, with the International Baccalaureate Program.
- Bioscience High School, a small specialty school ranked among the top schools in Arizona, with rigorous science and math-focused curriculum, career pathways, internships and 100 percent college placement.
- Franklin Police and Fire High School, a small school specializing in public safety careers such as law enforcement, firefighting and emergency medical services.
- ACT Quality Core curriculum at most schools. All students take the ACT EXPLORE, PLAN and the ACT Exam for free.
- AVID (Advancement Via Individual Determination) college preparatory electives at 11 schools with 1500 students and 250 AVID-trained teachers.
- G.E.A.R.S. at Camelback, a Science, Technology, Engineering and Math (STEM) program of Gaming, Engineering, Architecture, Robotics and Sustainability.
- Sura Diamondbacks Education Academy, a small alternative school with accelerated, personalized classes that turn students at risk of dropping into high school graduates.
- The first Montessori High School program in Arizona (coming to Camelback in 2012) grades.
- Evening School at several sites and Free summer school for continuing students, as well as incoming 9th.

Academically, there are over 600 courses to choose from. Rigor continues to be the emphasis, as the District offers more honors, AP and other high level courses than ever before, and student enrollment in these classes is the highest ever. Students are earning college credit and accelerating their academics through community college dual enrollment, and "Move On When Ready," an initiative that can earn students the Grand Canyon Diploma early, and move on to college.

File Library

- Post documents for viewers to download and print.
- Control when files display and when they are archived.
- Enable RSS feeds.

• **News Share Checklists**
Students are to conduct one News Share per grading term. The attached document will help them out. Scroll down to the "advanced" sheet if you're not a first-year journalism student. Printed copies of these are also available in the room.
 News Share checklist.doc , 24.50 KB (Last Modified on January 12, 2012)

• **Project Checklists**
This file contains all the checklists for the different types of assignments students need to complete throughout the term. At the end of each semester I give the students a final project. I will post the checklist for that when available. I also have print versions of these posted in my room.
 Project Checklists.doc , 35.00 KB (Last Modified on January 12, 2012)

Link Library

- Organize useful websites.
- Distinguish web addresses with titles and descriptions.

English Links Library

- **Bartleby Quotations**
<http://www.bartleby.com/100/>
- **Criterion**
<https://criterion.ets.org/>
- **EBSCO**
<http://search.ebscohost.com/CommunityAuthType=ip&id=-175292388&uqt=7237>
- **Encyclopedia Britannica**
<http://school.eb.com/>
- **GaleNet**
<http://find.galegroup.com/menu/commuserGroupName=phoe47208>
- **Merriam Webster Dictionary**
<http://www.merriam-webster.com/dictionary.htm>
- **Visual Thesaurus**
<http://puhsd.visualthesaurus.com/>

Maps & Directions

- Organize directions for several locations on a single page.
- Retrieve maps from Yahoo[®] Maps.
- Provide access to directions from the visitors' locations entered in their accounts.

Museum of Indian Culture

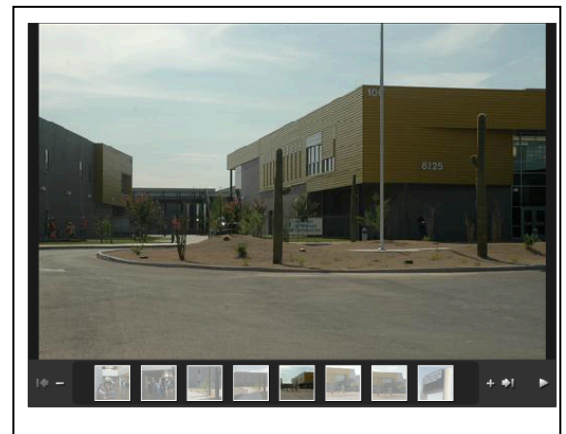
2825 Fish Hatchery Rd
Allentown , PA , 18103

The Franklin Institute Science Museum

222 North 20th Street
Philadelphia , PA , 19103

Photo Gallery


- Showcase classroom activities, field trips and athletic events in a slide show format.
- Compliment your photo gallery with a sound file.




Podcast


- Post your sound and video files and allow viewers to subscribe to your Apple[®] iTunes[®] feed.
- Embed video and sound files.
- Embed YouTube and TeacherTube videos.


Music
on 10/25/2010 12:00:00 AM
Length: 2M:15S

 There are different types of music that we will be reviewing. You may be used to listening to the radio and hearing popular music by today's singers. Here is a music clip of a song that was originally done by an artist named Sting. This is a version that is completely instrumental.

 Play

I Have A Dream
on 10/25/2010 12:00:00 AM

 This is an audio podcast of the now famous 'I have a Dream' speech delivered by Dr. King at the Lincoln Memorial on August 28, 1963.

 Play

ACCESSING YOUR SECTION

In order to access your Section Workspace, you must first be assigned Section Editor privileges. This is done by either your Site or Subsite Director. If you need access and do not know who to contact, ask your principal's assistant who your subsite director is.

Step 1. Click on the **Sign in** button that displays on the MyStart Bar at the top of your website. The Sign-in window displays.



Step 2. Enter your Sign-in Name and Password and click **Sign in**. (Note: PUHSD uses LDAP for signing into the website, so your username and password are the same as your other District logins.)

Step 3. Now click on **Site Manager** at the top of the page. A new browser window or tab will open. When you are done editing, click **Sign Out** under **My Account**.



WHAT IS THE SITE MANAGER?

Site Manager is a portal that provides users with editing privileges the access to add, edit or delete content on a site, channel or section. As a Section Editor, you would normally only have editing privileges to your section or sections. Navigating in Site Manager is simple and provides you access to...

- **Content Browser** - Provides access to all of the sections to which you have editorial privileges.
- **View Website Link** - Permits you to view the refreshed website after you have made changes to your section.
- **Community and Support Link** - Links to **Schoolwires** Share site where you can access other resources.
- **My Account Link** - Allows you to view and modify your account information, alerts and subscriptions.
- **Sign Out** - Allows you to sign out of Site Manager.
- **Section Workspace** - Provides access to your pages, tools and other section resources.

WHAT IS THE SECTION WORKSPACE?

The **Section Workspace** is the area in Site Manager where you complete your Section Editor tasks. The Section Workspace provide you with access to...

Summary Tab

Current Pages Block

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

Common Tools Block

Provides quick links to common tools and easy access to the **Tools** tab.

Pending Comments Block

If your district has either Social Media Framework or Blog Apps, you will have access to this block where you can review, approve and decline comments.

Total Visits Block

Provides a snapshot of total visits to your section on the end-user website.

Tools Tab

- Access Files & Folders.
- Access Section Tools.
- Access Section Reports.

Editors & Viewers Tab

- Assign other users (groups or individuals) editing privileges to your section pages.
- Control viewing rights (groups or individuals) to your section pages.

Statistics Tab

View additional statistics about visits to your section.

How do I...? Tab

Access Help Articles, Interactive Video Tutorials and Additional Resources.

BASIC SITE EDITING

All PUHSD teachers, departments, athletics and clubs will start with a basic template in a Flex Editor that gives some simple ideas for what you might want to put on your site. You can simply complete this information and be done, or you can improve your site by adding pages and additional features, which is discussed in the Adding Additional Content section of this workbook.

Club Name Sponsor: Contact Information: Meeting Dates/Times/Locations: Please type a welcome message/info about the club. Some recommended content: • Club/Group Constitution • Tax Credit Link • Purpose • Pictures • Meeting Minutes You can also add additional pages, like a calendar to list meetings and events.		Department Instructional Leader: Phone #: Email: Teachers:		Name: Subjects / Classes Taught: Degree(s): Email: Please type a welcome message or professional bio Suggestions for additional content: • Room # • Office Hours • Textbook(s) Name(s) • Plan for Success • Teaching Philosophy • Your (appropriately professional) picture - optional • Expectations • Classroom Policies/Rules • Syllabus • Assignments • Calendars • Useful links • Clubs sponsored/Sports coached	
				Sport Name Coach: Contact Information: Please type a welcome message Additional suggested content: • Practice times and locations • Link to Rainbook • District Athletic Information	

THE FLEX EDITOR

Introduction to the Flex Editor

You will use the **Schoolwires** Editor when you add most of the content within your Section Workspace. Many of the Apps contain the Editor. Within the Editor, you can add and edit text, insert images and hyperlinks, embed files and create customized content for your users and community. The Editor icons will help you add, edit, and maintain your content.

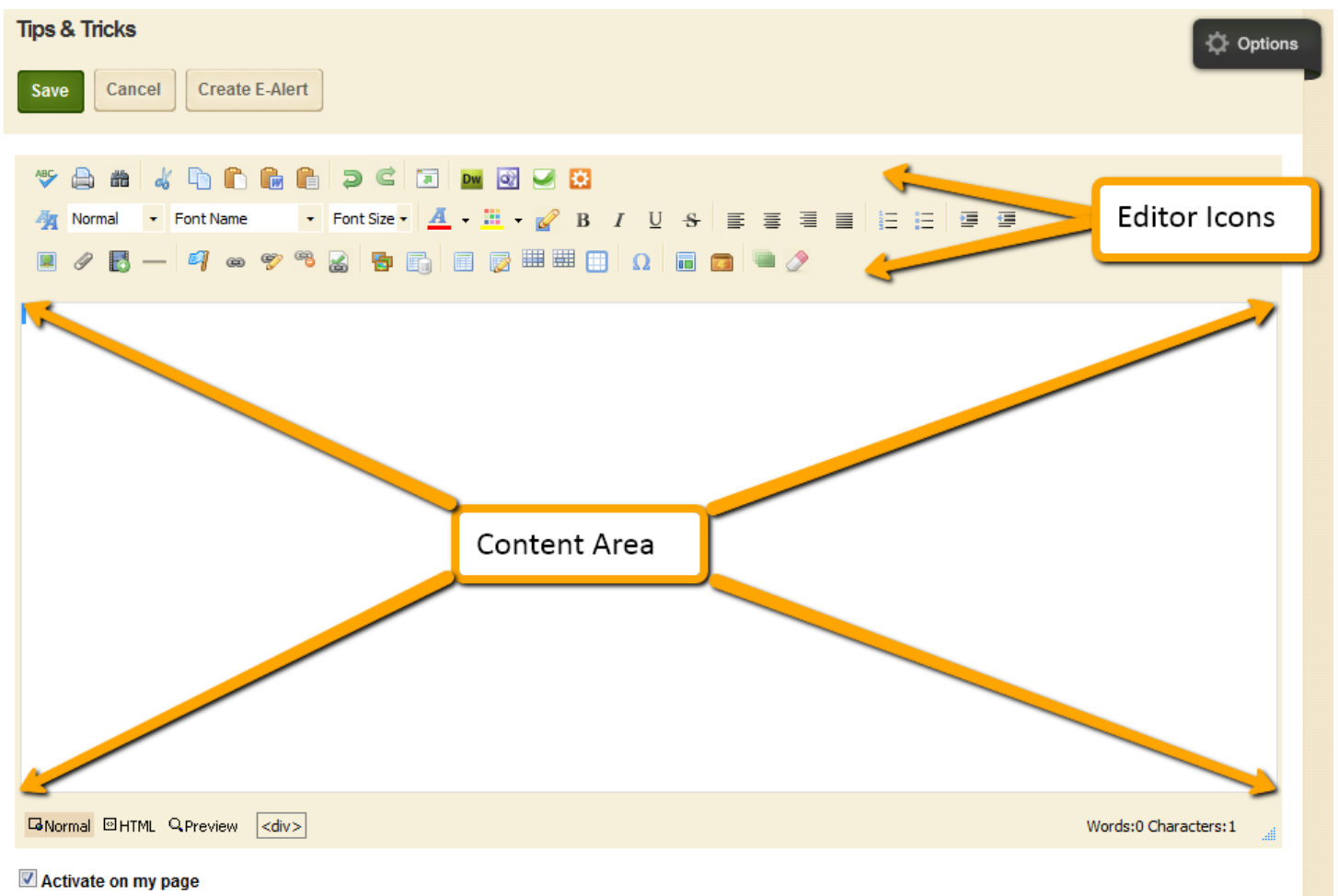
The Content Area is where you add and edit your content. You can edit in two different modes...

- **Normal**—This is the default and allows you to work with text using the full range of Editor functions using the icons on the toolbar
- **HTML**—This allows you to see and edit the content as HTML.

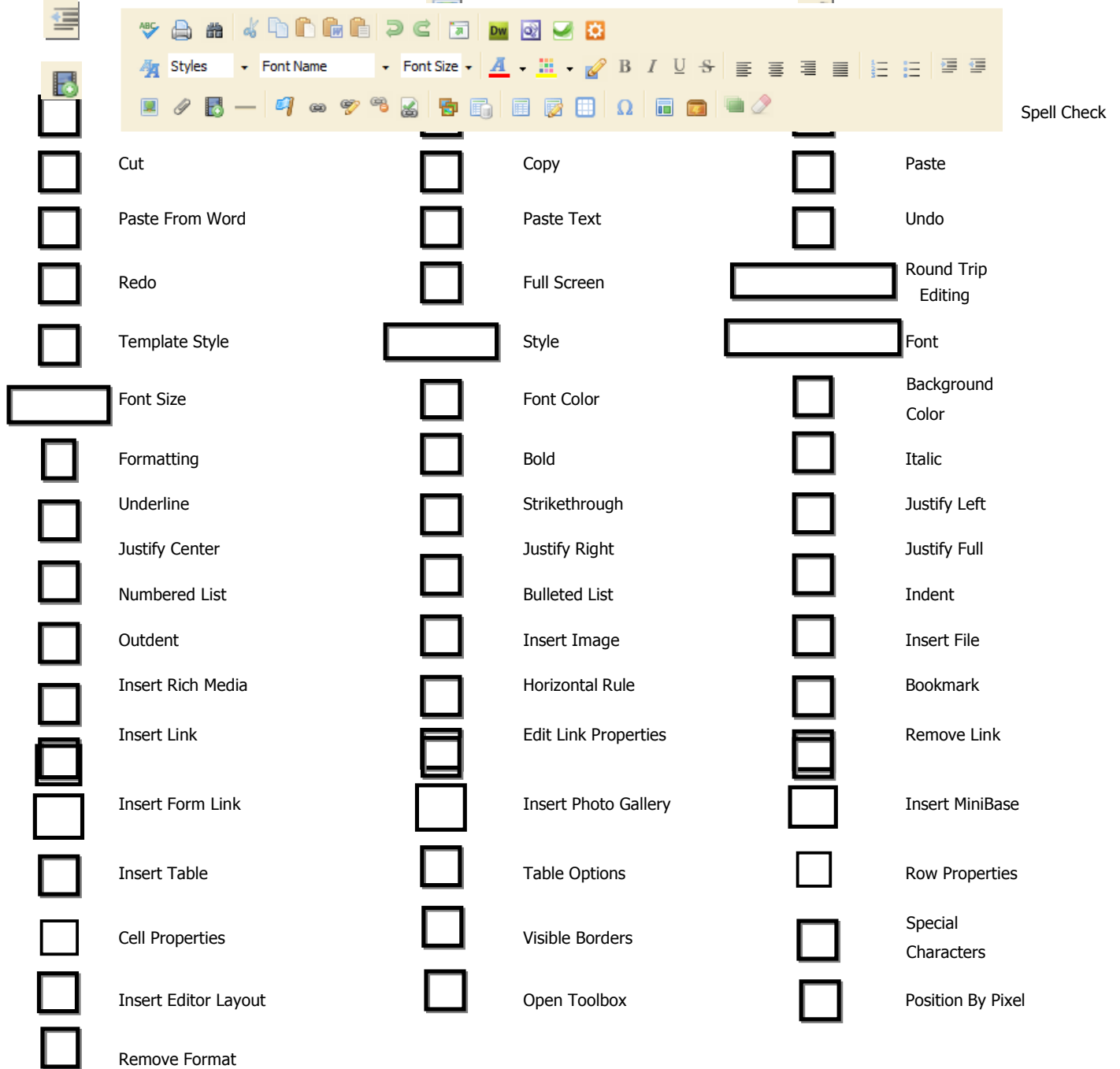
In addition, the **Schoolwires** Editor enables you to work with alternate HTML editing software that you have installed on your computer. This is known as round-trip editing. You can use these applications...

- Adobe® Dreamweaver® 
- Microsoft® FrontPage® 
- Microsoft Expression® 
- Aptana® 

Click the application icon to pull the content currently in the Editor into the application. Selecting **Save** in that application will return the edited content to the Editor. You will also need to select **Save** in the **Schoolwires** Editor to ensure that your changes are properly stored.



Schoolwires Editor Icons



This reference sheet displays the Schoolwires Editor interface, including a toolbar and a list of icons with their corresponding functions. The toolbar at the top contains various icons for editing, formatting, and inserting content. Below the toolbar, a list of icons is provided, each with a corresponding label. The icons are arranged in three columns, with the first column containing the most frequently used icons.

Icon	Function
	Cut
	Copy
	Paste
	Paste From Word
	Paste Text
	Undo
	Redo
	Full Screen
	Round Trip Editing
	Template Style
	Style
	Font
	Font Size
	Font Color
	Background Color
	Formatting
	Bold
	Italic
	Underline
	Strikethrough
	Justify Left
	Justify Center
	Justify Right
	Justify Full
	Numbered List
	Bulleted List
	Indent
	Outdent
	Insert Image
	Insert File
	Horizontal Rule
	Bookmark
	Edit Link Properties
	Remove Link
	Insert Form Link
	Insert Photo Gallery
	Insert MiniBase
	Insert Table
	Table Options
	Row Properties
	Cell Properties
	Special Characters
	Insert Editor Layout
	Open Toolbox
	Position By Pixel
	Remove Format

Inserting Text Using the Schoolwires Editor

Inserting text is as simple as placing your cursor in the Editor Content Area and typing! Once you have entered your text, you are then able to format this using one of the many formatting options offered. Click and drag over the text to highlight it, then apply formatting by clicking on appropriate icon on the Editor toolbar.

Copying & Pasting in the Editor

You can copy text from another source and paste into an app containing the Editor. Once you have copied the content, there are three paste options available to you.



Paste: Using this option retains source formatting but may not allow future formatting. This works well when copying and pasting text from one Centricity page to another.





Paste from Word: Using this option permits you to paste text from Microsoft® Word or other source documents. It removes most formatting that is not web-friendly. You can easily reformat the text with the Editor.



Paste Text: Using this removes all formatting and pastes the plain text, which you can then format using the Editor icons. This ensures that your text will be editable in the future.

Formatting Text in the Schoolwires Editor

There are several ways you can format text in the Editor...

- Before you begin typing text, select your formatting options by clicking the appropriate icons. Once you've made you selections, you can start typing.
- Highlight existing text by clicking-and-dragging your cursor over it. Once it's highlighted, just select the formatting icons that you want to apply.
- Format a block of text by using Formatting  to apply borders, background colors and text formatting to all text in a <div> block.
- To remove the formatting, highlight the text and select the Remove Format icon. 
- Format a block of text by clicking on its element tag (e.g., <div>) below the Content Area. From the context menu, select **Properties**. The appropriate wizard displays. Select the **Style Builder** tab to format text.

Formatting a List in the Editor

1. Create your list as you normally would using the appropriate list button.
2. Click on the or element tag associated with the list you wish to format.
3. Select Properties.
4. In the UL or OL pop-up window, select List and make such changes as...
 - a. Choose your bullets.
 - b. Set your starting number.
 - c. Select a custom bullet (JPEG images).
5. When finished, click **OK**.



Inserting an Image

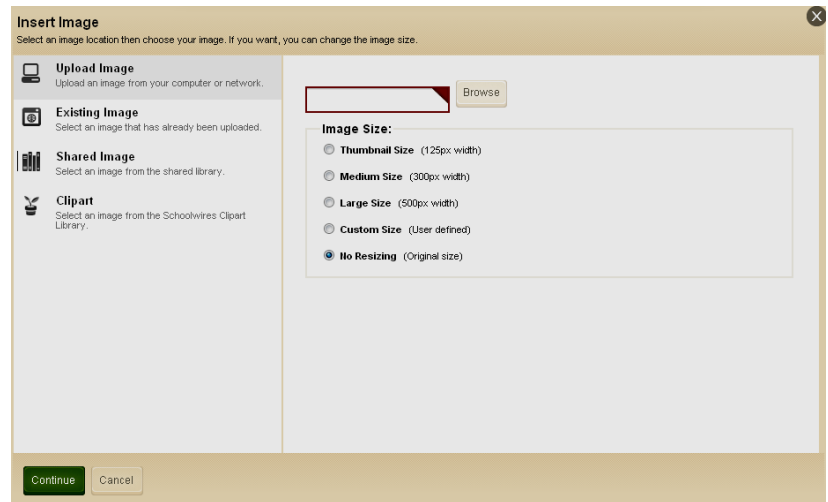
Step 1 Place your cursor where you would like the image to display.

Step 2 Click on the Insert Image icon.



Step 3 Using the Insert Image wizard, select the location of the image. You can upload an image from your computer or network; insert an image you've already uploaded to your Files & Folders; insert an image that your Site Directory uploaded to the Shared Library or insert an image from the Clipart Library.

- If you are uploading an image from your computer or network, browse out and select the image you would like to insert.
- When you're uploading an image, you can choose the size of the image to be inserted. You can change this later.



Step 5. Click **Next**

Step 6. Enter a description of the image in the Alt. text field. (This is a required field. The Alt. Text field allows screen-reader software to describe an image to web surfers with limited or no vision. Providing Alt. text will allow all Internet users to enjoy your web pages, in addition to helping your site maintain ADA compliance.)

Step 7. Adjust the height and width of the image as necessary.

Step 8. Set alignment, a border if desired or spacing. (You can add or change these later.)

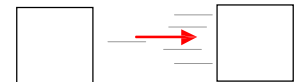
Step 9. Click **Insert Image**.

Positioning an Image

There are several ways to position your image once you have inserted it on your page.

- **Click and Drag:** Once an image has been inserted, you can move it by simply clicking on the image and dragging it to a new location. Using click-and-drag, you can move an image to any position in the Content Area at which you can place the cursor.
- **Justify:** If you want to position the image in a particular area within a line, you can justify the image by clicking on the image then choosing the Left, Right, or Center justification icon.

Note: You cannot apply full justification to an image.



- **Tables:** You can use Tables to help with positioning your images. Once you insert your table, you can insert your images into the table's cells and justify or position them as you like.



- **Position by Pixel:** Position by Pixel allows you to move an image to an exact location on the screen. The image will float over the content behind it, so you should make sure that the floating image isn't covering any text or other content that you want to display. Click on the image, then click the Position by Pixel icon to activate it. You can turn it off by clicking the icon again; this will return your image to its original position.

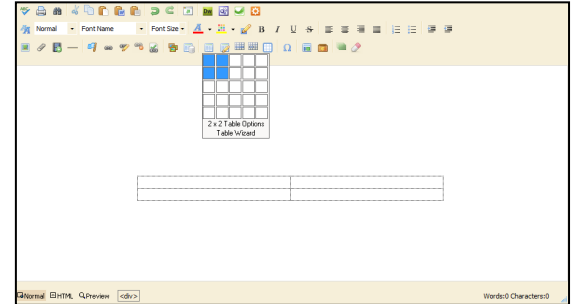


Inserting a Table

Step 1 Place your cursor at the point in the Content Area where you will insert the table.

Step 2 Click the **Insert Table** icon.

Step 3 Select the number of columns and rows from the dropdown. The table will display with a gray border. This is for your reference and does not display on the end-user website. If you'd like to hide the borders in the Editor, click on the Visible Borders icon.



If you'd like to create a more customized table, click **Table Wizard** in the **Insert Table** dropdown. The Table wizard gives you the ability to edit the properties of your table as you create it.

- Choose a Table Layout (e.g., Header, Footer, and 3 Columns) from the drop-down list.
- Add or remove columns and rows by using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.
- Merge cells by selecting a cell and using the plus (+) and minus (-) buttons on the top and right hand side of the preview table.
- Edit other table properties by clicking on the Table Options tab, where you can edit spacing, padding, borders, background color and more!

Once you've completed the table in Table Wizard, click **O.K.**

Editing a Table

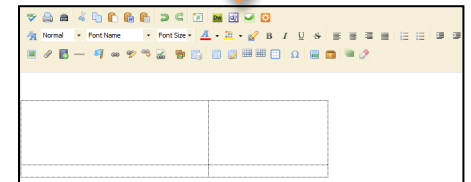
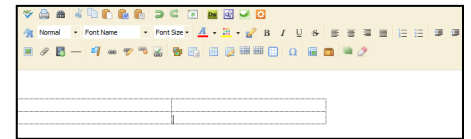
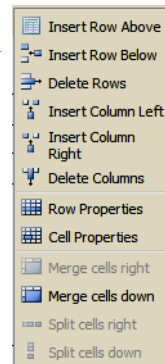
Once you've inserted your table, you may want to add or delete rows or columns. To do this...

Step 1 Click into one of the cells.

Step 2 Select the Table Options icon.

Step 3 From the drop-down list, select an option.

- Add and delete rows, columns or cells
- Merge cells and split merged cells
- Access cell and row properties



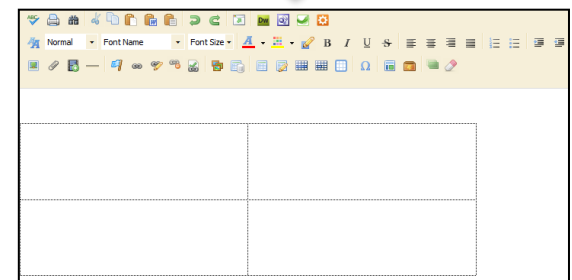
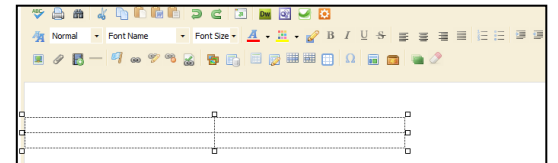
Resizing a Cell in a Table

To resize one of the cells within a table...

Step 1 Right-click in a cell and select Cell Properties from the drop-down menu.

Step 2 Enter the desired width and click Ok.

You can also adjust the cell size by editing the cell properties from the Table Option drop-down list or clicking the <TD> element tag and selecting **Properties**.



Changing the Size of a Table

To change the size of the table...

Step 1 Double click on the outside border of the table to open the Table Properties.

Step 2. Click on the Table Options tab.

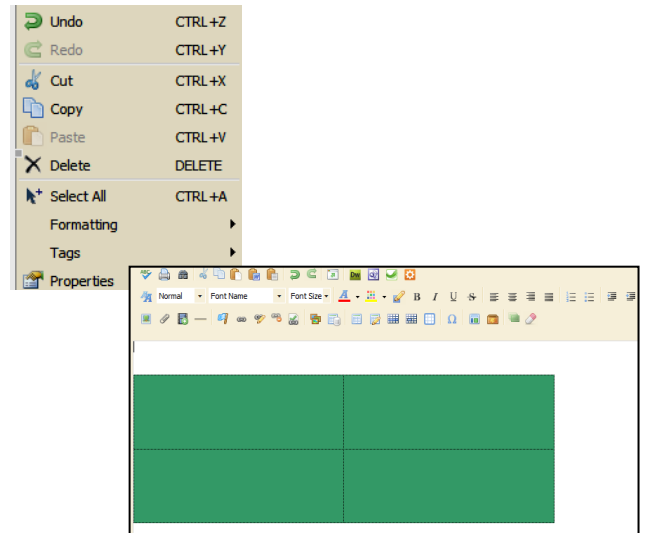
Step 3. Enter the desired table width and click Ok.

You can also adjust the table size by right-clicking after you've selected the table and choosing **Properties** from the context menu. You can also access the context menu by clicking on the <table> element tag.

Changing the Background Color of a Table


To change the background of a table...

- Step 1.** Click on the outside border of the table.
Handles display on the edges of the table.
- Step 2.** Right-click. The context menu displays.
- Step 3.** Click **Properties**. Click on the **Table Options** tab.
- Step 4.** Under Table Options, click in Background Color field and choose a color.
- Step 5.** Click **OK**.
- Step 6.** Click **Save**.



Inserting a Link

Step 1 Highlight the text (or click on the image) that you would like to make into a hyperlink.

Step 2 Click on the Insert Link icon. 

Step 3 Select one of the following options from the Insert Link wizard and follow the instructions.

• Your Site

- Select a site from the drop-down list.
- Select a channel, section and page from the drop-down lists
- Click **Insert Link**.
- Hint: To link to a site homepage, select a site and a page. To link to a channel homepage, select a site, channel and page.

• Email Address

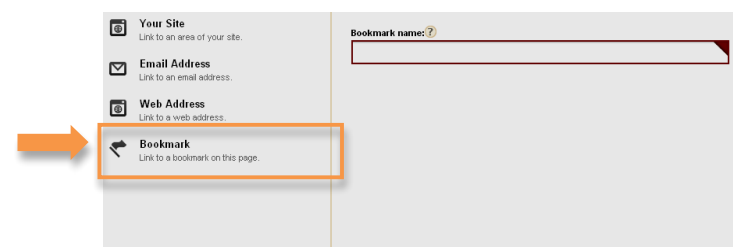
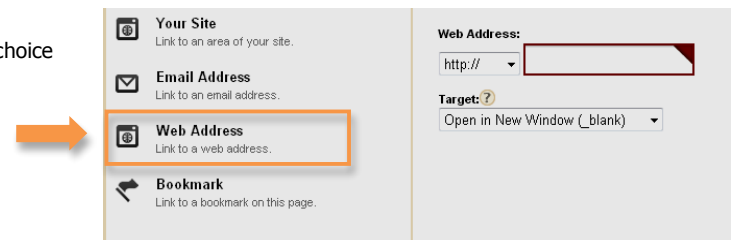
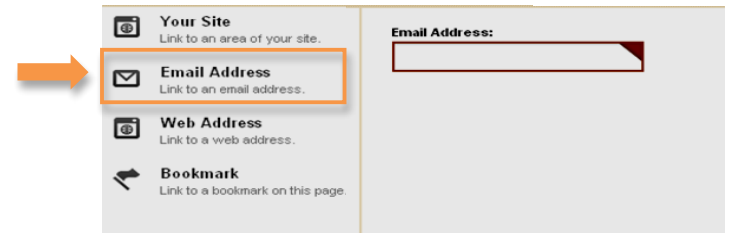
Enter the desired email address and click **Insert Link**.

• Web Address

- Enter the web address into the URL field. Note that "http://" has already been added. Do not duplicate.
- The Target field defaults to "Open in New Window," which is a good choice for links to external websites.
- Click **Insert Link**.

• Bookmark

- Type in the name of the bookmark.
- Click **Insert Link**.
- For more information about bookmarks, see "Inserting a Bookmark" later in this workbook.





Editing a Link

To edit a link that you have created, highlight the link and...

- Click on the Edit link properties icon.

OR

- Click on the <a> element tag under the Content Area, then select **Properties**.



The Hyperlink Information pop-up will allow you to edit the URL and Target of the link.

- The URL, or Uniform Resource Locator, is the web address of the site or file that you wish to display.
- The Target field allows you to specify where the link will open. If you're linking to another website, selecting "New Window" will display the link in a new browser window. That will allow your visitors to explore the other website, then simply close out that browser to return to your site.

Inserting a Bookmark

To insert a Bookmark (sometimes referred to as an anchor)...

- Step 1** Place the cursor where you would like to place the bookmark.
- Step 2** Click on the Bookmark icon.
- Step 3** On the Insert Bookmark pop-up, enter the name of the Bookmark in the Name field. The Name identifies the Bookmark so you can link to it later.
- Step 4** Click **Insert**.



Now that you've inserted the bookmark, insert a link to it as discussed earlier in this chapter. Bookmarks can be used to return your visitors to the top of a webpage, or jump them down the page to quickly find the information they're looking for.

- Homework will be assigned on a nightly basis. Even if you aren't able to reach a solution to each question, I expect that you will have at least attempted each problem. If you choose to skip over problems just because they look too hard in the homework, you will be accustomed to doing that when you see a similarly hard problem on a test or quiz.
- My goal is to maintain a classroom in which each student's understanding will be enhanced by the thinking and interpretation of his or her own work. In order for our class as a whole to function, we must find a way of learning and interpreting new information.
- A variety of items will be used in the classroom. A combination of tests, quizzes, projects, and homework will be used to assess our progress. If you are having difficulty, please let me know. It will not be your only grades for this term;

YOU WILL NEED:

Pencils...TI-83...Notebook...Textbook...Folder For Handouts

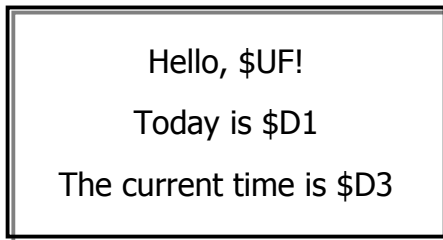
[Go To Top](#)



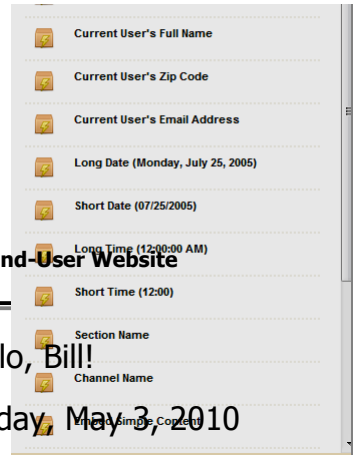
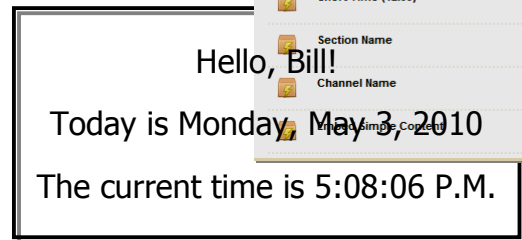
What Are ActiveBlocks™?

ActiveBlocks are tags (*Schoolwires* code) that allow you to personalize your content and keep it fresh.

View in Site Manager




View from End-User Website



Accessing ActiveBlocks

Adding an **ActiveBlock** to the Editor is a simple process.

- Place your cursor in the Content Area where you want to display the **ActiveBlock**.
- Click on the Open Toolbox icon. 
- Select the ActiveBlock you wish to display.

After you select the ActiveBlock, a snippet of code similar to "[{\$ActiveBlockName\$]"

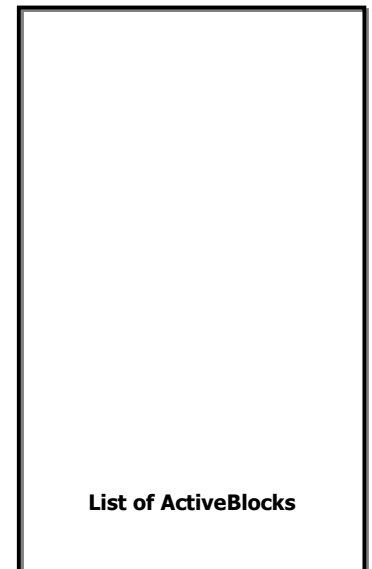
will display in the Editor. It will display on the end-user website as desired (e.g., date, time or first name).

Embedding a Webpage using ActiveBlocks

You can also use **ActiveBlocks** to embed content from another website in your Content Area.

- Click the Open Toolbox icon.
- Scroll down and select **Embed Simple Content***
- Enter the URL of the website you wish to display (e.g. <http://www.schoolwires.com>).
- Click **Insert**.
- Click **Save**.

This will display the content of the website you embedded as if it was the content of the page you are viewing. You can use simple embed to display content from one area of your website in another area. Updates made to the source area will automatically appear in the embedded content. Many schools use this to ensure content is visible in all appropriate areas while only maintaining it in one.



ADDING ADDITIONAL CONTENT TO YOUR SECTION

Any page you add to your section will contain three core components—Page Layout, Columns and Apps. A page consists of apps within columns. You can arrange both the apps and the columns in various ways.

Page Layout

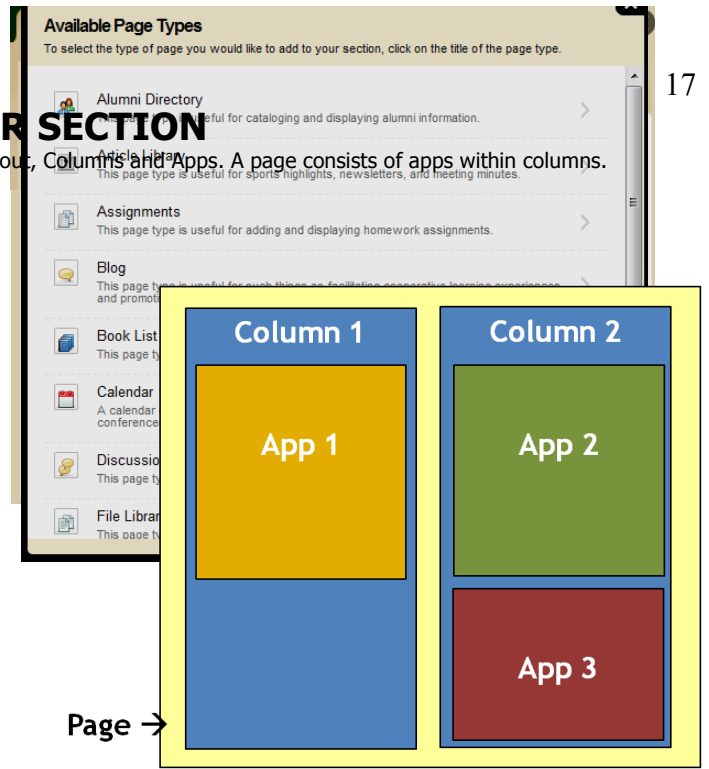
The way in which the columns are arranged on a page is called the **Page Layout**. You can have one, two or three column layouts as well as layouts with left or right side-bars.

Columns

You place your apps into the columns of a page layout. You can place one or more apps in a column.

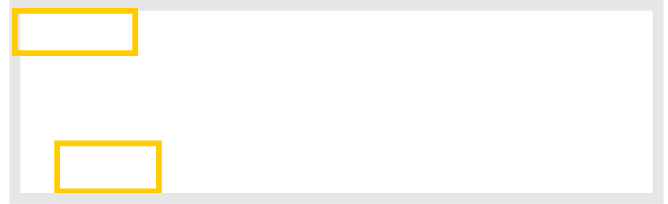
Apps

Apps are the content building blocks of any **Schoolwires®** page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Available apps include Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.



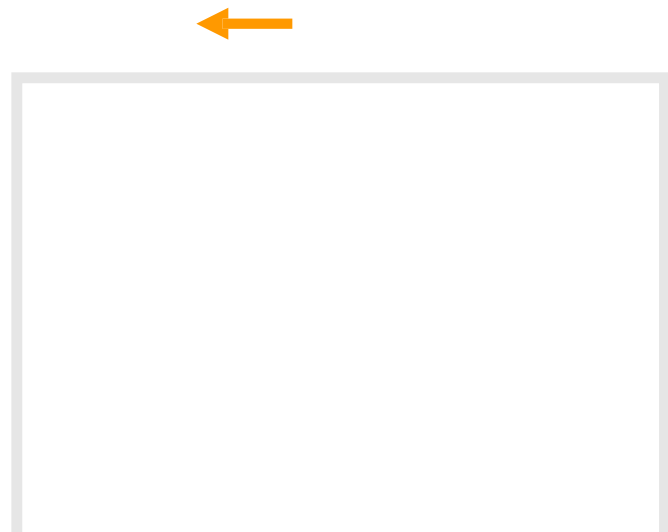
Adding a Page to Your Section

Step 1. In the Current Pages block of the **Summary** tab, click **New Page**. The Available Page Types window displays. Many page types consist of a single app in a single column on the page.



Step 2. Click on a **Page Type** from the list.

Step 3. In **Page Name** field, enter a name for your page. Click **Save** to return to page list.



Adding and Editing Content on a Page

Editing Apps—Single App on a Page

You edit your apps and design your page in the same location within your Section Workspace—the Page Details window. But if your page contains only a single app, you do not even need to open that window. To add or edit the content on your single app pages...

Step 1. Click on the title of the page in the Page List. Your app opens.

Home Icon

**Page
Breadcrumb**

Step 2 Add content to your app. How you do that will vary depending on the App Type. As long as your record—in this case, your file—is active and your page are active, it will display on the end-user website according to the Display Durations.

Step 3 Click the Page breadcrumb to go to the Page Details window or click the Home icon to return to the Page List.

Editing Apps—Multiple Apps on a Page

When your page contains more than one app, you'll edit the app in a slightly different way. To add or edit the content on a page with more than one app:

Step 1. Click on the title of the page in the Page List. The Page Details window opens.

Click on app title

Step 2 Click on the title of your app. Your app opens.

Step 3 Add content to your app. How you do that will vary depending on the App Type. As long as your record—in this case, your file—is active and your page is active, it will display on the end-user website according to the Display Durations.

Step 4 Close the app to return to the Page Details window.

Step 5 Click the Home icon to return to the Page List.

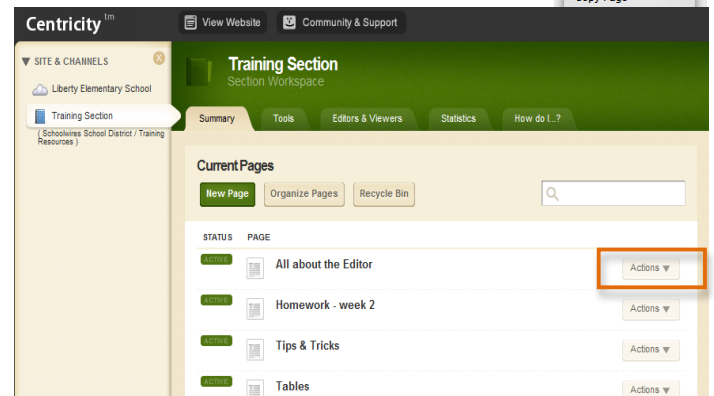
Changing the Layout of a Page

You can edit your apps and design your page in the same location within your Section Workspace—the Page Details window.

Accessing the Page Details Window

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

As mentioned, on a page that contains more than one app clicking on the title of your page opens the Page Details window for that page. If you're editing an app that is the only app on your page, you can access the Page Details window by clicking on the breadcrumb for that page.



Changing the Page Layout

In the Page Details window...

Step 1 Click **Manage Apps & Layout** under Actions Block on the right hand side of the window to enter Design mode.

Step 2 Click **Change Layout**. Layout choices display.

Step 3 Click on the desired layout. A green check displays on your choice.

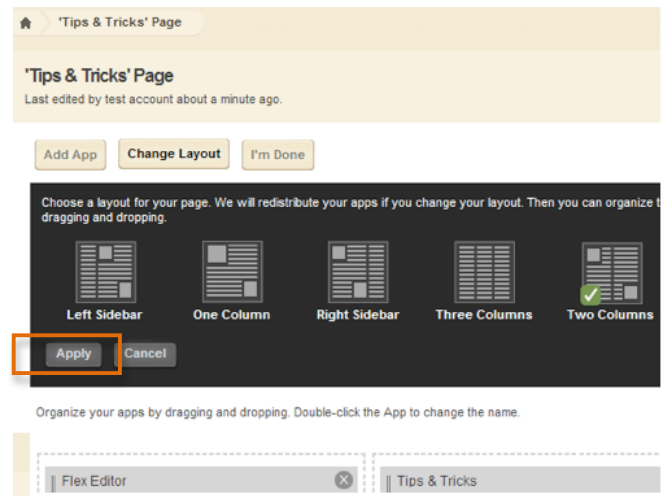
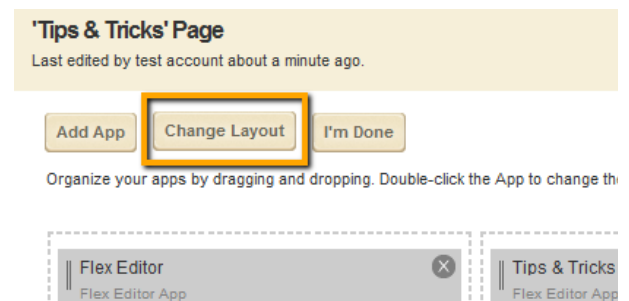
Step 4 Click **Apply**. The Design mode displays with your new layout.

Step 5 If desired, you can drag and drop an app or apps to a new location.

Step 6 If desired, you can add an app or apps to your page. We cover this later in this workbook.

Step 7 Click **I'm Done** to return to the Page Details window.

Step 8 Click the Home icon  to return to the Page List.



Adding Apps to

In Design mode, you can add apps in addition to changing the layout of a page.

Step 1 Click **Manage Apps & Layout** under Actions Block on the right of the Page Details window. The Design mode displays.

Step 2 Click **Add App**. The Available Apps window displays. As you can see, you can either add a new App — one without any content or add an existing App.

Step 3 To add a new App...

- Click on the name of the App. Enter a meaningful name for your App. This name will not display on the end-user website unless you activate it in Options for the app.
- Click **Save**.
- If desired, click and drag the App to a new location.

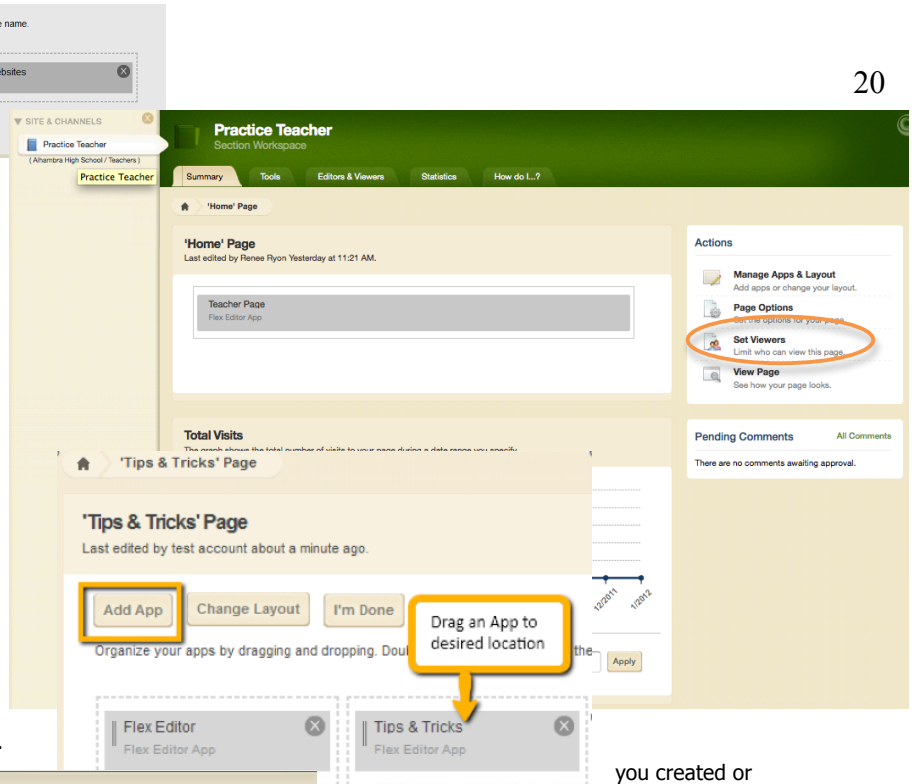
Step 4 To add an existing App (one one someone shared with you)...

- Click **Select an Existing App**.
- Search by Page if you know
- Search by Type if you are not
- Click **Save**.
- If desired, click and drag the

Step 6 Click **I'm Done** to return to

Step 7 Click the to return to Current Pages.

Note: Double-click on an app to



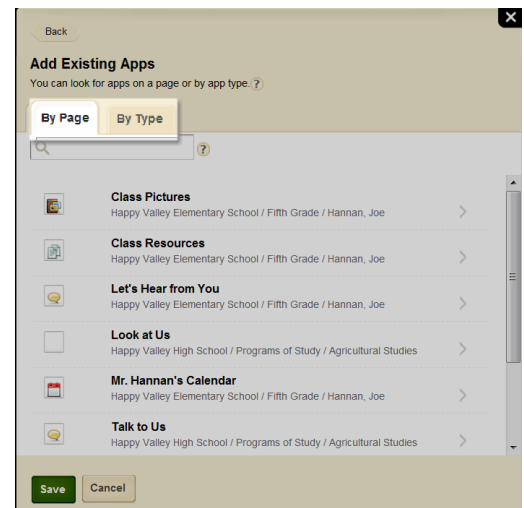
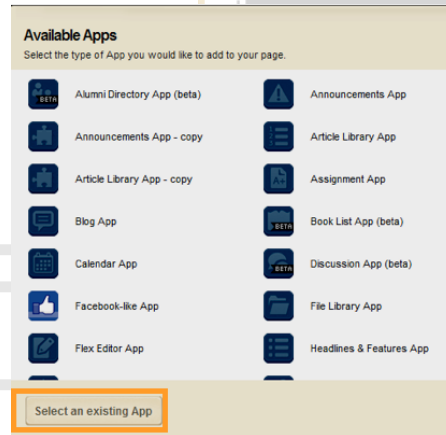
you created or

The Add Existing Apps window displays. where the App was used. certain where the App was used.

App to a new location. the Page Details window.

Home icon in the breadcrumb

rename it.



APP AND PAGE OPTIONS

Editing Options for an App

Options for Apps include...

- The name and description of your app as well as whether to show the app name on your page and how many records to display
- Sharing settings
- Social settings

To edit the options for an app...

Step 1 Edit your app.

Step 2 Click **Options** in the upper right corner. The Options window displays. It opens on the **General** tab.

Step 3 Edit the name, description, and the settings for showing the app name on the page and number of records on the **General** tab.

Step 4 Enable or change Sharing Rights for your app on the **Sharing** tab.

Step 5 Enable or change social media options on the **Social Settings** tab. Which social media elements are available depends on whether your district has Social Media Framework and which app you are editing. For more information on which elements are available for each app, see Availability of Social Media Elements.

App Name: Useful Documents

General Sharing Social Settings

Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.

☐ Community Editing
Allow visitors to edit or contribute to your app.

☐ Commenting
Allow visitors to comment on your app.

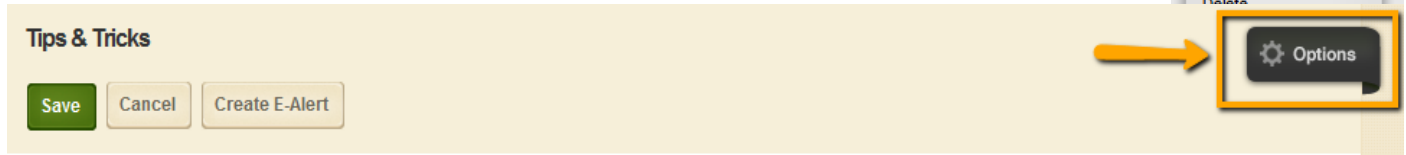
☐ RSS Feeds
Allow visitors to subscribe to RSS feeds for your app.

Save Cancel

Step 6 Click **Save**.

Sharing Apps

At times you may wish to share an app you created with other users or groups of users. For example, in a team-teaching environment teachers may wish to share a common calendar.



Step 1 Edit your app.

Step 2 Click **Options** in the upper right corner. The Options window displays. It opens on the **General** tab.

Step 3 Click the **Sharing** tab.

Step 4 Choose **Assign Group** if you want to share your app with groups of users **OR** Choose **Assign User** if you want to share your app with individual users.

Step 5 Type the name or part of a name of a user or group with whom you wish to share your app. For groups you may refine your search further by choosing from the category drop-down list. Click **Search**.

Step 6 Click **Select** next to the users or groups with whom you wish to share your app. The selected users or groups will move to the **Selected Users or Groups** column at right. You may search for and select as many users or groups as you wish.

Step 7 Click **Add**. The **Sharing** tab displays.

Step 8 Click **Save**. The app displays. Anyone with whom you have shared the app will be able to use that app on a page. However, they will not be able to edit or delete the app.

The 'Options' window is titled 'App Name: Useful Documents'. It has three tabs: 'General', 'Sharing', and 'Social Settings'. The 'Sharing' tab is active. Below the tabs, it says 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' There are two buttons: 'Assign Group' and 'Assign User'. Below these, it says 'You are not sharing this app with anyone.' At the bottom are 'Save' and 'Cancel' buttons.

Editing Page Options

As a Section Editor you are able to set or change options for any page in your section.

Step 1 Click **Actions** to the right of the page name. The Actions drop-down list displays.

Step 2 Click **Set Options**. The Page Options window opens on the **General** tab.

As desired, you can...

- Hide the page from website navigation (i.e., on the end-user website). The default for this is off. If selected, the page name will not display in the navigation of your section on the end-user website. You may use the contents of this page in another way.
- Show any pages that you nest under that page. The default for this is off.
- Show a bullet to the left of the page name on the end-user website. The default for this is on.
- Map the page to another web address. When visitors navigate to your page, they will be directed to the web address you put in this field. Enter a full web address (e.g., <http://www.schoolwires.com>).

Step 3 Click the **Display Duration** tab to change how long this page displays on the end-user website.

No dates—page displays immediately and displays indefinitely.

Both dates—page displays within that date range.

Only start date—page displays indefinitely beginning on that date.

Only end date—page displays immediately until that date.

Step 4 Click the **Advanced** tab to enable caching for your page. Caching allows visitors to view your page faster by accessing a saved version of the page.

Step 5 Click **Save**. The page list in Current Pages displays.

The 'Page Options' window is titled 'Page Name: Welcome to Mr. Hannan's Web Pages'. It has three tabs: 'General', 'Display Duration', and 'Advanced'. The 'General' tab is active. Under 'General', there are three checkboxes: 'Hide this page from website navigation.' (unchecked), 'Always show pages nested under this page.' (unchecked), and 'Show a bullet image next to this page.' (checked). Below these is a section 'Map Page to Web Address:' with a text box. At the bottom are 'Save' and 'Cancel' buttons.

Additional Page Tasks Available from Drop-down

In addition to the tasks we already covered, the **Actions** drop-down list contains links to...

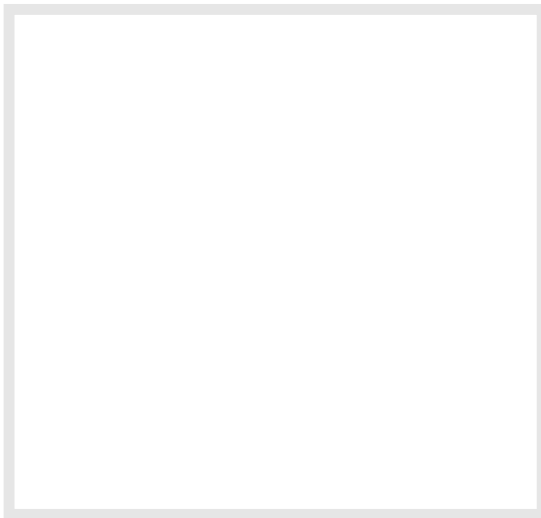
- Edit Page** Takes you to the Page Details window for that page. In this window, you can edit apps and enter Design mode.
- Set Options** As mentioned, allows you to edit the page options.
- Get Link** Provides you with the full and relative web addresses for the page.
- Copy Page** Allows you to copy the page in the section.
- Move Page** Allows you to move a page to another section for which you are a Section Editor.
Note: If you use **Move Page** within one section, the results are the same as **Copy Page**.
- Delete Page** Removes the page from the section and places it in the Recycle Bin. Your page is not deleted until you delete it in the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete pages.

Organizing Pages in Your Section

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

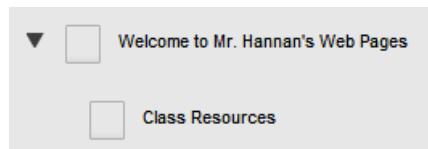
To organize your pages...

- Step 1.** Click **Organize Pages** at the top of the Current Pages block of your Section Workspace. Organize Pages displays.



- Step 2** To sort pages alphabetically, click **Sort A-Z**. Your pages will be sorted in ascending order.

- Step 3** To sort pages manually, click on a page and drag and drop it into the desired position.
- To 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.
 - 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 it.



- Step 4** Click **Save**. The Current Pages display in the new order.

Notes:

- You can have up to five levels of nested pages. However, keep the width of your template in mind. Too many levels may affect the look of your template on the end-user website.
- You cannot move pages below the bottom page. Move pages up until the desired page is in the bottom position.

CALENDARS

Adding Events to your Calendar

Because the Schoolwires Calendar is an app, you are able to have more than one calendar in your section.

To add an event to your calendar...

Step 1 Click **New Event**. The Event window displays.

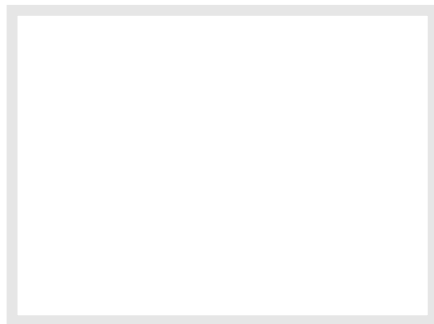
The screenshot shows the 'New Event' form in the Schoolwires application. The form has a light beige background. At the top, there's a section for 'Event Name' with a text input field containing 'Fifth Grade History Project'. Below this, there's a section for 'Start' and 'End' dates and times. The 'Start' date is set to '9/15/2011' and the time is '08:00 am'. The 'End' date is also '9/15/2011' and the time is '09:00 am'. To the right of these fields, there's a 'Category' dropdown menu with options: 'None', 'Academic - Quiz', 'Academic - Test', and 'Assembly'. At the bottom left, there are 'Save' and 'Cancel' buttons. The form also includes a rich text editor area with a toolbar and a 'Preview' button.

Step 2 Enter an Event name, Start Date and End Date. All other information is optional.

Step 3 Click **Save**. The Calendar displays.

Editing and Deleting Calendar Events

- To edit an event, you may click on the event or roll your cursor over the event. The **Edit** button displays. Click on it to continue.
- To delete an event, roll your cursor over the event. The **Delete** button displays. Click on the it to continue.



TOOLS & APPS TAB

Accessing and Managing your Files & Folders

Each section has access to its own Files & Folders where documents and images used in that section are stored. You can access your Files & Folders using the **Files & Folders** block on the Summary tab or from the **Tools** tab. The Files & Folders for your section display.

The screenshot displays the 'Files & Folders' interface. On the left, there is a sidebar with a 'Site Files' icon. The main area shows a 'Top Level' section with buttons for 'Upload', 'Refresh', 'Delete Selected', and 'Folder Actions'. Below this is a table listing files and folders.

FILE NAME	SIZE	MODIFIED	ACTIONS
ActionsDropDownList_080811.png	8.84 KB	8/22/2011 4:31:58 PM	Move More
AddEditEvent_082211.png	9.86 KB	8/22/2011 4:31:58 PM	Move More
AddExistApp_081711.png	56.23 KB	8/22/2011 4:31:58 PM	Move More
AppOpens_081711.png	19.62 KB	8/22/2011 4:31:59 PM	Move More
AppOptions1_081711.png	26.11 KB	8/22/2011 4:31:59 PM	Move More
AppOptionsShare_081711.png	27.97 KB	8/22/2011 4:32:00 PM	Move More
C2TeachDoesDontsHC.pdf	106.36 KB	8/22/2011 4:31:57 PM	Move More

- Documents and images are automatically saved in Files & Folders when inserted from your computer or network using one of the Insert wizards. They will not, however be saved in a particular folder.
- You can create folders and sub-folders to help you organize your files and images.
- You are able to upload files using the **Upload** button.
- The URL for any file or image can be located by clicking on the **More** button that displays to the right of the file, then choosing **Get Link**.
- Folders and files can be renamed by clicking on the **More** button that displays to the right of the file, then choosing **Rename**.
- When working in a folder or subfolder, you can move up a level by clicking on the folder icon at the right of the list of files and folders.

HIDING, INACTIVATING AND DELETING PAGES

Delete a Page

Deleting a page removes the page from the section and places it in the Recycle Bin. Your page is not deleted until you delete it in the Recycle Bin. From within the Recycle Bin, you may restore or permanently delete pages.

The screenshot shows the 'Current Pages' interface. At the top, there are tabs for 'New Page', 'Organize Pages', and 'Recycle Bin', along with a search bar labeled 'Find Page'. Below this is a table with columns 'STATUS' and 'PAGE'. The table lists several pages, each with a green status indicator and an 'Actions' button. A context menu is open for the 'District Calendar (printable)' page, showing options: 'Edit Page', 'Set Options', 'Get Link', 'Copy Page', 'Move Page', 'Delete' (highlighted), and 'Set Viewers'.

Inactivate a Page

When a page is inactivated, the public is not able to see it, however the page is able to be edited and will remain in the same section as other Active pages.

- To inactivate a page, simply click on the green "Active" button

The two screenshots show the 'Current Pages' interface. The left screenshot shows the 'Contact' page with a green status indicator and an 'Active' button. The right screenshot shows the 'Contact' page with a blue status indicator and an 'Inactive' button, indicating it has been inactivated.

Hiding a Section

Hiding a section is similar to inactivating a page, but it rather than removing one page, it removes all of the pages within the section. The section can be edited and changed when it is hidden and then un-hidden for public viewing.

- To hide a section, click on options.
- Then click advanced.
- To hide the section click "Hide Section in Channel Navigation"
- Press "Save"

The three screenshots show the 'Section Options' dialog box. The first screenshot shows the 'General' tab with fields for 'Section Name', 'Menu Name', 'Contact Name', 'Email Address', 'Phone #', and 'Calendar Notification Email'. The second screenshot shows the 'Advanced' tab with options for 'Friendly Web Address', 'Map Section to Web Address', 'Navigation Options', and 'Additional Options'. The third screenshot shows the 'Advanced' tab with options for 'Navigation Options' and 'Additional Options'.

DESIGN TIPS

Remember that the PUHSD website is a professional site, and that anything you do on the website reflects on the District. The tips below are given as simple reminders for how to make your site look as professional as possible.

Formatting the Page

1. Use a professional looking font that is easy to read. Don't use a "cute" font that looks like handwriting, or a script font that is difficult to read. Generally, Times, Palatino, Helvetica and Arial are always good choices.
2. A good font size for standard text on a page is usually 10-12 points. A headline can be larger, at 16-24 points.
3. Make sure you do not use a bold font for all of the text on a page or in a box. Bold fonts are used to differentiate things, and are best used in headlines or for words that you want to call attention too or emphasize.
4. Do not put all of your text in capital letters. Occasionally headlines are ok to do this with, but not the entire body of text.
5. Do not underline headings or regular text. On a webpage, underlines are used to indicate a "link."
6. Don't use more than two fonts on one page. You can use different versions of the fonts (i.e. bold, italic, etc.) to differentiate sections, but using too many fonts creates clutter and confusion.
7. For maximum readability, black text is preferred, especially for the body of the text.
8. If color is necessary when highlighting boxes, picking font colors, etc., try to use your school colors to maintain a consistent look, and choose combinations carefully to ensure readability. You should not use more than two colors on a page - You do not want your page to look like a rainbow.
9. Make sure pictures are not too large on the page. You don't want people to have to scroll to see the entire picture. SchoolWires allows you to resize uploaded images and move them around the page. See page 11 for more information.
10. Pages can look too busy very quickly when a border is placed around every text box. Generally, if you have multiple text boxes that you need to differentiate, use headlines to separate the information, or use a subtle background color on the boxes rather than a border.
11. Make sure the text is readable against the background. Dark text on a light background is the most readable, however sometimes headlines will have light text on a dark background.
12. Keep things simple. It is easy to get carried away with colors, fonts and graphics, but simple is safer and generally more professional.

Content

1. The navigation column is narrow, so page names should be as short as possible. You do not need to restate the school name or school year in the name. Try to keep them to 1-2 words if possible, which should allow them to take up only 1-2 lines at the most. The name should be concise and quickly identify what the content of the page is.
2. Limit page length to reduce scrolling. A good guideline is the content should be no more than two 8.5" x 11" pages when printed. If it is longer than two pages, try to use links to organize the page instead so people can find what they need quickly and easily.
3. If you choose to put an image of yourself on your website, make sure it portrays you as a professional. Personal images of your family and friends do not belong on a business website.
4. Make sure all content posted is professional since this is not a personal webpage. Do not include information about your personal life, family, or politics.
5. Make sure you proofread and double-check the spelling and grammar of your text. Of all websites, ours should be free of spelling and grammatical errors.
6. If you post external links on your website, make it a point to check them at least once a month to make sure they are still active and lead to the intended place. Often external website links change, leaving a useless link on your page.
7. When a new page is created, make sure there is a clear plan for whose responsibility it will be to monitor and keep it up-to-date.
8. Evaluate your site on a regular basis to ensure that the content is up-to-date and accurate. Remove outdated information in a timely manner.
9. Delete, hide or inactivate pages and links that do not contain any information. Having pages under construction gives the appearance of an outdated and unused website. If you are working on a page, but it is not ready to post yet, it should be "hidden" or "inactive". See page 25 for more information.
10. Only include graphics and photos when they add to the value of the content, not simply for decoration. Do not include clipart or animated graphics that look "elementary" – they are not professional. Photos of your school and students are great, along with your school logo.
11. If it isn't absolutely necessary to include the school year or other information that dates the page, don't include it. The more general you are, the less chance you will have of your site looking outdated at a glance. You still want to regularly update the information, but this way you aren't advertising that something is outdated.
12. Inside jokes, sarcasm and plays on words do not translate well on a website. People do not know you, and cannot hear your tone or inflections in your voice on a website and may be offended or confused since they do not know your intentions.
13. Remember who your audience is – students (current and potential), parents and community members – and ensure that all content is relevant to them.

GLOSSARY OF TERMS

App	Apps are the content building blocks of any Schoolwires page. A Schoolwires page may include one or more apps. You can create and edit apps as well as share them with other users. Apps include (but are not limited to) Flex App, Calendar App, Photo Gallery App, Article Library App, Link Library App and a File Library App. Apps are placed in columns within a page layout.
Channel	The main navigation element on your site. Channels are like file cabinets drawers in which sections are located. Remember that a channel will not be visible for users until there is at least one section in that channel or if the channel has an active homepage. When there are 16 or more sections assigned to a channel, the sections are organized in a directory page, rather than a drop-down menu.
Column	Columns are the areas where apps are placed. You can have one or more apps in a column. Columns are areas on a page layout.
Content Browser	A Content Browser is an area within Site Manager that lists the sections for which a Section Editor has editing privileges as well as the sites and channels in which they reside.
Editing Privileges	Site Manager has five levels of editing privileges: Site Director, Subsite Director, Channel Director, Section Editor and Homepage Editor. As a Section Editor, you will be able to edit all of the content in your section.
Groups	Groups are a way of classifying users based on similar needs. Groups can be used to assign Editing Privileges, Viewing Rights and Sharing Rights.
Homepage Editor	This individual has editorial privileges for the homepage and calendar on either the site or subsite depending on which type of Homepage Editor he or she is. These privileges include editing the Welcome Text, Announcements, Headlines and Features, and Site Shortcuts—any apps on the homepage. The Homepage Editor also has access to the main calendar and can edit events, approve adding events to the calendar from other sites, channels and sections. They can also import events.
Page	A Page is where you add the content for your section. You can use page types to create your pages. You can change the layout of your pages and add other apps to your pages as required.
Page Layout	Page layouts contain one, two, or three columns. You can also choose a layout with a left or right side-bar.
Section	A section is a collection of pages within a channel.
Section Editor	A Section Editor has editing privileges for a section which includes the ability to add, edit and delete pages in his or her section. Section Editors can control what content can be viewed by individual users or groups of users through the management of Viewing Rights.
Section Workspace	The Section Workspace is the area in Site Manager where you complete your Section Editor tasks. The tasks in the Section Workspace are located on a Summary tab, a Tools tab, and Editors & Viewers tab, a Statistics tab, and the How Do I...? tab.
Site Director	Site Director is the individual who has the highest level of editing privileges on your site. This person can perform such functions as registering users, granting editing privileges, configuring sections, as well as editing the Homepage and main calendar.
Site Manager	This is the tool you use to edit your section. What you see within Site Manager depends on your editing privileges.
URL	Uniform Resource Locator—This is the web address that you can use to create hyperlinks. An example is "http://www.schoolwires.com."
Viewing Rights	Viewing rights enable individual users or groups of users to view content, which has otherwise been restricted. Site Directors, Subsite Directors, Channel Directors, and Section Editors are able to assign viewing rights to users.

ADDITIONAL HELP

School Website Subsite Directors

Each school has at least one website subsite director that is responsible for the site. If you need additional help, contact them for assistance. If you do not know who has this responsibility at your site, as the principal's assistant.

Webinars

Schoolwires provides a number of helpful webinar videos that walk you through editing step-by-step. To access these, go to <http://help.schoolwires.com/webinars>. The PUHSD login is "phoenix" and the password is "c2webinars".

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This document is updated regularly and a digital copy can be found at: www.phoenixunion.org/schoolwireshelp.