

Introduction

You use a Headlines & Features App on a Homepage within a Site or Subsite workspace. You might also include a Headlines & Features App on a Teacher home page.

The screenshot shows the homepage of Happy Valley Elementary School. At the top, the school's name and motto are displayed. Below this is a navigation menu with links to Home, About Us, Activities, Our School, Teachers, Teams, Fifth Grade, News, Interns, Christian, and Calendar. The main content area is divided into several sections:

- Announcements:** A white box containing text about school opening on August 30, a lunch survey due by September 20, 2013, and the HVSD Fall Fair on October 3-4. A 'FOLLOW' button is present.
- HVES Headlines:** A dark blue sidebar with three items:
 - Back to School 2013-2014:** 'Are you ready?' with 46 comments.
 - Band at Community Days:** 'HVHS Band to perform during Community Days' with 20 comments.
 - Uniting Talent and Passion!** 'We've made some district Web site changes!' with 10 comments.
- Welcome to Happy Valley Elementary School!:** A central section with a 'Full' icon and a paragraph about the school's modern facilities and commitment to student success.
- Events:** A section listing 'Friday' (3:30 PM - 5:00 PM After School Activities) and 'September 13, 2013' (3:30 PM - 5:00 PM After School Activities), with a 'View Calendar' link.

The footer contains the address '328 Innovation Boulevard, State College, PA 16801', the phone number '814-935-1234', and links for 'Questions or Feedback?', 'Schoolwires Privacy Policy (Updated)', and 'Terms of Use'. A 'powered by schoolwires' logo is also present.

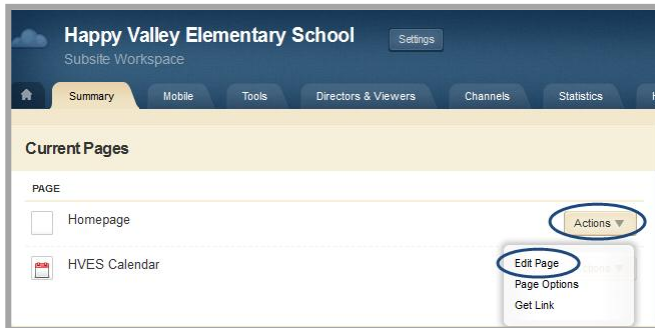
Visitors to your website see a home page. A home page usually includes such apps as *Announcements*, *Headlines & Features*, *Site Shortcuts*, *Upcoming Events* and a *Calendar*. Site Directors, Subsite Directors and Homepage Editors may edit these apps on their respective sites.

Use a Headlines & Features App to provide information to your visitors. Headlines & Features could include such topics as news about activities, fundraisers and events. These tend to be larger than announcements and usually remain on your website for a longer period of time. You might use a headline to share the results of a Science Fair or other school functions or describe the need for substitute teachers.

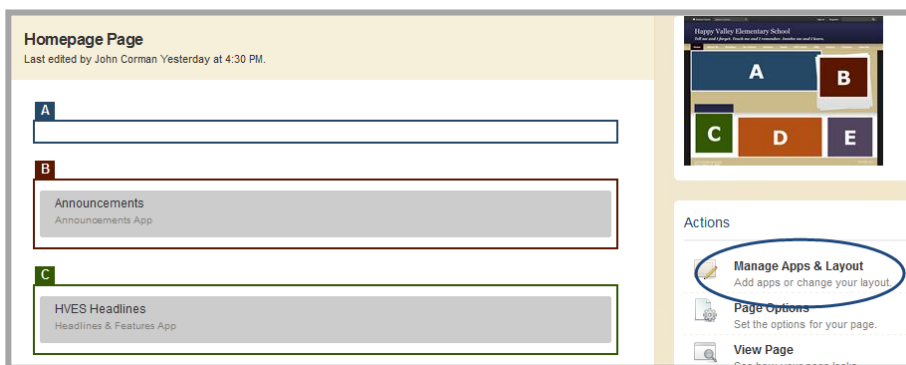
Add a Headlines & Features App

Here's how you add a Headlines & Features App to a home page.

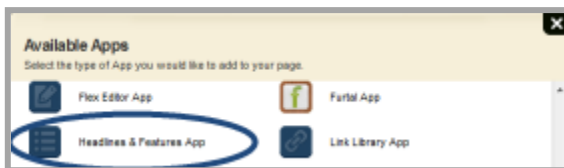
1. In *Site Manager*, access the **Summary** tab in the Site or Subsite workspace.
2. Click the **Actions** button to the right of the home page and select *Edit Page*.



3. Click *Manage Apps & Layout*.



4. Click **Add App**. The Available Apps dialog displays.



5. Click the Headlines & Features App in the list and enter a name or use the default name for the app.
6. Click **Save**. The app is placed on your home page in the top region (Region A).
7. Click on the app, hold and drag it to a different home page region if necessary.
8. Click **I'm Done**. You are returned to the **Summary** tab.

Add a New Headlines & Features Record

Here's how you add a new headline & feature.



1. In *Site Manager*, click the Headlines & Features App.
2. Click the **New Headline**. The New Heading dialog displays on the **Headline** tab.
3. Within the **Headline** tab, enter a title for the headline. The title is a required field as indicated by the red triangle in the upper right corner.
4. Enter teaser text if you like. This displays with the title of your headline on your home page. We recommend that this be a short, catchy description of the headline designed to pique interest.
5. You have the option of entering a start date and time and an end date and time.

 A screenshot of the 'New Headline' dialog box. The dialog has a title bar with a close button (X). Below the title bar are tabs for 'Headline', 'Headline Body', 'Author', 'Viewers', and 'Tags'. The 'Headline' tab is active. The form contains the following fields:

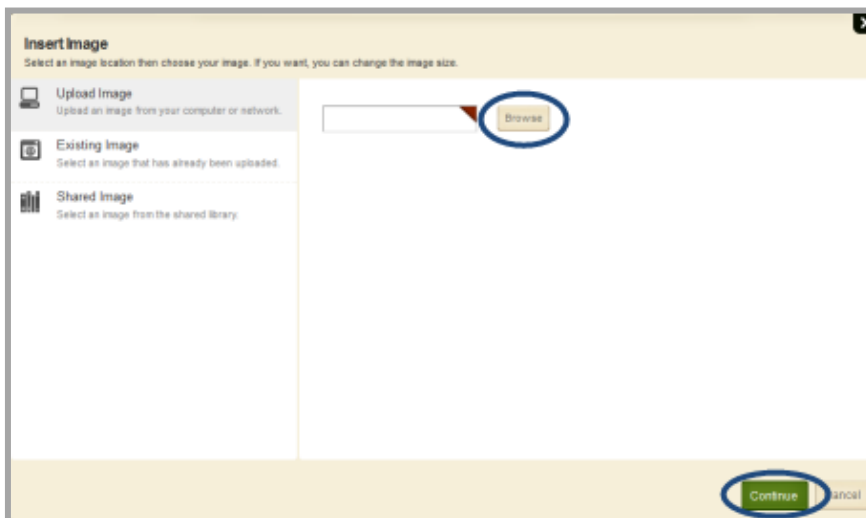
- Headline Title:** A text input field with a red triangle in the top right corner, indicating it is a required field.
- Teaser Text (optional):** A text input field.
- Accent Image (optional):** A section with the subtext 'Displayed to the left of the title.' It includes a text input field, a 'Browse...' button, and fields for 'Height', 'Width', and 'Alt Text'.
- When will this item be displayed?:** A section with 'Start Date' and 'End Date' fields, each consisting of a text input and two dropdown menus for month and year.
- Activate on my page:** A checked checkbox.
- Buttons:** 'Save', 'Cancel', and 'Create E-Alert' buttons at the bottom.

6. Click the *Active* check box if you want to make the headline visible on your start date. If you do not make the headline active, it will not display on your website on the start date. You can enter a headline at any time (preplanning), but have it display in the future by setting the date in the future and making it active. It will automatically display on the website on the start date and will no longer be visible on the website on the end date. Although it does not display on the website after the expiration date, it remains in *Site Manager*. You can, therefore, edit it and reuse it in the future.

- You may choose to add an optional accent image to your headline or feature. Be aware that the region your Headlines & Features App occupies within your home page layout has limited space. Sizing your image correctly is critical for proper display with text on your website.

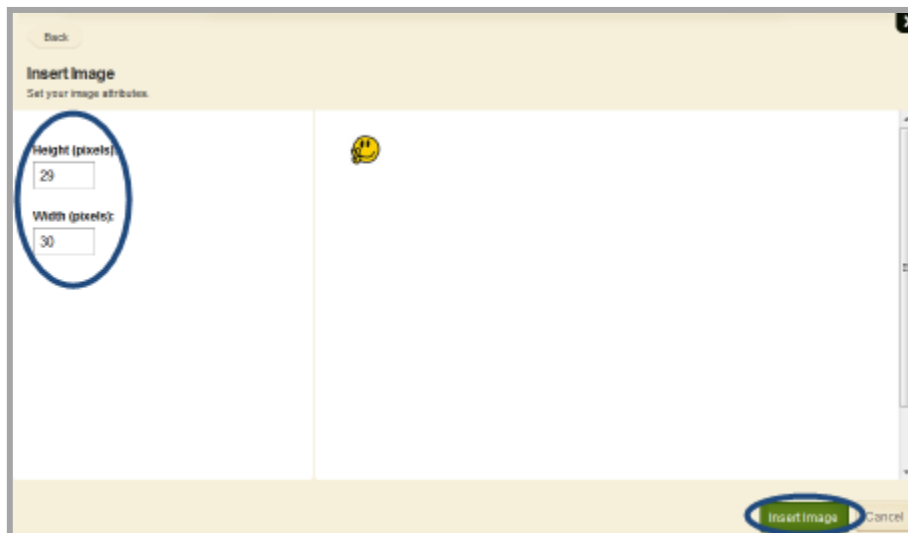


- The added image in this example is sized to a height of 30 pixels and width of 30 pixels. To add the image you click on the **Browse** button. The Insert Image window opens.



- You must first select the image location. If you choose to upload an image from your computer or network, click on the **Browse** button. The File Upload dialog box for your browser opens to select your image location.
- Select the image to upload and click **Open**. The URL for your selected image is entered into the mandatory address field, as indicated by the red triangle in the upper right hand corner.

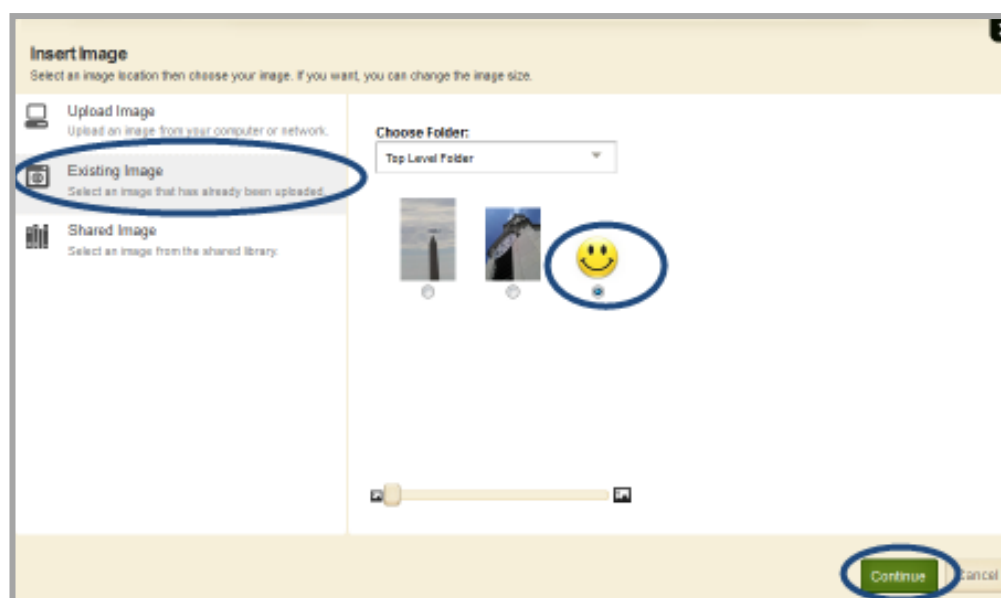
11. Click **Continue**. The **Continue** button changes to **Working...** and another Insert Image window opens. Here you can preview your image and set your image height and width attributes, or you can return to the Insert Image window by clicking on the **Back** button.



If the width of image selected is larger than 150 pixels, the image is resized to a height of 150 and the width to a value that maintains the aspect ratio of the original image.

12. Click **Insert Image**. A growl displays in the lower left part of your screen informing you that your image has been successfully uploaded.
13. Click **Save**. You are returned to the **Summary** tab.

If you choose to add an existing image or an image from the shared library, locate the folder where the image is stored, or select the image to upload by clicking on the radio button under the image.



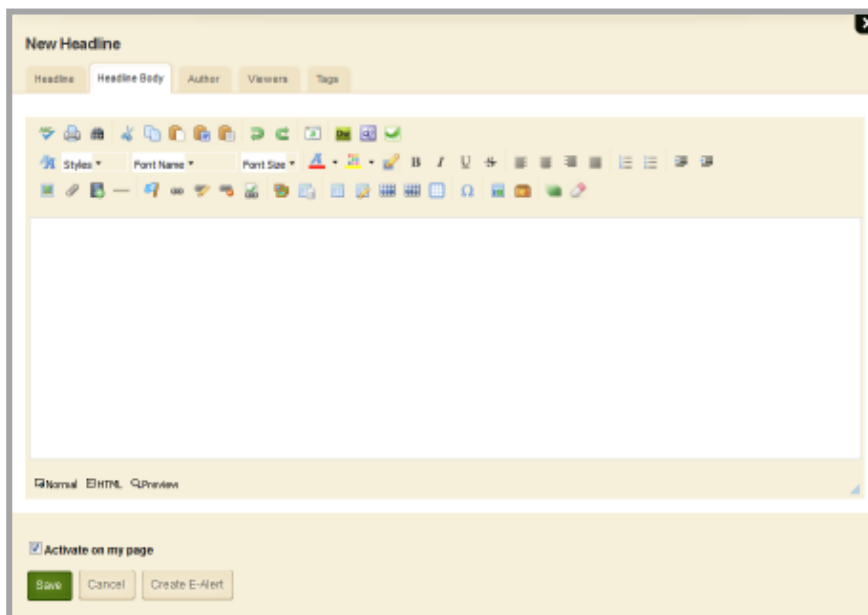
Headline Body Tab

When visitors to the end-user website click on the Title of a Headline & Feature record, headline body displays.



Here's how you add Headline Body to your record.

1. Click the **Headline Body** tab. The Schoolwires editor displays.



2. Enter your content for the headline within the Schoolwires editor.
3. Click **Save**. You are returned to the **Summary** tab.

Author Tab

Click on the **Author** tab (optional). The Author window displays. Enter the name, phone number and email address of the author or contact person. You can enter the name with no other contact information if you desire.

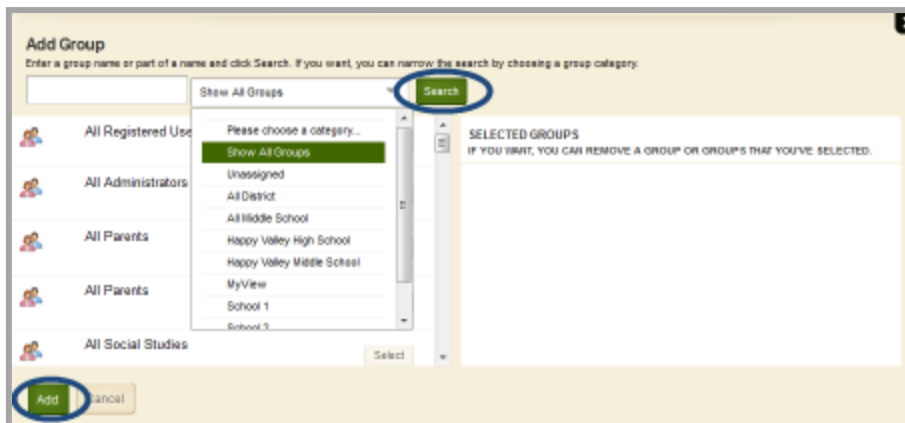
Viewers Tab

You can limit who may view a Headlines & Features record.

1. Click the **Viewers** tab. Within the tab, you can assign viewing rights to specific users and groups. By default, all visitors to your website can view your headlines and features records.
2. Click the **Assign Group** button. The Add Group window opens.

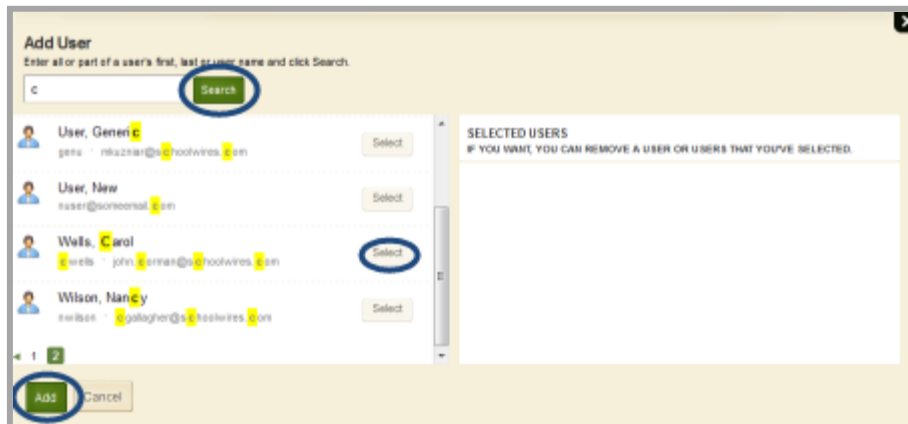


3. Enter a group name or part of a name into the text box and click on the **Search** button. Alternately, you may choose a group category from the drop-down list. Click **Select** to move the group to the Selected Groups area.



4. Click the **Add** button. Sharing rights will be added to the selected groups. You may also choose to remove a group by clicking the **Remove** button.
5. Click the **Assign User** button. The Add User window opens.
6. Enter all or part of a user's first, last or user name and click the **Search** button.

7. Click the **Select** button to the right of the user name you wish to add. The user is moved to the Selected Users area.



8. Click the **Add** button. Sharing rights will be added to the selected users. You may also choose to remove a user by clicking the **Remove** button.
9. Click **Save**. You are returned to the **Summary** tab.

Tags Tab

Click on the **Tags** tab (optional). Here you can enter a comma separated list of tags for this headline. Tagging allows you to categorize and filter records. If you want to display these tags so that visitors can filter your content too, click **Save**, then go into App Options. Click the **Sidebar** tab and then check the *Display Tag List* check box.

Create E-Alert

Here's how you create an E-Alert.

1. If you wish to email your headline content to subscribed users, click on the **Create E-Alert** button within the Edit Headline window. The Send a Content E-Alert window displays. Confirm subscribed user information or edit required fields. Click **Send**.
2. Click **Save**. You are returned to the **Summary** tab.

Edit a Headline or Feature Record

Here's how you edit a Headlines & Features record.

1. In Site Manger, click the **Edit** button to the right of the heading you wish to change. The Edit Headline dialog displays.

Edit Headline

Headline Headline Body Author Viewers Tags

Headline Title:
Uniting Talent and Passion!

Teaser Text (optional):
We've made some district Web site changes!

Accent Image (optional)
Displayed to the left of the title.
http://c2.svtrain11.schoolwires.net/cms/lib/SW0000 Browse...

Height:
30

Width:
30

Alt Text:

When will this item be displayed

Start Date:
[] [] []

End Date:
[] [] []

Activate on my page

Save Cancel Create E-Alert

2. Click on each of the tabs and edit fields as necessary.
3. Be sure to click Save if you have finished editing. You will return to the Summary tab.

Here's how you create an E-Alert to inform subscribers of your changes.

1. If you wish to email your headline content to subscribed users, click on the **Create E-Alert** button within the Edit Headline window. The Send a Content E-Alert window displays. Confirm subscribed user information or edit required fields. Click **Send**.
2. Click **Save**. You are returned to the **Summary** tab.

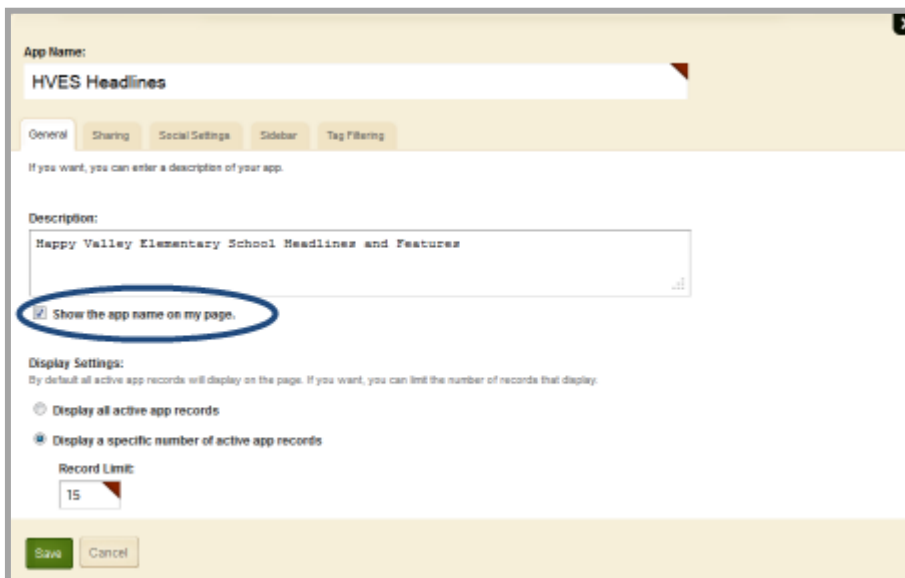
Headlines & Features App Options

Here's how you set display and social setting options for your Headlines & Features App.

1. In *Site Manager*, access the **Summary** tab in the Site or Subsite workspace.
2. Click on the home page title. The home page window opens.
3. Click on the region containing your Headlines & Features App. The app opens.



4. Click *Options* in the upper right corner of the dialog. The app options window opens on the **General** tab.



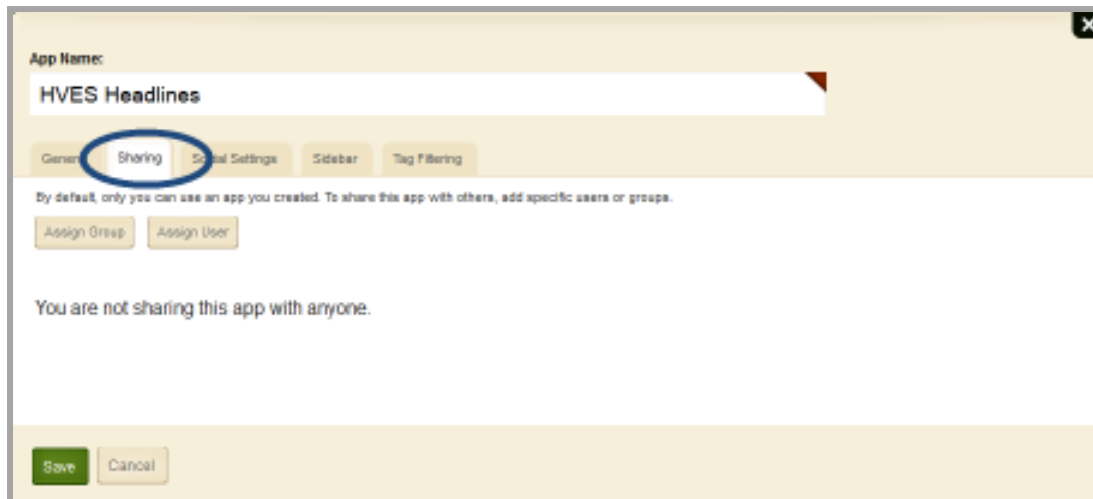
5. Here you edit your app name and choose to display your app name on your page using the *Show the app name on my page* check box. The app name is a required field.
6. You may also enter a description (optional) which does not display on your website.

- You may choose the *Display all active app records* radio button or change the default display limit of 15 to the specific number of records you wish to display.
- Click **Save**. You are returned to the **Summary** tab.

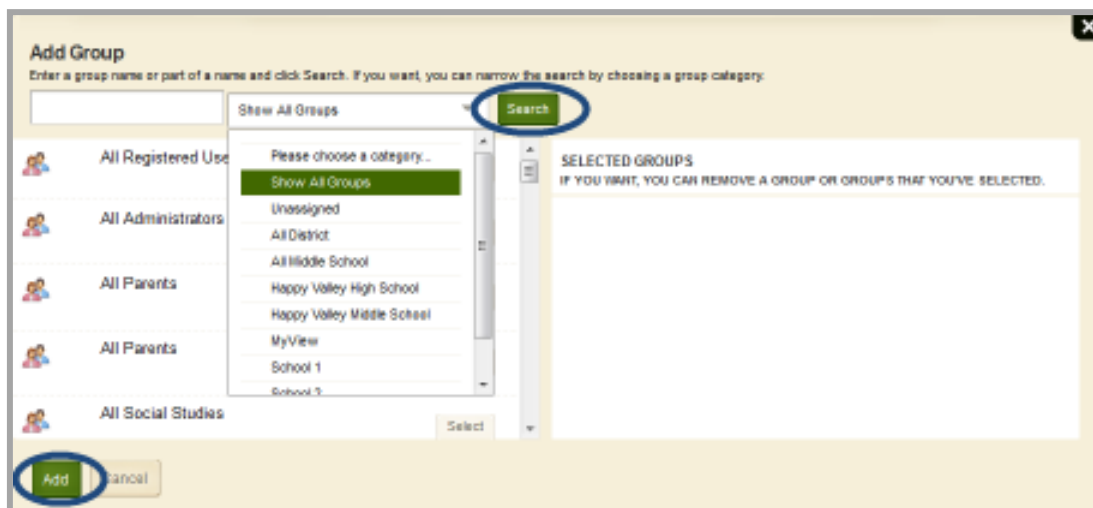
Sharing Tab

Here's how you select users or groups with whom you wish to share your app.

- Click the **Sharing** tab.



- Click the **Assign Group** button. The Add Group window opens.



- Enter a group name or part of a name into the text box and click on the **Search** button. Alternately, you may choose a group category from the drop-down list.
- Click **Select** to move the group to the Selected Groups area.
- Click the **Add** button. Sharing rights will be added to the selected groups. You may remove a group by clicking the **Remove** button.
- Click the **Assign User** button. The Add User window opens.
- Enter all or part of a user's first, last or user name and click the **Search** button.

- Click the **Select** button to the right of the user name to move the user to the Selected Users area.



- Click the **Add** button. Sharing rights will be added to the selected users. You may remove a user by clicking the **Remove** button.
- Click **Save**. You are returned to the **Summary** tab.

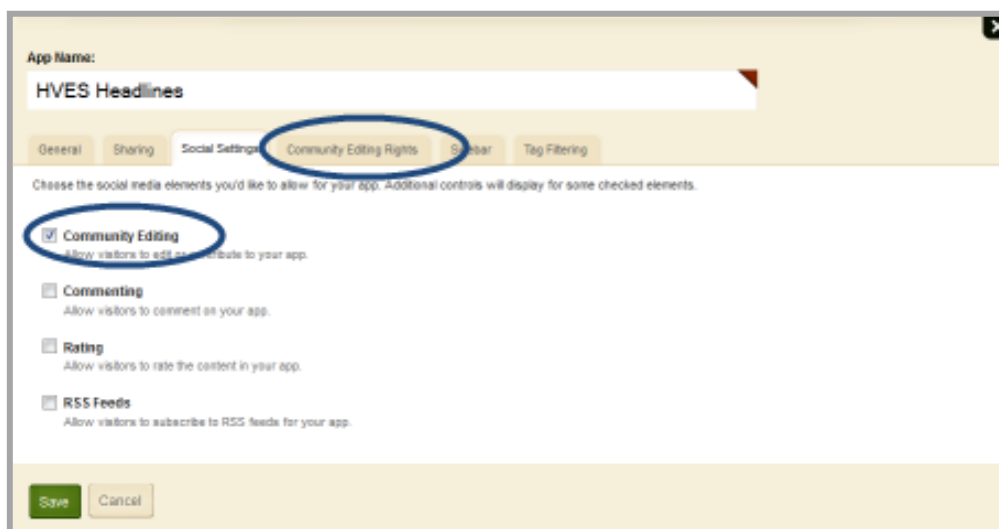
Social Settings Tab

Here you choose the social media elements you would like to allow for your app. Additional controls display for some elements.

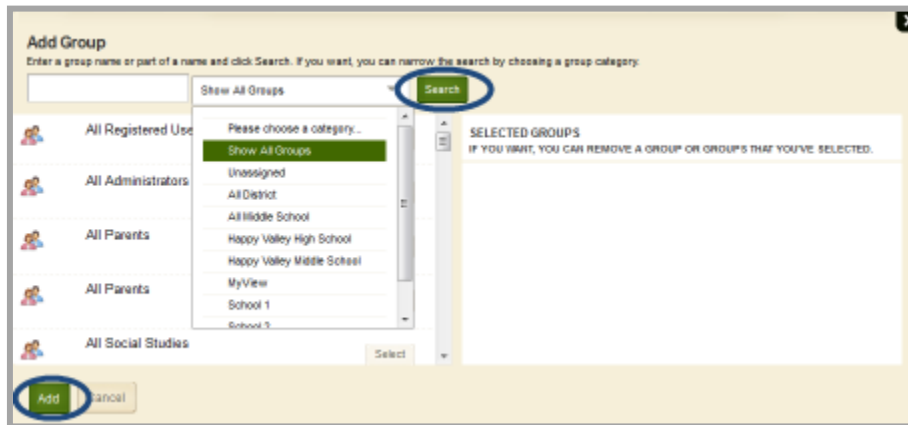
Community Editing

Here's how you allow visitors to edit or contribute to your app.

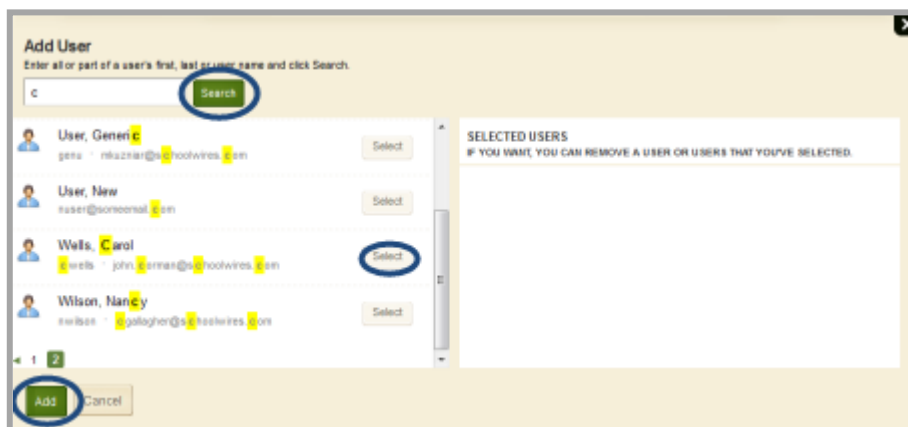
- If you select the *Community Editing* check box, The **Community Editing Rights** tab displays.



2. Click the **Community Editing Rights** tab. Here you may specify the users or groups who are allowed to edit or contribute to this app. By default no one can contribute. You can assign individuals or groups of users in the same manner as selecting them on the **Sharing** tab.
3. Click the **Assign Group** button. The Add Group window opens.



4. Enter a group name or part of a name into the text box and click on the **Search** button. Alternately, you may choose a group category from the drop-down list.
5. Click **Select** to move the group to the Selected Groups area.
6. Click the **Add** button. Sharing rights will be added to the selected groups. You may remove a group by clicking the **Remove** button.
7. Click the **Assign User** button. The Add User window opens.



8. Enter all or part of a user's first, last or user name and click the **Search** button.
9. Click the **Select** button to the right of the user name to move the user to the Selected Users area.
10. Click the **Add** button. Sharing rights will be added to the selected users. You may also choose to remove a user by clicking the **Remove** button.
11. Click **Save**. You are returned to the **Summary** tab.

Commenting

Here's how you allow visitors to comment on your app. When you select the *Commenting* check box a new tab, **Commenting rights**, displays. The *Require Approval (Recommended)* check box also displays, along with radio buttons to choose whether newest comments will display at the top or the bottom.

App Name: HVES Headlines

General | Sharing | Social Settings | **Commenting Rights** | Sidebar | Tag Filtering

Choose the social media elements you'd like to allow for your app. Additional controls will display for some checked elements.

Community Editing
Allow visitors to edit or contribute to your app.

Commenting
Allow visitors to comment on your app.

Require Approval (Recommended)

Allow visitors to change names and email addresses

Show newest comments at the bottom

Show newest comments at the top

Rating
Allow visitors to rate the content in your app.

RSS Feeds
Allow visitors to subscribe to RSS feeds for your app.

Save Cancel

By default, the *Require Approval* check box and the *Show newest comments at the bottom* radio button are preselected. You may change these options and also choose the *Allow visitors to change names and email addresses* check box.

1. Click the **Commenting Rights** tab. Here you may assign specific users and groups who are allowed to comment on your app. If you do not assign any users or groups, any visitor can comment on your app.
2. Click the **Assign Group** button. The Add Group window opens.

Add Group

Enter a group name or part of a name and click Search. If you want, you can narrow the search by choosing a group category:

Search

Show All Groups

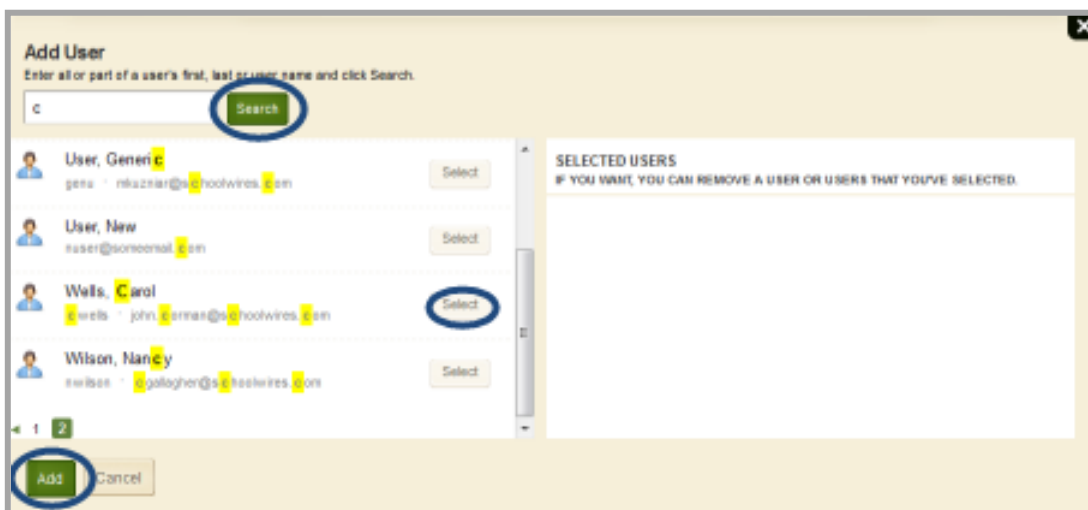
Please choose a category...

- Show All Groups
- Unassigned
- All District
- All Middle School
- Happy Valley High School
- Happy Valley Middle School
- MyView
- School 1
- School 2

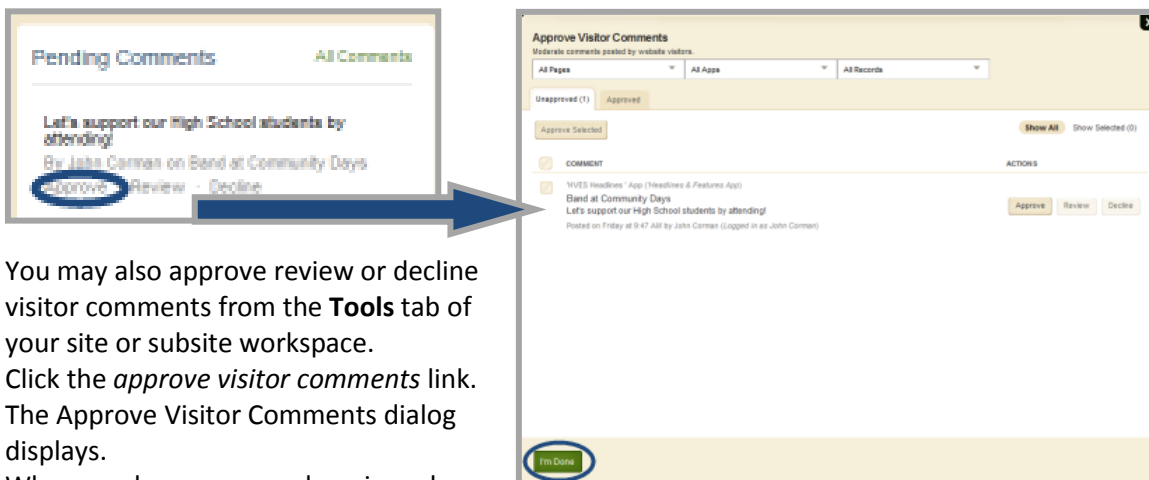
SELECTED GROUPS
IF YOU WANT, YOU CAN REMOVE A GROUP OR GROUPS THAT YOU'VE SELECTED.

Add Cancel

3. Enter a group name or part of a name into the text box and click on the **Search** button. Alternately, you may choose a group category from the drop-down list.
4. Click **Select** to move the group to the Selected Groups area.
5. . Click the **Add** button. Community Editing rights will be added to the selected groups. You may remove a group by clicking the **Remove** button.
6. Click the **Add** button for each group selected. You may also choose to remove a group by clicking the **Remove** button.
7. Click the **Assign User** button. The Add User window opens.



8. Enter all or part of a user’s first, last or user name and click the **Search** button.
9. Click the **Select** button to the right of the user name to move the user to the Selected Users area.
10. Click the **Add** button. Community Editing rights will be added to the selected users. You may also choose to remove a user by clicking the **Remove** button.
11. Click **Save**. You are returned to the **Summary** tab.
12. You may approve, review or decline comments on the **Summary** tab of your workspace.



13. You may also approve review or decline visitor comments from the **Tools** tab of your site or subsite workspace.
14. Click the *approve visitor comments* link. The Approve Visitor Comments dialog displays.
15. When you have approved, reviewed or declined your visitor comments, click **I’m Done**.

Rating

Select the *Rating* check box to allow visitors to rate the content in your Headlines & Features App. The rating system consists of five stars that display for each headline or feature in your app. You click on a star to rate the headline. Note that you can specify half values by mousing over the first half of a star. Once rated, the stars display the average rating on the end-user website and you see the number of times the headline was rated. The rating also displays when you click on the title link to access the text of the headline.



RSS Feeds

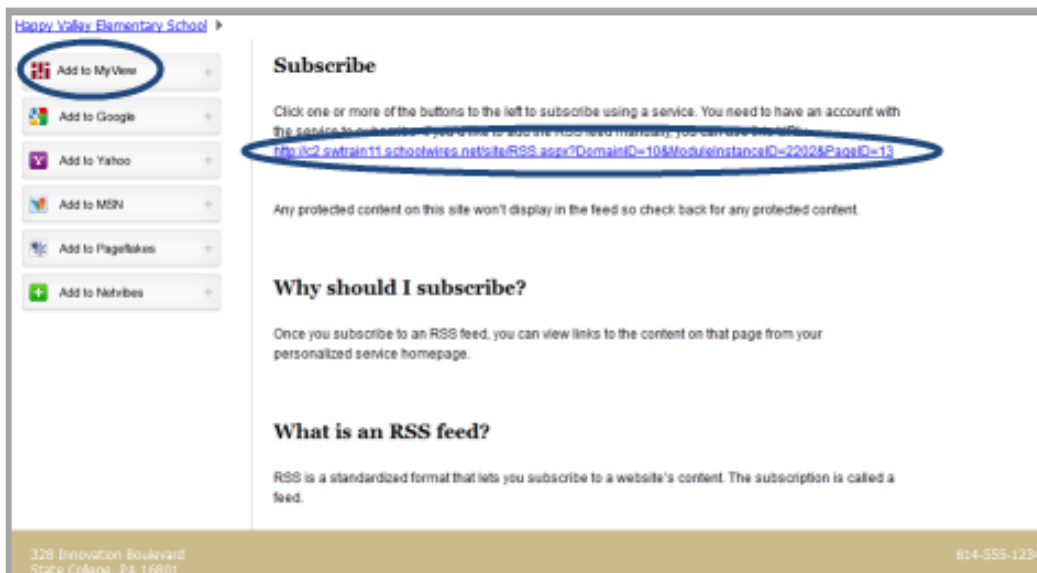
Really Simple Syndication (RSS) Feeds enables visitors to subscribe to Headlines & Features App. With the RSS option activated, an RSS Feed icon displays on your website for your Headlines & Features App.



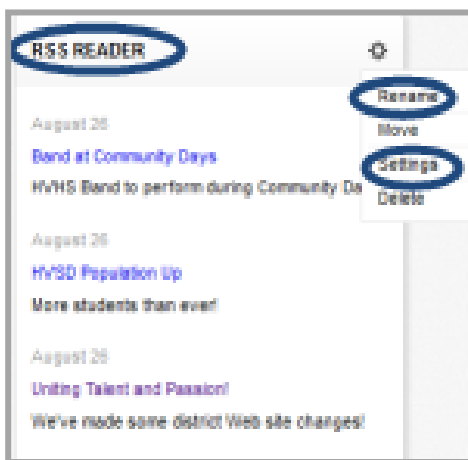
When visitors click this icon, a dialog window displays. It contains information about RSS feeds and instructions on how to subscribe.

Once a visitor subscribes, the RSS reader, also known as an aggregator, periodically checks for and downloads updates to the Headlines & Features App.

You can also subscribe by clicking the manual subscribe URL that displays.



If visitors have access to Schoolwires MyView and are logged in, they may choose MyView as their aggregator service by clicking **Add to MyView**.



An RSS reader gadget is added to the first available tab of their MyView Dashboard. The URL for the Headlines & Features App is added to the RSS Feed gadget. The gadget is named using the default name *RSS Reader* and is set to display the default of five RSS entries at a time. The gadget can be renamed and settings changed to display 10, 15, or 20 RSS entries at a time.

Sidebar Tab

Here you have options to activate *Display Date Grouping* and *Display Tag List*. When you land on a page containing a Headlines & Features App with tagging applied, you see the first fifteen headlines and a *more* link.

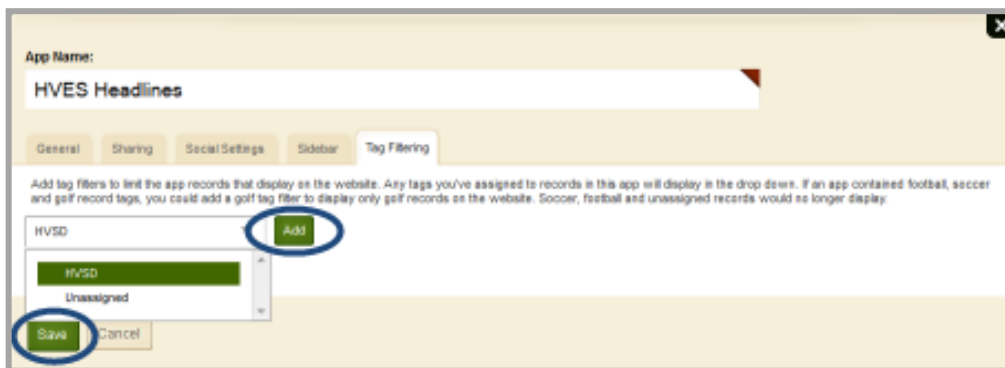
You can change the number of headlines that initially display by changing the App Options *Record Limit* field. When you first display the *More* view, you see all the headlines associated with the tag filters you chose for the app. You click the *more* link to show the *More* view.

You click a title in the *Recent* list to display the headline. You click a month in the *By Month* list to display the headlines associated with the month you selected. You click a tag in the *Tags* list to display headlines associated with the tag.



Tag Filtering Tab

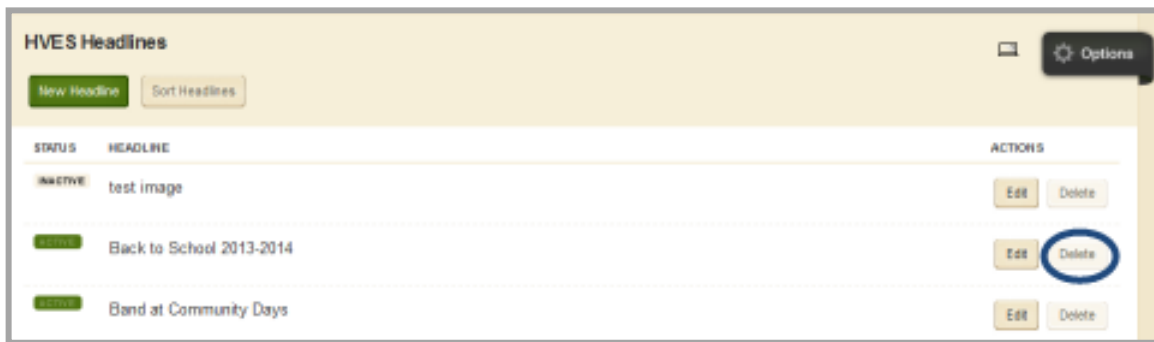
You add tag filters to limit the app records that display on the website. Any tags you have assigned to records in this app will display in the drop down. The applied filter will display only those records associated with the tag on the website. Unrelated records will no longer display.



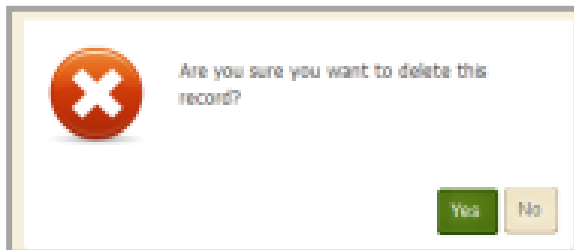
Delete a Headlines & Features Record

Here's how you delete a Headlines & Features record.

1. In *Site Manager*, access the **Summary** tab within your workspace for the app.
2. Click the **Delete** button to the right of your headline record you wish to delete. A warning dialog displays.



3. When you click **Yes** your headline is deleted.



4. The headline is removed and you are returned to the **Summary** tab within your home page workspace.

When you click **Yes** the headline is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

Alternatively, you can click on the green **Active** toggle button to the left of your headline title. The headline becomes **Inactive** and does not appear on your website, but it remains available for future use.