



DIGITAL  
SCHOOL  
NETWORK

# SchoolPointe CMS Manual

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# **DISTRICT**

# **MANAGEMENT**

# District Management

**District Details page-** This is where you will want to add your district address which will show in the footer of your district page. So make sure this is always up to date with the correct address.

## **SECTION OPTIONS- Right side**

**District News-** You will click on Add New article. You will then see the screen below.

**\*\*Depending on your permissions will depend on if you see all school names or just certain ones.**

### **Add a New Article**


A new PREVIEW/SAVE DRAFT option has been added below, this allows you to view the full article layout on the live site before it posts to the homepage, as well as save a draft.

The article will NOT PUBLISH to the homepage until you click one of the normal SAVE buttons below.

The News and Expiration Dates will still apply for published articles.

Pop-ups must be enabled in your browser to view the Preview.

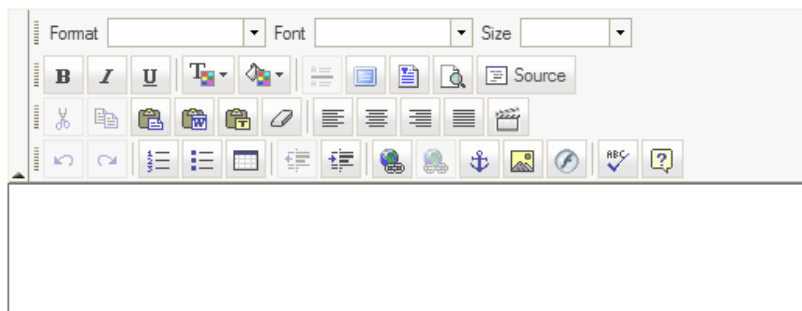
**THE ARTICLE WILL SAVE WHEN YOU CLICK PREVIEW. IT WILL JUST NOT BE PUBLISHED.**

News Date:    
MM/DD/yyyy

Expire Date:    
MM/DD/yyyy

Title:

Sub-header(teaser): **Note:** Displays on homepage.

A screenshot of a rich text editor interface. At the top, there are dropdown menus for 'Format', 'Font', and 'Size'. Below these are three rows of icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, source code), editing (undo, redo, cut, copy, paste, delete), and other functions (link, unlink, anchor, image, video, help). Below the toolbar is a large, empty text area for writing the article content.

#### **Date & Title**

You will need to have a News Date, Expire Date, Title, News Content, and Select School.

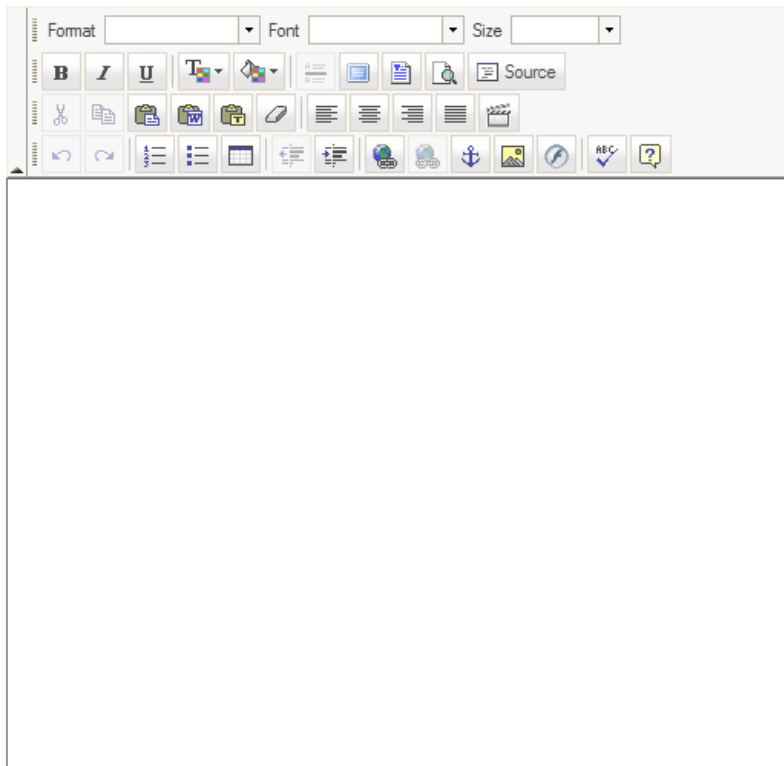
#### **Sub-Header**

The Sub-header is a brief overview of what that article is going to be about. This area is not for images, videos or links.

**Feature Video:** **Note:** The selected video will be embedded in the news content, a thumbnail of the video will also be added to the article listing on the homepage.

None Selected (Remove Video if selected) ▼

**News Content:** **Note:** Displays after selecting the article.

A rich text editor interface with a toolbar at the top containing various icons for text formatting (bold, italic, underline, text color, background color), alignment, indentation, bulleted and numbered lists, link, unlink, source, undo, redo, and help. Below the toolbar is a large, empty text area for entering the news content.

The News Content area is for the full article, videos, images, links and as much info as needed.

**News Image:** **Note:** This image will be displayed as a thumbnail on the news page and in the news article.

Title:

Photo:  No file chosen

**Schools:** **Note:** Select which schools (or district) the news article will display on.

☐ Select All Locations

- ☐ Aboyer
- ☐ High School
- ☐ Middle School
- ☐ Elementary School
- ☐ Intranet

In the News Image area you can then add a thumbnail image that goes along with the News article. This needs to be about 100x100px in size. You do not have to have a image for all articles.

Select the school(s)/Buildings that you want this article to show on.

Once all has been completed you will select Save & Close.

# District Forms

When creating a form you will first need to create a category if one is not already created.

## District Forms Management

[Add Form Category](#)

Category Name			
▼	Student Forms	Edit	Delete
Add New Form			
▼	test	Edit	Delete
▼ ▲	Sick Form	Edit	Delete
▲	Bus Form	Edit	Delete

### To add a Category

1. You will select on Create Category, enter the form name and Save & Close. Once the category is created you can then add your form.
2. You will need to enter Form Name
3. Description
4. Select your file from your desktop. (PDF are the most secure)
5. Save & Close.

## District Forms Management

### Form Details

Form Name:

Description:

File:  No file chosen

Placement:  ▼

You must add in the URL, Title, Description and if you want an image for the icon of the link you may add this in the Image area.

# District Links

When creating a Link you will first need to create a category if one is not already created.

## District Links Management

[Add Link Category](#)

Category Name		
District Links	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Add New Link</a>		
▼ Open Enrollment	<a href="#">Edit</a>	<a href="#">Delete</a>
▲ Registration Information	<a href="#">Edit</a>	<a href="#">Delete</a>

### To Create a Category.

1. You will select on Create Category, enter the link name and Save & Close. Once the category is created you can then add your link.
2. You will need to enter Link Name
3. Description,
4. enter in the link to the site you are posting
5. Save & Close.

## District Links Management

### Link Details

Link URL:

Link Title:

Description:

Image:  No file chosen

Placement:  [Placement Options](#)

You must add in the URL, Title, Description and if you want an image for the icon of the link you may add this in the Image area.

# District Events/Calendar Events

In this area you will add all events except for your Athletics and the Board of Education Events.

1. Add Calendar Event
2. Add Event Name/Title
3. Select Event Type
4. Enter Location
5. Start Date/Time- If there is no start time and is an all-day event you can select All Day Event
6. End Date/Time- If there is no end time select no end time
7. Enter Contact if there is one.
8. Information/Directions- Enter any additional information that may apply to the event.
9. Placement- Select which calendars you would like this to appear on. (Depending on permissions will depend which locations you can see.

## Calendar Events Management

### Add A New Event

[Add A Calendar Event](#)

[Quick Add Event \(iPad, iPhone\)](#)

### Edit Upcoming Events

5/9/2012

[Girls Varsity Track vs.](#) Type: Athletic Event

5/9/2012

[Boys Varsity Track vs.](#) Type: Athletic Event

5/9/2012-8:00 AM

[Boys Varsity Tennis vs.](#) Type: Athletic Event

5/9/2012-4:30 PM

[Boys Freshman Baseball @ Strongsville High School](#) Type: Athletic Event

5/9/2012-4:30 PM

[Boys Junior Varsity Baseball @ Strongsville High School](#) Type: Athletic Event

### Actions/Activities:

[Add An Event](#)

[Find An Event](#)

[Location Mgmt](#)

[Event Type Mgmt](#)

[Event Color Mgmt](#)

[Bulk Import Events](#)

[Export Events \(MS Excel\)](#)

### Quick Event Search

Search For:

In:

[Go](#)

## Bulk Import Management

[Bulk Import Events](#)

[View Bulk Import Data Keys](#)

## Locations & Event Type Management

[Location Management](#)

[Event Type Management](#)

**Location Management-** Where you can add which locations that you will use throughout your district. EX. Café, Gym, Football Field...

**Event Type Management-** You can add additional Event types other than the few we have added. EX. General Event, Athletic Event....

**Event Color Management-** You can color code the Event Types and will show that color on the full month calendar view.



# District Photo Gallery

**Add New Gallery**

You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer.  
The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images.

Gallery Title \*:

Upload Images \*:

No Images in Upload Queue

Caption:

\* Required (in BOLD)

## To add a new photo gallery:

1. Click add new gallery
2. Enter the Gallery Title
3. Browse your desktop for images.
4. Add Images- Images will not load till you Save Gallery. They will then upload.
5. Save Gallery

## Manage Aboyer Galleries

Drag-and-Drop capability has come to the SchoolPointe Gallery Management. To reorder your galleries, simply click and hold the up-down arrow at the left, then drag and place the gallery to the desired position. You can move as many galleries as you'd like, the new positions will automatically Save.

[Add New Gallery](#)

[View Old Gallery Management Area](#)

	<b>Feature Image</b>		Gallery: Fun <b>Edit</b>	<b>Delete</b>
			<b>Add/Edit Images</b>	
	<b>Feature Image</b>		Gallery: Band Concert <b>Edit</b>	<b>Delete</b>
			<b>Add/Edit Images</b>	

Once a gallery has been added you can always click on the add/edit images to add captions, rearrange images, add or remove images.

There is no limit to how many galleries you have or how many images in a gallery.

# District Administrative Departments

The admin departments are used for information about specific departments. Each department has their own forms and links area along with content area to tell about that specific department.

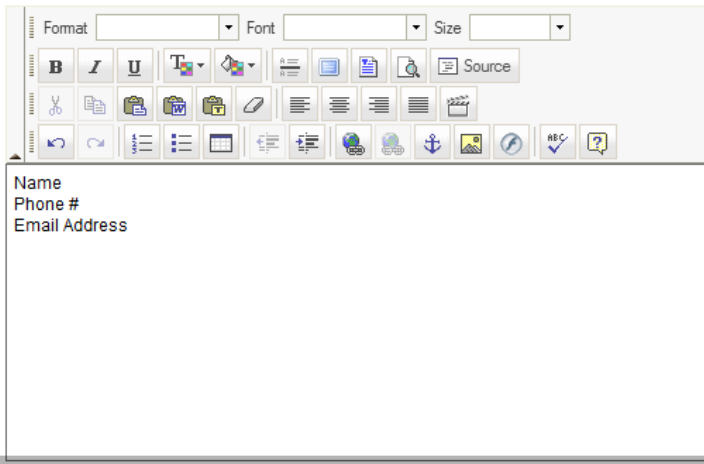
## Administrative Departments

[Manage Department Forms](#) [Manage Department Links](#)  
**Edit Department Details/Content**

Dept. Name:

Dept. Head :  [Find Staff Member](#)

Description:



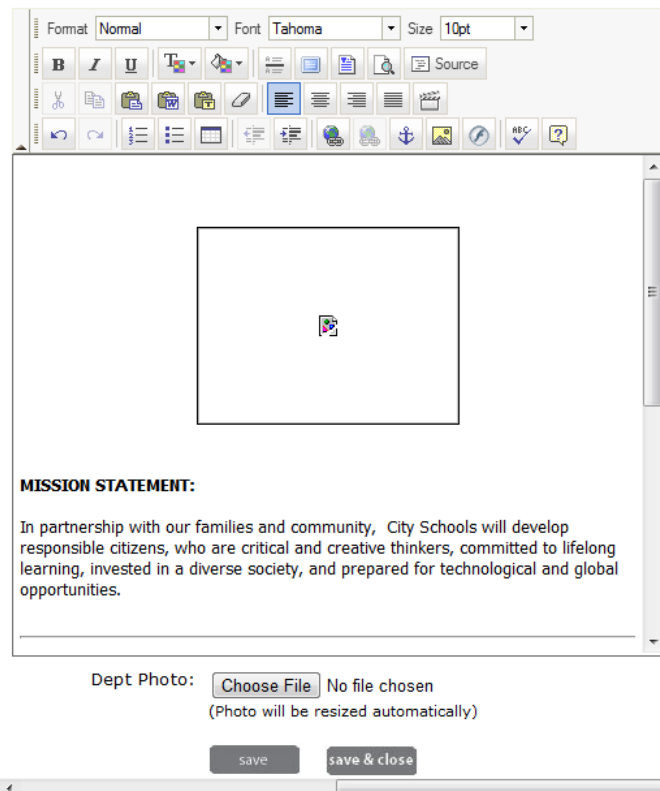
Name  
Phone #  
Email Address

Steps to adding information:

1. Select the Department
2. Add the Department Name
3. If you wish to add a Department head you would click on Find Staff Member.
4. In the Description this area is for business card information. EX. Name, Phone, Email. This will keep all departments that same size on the Departments page that shows all the descriptions.
5. Page Content will be where you can add as much info as you wish.
6. If you have a dept. photo you may add that at the bottom where it says Dept. Photo. Select image from you Desktop.
7. Save & Close

Each Department will have a Forms & Links area that is the same feature as the District Forms & Links.

Page Content:



The screenshot shows a web editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), and other functions like undo, redo, and source code. Below the toolbar is a large text area. In the center of the text area, there is a placeholder box with a small icon of a document with a plus sign. Below the text area, there is a section titled "MISSION STATEMENT:" followed by a paragraph of text: "In partnership with our families and community, City Schools will develop responsible citizens, who are critical and creative thinkers, committed to lifelong learning, invested in a diverse society, and prepared for technological and global opportunities." Below the text area, there is a section titled "Dept Photo:" followed by a "Choose File" button and the text "No file chosen". Below this, there is a note "(Photo will be resized automatically)". At the bottom of the editor, there are two buttons: "save" and "save & close".

Format Normal Font Tahoma Size 10pt

**MISSION STATEMENT:**

In partnership with our families and community, City Schools will develop responsible citizens, who are critical and creative thinkers, committed to lifelong learning, invested in a diverse society, and prepared for technological and global opportunities.

Dept Photo:  No file chosen  
(Photo will be resized automatically)

If additional Departments are need contact SchoolPointe and we can add those for you.


## Superintendent's Message

The Superintendent Message is to have a message that is from your Superintendent to post to the community/parents/students.

## Superintendent's Message

[Click Here to Add New Message](#)








### Current Message For [Unknown Superintendent]














































Posting Date:  

Is Active: ☒

Message Content:

Format  Font  Size

**B** **I** **U**       

Under the Board of Education area you have the options to add your meetings, Agendas, Forms, Links, Content and Board Members.

## District Board Of Education Management

### Board Meetings & Agendas

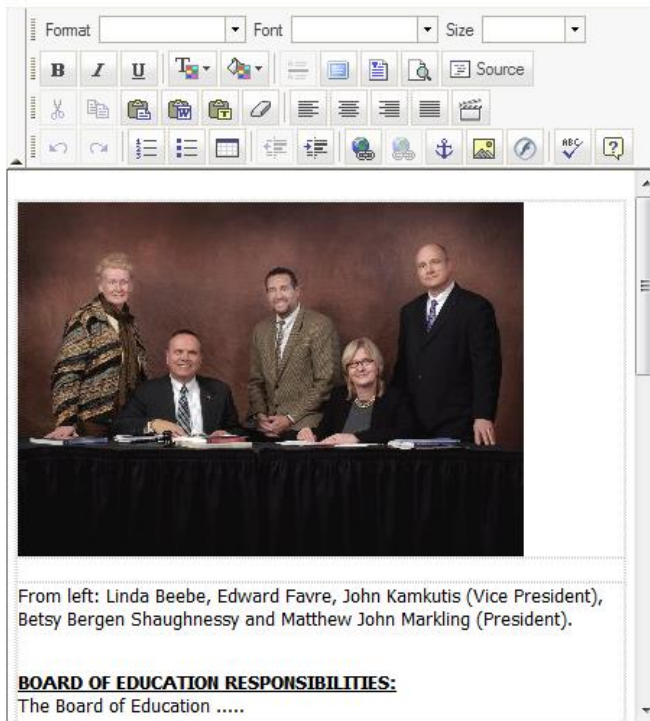
[Manage Board Meetings & Agendas](#)

### Board Links & Forms

[Manage Board Links & Forms](#)

### Edit Group Photo / Page Content

Content:



#### Content Area

This is where you can add any additional information that might be going on within the Board.

### Board Member Listing

[Add Board Members](#)

Mr. Matthew John Markling

edit

delete

#### Board Member Listing-

This allows you to add the members name, position, photo, email & phone #.

## District Board Meetings & Attachments

Add A Board Meeting

Add A Board Meeting

Show Board Meetings

Show All Meetings [Current & Previous Years]

Showing Current Meetings [7/1/2011 - 6/30/2012]


Date	Desc.		
3/21/2012	Board Meeting	<a href="#">Edit</a>	<a href="#">Delete</a>
2/13/2012	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	<a href="#">Edit</a>	<a href="#">Delete</a>
1/9/2012	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	<a href="#">Edit</a>	<a href="#">Delete</a>
12/12/2011	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	<a href="#">Edit</a>	<a href="#">Delete</a>
11/7/2011	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	<a href="#">Edit</a>	<a href="#">Delete</a>

### Add a Board Meeting

Click on Add Board Meeting which will allow you to add your meeting dates, and any documents that go along with that meeting.

## Manage Board Meetings

Add A New Board Meeting

Meeting Date:    
(mm/dd/yyyy format)

Meeting Time:  :   
Not Required

Description (Title)\*:

Create Event: ☐ (checking this will create an event on the calendar)  
Must update meeting event manually

### Adding a Board Meeting Info

Enter Meeting Date

Enter the time that the meeting will start if you know.

The title

Create Event Check box will allow you to then add this to the District Calendar.

SAVE

Once you save the meeting it will then allow you to add any documents.

# Employment

## District Employment

### Available Jobs Posted

[Add A New Job Posting](#)

Job Title	Posted	Exp Date		
Bus Driver	2/1/2012	3/10/2012	<a href="#">Edit</a>	<a href="#">Delete</a>
Janitor	10/12/2011		<a href="#">Edit</a>	<a href="#">Delete</a>
Administration	7/5/2011	12/27/2013	<a href="#">Edit</a>	<a href="#">Delete</a>

### General Employment Forms

#### Add A New Form

Document:  No file chosen

Title/Desc:

Is Active: ☐

Expiration:    
(MM/DD/yyyy)

#### Add a New Form

This area is where you can add forms for current staff or people apply for new positions.


#### Existing Forms

Rank	Title	Exp Date	Active?		
	Application Form	11/28/2013	True	<a href="#">Edit</a>	<a href="#">Delete</a>

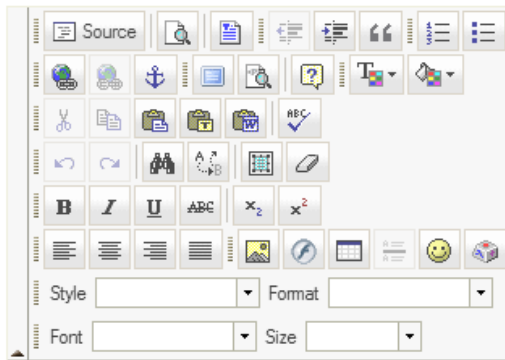
## District Employment - Add/Edit Jobs

### Job Details:

Job Title:

Job Posting Date:  


Job Desc Text:




Style  Format

Font  Size

Active: ☐

Expiration Date:    
(mm/dd/yyyy)

Leave blank to show post as "Untill Filled"

Position Type: Select Existing Type:    
[Add/Edit](#)

Staff Contact: [Find Staff Member](#)

Job Desc File:

No file chosen

### Creating a New Job Placement

1. Add Job Title
2. The date you are wanting to post the job
3. Enter in Description about the job.
4. Select it is active
5. Enter a Expiration Date if there is not one it will enter Untill Filled.
6. Selection position type
7. Enter staff contact if there is one
8. Add a doc such as application full job description....

## School Closing



This is where you will see all closing you have had and what type of closing/delay

[View All Closings](#)

School	Date	Type		
All Schools	5/10/2012	Power Outage	<a href="#">Edit</a>	<a href="#">Delete</a>

## Set A School Closing Announcement

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

School Affected: All Schools

Closing Type: Power Outage [Add/Edit Type](#)

1. Select Date for closing/delay
2. Select if all schools are effected or a specific building
3. Enter in the details of the closing/delay
4. Select what type of closing/delay and you can add specific that you might experience.
5. SAVE

DIGITAL SCHOOL
HOME
DISTRICT NEWS
EMPLOYMENT
FORMS & LINKS

SCHOOLS
BOARD OF EDUCATION
CALENDAR
DEPARTMENTS

WELCOME TO  
**DIGITAL SCHOOL**  
INDEPENDENT SCHOOLS

*Our Mission*

As the school year begins to wind down, there is much to reflect on, much to look forward to and much hard work still ahead. As I look ahead to retiring on July 31, I have been working closely with my successor, Assistant Superintendent Jeff Patterson, to put in place a plan that will allow the district to continue to offer quality programming to ...

**READ MORE >>**

**QUICK LINKS**

- Home
- Workshop Registration
- Alumni
- Athletics
- Parent Resources
- E-Comm Registration

**School Closings / Delays** ALL BUILDINGS AFFECTED!!!

There will be no school today due to a power outage

**PHOTO GALLERY**

School Closings/Delays will show where the News regularly shows up and will be in Bold Red letters.

**\*\* At midnight the closing will automatically be removed from your site. You do not have to do it manually.**

## Content Pages

## District Content Pages [Search District Content Pages](#)

### District Content

#### [Add A New Content Page](#)

Page Title	Sub-Content Type	
	Photos	<a href="#">Click to Edit</a>
<a href="#">T.A.B.L.E.T.</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">Parent Information</a>	Content Window	<a href="#">Click to Edit</a>
<a href="#">2011 Camp Kern Outdoor Educational Program</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">504 Information</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">About FHSD</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">Academic Content Standards</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">Acceptable Use Policy</a>		<a href="#">Click to Edit</a>

In the content page area this is where you can access all content page that have been created through the Navigation area.

## Manage District Content Page

(X)Close

### Manage Staff Access

#### Enable Content Page Access For A Staff Member

Use this feature to enable a staff member to have access to this content page

Begin by selecting a staff member. Enter the last name of the staff member you would like to enable access for:

#### Staff Members With Access

This displays all staff with access to this page

First Name	Last Name	Title
------------	-----------	-------

### Main Content Window

Content Title:

Sub Title:

Page Content (Below):

Format  Font  Size

**B** *I* U T

jffjjajdkidio

Photo Attachment:  No file chosen

[Existing File](#)

☐ Remove File

Secondary Content:

☒ Hidden

Public Link:

[http://demo.web1.schoolpointe.com/content\\_page.aspx?cid=516](http://demo.web1.schoolpointe.com/content_page.aspx?cid=516)

### Secondary Content

Sec. Content Title:

Sec. Content SubTitle:

Secondary Content:

Format  Font  Size

**B** *I* U T

### Manage Staff Access

You can give a specific person access to a content page to be able to help keep information up to date.

### Content Area-

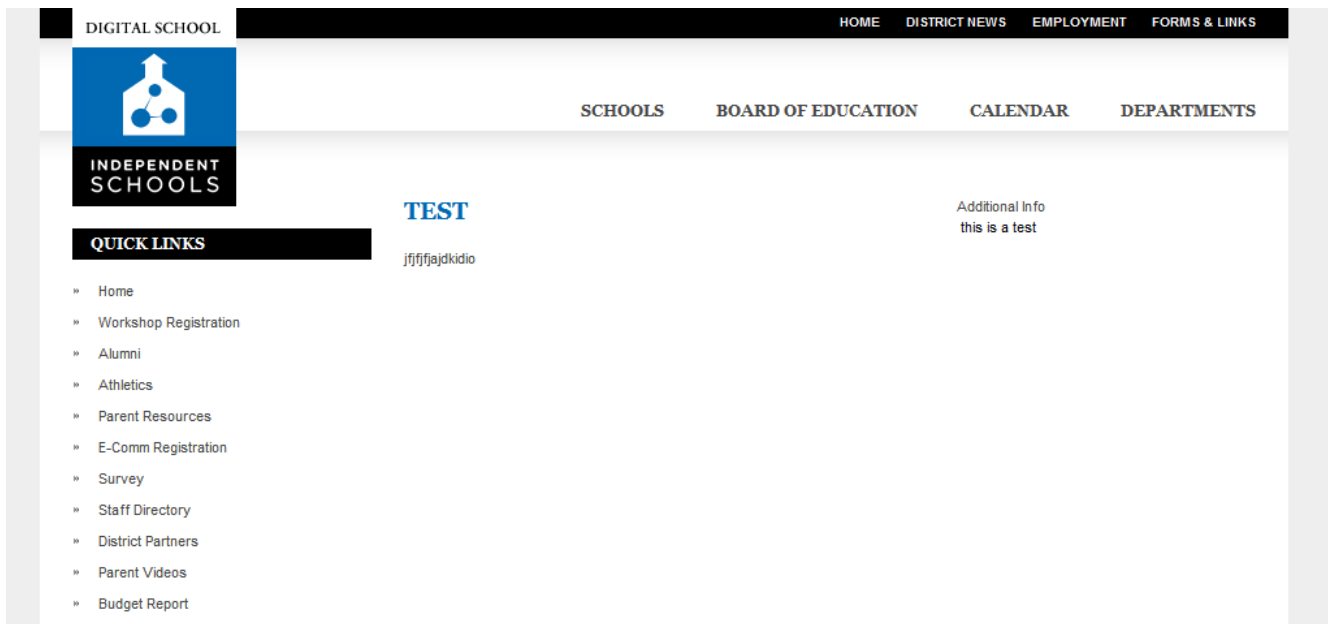
This is the main content area where you will add all information that you want people to see.

The link is what you would use to link out to this page. You will only need to use the /content\_page.aspx?cid=516 if you are linking out you do not need the beginning of the address.

### Secondary Content area-

You have 3 options to add additional information to this page.

1. Secondary Content page- to add additional text.
2. Photo Gallery- To show about and event or if building a new building the progression of the construction...
3. Downloads- Where you can add forms that pertain to the article



This is the look of the live page with the secondary content page being used.

# Navigation

The navigation of the site is where you are going to add your links out to modules, pages, website.

**\*\* Depending on your specific website will depend on the Navigation. All sites will have the Top Nav and the Left Nav, others are a site by site basis**

## Navigation Menus

This is where you can add, update, or delete links.

**Select a Navigation Menu to edit:**

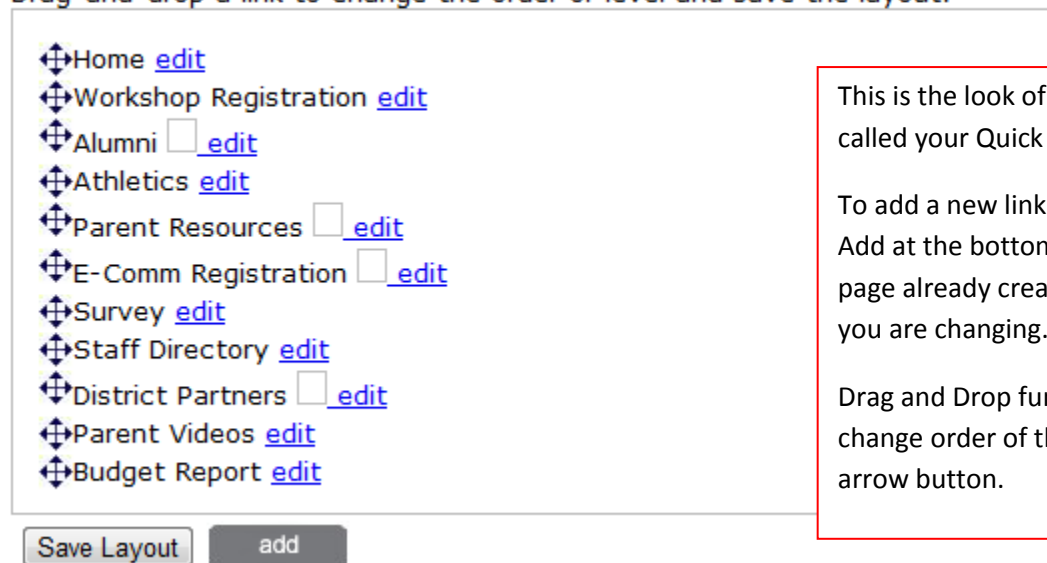
[District left navigation](#)

[District top navigation](#)

[District Top Static](#)

## District left navigation Navigation Menu Layout

Drag-and-drop a link to change the order or level and save the layout.



⬆️ Home [edit](#)

⬆️ Workshop Registration [edit](#)

⬆️ Alumni ☐ [edit](#)

⬆️ Athletics [edit](#)

⬆️ Parent Resources ☐ [edit](#)

⬆️ E-Comm Registration ☐ [edit](#)

⬆️ Survey [edit](#)

⬆️ Staff Directory [edit](#)

⬆️ District Partners ☐ [edit](#)

⬆️ Parent Videos [edit](#)

⬆️ Budget Report [edit](#)

Save Layout   add

This is the look of the Left Navigation usually called your Quick Links.

To add a new link you will need to click on Add at the bottom or if you are editing a page already created select edit by the one you are changing.

Drag and Drop functionality is available to change order of the links by dragging on the arrow button.

## Navigation Menu Link Edit

Please fill in or select all the **required fields(\*)**. You have the option to select internal pages from the District or a School Building. You can also create a new Content Page by clicking "New Page" below". Click "Reset" to restart the page selection process. Be sure to click "Save".

**Link Title:\***

**Parent:\***

**Link:\***

For New Pages, the link will automatically generate when you click SAVE.

**Link to an Internal Page or File**

Select your District or School:

Page Type:

Select a Page:

[Add New Page \(Content\)](#) [Reset](#)

**Link Target:**

**Button Image:**  No file chosen

### Creating a New link

1. Enter in your Link Title
2. If you want it to be a main link you will leave the Parent as District or Building Left Nav. If you want it to be a drop out that when you hover over it drops out you will make the parent the link you want it to hover out from.
3. Link you will leave empty unless you want the page to go to a specific website. This will be automatically added in once you create your page.
4. If you want to link to a internal page, content or file you will select link to internal....
5. You will select what building, page type, and if there is a additional page you will click on the page to select.
6. If you want a blank slate to create a page yourself you will click on Add New Page (Content) This will then be saved in the Content page section of the options.
7. If you want a image to show on the button you click on from the live site you would add that to button image.
8. SAVE

# Flash Header

The flash header is the rotating image at the header of your page.

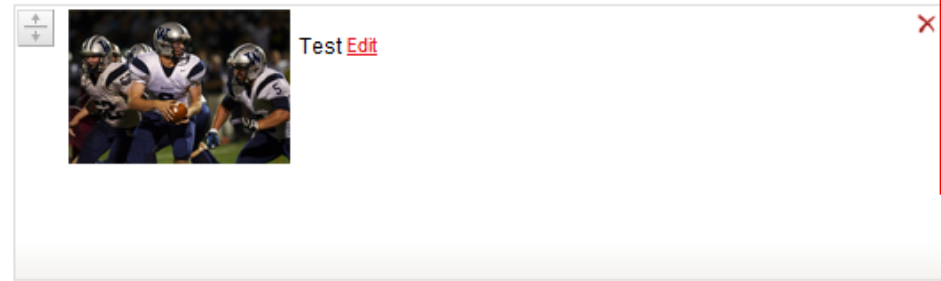
## Flash Header Flash Header Control

Manage each school's (or District's) flash images by adding, removing, or reordering images. The first image will be the "featured" image that will display initially when the page loads. You can easily reorder the images by simply dragging and dropping the images to the desired position, it will automatically save the position changes.

For ideal results please upload images with dimensions: Width: 525px Height: 365px

If you unsure about the dimensions, [Click Here to Use Image Crop Tool](#)

[Add Images](#) [Add Image Using Image Crop Tool](#)



## Select Flash Header

[Flash Header](#)

When creating the flash header you need to make sure that your image is at least the width and height stated.

When adding images to the flash header the best way is to select Click here to Use Image Crop Tool. When you add a image if it is not the size of the stated height & width it will not allow the image to upload.

If you create your image and it is the specific stated size you can use the Add Images. Otherwise the Image Crop Tool is going to be your best way to add them.

If you add using the Add Images and it it not the specific size it will allow you to add the image but it will stretch the images and your image will be distorted.



# **BUILDING**

# **MANAGEMENT**

# Building Details

When you select on Building Management you will see the building(s) you have permission too.

Each School Building (or Section) has many features to choose from, including Current/Archive News, Events, Forms/Downloads, Links, Principal's Message, Phone Directory, Departments, and Achievements. The Navigation can also be modified for each School (or Section).

All your available options will be on the RIGHT after you Select the School (Section) Below.

The SchoolIDs should be used for Staff/Event Imports.

Quick Select:



**High School** - [Select](#)  
3248 W. Henderson Rd  
Columbus, OH 43220 - [Edit Address](#)  
**SchoolID = 1**

Manage School/Section »»

[Select](#)



**Middle School** - [Select](#)  
3248 W. Henderson Rd  
Columbus, OH 43220 - [Edit Address](#)  
**SchoolID = 2**

Manage School/Section »»

[Select](#)



**Elementary School** - [Select](#)  
3248 W. Henderson Rd  
Columbus, OH 43220 - [Edit Address](#)  
**SchoolID = 3**

Manage School/Section »»

[Select](#)

You will then select on the school that you wish to work on.

## Building Details



High School  
3248 W. Henderson Rd  
Address Line 2  
Columbus OH 43220  
General School Email:

edit

Always make sure the address has the correct information. This is what shows on the footer of your site.

### Building Phone Directory

Phone Number	Type	
123456789	Administration	<a href="#">Edit</a>

add

(To add a new phone number to the directory)

On the Phone Directory make sure that your phone # is listed as ADMINISTRATION and the fax # is listed as FAX. This all shows at the footer of your page also.

### Building Departments

Name	Email	Dept Head	
Faculty			<a href="#">Edit</a>
test			<a href="#">Edit</a>

add

(To add a new department to this school)

Building Department allows you to assign people to departments just like the District depts. But school specific Depts.

### Building Principal & Asst's

First Name	Last Name	Type	
Amelia	Boyer	Principal	<a href="#">Delete</a>

add

(To assign a new building principal or assistant principal)

Building Principals & Asst's this is where you want to add them in this will show them on the school's page that list all buildings information.

Edit Building Details will allow you to add or change your school address add additional info and add a image of your building.

### Edit Building Details

School Name:	High School
--------------	-------------

Address Line 1: 3248 W. Henderson Rd

Address Line 2:	Address Line 2
-----------------	----------------

City, State, Zip:

General Email:

**School Hours:**

School Image:



 Remove Photo

Choose File

No file chosen

cancel

## Building News








**District News-** You will click on Add New article. You will then see the screen below.

**\*\*Depending on your permissions will depend on if you see all school names or just certain ones.**

### Manage Current High School News

Drag-and-Drop capability has come to the SchoolPointe News Management. To reorder your news articles, simply click and hold the up-down arrow at the left of the article title, then drag and place the article to the desired position. You can move as many articles as you'd like, just be sure to click the "save order" button when you're finished reordering the articles.

[Search News Articles](#) [View Archived News Articles](#) [Add New Article](#)

↑	<b>Book Fair</b>	 	Posted: 5/1/2012 Expires: 6/1/2012
↑	<b>Younger Flacco and others familiar with ...</b>	 	Posted: 9/30/2011 Expires: 7/6/2012
↑	<b>"BIG BEACH READ" LOOKS TO GET ENTIRE COM...</b>	 	Posted: 6/29/2011 Expires: 11/27/2014
↑	<b>SCHOOL SUPPLIES FUNDRAISER</b>	 	Posted: 7/4/2011 Expires: 11/19/2014

save order

cancel

[View Old News Format](#)

#### Date & Title

You will need to have a News Date, Expire Date, Title, News Content, and Select School.

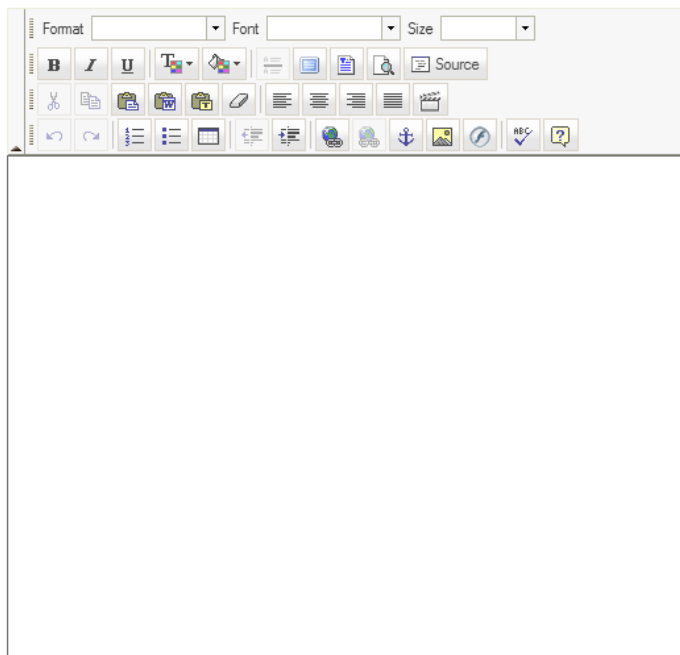
#### Sub-Header

The Sub-header is a brief overview of what that article is going to be about. This area is not for images, videos or links.

**Feature Video:** **Note:** The selected video will be embedded in the news content, a thumbnail of the video will also be added to the article listing on the homepage.

None Selected (Remove Video if selected)

**News Content:** **Note:** Displays after selecting the article.



The News Content area is for the full article, videos, images, links and as much info as needed.

**News Image:** **Note:** This image will be displayed as a thumbnail on the news page and in the news article.

**Title:**

**Photo:**  No file chosen

**Schools:** **Note:** Select which schools (or district) the news article will display on.

☐ Select All Locations

☐ Aboyer

☐ High School

☐ Middle School

☐ Elementary School

☐ Intranet

In the News Image area you can then add a thumbnail image that goes along with the News article. This needs to be about 100x100px in size. You do not have to have a image for all articles.

Select the school(s)/Buildings that you want this article to show on.

Once all has been completed you will select Save & Close.

## **Building Forms**

When creating a form you will first need to create a category if one is not already created.

## Building Forms Management

[Add Form Category](#)

Category Name		
applications	<a href="#">Edit</a>	<a href="#">Delete</a>
<a href="#">Add New Form</a>		
Permission Slips	<a href="#">Edit</a>	<a href="#">Delete</a>

### To add a Category

6. You will select on Create Category, enter the form name and Save & Close. Once the category is created you can then add your form.
7. You will need to enter Form Name
8. Description
9. Select your file from your desktop. (PDF are the most secure)
10. Save & Close.

## Building Forms Management

### Form Details

Form Name:

Description:

File:  No file chosen

Placement:  ▼

You must add in the URL, Title, Description and if you want an image for the icon of the link you may add this in the Image area.

## District Links

When creating a Link you will first need to create a category if one is not already created.

## Building Links Management

[Add Link Category](#)

Category Name		
<b>Parent Links</b>	<a href="#">Edit</a>	<a href="#">Delete</a>

---

[Add New Link](#)

<input type="text" value="http://www.google.com"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text" value="Google"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

### To Create a Category.

6. You will select on Create Category, enter the link name and Save & Close. Once the category is created you can then add your link.
7. You will need to enter Link Name
8. Description,
9. enter in the link to the site you are posting
10. Save & Close.

## Building Links Management

Link Details	
Link URL:	<input type="text" value="http://"/>
Link Title:	<input type="text"/>
Description:	<input type="text"/>
Image:	<input type="button" value="Choose File"/> No file chosen
Placement:	<input type="text" value="Parent Links"/> <a href="#">Placement Options</a>
<input type="button" value="save &amp; close"/> <input type="button" value="cancel"/>	

You must add in the URL, Title, Description and if you want an image for the icon of the link you may add this in the Image area.

## Building Events/Calendar Events

In this area you will add all events except for your Athletics and the Board of Education Events.



1. Add Calendar Event
2. Add Event Name/Title
3. Select Event Type
4. Enter Location
5. Start Date/Time- If there is no start time and is an all-day event you can select All Day Event
6. End Date/Time- If there is no end time select no end time
7. Enter Contact if there is one.
8. Information/Directions- Enter any additional information that may apply to the event.
9. Placement- Select which calendars you would like this to appear on. (Depending on permissions will depend which locations you can see.

## Calendar Events Management

### Add A New Event

[Add A Calendar Event](#)

[Quick Add Event \(iPad, iPhone\)](#)

### Edit Upcoming Events

5/9/2012

[Girls Varsity Track vs.](#) Type: Athletic Event

5/9/2012

[Boys Varsity Track vs.](#) Type: Athletic Event

5/9/2012-8:00 AM

[Boys Varsity Tennis vs.](#) Type: Athletic Event

5/9/2012-4:30 PM

[Boys Freshman Baseball @ Strongsville High School](#) Type: Athletic Event

5/9/2012-4:30 PM

[Boys Junior Varsity Baseball @ Strongsville High School](#) Type: Athletic Event

### Actions/Activities:

**Add An Event**

**Find An Event**

**Location Mgmt**

**Event Type Mgmt**

**Event Color Mgmt**

**Bulk Import Events**

**Export Events (MS Excel)**

### Quick Event Search

Search For:

In:

## Bulk Import Management

[Bulk Import Events](#)

[View Bulk Import Data Keys](#)

## Locations & Event Type Management

[Location Management](#)

[Event Type Management](#)

**Location Management-** Where you can add which locations that you will use throughout your district. EX. Café, Gym, Football Field...

**Event Type Management-** You can add additional Event types other than the few we have added. EX. General Event, Athletic Event....

**Event Color Management-** You can color code the Event Types and will show that color on the full month calendar view.

## Building Photo Gallery

**Add New Gallery**

You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer.  
The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images.

Gallery Title \*:

Upload Images \*:

No Images in Upload Queue

Caption:

\* Required (in BOLD)

**To add a new photo gallery:**

6. Click add new gallery
7. Enter the Gallery Title
8. Browse your desktop for images.
9. Add Images- Images will not load till you Save Gallery. They will then upload.
10. Save Gallery


**Manage Aboyer Galleries**

Drag-and-Drop capability has come to the SchoolPointe Gallery Management. To reorder your galleries, simply click and hold the up-down arrow at the left, then drag and place the gallery to the desired position. You can move as many galleries as you'd like, the new positions will automatically Save.

[Add New Gallery](#)

[View Old Gallery Management Area](#)


**Feature Image**



Gallery: Fun

---

**Feature Image**



Gallery: Band Concert

Once a gallery has been added you can always click on the add/edit images to add captions, rearrange images, add or remove images.

There is no limit to how many galleries you have or how many images in a gallery.

## **Building Newsletters**

## Building Newsletter Management

Building Newsletters can be used for daily, weekly, monthly newsletters. You will click on add a Newsletter to add to the site.

### Add A Newsletter

[Add A Newsletter](#)

### Edit Existing Newsletters

Welcome

Posted on: 10/17/2011 & expires on: 10/28/2011

edit

delete

## Add Or Edit Building Newsletters

☒ Is Active

Title:

Subheader:

Posting Date:

May 2012						
S	M	T	W	T	F	S
<a href="#">29</a>	<a href="#">30</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>
<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>

When you add a newsletter you will need to select the active box, add a title, sub-header is optional and then add a posting date & end date.

You will then select your file from your desktop and SAVE

Expiration Date:

May 2012						
S	M	T	W	T	F	S
<a href="#">29</a>	<a href="#">30</a>	<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>
<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>
<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>
<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>
<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>	<a href="#">31</a>	<a href="#">1</a>	<a href="#">2</a>
<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>

Letter File:  No file chosen

save

cancel

\*\*\*NOTE PDF'S ARE THE SAFEST DOCUMENT TO ADD TO THE WEBSITE. PDF'S CAN NOT BE CHANGED LIKE WORD OR EXCEL DOCUMENTS.

## School/Student Achievements

## Manage School/Student Achievements

[Add A New School/Student Achievement](#)

### Existing School/Student Achievements

ID	Title	Date		
1	Our Achievement	10/3/2011	<a href="#">Edit</a>	<a href="#">Delete</a>
2	Google	10/4/2011	<a href="#">Edit</a>	<a href="#">Delete</a>

Student achievements is where you can add information about students or your school to highlight special honors, achievements, awards.

## Manage School/Student Achievements

### Edit Achievement Content Section

Title:

Content:

Format  Font  Size

**B** *I* U

4.0 Distinction Honor Roll

Sally Smith  
Mark Jones

When adding an achievement you will need to add the title, the content of the achievement, when you want to publish and when it is to end. If there is a document you can add that at the very bottom by getting that from your desktop.

Then you will SAVE

Publish Date:  (mm/dd/yyyy)

Exp Date:  (mm/dd/yyyy)

Files:   
 No file chosen


## Lunch Menus


## School Building Lunch Menus

### View/Edit Lunch Menus

#### Add/Edit School Lunch Menu File

Description:

Start Date:    
(MM/DD/YYYY)

End Date:    
(MM/DD/YYYY)

Menu File:  No file chosen

Active Menu: ☐

This only saves the lunch menu file.

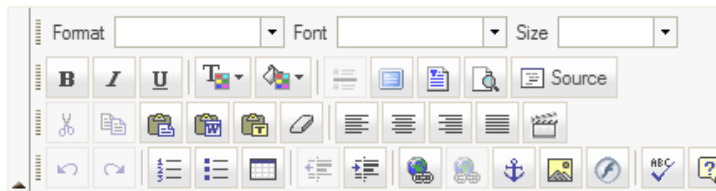
In the lunch menu area you will be able to add whatever menus you might have. Lunch, breakfast...

You will add the description of the menu, add the start and end date, choose your file from your desktop, Select that it is the active menu and SAVE.

#### Existing Lunch Menus For This School

Start Date	End Date		Active		
12/1/2011	12/31/2011	<a href="#">HS Lunch</a>	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>

#### Food Service Page Content (in addition to files)



This only saves the content in the above text editor.

The lunch content area is where you can add information about lunch prices, free and reduce meal plans, substitutions... This will then show on the Lunch menu page with the menus.

\*\*\*NOTE PDF'S ARE THE SAFEST DOCUMENT TO ADD TO THE WEBSITE. PDF'S CAN NOT BE CHANGED LIKE WORD OR EXCEL DOCUMENTS.

## Principal's Message


The Principal's Message is to have a message that is from your Principal to post to the community parents/students.

## Building Principal's Message


[Click Here to Add a New Message](#)

### Current Message For Amelia Boyer

To edit the current message, click "edit" on the archived message listed below

Posting Date:    
(mm/dd/yyyy)  
Is Active: ☒

Content:



Dear Parent or Guardian:

On behalf of the faculty and staff of Digital Middle/High School, I welcome you and your child to the 2009-2010 school year. I want to personally thank you for your interest in Harlan Middle/High School and appreciate you taking time to review our updated website.

While there is always excitement over the start of a new school year, this year is especially exciting. Harlan High School has reached a significant milestone as the 2009 school year marks our 100<sup>th</sup> anniversary. Throughout the school year, our school will be celebrating a centennial of education with a variety of special events. All present, past, and future dragons are invited to kick off the centennial celebration by participating in Alumni Weekend over the Labor Day holiday. Please review the district website for more detailed information about the planned festivities.

While the centennial anniversary event is worthy of

Attachment:

No file chosen

### Steps to adding the Principal Message

6. Select Click here to Add New Message
7. Enter posting date.
8. That it is the active message
9. Your message.
10. Save & Close

### Archived Messages

You will see that it will archive all messages that if you want to reuse messages from year to year you can edit them and change the date and make them active.

### Archived Messages

Date	Current Msg?		
7/27/2011	True	<a href="#">Edit</a>	<a href="#">Delete</a>

## Content Pages

## Building Content Pages [Search Building Content Pages](#)

Select or Add New Content Page

### [Add A New Content Page](#)

Page Title	Sub-Content Type	
<a href="#">Access 24/7 Learning Program</a>	Content Window	<a href="#">Click to Edit</a>
<a href="#">ACE Program</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">Activities And Clubs</a>	Content Window	<a href="#">Click to Edit</a>
<a href="#">Anderson Achievers</a>	Downloads	<a href="#">Click to Edit</a>
<a href="#">Announcements</a>	Photos	<a href="#">Click to Edit</a>
<a href="#">Athletic Boosters</a>	Content Window	<a href="#">Click to Edit</a>
<a href="#">Athletic Boosters</a>		<a href="#">Click to Edit</a>
<a href="#">Athletics - Boys &amp; Girls Academic Quiz Team</a>		<a href="#">Click to Edit</a>
<a href="#">Athletics - Boys &amp; Girls Bowling</a>	Content Window	<a href="#">Click to Edit</a>
<a href="#">Athletics - Boys &amp; Girls Swimming/Diving</a>	Content Window	<a href="#">Click to Edit</a>

In the content page area this is where you can access all content page that have been created through the Navigation area.

[\(X\)Close](#)

## Manage Staff Access

### Enable Content Page Access For A Staff Member

Use this feature to enable a staff member to have access to this content page

Begin by selecting a staff member. Enter the last name of the staff member you would like to enable access for:

### Staff Members With Access

This displays all staff with access to this page

First Name	Last Name	Title
------------	-----------	-------

### Main Content Window

Content Title:

Sub Title:

Page Content (Below):

Format  Font  Size

**B** *I* U

ffjjajdkidio

Photo Attachment:  No file chosen

☐ Existing File

☐ Remove File

Secondary Content:

☒ Hidden

Public Link:

[http://demo.web1.schoolpointe.com/content\\_page.aspx?cid=516](http://demo.web1.schoolpointe.com/content_page.aspx?cid=516)

### Secondary Content

Sec. Content Title:

Sec. Content SubTitle:

Secondary Content:

Format  Font  Size

**B** *I* U

### Manage Staff Access

You can give a specific person access to a content page to be able to help keep information up to date.

### Content Area-

This is the main content area where you will add all information that you want people to see.

The link is what you would use to link out to this page. You will only need to use the /content\_page.aspx?cid=516 if you are linking out you do not need the beginning of the address.

### Secondary Content area-


You have 3 options to add additional information to this page.

4. Secondary Content page- to add additional text.
5. Photo Gallery- To show about and event or if building a new building the progression of the construction...
6. Downloads- Where you can add forms that pertain to the article



DIGITAL SCHOOL

HOMEDISTRICT NEWSEMPLOYMENTFORMS & LINKS



INDEPENDENT  
SCHOOLS

QUICK LINKS

» Home

» Workshop Registration

» Alumni

» Athletics

» Parent Resources

» E-Comm Registration

» Survey

» Staff Directory

» District Partners

» Parent Videos

» Budget Report

SCHOOLS

BOARD OF EDUCATION

CALENDAR

DEPARTMENTS

TEST

jffjajdkidio

Additional Info

this is a test

This is the look of the live page with the secondary content page being used.

# Navigation

The navigation of the site is where you are going to add your links out to modules, pages, website.

**\*\* Depending on your specific website will depend on the Navigation. All sites will have the Top Nav and the Left Nav, others are a site by site basis**

## Navigation Menus

This is where you can add, update, or delete links.

**Select a Navigation Menu to edit:**

[High School left navigation](#)

## High School left navigation Navigation Menu Layout

Drag-and-drop a link to change the order or level and save the layout.

⬆️ Home [edit](#)

⬆️ Newsletters [edit](#)

⬆️ School News [edit](#)

⬆️ School Events [edit](#)

⬆️ Lunch Menus [edit](#)

⬆️ Principal's Message [edit](#)

⬆️ Staff Directory [edit](#)

⬆️ Teacher Websites [edit](#)

⬆️ Photo Galleries [edit](#)

⬆️ Forms [edit](#)

⬆️ Student Achievements [edit](#)

⬆️ Athletic Boosters [edit](#)

⬆️ PSAT Testing [edit](#)

⬆️ Access 24/7 [edit](#)

⬆️ Links [edit](#)

⬆️ PTO [edit](#)

This is the look of the Left Navigation usually called your Quick Links.

To add a new link you will need to click on Add at the bottom or if you are editing a page already created select edit by the one you are changing.

Drag and Drop functionality is available to change order of the links by dragging on the arrow button.

Save Layout   add

## Navigation Menu Link Edit

Please fill in or select all the **required fields(\*)**. You have the option to select internal pages from the District or a School Building.

You can also create a new Content Page by clicking "New Page" below".

Click "Reset" to restart the page selection process. Be sure to click "Save".

**Link Title:\***

**Parent:\***

- High School left navigation ▼

**Link:\***

For New Pages, the link will automatically generate when you click SAVE.

[Link to an Internal Page or File](#)

[Link to an Existing Content, Department, or other Internal Page](#)

OR

**Select a file:**  No file chosen

[Add New Page \(Content\)](#)

[Reset](#)

**Link Target:**

Same Window ▼

**Button Image:**

No file chosen

### Creating a New link

9. Enter in your Link Title
10. If you want it to be a main link you will leave the Parent as District or Building Left Nav. If you want it to be a drop out that when you hover over it drops out you will make the parent the link you want it to hover out from.
11. Link you will leave empty unless you want the page to go to a specific website. This will be automatically added in once you create your page.
12. If you want to link to a internal page, content or file you will select link to internal....
13. You will select what building, page type, and if there is a additional page you will click on the page to select.
14. If you want a blank slate to create a page yourself you will click on Add New Page (Content) This will then be saved in the Content page section of the options.
15. If you want a image to show on the button you click on from the live site you would add that to button image.
16. SAVE

# Flash Header

The flash header is the rotating image at the header of your page.

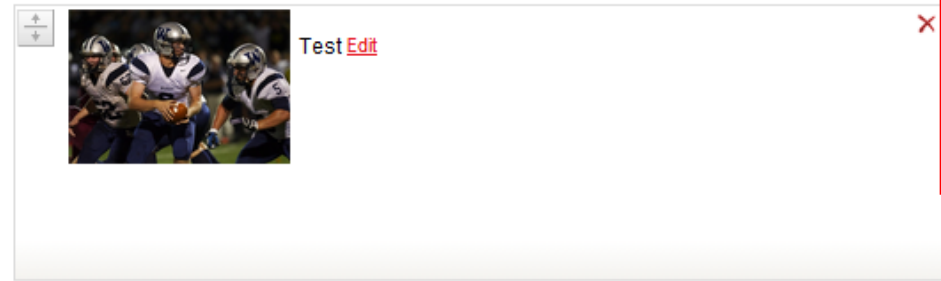
## Flash Header Flash Header Control

Manage each school's (or District's) flash images by adding, removing, or reordering images. The first image will be the "featured" image that will display initially when the page loads. You can easily reorder the images by simply dragging and dropping the images to the desired position, it will automatically save the position changes.

For ideal results please upload images with dimensions: Width: 525px Height: 365px

If you unsure about the dimensions, [Click Here to Use Image Crop Tool](#)

[Add Images](#) [Add Image Using Image Crop Tool](#)



## Select Flash Header

[Flash Header](#)

When creating the flash header you need to make sure that your image is at least the width and height stated.

When adding images to the flash header the best way is to select Click here to Use Image Crop Tool. When you add a image if it is not the size of the stated height & width it will not allow the image to upload.

If you create your image and it is the specific stated size you can use the Add Images. Otherwise the Image Crop Tool is going to be your best way to add them.

If you add using the Add Images and it it not the specific size it will allow you to add the image but it will stretch the images and your image will be distorted.

# **STAFF**

# **MODULE**

## Adding/Editing a Staff Member

When adding a staff member you will click on Add New Staff Member.

The staff members of your district are available and searchable on the main website in many ways. Use this administrative area to manage your staff members and organize them in ways that make sense to your district.

Use this feature to add a new staff member for the district:

[Add New Staff Member](#)

If you would like a list of staff members for a building, please select it from the list below and click on the 'Go' button.

Aboyer



Go

**Actions/Activities:**

- Add Staff Member**
- Find A Staff Member**
- Staff Listing**
- Staff Permissions**
- Staff OLC**
- Staff Bulk Import/Export**

**Staff Name Quick Search**

---

Also See:  
[Security & Access](#)

## Add A New Staff Member

Basic Information	Qualifications	Assignments
First Name:	<input type="text"/>	
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Title:	<input type="text"/>	
Email Addr:	<input type="text"/>	
Phone Num:	<input type="text"/>	
Fax Num:	<input type="text"/>	
Photo:	<input type="button" value="Choose File"/> No file chosen <small>Image resized automatically</small>	
Is Viewable?	<input checked="" type="checkbox"/> (Visible in Directory Search)	
Biography Text:		
<div> Format <input type="text"/> Font <input type="text"/> Size <input type="text"/> </div> <div> <b>B</b> <i>I</i> <u>U</u> T [Color] [Background Color] [List Icon] [Table Icon] [Source] </div> <div> [Undo] [Redo] [Find] [Print] [Link] [Image] [Media] [Code] [Help] </div> <div> <div style="height: 400px; border: 1px solid black;"></div> </div> <div> <input type="button" value="save"/> </div>		

When creating a new staff member you  
Need to make sure to add the following

1. First Name
2. Last Name
3. E-mail address- this is what they will use to log in.

The rest of the information can be added once the user has logged in and can add the additional info.

Once complete then SAVE.

The next tab by Basic Info is a section they can add their Qualifications such as where they went to school and the degrees they might have.

## Edit Existing Staff Member: Training Videos

Basic Information	Qualifications	Assignments	Delete		
<b>Building/District Staff Assignment</b>					
Location: <input type="text" value="Aboyer"/>					
Department: <input type="text" value="About KySTE"/>					
<input type="button" value="save"/>					
<b>Existing Staff Assignments/Departments:</b>					
<table border="1"><thead><tr><th>Location</th><th>Dept Name</th></tr></thead><tbody></tbody></table>				Location	Dept Name
Location	Dept Name				

The assignments is where you will add them to specific buildings or departments.

They can be assigned to multiple buildings by selecting the location and SAVE

The delete button will delete them from your system.

Editing a user you will simple search there name within the Staff module and make any changes that you may need too. If adding or removing a staff member from a building you will go to Assignments and add or remove the specific building.

# **SECURITY**

# **MODULE**



# **Security Permissions**

To give someone permission to areas of your website you will need to do the following steps:

1. Select on Security from the CMS home page.
2. If it is the first time to give a person permission you will need to type their last name in the search and select GO.
3. Once their name has appeared you will SELECT them.
4. You will then go and select on the area that you want them to have the permissions too.
5. You will select Enable (District) Access

**District Permissions**- Ones you will use.

**School Closings**- Allows you to post in the school closings/delays

**District Forms**- Allows you to add forms to the district page that people can download

**District Links** – Allows you to add links to the district page that will link to specific websites

**Employment**- Allows you to post job openings and forms that may be needed by staff and applicants

**District News**- Allows you to add the news articles to the district website

**Administrative Departments**- Allows a user to make changes to their specific Department they are assigned too.

**Calendar**- Allows you to add events to the District calendar. (If permission to calendar is given you must give permission to Calendar Permission that is farther down in the list of permissions)

**Superintendents Message** –Allows you to be able to post the Superintendent’s message

**Board of Education**- Gives you access to the BOE area to list meetings, agendas, minutes, info and BOE members.

**District Content Pages** - Allows a user to make changes to their specific Content Page they are assigned too.

**Photo Gallery**- Allows you to create photo galleries for the District page.

**Administrative Dept (super user)** – This will be for the admins of the district. This is so that you can see all Admin depts. for the District that have been created for the district area and can make changes to any of them. (You must have this permission along with District Admin Depts.)

**Content Page (super user)** - This will be for the admins of the district. This is so that you can see all Content Pages that have been created for the district area and can make changes to any of them. (You must have this permission along with District Content Pages. )

**Navigation**- Allows you to be able to add the Links that show on the Quick Links and top Navigation

**Flash Header-** This allows you to post images to the rotating images at the top of your page if your district has this feature.

## **Building Permissions**

### **Enable Building Access**

**Enable All Building Sections-** If you select this it will select all areas of that specific building

**Forms-** Allows you to add forms to the building page that people can download

**Links-** Allows you to add links to the building page that will link to specific websites

**Current News-** Allows you to add the news articles to the building website

**Newsletters-** Allows you to be able to add Newsletters to your building page.

**Principals Message-** Allows you to be able to post the Superintendent's message

**Student Achievement-** Allows you to add Student/School Achievements such as honor roll, awards...

**Lunch Menu-** Allows you to add your buildings lunch menus

**Calendar-** Allows you to add events to your building calendar. (If permission to calendar is given you must give permission to Calendar Permission that is farther down in the list of permissions)

**Building Details-** Allows you to make changes to the Building Depts, Address, Phone #'s and Principal names.

**Photo Gallery-** Allows you to create photo galleries for the Building page.

**Building Content Pages-** - Allows a user to make changes to their specific Content Page they are assigned too.

**Content Page (super user)-**This will be for the admins of the district. This is so that you can see all Content Pages that have been created for the specific building area and can make changes to any of them. (You must have this permission along with Building Content Pages. )

### **Navigation**

**Flash Header-** This allows you to post images to the rotating images at the top of your page if your Building has this feature.

**\*\* A SUPER-USER CAN SEE ALL ADMIN DEPARTMENT OR CONTENT PAGES. THIS IS FOR MAIN ADMINISTRATORS.**

## **Calendar Permissions**

**Bulk Import-** Allows you to add events to a template (in the CMS) and upload them all at once.

**Calendar Locations-** Allows you to create locations you can select for you events.

**Event Types-** Allows you create event types that will be use within your district/schools

## **Staff Permissions**

**Online Classroom Access-** This allows you to be able to see others OLC without having their username and password. This does not allow you to see their file manager or Video Library.

**Search for Staff-** Allows you to search for staff members within the Staff Module.

**Manage Staff-** Allows you to make changes to the staff profile and add and remove staff members.

## **Online Classroom Permission**

**Enable OLC Permission-** This allows someone to have their own OLC page that they can create.

## **Alumni Permissions**

**Enable Alumni Module Access-** This allows someone to be able to make changes to the Alumni section of the website.

## **Security Permissions**

**Enable Security Access-** This allows someone to come and make adjustments to these areas in the Security area. This is meant for the main administrators of the website.

## **Athletics Module**

**Enable Athletics Module Access-** Allows someone to add the athletics teams, schedules, news, forms and any information pertaining to the athletics of your schools.

## **E-Survey Module**

**Enable E-Survey Module-** This allows someone to create Surveys that can then be posted to the website or sent out in email.

## **Communication Module**

**Enable Communication Module-** Allows someone to send out e-information such as newsletters, updates, school closings... this also can send out text messages.

## **Mobile View Module**

**Enable Mobile Admin Access-** This allows someone to make changes to the look of the mobile view in color & Logo.

**ALUMNI**

**MODULE**

## Alumni Administration

### Approve/Deny New Alumni Submissions

There are no unapproved alumni available at this time.

### View/Edit Alumni

Please type in a complete or partial last name to search:

### View/Edit Reunion Announcements

[Add A New Reunion Announcement](#)

Grad Yr	Header		
1986	25th Reunion	<a href="#">Edit</a>	<a href="#">Delete</a>

### Alumni News

[Add A New Alumni News Article](#)

Header	Date	Expires		
Alumni Spotlight	3/6/2012	3/13/2012	<a href="#">Edit</a>	<a href="#">Delete</a>
Class of 1990	7/21/2011	6/20/2012	<a href="#">Edit</a>	<a href="#">Delete</a>

### Actions/Activities:

[Search Alumni](#)

[Approve Alumni](#)

[Export Alumni List](#)

[Reunions](#)

[Alumni Photos](#)

[Alumni E-Contacts](#)

---

Also See:

On the Alumni module you have a few options with getting information to Alumni's that have signed up.

1. You can send out e-mails to those that have signed up for the Alumni
2. Post News articles
3. Post Reunion Information
4. You can export out list so that you can pull all Alumni info.

Whenever someone has signed up as Alumni they must be approved in order to be searchable on the live site.

## Alumni Reunion Announcements

### Add A New Reunion Announcement

Graduation Year:

(yyyy format)

Header:

Exp. Date:

(mm/dd/yyyy format)

Reunion Content Text:

A rich text editor interface with a toolbar at the top. The toolbar includes dropdown menus for Format, Font, and Size. It also contains various icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), indentation, bulleted and numbered lists, link and unlink, insert (table, image, video, audio, code), and other functions like undo, redo, and help. Below the toolbar is a large, empty text area for entering the reunion content.

save

cancel


#### Reunion Announcements

Allows you to add announcements about upcoming reunions that are planned.

## Alumni News Articles

### Add A News Article






News Date:    
(mm/dd/yyyy)































Expiration Date:    
(mm/dd/yyyy)

Header:

SubHeader:

Format  Font  Size

**B** *I* U      Source



## Alumni E-Contact

### Step One: Setup Your Message To Send

Subject:

Message:

### Alumni E-Contacts

This area allows you to send out e-mails to specific classes or all alumni's

You will need to do the following

1. Add a subject
2. Enter your message
3. Select year(s) or all classes
4. Send e-mail

### Step Two: Select Recipients

**NOTE:** Emails will be sent ONLY to alumni who are APPROVED AND HAVE OK'd contact from your school district. ☐ Select All Classes

Or select specific classes below:

<input type="checkbox"/> 0	<input type="checkbox"/> 1934	<input type="checkbox"/> 1945	<input type="checkbox"/> 1956	<input type="checkbox"/> 1967	<input type="checkbox"/> 1978	<input type="checkbox"/> 1989	<input type="checkbox"/> 2000
<input type="checkbox"/> 1923	<input type="checkbox"/> 1935	<input type="checkbox"/> 1946	<input type="checkbox"/> 1957	<input type="checkbox"/> 1968	<input type="checkbox"/> 1979	<input type="checkbox"/> 1990	<input type="checkbox"/> 2001
<input type="checkbox"/> 1924	<input type="checkbox"/> 1936	<input type="checkbox"/> 1947	<input type="checkbox"/> 1958	<input type="checkbox"/> 1969	<input type="checkbox"/> 1980	<input type="checkbox"/> 1991	<input type="checkbox"/> 2002
<input type="checkbox"/> 1926	<input type="checkbox"/> 1937	<input type="checkbox"/> 1948	<input type="checkbox"/> 1959	<input type="checkbox"/> 1970	<input type="checkbox"/> 1981	<input type="checkbox"/> 1992	<input type="checkbox"/> 2003
<input type="checkbox"/> 1927	<input type="checkbox"/> 1938	<input type="checkbox"/> 1949	<input type="checkbox"/> 1960	<input type="checkbox"/> 1971	<input type="checkbox"/> 1982	<input type="checkbox"/> 1993	<input type="checkbox"/> 2004
<input type="checkbox"/> 1928	<input type="checkbox"/> 1939	<input type="checkbox"/> 1950	<input type="checkbox"/> 1961	<input type="checkbox"/> 1972	<input type="checkbox"/> 1983	<input type="checkbox"/> 1994	<input type="checkbox"/> 2005
<input type="checkbox"/> 1929	<input type="checkbox"/> 1940	<input type="checkbox"/> 1951	<input type="checkbox"/> 1962	<input type="checkbox"/> 1973	<input type="checkbox"/> 1984	<input type="checkbox"/> 1995	<input type="checkbox"/> 2006
<input type="checkbox"/> 1930	<input type="checkbox"/> 1941	<input type="checkbox"/> 1952	<input type="checkbox"/> 1963	<input type="checkbox"/> 1974	<input type="checkbox"/> 1985	<input type="checkbox"/> 1996	<input type="checkbox"/> 2007
<input type="checkbox"/> 1931	<input type="checkbox"/> 1942	<input type="checkbox"/> 1953	<input type="checkbox"/> 1964	<input type="checkbox"/> 1975	<input type="checkbox"/> 1986	<input type="checkbox"/> 1997	<input type="checkbox"/> 2008
<input type="checkbox"/> 1932	<input type="checkbox"/> 1943	<input type="checkbox"/> 1954	<input type="checkbox"/> 1965	<input type="checkbox"/> 1976	<input type="checkbox"/> 1987	<input type="checkbox"/> 1998	<input type="checkbox"/> 2010
<input type="checkbox"/> 1933	<input type="checkbox"/> 1944	<input type="checkbox"/> 1955	<input type="checkbox"/> 1966	<input type="checkbox"/> 1977	<input type="checkbox"/> 1988	<input type="checkbox"/> 1999	<input type="checkbox"/> 2028

[Show/Hide Contact Emails](#)

### Step Three: Confirmation & Send Message

☐ Check here and click the button below to send the message!

When you click the submit button, processing will take a little time depending on how many emails are being sent. Please be patient. A report will be generated soon detailing who was sent your message!

# **E-SURVEY**

# **MODULE**

# E-Survey Module

E-Survey Module allows you to create surveys for your staff, students, parents, community to get information for a specific item.

## eSurveys Management

### Create A New eSurvey

Survey Name:

Survey PIN #:  (This will be giving to respondents to access restricted surveys)

### Existing Surveys

Survey Title				
Upcoming School Levy	Active	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Test Levy	Active	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Test	Inactive	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

You will first create the Survey Name and then a Pin #

**\*\* A Pin # can only be used one time for survey. So if you use 123 you can not use that for a new survey. It also must consist of #'s only.**

## eSurvey Management

[Survey Details](#)

[Survey Questions](#)

[Page Viewer](#)

### Upcoming School Levy' Details:


Name:


Pin #:

Survey Desc:  
(Shown when registering)

Instructions:  
(Shown when registering)

Confirmation Msg:  
(Shown when survey is complete)

Start Date:  \*

End Date:  \*

# of Questions/Page: \* (page layout can be modified)

Other Options: ☒ Is Survey Active?  
☒ Can Survey By Completed Anonymously?

Link to Survey: <http://demo.web1.schoolpointe.com/surveyLogin.aspx?pi>

\* Required

To add info to your survey you will do the next steps:

1. Survey Description is what you want them to know about the Survey before they take it.
2. Instructions what specific instructions you might have you can add here.
3. Confirmation Message the message want them to see once they are done taking the survey.

You will then enter your Start and End date

# of Questions you want on a page and then select the survey active and if you wish to have them complete this anonymously.

SAVE

Once you have all info created you will then click on Survey Questions tab at the top.

## eSurvey Management

Survey Details

Survey Questions

Page Viewer

### Survey 'Upcoming School Levy' Questions:

*Please enter all the questions that will be part of the survey. Enter them in the approximate order you would like them to display on the survey. You will be able to change the order of the questions in the final "Page Viewer" step, so DON'T worry about the exact sequence.*

(NOTE: You must enter at least as many questions as you set for the "# of Questions/Page" field in the Survey Details to access the Page Viewer)

#### Add Question

Question Text:

Optional Image:

Choose File

No file chosen

Question Type:

Multiple Choice

Question Options:

A.

Add Option

Is Required?

☒

save

save & duplicate

cancel

(The "save & duplicate" button will duplicate the current question options to be used in the next question. This can only be used with Multiple Choice and Selection Questions)

#### Existing Survey Questions:

Pg. 1 #1	On a grading scale of A, B, C, D and F, how would you rate the Eaton Community School District? <b>[Multiple Choice]</b> * Required	[Edit] [Delete]
Pg. 1 #2	Are you pleased with the new school facilities in our district that have already been built (High School & East Elementary) <b>[Multiple Choice]</b> * Required	[Edit] [Delete]
Pg. 2 #1	Do you feel there is a need to replace our current Middle School and Bruce Elementary with new buildings? <b>[Multiple Choice]</b> * Required	[Edit] [Delete]

You will then enter your Questions text and then what type of question you would like this to be.. Multiple Choice, True or False, Text Answer. You will then save and go to your next question.

Once you have created all questions and saved you can then click on Page Viewer to see what your page will look like and can move your questions around if you chose.



## eSurvey Management

- Survey Details
- Survey Questions
- Page Viewer

### 'Upcoming School Levy' Page Layout

You can modify the survey page layout by selecting to move a question to a different page using the right column (Move to Page). You can also move the questions using the arrows on the left (can move them from page to page).

Move to **Page**

Page 1

↓

#1

On a grading scale of A, B, C, D and F, how would you rate the Eaton Community School District?

1

↓

#2

Are you pleased with the new school facilities in our district that have already been built (High School & East Elementary)

1

Page 2

↓

#3

Do you feel there is a need to replace our current Middle School and Bruce Elementary with new buildings?

2

↓

#4

Is it important to obtain state funds to help build a new middle school and a new elementary school before the money is gone?

2

Page 3

↓

#5

How urgent is it that these two buldings be replaced?

3

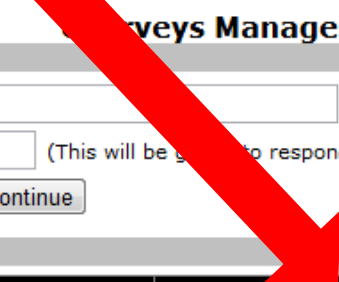
↓

#6

Do you like to read?

3

Once the Survey has been completed by those you wish to take it you can then go to the main E-Survey Page and click on Survey results.



### eSurvey Management

**Create A New eSurvey**  
 Survey Name:   
 Survey PIN #:  (This will be given to respondents to access restricted surveys)

**Existing Surveys**

Survey Title	Status	Survey Results	Edit	Delete
Upcoming School Levy	Active	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Test Levy	Active	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Test	Inactive	<a href="#">Survey Results</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

Once you click on Survey Results you will be able to see the following reports.

### eSurvey Management

#### Upcoming School Levy's Reporting

Individual and statistical reporting options are available on this survey. Click on the links below to view printable versions of the reporting features.

**Survey Details**  
 Title: Upcoming School Levy  
 Description:  
 Starting/Ending: 7/26/2011 to 1/31/2013  
 Total Respondents: 93  
 Completed Surveys: 0

**Statistical Reporting**  
 The statistical report displays a breakdown of all the survey respondents. This report will allow you to analyze the responses, which responses were the most popular, basically get the general consensus pertaining to the majority of the survey respondents.  
[\[Click Here To View Statistical Report\]](#)

**Individual Reporting**  
 Individual reports will show you how specific survey respondents answered each question. There are two views available, a detailed view that provides all the information of the survey respondent, and all their responses. The quick view only provides the name (if provided), and all their responses, but it's in a table view. If you are seeking a printable view, use the detailed report.

**Available Reports**  
[Full Individual Report](#) (all responses)  
[Completed Survey Individual Report](#) (respondants who completed survey)  
  
[Full Report in EXCEL](#)  
  
 These reports may take a few minutes to load.

- Report Types:
- Statistical Report
  - Full Individual Report
  - Completed Survey Individual Report
  - Full Excel Report

# **E-COMMUNICATIONS**

## **MODULE**

# E-Communications Module

When creating a email to go to the ones that have signed up for the E-Communications you will need to first set up the following.

Actions/Activities:

Emails

Sent Emails

Create Email

Contact List

Option Types

Student Registration

Also See:

Create your option Types.

These are for instance, E-Newsletter, School Closings, Athletic News, Text Message Alerts, News & Events, HS News & Events, MS News & Events.... You can add whatever you want here.

Once those are added then the parents can sign up for all they want

## Communication Module

This page displays the emails that are waiting to be sent. You can select to either edit or send your emails, if you choose to send your email it will be added to the queue. Note: Emails with high priority will not be queued. they will be sent right away.

[Create Email](#)

oID	Created Date	Modified Date	Subject		
-----	--------------	---------------	---------	--	--

You will first click on Create E-mail



## Create New Email

First select the type of e-mail you would like to create, this determines which group of subscribers will receive the e-mail within the district or school building. Next, enter a subject for the e-mail to be sent (something to catch the users attention). Finally, provide the content of the e-mail, you can add images as either an attachment or right in the content window (click the Insert/Edit Photo link).


\*NOTE: If you would like text message users to receive this e-mail, you need to make sure the e-mail is only composed of plain text (meaning no images, links ect.) and that it does not exceed 160 characters. To be sure it's plain text, click the "Source" button in the content window to make sure the text is only comprised of text (no HTML tags)

**Email Type:**

Select Below

**Subject:**

**Body:**



The screenshot shows the top portion of a presentation software window. At the top, there are dropdown menus for 'Format', 'Font', and 'Size', followed by buttons for bold (B), italic (I), underline (U), and a text color picker (T). Below these are various icons for editing (cut, copy, paste, undo, redo), alignment (left, center, right, justified), and other functions (insert, link, unlink, anchor, etc.). A red rectangular box is drawn on the right side of the slide, containing the text: 'You will select the subject, then send out and'. The rest of the slide is blank.

You will select your email type, enter your subject, the information you are wanting to send out and then click Save Email.

To upload photos click "Browse", select your image and click "Add". The page will refresh with the newly added photo.

Save Email

### Upload Images

Choose File No file chosen

Add

## Communication Module

This page displays the emails that are waiting to be sent. You can select to either edit or send your emails, if you choose to send your email it will be added to the queue. Note: Emails with high priority will not be queued, they will be sent right away.

Create Email

oID	Created Date	Modified Date	Subject		
48	05.21.2012		test	<a href="#">Edit</a>	<a href="#">Send</a>

You will then click on Send this will take you to the page where you can decide who you want to send this too.

### Send Mass Email

First, select the location(s), then select the type(s) that you would like your mass email to be sent. Once you have selected the location(s) and type(s) for your email click "Submit", a list will be populated with all of the contacts subscribed to the location(s) and type(s).

If NO types are selected it will pull all contacts associated with the selected location(s)

#### Locations

- ☐ District
- ☐ High School
- ☐ Middle School
- ☐ Elementary School

Here you will select which groups you want this e-mail to go out to by selections the location and then option Type

#### Option Types

- ☐ Athletics
- ☐ Band
- ☐ Electronic Newsletter
- ☐ News & Events
- ☐ School Closings
- ☐ test email
- ☐ Text Message Alerts (Must provide cell number.)

Submit

---

Once you click on Submit you will enter who the Email is coming from and the address you want it to come from. If message is 160 characters or less it will go out to Text message subscribers.

# **MOBILE VIEW**

# **MODULE**

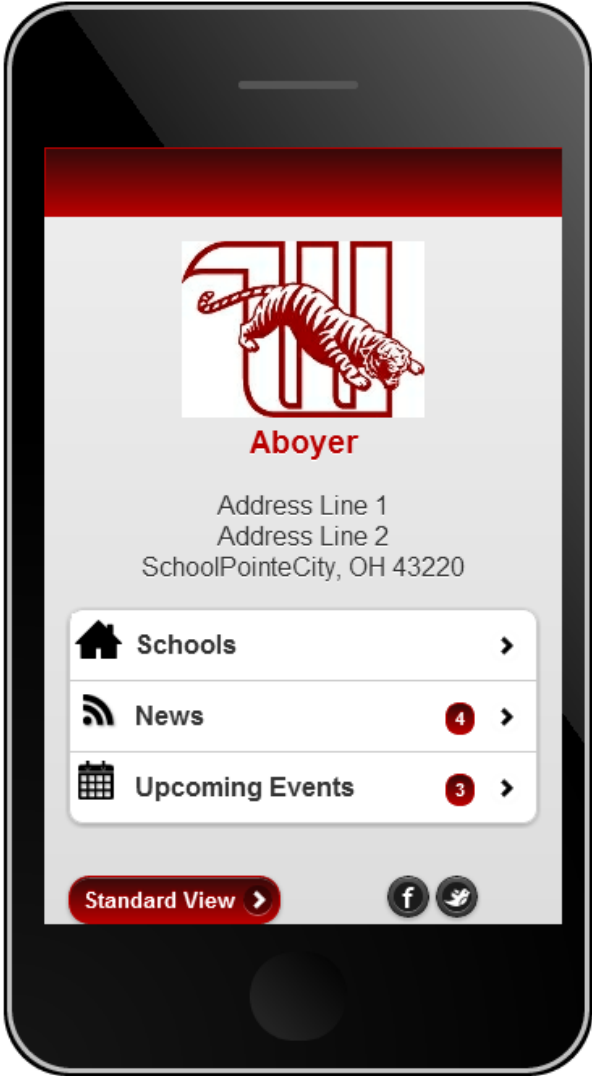
## Mobile View

Mobile view allows you to adjust what color you want for the icons, start color & End color. You can use your district colors, add your district Logo.


When you click on schools it will take you to the list of schools and same with the news & Events.

---

Home Schools




District Logo




Delete


Icon Color

#000000 

Start Color

#360909 

End Color

#b80000 

☒ Use custom colors

Facebook User

amelia.boyer

Twitter Handle

schoolpointe

☒ Set mobile to be active

Save

# **ATHLETICS**

# **MODULE**

# Athletics Module

## School Sports Administration

Please select a school to manage:

[High School](#)

[Click Here to Add Athletic Event](#)

**ATTENTION SCHEDULE STAR USERS:** You'll notice a new link at the right called "Schedule Star Events Sync". Due to performance issues, we have separated the syncing process. You will now need to go to this page in order to sync events from Schedule Star. This process may take a few minutes to execute.

This is the main Athletics page where you will choose which school sports you want or which sport you wish to work on.

### Available Actions:

**Manage School Sports and Teams**

**Schedule Star Events Sync**

**Athletic Forms**

**Athletic Director**

**Manage Current Seasons**

**Athletic Content Manager**

### Quick Sport/Team Links

☐ High School

☐ Boys

☐ Baseball

Varsity

Junior Varsity

Freshman

☐ Basketball

Varsity

Junior Varsity

Freshman

Middle School

☐ Football

Varsity

Junior Varsity

Freshman

Middle School

## High School Sports

Please select a sport to manage:

### Fall Sports

[Boys Football](#)

[Girls Soccer](#)

[Boys Soccer](#)

[Girls Volleyball](#)

[Co-Ed Cross Country](#)

[Boys Golf](#)

[Girls Tennis](#)

### Winter Sports

[Boys Basketball](#)

[Girls Basketball](#)

[Boys Wrestling](#)

[Girls Basketball](#)

### Spring Sports

[Boys Baseball](#)

[Girls Softball](#)

[Co-Ed Track and Field](#)

[Boys Tennis](#)

[Girls Track](#)

[Boys Track](#)

Once you click on the school you want for sports this is where you will add which sports that school has. You will click on the Add a New Sport.

**OR**

[Add A New Sport](#)

## Add A New Sport

Please provide all information and click 'Save' at the bottom.

Sport Name:

Gender: ☐ Boys  
☐ Girls  
☐ Co-Ed

Season: ☐ Autumn  
☐ Winter  
☐ Spring  
☐ Summer Camp

Once you click on Add New Sport you will enter in the sport name such as Football, Softball... the sports you have. **DO NOT ADD JV, VARSITY... THIS WILL BE ADDED LATER.** You will then add if it is boys or girls, and which season it belongs too.

Then Select Create Sport

### High School : Boys Football

Please provide all information and click 'Save' at the bottom.

Sport Name:

Gender: ☒ Boys  
☐ Girls  
☐ Co-Ed

Season: ☒ Fall  
☐ Winter  
☐ Spring  
☐ Summer Camp

General Information:

Actions/Activities:

- Athletic Management
- Manage Sport
- News
- Teams (View Schedules)
- Forms
- Image Gallery
- Links
- Add Athletic Event

---

Also See:

Once you are into the specific sport you will then click on Teams View Schedules under the actions/activities. This is where you will then add your teams levels.

## High School : Boys Football

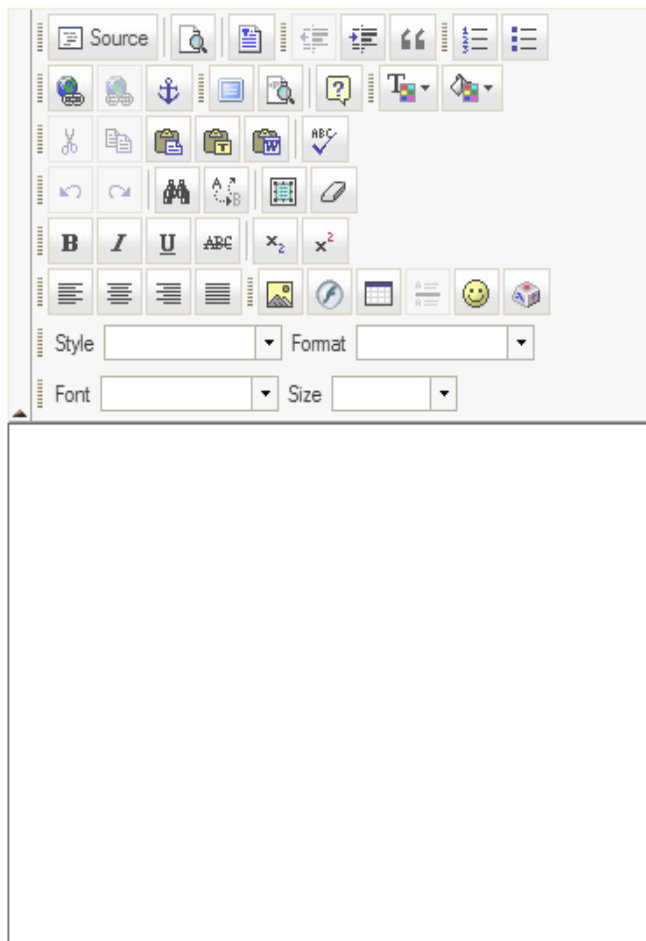
### New Team

Level

- ☒ Varsity
- ☐ Junior Varsity
- ☐ Freshman
- ☐ 8th
- ☐ 7th
- ☐ 6th
- ☐ 8th Grade
- ☐ 7th Grade
- ☐ 6th Grade
- ☐ JV
- ☐ Middle School
- ☐ Varsity Indoor

Once you go to the teams view schedules this is where you will chose which level of team that sport has.

Content



A rich text editor interface with a toolbar at the top and a large text area below. The toolbar includes icons for Source, Find, Insert, Link, Unlink, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and various alignment and formatting options. Below the toolbar are dropdown menus for Style and Format, and input fields for Font and Size. The text area is currently empty.

save

save & close

cancel







Please provide as much information as possible and click 'Save' at the bottom.

***You must select a Sport before selecting the team.***

Select Sport/Team:\*   [Add Team](#)

Opponent:\*  ☒ Home ☐ Away

**Location:\*** Select a Location:  
   
**OR** Type in a Location:

**Start Date/Time:\***   **Select**  :  

**End Date/Time:**   Select ▼ :

**Contact:**

**Directions/Information:**

**Attachment:**  No file chosen

**Attachment Title:**

☐ Add to District Calendar  
(check to display the event on district calendar)

save save & close cancel

To add a athletic event you will select the sport & team enter in the opponent and if it is home or away, choose the location, start & end date & time, contact if there is one, any directions or info and if you would like this event to show on the district calendar.

All athletic events will show on the correct school page that you enter it under. So if it is in the HS sports it will show in the HS calendar and so on.

If you add your MS sports along in the HS area it will show just on the HS calendar not the MS Calendar.

If you select the Check box above the Save this will then add this sporting event to the district calendar.

To manage your seasons dates you will need to click on Manage Current Seasons. You will need to adjust these dates each year for that years events to show.

Season	Start Date	End Date	
Fall	8/1/2012	11/20/2012	<a href="#">edit</a>
Winter	11/1/2012	3/28/2013	<a href="#">edit</a>
Spring	2/23/2013	6/1/2013	<a href="#">edit</a>

## Schedule Star Events

If you use Schedule Star you can select on the Schedule Star Sync. If you have given us your highschoolsports.net ID #. We can then pull your events in through Schedule Star.

### **Sync Events with Schedule Star**

All Events are Synced. Press the Sync button at the right if there were recent changes in Schedule Star.

#### **Schedule Star Events**

Season	Start Date	End Date	
Fall	8/1/2012	11/20/2012	<a href="#">Load Season</a>
Winter	11/1/2012	3/28/2013	<a href="#">Load Season</a>
Spring	2/23/2013	6/1/2013	<a href="#">Load Season</a>

**NOTICE!!:** Before syncing please refer to season dates, your school's preference for athletics events calendar locations, and loaded games time, date, opponent, Home/Away, and Location. For given games, Syncing events will check Schedule Star for new events as well as existing event changes and updates. Please update previously synced event calendar locations by going to the respective calendar, in Events Calendar. You can update the season's date in Manage Current Season.

[Sync Events](#)

#### Available Actions:

[Manage School Sports and Teams](#)  
[Schedule Star Events Sync](#)  
[Athletic Forms](#)  
[Athletic Director](#)  
[Manage Current Seasons](#)  
[Athletic Content Manager](#)

Once you have clicked on Schedule Star Sync this is what you will see. Once you are here you will click on Load Season. That will then pull all the events you have in Schedule Star into our system.

## Sync Events with Schedule Star

This is the list of High School events that have been imported from highschoolsports.net (Schedule Star). Please review the events listed to determine which events will be synced to the High School or District Calendar.

Once an event has been synced, it will only update with changes from Schedule Star when the user clicks the 'Sync Events' button

### Schedule Star Events

Season	Start Date	End Date	
Fall	8/1/2012	11/20/2012	<a href="#">Load Season</a>
Winter	11/1/2012	3/28/2013	<a href="#">Load Season</a>
Spring	2/23/2013	6/1/2013	<a href="#">Load Season</a>

**NOTICE!!:** Before syncing please refer to season dates, your school's preference for athletics events calendar locations, and loaded games time, date, opponent, Home/Away, and Location. For given games, Syncing events will check Schedule Star for new events as well as existing event changes and updates. Please update previously synced event calendar locations by going to the respective calendar, in Events Calendar. You can update the season's date in Manage Current Season.

[Sync Events](#)

Sync Only to District ☐ Sync to District also ☐ Select All Events ☐

GameDate	StartTime	Team	Opponent/Title	Home/Away	Location	Sync
08/09/2012	4:30PM	Boys Freshman	Parma Senior High	Home		<input type="checkbox"/>
08/21/2012	7:00PM	Boys Varsity Soccer	Solon High School	Away		<input type="checkbox"/>
08/22/2012	4:00PM	Girls Varsity Tennis	Shaker Heights High School	Away		<input type="checkbox"/>
08/22/2012	4:00PM	Girls Junior Varsity Tennis	Shaker Heights High School	Home		<input type="checkbox"/>
08/22/2012	5:00PM	Girls Junior Varsity Soccer	Mentor High School	Away		<input type="checkbox"/>
08/22/2012	7:00PM	Girls Varsity Soccer	Mentor High School	Away		<input type="checkbox"/>
08/23/2012	4:00PM	Girls Varsity Tennis	Green High School-Green	Away		<input type="checkbox"/>
08/23/2012	4:00PM	Girls Junior Varsity Tennis	Green High School-Green	Home		<input type="checkbox"/>
08/23/2012	4:30PM	Boys Freshman Football	Barberton High School	Away		<input type="checkbox"/>
08/24/2012	7:00PM	Boys Varsity Football	Barberton High School	Home	CLIFFORD STADIUM	<input type="checkbox"/>
08/25/2012	1:00PM	Girls Junior Varsity Tennis	Medina HS	Home		<input type="checkbox"/>
08/25/2012	10:00AM	Boys Junior Varsity Football	Barberton High School	Away		<input type="checkbox"/>
08/25/2012	5:00PM	Boys Junior Varsity Soccer	Barberton High School	Away		<input type="checkbox"/>
08/25/2012	7:00PM	Boys Varsity Soccer	Barberton High School	Away		<input type="checkbox"/>
08/27/2012	4:00PM	Girls Varsity Tennis	Mayfield High School	Home	HS TENNIS CTS	<input type="checkbox"/>
08/27/2012	4:00PM	Girls Junior Varsity Tennis	Mayfield High School	Away		<input type="checkbox"/>

Once you click load season this is what you will see the events that have not been synced yet.

If you make a change in Schedule Star you will need to resync the events. It will only pull the events that you made changes too.

You also have the option on this page to Sync just to the District Calendar, Sync to the district along with the school. All events will go to the school calendar always.

You can add News, schedules, Forms, Photo Gallery



## -Edit Boys Varsity Baseball Page

- [Athletic Management](#)
- [Manage Sport](#)
- [News](#)
- [Teams \(View Schedules\)](#)
- [Forms](#)
- [Image Gallery](#)
- [Links](#)
- [Add Athletic Event](#)

# **ONLINE**

# **CLASSROOM**

# Online Classroom

The Online Classroom is available to all staff members.

At anytime you can save your information and at the top right of your OLC page you will see

[Training Videos' Home Page](#) | [View Live Site](#) | [Video Library](#) | [Change Password](#) | [Logout](#)

Once a teacher creates the Online Classroom he/she will have the options to create numerous classrooms for each subject along with general pages. The homepage along with each classroom has its own Calendar.

Display Name will be your name or grade level whatever you wish.

Contact Information will go in this area. Basic info such as Phone #, email, name, room #.

The screenshot shows the Online Classroom interface. On the left, the 'DISPLAY NAME' is 'Training Videos' with an 'Edit' link. Below it are 'CLASSROOMS' and 'PAGES' sections. The 'CLASSROOMS' section lists 'Training Videos', 'District Training Video', 'Building Training Video', and 'Online Classroom Training'. The 'PAGES' section shows 'No Current Pages Available'. In the center, the 'My Homepage' section features a 'Teacher Contact Information' box for Lauren Schultz, Customer Service Manager, with contact details and an 'Edit Teacher Contact Information' link. To the right, there is a 'My Calendar' for May 2012. At the bottom, the 'Teacher Bio' area is visible with a rich text editor toolbar. Red arrows point from the text boxes to the corresponding fields in the interface.

DISPLAY NAME [Training Videos](#) [Edit](#)

CLASSROOMS [EDIT](#) [ADD NEW CLASSROOM](#)

- Training Videos
- District Training Video
- Building Training Video
- Online Classroom Training

[add a sub page](#)

PAGES [EDIT](#) [ADD NEW PAGE](#)

No Current Pages Available

**My Homepage** [Edit](#)

**Teacher Contact Information:**  
Lauren Schultz  
Customer Service Manager  
866.877.3925  
lauren@digitalschoolnetwork.com  
[Edit Teacher Contact Information](#)

[Update Staff Photo](#) [Remove](#)

**My Calendar**

<< May 2012 >>

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

[Save Page >>](#)

This will save page content entered below.

**Teacher Bio**

Format Font Size B I U T [Icons] Source

Once you have created your homepage you then can start on your individual classroom pages.

Under the Display Name you can select on Add New Classroom. This is where you can add as many classrooms as you wish, so one for each subject you teach or just one.

Under your Classroom Pages you have a section called Pages this area give you a blank page where you can add info that will pertain to all classes without having to add it to each of your classrooms.

# Classroom Pages

In a OLC Classroom page you have the option to add Announcements, Assignments, Blogs, Files & Links or Photo Galleries.

If you are working on a page that you do not want to make public yet you can always click on the Disable Teacher Classroom while you are working on this page and when you are ready to set it live uncheck the box.

In the OLC you can also drag and drop the sections and put them in whatever order you wish them to be in or if you want then in one Column you have that option by just dragging and dropping the box to the place you would like it.

The screenshot shows the OLC Classroom page interface. On the left, there is a sidebar with 'DISPLAY NAME' (Training Videos), 'CLASSROOMS' (Training Videos, District Training Video, Building Training Video, Online Classroom Training), and 'PAGES' (10 Current Pages Available). The main content area is titled 'Training Videos' and includes a 'Disable Teacher Classroom' checkbox, a 'Class Description' field, and a 'Class Photo' placeholder. Below these are sections for 'Class Announcements', 'Class Assignments', 'Class Files / Links', and 'Classroom Image Gallery'. A 'Class Calendar' for May 2012 is also visible. Annotations include a red box around the 'Disable Teacher Classroom' checkbox and a red arrow pointing to the 'Edit Name' link in the 'Class Announcements' section.

**DISPLAY NAME**  
Training Videos [Edit](#)

**CLASSROOMS** [EDIT](#) [ADD NEW CLASSROOM](#)

- Training Videos
- District Training Video
- Building Training Video
- Online Classroom Training

[add a sub page](#)

**PAGES** [EDIT](#) [ADD NEW PAGE](#)  
10 Current Pages Available

**Training Videos** [Edit](#) [Manage Blog](#)

☐ Disable Teacher Classroom (subpages are disabled if the Classroom is disabled)

**Class Description:**  
[Edit Class Description](#)

**Class Photo**  
[Update Class Photo](#)

**Class Announcements** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Announcement](#) (Click Edit above to change order)

**Class Assignments** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Assignment](#) [View All Assignments \(includes Archive\)](#) [view all assignments >](#)

**Class Files / Links** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add Folder](#) [Add File/Download](#) [Add Link](#)  
= Hidden Folder = Active Folder

**Classroom Image Gallery** [Edit](#) [Edit Name](#) [Enabled](#)  
[Add New Gallery Slideshow](#) [Add Images to Class Gallery](#)  
No Gallery Slideshows Available

**Class Calendar** [Edit name](#)

May 2012						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Add Event](#) | [view full calendar >](#)

By Clicking on the Edit Name beside Class Announcements or one of the sections you can change the name of that section to your preference you can also disable sections if you do not want to use those areas or they are a work in progress.

## Class Calendar

**Add/Edit Event**

Event Headline \*:

Class:    
this is optional, if selected, event will only display on the class calendar

Event Starts On \*:

Event Starts At:  :

Event Ends On:

Event Ends At:  :

Location (site):

Event Information/Description:

**B I U**

\* Required (in BOLD)

To add a class event you will click on Add Event under the calendar. You will enter your event Headline (Title) Choose which classroom it belongs with, when the event starts & time if there is a time, select end date and time, enter the location and then any additional information.

SAVE

This will show on that class calendar along with your main homepage calendar.

## Class Announcements



You will add your display Title and then enter in the description of your Announcement. You can also add a image to the announcement if you wish.

SAVE

## Class Assignment

With the Class assignments you will add the name, the date you are assigning this on, date it is due, and the description of the assignment. You can then also choose to allow them to submit assignments online for you to look at or download.

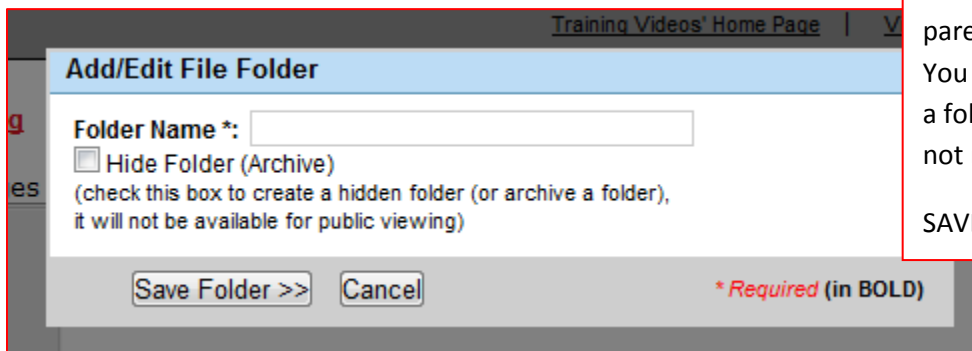
When they submit an assignment online it will date & time stamp when they submitted it. They do have to enter their first and last name when they submit the assignment.

SAVE

- When you choose the Assign date that is the date that it will also show up on the assignments area. So if you put a future date it will not show till then.

# Class Files & Links

## Adding a Folder

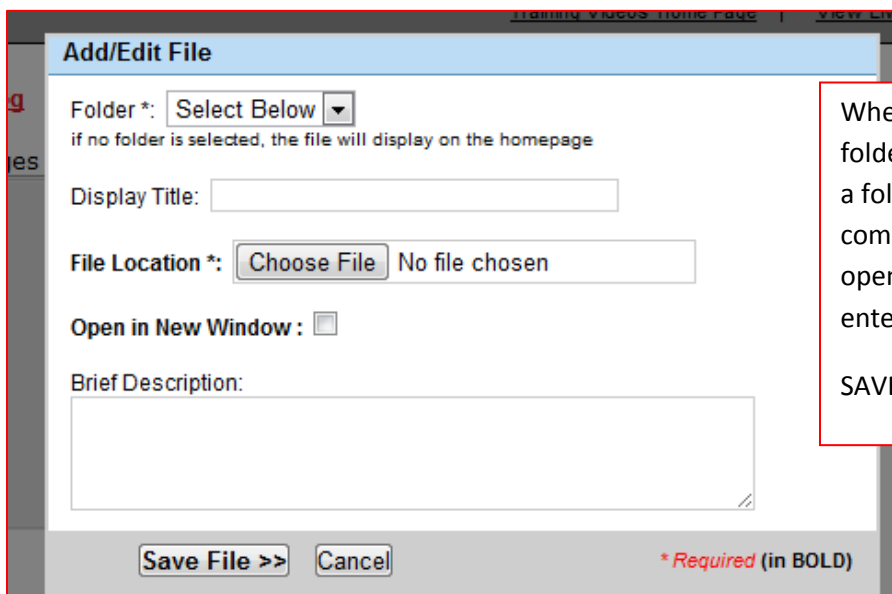


The screenshot shows a web form titled "Add/Edit File Folder" with a blue header bar. Below the header, there is a text input field for "Folder Name \*:". To its right is a checkbox labeled "Hide Folder (Archive)" with a note below it: "(check this box to create a hidden folder (or archive a folder), it will not be available for public viewing)". At the bottom of the form are two buttons: "Save Folder >>" and "Cancel". A red asterisk note "\* Required (in BOLD)" is located at the bottom right of the form area.

When you add a Folder to your files this allows you to separate files for your students and parents to make it easy to find. You also have the option to Hide a folder if it is something that is not ready to be public.

SAVE

## Adding A File



The screenshot shows a web form titled "Add/Edit File" with a blue header bar. Below the header, there is a dropdown menu for "Folder \*:" with the text "Select Below" and a small downward arrow. Below this is a note: "if no folder is selected, the file will display on the homepage". There is a text input field for "Display Title:". Below that is a "File Location \*:" section with a "Choose File" button and the text "No file chosen". Next is an "Open in New Window :" checkbox. Below that is a "Brief Description:" label followed by a large text area. At the bottom are "Save File >>" and "Cancel" buttons. A red asterisk note "\* Required (in BOLD)" is at the bottom right.

When creating a file you will select which folder you want this to be in if you want it in a folder. Enter File Name, Choose from your computer the file, if you want that file to open in a new window select the checkbox, enter a brief description if you wish.

SAVE

## Adding a Link

**Add/Edit Class Link**

Select Folder:  if no folder is selected, the link will display on the homepage

Display Title:

Web Site Address \*:

Open in New Window : ☐

Brief Description:

\* Required (in BOLD)

When adding a link you again will choose which folder if you would like it in a folder, Title, Website address, Open in a new window if you wish, a brief description

SAVE

## Adding a Image Gallery

**Add New Gallery**

You can now select MULTIPLE images at once by holding CTRL (or SHIFT) when browsing your computer.  
The Caption will apply to all images uploaded at one time, be sure to click the Save button when you are done selecting images.

Gallery Title \*:

Upload Images \*:

No Images in Upload Queue

Caption:

\* Required (in BOLD)

You will choose if you want a gallery or a slideshow and then select add images. You will enter your title, select browse and find images on your computer. Once image names pop up you will then select Save Gallery and that will upload your images.

**PAGES**

When you add a new page below the Classrooms this allows you a blank slate to put information that may apply to all classes you have. You can add school supply list, permission slips...

You will add you page and then enter your information and then click the save page at top right corner.

**DISPLAY NAME**  
Training Videos [Edit](#)

---

**CLASSROOMS** [EDIT](#) [ADD NEW CLASSROOM](#)

- + X Training Videos
  - X District Training Video
  - X Building Training Video
  - X Online Classroom Training

[add a sub page](#)

**PAGES** [EDIT](#) [ADD NEW PAGE](#)

- + X Test

[add a sub page](#)

Active Pages appear **Blue** or Black  
Disabled Pages appear Gray

**Test** [Edit](#)

☐ Disable Teacher Page (subpages are disabled if the page is disabled)

[Save Page >>](#)
[Cancel](#)

Format
Font
Size
B
I
U
T
Color
Background Color
Table
Help
Source

# BUILDING ALERTS

Building Alerts allow you to add info to the very top of your page so if there is an important message you are wanting to show you can add this at the top.

## Alerts

*only one alert will show per building at a time*

First you will click on the add Alert

[Add Alert](#)

Title	Start Date	Exp. Date	Affected Page	
Test	5/9/2013 12:00:00 PM	5/9/2013 3:00:00 PM	SchoolPointe Template Pages	<a href="#">Edit</a>
Closing early due to weather	6/10/2013 6:00:00 AM	6/10/2013 7:00:00 PM	SchoolPointe Template Pages	<a href="#">Edit</a>

## Alerts

Title

Closing early due to weather

Start Date:

6/10/2013

6 am

:

00

Expiration Date:

6/10/2013

7 pm

:

00

### Alert Content Notice:

We will be closing early today do to bad weather.

You will then add the info that you want the alert to say on the main home pages for the district and the schools.

You will add your dates & times you want this alert to show and if you want it on every page or just home pages.

Select which school (or district) where the alert will display.

Every Page

Bar Color

Dark

### Alert Preview

We will be closing early today do to bad weather.



**Alert:** We will be closing early today do to bad weather.

HOME DISTRICT NEWS CALENDAR SCHOOLS DEPARTMENTS BOARD OF EDUCATION EMPLOYMENT FORMS & LINKS

Below is how it will look on your home page once it is live to your site.

# POSTING NEWS ARTICLES TO FACEBOOK

(Available 6/12/2013)

Now once you have created a News article you are now able to post that to facebook. Once the news article has been created you will now see a icon that you can click on to post this to the district facebook OR your personal facebook page.

You will first need to go to the district or building details page depending on your permission for the building you are assigned too. You will then edit the address area which at the bottom you will now see the area to log into facebook. Click on Log Into Facebook. You will then verify and log in. Then once logged in you will click on the facebook icon next to the news article which will then post it to Facebook.

### Edit District Details

District Name:

SchoolPointe Template

Address Line 1:

Address Line 1

Address Line 2:

Address Line 2

City, State, Zip:

SchoolPointeCity

OH

43220

General Email:

email@schoolpointe.com

General Phone:

General Fax:

District Image:

Choose File

No file chosen

Facebook :

Log into Facebook

Posting As :

User - Wall

Remove User

save

cancel

Where you will log into Facebook, by clicking on Log into Facebook.

Test

Edit

Delete

Posted: 6/9/2013 Expires: 6/15/2013

f

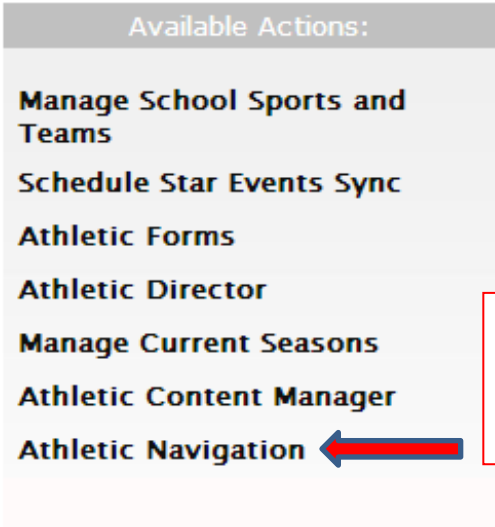
Share

Once you click on the Facebook icon it will then show a check box letting you know it has been shared.

# ATHLETICS NAVIGATION

(Available 6/12/13)

We have just added the availability to add Athletics Navigation like the district and buildings have for the quick links.



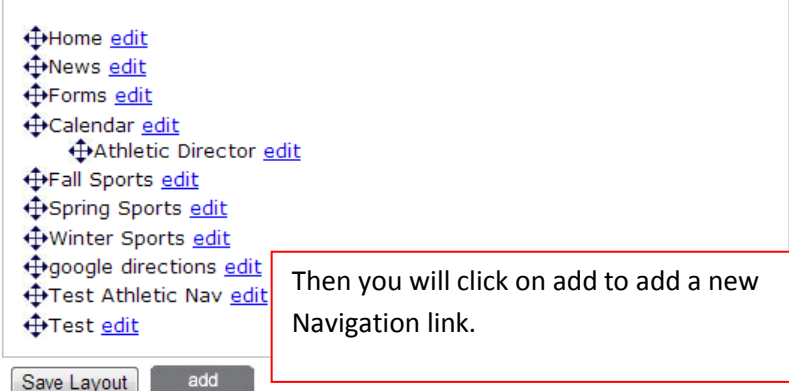
**Available Actions:**

- Manage School Sports and Teams
- Schedule Star Events Sync
- Athletic Forms
- Athletic Director
- Manage Current Seasons
- Athletic Content Manager
- Athletic Navigation** ←

You will click on The Athletic Navigation which will show on the right side of the page under Available Actions.

## Athletics Nav Navigation Menu Layout

Drag-and-drop a link to change the order or level and save the layout.



- Home [edit](#)
- News [edit](#)
- Forms [edit](#)
- Calendar [edit](#)
  - Athletic Director [edit](#)
- Fall Sports [edit](#)
- Spring Sports [edit](#)
- Winter Sports [edit](#)
- google directions [edit](#)
- Test Athletic Nav [edit](#)
- Test [edit](#)

Save Layout   add

Then you will click on add to add a new Navigation link.

Please fill in or select all the **required fields(\*)**. You have the option to select internal pages from the District or a School Building. You can also create a new Content Page by clicking "New Page" below". Click "Reset" to restart the page selection process. Be sure to click "Save".

**Link Title:\***

**Parent:\***  ▼

**Link:\***

For New Pages, the link will automatically generate when you click SAVE.

**Link to an Internal Page or File**

[Link to an Existing Content, Department, or other Internal Page](#)  
**OR**

**Select a file:**  No file chosen

[Add New Page \(Content\)](#) [Reset](#)

1. Enter in your Link Title
2. If you want it to be a main link you will leave the Parent as District or Building Left Nav. If you want it to be a drop out that when you hover over it drops out you will make the parent the link you want it to hover out from.
3. Link you will leave empty unless you want the page to go to a specific website. This will be automatically added in once you create your page.
4. If you want to link to a internal page, content or file you will select link to internal....
5. You will select what building, page type, and if there is a additional page you will click on the page to select.
6. If you want a blank slate to create a page yourself you will click on Add New Page (Content) This will then be saved in the Content page section of the options.
7. If you want a image to show on the button you click on from the live site you would add that to button image.
8. SAVE



# NEW INTRANET NAVIGATION

The navigation of the site is where you are going to add your links out to modules, pages, website.

**\*\* Depending on your specific website will depend on the Navigation. All sites will have the Top Nav and the Left Nav, others are a site by site basis**

## Intranet

This is where you can add, update, or delete links.

**Select a Navigation Menu to edit:**

[Intranet Nav](#)

### Intranet Nav Navigation Menu Layout

Drag-and-drop a link to change the order or level and save the layout.

- ⬮ Home [edit](#)
- ⬮ Adult Education [edit](#)
- ⬮ Articulation [edit](#)
- ⬮ Assessments [edit](#)
- ⬮ Camera Links [edit](#)
- ⬮ Common Core [edit](#)
- ⬮ District Department Chairs [edit](#)
- ⬮ District School Improvement [edit](#)
- ⬮ Early Childhood [edit](#)
- ⬮ Employee Benefits [edit](#)
- ⬮ English Learners [edit](#)
- ⬮ Forms [edit](#)
- ⬮ Flyers [edit](#)
- ⬮ Human Resources [edit](#)
- ⬮ Instructional Technology [edit](#)
- ⬮ Links [edit](#)
- ⬮ SchoolDude [edit](#)
- ⬮ Special Education [edit](#)
- ⬮ Subject-Area Resources [edit](#)

Save Layout

add

This is the look of the Left Navigation usually called your Quick Links.

To add a new link you will need to click on Add at the bottom or if you are editing a page already created select edit by the one you are changing.

Drag and Drop functionality is available to change order of the links by dragging on the arrow button.

## Navigation Menu Link Edit

Please fill in or select all the **required fields(\*)**. You have the option to select internal pages from the District or a School Building. You can also create a new Content Page by clicking "New Page" below". Click "Reset" to restart the page selection process. Be sure to click "Save".

**Link Title:\***

**Parent:\***

**Link:\***

For New Pages, the link will automatically generate when you click SAVE.

Link to an Internal Page or File

[Link to an Existing Content, Department, or other Internal Page](#)

OR

Select a file:  No file chosen

[Add New Page \(Content\)](#)

[Reset](#)

**Link Target:**

**Button Image:**  No file chosen

1. Creating a New link
2. Enter in your Link Title
3. If you want it to be a main link you will leave the Parent as District or Building Left Nav. If you want it to be a drop out that when you hover over it drops out you will make the parent the link you want it to hover out from.
4. Link you will leave empty unless you want the page to go to a specific website. This will be automatically added in once you create your page.
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8. If you want a image to show on the button you click on from the live site you would add that to button image.
9. SAVE