

Centricity2[™] Section Editor Help Card

Accessing Your Section Section Workspace—Summary Tab Centricity 🗐 View Website 🔯 Community & Support 🛛 🖕 My Account eedback Sign Out (core A Site, Subsite or Channel Director must Ryan Miller Schoolwing assign you as a Section Editor in order for you to edit your section. To open Site Manager and access your All Tools **Current**Pages Common Tools section or sections... Organize Pages Recycle Bin **Common Tools Block** Photo Gallery Sign In 1. Sign in to your website. One-click access to Forms & Surveys frequently used 2. Click Site Manager. functions Files & Folders Welcome to Mr. Miller's Web Page Actions + Your Section Workspace Site Manager displays. Let's Hear from You Actions w All Comments Pending Comments Note: If you edit multiple Class Resources Actions w I went to the Jersey shore-the real Jersey shore -with my family this summer.... **Pending Comments** sections, the Section Workspace for your Block By Chice Craig on Tell Me about Your **Class Pictures** Actions w default workspace displays. You may access Approve, Review & other assigned sections from the Content Mr. Miller's Calendar Decline Actoris + All Statistics Total Visits Flex page Actions + V SITE & CHANNELS **Current Pages Block** 1.8-1.6-1.4-1.2-1.-0.8-**Total Visits Block** Agricultural Studies (Happy Valley High School , Programs) Snapshot of Total Visits Ryan Miller 0.6. (Happy Valley Elementary School / **Other Blocks on Summary Tab**

The **Summary** tab contains three additional blocks...

Browser.

- Common Tools, which provides you with quick access to tools you use the most. By clicking on the **All Tools** link, you can access the full **Tools** tab.
- Pending Comments, in which you can approve, deny or approve comments. It displays if your district has either Blogs or Social Media Framework. By clicking on the All Comments link, you can access Approve Visitors Comments on the Tools tab.
- Total Visits, which provides a snapshot of total visits to your section. By clicking on the **All Statistics** link, you can access the full Statistics tab.

Current Pages Block on Summary Tab

- Click **New Page** then choose from available Page Types to add a page.
- Click Active/Inactive to the left of the page name to change the status.
- Click the page name to edit an app on a page containing one app.
- Click the page name of a page containing multiple apps to access the Page Details window. Click on the app name to edit it.
- Click Edit Page from the Actions drop-down list to access the Page Details window for any page.
- Click Manage Apps & Layout in the Actions Workspace to the right of the page to enter design mode. In this mode, you can change the layout, and organize, add or delete apps.
- Click Actions to access the drop-down list from which you can edit the page, set page options, get the link (web address or URL) for the page, copy or move a page, move a page to the Recycle Bin or set the page so it can only be viewed by specific users.
- Click **Organize Pages** to sort your pages or drag and drop them to create a hierarchy.
- Click **Recycle Bin** to restore or permanently delete pages. Apps are not deleted when you permanently delete a page. You permanently delete apps using App Manager on the **Tools** tab.



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Editors and Viewers Tab

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Section Editor	s & Viewers
(1997)	
Section Editors	Viewers

You add **Section Editors** and **Viewers** in the same manner. From the **Editors & Viewers** tab, click on the appropriate tab and then...

- 1. Click Assign User or Assign Group.
- 2. Enter all or part of a user or group name in the **Search** box.
- 3. Click **Select** to move user to **Selected** column.
- 4. When you are done making selections, click **Add**.

Statistics & How Do I...? Tabs

On the **Statistics** tab, you can specify a date range for which you would like to see...

- Total visits to your section.
- Total page views in your section.
- Total targeted visits—visits where your section was the final destination for visitors to your website. For sections, total visits and total targeted visits will always be identical.

On the **How Do I...?** tab, you can locate help articles, video tutorials and additional resources to help you manage your section.

Working with Page Layouts and Apps

A page consists of apps within columns. You can arrange both the apps and the columns in various ways.

Page Layout

The way in which the columns are arranged on a page is called the **Page Layout**. You can have one, two or three column layouts as well as layouts with left or right side-bars.

Columns

You place your apps into the columns of a page layout. You can place one or more apps in a column.

Apps

Apps are the content building blocks of any *Centricity2* page. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Available apps include Flex Editor App, Calendar App, Photo Gallery App, Article Library App, Link Library App, File Library App as well as Apps for Announcements and Site Shortcuts.

App Options

To access App Options, edit the app and click options in the upper right corner. There you can...

- Rename the app.
- Enter a description.
- Control whether the app name displays on the page.
- Control the number of records that display.
- Share the app.
- Control settings for social media.

In *Centricity2*, you edit your apps and design your page in the same location within your Section Workspace—the Page Details window. On a page that contains more than one app, clicking on the title of your page opens the Page Details window for that page. If you're editing an app that is the only app on your page, you can access the Page Details window by clicking on the breadcrumb for that page.

However, you can also access the Page Details window for any page by choosing **Edit Page** from the **Actions** drop-down list to the right of the page.

In the Page Details window, click **Manage Apps & Layout** under Actions to enter the design mode.

Class Resources Page Last-edited by Kathe Craig about a minute ago.	Actions
Chill War Roferances Pile Liteur App	Manage Apps & Layout Add sept or change your leyeut Page Options Set the options for your page.
Page Details window—Edit mode	Set Valvers Unit who can view this same Class Resources' Page Lest edited by Kathe Craig about a minute age. Page Details window—Design mode
	Add App Change Layout I'm Done Organize your appe by dragging and dropping. Double-click the App to change the name.

In design mode, you...

- Click Change Layout to change the number and style of your columns.
- Click **Add App** to choose a blank app or one that was created by you in this section or shared with you.
- Drag and drop your apps to the desired location.
- Double-click on apps to change their names.
- Click on the sto remove an app from your page. You cannot edit or delete apps that someone else has shared with you. You can, however, remove them from your page.
- Click I'm Done to return to the edit mode on Page Details window. Click 🗼 return to your page list.