

Schoolwires Website Training

Log in to Schoolwires

- Click **SIGN IN** in the top right of our home page (www.paulding.k12.ga.us) and log in with your network id and password.



- Click **SITE MANAGER** on the top right.



- The sections you may edit will display in the SITE & CHANNELS column on the left.
- If you do not see **SITE MANAGER**, you have not been set up to manage your webpage. Your site admin will need to fix this for you.

The Section Workspace

The Section Workspace contains a series of tabs and a list of all the pages that you currently have. As you edit the various pages in your section, you can always get back to this list by clicking the **Summary** tab.

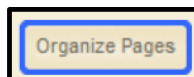


Section Workspace Tabs

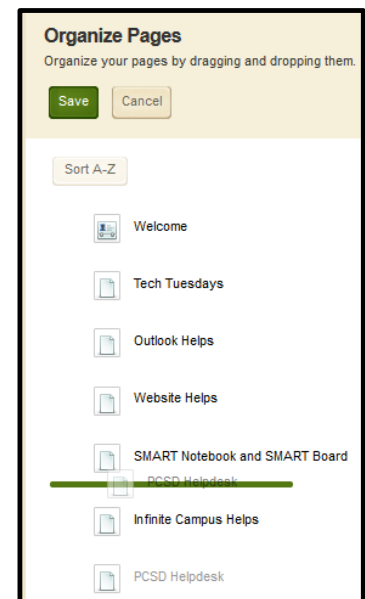
- **Summary tab** – takes you back to your section workspace
- **Tools tab** - lists your section's tools and apps
- **Editors & Viewers tab** – allows you to add users or groups who can edit your section and/or limit who can view your page
- **Statistics tab** – shows the number of visits and page views for the section
- **How do I...? tab** – gives access to help articles, videos, and resources

Organize/re-order pages

- Click the **Organize Pages** button.

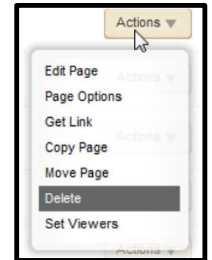
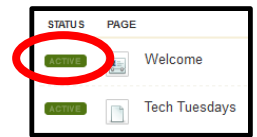


- Click the page name and drag the page.
- When the green line is where you want the new page to be, let go of the mouse.
- To nest a page under another page, drag and drop the page name on top of another page and let go when you see the green plus sign. An arrow will appear to show there are pages listed under the main page.
- Follow the same drag and drop steps to move a nested page to a different location.
- To sort the pages alphabetically, click the **Sort A-Z** button.
- Click **Save** when you're finished moving pages.



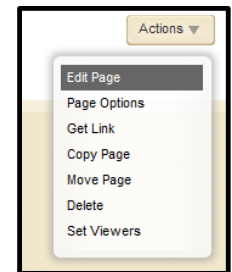
Delete or deactivate a page:

- Click the Summary tab to return to the list of your pages if you're not there already.
- Click the green status button to deactivate a page you're working on if you don't want it to show up on your menu until you're done with it. Click the status button again to make it active/viewable.
- Click the **Actions** button to the right of the page and select **Delete** from the drop-down menu to delete a page you don't want anymore. Click **Yes** to confirm the deletion.
- When you delete a page, it goes the Recycle Bin. To retrieve the page, click the **Recycle Bin** tab and click Restore to get the page back. Click Delete to remove the page from the system permanently.

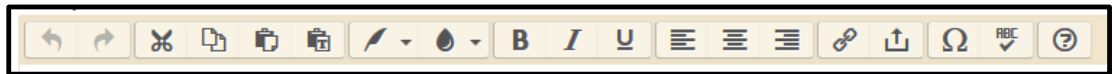


Add a Page

- Click the **New Page** button.
- Choose a page type from the list of available pages.
- Type a title in the **Page Name:** field and click **Save**.
- Click the Actions button next to the page name and select **Edit Page**.
- Click the App name to open the editor (if you chose a blank page, you'll need to follow the below for managing/adding apps to a page).
- The type of editor that opens is determined by the app chosen:



Basic Text Editor



- The basic text editor has basic functions such as redo, cut, copy, and paste text, and allows some formatting options such as text size (using the styles button), text color, bolding, and text alignment. You can also insert a link to a website or a file, insert special characters, and spell check your text.

Schoolwires/Flex Editor

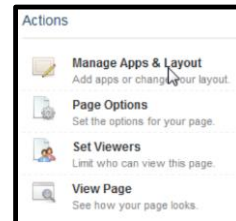
- The top rows have functions similar to those found in Microsoft Word including spell check, font styles and format and bulleted lists.
- The bottom row allows you to insert features such as images, file links, videos, and hyperlinks.
- Click HTML at the bottom of the editor window to view and/or edit the HTML code.



- Click **Save**.

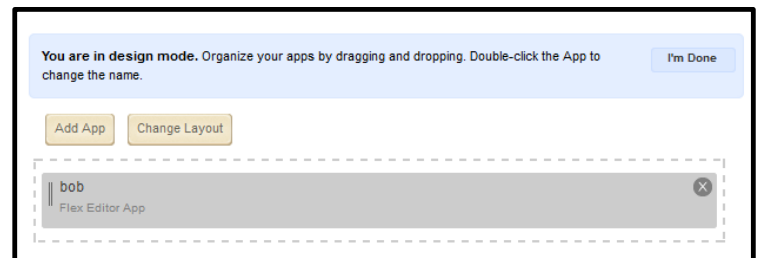
Edit an existing page

- Click the **Summary** tab, if necessary, to return to your list of existing pages.
- Click the **Actions** drop down arrow of the page you wish to edit and select **Edit Page**.
- Hover over the app you want to edit and click the pencil icon.
- Edit the page.
- Click **Save**.

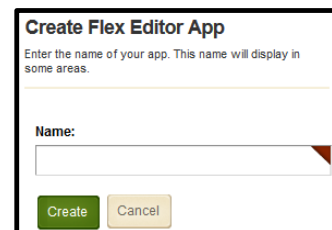


There are several options in the Actions box on the right of the page:

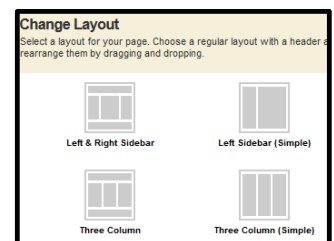
- **Manage Apps & Layout** allows you to add apps to the page or change the way the apps are displayed on the page.
 - To add another app to your page, click the **Add App** button.



- Choose the type of app you want to add.
- Click **Create New**, enter a name for the app, and click **Create**.

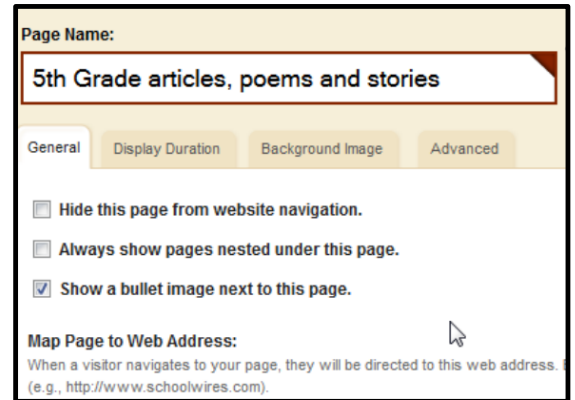


- Click **Change Layout** and to change how the apps are arranged on the page.
 - Choose a new layout and click **Apply**.
 - Drag and drop an app to a new box.
 - Click the **X** to delete an app.
 - Click **I'm Done** when you're finished organizing the apps.

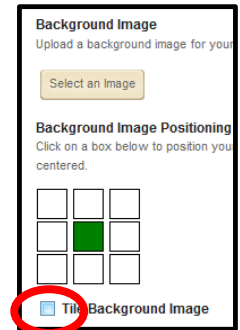


- **Page Options**

- If desired, enter a new page name in the **Page Name:** field.
- Select the boxes if you want to hide the page from view in the website navigation, to always show the pages nested under this page, and to show a bullet image next to this page.
- Enter a URL in the **Map Page to Web Address:** field if you want to redirect visitors to a different web address.



- Click the **Display Duration** tab if you want to set a specific date range when the page is viewable.
- Click the **Background Image** tab to set a background image:
 - Make sure the image you want to use is already saved to your computer. A useful tip is to search the internet for free seamless background tiles and download and use one of these as it will fill the entire page without visible lines.
 - Click **Select an Image** to browse for the image.
 - Click a box to position the background image on the page or choose **Tile Background Image** to set the image to cover the entire page.
 - Click **Save**.
- Click the **Advanced** tab to enable meta data (how search engines locate the page) and page caching.



- **Set Viewers** – allows you to limit who can view the page.

- By default, all website viewers can view the page.
- Click the **Assign Group** tab or the **Assign User** tab to add specific users or groups as viewers. They will then be the only ones able to see the page.

- **View Page**

- Click here to see how the page looks on the end-user website.
- Click the X in the top right hand corner to close the view.

Page Actions

- **Edit Page** takes you to the page details window so you can edit the page.
- **Page Options** – allows you to change the display duration of a page, change the page name, and enable page caching
- **Get Link** – allows you to get the web address for the page
- **Copy Page** – allows you to make a copy of the page within the section
- **Move Page** – allows you to move the page to another section you have rights to
- **Delete** – deletes the page and moves it to the Recycle Bin
- **Set Viewers** – allows you to see who may view the page

