



## **USER GUIDE**

### **Section Management**

***Schoolwires***® ***Centricity***™

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## Introduction

The *Schoolwires* Section Management suite contains *Page Layouts*, *Section Configurations* and *Section Robot*. These appear in your workspace as tasks.

### Audience and Objectives

We recommend that Site Directors and Subsite Directors read this chapter. The level of editing privilege (i.e., Site Director or Subsite Director) is noted for each task.

In this chapter you will learn about *Page Layouts*, *Section Configurations* and the *Section Robot* and how these tasks can be used to manage your *site* and develop content.

### Overview

*Page Layouts* allows Site Directors and Subsite Directors to create *page* layouts. They can create as many *page* layouts they desire for:

- *Section* homepages (i.e., *Overview page*)
- Flex Pages

*Section Configurations* allows Site Directors to create *section* configurations. They can create as many *section* configurations as they desire. In each configuration they will:

- Set and store the *section* options for the *sections* that will use the configuration.
- Choose the types and numbers of *pages* that will be in the configuration.
- Choose the *page* layouts for the *section* homepage and each *Flex Page* you add to that *section* configuration.

*Section Robot* allows Site Directors to:

- Add a single *section* and choose the *site* or *subsite* and *channel* to which to add it as well as the *section* configuration you would like to use for that *section*.
- Import multiple *sections* and assign them to different *sites*, *subsites* and *channels*. You will assign a *section* configuration to the *sections* during the import.

## Task Relationships

You will use *page* layouts when you create *section* configurations and will specify *section* configurations when you add or import *sections* using the *Section Robot*.

Consequently, if you plan to create any custom *page* layouts of custom *section* configurations, the best approach is to:

1. Create custom *page* layouts. *Page* layouts are simply pre-populated *pages* using the **Schoolwires Editor**. The content can be modified or deleted by the editor of that *page*. Site Directors and Subsite Directors can create *page* layouts that may be used by editors as they add *Flex Pages* to *sections*. Site Directors can choose *page* layouts when they create *section* configurations.

You can create many different *page* layouts for use with:

- a. *Section* homepages (i.e., *Overview* page)
  - b. *Flex Pages*
2. Create custom *section* configurations you will want to use. Site Directors can select different *page* layouts for the *section* homepage and *Flex Pages* in a *section* configuration. There can be many different *section* configurations.
  3. Add or import the *sections* using the *Section Robot*. When you do this, you must specify a *section* configuration, which may incorporate default or custom *page* layouts.

## Channel Workspace and Section Robot Relationships

### *Adding Sections*

In the *Channel Workspace*, you can add a *section* to that particular *channel*, but you will be assigning it at the *site* or *subsite* on which you are working. Within *Section Robot*, you can assign the *section* to any *site* or *subsite*.

### *Specifying Section Configurations*

In the *Channel Workspace*, you must specify a *section* configuration when adding a *section*, but you cannot import *sections*. Within the *Section Robot*, you must specify a *section* configuration when adding a *section* or importing multiple *sections*.

### *Moving Sections*

Within a *Channel Workspace*, Site Directors can move *sections* from one *site*, *subsite* or *channel* to another *site*, *subsite* or *channel*. Subsite Directors can move *sections* from one *channel* to another within their own *subsites*. You cannot move *sections* from within the *Section Robot*.

## Page Layouts

Only Site Directors and Subsite Directors can create *page* layouts.

As mentioned earlier, editors can use the predefined *page layouts* when they add *Flex Pages* to *sections*. Site Directors can use them when they create *section* configurations. Site Directors and Subsite Directors can use them when they wish to add a new layout by copying an existing one.

*Page* layouts can only be applied to:

- Section homepages (i.e., *Overview Page*)
- Flex Pages

Two examples of page layouts that teachers might find useful are shown in Figure 1 and Figure 2.

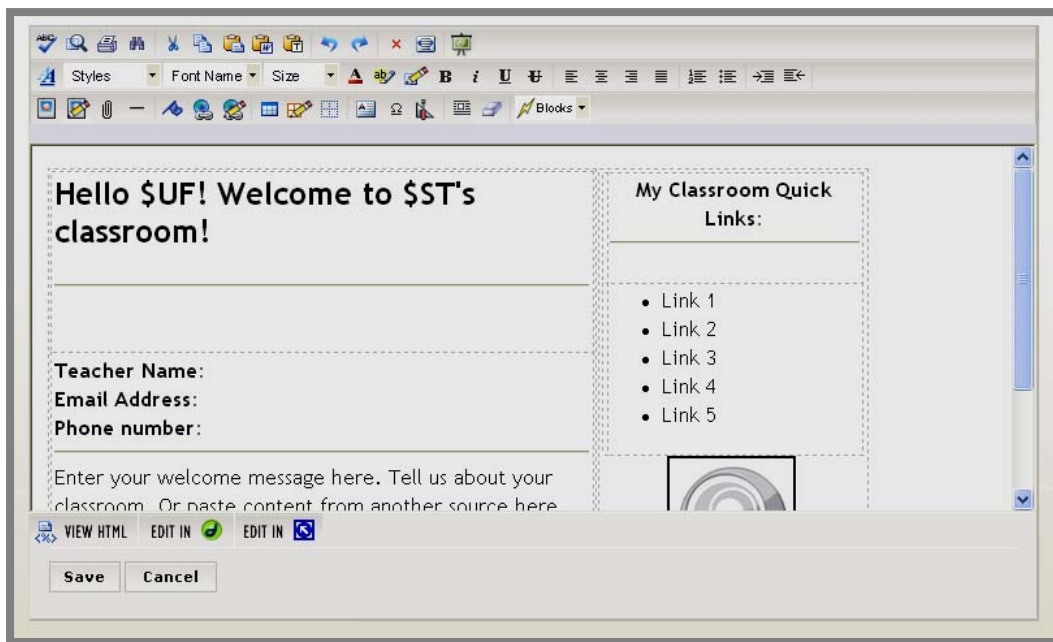


Figure 1: Teacher Homepage (Overview) Layout

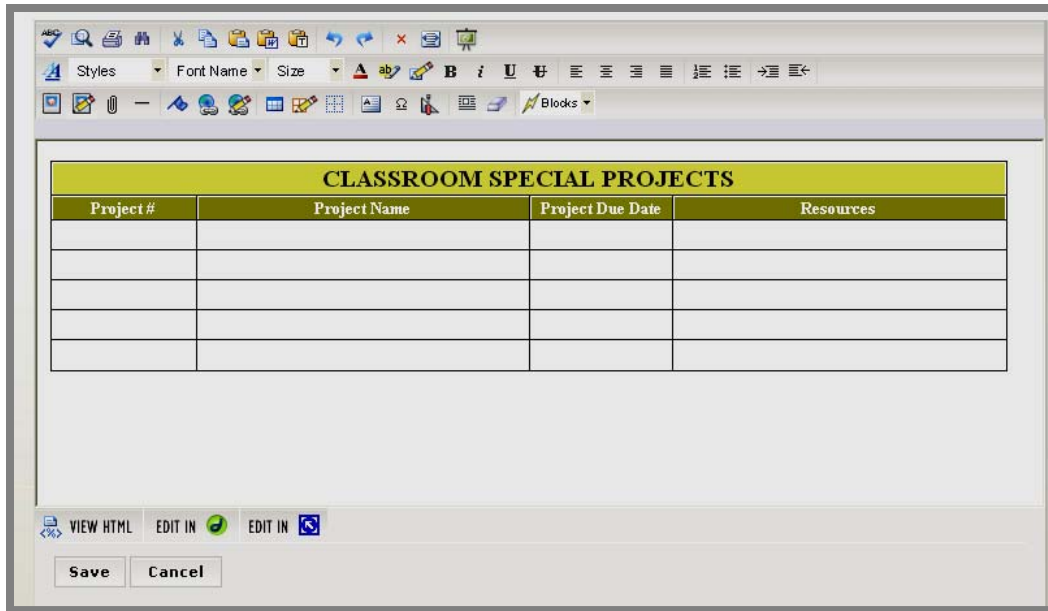


Figure 2: Special Projects Layout (Flex Page)

## Overview of the Manage Page Layouts Window

As you can see from Figure 3, when you click on the *Page Layouts* task, a *Manage Page Layouts* window will display. From here, you will manage all *page* layouts you created and create new *page* layouts. Notice the layouts are listed alphabetically.

Status	Title	Description	Shared			
<input checked="" type="checkbox"/> Active	Cafeteria Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Coaches		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Homepage for Special Services Sections		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Peter's test page layout		False	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Roster		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Schedule	Used to display a listing of games for a team.	True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Sports Schedule		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Teacher Homepage		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Three Column Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Title with Text		True	Edit	Options	Delete
<input checked="" type="checkbox"/> Active	Two Column Layout		True	Edit	Options	Delete
Default	Title & Text					
Default	Title & Three Column Text					
Default	Title & Two Column Text					

Figure 3: Manage Page Layouts window

### Fields on the Manage Page Layouts Window

Four fields display on the *Manage Page Layouts* window. These are:

- Status field, which can either be active or inactive. You change the status of a layout in this window or in the Options window.
- Title field, which displays the title you have assigned to the *page* layout.
- Description field, which displays the description that you entered for the *page* layout. This field is optional.
- Shared field, which indicates whether the layout will be available to editors when they add homepages (Overview) or *Flex Pages*. If layouts created on a *subsites* are shared, a Site Director can use them to create *section* configurations.

### *Buttons on the Manage Page Layouts Window*

Four buttons display in the *Manage Page Layouts* window. These are:

- New Page Layout button, which is located at the top left of Manage Page Layouts window.
- Edit button, which is located to the right of each page layout. You will use the Editor to edit each layout. See **Centricity** chapter, “**Editor**,” for more information.
- Options button, which is located to the right of each page layout. You will use this button to access the Options window for each layout. In this window, you can change the title or description of that layout, and change the status and sharing options for it.
- Delete button, which is located to the right of each page layout. You will use this button to remove a Page Layout.

### *About the Default Layouts*

Notice the *page* layouts in Figure 3 with *Default* as the status. These are examples of some *page* layouts that *Schoolwires* might provide within the product. These may vary and might include such layouts as:

- One-column layout
- Two-column layout
- Three-column layout
- Roster layout
- Schedule layout
- Booklist
- Homework

As you can see, you cannot edit, define options for or delete the default layouts. However, as you will see in “Copying an Existing Page Layout” later in this chapter, you can copy them and edit them as required. The default layouts are both active and shared. They can be used when adding *Flex Pages* to a *section* or when creating *section* configurations, provided the options for each layout are set correctly.



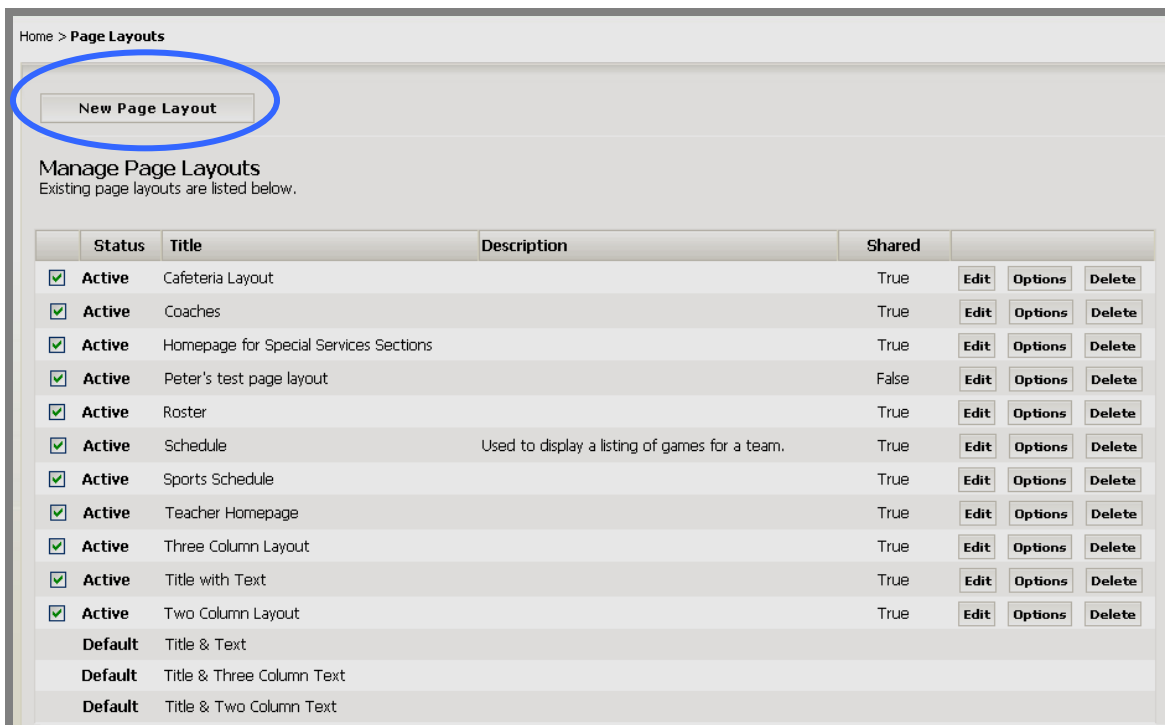
## Creating a New Page Layout

You can either create an entirely new *page* layout or copy an existing *page* layout.

### Creating an Entirely New Page Layout

To create an entirely new *page* layout:

1. Access the *Site* or *Subsite Workspace*.
2. Click on *Page Layouts* on either the *Tools* tab or the *Tools* drop-down menu. A *Manage Page Layouts* window like the one shown in Figure 4 will display.



Home > Page Layouts

**New Page Layout**

**Manage Page Layouts**  
Existing page layouts are listed below.

	Status	Title	Description	Shared			
<input checked="" type="checkbox"/>	Active	Cafeteria Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Coaches		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Homepage for Special Services Sections		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Peter's test page layout		False	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Roster		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Schedule	Used to display a listing of games for a team.	True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Sports Schedule		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Teacher Homepage		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Three Column Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Title with Text		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Two Column Layout		True	Edit	Options	Delete
	Default	Title & Text					
	Default	Title & Three Column Text					
	Default	Title & Two Column Text					

**Figure 4: Manage Page Layouts window**

3. Click on the *New Page Layout* button on the top left of the *Manage Page Layouts* window. A *New Page Layout* window like the one shown in Figure 5 will display.

Home > Page Layouts > New Page Layout

**New Page Layout**  
Create an entirely new Page layout OR copy an existing Page Layout.

All fields marked with an asterisk (\*) are required.

Title:\*

Create entirely new Page Layout -- Begin with a blank Page Layout.

Copy existing Page Layout -- Copy an existing Page Layout in its entirety.

Page Layout:

Save Cancel

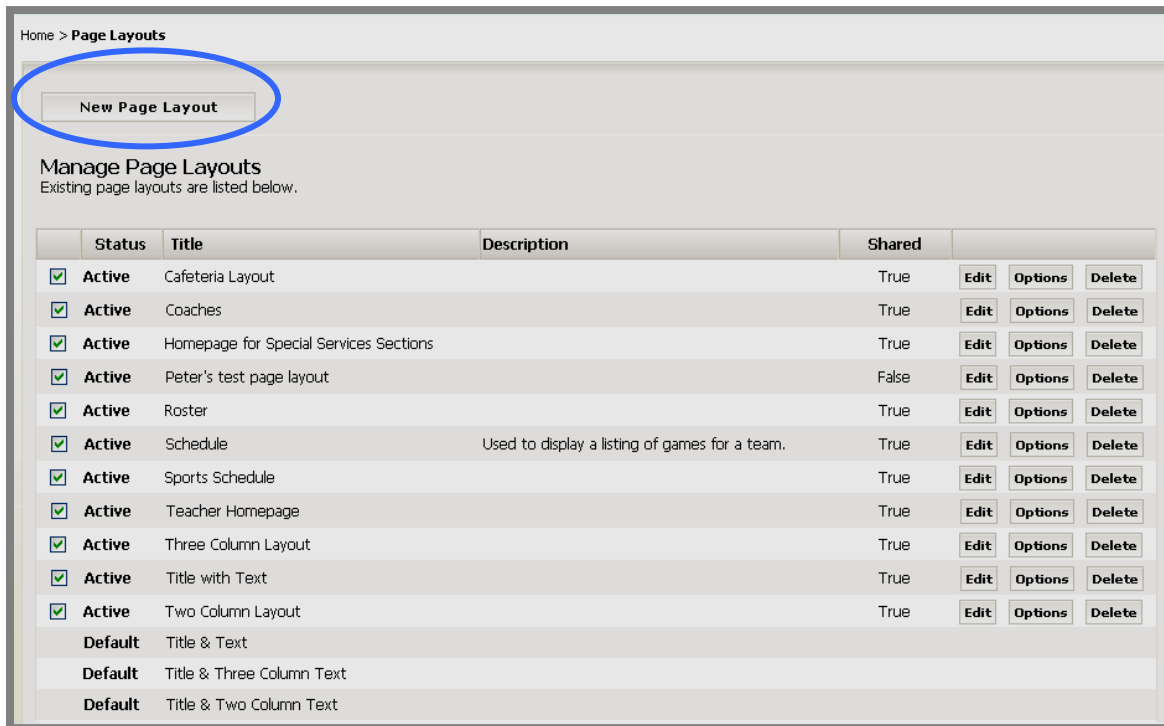
**Figure 5: New Page Layout window**

4. Enter a title for the *page* layout.
5. Click in the radio button to the left of “Create entirely new Page Layout....”
6. Click on the *Save* button. The *Manage Page Layouts* window will display with that layout listed. Its status will be inactive and it will not be shared.
7. Click on the *Edit* button to continue creating the *page* layout. See “Editing a Page Layout” later in this chapter for more information.

### Copying an Existing Page Layout

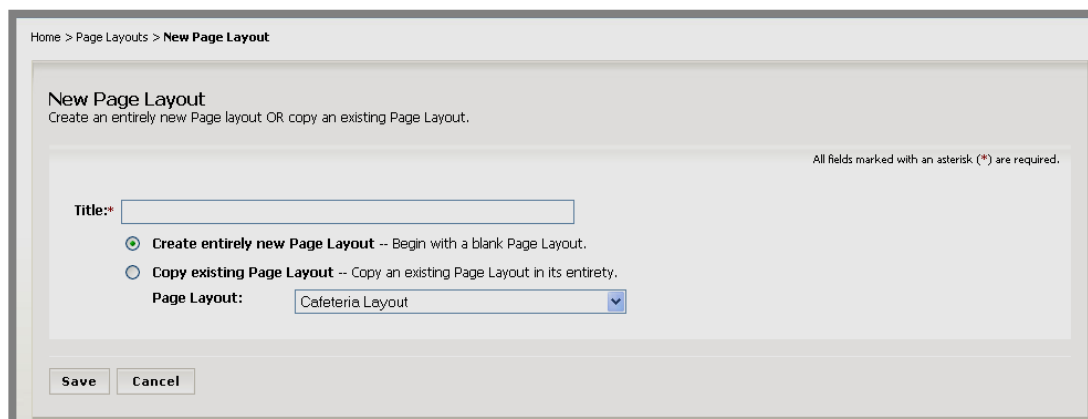
To copy an existing page layout:

1. Access the *Site* or *Subsite Workspace*.
2. Click on *Page Layouts* on either the *Tools* tab or the *Tools* drop-down menu. A *Manage Page Layouts* window like the one shown in Figure 6 will display.



**Figure 6: Manage Page Layouts window**

3. Click on the *New Page Layout* button on the top left of the *Manage Page Layouts* window. A *New Page Layout* window like the one shown in Figure 7 will display.



**Figure 7: New Page Layout window**

4. Enter a title for the *page* layout.
5. Click in the radio button to the left of “Copy existing Page Layout. . . .”
6. Choose the layout you wish to copy from the drop-down list.
7. Click on the *Save* button. The *Manage Page Layouts* window will display with that layout listed. Its status will be inactive and it will not be shared.
8. Click on the *Edit* button to continue creating the *page* layout. See “Editing a *Page Layout*” later in this chapter for more information.

## Editing a Page Layout

To edit a *page* layout:

1. Access the *Site* or *Subsite Workspace*.
2. Click on *Page Layouts* on either the *Tools* tab or the *Tools* drop-down menu. A *Manage Page Layouts* window like the one shown in Figure 8 will display.

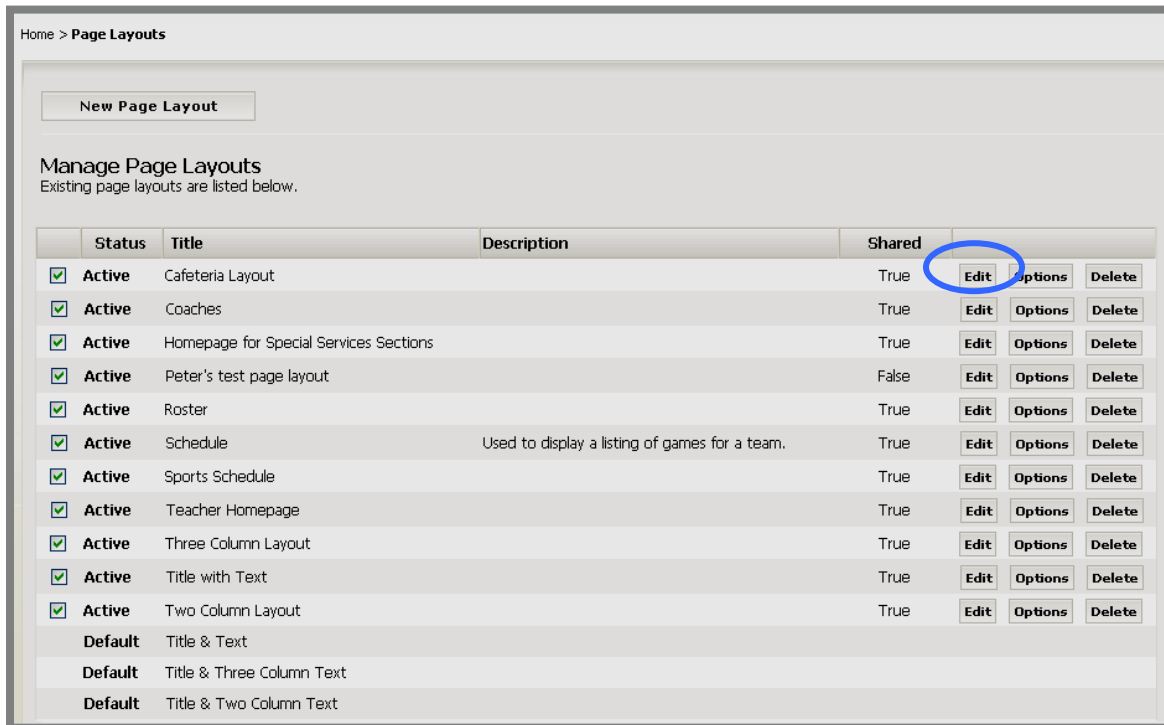
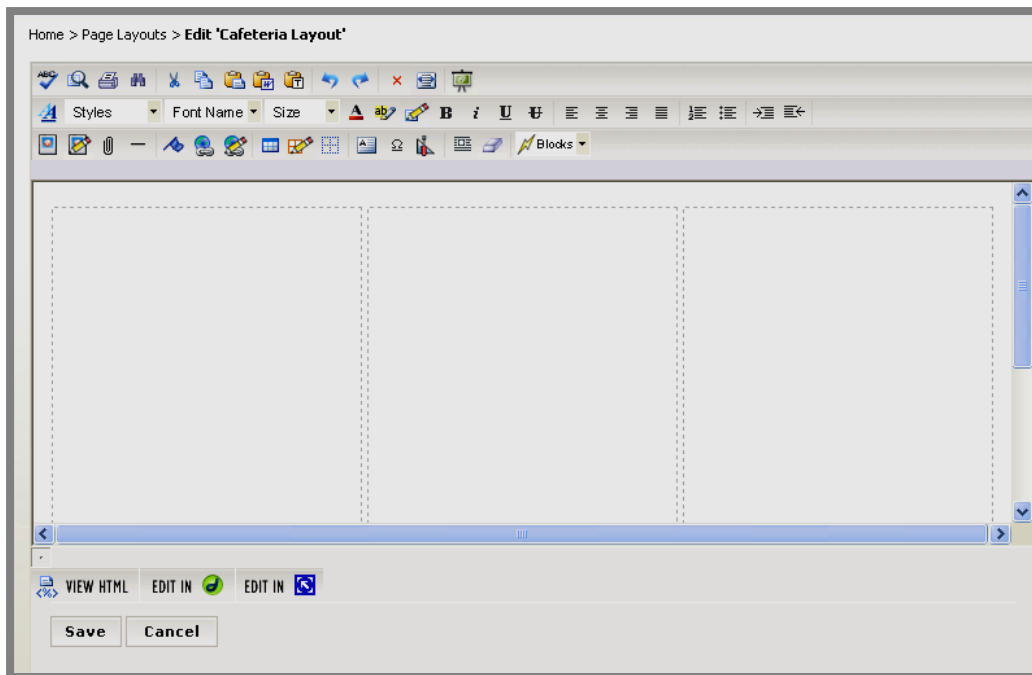


Figure 8: Manage Page Layouts window

3. Click on the *Edit* button to the right of the layout you want to edit. The **Editor** will display on the *Edit Layout* page for that layout. See Figure 9.



**Figure 9: Editor when editing a Page Layout**

4. Edit the *page* layout using the **Editor**. See **Centricity** chapter, “**Editor**,” for more information.
5. Click on the *Save* button. Your edits will be saved and the *Manage Page Layouts* window will return as the active window.

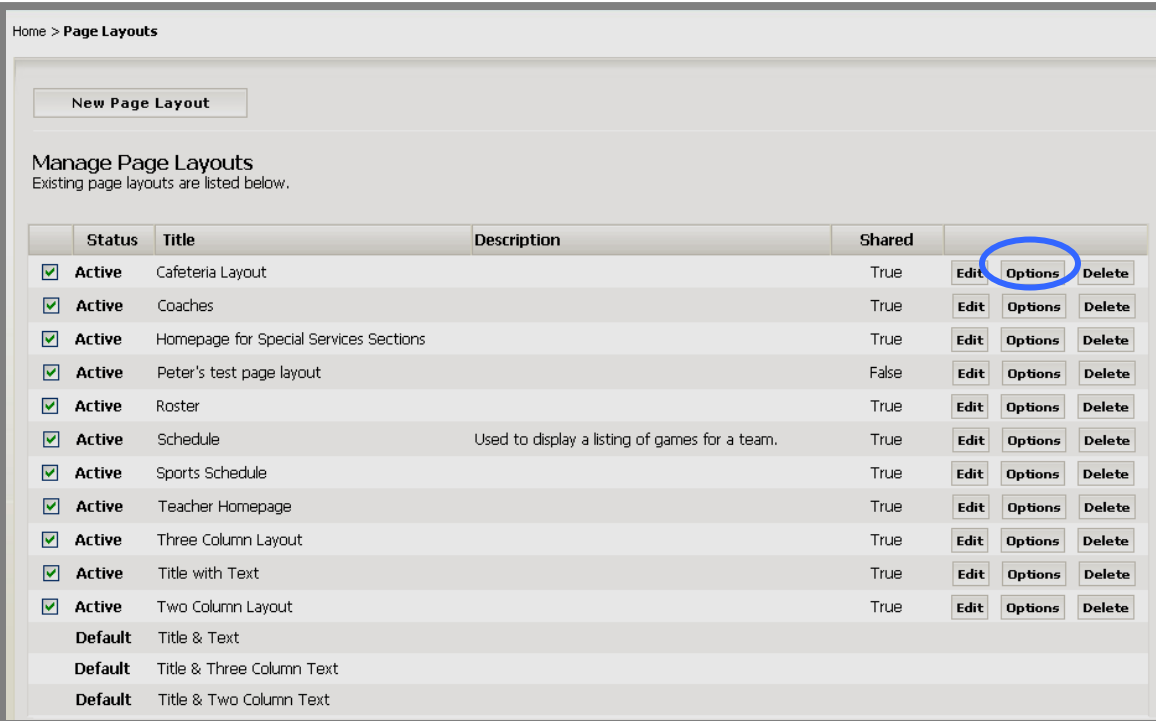
## Changing the Options for a Page Layout

You can change the following options for a *page* layout:

- Title of the layout
- Description of the layout
- Status of the layout
- Sharing options for the layout

To change the options for a *page* layout:

1. Access the *Site* or *Subsite Workspace*.
2. Click on *Page Layouts* on either the *Tools* tab or the *Tools* drop-down menu. A *Manage Page Layouts* window like the one shown in Figure 10 will display.



Home > Page Layouts

New Page Layout

Manage Page Layouts  
Existing page layouts are listed below.

	Status	Title	Description	Shared	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Cafeteria Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Coaches		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Homepage for Special Services Sections		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Peter's test page layout		False	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Roster		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Schedule	Used to display a listing of games for a team.	True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Sports Schedule		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Teacher Homepage		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Three Column Layout		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Title with Text		True	Edit	Options	Delete
<input checked="" type="checkbox"/>	Active	Two Column Layout		True	Edit	Options	Delete
	Default	Title & Text					
	Default	Title & Three Column Text					
	Default	Title & Two Column Text					

Figure 10: Manage Page Layouts window

3. Click on the *Options* button to the right of the layout whose options you want to change. An *Edit Page Options* window for that layout like the one shown in Figure 11 will display.

Home > Page Layouts > Edit '9 Week Plan' Options

### Edit Layout Options

Create an entirely new Page layout OR copy an existing Page Layout.

All fields marked with an asterisk (\*) are required.

**Title:\***

**Description:**

This layout is Active.

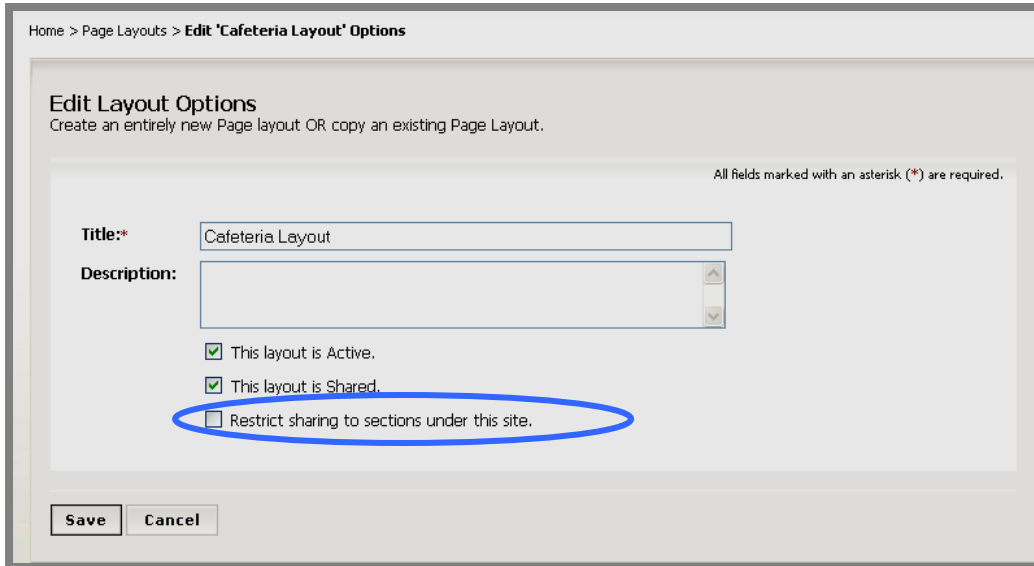
This layout is Shared.

**Figure 11: Edit Page Options window**

4. Make the changes you desire:
  - a. To change the title or enter a description, type in those respective fields.
  - b. To change the status of the layout, click in the checkbox to the left of “This layout is Active.” If the layout is already active, you will be deselecting this checkbox.

**TIP:** If you only wish to change the status of the layout, you may do that on the *Manage Page Layouts* window by clicking in the Active or Inactive checkbox to the left of that layout.
  - c. To enable or disable sharing for the layout, click in the checkbox to the left of “This layout is Shared.” If the layout is already shared, you will be deselecting this checkbox. Sharing a layout enables editors to choose that layout when adding a *Flex Page* to a *section* and allows a Site Director to use a *page* layout created on a *subsite* when creating *section* configurations.
    - i. If you enable sharing, “Restrict Sharing to sections under this site” will display on the *Edit Page Options* window as it does in Figure 12.





Home > Page Layouts > Edit 'Cafeteria Layout' Options

### Edit Layout Options

Create an entirely new Page layout OR copy an existing Page Layout.

All fields marked with an asterisk (\*) are required.

**Title:\*** Cafeteria Layout

**Description:**

This layout is Active.

This layout is Shared.

Restrict sharing to sections under this site.

**Save** **Cancel**

**Figure 12: Edit Page Options window after sharing enabled**

- ii. If you wish to restrict sharing to only the *sections* on your *site* or *subsite*, click in the checkbox to the left of “Restrict Sharing to sections under this site.” Only editors adding *Flex Pages* to a *section* on your *site* or *subsite* will be able to use this layout. However, a Site Director may still use it when creating *section* configurations.

**TIPS:**

- In order for a page layout to be used when adding a Flex Page to a section it must be both active and shared.
  - In order for a page layout created on a subsite to be used by a Site Director when creating a section configuration, it must be both active and shared.
  - In order for a page layout created on the main site to be used by a Site Director when creating a section configuration, it only needs to be active.
5. Click on the *Save* button. The *Manage Page Layouts* window will return as the active window. Your changes will be reflected.

## Deleting a Page Layout

To delete a *page layout*:

1. Access the *Site* or *Subsite Workspace*.
2. Click on *Page Layouts* on either the *Tools* tab or the *Tools* drop-down menu. A *Manage Page Layouts* window like the one shown in Figure 13 will display.

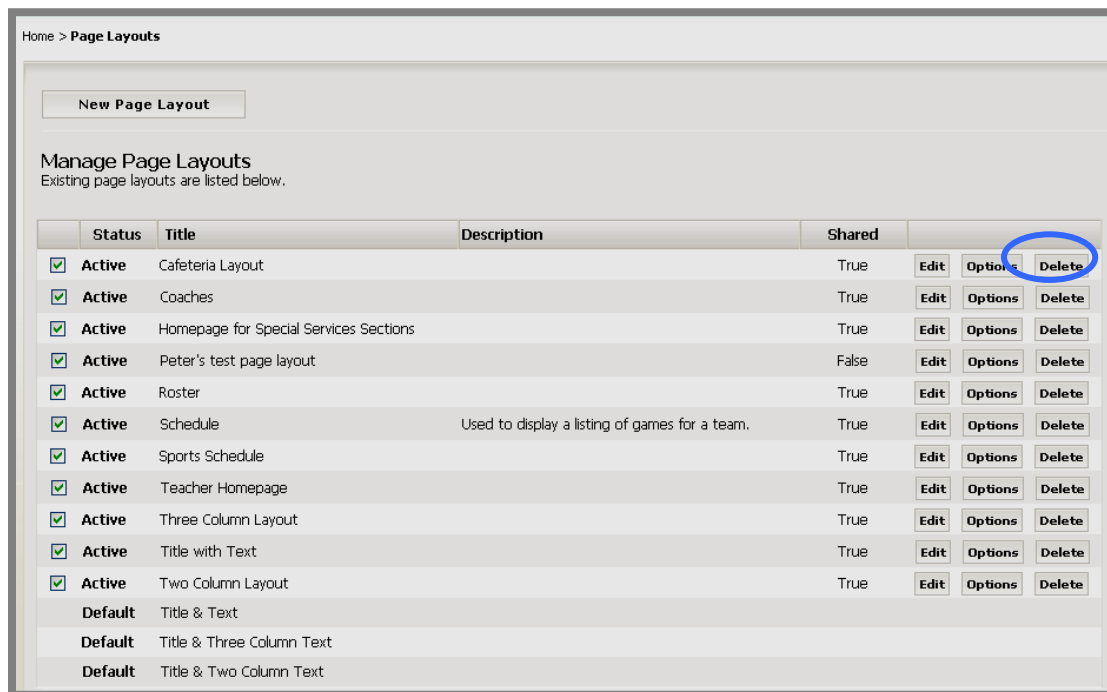


Figure 13: Manage Page Layouts window

3. Click on the *Delete* button to the right of the layout you wish to delete. A confirmation dialog box like the one shown in Figure 14 will display.

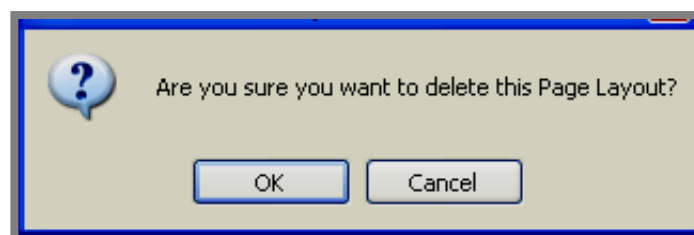


Figure 14: Confirmation Dialog Box for Delete

4. Click on the *OK* button. The *Manage Page Layouts* window will refresh. The layout you deleted will not be listed.

## Section Configurations

### Introduction

Only Site Directors can create *section* configurations.

*Section* configurations may contain *page* layouts for the *section* homepage and *Flex Pages* added to the configuration. These *page* layouts can be one of the default layouts provided by *Schoolwires*. *Section* configurations can also be created without specifying any *page* layouts. If you wish to create *section* configurations using custom *page* layouts, you should create the layouts before creating *section* configurations. See “Creating Page Layouts” earlier in this chapter.

Site Directors will specify a *section* configuration whether they add *sections* one at a time or import multiple *sections* using the *Section Robot*. A default *section* configuration may be specified.

Site Directors and Subsite Directors will also specify a *section* configuration when they add a *section* in the *Channel Workspace*. See **Centricity** chapter, “Channel Workspace,” for more information about adding *sections* in the *Channel Workspace*.

### Overview of the Section Configurations Window

You will administer the *Section Configurations* task from a *Section Configurations* window like the one shown in Figure 15. Notice the configurations are listed alphabetically.

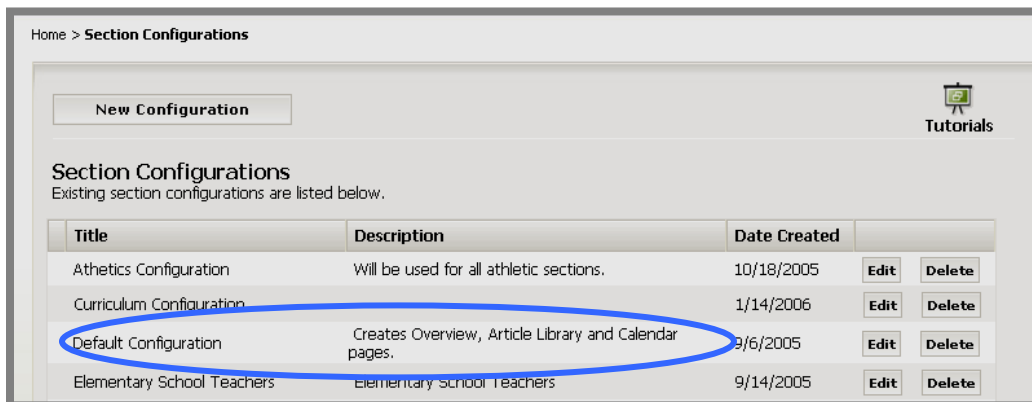


Figure 15: Section Configurations window

### *Fields in the Section Configurations Window*

Three fields display on the *Section Configurations* window. These are:

- Title field, which displays the title you assigned to the configuration.
- Description field, which displays the description that you entered for the configuration. This field is optional.
- Date Created field, which displays the date on which the configuration was originally created.

### *Buttons on the Section Configurations Window*

Three buttons display on the *Section Configurations* window. These are:

- *New Configuration* button, which is located at the top left of the *Section Configurations* window.
- *Edit* button, which is located to the right of each configuration.
- *Delete* button, which is located to the right of each configuration.

### *About the Default Configurations*

Notice the *section* configuration in Figure 15 entitled, “Default Configuration.” Prior to the release of **Academic Portal** Version 4 (AP4), this was the only configuration available when you added a *section*. It consists of a *section* homepage (i.e., Overview), an *Article Library Page* and a *Calendar Page*. It was the only default configuration available in the first release of AP4.

Unlike *page* layouts, you can edit and delete default *section* configurations.

## Creating a New Configuration

When creating a new *section* configuration, you can either create an entirely new configuration or copy another configuration and edit it as required.

### Creating an Entirely New Section Configuration

To create an entirely new *section* configuration:

1. Access the *Site Workspace*.
2. Click on *Section Configurations* on either the *Configure* tab (under *Sections*) or the *Configure (Sections)* drop-down menu. A *Section Configurations* window like the one shown in Figure 16 will display.

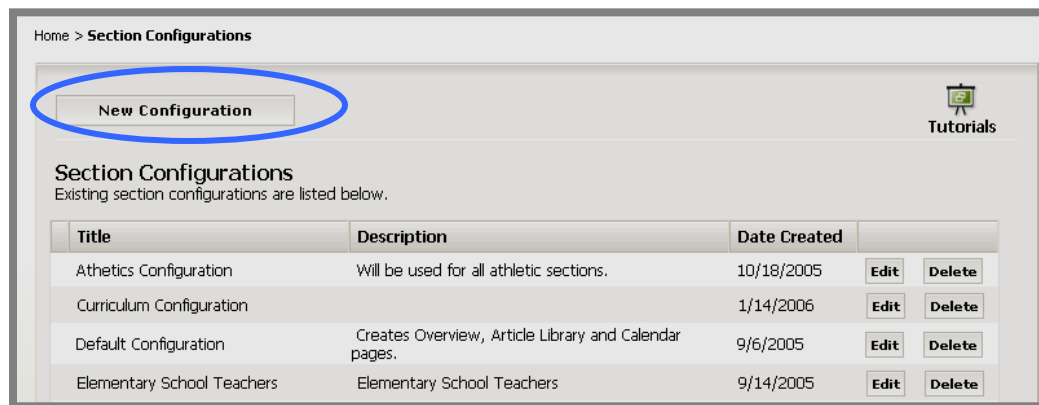


Figure 16: Section Configurations window

3. Click on the *New Configuration* button in the upper left of the *Section Configurations* window. A *New Section Configuration* window like the one shown in Figure 17 will display.

Home > Section Configurations > **New Section Configuration**

**New Section Configuration**  
Enter New Section Configuration below.

**Configuration Title:**

**Description:**

**Creation Options:**

Create entirely new configuration - Begin with a blank configuration.

Copy existing configuration - Copy an existing configuration in its entirety.

**Configuration:**

Figure 17: New Section Configurations window

4. Enter the configuration title.
5. Enter a description of the configuration if desired (optional).
6. Click in the radio button to the left of “Create entirely new configuration...”
7. Click on the *Save* button. The *Section Configurations* window will return as the active window. The configuration you just created will appear in the window.
8. Click on the *Edit* button to continue creating the new *section* configuration. See “Editing a Section Configuration” later in this chapter for more information.

### Copying an Existing Section Configuration

To copy an existing *section* configuration:

1. Access the *Site Workspace*.
2. Click on *Section Configurations* on either the *Configure* tab (under *Sections*) or the *Configure (Sections)* drop-down menu. A *Section Configurations* window like the one shown in Figure 18 will display.

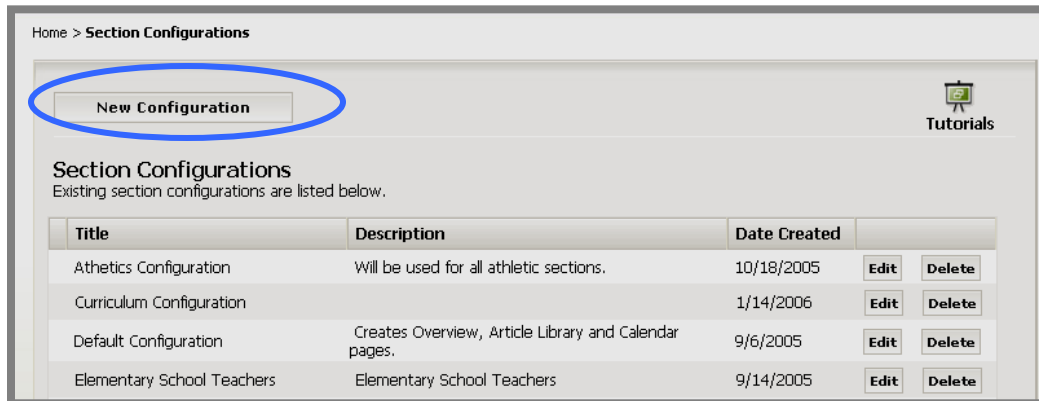
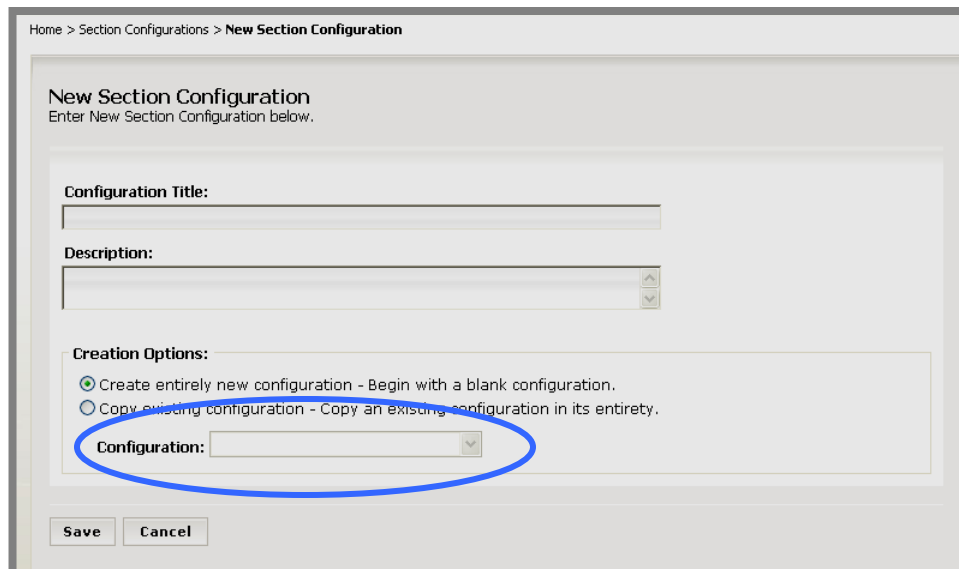


Figure 18: Section Configurations window

3. Click on the *New Configuration* button in the upper left of the *Section Configurations* window. A *New Section Configuration* window like the one shown in Figure 19 will display.



Home > Section Configurations > New Section Configuration

### New Section Configuration

Enter New Section Configuration below.

**Configuration Title:**

**Description:**

**Creation Options:**

Create entirely new configuration - Begin with a blank configuration.

Copy existing configuration - Copy an existing configuration in its entirety.

**Configuration:**

Save Cancel

Figure 19: New Section Configurations window

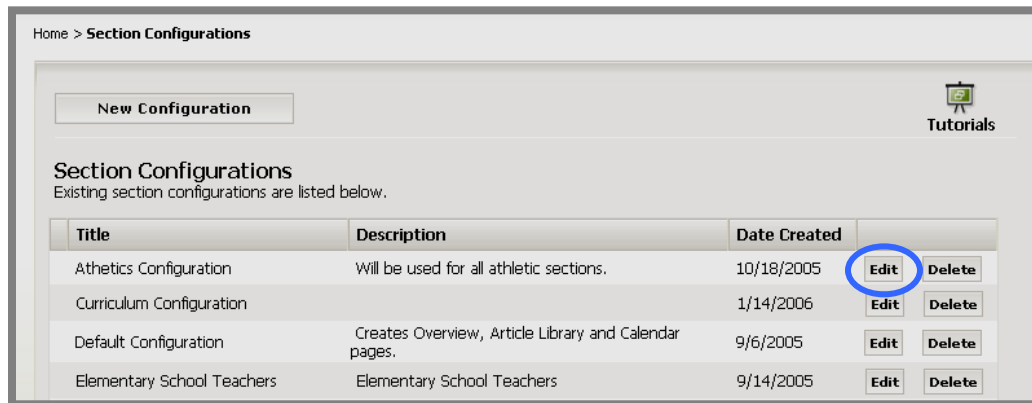
4. Enter the configuration title.
5. Enter a description of the configuration if desired (optional).
6. Click in the radio button to the left of “Copy existing configuration...”
7. Choose the configuration you wish to copy from the drop-down list.
8. Click on the *Save* button. The *Section Configurations* window will return as the active window. The configuration you just created will appear in the window.
9. Click on the *Edit* button to continue creating the new *section* configuration. See “Editing a Section Configuration” later in this chapter for more information.



## Editing a Section Configuration

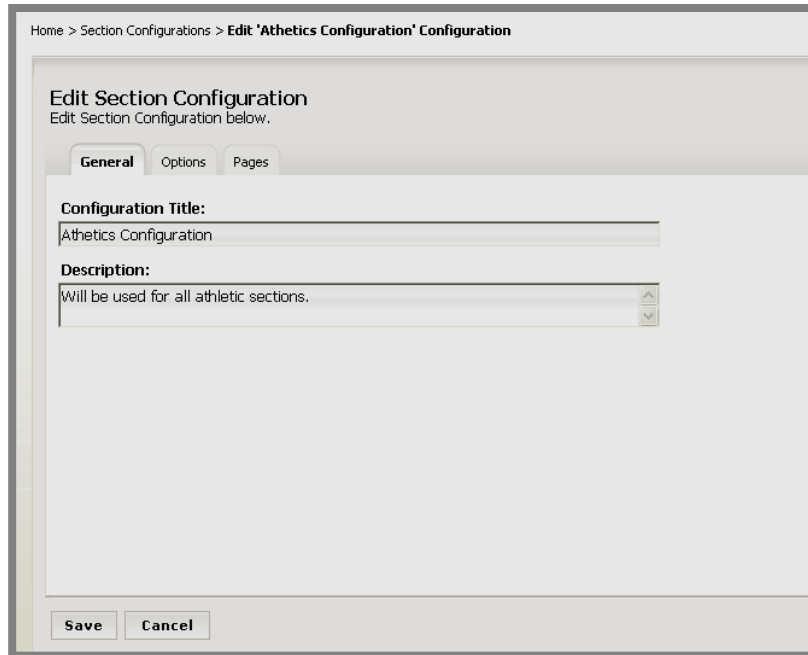
To edit a *section* configuration:

1. Access the *Site Workspace*.
2. Click on *Section Configurations* on either the *Configure* tab (under *Sections*) or the *Configure (Sections)* drop-down menu. A *Section Configurations* window like the one shown in Figure 20 will display.



**Figure 20: Section Configurations window**

3. Click on the *Edit* button to the right of the configuration you wish to edit. An *Edit Section Configuration* window like the one shown in Figure 21 will display. As you can see, this window consists of three tabs:
  - a. *General* tab, on which you can change the configuration title or description.
  - b. *Options* tab, on which you can set *section* options for all the *sections* that will be added using this configuration.
  - c. *Pages* tab, on which you can choose the number and types of *pages* that will be part of the configuration. You can also choose *page* layouts for the *section* homepage and each *Flex Page* added to the configuration.



The screenshot shows a web interface for editing a section configuration. The breadcrumb trail at the top reads "Home > Section Configurations > Edit 'Athletics Configuration' Configuration". The main heading is "Edit Section Configuration" with a sub-heading "Edit Section Configuration below.". There are three tabs: "General" (selected), "Options", and "Pages". Under the "General" tab, there are two text input fields. The first is labeled "Configuration Title:" and contains the text "Athletics Configuration". The second is labeled "Description:" and contains the text "Will be used for all athletic sections.". At the bottom of the form are two buttons: "Save" and "Cancel".

**Figure 21: Edit Section Configuration: General tab**

4. To change the title and description of the configuration, enter that information on the *General* tab.
5. To change the options for the *section* configuration, click on the *Options* tab. The current options for this configuration will display. See Figure 22. Change the options as desired.

### Edit Section Configuration

Edit Section Configuration below.

General
Options
Pages

**Automatic Navigation:**  
 You may turn on automatic navigation or have no automatic navigation. Click in the radio button to the left of your choice. Note: If you choose no automatic navigation, you will need to build your own navigation.

  
Automatic

  
None

**Navigation Type:**  
 You may choose to have the page links for this *section* display individually or enable Hierarchy List for this *section*. This will enable the Section Editors to nest page links according to a hierarchy. Click in the radio button to the left of your choice.

Hierarchy List
  Auto List

**Restrict Formatting:**  
 You may allow Section Editors to select their own formatting or restrict them to pre-defined styles. Click in the radio button to the left of your choice. Note: If you chose to restrict formatting, you must set up styles on the *Advanced Styles* tab in your template.

On
  Off

**Who can view this *Section*:**  
 Click in the checkbox to the left of each role you wish to be able to view this *section*. To limit who can view this *section*, you must also de-select the default roles of INTRANET ACCT, Registered Guest and General Public by clicking in the checkboxes to the left of each of them.

<input type="checkbox"/> Administrator (120)	<input type="checkbox"/> Parents (116)
<input type="checkbox"/> BETA QA (110)	<input type="checkbox"/> Principal Test (121)
<input type="checkbox"/> BETA Role Tester (107)	<input checked="" type="checkbox"/> Registered Guest (2)
<input type="checkbox"/> BETA Teacher (109)	<input type="checkbox"/> School Board (114)
<input type="checkbox"/> BETA Tester (108)	<input type="checkbox"/> Students (118)
<input type="checkbox"/> Community (115)	<input type="checkbox"/> Teachers (119)
<input type="checkbox"/> District Web Manager (106)	<input type="checkbox"/> Web Dude (113)
<input checked="" type="checkbox"/> General Public (ALL) (1)	
<input type="checkbox"/> High School Teachers (117)	
<input checked="" type="checkbox"/> Intranet User (5)	

**Display Last Modified Date:**  
 You may display the last modified date for all pages in this *section* except the Section Homepage. Click in the radio button to the left of your choice.

On
  Off

**Allow Forms and Surveys Editing:**  
 You can allow Section Editors to create and modify forms and surveys for their section. Click in the radio button to the left of your choice.

On
  Off

Save
Cancel

Figure 22: Edit Section Configuration: Section Options tab

---

To change the *section* options for the *sections* that will be added using this configuration:

- a. *Automatic Navigation*: You can change whether left navigation (automatic) is turned on for the *sections* that will be added using this configuration by clicking the appropriate radio button.
  - i. To hide the *section* navigation (i.e., *page* list), click the radio button to the left of “None.”

Note: No navigation is commonly used for one of two reasons:

- The *section* contains only one *page* and you need more “real estate” for that *page*. However, you may also wish to turn the left navigation off simply because there is no need to list *pages* when there is only one *page* to display on that list.
- You wish to create your own navigation.

**TIP**: We recommend that you have a qualified web developer create your navigation in this case.

- ii. To show the left navigation (automatic), click in the radio button to the left of “Automatic.”
- b. *Navigation Type*: You may choose to have the *page* links for the *sections* that will be added using this configuration display individually or enable Hierarchy List for these *sections*. This will enable the Section Editors to nest *page* links according to a hierarchy. Click in the radio button to the left of your choice. You have two options:
  - i. Auto List: *Page* links list individually
  - ii. Hierarchy List: *Page* links can be nested. For more information on the Site Hierarchy List navigation, see **Centricity** chapter “Site Shortcuts and Section Hierarchy.”
- c. *Restrict Formatting*: You may allow Section Editors to select their own formatting or restrict them to pre-defined styles for the *sections* that will be added using this configuration. Click in the radio button to the left of your choice.

Notes:

- This *section* option will only appear here if your organization has purchased **Styler**<sup>™</sup>. If you choose to restrict formatting, you must set up styles on the *Advanced Styles* tab in your template. See **Centricity** chapter, “**Styler**<sup>™</sup>,” for more information.

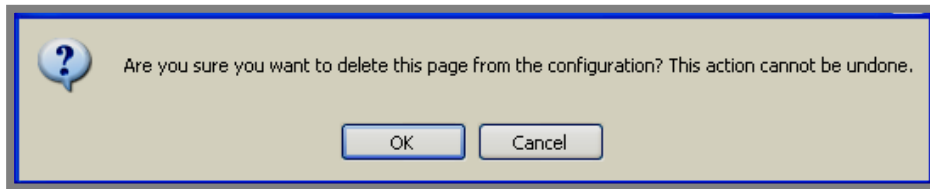
- If you change the formatting setting for the entire *site* or *subsite*, to ensure that all new *sections* added after the change have this formatting setting, you must match the setting in the *section* configurations to that for the entire *site* or *subsite*.
- d. *Who Can View this Section*: Click in the checkbox to the left of each role (i.e., viewing permission) you wish to be able to view the *sections* that will be added using this configuration. To limit who can view these *sections*, you must also deselect the default roles of Intranet User, Registered Guest and General Public by clicking in the checkboxes to the left of each of them. In essence, you can hide the *sections* from those who are not assigned the specified roles.
  - e. *Display Last Modified Date*: You may display the last modified date for all *pages* in the *sections* that will be added using this configuration except the Section Homepage (i.e., Overview). Click in the radio button to the left of your choice.
  - f. *Allow Forms & Surveys Editing*: If your organization has purchased the Forms & Surveys additional software option, you can allow Section Editors to create and modify forms and surveys for the *sections* that will be added using this configuration. Click in the radio button to the left of your choice.
- Note: If you created *sections* using the configuration prior to making changes to the options, you must change the options for those *sections* in the appropriate *Channel Workspace*. See **Centricity** chapter, “Section Management I,” for more information.
6. To add *pages* to the configuration or delete *pages* from the configuration, click on the *Pages* tab. The *pages* that are currently in the *section* configuration will display. Figure 23 shows a new configuration to which no *pages* have been added.

**Figure 23: Edit Section Configuration: Pages tab**

To add *pages* to the configuration:

- a. For the *section* homepage:
  - i. Change the name if desired.
  - ii. Choose a *page* layout from the drop-down menu if desired. You can leave this blank. If you leave it blank, when the *page* opens in the **Editor** it will be blank.
- b. For each *page* you wish to add to the configuration:
  - i. Enter the name of the *page*.
  - ii. Choose the *page* type from the drop-down list. You can choose from these six *page* types:
    - 1) *Flex Page*
    - 2) *Link Library Page*
    - 3) *Article Library Page*
    - 4) *File Library Page*
    - 5) *Calendar Page* (You can only add one calendar in each configuration.)
    - 6) *Maps & Directions Page*

- iii. If you are adding a *Flex Page*, choose a *page* layout from the drop-down list. You can leave this blank. If you leave it blank, when the *page* opens in the **Editor** it will be blank.
  - iv. Click on the *Add* button to the right of the *page*. The *page* you added will appear in the *page* list for the configuration.
- c. To delete *pages* from the configuration:
- i. Click on the *Delete* button to the right of that *page*. A confirmation dialog box like the one shown in Figure 24 will display.



**Figure 24: Confirmation Dialog Box for Deleting Page from Configuration**

- ii. Click on the *OK* button. That *page* will no longer appear in the configuration.
7. Click on the *Save* button when you have made all the desired changes to the *section* configuration. The *Section Configurations* window will return as the active window.

## Deleting a Section Configuration

To delete a *section* configuration:

1. Access the *Site Workspace*.
2. Click on *Section Configurations* on either the *Configure* tab (under *Sections*) or the *Configure (Sections)* drop-down menu. A *Section Configurations* window like the one shown in Figure 25 will display.



Figure 25: Section Configurations window

3. Click on the *Delete* button to the right of the configuration you wish to delete. A confirmation dialog box like the one shown in Figure 26 will display.

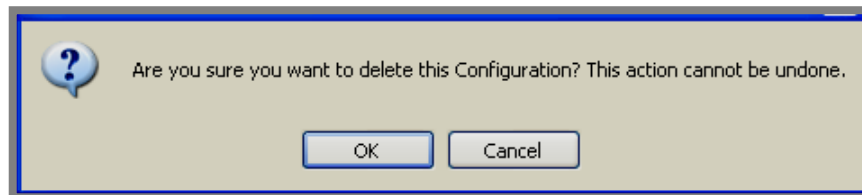


Figure 26: Confirmation Dialog Box for deleting configuration

4. Click on the *OK* button. The *Section Configurations* window will refresh. The configuration you deleted will no longer be listed.



## Section Robot

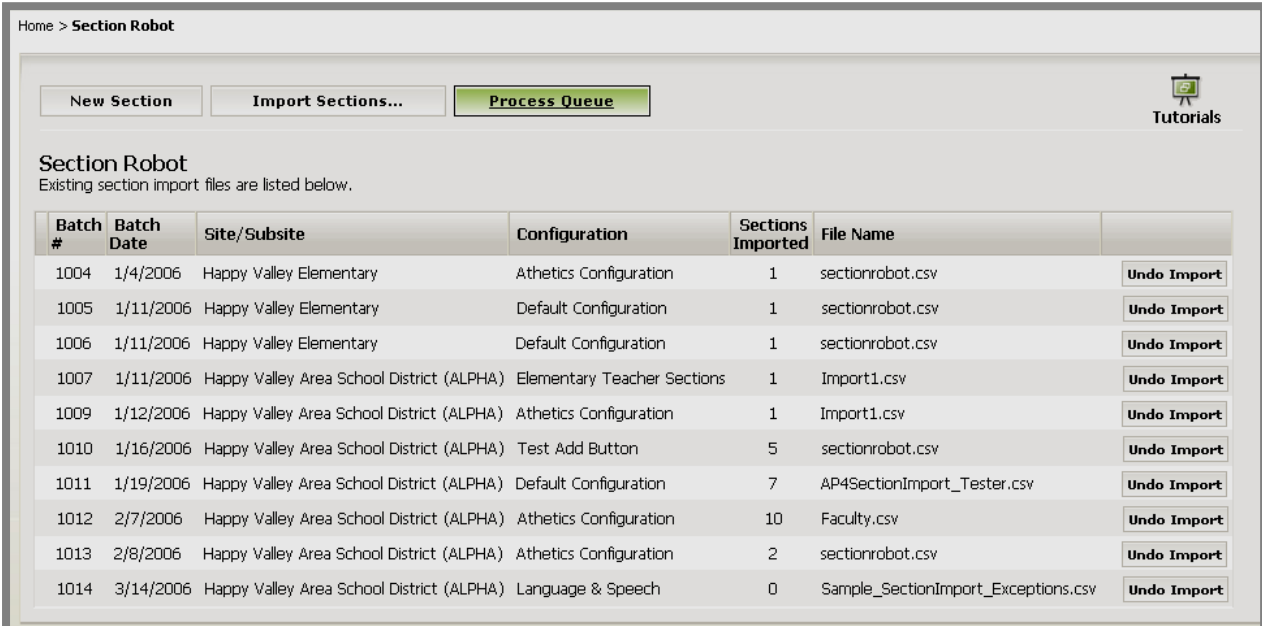
Only Site Directors can use the *Section Robot*.

They will use *Section Robot* to add *sections* to the main *site* and any *subsite*. Using *Section Robot*, they can add *sections* one at a time or import multiple *sections*.

Whether you add *sections* one at a time or import multiple *sections*, you will have to specify a *section* configuration. That configuration can be a default configuration provided by *Schoolwires*. However, if you wish to specify custom *section* configurations when you add *sections*, you should create the configurations before using *Section Robot*. See “Creating Section Configurations” earlier in this chapter.

### Overview of Section Robot

You will administer the *Section Robot* task from a *Section Robot* window like the one shown in Figure 27. Notice the imports are listed in ascending date order.



The screenshot shows the 'Section Robot' window with a breadcrumb 'Home > Section Robot'. At the top, there are three buttons: 'New Section', 'Import Sections...', and 'Process Queue'. A 'Tutorials' icon is in the top right. Below the buttons, the title 'Section Robot' is followed by the text 'Existing section import files are listed below.' A table lists 14 import files with columns for Batch #, Batch Date, Site/Subsite, Configuration, Sections Imported, and File Name. Each row has an 'Undo Import' button.

Batch #	Batch Date	Site/Subsite	Configuration	Sections Imported	File Name	
1004	1/4/2006	Happy Valley Elementary	Athletics Configuration	1	sectionrobot.csv	Undo Import
1005	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1006	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1007	1/11/2006	Happy Valley Area School District (ALPHA)	Elementary Teacher Sections	1	Import1.csv	Undo Import
1009	1/12/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	1	Import1.csv	Undo Import
1010	1/16/2006	Happy Valley Area School District (ALPHA)	Test Add Button	5	sectionrobot.csv	Undo Import
1011	1/19/2006	Happy Valley Area School District (ALPHA)	Default Configuration	7	AP4SectionImport_Testter.csv	Undo Import
1012	2/7/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	10	Faculty.csv	Undo Import
1013	2/8/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	2	sectionrobot.csv	Undo Import
1014	3/14/2006	Happy Valley Area School District (ALPHA)	Language & Speech	0	Sample_SectionImport_Exceptions.csv	Undo Import

Figure 27: Section Robot window

#### Fields on the Section Robot Window

As you can see from Figure 27, six fields display on the *Section Robot* window. These are:

- Batch #, which displays batch number for that import.
- Batch Date, which displays the date of the import.

- Site/Subsite, which displays the *site* or *subsite* to which the *sections* were imported.
- Configuration, which displays the *section* configuration that the imported *sections* are using.
- Sections Imported, which displays the number of *sections* that were successfully imported
- File Name, which displays the name of the file used for the *section* import.

#### *Buttons on the Section Robot Window*

As you can see from Figure 27, normally four buttons display on the *Section Robot* window. These are:

- *New Section* button, which is located on the top of the *Section Robot* window.
- *Import Sections* button, which is located on the top of the *Section Robot* window. It opens a wizard (i.e., a series of pop-up windows) that will guide you through a process for importing multiple *sections*.
- *Process Queue*, which is located on the top of the *Section Robot* window.
- *Undo Import*, which is located to the right of each import batch. You will use this button to roll back the import. This will remove all *sections* added by that import.

If there are *sections* within your import (.csv) file that failed to import, a *View Exceptions* button  will display to the right of the import file name.

### Section Limits

Centricity will compare the total number of *sections* currently in your *site* and all your *subsites* to the maximum number of *sections* your organization is allowed. As you can see from Figure 28, a green progress bar with the number of *sections* remaining appears in the *Section Robot*. It will also appear in the *Channel Workspace* where Site Directors and Subsite Directors can also add *sections*.

Note: Please consult *Schoolwires* Terms and Conditions and your contract with *Schoolwires* for the maximum number of *sections* your organization is allowed.

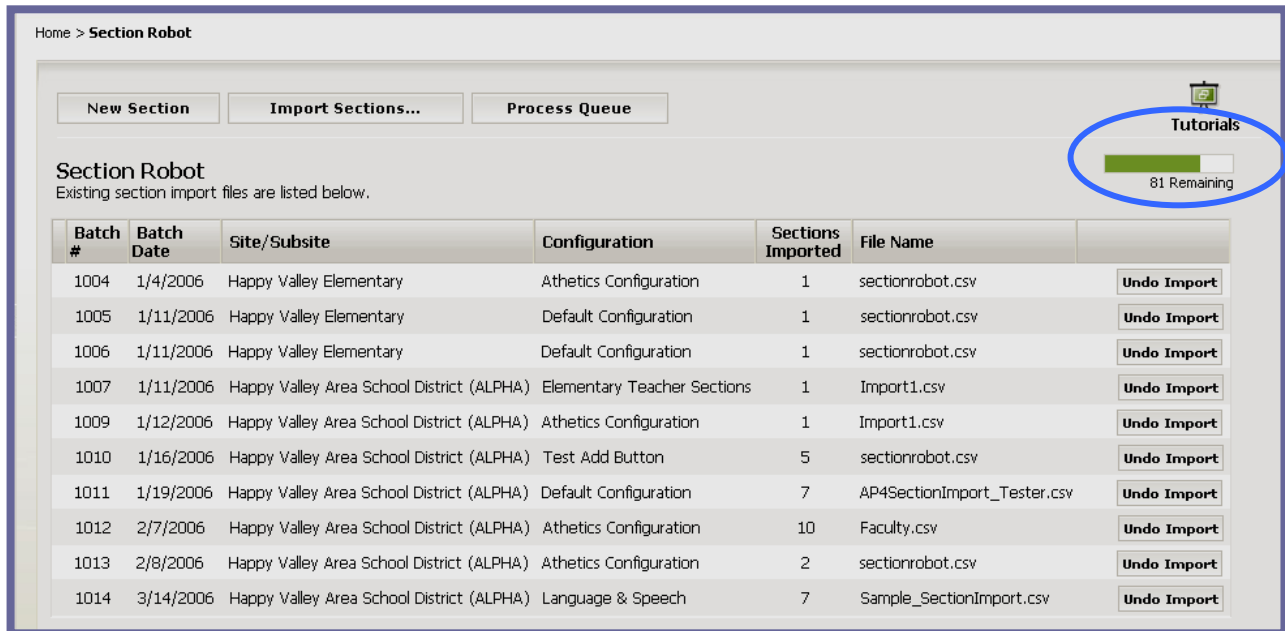


Figure 28: Sections Remaining

As you can see from Figure 29, as you are approaching the maximum number of *sections* allowed, you will see the green progress bar as well as a warning message.

Home > Section Robot

New Section Import Sections... Process Queue Tutorials

⚠ You are close to reaching the maximum number of sections that can be created on your site. Please contact your site's administrator to review the need for additional licensing.

Section Robot  
Existing section import files are listed below.

Warning

6 Remaining

Batch #	Batch Date	Site/Subsite	Configuration	Sections Imported	File Name	
1004	1/4/2006	Happy Valley Elementary	Athetics Configuration	1	sectionrobot.csv	Undo Import
1005	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1006	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1007	1/11/2006	Happy Valley Area School District (ALPHA)	Elementary Teacher Sections	1	Import1.csv	Undo Import
1009	1/12/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	1	Import1.csv	Undo Import
1010	1/16/2006	Happy Valley Area School District (ALPHA)	Test Add Button	5	sectionrobot.csv	Undo Import
1011	1/19/2006	Happy Valley Area School District (ALPHA)	Default Configuration	7	AP4SectionImport_Testter.csv	Undo Import
1012	2/7/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	10	Faculty.csv	Undo Import
1013	2/8/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	2	sectionrobot.csv	Undo Import
1014	3/14/2006	Happy Valley Area School District (ALPHA)	Language & Speech	7	Sample_SectionImport.csv	Undo Import

Figure 29: Approaching the Maximum Number of Sections Allowed

If you have reached the maximum number of *sections*, you will also see the green progress bar and a warning. However, as you can see from Figure 30, you will be unable to add a new *section*, import *sections* or process the import queue. Those functions (buttons) will no longer be available within the *Section Robot*.

Home > Section Robot

⚠ The maximum number of sections that can be created on your site has been reached. Please request that your site administrator contact Schoolwires for additional licensing.

Section Robot  
Existing section import files are listed below.

Warning

0 Remaining

Batch #	Batch Date	Site/Subsite	Configuration	Sections Imported	File Name	
1004	1/4/2006	Happy Valley Elementary	Athetics Configuration	1	sectionrobot.csv	Undo Import
1005	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1006	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	Undo Import
1007	1/11/2006	Happy Valley Area School District (ALPHA)	Elementary Teacher Sections	1	Import1.csv	Undo Import
1009	1/12/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	1	Import1.csv	Undo Import
1010	1/16/2006	Happy Valley Area School District (ALPHA)	Test Add Button	5	sectionrobot.csv	Undo Import
1011	1/19/2006	Happy Valley Area School District (ALPHA)	Default Configuration	7	AP4SectionImport_Testter.csv	Undo Import
1012	2/7/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	10	Faculty.csv	Undo Import
1013	2/8/2006	Happy Valley Area School District (ALPHA)	Athetics Configuration	2	sectionrobot.csv	Undo Import
1014	3/14/2006	Happy Valley Area School District (ALPHA)	Language & Speech	7	Sample_SectionImport.csv	Undo Import

Figure 30: Maximum Number of Sections Reached

## Creating Sections One at a Time

Within the *Section Robot*, you can create *sections* one at a time or import multiple *sections*. Site Directors and Subsite Directors can also create *sections* one at a time within a *Channel Workspace*. See **Centricity** chapter, “Section Management I,” for more information on how this is done in that workspace. In this chapter we only cover creating *sections* one at a time using the *Section Robot*.

Please note that you have a maximum number of *sections* you can add to your *site* and all your *subsites*. Consult *Schoolwires* Terms and Conditions and your contract with *Schoolwires* for the maximum number of *sections* your organization is allowed. See “Section Limits earlier in this chapter for more information.

To create new *sections* one at a time:

1. Access the *Site Workspace*.
2. Click on *Section Robot* on either the *Tools* tab or the *Tools* drop-down menu. A *Section Robot* window like the one shown in Figure 31 will display.

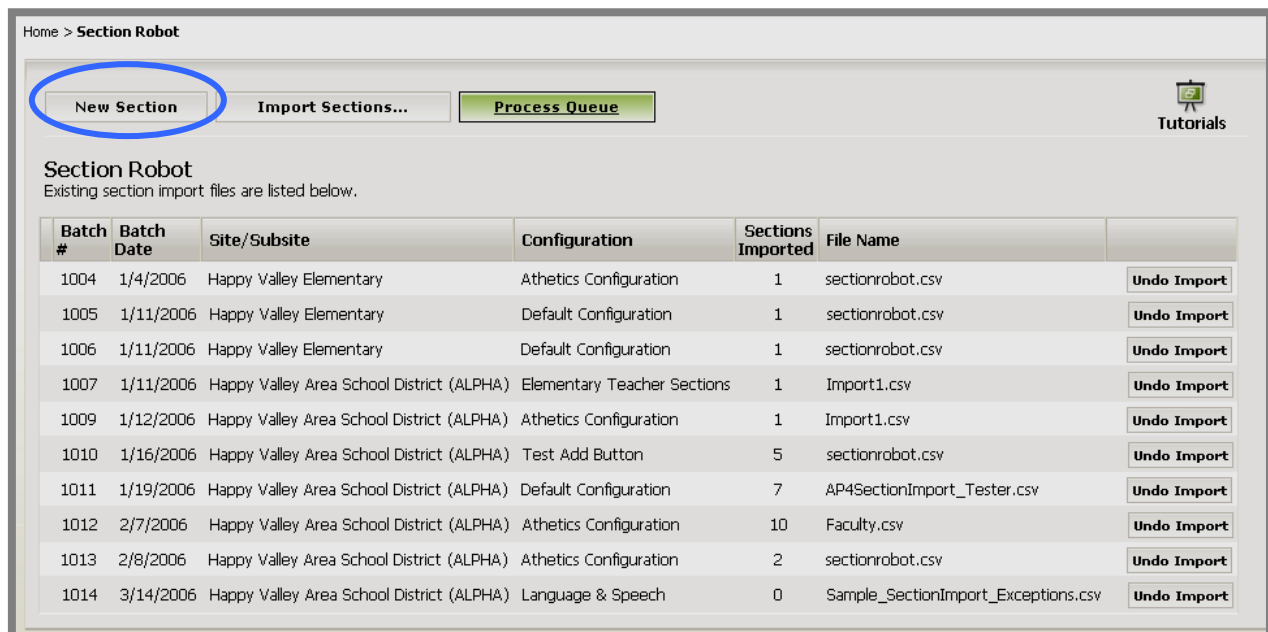


Figure 31: Section Robot window

3. Click on the *New Section* button on the top left of the window. A *New Section* window like the one shown in Figure 32 will display.
4. Enter the name for the *section* as you want it to appear in the *section* itself in the Section Name field.

Home > Section Robot > New Section

### New Section

To create a new section, enter the information below.

**Section Name:**

**Drop-down Menu/Directory Text:**

**Site or SubSite:**

Happy Valley Area School District (ALPHA) ▼

**Channel:**

Academics ▼

**Configuration:**

Athletics Configuration ▼

Go to [Section Configurations](#) to Create or Edit Configurations.

**Figure 32: New Section window**

5. Enter the name for the *section* as you want it to appear in the *channel* drop-down menu or directory page in the Drop-down Menu/Directory Page field.

**TIP:** Usually the Drop-down Menu Name and the Section Name are the same. However, when creating teacher sections, it is important to have Drop-down Menu/Directory Text be last name first (e.g., Smith, Jane). Once the 15<sup>th</sup> teacher section is added, a directory page will display for the channel menu and the sections will be listed alphabetically, by the last names of the teachers. It still makes sense to have a friendly Section Name (e.g., Mrs. Smith) for the top of the section.
6. Select the *Site* or *Subsite* in which you want the *section* to appear from the drop-down list.
7. Select the *Channel* in which you want the section to appear from the drop-down list.
8. Select the *Section* Configuration you want to use for the *section* from the drop-down list. Notice the link to Section Configurations at the bottom of the *New Page* window. If you want to use a custom configuration for this *section*, but haven't created one, click on this link. It will take you to the *Section Configuration* window. See "Creating Section Configurations" earlier in this chapter.
9. Click on the *Save* button. The *Section Robot* window will return as the active window.

## Importing Sections

In this segment of the chapter, we will discuss how to import multiple *sections* using the *Section Robot*.

Note: *Section* limits apply to *section* imports as well as to adding *sections* one at a time. See “Section Limits” earlier in this chapter for more information.

### Preparing the Import File

The file for importing sections must be a comma separated value (CSV) file. The file should include these fields:

- *Section Name:* This is the name of the *section* as you want it to appear in the *section* itself.
- *Menu Name:* This is the name of the *section* as you want it to appear in the *Channel* drop-down menu or directory page.  
 TIP: Usually the Drop-down Menu Name and the Section Name are the same. However, when creating teacher sections, it is important to have **Drop-down Menu/Directory Text** be last name first (e.g., **Smith, Jane**). Once the 15<sup>th</sup> teacher section is added, a directory page will display for the channel menu and the sections will be listed alphabetically, by the last names of the teachers. It still makes sense to have a friendly Section Name (e.g., Mrs. Smith) for the top of the section.
- *Channel ID:* You will obtain this number from *Assign Channels* on the *Configure* tab (*Channels*) or the *Configure* drop-down menu within **Site Manager** on the *site* or *subsite* to which you wish to import the *sections*.

A sample import CSV file is shown in Figure 33.

	A	B	C
1	SectionName	MenuName	ChannelID
2	Math	Math	38
3	Earth Science	Earth Science	38
4	Physics	Physics	38
5	Physical Education	Physical Education	38
6	Special Services	Special Services	38
7	Music	Music	38
8	Art	Art	38

Figure 33: Sample CSV File

### Importing Sections

To import multiple *sections*:

1. Access the *Site Workspace*.
2. Click on *Section Robot* on either the *Tools* tab or the *Tools* drop-down menu. A *Section Robot* window like the one shown in Figure 34 will display.

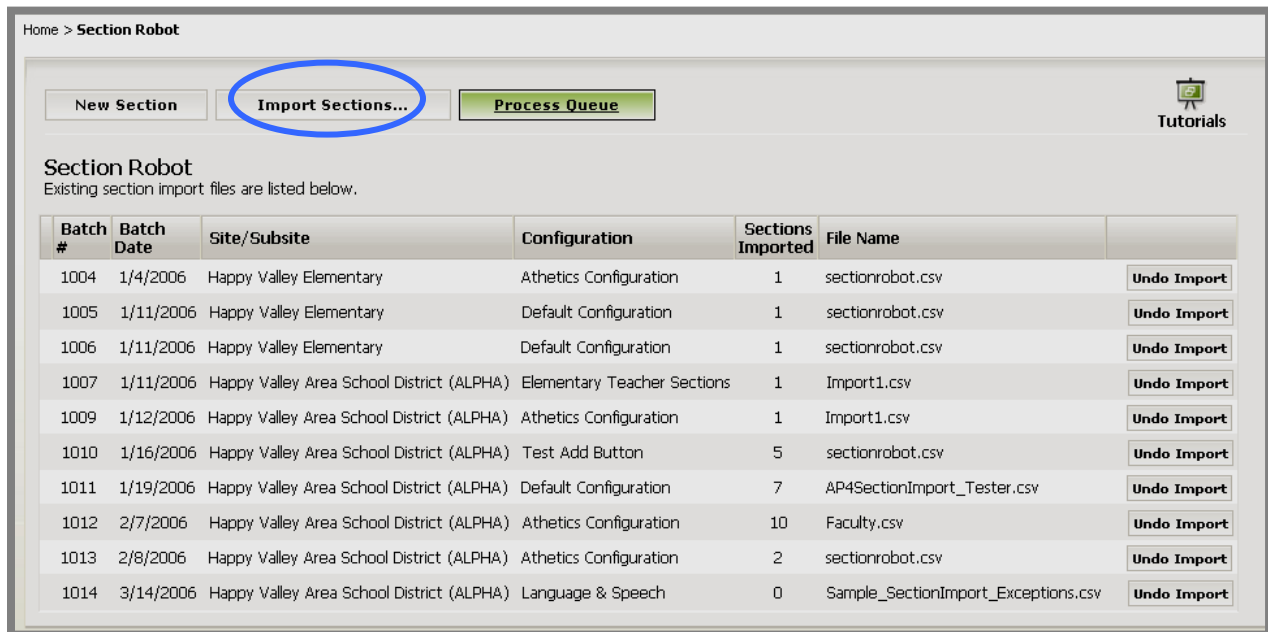


Figure 34: Section Robot window

3. Click on the *Import Sections* button. The first window of the *Section Import Wizard* will display. See Figure 35.

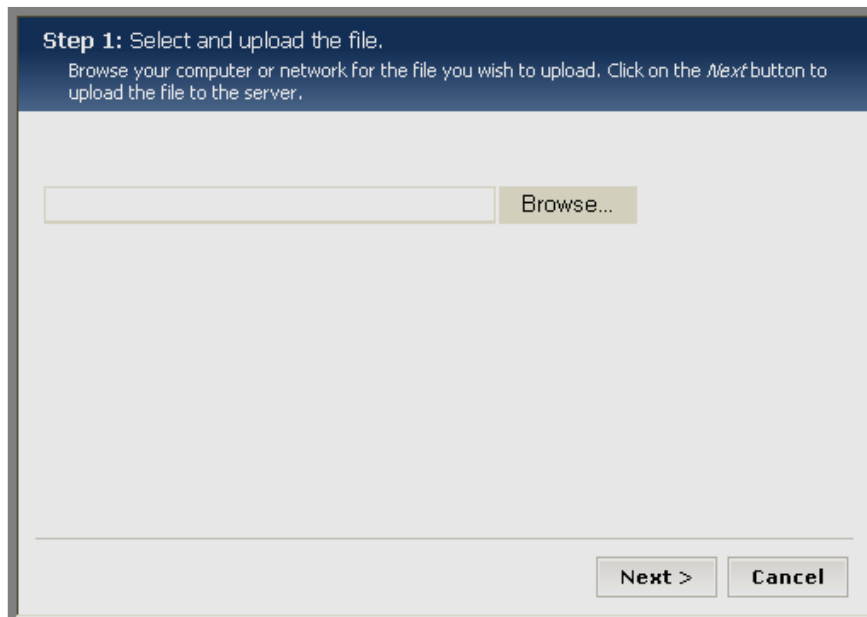


Figure 35: First window of the Section Import Wizard



4. Click on the *Browse* button to browse your computer or network for the import CSV file that you prepared for the import. See “Preparing the Import File” earlier in this chapter for more information. A browser window like the one shown in Figure 36 will display.

TIP: Be certain to select “All Files (\*.\*)” as the type of file.

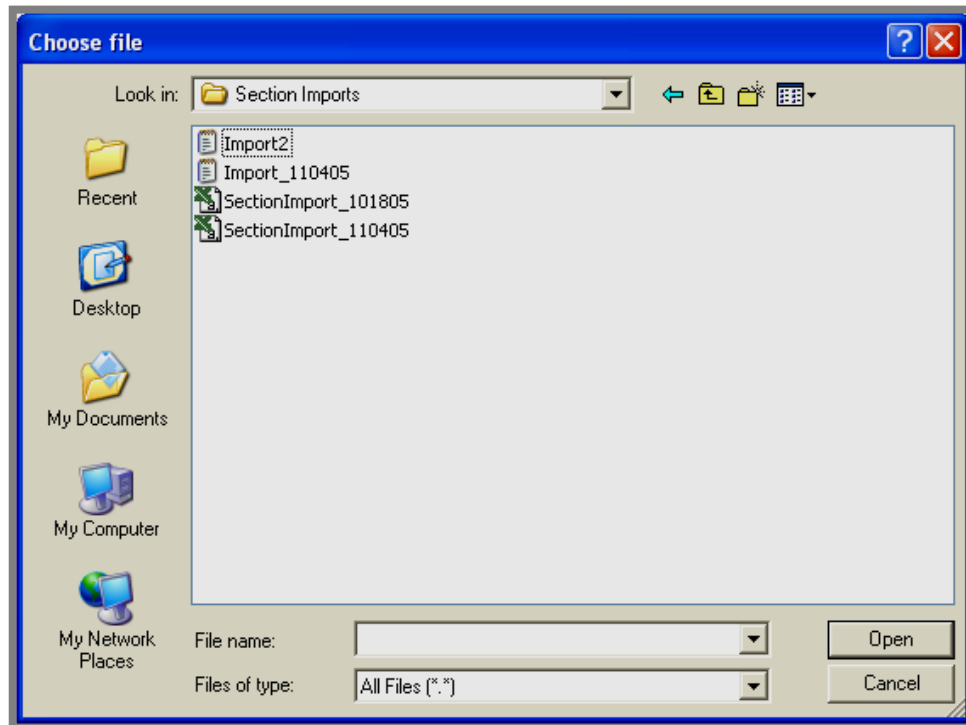
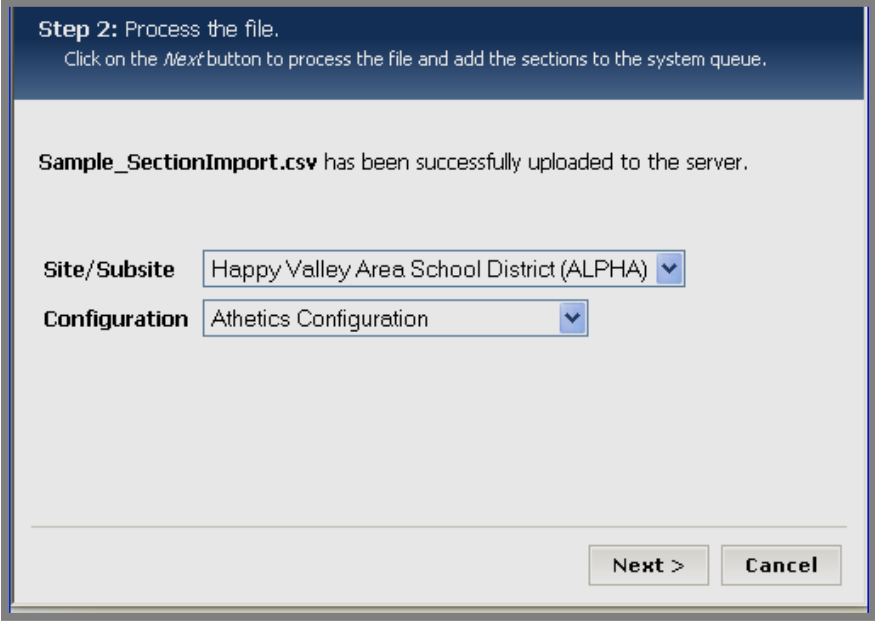


Figure 36: Browsing window

5. Select the import file you wish to use.
6. Click on the *Open* button. The first window of the Section Import Wizard will return as the active window. The file path for the file you just selected will display to the left of the *Browse* button.
7. Click on the *Next* button. You will see a message, “One moment please while the file is being uploaded.” Then the second window of the Section Import Wizard will display. See Figure 37.

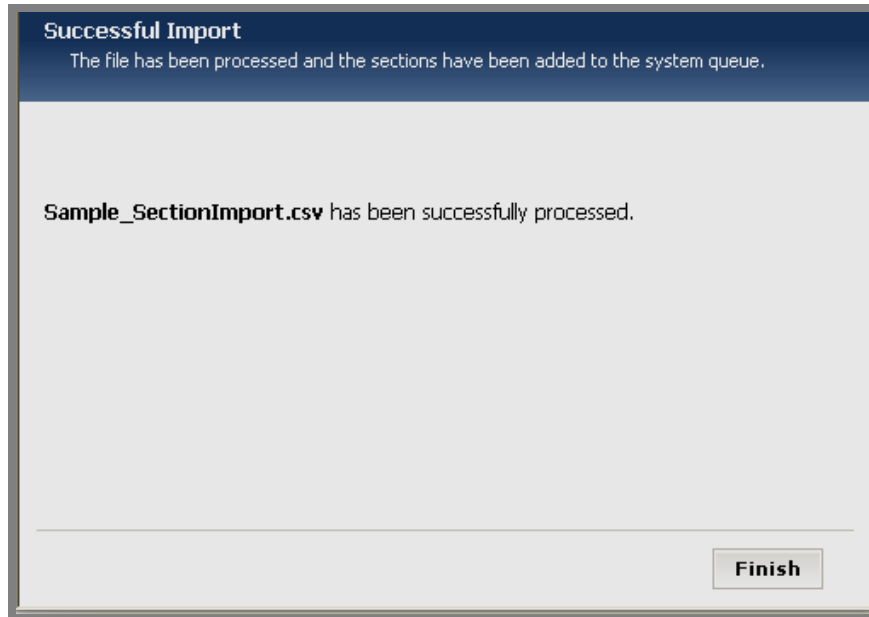


The screenshot shows a software window titled "Step 2: Process the file." with a dark blue header. Below the header, there is a light blue bar containing the text: "Click on the /Next button to process the file and add the sections to the system queue." The main area of the window is white and contains the text: "Sample\_SectionImport.csv has been successfully uploaded to the server." Below this text are two dropdown menus. The first is labeled "Site/Subsite" and has "Happy Valley Area School District (ALPHA)" selected. The second is labeled "Configuration" and has "Athletics Configuration" selected. At the bottom right of the window, there are two buttons: "Next >" and "Cancel".

**Figure 37: Second window of the Section Import Wizard**

8. Select the *Site* or *Subsite* to which you want the *sections* imported from the drop-down list.
9. Select the *Section* Configuration that you want to use for the *sections* being imported from the drop-down list.
10. Click on the *Next* button. The third window will display. See Figure 38.

Note: If the upload was unsuccessful, the window will be labeled, "Unsuccessful Import."



**Figure 38: Third window of Section Import Wizard: Successful Import**

11. Click on the *Finish* button. The *Section Robot* window will return as the active window. The file you just imported will display on the list. The number of *sections* imported will display in that field.

**Exceptions in a Section Import**

If all the *sections* in the import CSV file did not import, the *Section Robot* window will contain an additional button, *View Exceptions* [View Exceptions](#) as shown in Figure 39.

**TIP:** This only displays until the queue has been processed. Consequently you should take action on the exceptions immediately.

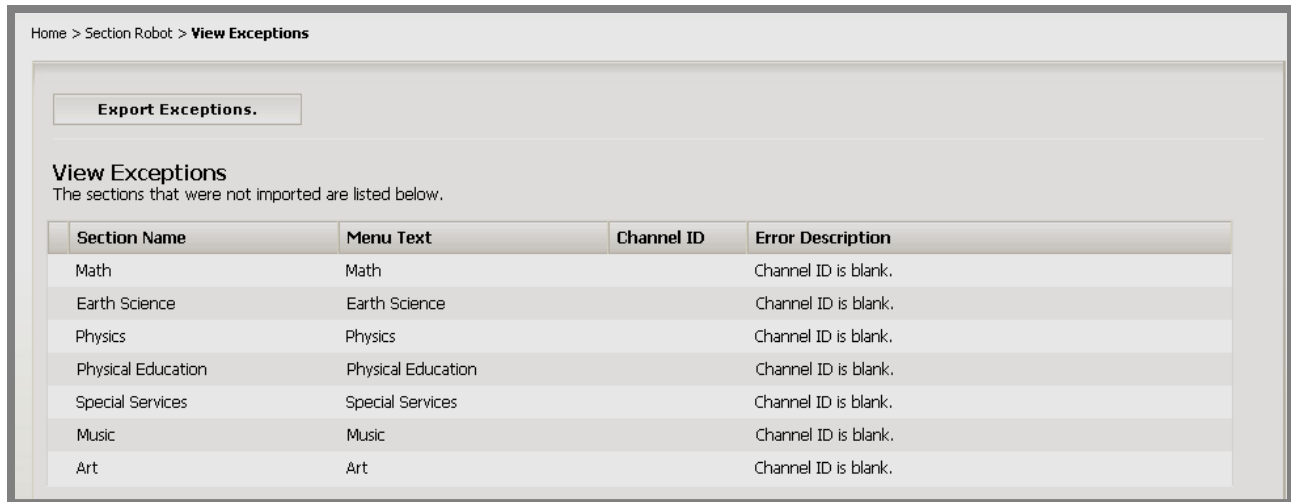
Batch #	Batch Date	Site/Subsite	Configuration	Sections Imported	File Name	
1004	1/4/2006	Happy Valley Elementary	Athletics Configuration	1	sectionrobot.csv	<a href="#">Undo Import</a>
1005	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	<a href="#">Undo Import</a>
1006	1/11/2006	Happy Valley Elementary	Default Configuration	1	sectionrobot.csv	<a href="#">Undo Import</a>
1007	1/11/2006	Happy Valley Area School District (ALPHA)	Elementary Teacher Sections	1	Import1.csv	<a href="#">Undo Import</a>
1009	1/12/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	1	Import1.csv	<a href="#">Undo Import</a>
1010	1/16/2006	Happy Valley Area School District (ALPHA)	Test Add Button	5	sectionrobot.csv	<a href="#">Undo Import</a>
1011	1/19/2006	Happy Valley Area School District (ALPHA)	Default Configuration	7	AP4SectionImport_Tester.csv	<a href="#">Undo Import</a>
1012	2/7/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	10	Faculty.csv	<a href="#">Undo Import</a>
1013	2/8/2006	Happy Valley Area School District (ALPHA)	Athletics Configuration	2	sectionrobot.csv	<a href="#">Undo Import</a>
1014	3/14/2006	Happy Valley Area School District (ALPHA)	Language & Speech	In Queue	Sample_SectionImport_Exceptions.csv	<a href="#">View Exceptions</a> <a href="#">Undo Import</a>

**Figure 39: Section Robot window when exceptions in the import file**

### Correcting Exceptions

To correct the exceptions:

1. Click on the *View Exceptions* button. A *View Exceptions* window like the one shown in Figure 40 will display.



**Figure 40: View Exceptions window**

2. Note the error descriptions. You can print this window if necessary.
3. Click on the *Export Exceptions* button on the top of the *View Exceptions* window. A dialog box asking if you want to open or save the file will display.
4. Save the file.
5. Use the information noted in Step 2 to correct the errors.
6. Save the corrected file.
7. Import the corrected file.

**Note:** The number of *sections* that were in the exported exception file and the number of *sections* that were successfully imported from the first import file should total the in the number of *sections* that were in the original import file.

### Processing the Queue

As you can see in Figure 41, the *sections* you imported will be in the queue immediately after the *section* import. They will not appear in the workspace or on the website until the queue has been processed.

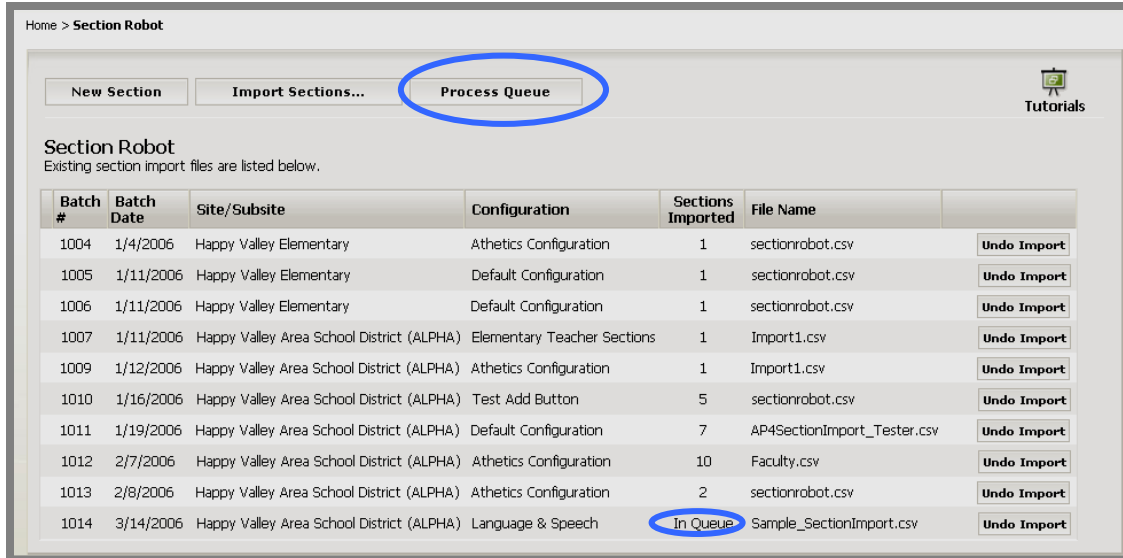


Figure 41: Import in Queue

You may wait for the queue to process or you may click on the *Process Queue* button on the top of the *Section Robot* window. The *Section Robot* window will refresh and the number of *sections* that were imported will appear as in Figure 42.

**Note:** If there were exceptions within the import file, the *View Exceptions* button **View Exceptions** will display to the right of the file name. See “Exceptions in the Import File” and “Taking Corrective Action for Exceptions” earlier in this chapter for more information.

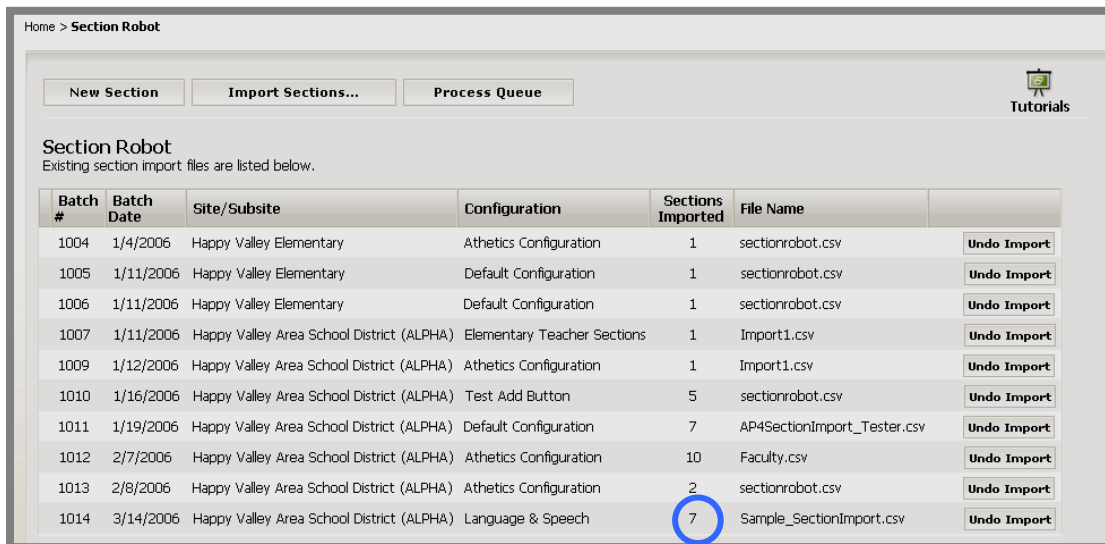


Figure 42: Section Robot window after processing queue

### Undoing an Import

If you wish to remove the *sections* that were imported at any time, you will use the *Undo Import* button. Please do this carefully since the *sections* in the import and any content in those *sections* will be permanently deleted.

To undo an import:

1. In the *Section Robot* window, click on the *Undo Import* button to the right of the import you want to undo. See Figure 43. A confirmation dialog box like the one shown in Figure 44 will display.

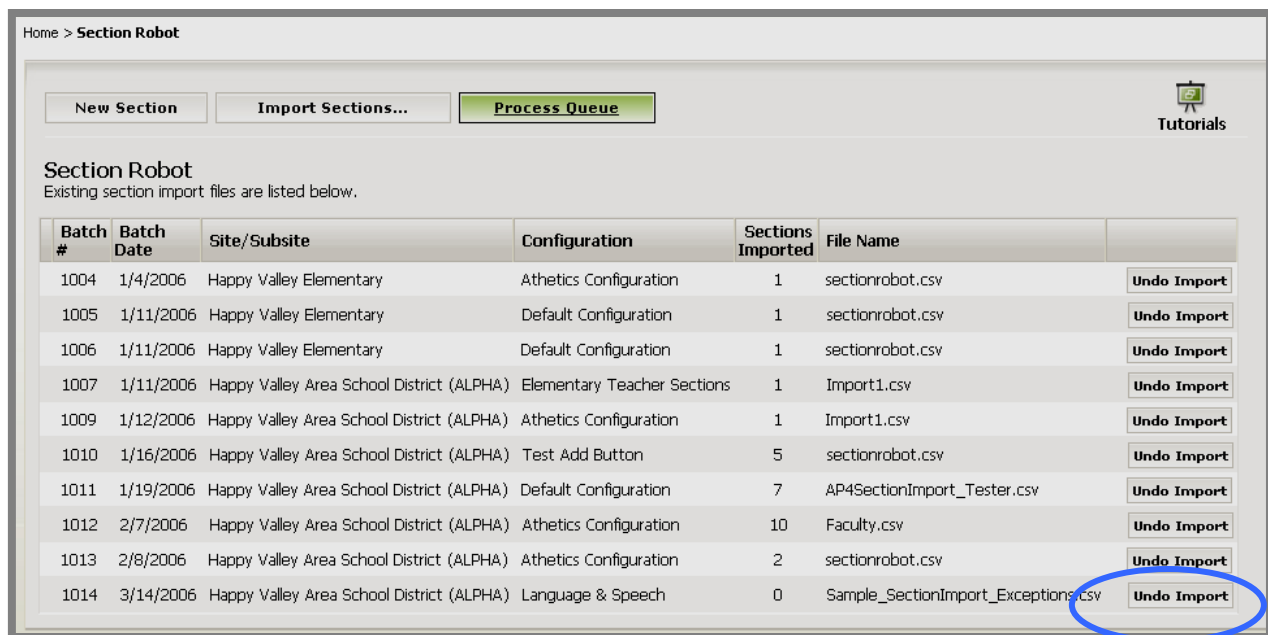


Figure 43: Section Robot window

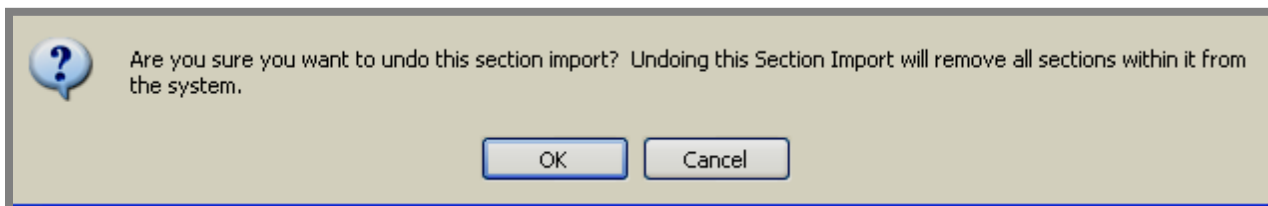


Figure 44: Undo Confirmation Dialog Box

2. Click the *OK* button. The import file will no longer display on the *Section Robot* window and the *sections* will no longer display in **Site Manager** or on the website.