SPPS Website Content Management System
SCHOOLWIRES
A primer for Teachers and Site Administrators how to manage your SPPS webpages and websites

Spring 2016
What is a Content Management System?

Schoolwires CMS is a single software platform that allows management of multiple websites and editing roles.

- 58 school websites.
  - Independent school identities
  - Pathway continuity
- 70+ department websites

Why a CMS?

- Internet security and legal requirements such as:
  - translations
  - Title I, etc.
- Maintain brand standards, Pathway continuity for families and parents
- Mass editing and notification
Pages in Schoolwires
What a Teacher Page looks like

Office of Teaching and Learning has determined the following requirements for teacher pages on SPPS websites:

- **Photograph.** To provide a visual for families and staff to communicate familiarity as they are in schools.
- **Short bio.** To communicate your qualifications as well as who is their child's primary point of daily contact in school.
- **Contact Information.** Email and classroom phone when possible.
- **Teaching Resources.** This would be everything from links to various platforms to public information tips.

![Example of What a Teacher Page looks like](image-url)
How to Log In

Sign in

Teachers and staff must sign in to edit their page. You can find the sign-in button at the top right corner of every Schoolwires site.
How to Log In

Here you enter your ACTIVE DIRECTORY login and password: (Your E number.)
You may now access “Site Manager”
As teachers or department members, you will have editing access only to your teacher pages or sections you are given permission to edit. If you don’t have this, you haven’t been given permission yet.

In the Section Workspace above, there is just one page.
Working in Site Manager

When you click on that page, it takes you to the containers on that page. In this case, the “About the Teacher” APP, or widget.
Working in Site Manager

- APPs are very basic pre-formatted containers
- WYSIWYG
- Paste as Txt
- “View Website”
- “How do I” tab
Practice Session

Now you try

Reminder:

● Photograph.
● Short bio.
● Contact Information.
● Teaching Resources.

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**Mr. Franklin Armstrong**

Charlie Brown’s good friend and confidant, Franklin is the only one who never has an unkind word about our hapless hero, or anyone else for that matter. Observant and reasonable, Franklin serves as the master of ceremonies at all school events.

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Adding Apps, Changing Layouts

- You can have more than one app per page.
- You can have sidebars on your page.
Adding Apps, Changing Layouts

- You can have more than one app per page.
- You can have sidebars on your page.

First: Go to your page and then click “Manage Apps & Layout.”
Adding Apps, Changing Layouts

- Apps showroom
- You will have to “name” each App as it appears on the page.
- Apps automatically stack below the other Apps.
Adding Apps, Changing Layouts

- To change the order, you must be in “Manage” and then you can drag and drop.
- To edit, you have to click “I’m Done.”
- You may then edit in each box.
Adding Apps, Changing Layouts

- Note the stacked Apps.
Adding Apps, Changing Layouts

- To change the Layout, you must be in “Manage” and then click “Change Layout.” That gives you this popup.
- Right Sidebar follows our conventions.
- Reminder: Show App Name
Adding Apps, Changing Layouts

- You must still be in “Manage” to then drag and drop the content.
- Right Sidebar follows our conventions.
- Reminder: Show App Name
Adding Apps, Changing Layouts

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Adding Apps, Changing Layouts

- Note the gray line
- Photo gallery app
- Embed App

PRACTICE SESSION: TRY IT!
Adding Pages

- Click “New Page”
- Choose Blank, or one of the preformatted options
- Edit the same way
Adding Pages

- Note Under “About the Teacher” the additional page.
- You can add as many pages as you’d like
Hiding, Deactivating, & Permission

- If you don’t want the page active, then click “Inactive” and it goes away.
- You can organize pages.
Hiding, Deactivating, & Permission

- Determine your “Page Options” to hide a page from view.
Hiding, Deactivating, & Permission

- Can set a page to expire.
- You can redirect this page to another website by “mapping” to another address.
Hiding, Deactivating, & Permission Pages

- Set Viewers under the Actions Dropdown Menu, or the section tab “Editors and Viewers” for the whole section.
Tools, Files & Folders, etc.

- Files and Folders is one place you can upload documents.
- Forms if you want them
Questions?

www.spps.org/schoolwires
→ submit a ticket

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