

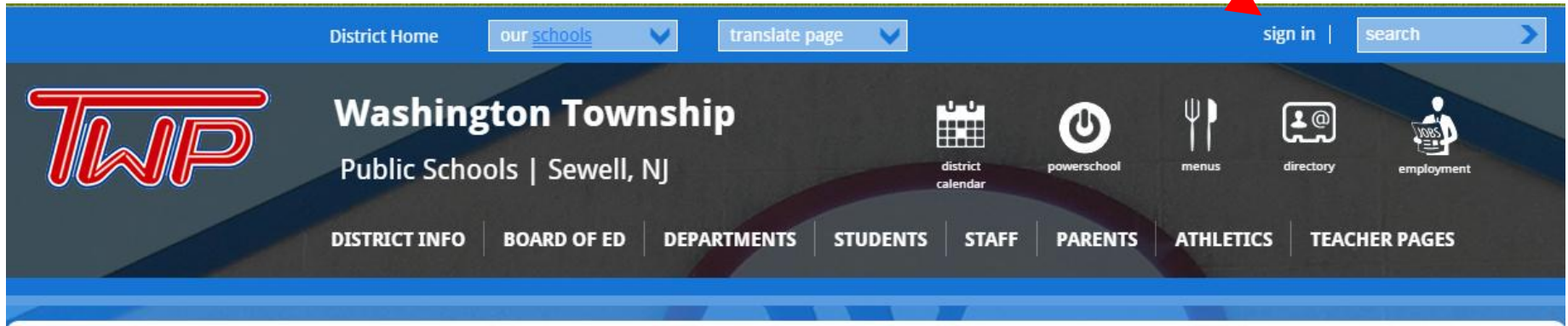
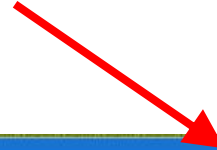


schoolwires®

Nov 5th Inservice

Go to district website

Sign-in using the username and password that you use to log-in to the network.



Your site will look like this:

Click on site manager to begin building/editing your site.



Your page will look like this

The screenshot shows the Centricity teacher workspace for Deborah Schiavi. The interface includes a top navigation bar with links for 'View Website' and 'Community & Support'. Below this is a green header with the teacher's name and a 'Section Workspace' title. A sidebar on the left lists 'SITE & CHANNELS' with a link to 'Schiavi, Deborah'. The main content area is titled 'Current Pages' and features a 'New Page' button, 'Organize Pages', and 'Recycle Bin' buttons. A table lists five pages: 'Welcome', 'Homework', 'Class Documents', 'Web Resources', and 'Calendar', each with a status indicator and an 'Actions' dropdown menu. A search bar labeled 'Find Page' is also present. On the right, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments', and a 'Total Visits' line graph showing a peak in late August 2014.

STATUS	PAGE	Actions
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

you will use the
the new page
button, app
title, and the
actions
buttons, and
to build/edit
your website

5 pages, or
apps, have
been pre-
loaded into
each teacher's
website

This button allows you to view how others will see your site. Be sure to **SAVE** changes before clicking it!

The Welcome Page App

A pre-formatted page that allows you to easily attach a photo or image, insert your contact information, credentials, and bio.

The screenshot shows the Centricity LM interface for Deborah Schiavi's Section Workspace. The 'View Website' button is circled in red in the top navigation bar. A red arrow points from the 'Welcome' page entry in the 'Current Pages' list to the text description on the left. The 'Current Pages' list includes 'Welcome', 'Homework', 'Class Documents', 'Web Resources', and 'Calendar', each with an 'ACTIVE' status and an 'Actions' dropdown menu. The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (0), and a 'Total Visits' line graph.

STATUS	PAGE	Actions
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

Total Visits

Line graph showing visits over time (8/2014 to 9/2014). The y-axis ranges from 0 to 10. The graph shows a sharp increase in visits starting in late August, peaking at approximately 10 visits in early September.

When you click on the Welcome App you will be able to enter information into the various fields.

The details Tab will provide fields for entering contact info and degrees/certifications.

Only the fields entered appear on the live website.

Be sure to save before you view website.

the Home button and the Summary button will take you back to your list of Apps

The screenshot shows a web application interface for editing an 'About Teacher App'. At the top is a green navigation bar with buttons: 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below this is a breadcrumb trail with 'Welcome Page' and 'About Teacher App'. The main content area is titled 'About Teacher App' and has two tabs: 'About Me' (selected) and 'Details'. An 'Options' button with a gear icon is in the top right. The form fields include: 'Prefix:' with a dropdown menu, 'Name:' with a text input field, 'Biography' with a rich text editor (containing the letter 'p'), and 'Photo:' with a text input field and a 'Browse...' button. At the bottom, there is a checkbox labeled 'Activate on my page' which is checked, and two buttons: 'Save' (highlighted in green) and 'Cancel'. Red arrows point from the text annotations to the 'Summary' button, 'Welcome Page' button, 'Details' tab, and 'Save' button.

This button allows you to view how others will see your site. Be sure to **SAVE** changes before clicking it!

Homework App

A pre-formatted page that allows you to easily post homework assignments. This App allows you to copy assignments to your calendar and add a description of the assignment.

Assignments automatically transfer to a “Past Due” column when the due date passes.

The screenshot displays the Centricity LM interface for Deborah Schiavi's Section Workspace. The top navigation bar includes 'View Website' (circled in red) and 'Community & Support'. The left sidebar shows 'SITE & CHANNELS' with 'Schiavi, Deborah' selected. The main content area features a 'Current Pages' section with buttons for 'New Page', 'Organize Pages', and 'Recycle Bin', along with a 'Find Page' search bar. Below this is a table of pages:

STATUS	PAGE	Actions
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

A red arrow points to the 'Homework' row. The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (All Comments), and a 'Total Visits' line graph.

Total Visits Graph Data:

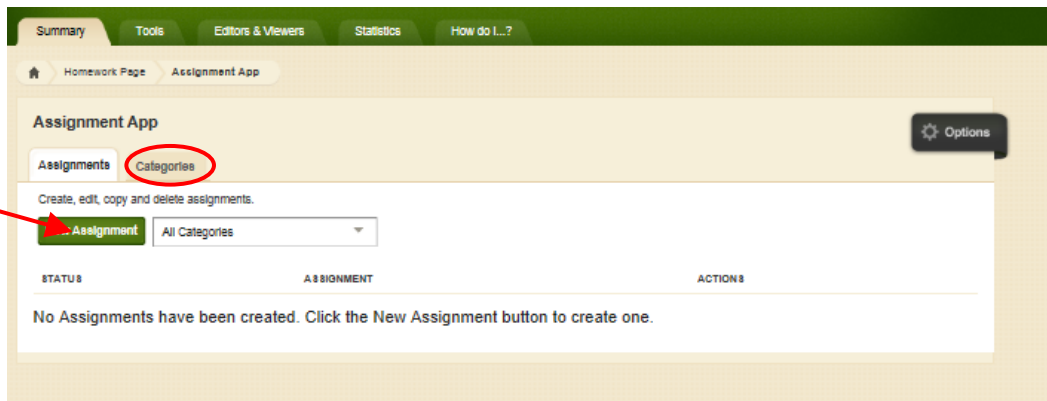
Date	Visits
6/20/14	0
7/20/14	0
8/20/14	0
9/20/14	10

When you click on the Homework App you will be able insert an assignment.

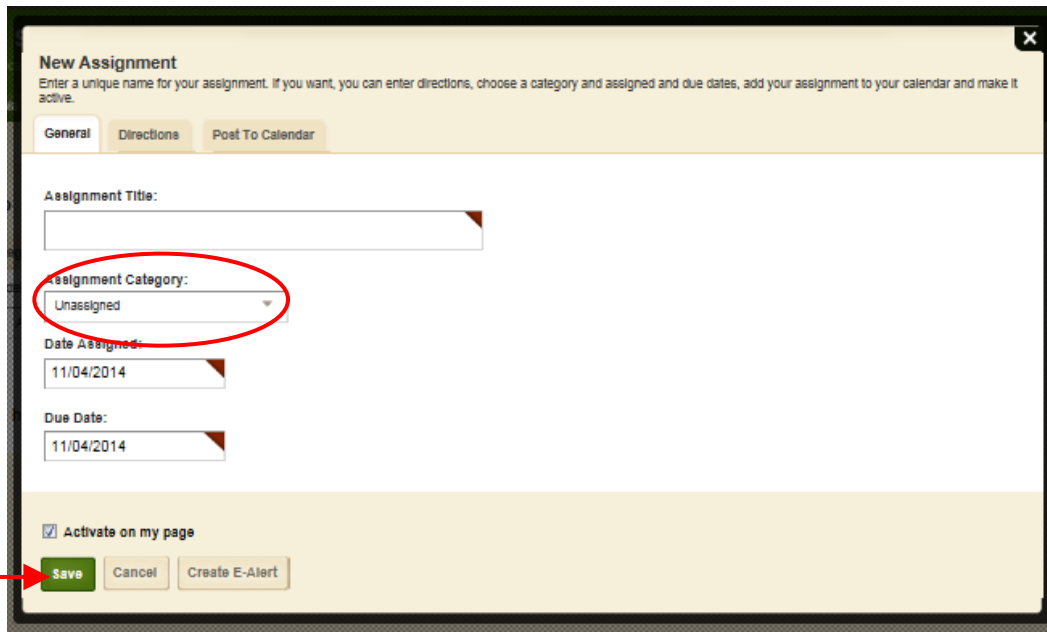
The categories tab allows you to set up multiple classes under one assignment App

The directions tab will provide fields for entering a description of or directions for the assignment.

Be sure to save before you view website.



This screenshot shows the 'Assignment App' interface. At the top, there are tabs for 'Summary', 'Tools', 'Editors & Viewers', 'Statistics', and 'How do I...?'. Below these are 'Homework Page' and 'Assignment App' tabs. The 'Assignment App' section has two sub-tabs: 'Assignments' and 'Categories'. The 'Categories' tab is circled in red. Below the tabs, there is a text box that says 'Create, edit, copy and delete assignments.' and a green 'New Assignment' button, which is pointed to by a red arrow. To the right of the button is a dropdown menu labeled 'All Categories'. Below this is a table with columns 'STATUS', 'ASSIGNMENT', and 'ACTIONS'. The table is currently empty, with a message below it stating 'No Assignments have been created. Click the New Assignment button to create one.'



This screenshot shows the 'New Assignment' form. It has a title bar with a close button. Below the title bar, there is a text box for 'Enter a unique name for your assignment. If you want, you can enter directions, choose a category and assigned and due dates, add your assignment to your calendar and make it active.' There are three tabs: 'General', 'Directions', and 'Post To Calendar'. The 'General' tab is active. It contains several fields: 'Assignment Title:' (a text box), 'Assignment Category:' (a dropdown menu with 'Unassigned' selected, circled in red), 'Date Assigned:' (a date picker showing '11/04/2014'), and 'Due Date:' (a date picker showing '11/04/2014'). At the bottom, there is a checkbox labeled 'Activate on my page' which is checked. Below the checkbox are three buttons: 'Save' (pointed to by a red arrow), 'Cancel', and 'Create E-Alert'.

This button allows you to view how others will see your site. Be sure to **SAVE** changes before clicking it!

Class Documents App

A pre-formatted page that allows you to upload a list of files to your page. It is easy to continue adding files to the list (or removing them) throughout the year

Advanced: this App can also be inserted into a Flex Page so that it is incorporated into a page layout.

The screenshot shows the Centricity LM interface for Deborah Schiavi's Section Workspace. The 'View Website' button is circled in red in the top navigation bar. A red arrow points from the 'Class Documents' app in the 'Current Pages' list to the text description on the left. The 'Current Pages' list includes 'Welcome', 'Homework', 'Class Documents', 'Web Resources', and 'Calendar'. The 'Class Documents' app is currently inactive, indicated by a green 'ACTIVE' button and an unchecked checkbox. The right sidebar shows 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments' (0), and a 'Total Visits' line graph showing a sharp increase in visits starting in August 2014.

STATUS	PAGE	ACTIONS
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

Date	Visits
6/2014	0
7/2014	0
8/2014	0
9/2014	10

When you click on the Class Documents App you will be upload a document to a running list.

Make sure to enter a title.

Description only shows if you enter it.

Use select file to browse computer for a file.

Be sure to **scroll down** and save before you view website or return to the home list.

The screenshot shows the 'File Library App' interface. At the top, there are tabs for 'Class Documents Page' and 'File Library App'. Below the tabs, there's a 'File Library App' header with a 'New File' button (highlighted by a red arrow) and a 'Sort Files' button. A message states: 'We noticed that you don't have any files. Click New File to get started.' Below this is a table with columns 'STATUS', 'FILE', and 'ACTIONS'. The table is empty. Below the table are tabs for 'General', 'Display Duration', and 'Viewers'. The 'General' tab is active, showing a 'File Title:' text input field (highlighted by a red arrow) and a 'Description:' text area with a rich text editor toolbar (highlighted by a red arrow). Below the description area is a preview section showing a paragraph of text starting with 'p'. At the bottom, there's an 'Author:' text input field and an 'Uploaded File' section with a message 'You have not uploaded a file.' and a 'Select File' button (highlighted by a red arrow).

This button allows you to view how others will see your site. Be sure to **SAVE** changes before clicking it!

Web Resources App

A pre-formatted page that allows you to easily maintain a list of websites.

This App can be incorporated into a Flex Page layout

The screenshot shows the Centricity website management interface. At the top, the 'View Website' button is circled in red with an arrow pointing to it. The interface includes a sidebar with 'CONFIGURE' and 'SITE & CHANNELS' sections. The main area displays 'Current Pages' with a table of pages: Welcome, Homework, Class Documents, Web Resources, and Calendar. Each page has an 'ACTIVE' status and an 'Actions' dropdown. A red arrow points from the text 'This App can be incorporated into a Flex Page layout' to the 'Web Resources' page. On the right, there are sections for 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments', and a 'Total Visits' line graph.

STATUS	PAGE	Actions
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

Total Visits

Line graph showing visits over time (8/2014 to 9/2014). The y-axis ranges from 0 to 10. The graph shows a sharp increase in visits starting in late August, peaking at approximately 10 visits in early September.

When you click on the Link Library App you will be upload a document to a running list.

Enter a title.

Description only shows if you enter it.

Copy and paste or type your complete web address (that includes the *http://* part).

Be sure to save before you view website or return to the home list.

The screenshot shows the 'Link Library' app interface. At the top, there are navigation tabs for 'Web Resources Page' and 'Link Library'. Below this is a header bar with the title 'Link Library' and an 'Options' button. The main content area is divided into two sections: 'Link' and 'Display Duration'. The 'Link' section contains a 'Link Title' text field, a 'Description' text area with a rich text editor toolbar, and an 'Address' text field. The 'Display Duration' section is currently empty. At the bottom, there is a 'Save' button, a 'Cancel' button, and a 'Create E-Alert' button. Red arrows point from the instructional text on the left to the 'New Link' button, the 'Link Title' field, the 'Description' field, the 'Address' field, and the 'Save' button.

Web Resources Page Link Library

Link Library

New Link Sort Links

STATUS

We noticed that you

Link

Display Duration

Link Title:

Description:

Address:

☒ Activate on my page

Save Cancel Create E-Alert

This button allows you to view how others will see your site. Be sure to **SAVE** changes before clicking it!

Centricity^{lm} View Website Community & Support Feedback Sign Out

Deborah Schiavi
Section Workspace

Summary Tools Editors & Viewers Statistics How do I...?

Current Pages

New Page Organize Pages Recycle Bin Find Page

STATUS	PAGE	
ACTIVE	Welcome	Actions ▼
ACTIVE	Homework	Actions ▼
ACTIVE	Class Documents	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

Calendar App

A pre-formatted page that allows you to insert events onto a calendar.

Some district events automatically appear on your calendar.

Common Tools

- Photo Gallery
- Forms & Surveys
- Files & Folders

Pending Comments All Co

There are no [comments](#) awaiting approval.

Total Visits

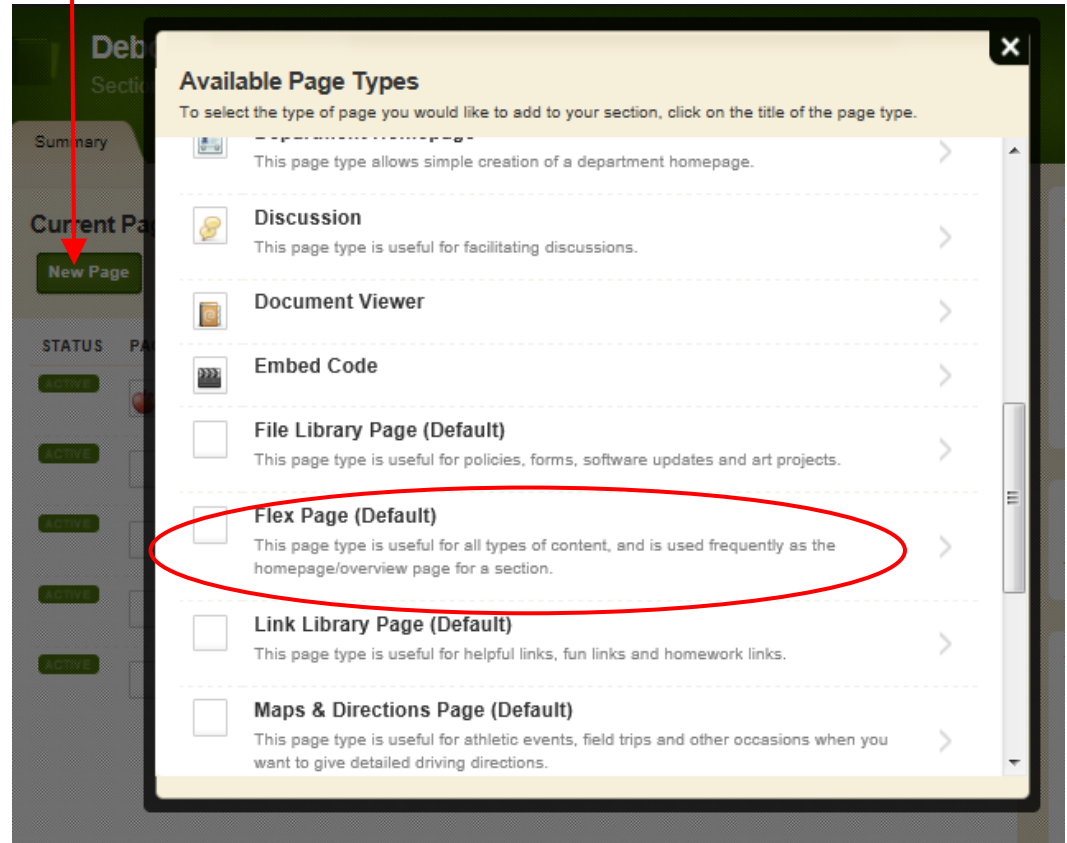
Date	Visits
6/2014	0
7/2014	0
8/2014	0
9/2014	10

Flex Page

This page layout allows you to create a page with a heading, pictures, links, etc. in a fairly easy to use format. It is often used as the homepage/overview page for a section.

Advanced: this App allows you to combine Apps to create more interesting/organized pages

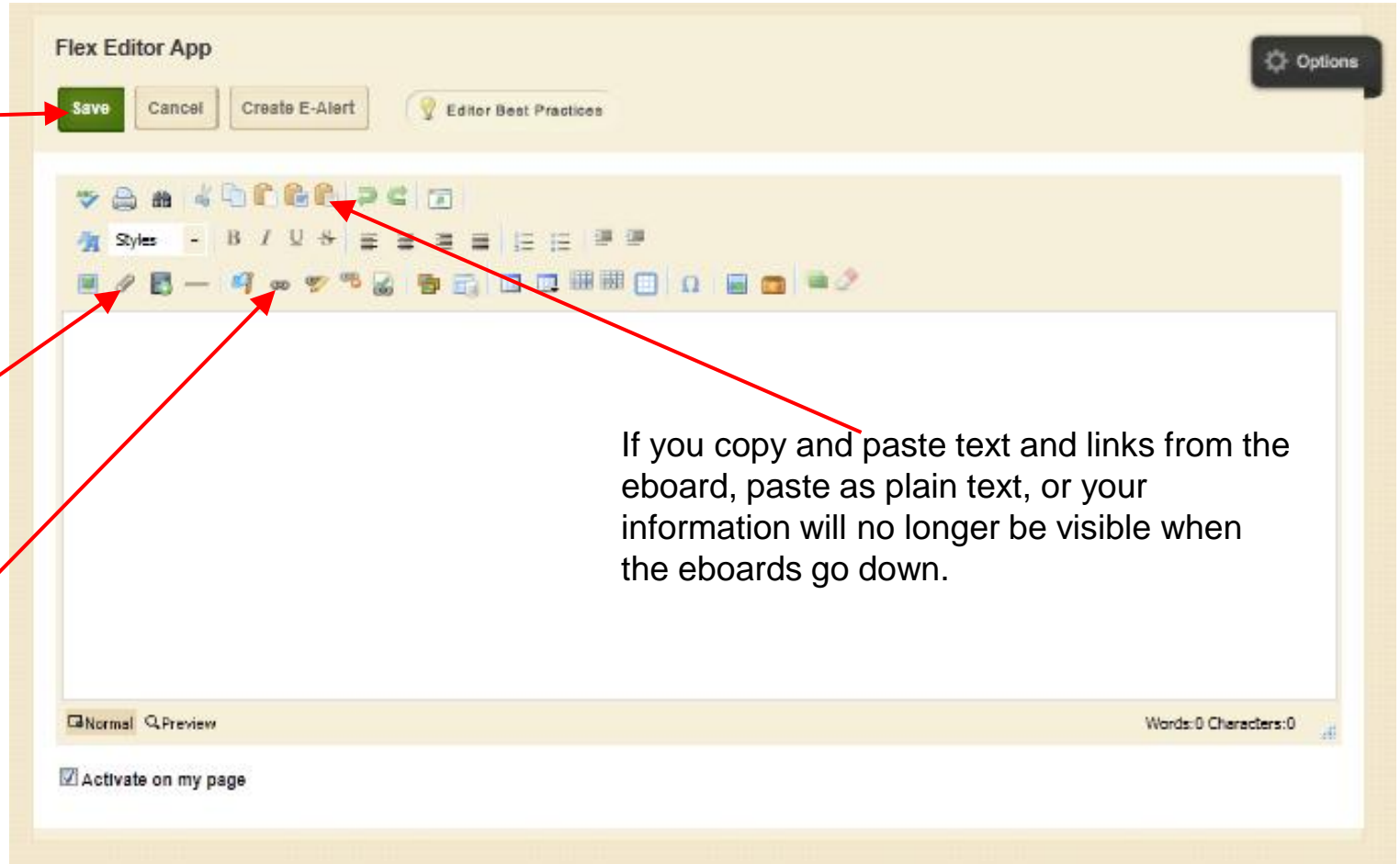
add a Flex Page by clicking NEW PAGE, scrolling down and selecting Flex Page



save before
leaving the page

insert a document

highlight a word
and make it an
active link to a
website

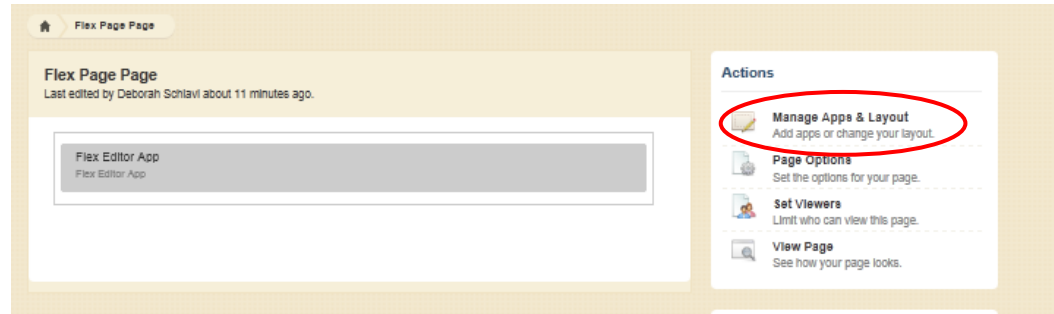
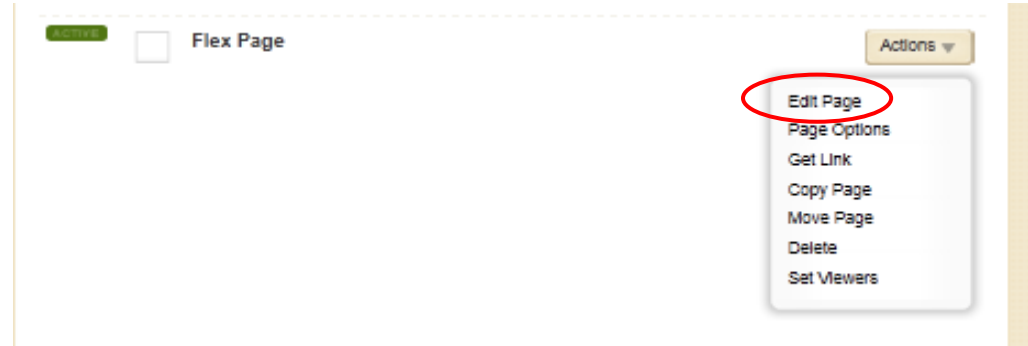


If you copy and paste text and links from the eboard, paste as plain text, or your information will no longer be visible when the eboards go down.

You can combine several Apps into one page.

From the home screen, click on the actions button and select edit page.

select manage apps and layout



select change layout

select a layout and apply it

Use the add App feature to add homework Apps, link library Apps, document Apps, etc to one single page. Drag them to the open spaces to arrange your Apps on your page.

be sure to select I'm done before moving to another page

Accessing this same screen and clicking an App allows you to edit it

