USING SCHOOLWIRIES TO UPDATE YOUR WEBSITE: RESOURCES FOR TEACHERS

ACCESSING BUILT-IN HELP

1. Log in via your system or school webpage.
2. Use Site Manager link to access your Schoolwires pages and files. This will open a NEW window in your browser.
3. From the green tabs that appear across the top, select the “How do I...?” tab. The list of help resources that displays is categorized into Help Articles, Interactive Video Tutorials, and Additional Resources; titles are listed alphabetically in each category.

The topics and descriptions below were copied and pasted directly from the site manager “How do I...?” lists, but they are organized by topic instead of alphabetically. All of them came from either the Additional Resources list or the Interactive Video Tutorials list (indicated by italics and a length in minutes).

GETTING STARTED

- **Best Practices for Teacher Sections Help Card** - Discusses the top elements of effective teacher sections and provides recommendations and best practices for Editor Layouts, scrolling, fonts styles and font colors, files, copying and pasting content, links, spell check, blogs, tables and images. In addition, it provides tips on copyright and plagiarism.
- **Schoolwires Editor Overview** (Length: 2.5 minutes) - Demonstrates how to add a page using a Flex Editor Page Type and provides you with an overview of the Schoolwires Editor.
- **Schoolwires Editor Help Card** - Covers many of the functions within the Schoolwires Editor, including such things as cut, copy and paste, inserting images and files and using more advanced editor features to insert and format tables and embed content from other websites.
- **Schoolwires Editor Best Practices** - Offers best practices to follow when working with the Schoolwires Editor across supported browsers.
- **Add a Page** (Length: 3 minutes) - Demonstrates how to add a page to a Section Workspace.
- **Copy and Paste from Word** (Length: 3.5 minutes) - Demonstrates how to copy and paste content from Microsoft® Word and view HTML.
- **Making the Most of Files & Folders** - Provides an overview of Files & Folders, the storage area within each workspace. Covers how to work with folders and files as well as how to use it for specific tasks.
- **Organize Pages** (Length: 3.5 minutes) - Demonstrates how to organize pages in your Section Workspace.
- **Imagery Help Card** - Explains how to insert images and manipulate images in Centricity and covers some cool ways you can use images.

ADDING APPS BEYOND THE BASIC FLEX EDITOR APP

- **Pages and Apps Overview** (Length: 2 minutes) - Explains the difference between a page and an app.
- **Pages & Apps Help Card** - Explains the relationship between pages and apps. Provides step-by-step directions for creating pages, changing page options and page layouts, working with apps, including setting app options and using App Manager.
- **App & Page Types Help Card** - provides a brief description for each of the app types as well as examples of when you use them. Since most default page types consist of a one-column page layout that contains a single app, it also covers each page type. Which apps are available to you depends on your district’s contract with Schoolwires and the implementation decisions made by your district.
- **Best Practice for Apps on a Page** - Offers guidelines on the best page layouts to use for each app. A lot depends on the type and combination of apps you are putting on a page. Always consider how the page will display on your end-user website. An app like Assignments, for instance, is probably too wide to display in the small column of a sidebar layout.
- **Work with New Apps** (Length: 2 minutes) - Demonstrates how to add, rename, remove and organize apps on a page, as well as change a page layout.
- **Work with Existing Apps** (Length: 4 minutes) - Demonstrates how to add an existing app to a page.

**BLOGS**

- **Add a Blog Page** (Length: 3 minutes) - Demonstrates how to add a Blog Page to the Section Workspace. Also covers how to enable commenting and RSS feeds on you Blog App.
- **Create a Blog Posting** (Length: 3 minutes) - Demonstrates how to create a blog posting.

**CALENDARS**

- **Calendar Help Card** - Covers importing events, managing event categories, creating events, creating registered events, posting assignments, sharing events and navigating the calendar on the end-user website.
- **Calendar Overview** (Length: 3 minutes) - Demonstrates how to identify calendar views, identify new event options and navigate the calendar workspace.
- **Add a Calendar Event** (Length: 3 minutes) - Demonstrates how to add a calendar event.
- **Add a Recurring Calendar Event** (Length: 3 minutes) - Demonstrates how to add a recurring calendar event.
- **Add a Registered Calendar Event** (Length: 3 minutes) - Demonstrates how to add a registered calendar event.

**SURVEYS (LIKE GOOGLE FORMS)**

- **Forms & Surveys** - Covers creating a form, including adjusting options and making it available on your website. Also describes how to access and review the data from your form, create styles and an Item Library. Provides you with some tips & tricks for using Forms & Surveys.

**MINIBASES**

A minibase is a database of records – you define what fields are included, and then visitors to your site can search the database using drop-down lists. See example minibase at [http://www.abss.k12.nc.us/Page/146](http://www.abss.k12.nc.us/Page/146)

- **MiniBase Workbook** - Describes how to create a MiniBase, including adding records manually or importing them into your MiniBase. Also covers deploying your MiniBase and provides you with some exercises you can use for hands-on experience.
- **Custom MiniBase** - Tips & Tricks - Explains how to create an email field, an HTML linking field and a file linking field using a Custom View in MiniBase. Also covers how to insert images into a MiniBase field.

**PODCASTS**

- **Add a Podcast Episode** (Length: 3 minutes) - Demonstrates how to add a Podcast episode to a Podcast App.

**OTHER SOURCES OF HELP**

1. To keep accessibility in mind (making webpages friendly to those with disabilities), see handout, [Tips on how to make Schoolwires webpages accessible](http://tinyurl.com/accessible-schoolwires) created by Barbara Taylor.
2. [Best Practices for Teacher Sites from SchoolWires](http://tinyurl.com/best-practices-for-teacher-sites) - great handout from SchoolWires with ideas for content to include as well as design and layout tips. Use it to guide your development of your teacher site.
3. From [ABSS homepage](http://www.abss.k12.nc.us/), choose Departments then Technology; then under Resources on the left, choose Tutorials. Note this is an example of a minibase app. Choose Schoolwires as the technology in the drop-down list.
   b. **Help Cards** document is a PDF file containing a lot of help cards in one file; only some are relevant to teachers; some of them apply to others such as webmasters.

Resources organized by Barbara Z. Taylor on July 20, 2013 and are subject to change; if same titles are not listed, search for similar ones in current list.