



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.

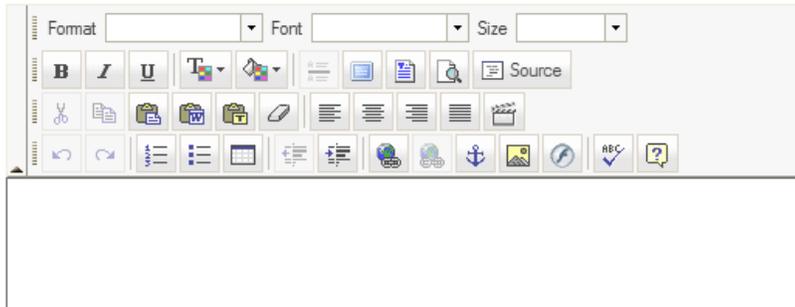
THE ARTICLE WILL SAVE WHEN YOU CLICK PREVIEW. IT WILL JUST NOT BE PUBLISHED.

News Date: 
MM/DD/yyyy

Expire Date: 
MM/DD/yyyy

Title:

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



Date & Title

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

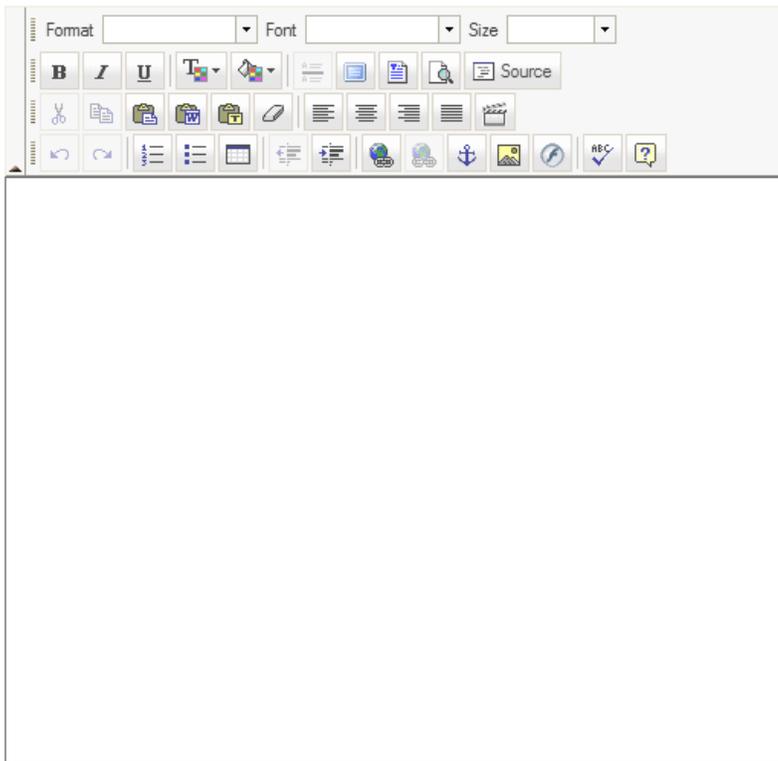
Sub-Header

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.

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: ▼

save & close

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.

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	Edit	Delete
Add New Link		
▼ Open Enrollment	Edit	Delete
▲ Registration Information	Edit	Delete

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:

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. Caf , 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](#)

<input type="button" value="↑"/>	<input type="button" value="↓"/>	Feature Image	<input type="button" value="X"/> Delete
	Gallery: Fun <input type="button" value="Pencil"/> Edit	<input type="button" value="Image"/> Add/Edit Images	
<input type="button" value="↑"/>	<input type="button" value="↓"/>	Feature Image	<input type="button" value="X"/> Delete
	Gallery: Band Concert <input type="button" value="Pencil"/> Edit	<input type="button" value="Image"/> Add/Edit Images	

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.

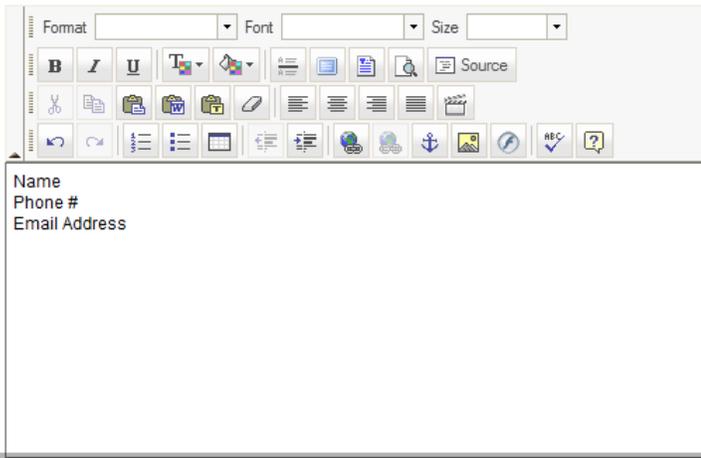
Administrative Departments

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

Dept. Name:

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

Description:



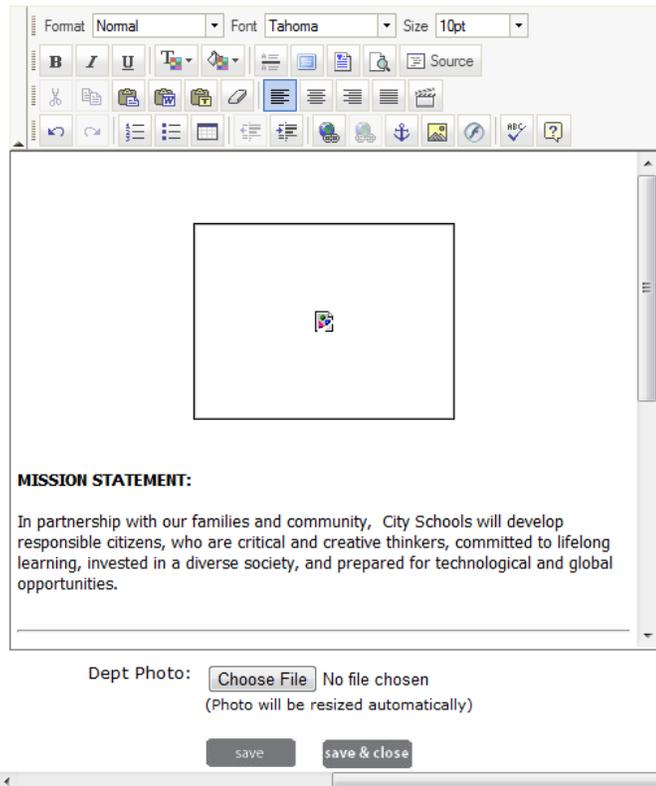
Name
Phone #
Email Address

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, and other functions. Below the toolbar is a large text area containing the following text:

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.

Below the text area, there is a section for uploading a department photo. It includes a "Choose File" button, the text "No file chosen", and a note "(Photo will be resized automatically)". At the bottom of this section are two buttons: "save" and "save & close".

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: 
(mm/dd/yyyy)

Is Active:

Message Content:

Format Font Size

B *I* U       Source

Attachment:

No file chosen

- Steps to adding the Superintendent Message**
1. Select Click here to Add New Message
 2. Enter posting date.
 3. That it is the active message
 4. Your message.
 5. Save & Close

Archived Messages

Date	Current Msg?		
8/1/2011	Active	Edit	Delete
8/1/2011	Inactive	Edit	Delete

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.

Board of Education

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

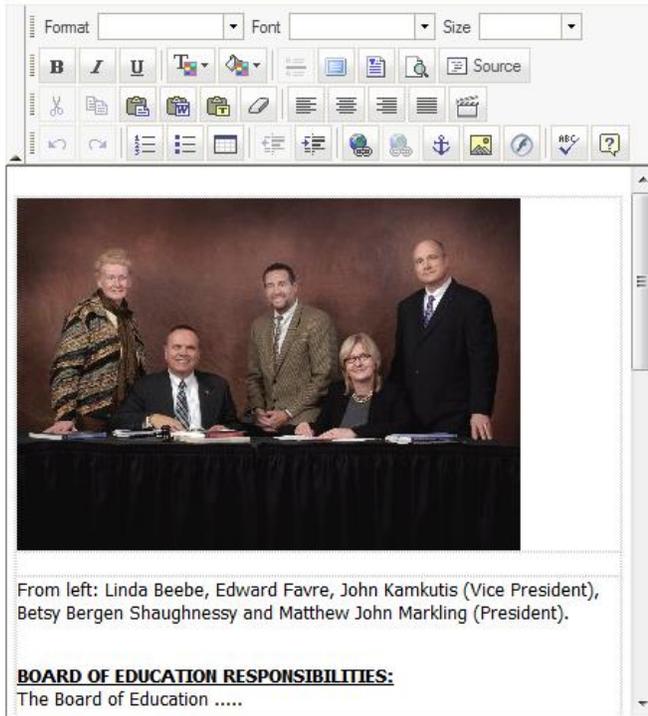
[Manage Board Meetings & Agendas](#)

Board Links & Forms

[Manage Board Links & Forms](#)

Edit Group Photo / Page Content

Content:



Group Photo: No file chosen

Board Member Listing

[Add Board Members](#)

Mr. Matthew John Markling

Content Area

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

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	Edit	Delete
2/13/2012	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	Edit	Delete
1/9/2012	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	Edit	Delete
12/12/2011	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	Edit	Delete
11/7/2011	Lakewood Board of Education Meeting, Grant Elementary School, 1470 Victoria Ave., Gym, 7:00 p.m.	Edit	Delete

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	Edit	Delete
Janitor	10/12/2011		Edit	Delete
Administration	7/5/2011	12/27/2013	Edit	Delete

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	Edit	Delete

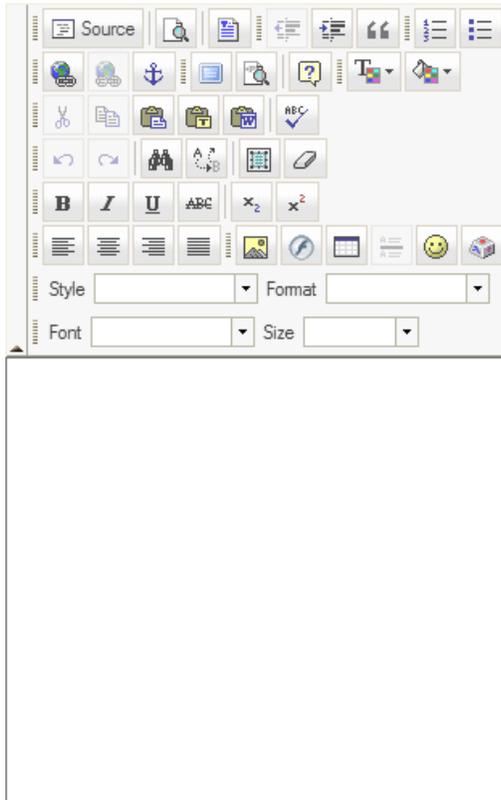
District Employment - Add/Edit Jobs

Job Details:

Job Title:

Job Posting Date: 

Job Desc Text:



A rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar are dropdown menus for Style, Format, Font, and 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



WELCOME TO DIGITAL SCHOOL INDEPENDENT SCHOOLS

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	Click to Edit
T.A.B.L.E.T.	Downloads	Click to Edit
Parent Information	Content Window	Click to Edit
2011 Camp Kern Outdoor Educational Program	Downloads	Click to Edit
504 Information	Downloads	Click to Edit
About FHSD	Downloads	Click to Edit
Academic Content Standards	Downloads	Click to Edit
Acceptable Use Policy		Click to Edit

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:

Manage Staff Access

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

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):

A rich text editor interface with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color), alignment, bulleted and numbered lists, indentation, link, unlink, insert image, insert table, and other functions. Below the toolbar is a large text area containing the placeholder text "jffjjajdkidio".

Content Area-

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

Photo Attachment: No file chosen

[Existing File](#)

Remove File

Secondary Content:

Hidden

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.

Public Link:

http://demo.web1.schoolpointe.com/content_page.aspx?cid=516

Secondary Content

Sec. Content Title:

Sec. Content SubTitle:

Secondary Content:

A rich text editor interface, identical to the one above, with a toolbar and a large text area.

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



QUICK LINKS

- » Home
- » Workshop Registration
- » Alumni
- » Athletics
- » Parent Resources
- » E-Comm Registration
- » Survey
- » Staff Directory
- » District Partners
- » Parent Videos
- » Budget Report

TEST

jffjfajdkidio

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:

[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](#)



The screenshot shows a user interface for managing flash headers. On the left, there is a small square icon with a plus sign. To its right is a featured image of football players in action. Below the image, the text "Test" is followed by an "Edit" button. The entire interface is enclosed in a light gray border.

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:



[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 »»

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	Edit

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			Edit
test			Edit

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	Delete

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:

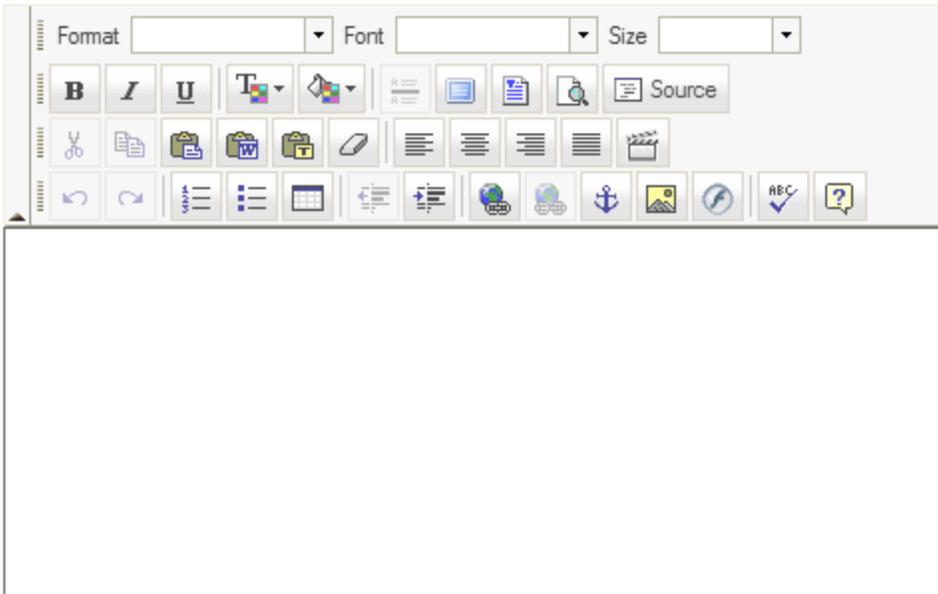
Address Line 1:

Address Line 2:

City, State, Zip:

General Email:

School Hours:



A rich text editor toolbar with the following elements:

- Format dropdown menu
- Font dropdown menu
- Size dropdown menu
- Buttons for Bold (B), Italic (I), Underline (U), Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source, Undo, Redo, Paste, Copy, Print, and Help.

School Image:



Remove Photo

No file chosen

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](#)

⇅ Book Fair ✎ Edit ✕ Delete	Posted: 5/1/2012 Expires: 6/1/2012
⇅ Younger Flacco and others familiar with ... ✎ Edit ✕ Delete	Posted: 9/30/2011 Expires: 7/6/2012
⇅ "BIG BEACH READ" LOOKS TO GET ENTIRE COM... ✎ Edit ✕ Delete	Posted: 6/29/2011 Expires: 11/27/2014
⇅ SCHOOL SUPPLIES FUNDRAISER ✎ Edit ✕ Delete	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.

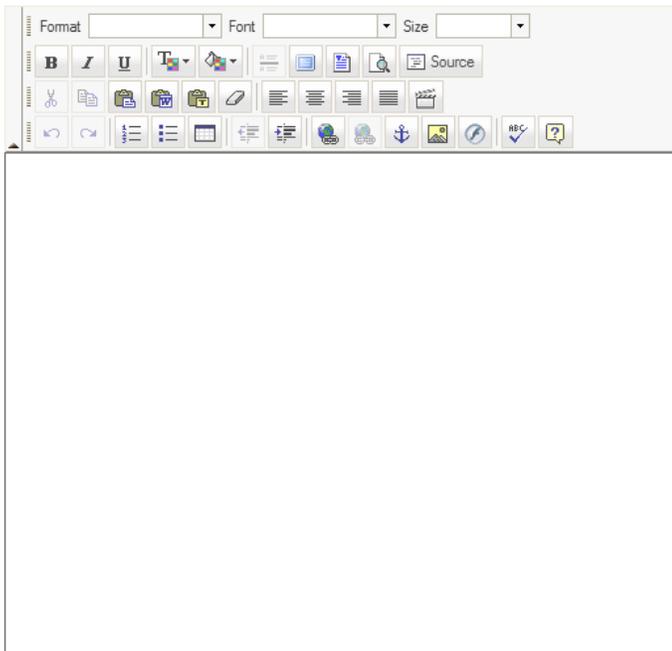
Sub-Header

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	Edit	Delete
Add New Form		
Permission Slips	Edit	Delete

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: ▼

save & close

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.

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	
Parent Links	Edit Delete

[Add New Link](#)

▼ http://www.google.com	Edit Delete
▲ Google	Edit Delete

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:

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.

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](#)

↑ ↓	<p>Feature Image</p>  <p>Gallery: Fun <input type="button" value="Edit"/></p> <p><input type="button" value="Add/Edit Images"/></p> <p style="text-align: right;"><input type="button" value="Delete"/></p>
↑ ↓	<p>Feature Image</p>  <p>Gallery: Band Concert <input type="button" value="Edit"/></p> <p><input type="button" value="Add/Edit Images"/></p> <p style="text-align: right;"><input type="button" value="Delete"/></p>

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
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

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
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

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	Edit	Delete
2	Google	10/4/2011	Edit	Delete

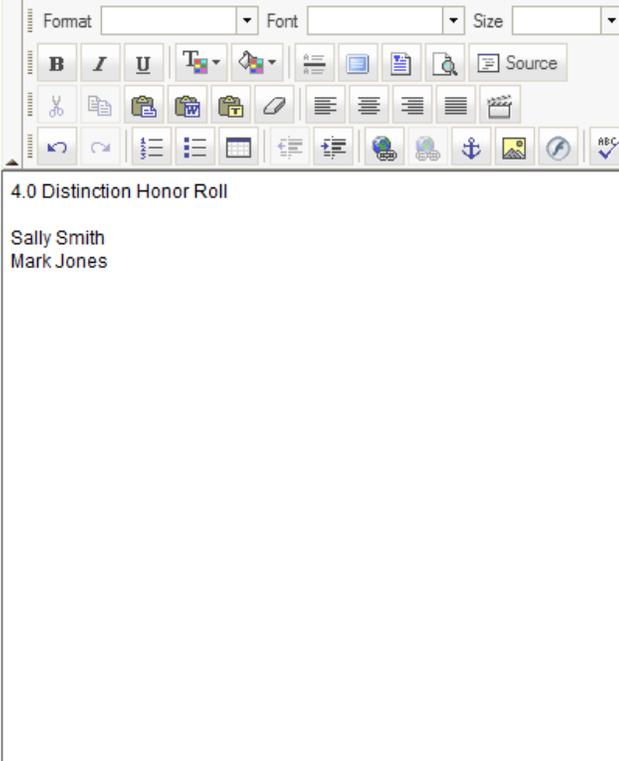
Student achievements is where you can add information about students or your school to highlight special honors, achievements, awards.

Manage School/Student Achievements

Edit Achievement Content Section

Title:

Content:



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	HS Lunch	<input checked="" type="checkbox"/>	Edit	Delete

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 100th 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

Date	Current Msg?		
7/27/2011	True	Edit	Delete

- 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.

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	
Access 24/7 Learning Program	Content Window	Click to Edit
ACE Program	Downloads	Click to Edit
Activities And Clubs	Content Window	Click to Edit
Anderson Achievers	Downloads	Click to Edit
Announcements	Photos	Click to Edit
Athletic Boosters	Content Window	Click to Edit
Athletic Boosters		Click to Edit
Athletics - Boys & Girls Academic Quiz Team		Click to Edit
Athletics - Boys & Girls Bowling	Content Window	Click to Edit
Athletics - Boys & Girls Swimming/Diving	Content Window	Click to Edit

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



QUICK LINKS

- » Home
- » Workshop Registration
- » Alumni
- » Athletics
- » Parent Resources
- » E-Comm Registration
- » Survey
- » Staff Directory
- » District Partners
- » Parent Videos
- » Budget Report

TEST

jjffjajdkidio

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

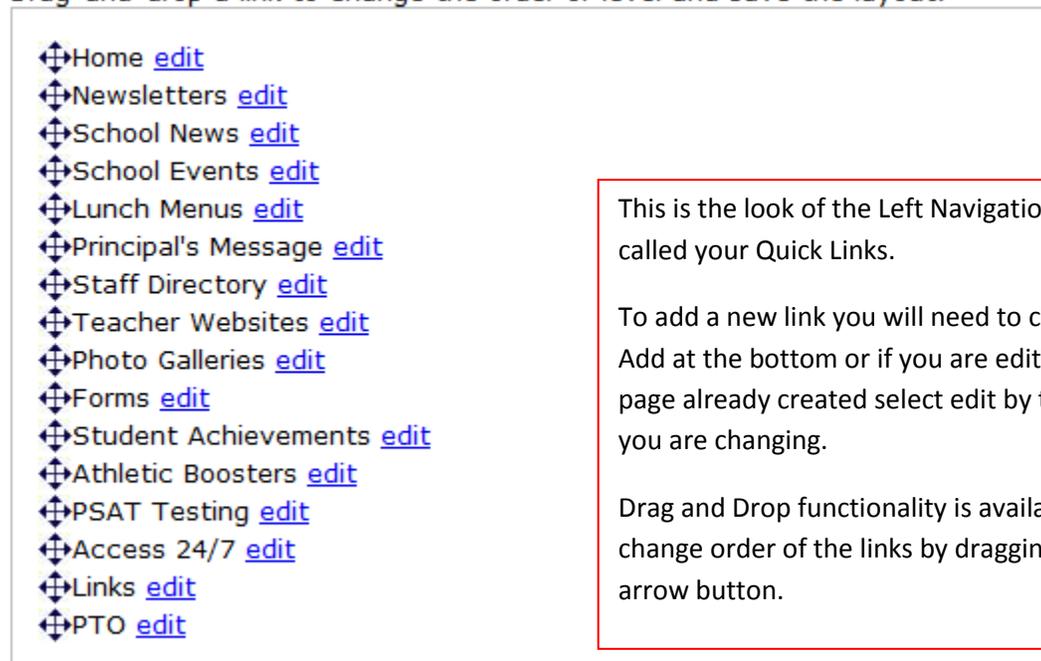
This is where you can add, update, or delete links.

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.



A screenshot of a navigation menu editor interface. It features a list of links, each preceded by a four-way arrow icon and followed by an 'edit' link. The links are: Home, Newsletters, School News, School Events, Lunch Menus, Principal's Message, Staff Directory, Teacher Websites, Photo Galleries, Forms, Student Achievements, Athletic Boosters, PSAT Testing, Access 24/7, Links, and PTO. Below the list are two buttons: 'Save Layout' and '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

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](#)



The screenshot shows a user interface for managing flash headers. On the left, there is a small square icon with a plus sign. To its right is a featured image of football players in action. Below the image, the text "Test [Edit](#)" is visible. The interface is clean and professional, with a white background and a light gray border.

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

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
<p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Email Addr: <input type="text"/></p> <p>Phone Num: <input type="text"/></p> <p>Fax Num: <input type="text"/></p> <p>Photo: <input type="button" value="Choose File"/> No file chosen <small>Image resized automatically</small></p> <p>Is Viewable? <input checked="" type="checkbox"/> (Visible in Directory Search)</p> <p>Biography Text:</p> <div style="border: 1px solid gray; padding: 5px;"><p>Format <input type="text"/> Font <input type="text"/> Size <input type="text"/></p><p>B <i>I</i> <u>U</u> </p></div>		

Edit Existing Staff Member: Training Videos

Basic Information	Qualifications	Assignments	Delete
-------------------	----------------	--------------------	--------

Building/District Staff Assignment	
Location:	<input type="text" value="Aboyer"/>
Department:	<input type="text" value="About KySTE"/>
<input type="button" value="save"/>	

Existing Staff Assignments/Departments:	
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	Edit	Delete

Alumni News

[Add A New Alumni News Article](#)

Header	Date	Expires		
Alumni Spotlight	3/6/2012	3/13/2012	Edit	Delete
Class of 1990	7/21/2011	6/20/2012	Edit	Delete

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:

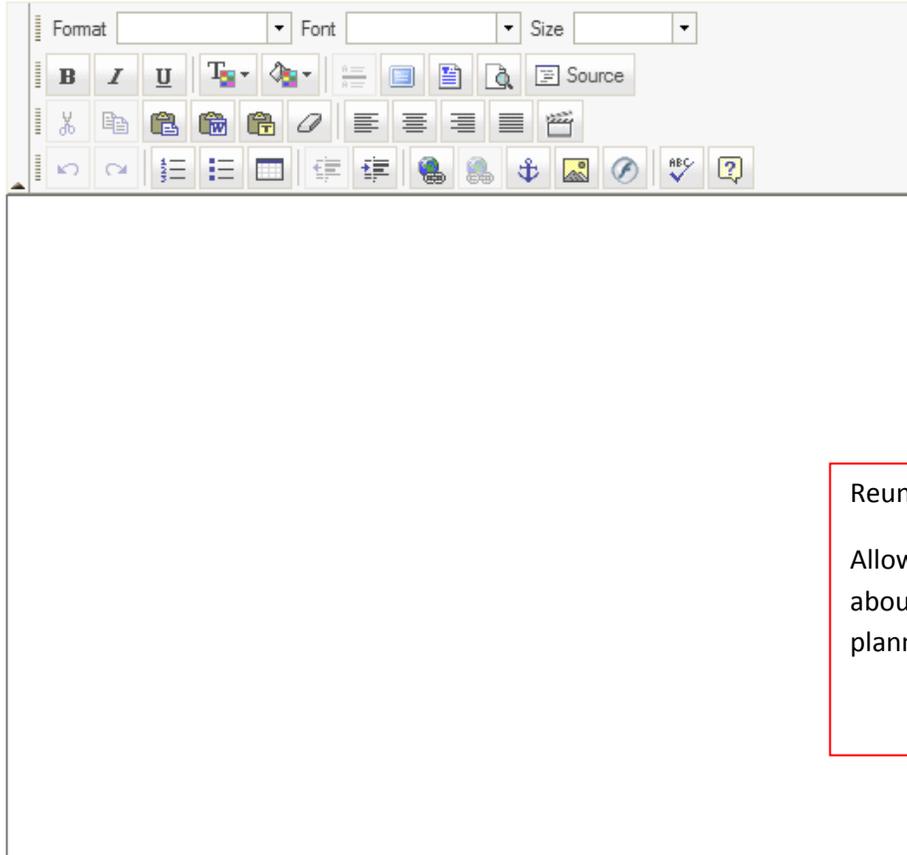
(yyyy format)

Header:

Exp. Date: 

(mm/dd/yyyy format)

Reunion Content Text:



The image shows a rich text editor interface. At the top, there are three dropdown menus for 'Format', 'Font', and 'Size'. Below these are several rows of icons for text formatting (bold, italic, underline, text color, background color), alignment (left, center, right, justified), and other functions like bulleted list, numbered list, link, unlink, and help. The main area is a large, empty text box for entering the reunion content.

save

cancel

Reunion Announcements

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

Alumni News Articles

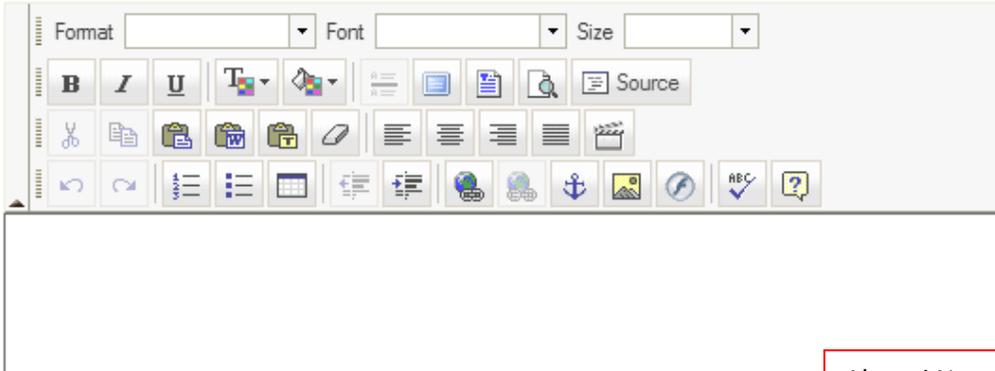
Add A News Article

News Date: 
(mm/dd/yyyy)

Expiration Date: 
(mm/dd/yyyy)

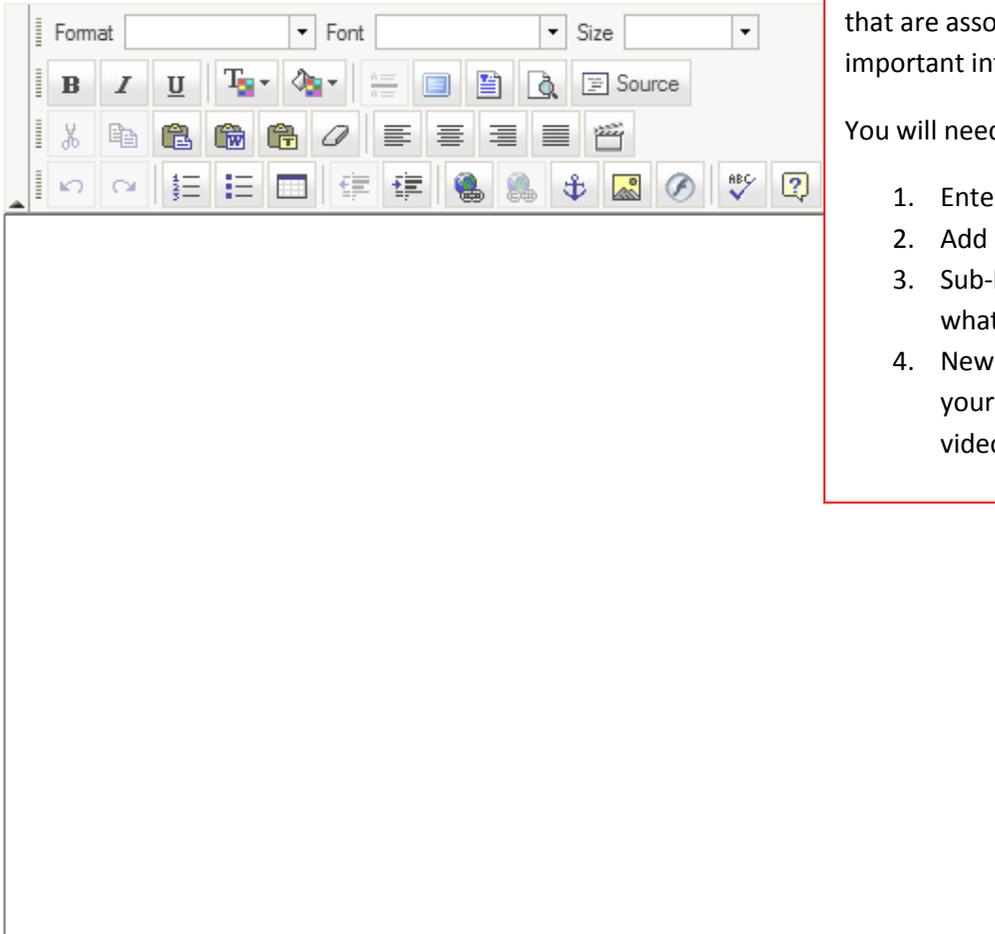
Header:

SubHeader:



A rich text editor toolbar with 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, link), and undo/redo. It also includes a 'Source' button and a help icon.

News Content:



A rich text editor toolbar, identical to the one above, positioned above a large, empty text area for entering the news content.

Attachment: No file chosen

Doc Title:

save

save & close

cancel

Alumni News articles

This is a place where you can place articles that are associated with Alumni's and important info just for them.

You will need to do the following steps.

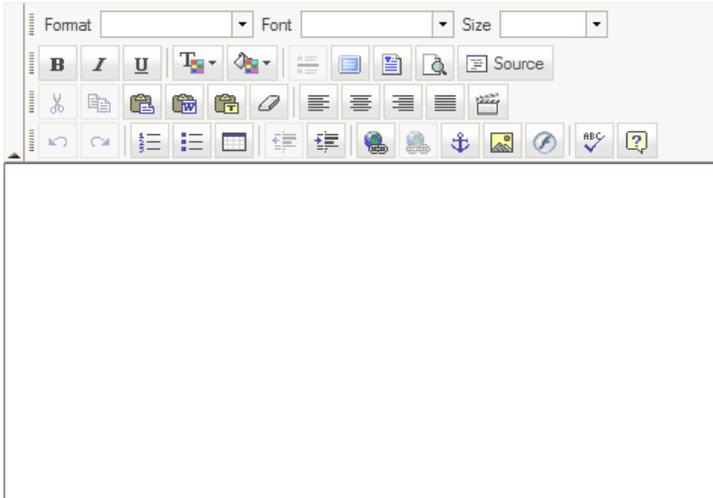
1. Enter start and end dates
2. Add a header title
3. Sub-header is a brief overview of what the article will be about.
4. News content is where you can add your full article with images, links, videos and so on.

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"/>						
<input type="checkbox"/>	1934	<input type="checkbox"/>						
<input type="checkbox"/>	1923	<input type="checkbox"/>						
<input type="checkbox"/>	1924	<input type="checkbox"/>						
<input type="checkbox"/>	1926	<input type="checkbox"/>						
<input type="checkbox"/>	1927	<input type="checkbox"/>						
<input type="checkbox"/>	1928	<input type="checkbox"/>						
<input type="checkbox"/>	1929	<input type="checkbox"/>						
<input type="checkbox"/>	1930	<input type="checkbox"/>						
<input type="checkbox"/>	1931	<input type="checkbox"/>						
<input type="checkbox"/>	1932	<input type="checkbox"/>						
<input type="checkbox"/>	1933	<input type="checkbox"/>						
<input type="checkbox"/>	1934	<input type="checkbox"/>						
<input type="checkbox"/>	1935	<input type="checkbox"/>						
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<input type="checkbox"/>	1941	<input type="checkbox"/>						
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<input type="checkbox"/>	1973	<input type="checkbox"/>						
<input type="checkbox"/>	1974	<input type="checkbox"/>						
<input type="checkbox"/>	1975	<input type="checkbox"/>						
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<input type="checkbox"/>	1991	<input type="checkbox"/>						
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<input type="checkbox"/>	1994	<input type="checkbox"/>						
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<input type="checkbox"/>	2001	<input type="checkbox"/>						
<input type="checkbox"/>	2002	<input type="checkbox"/>						
<input type="checkbox"/>	2003	<input type="checkbox"/>						
<input type="checkbox"/>	2004	<input type="checkbox"/>						
<input type="checkbox"/>	2005	<input type="checkbox"/>						
<input type="checkbox"/>	2006	<input type="checkbox"/>						
<input type="checkbox"/>	2007	<input type="checkbox"/>						
<input type="checkbox"/>	2008	<input type="checkbox"/>						
<input type="checkbox"/>	2010	<input type="checkbox"/>						
<input type="checkbox"/>	2028	<input type="checkbox"/>						

[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	Status	Survey Results	Edit	Delete
Upcoming School Levy	Active	Survey Results	Edit	Delete
Test Levy	Active	Survey Results	Edit	Delete
Test	Inactive	Survey Results	Edit	Delete

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: No file chosen

Question Type:

Question Options:

A.

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? [Multiple Choice] * 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) [Multiple Choice] * 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? [Multiple Choice] * 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.

Surveys 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	Survey Results	Edit	Delete
Test Levy	Active	Survey Results	Edit	Delete
Test	Inactive	Survey Results	Edit	Delete

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.

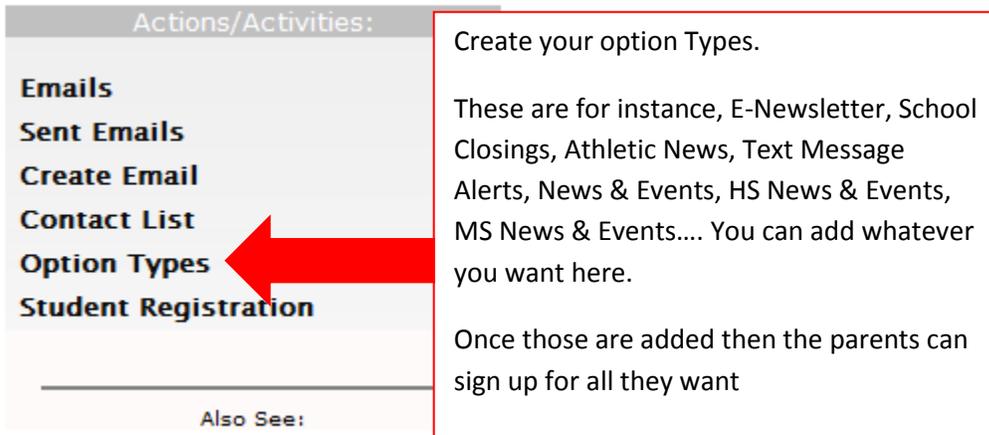
- Report Types:
- Statistical Report
 - Full Individual Report
 - Completed Survey Individual Report
 - Full Excel Report

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.

You will first click on Create E-mail

[Create Email](#)

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

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:

Subject:

Body:



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.

Upload Images

No file chosen

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	Edit	Send

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

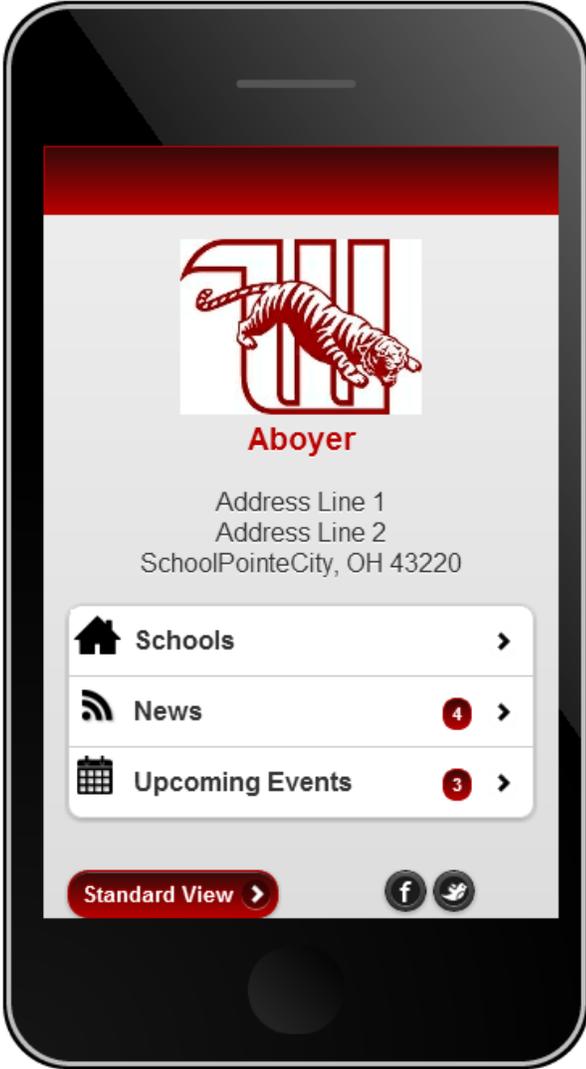
MODULE

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



The mobile app preview shows a header with a red bar. Below it is a district logo of a tiger in a red frame. The name "Aboyer" is displayed in red. Below the name are two address lines and the location "SchoolPointeCity, OH 43220". A menu contains three items: "Schools" with a house icon and a right arrow, "News" with a RSS icon, a red circle containing the number "4", and a right arrow, and "Upcoming Events" with a calendar icon, a red circle containing the number "3", and a right arrow. At the bottom, there is a "Standard View" button with a right arrow and social media icons for Facebook and Twitter.

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:

Format Font Size

B *I* U

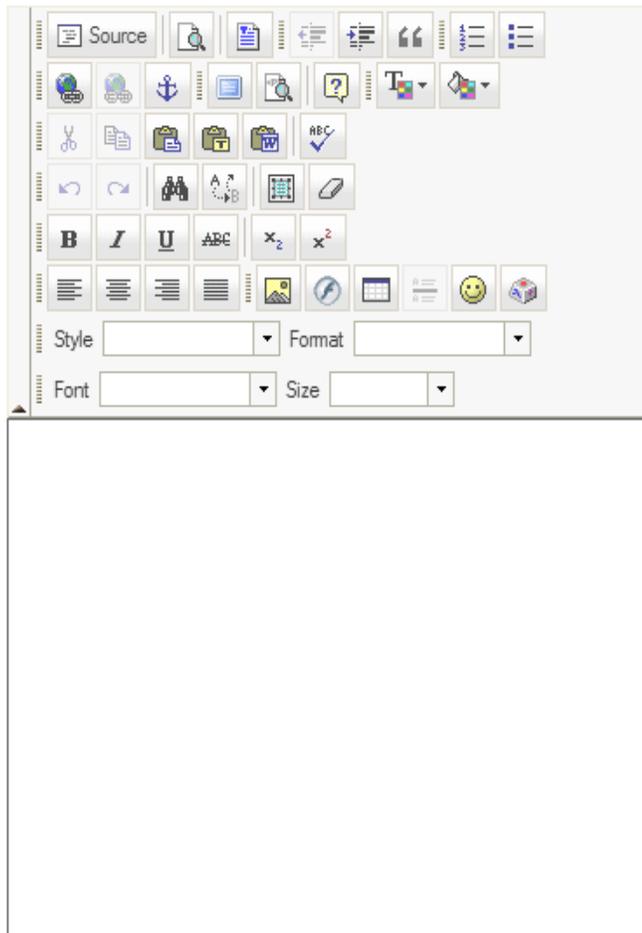
High School : Boys Football New Team

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 toolbar with various icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert image, insert video, insert audio, insert table, insert code, insert quote, insert table of contents, and insert index. Below the toolbar are dropdown menus for Style, Format, Font, and Size. The main content area is a large empty white box.

save

save & close

cancel

Schedule Star Events

If you use Schedule Star you can select on the Schedule Star Sync. If you have given us your highschoolorsports.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	Load Season
Winter	11/1/2012	3/28/2013	Load Season
Spring	2/23/2013	6/1/2013	Load Season

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	<input type="button" value="Load Season"/>
Winter	11/1/2012	3/28/2013	<input type="button" value="Load Season"/>
Spring	2/23/2013	6/1/2013	<input type="button" value="Load Season"/>

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 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.

Each team will have there own page such as Varsity Boys Baseball where you can add specific content.

You can add News, schedules, Forms, Photo Gallery



High School : Boys Baseball Manage Teams

Edit Boys Varsity Baseball Page

A screenshot of a WYSIWYG 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), alignment (left, center, right, justified), and list creation (bulleted, numbered). The bottom row contains icons for undo, redo, link, unlink, insert image, insert table, and help.

- Actions/Activities:
- 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



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 #.

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 |  | Source

The teacher bio area is where you can tell about yourself about your class whatever. This is where you can pull all info that you want parents & students to know about your class.

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 displays the OLC Classroom page interface. On the left, there are navigation menus for 'CLASSROOMS' and 'PAGES'. The main content area is titled 'Training Videos' and includes a 'Disable Teacher Classroom' checkbox, a 'Class Description' field, and a 'Class Calendar' for May 2012. Below these are three main sections: 'Class Announcements', 'Class Files / Links', and 'Classroom Image Gallery'. Each section has an 'Edit' button and an 'Enabled' status. The 'Class Announcements' section has a 'View All Assignments' link. The 'Classroom Image Gallery' section shows 'No Gallery Slideshows Available'.

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 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 >](#)

[Update Class Photo](#)

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

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

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

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

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

Event Starts On *:

Event Starts At: Select : 00

Event Ends On:

Event Ends At: Select : 00

Location (site):

Event Information/Description:

Save Event >> Cancel * 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

Training Videos' Home Page | View Site

Add/Edit File Folder

Folder Name *:

Hide Folder (Archive)
(check this box to create a hidden folder (or archive a folder), it will not be available for public viewing)

Save Folder >> Cancel * Required (in BOLD)

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

Training Videos' Home Page | View Site

Add/Edit File

Folder *:

if no folder is selected, the file will display on the homepage

Display Title:

File Location *:

Open in New Window :

Brief Description:

Save File >> Cancel * Required (in BOLD)

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

Training Videos' Home Page | V

Add/Edit Class Link

Select Folder: **Select Below** ▼
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

le
ts
iv

g

* Required (in BOLD)

Superintendent's Me

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.

The screenshot displays a web application interface. On the left is a sidebar with two main sections:

- 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](#)
 - Test
 - [add a sub page](#)

Below the sidebar, a legend states: "Active Pages appear Blue or Black" and "Disabled Pages appear Gray".

The main content area is titled **Test** [Edit](#). It features a checkbox for "Disable Teacher Page (subpages are disabled if the page is disabled)" and buttons for "Save Page >>" and "Cancel". Below this is a rich text editor toolbar with options for Format, Font, Size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, and Source. The editor area is currently blank.

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	Edit
Closing early due to weather	6/10/2013 6:00:00 AM	6/10/2013 7:00:00 PM	SchoolPointe Template Pages	Edit

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:

Address Line 1:

Address Line 2:

City, State, Zip:

General Email:

General Phone:

General Fax:

District Image: No file chosen

Facebook :

Posting As :



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

Test

Edit Delete

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

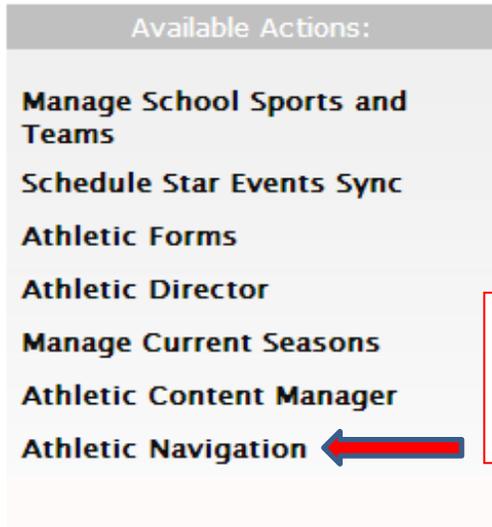
Share

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)

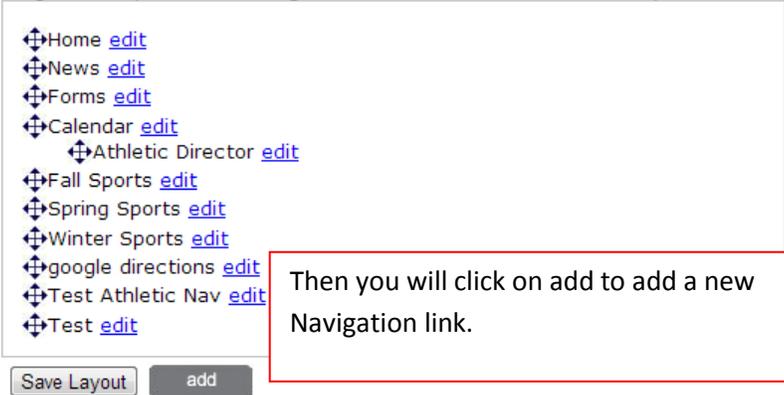
We have just added the availability to add Athletics Navigation like the district and buildings have for the quick links.



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.



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.
5. If you want to link to a internal page, content or file you will select link to internal....
6. You will select what building, page type, and if there is a additional page you will click on the page to select.
7. 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.
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