

# Stockton Unified SchoolWires Guide

## Site Manager Links

There are four links at the top of *Site Manager*.

<b>Element</b>	<b>Description</b>
View Website	When you click this link, you see a refreshed version of the website and you can view any changes you have made. You will have two browser windows open, the Site Manager browser window and the original browser window.
Community & Support	When you click this link, you are taken to the Schoolwires Share site.
Feedback	When you click this link, a dialog displays where you enter comments and suggestions.
Sign Out	When you click this link, you are signed out of Site Manager.

## Settings Button

Click **Settings** to access options for the Site or Subsite. Options are available on the **General**, **Contact** and **Advanced** tabs.

## Workspace Tabs

Click on a workspace tab to display its options. Tabs provide access to the functions contained within the workspace. **Summary**, **Tools**, **Directors & Viewers**, **Channels**, **Statistics** and **How do I...?** are tabs you may see in the site and subsite workspaces.



- **Summary:**
- **Common Tools :** Use Common Tools to quickly access options that are used most often.
  - **Files & Folders:** Organize the files and folders used in your workspace
  - **Approve Visitor Comments:** Use Pending Comments to approve or decline comments.
  - **App Manager:** Manage and edit the apps in your workspace.
  - **Photo Gallery:** Create and manage photo galleries for your section.
  - **Forms & Surveys:** Create and manage forms and surveys for your section.
  - **Approve Community Editing:** Approve or reject community edits to your apps
  - **Reports:** View your section's reports.
  - **Minibase:** Create and manage minibases for your section.
- **Statistics:** View the total visits to your webpage/website by date in a graph form.
- **How Do I...?:** Get help directly from SchoolWires! Search help articles, view interactive tutorials, and view additional resources to find the answers to your website-related questions.