

# Schoolwires Teacher Training Agenda

## 4-21-14

### Intro (5min)

Anoka-Hennepin is moving to a new website content management system called Schoolwires. This training session is for teachers who have existing content in Schoolcenter who want to copy that content to Schoolwires. We plan to go live with the new service on August 1, 2014. All Schoolcenter content will be unavailable as of September 30, 2014. All teachers who choose to have a web presence will be using a standard homepage/landing page. It includes basic information about the teacher and their schedule. Teachers are welcome to add additional content to their site by adding pages.

### Login (5min)

<http://anokahennepin.schoolwires.net>



Click on the key/padlock icon to access the login screen.

Use your Anoka-Hennepin username (First\_Last) and your current password. Call 506-HELP (64357) for password assistance.

User Name:

Password:

Sign In

Forgot My Password

It may look like nothing has happened after a successful login but if you look at the bottom left corner of the page you will see the Site Manager link.

Anoka-Hennepin School District  
2727 N Ferry St. | Anoka, MN 55303 | 763-429-1234  
[SITE MANAGER](#) [SIGN OUT](#)

### Homepage/Landing Page Editing (30 min)

Each teacher has editing rights to a their own Section. Your Section contains your homepage/landing page and any additional pages you create. Each Page can hold one or more Apps/cells.

Click on the Site Manager link. You will be taken to your Section Workspace.

The Section Workspace tabs

- Summary
- Tools
- Editors and Viewers
- Statistics
- How do I...?

## Viewing your website - managing windows

The configuration of the teacher landing page should not change. Only the content should change. We want them to have the same consistent look for all teacher landing pages. Custom content can be added on additional pages.

Teachers using a Moodle site as their primary web presence should have the standard teacher landing page in Schoolwires. A link to the Moodle site can be placed on the homepage in their Bio area or as a link in the left index.

## Working with your homepage/landing page

- Actions
  - Edit Page
  - Page Options
  - Get Link
    - Your Friendly Web Address (set by your building site editors)
  - Delete (do not delete your homepage/landing page)
  - Set Viewers
- Page Status
- Editing
  - The Teacher Landing Page
    - 3 Apps
      - Welcome and Bio
      - Contact Information
      - Specials Schedule (Elem) or Teaching Schedule (MS and HS)

## Adding Pages and Transferring Content (15min)

Schoolwires has page types that are preloaded with a specific App. You can also start with a Blank Page which allows you to add your App(s) from scratch.

## Adding Pages / Apps

### Available Page Types / Apps

- Refer to the Available Pages and Apps in Schoolwires document
- Refer to the Pages and Apps Help Card

### Add a Flex Editor Page

- Adding Apps to the page
- Change Apps Layout

### Add 3 more Flex Editor pages

### Organize Pages

- Moving pages in navigation
- Nesting pages in navigation

### Deleting Pages

## Transferring Basic Content

### Login to Schoolcenter

- Go to a page in Schoolcenter with existing content
- Copy the content
- Go to the destination App in Schoolwires
- When pasting text from a different source, always choose the Paste Plain Text option. This will apply the district template defaults to the text.
- If you already have text in the Schoolwires text editor box that is different than the district template, highlight the text and click on the blue "AA" tool icon (Template Styles). This should apply the district template settings to the text. If this process fails, select the text in the Schoolwires text editor box and "Cut." Then use the Paste Plain Text option.

## Transferring Complex Content

- Images
- Links
- Files

DownThemAll. For Document Transfer

## **Work Time (2hrs and 20min)**