![schoolwires - a Blackboard solution]

Section Editor

Accessing Your Section

A Site, Subsite or Channel Director must assign you as a Section Editor so that you have permission to edit your section.

Open *Site Manager* and access your section or sections.

1. Sign in to your website.   **Sign In**
2. Click **Site Manager**.   **Site Manager**
   Your Section Workspace displays.

If you edit multiple sections, your default Section Workspace displays. You access other assigned sections using the Content Browser.

> **SITE & CHANNELS**
> - Agricultural Studies
>   (Happy Valley High School / Programs)
> - Ryan Miller
>   (Happy Valley Elementary School / Fifth Grade)

Hot Topics Billboard

The Hot Topics Billboard in your Section Workspace offers quick access to articles designed to help you create engaging pages.
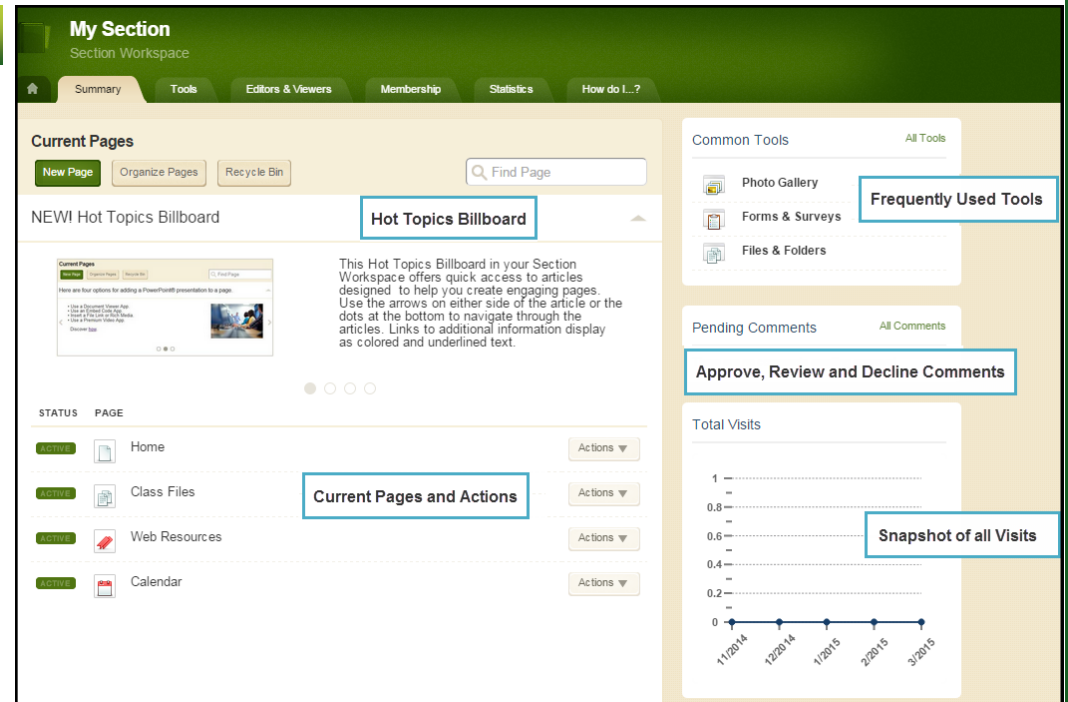
Use the Arrows on either side of the article or the dots at the bottom to navigate through the posts.

Section Workspace—Summary Tab

Summary Tab

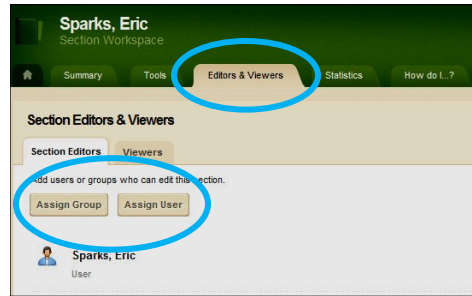Here is what you can work with in the **Summary** tab.

- **Current Pages:** Provides access to your pages and page actions.

- **Common Tools:** Provides quick access to tools you use most often.

- **Pending Comments:** Provides quick access to approve, review or decline comments.

- **Total Visits:** Provides a snapshot of total visits to your section.

My Section
Section Workspace

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

Current Pages
New Page | Organize Pages | Recycle Bin | Find Page

NEW! Hot Topics Billboard ...... Hot Topics Billboard

This Hot Topics Billboard in your Section Workspace offers quick access to articles designed to help you create engaging pages. Use the arrows on either side of the article or the dots at the bottom to navigate through the articles. Links to additional information display as colored and underlined text.

STATUS	PAGE	
ACTIVE	Home	Actions ▼
ACTIVE	Class Files	Actions ▼
ACTIVE	Web Resources	Actions ▼
ACTIVE	Calendar	Actions ▼

Current Pages and Actions

Common Tools — All Tools
- Photo Gallery
- Forms & Surveys — Frequently Used Tools
- Files & Folders

Pending Comments — All Comments
Approve, Review and Decline Comments

Total Visits — Snapshot of all Visits

Current Pages on Summary Tab

- Click **New Page** and choose from available Page Types to add a page.
- Click Active/Inactive to the left of the page name to change the status.
- Click the page name of a page containing only one app to edit the app.
- Click the page name of a page containing multiple apps to access the Page Details window. Click an app name to edit the app.
- Click **Edit Page** from the **Actions** drop-down list to access the Page Details window for any page.
  In Page Details, click **Manage Apps & Layout** in Actions to enter design mode. In this mode, you can change the layout as well as organize, add and delete apps.
- Click **Actions** to access the drop-down list from which you can edit page details, set page options, get the web address (URL) for the page, copy or move the page, delete the page (move it to the Recycle Bin) and set viewing permissions for the page.
- Click **Organize Pages** to sort your pages or to create a hierarchy by dragging-and-dropping the page names to different locations.
- Click **Recycle Bin** to navigate to the Recycle Bin in order to restore or permanently delete pages in the bin.

Editors and Viewers Tab

On the **Editors & Viewers** tab you can assign Sections Editors and Viewers for the section.

1. Click **Assign User** or **Assign Group**.

2. Enter all or part of a user or group name in the Search field and click **Search**.

3. Click **Select** to move user to Selected column.

4. When finished click **Add**.

Statistics & How Do I...? Tabs

On the **Statistics** tab, you can specify a date range for which you would like to see.
- Total visits to your section.
- Total page views in your section.
- Total targeted visits.

On the **How Do I** tab, you can locate articles, video tutorials and additional resources to help you manage your section.

You can view a webinar on managing the Section Workspace at http://help.schoolwires.com/SectionWorkspaceWebinar.

Working with Page Layouts and Apps

Pages in your Section consist of a Page Layout with Regions that contain Apps.

Page Layout
The way in which the Regions are arranged on a page is called the **Page Layout**. You can have one, two or three columns as well as narrow columns to the left or right (sidebars). Most can also have a header and footer region.

Regions
You place your apps into the columns, headers and footers of a page layout. You can place one or more apps in any of these Regions. For more information, see the Additional Resource *Best Practices for Apps on a Page* on the **How Do I** tab.
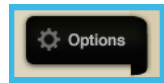
Apps
Apps are the content building blocks of any *Centricity2* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors.

App Options
To access App Options, edit the app and click **Options**. Here you may be able to—
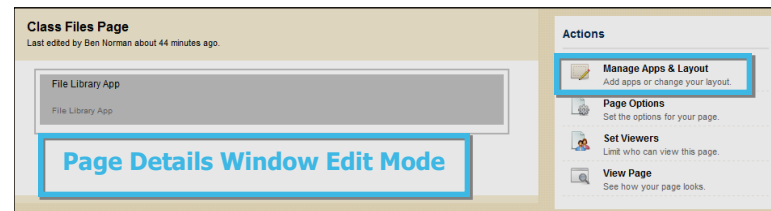- Modify the app name.
- Enter a description.
- Show the app name on the page.
- Control the number of records that display on the page.
- Share the app.
- Control settings for Social Media Framework.

In Schoolwires you edit your apps and design your page in the same location within your Section Workspace—the Page Details window. On a page that contains more than one app, clicking on the title of your page opens the Page Details window for that page. To access the Page Details of a page with only one app, click the Page Name to edit the app.

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

In the Page Details window, click **Manage Apps & Layout** in Actions to enter the Design Mode.

Page Details Window Edit Mode

In Design Mode, you—
- Click **Change Layout** to change the number and style of your columns.
- Click **Add App** to choose a new app or an existing one that was created in this section or shared with you.
- Drag-and-drop your apps to the desired regions.
- Double-click on app names to edit them.
- Click the ⊗ in the upper right corner of the app to remove it from your page. You cannot edit or delete apps that someone else has shared with you, but you can remove them from your page.
- Click **I'm Done** to return to the Page Details window.

Page Details Window Design Mode