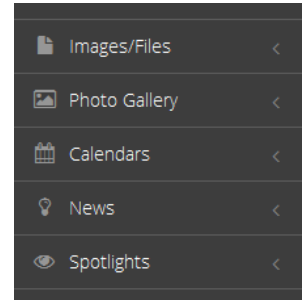


Commonly Used Data Driven Content Blocks

All content for the following is managed via the Module, not at the page level.

1. Calendars
2. News/Newsletters
3. Spotlights
4. Photo Galleries



Each of these require a “container” to be created to organize the items

1. **Calendar** – contains Events
2. **News Section** – contains News Articles or Newsletters
3. **Spotlight Group** – contains spotlights
4. **Photo Gallery** – contains photos

This allows you to share items. For Example, you can create a News Article for the District News and share to all the Building News Sections.

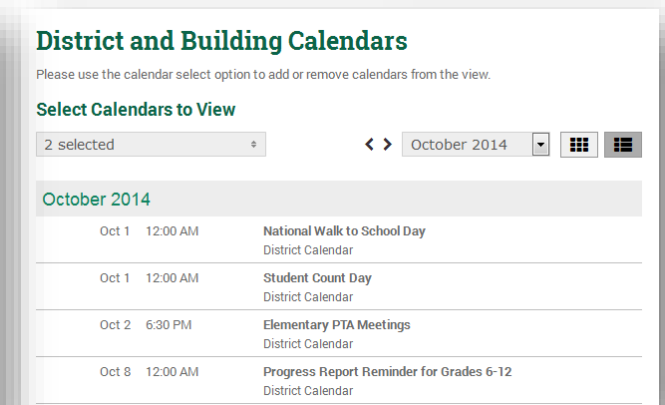
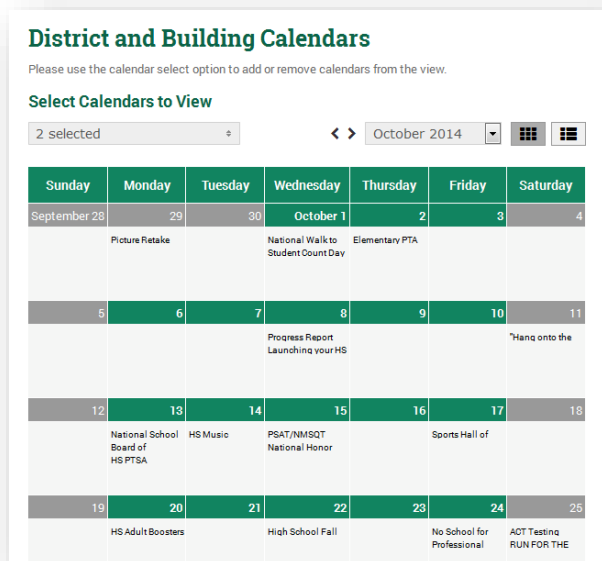
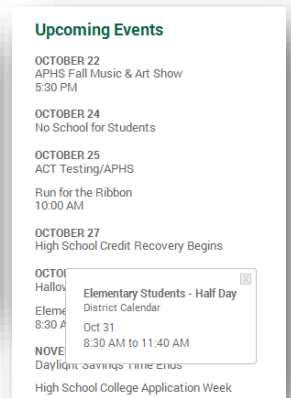
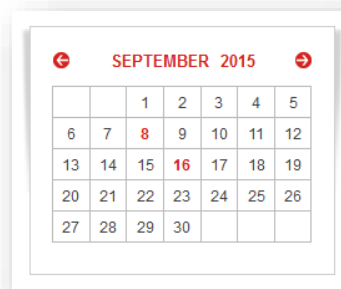
Calendar Presentations / Options

1. Offers 3 Presentations:

- Mini Calendar
- Upcoming Events
- Month/ Agenda View
- Has “select calendars” option

2. All Calendars support iCAL

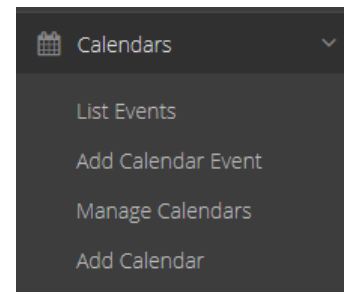
- allows parents / students to subscribe



Managing Calendars / Events

Add Calendar

Select the “Add Calendar” option under Calendars (may not be an option if don’t have permissions)



Add Calendar Event

Select “Add Calendar Event” under Calendars

- Select Calendar to display event on
- Event Name/Title
- Start and End Date (and time)
- Location
- Cost
- Description
- Document

Edit Calendar Event

Select “List Events” under Calendars

- Find an event by:
 - Title, date, calendar
- Click the gear next to the event title and select “Edit”
 - Update the event and save

Delete Calendar Event

Select “List Events” under Calendars

- Find an event by:
 - Title, date, calendar
- Click the gear next to the event title and select “Delete”
 - Confirm and Delete the event

Purge Old Events

Select “Manage Calendars” under Calendars

- Find your calendar in the list
- Click the gear and select “Purge Old Events”
- Enter the Start/End date of events to be purged
- Click confirm and Next
- You will see a list of events that will be purged
- Select Purge

News

- News (Press Releases, Articles)
- Newsletters (shows link to the Newsletter document)

News

- Title, Date, Archive Date and Headlines News Archive
- Summary – best to keep pithy
- Details - for the bulk of information
- Links – can link to 3rd Party article or documents

Newsletters

- Links to a document

News is date driven

- Publish Date
- Archive/Expire Date

Use News for:

- Daily or Weekly Announcements
- Newsletters
- Important announcements

Managing News / Articles

Add News Section

Select the “Add Calendar” option under Calendars (may not be an option if don’t have permissions)

Add News Section

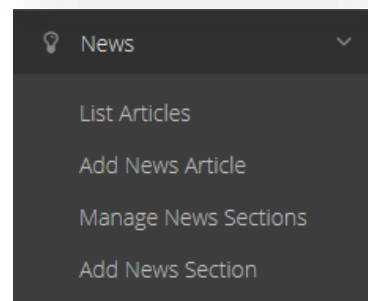
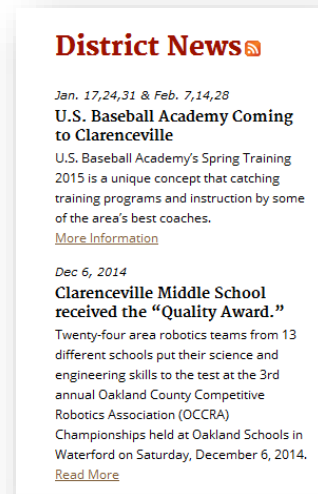
Name *

Type *

Building

Allow Sharing Articles Yes No

- Name
- Type: News or Newsletters
- Building: (should be selecting if using Themes and not a District section)
- Allow Sharing – can turn off, if articles should never be shared via twitter, facebook, email



Add News Article

Select “Add News Article” under News

Add News Article

Information

Primary News Section

Article Title

Article Subtitle

Publish Date
Enter a date in the format MM/DD/YYYY

Display Date

Archive Date
Enter a date in the format MM/DD/YYYY

Allow Sharing Yes No

Headlines

Display in News Headlines Yes No

Headlines End Date

Article Subtitle: Only shows on “News Page”

Display Date: Use to override the publish date

Headlines End Date: when article no longer shows in “Headline” News

Allow Sharing: option to turn off share for a specific article

Required

- Select News Section
- Enter a Title
- Publish Date - when the News Article will show on website
- Archive Date – when article will be moved to Archives

News Details Options

- **Summary** – will show on Headlines / News Article list
- **Details** – must click a link to view
- **Document / Link** – can upload and link to a document or paste in link to 3rd party link/google doc

Edit News Article

Select “List Articles” under News

- Locate article by title, news section or date

Click the gear to the right of the article and select “Edit”

- Update the article and **Save**

Add Newsletter

Select **“Add News Article”** under News

Select the Newsletter section – this will change the form

- Article Title – used for the link text (make sure it is unique and descriptive)
- Publish Date – when to show on website
- Archive Date – when to move to archives
- Documents – where to upload the newsletter or link to google document

Add News Article

Information

Primary News Section *

Article Title *

Publish Date *
Enter a date in the format MM/DD/YYYY

Archive Date *
Enter a date in the format MM/DD/YYYY

Allow Sharing Yes No

Documents

Edit Newsletter

Select **“List Articles”** under News

- Locate newsletter by title, news section or date

Click the gear to the right of the article and select **“Edit”**

- Update the newsletter and **Save**
 - You may have to delete the file and upload a new file

Delete News Article/Newsletter

Select **“List Articles”** under News

- Find the news article/newsletter by:
 - Title, date, news section
- Click the gear next to the article title and select **“Delete”**
 - Confirm and Delete the article/newsletter

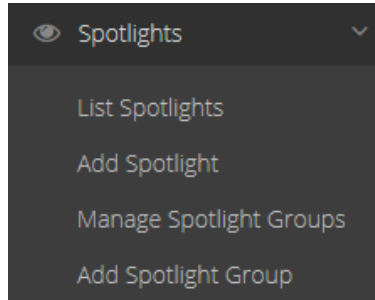
Purge News Articles/Newsletters

Select **“Manage News Sections”** under News

- Find your News Section in the list
- Click the gear and select **“Purge News Articles”**
- Enter the Start/End date to be purged
- Click confirm and Purge Articles

Spotlights

- Unlike news – not date driven
- Has visual interest
- Best Practices
 - Keep Title to 1 or 2 lines
 - Keep description short
 - If more information can link to a page or a document
- Display Options
 - Modify how spotlights are displayed
 - Modify spotlight button controls



Use Spotlights for:

- Quick Links
- Points of Pride
- Enrollment

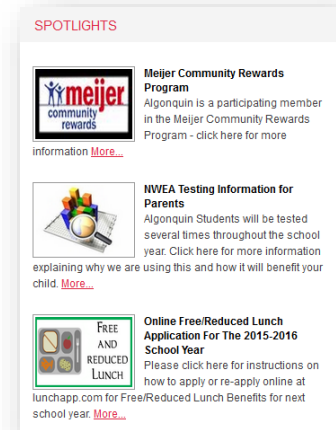


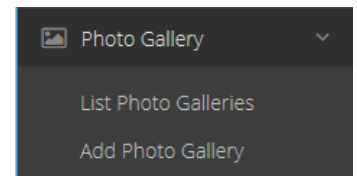
Photo Gallery

Display Options for Web Pages:

1. Slideshow – can set manual / auto rotate & speed; Add photo captions
2. Photo Board – Tile Layout with captions

Add Photo Gallery

Select **Add Photo Gallery** under Photo Gallery
Enter the Gallery Name & Next



Add Photos to Gallery

- Select **List Photo Galleries** under Photo Gallery
 - Find your gallery by name, click gear and select **edit**
- Select New Image to Upload
- Enter Alt Text (if non-decorative)
- Enter Name/Description for caption
- Save

Add Gallery to Web Page

- Edit Web Page & select “Add Block”
- Select “Photo Gallery” or “Photo Board”
- Add Block
- Select you Photo Gallery and options
- Save

Add Photo

Current Photo ▲

Select Photo Select New Image to Upload

Please enter a description of the picture for ADA compliance.
You may leave this blank if the photo is for decoration only. Otherwise please describe the content conveyed by the photo.

Image Alt Text ✓

Name ✓

Description ✓

Link ✓ 🔗

Link Text ✓

Open Link in New Window Yes No

Save Cancel