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Getting Started Guide

for

Site Administrators

&

Site Directors

Schoolwires® Centricity™ 2.0

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Introduction

Congratulations on being appointed as the Site Administrator or Site Director of your new ***Schoolwires Centricity*** website. This guide is designed to help you complete the initial setup of your site. It includes references to the *Site Director Guide* and other help materials where you will find step-by-step instructions. These are all available on the *How Do I…?* Tab in **Site Manager**.

Though you may decide to undertake these steps in an different order, the order suggested here is generally the most effective.

Step 1—Create Group Categories

The first thing to consider is how you want to organize your users. *Group Categories* are a simple and effective way to organize your groups of users. They are the highest level of organization for your users. Your categories could be the names of your individual schools within your district. Each Group-Category combination, however, must be unique. See the *Site Director Guide* for information on creating Group Categories. You will complete this task within the Groups Workspace of Users & Groups.
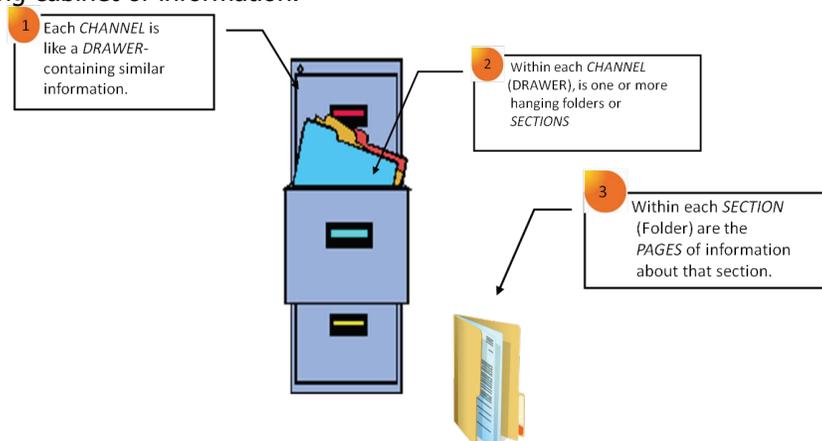
Step 2—Create Groups

Groups are a way to organize individual users. You can use Groups to assign editing privileges, to share apps to set viewing rights and to send Broadcast E-Alerts. You might add groups like 'Teachers,' 'Math Teachers' or 'English Teachers.' Though you are not required to assign a group to a category, ***Schoolwires*** recommends that you do because the unique combination that is created when a group is assigned to a category will be extremely useful. See the *Site Director Guide* for information on creating Groups. You will also complete this task in the Groups Workspace.

Step 3—Configure Sites

Since your sites were already configured by ***Schoolwires*** as your district specified, you probably have no immediate need to access Configure Sites as this point. In fact, other than reorganizing sites, Site Directors can complete or change anything in Configure Sites within Site Options or the Site Workspace.

Step 4—Configure the Channel Library

Think about your website as a filing cabinet of information.

1 Each *CHANNEL* is like a *DRAWER*-containing similar information.

2 Within each *CHANNEL* (DRAWER), is one or more hanging folders or *SECTIONS*

3 Within each *SECTION* (Folder) are the *PAGES* of information about that section.

Channels contain sections and within each of these sections are the pages of information about that particular section.

Step 4—Configure the Channel Library (cont'd)

Within the Channel Library Workspace in Configure, you create and maintain a library of channels from which the Site and Subsite Directors can choose when adding channels. It is important that you plan the channels you wish to make available carefully to suit the needs of the site and subsite and still maintain consistency.

Step 5—Assign Channels to Your Sites and Subsites

At this point you are ready to start building out your site. The first step here is to assign channels to your site and subsites. You do this on the Channels tab in the specific Site or Subsite Workspace. See the *Site Director Guide* for information on assigning channels.

Step 6—Configure Section Assets

Section Assets include...

- *Page Types,* which are simply pages that already contain one or more apps—a starting point for you as you create your pages. Your **Schoolwires** website comes with default Page Types. If you know you want to offer your Section Editors custom Page Types, we recommend you create these during your initial setup.

- *Editor Layouts,*, which enable you to provide your editors with pre-designed layouts that they can apply within an app that contains the full **Schoolwires** **Editor**. This allows you to provide consistency throughout your site. You may include tables, text, images and other forms of code in Page Layouts. You can insert Editor Layouts into Flex Editor Apps when you add them to a Page Type. You can then include those Page Types as part of a Section Configuration.

- *Section* Configurations, which allow you to establish a specific type and number of pages to assign to sections when you create them, either one at a time or by importing them using Section Robot.

Step 7—Add Users, Assign Editing Privileges, Create Sections

Add the Initial Users

You can add your initial users one at a time or import them using a CSV file. Either way, the only required fields are First Name, Last Name and User Name. If you import the initial users, you can assign passports and assign them to groups during the import. If you don't assign passports to your users initially, you can do that later using Update Users in Users & Groups. You can assign users to groups later using Mass Assign Users in Users & Groups .

See the *Site Director Guide* for information on adding and importing users.

Assign Editing Privileges

Editing privileges are in addition to any extended privileges that users have based on their passports. We have five levels of editing privileges.

- *Site Directors* have access to all Site, Channel and Section Workspaces at the main (district) site and all the subsites (schools). Generally, *Site Directors* are assigned passports that also includes all the administrative tasks.

Step 7—Add Users, Assign Editing Privileges, Create Sections (cont'd)

Assign Editing Privileges (cont'd)

- *Subsite Directors* have access to their Subsite Workspaces as well as all the Channel and Section Workspaces on a subsite.
- *Channel Directors* have access to their Channel Workspaces and all the Section Workspaces within that channel.
- *Section Editors* have access to their Section Workspaces.
- *Homepage Editors* have access to the homepage and calendar on their assigned sites or subsites.

See the *Site Director Guide* for information on assigning editing privileges.

Create Sections

You can create sections one at a time within the appropriate Channel Workspace or you can use Section Robot to import multiple. The benefits of importing sections are...

- It is a fast and efficient way to create many sections for a lot of different channels regardless of the site or subsite.
- It permits you to assign the section configuration to multiple sections at during the import.

See the *Section Robot* tutorial for more information.

Most likely your teachers will create a lot of the content for your website. You can give all the teachers their own sections. With User Import, you can add users, create teacher sections using the teachers' names and assign each teacher as a Section Editor all at once. You can wait to send your teachers their sign-in names and passwords until you are ready to train them and have them begin entering content.

Step 8—Configure Calendar Assets

Calendar Assets include...

- *Event Categories*, which color code calendar events. Your end-users can filter events by these categories. You can create as many calendar categories as you wish. This master list of calendar categories controls the category choices for editors on the entire site.

- *Collections*, which contain calendars for specific sites, subsites, channels and sections to which editors might wish to post events. You add calendar collections to your event to post it to those to other calendars. See *Post Events to Other Calendars* for more information.

Step 9—Configure System Settings

If desired, you can change the system settings. These include…

- Change the system email address
- Change the length of the session timeout
- Change the default section size
- Change the maximum image width
- Allow mobile e-alerts
- Show or hide the Register button
- Activate display feeds for RSS and iTunes

- Allow Schedule Star calendar integration
- Activate weather alerts
- Activate Amber alerts
- Activate the district template on all sites
- Allow Gaggle sign-in
- Enter the **Schoolwires Synergy™** URL for homework drop boxes if you have **Synergy**

Step 10—Create Passports

Passports are sets of extended privileges within the administrative areas of **Site Manager**. They are not determined by or related to editing privileges. Since your initial users will be helping you set up your site, you will want to assign them a passport that will give them the extended privileges in Configure and Users & Groups for those tasks. See the *Site Director Guide* and the *Passports Help Card* for information on the extended privileges you can assign and how to create and apply passports.

In the Content Browser, whether you see any or all of the areas shown under *Users & Groups* and *Configure* depends on your passport. *Site Administrators and Site Directors with extended privileges will probably see all the areas shown in Exhibit 1.*

For instance, if you assigned people a passport that includes only the extended privilege for Templates. Those people would only see the *Templates* area in *Configure* and would not have access to any of the other areas within *Configure*. *Moderated Groups* is another area that is controlled by the passport. However, users will only see *Approval Queue* if they have been assigned as moderators of moderated groups.

You may wish to create a passport for most users that only includes the extended privilege of modifying their accounts.
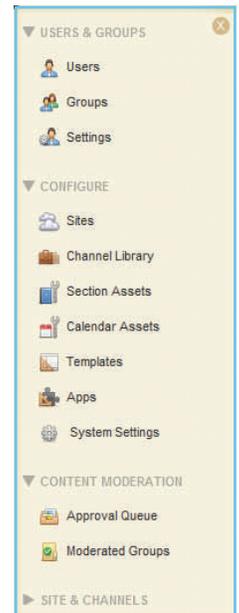

Exhibit 1

Step 11—Train Your Users and Start Adding Content

Now that you've set up your site and any resources (e.g., Page Types, Editor Layouts) your editors will use, you are ready to train your editors and have them start adding content. See the *Site Director Guide*, the *Section Editor Workbook*, the **Schoolwires Editor** *Help Card* and the tutorials on the **Editor** for information adding content. In addition, we have articles, video tutorials, Help Cards and other materials on the *How Do I…?* Tab within **Site Manager** that you may find useful.