

Work with File Library Apps

Schoolwires® Centricity2™



Table of Contents

Introduction 1

Add a File Library Page..... 2

Add a File..... 3

Edit a File..... 6

Sort Files..... 7

Delete a File 8

Set File Library App Options..... 9

 General Tab..... 9

 Sharing Tab 11

 Social Settings Tab 11

 Community Editing..... 12

 Commenting..... 13

 Rating 15

 RSS Feeds 15

Introduction

You use a File Library App to build collections of files that generally have the same topic or theme. For example, you might use this app to create and organize classroom resources such as reading materials, class handouts and the like.

The screenshot shows the Happy Valley Elementary School website. The header includes navigation links: District Home, Select a School..., Site Manager, My Account, and My PassKeys. The school name "Happy Valley Elementary School" is prominently displayed with the motto "Tell me and I forget. Teach me and I remember. Involve me and I learn." Below this is a navigation bar with links: Home, About Us, Activities, Our School, Teachers (selected), Teams, Fifth Grade, Mike, Interns, Christian, and Calendar.

The main content area is titled "Kevin Johnson" and lists several links: Welcome, Meet the Teacher, Student Supply List, Interesting Web Resources, Weekly Vocabulary Exercises, Class Calendar, and Article Library Page Reference. To the right, under the "Teachers" tab, there are three sections of vocabulary words:

- September 9 - Travel Words**
This week's vocabulary words are related to travel. Define the words and use them all in a short story.
9-9_TravelWords.pdf, 2.77 KB (Last Modified on Friday at 10:22 AM)
- September 16 - Space Words**
This week's vocabulary words are related to travel. Define the words and use all of the words in a short story.
9-16_SpaceWords.pdf, 6.09 KB (Last Modified on Friday at 10:23 AM)
- September 23 - Sesquipedalian Words**
This week's vocabulary words are long words. Define the words and use all of the words in a short story.
9-23_SesquipedalianWords.pdf, 6.09 KB (Last Modified on Friday at 10:23 AM)

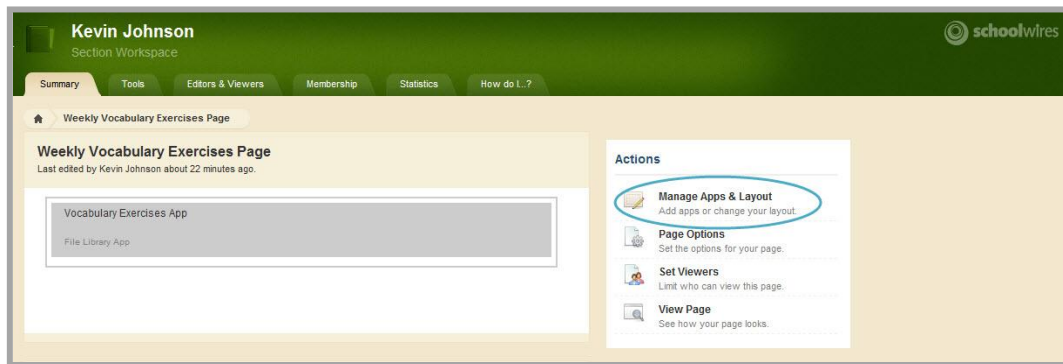
The footer contains the school's address: 328 Innovation Boulevard, State College, PA 16801, and the phone number 814-555-1234. It also includes links for Questions or Feedback?, Schoolwires Privacy Policy (Updated), and Terms of Use, along with the Schoolwires logo and copyright notice: Copyright © 2002-2013 Schoolwires, Inc. All rights reserved.

Add a File Library Page

Here's how you add a File Library page.

1. In *Site Manager*, navigate to the workspace where you wish to add a File Library page.
2. Click **New Page**. The New Page dialog displays.
3. Click File Library Page. The Add File Library Page dialog displays.
4. Enter a name for the page.
5. Click **Save**.

Alternatively, you can add a File Library App to a page by clicking **Manage Apps & Layout**.



Once your app is in place on a page you can add, modify and delete files within the app.

Add a File

Here's how you add a file to a File Library App.

1. Access the workspace containing the app to which you wish to add a file.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



3. Click **New File**. A New File window displays.
4. On the **General** tab, enter a title for the file.

5. Next is the Description field. Here you can enter a description about the file (optional).
6. Enter the Author's name (optional).
7. Click **Select File** and choose a file to upload.

8. By default the *Activate on my page* check box is selected, flagging your file for immediate display on your website once you save it.
9. Navigate to the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your file displays on your website as long as the file and the page are both active.

File
Upload your file. If you want, you can set display dates.

General **Display Duration** Viewers

Display Dates ?

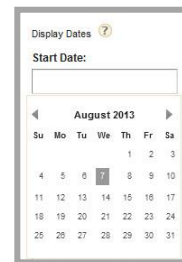
Start Date:

End Date:

☒ Activate on my page

Save Cancel Create E-Alert

When you click in either the Start Date or the End Date field, a Calendar Date Picker displays. Use the Date Picker to select a date. You may also enter date values manually.



3 AM	:25
12 AM	:10
1 AM	:15
2 AM	:20
3 AM	:25
4 AM	:30
5 AM	:35
6 AM	:40
7 AM	:45
8 AM	:50
	:55

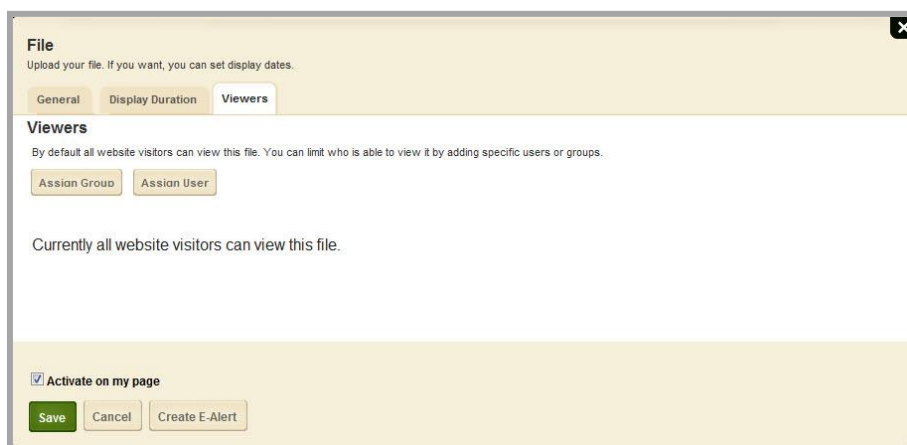
To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

Here are some things to keep in mind when working with Display Duration.

- If you enter no dates and times, the file always displays.
- If you enter both start and end dates and times, the file displays on your site within the specified date and time ranges.
- If you enter only a start date and time, the file displays on your site from the date and time specified forward.
- If you enter only an end date and time, the file displays on your site immediately until the specified end date and time.

10. Navigate to the **Viewers** tab (optional). By default, all of your website visitors will see the file. If you would like to limit who may view your file, use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups.



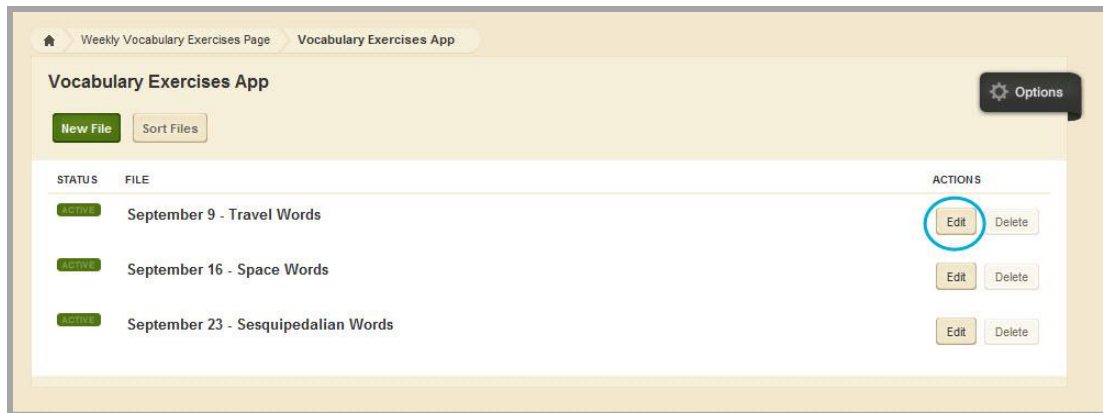
The screenshot shows a web interface for managing file viewers. At the top, there's a 'File' section with a close button (X) and a note: 'Upload your file. If you want, you can set display dates.' Below this are three tabs: 'General', 'Display Duration', and 'Viewers', with 'Viewers' being the active tab. The 'Viewers' section has a title 'Viewers' and a note: 'By default all website visitors can view this file. You can limit who is able to view it by adding specific users or groups.' There are two buttons: 'Assign Group' and 'Assign User'. Below these buttons, it says 'Currently all website visitors can view this file.' At the bottom, there's a checkbox labeled 'Activate on my page' which is checked. Below the checkbox are three buttons: 'Save' (in green), 'Cancel', and 'Create E-Alert'.

11. Click **Save**. The file is added to the File Library App and you are returned to the workspace.

Edit a File

Here's how you edit a File Library App file.

1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.

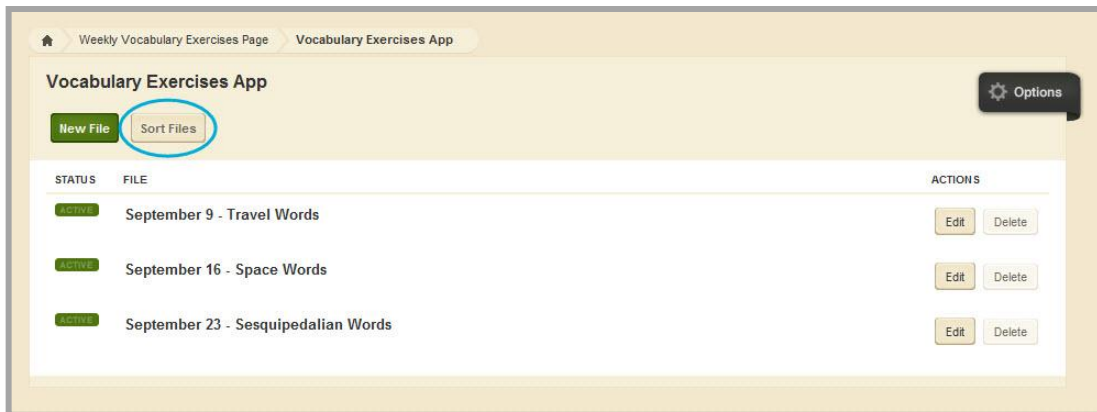


4. Click **Edit** to the right of the file.
5. Edit the file, making changes to the information on each of the tabs as necessary.
6. Click **Save**. The file is updated and you are returned to the Section Workspace.

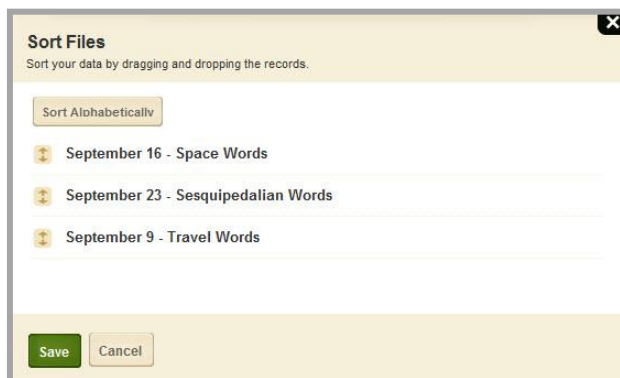
Sort Files

Here's how you sort files within a File Library App.

1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.



4. Click **Sort Files**. The Sort Files window displays.



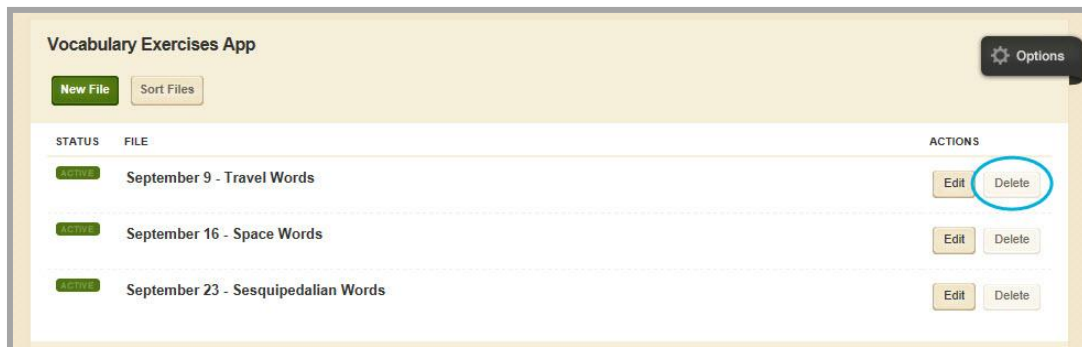
To sort the files in alphabetic order, click **Sort Alphabetically**. To sort the files manually, you drag and drop them to a new location. Click and hold on the name of the file you wish to move. Drag the file to a new location within the list and drop it by releasing the mouse.

5. Click **Save**. The files are saved in their new order and you are returned to the workspace.

Delete a File

Here's how you delete a file from a File Library App.

1. Access the workspace containing the app you wish to edit.
2. Click **Actions** to the right of the page containing the app and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the File Library App. The app opens.
4. Click **Delete** to the right of the file you wish to delete. A confirmation dialog box displays.



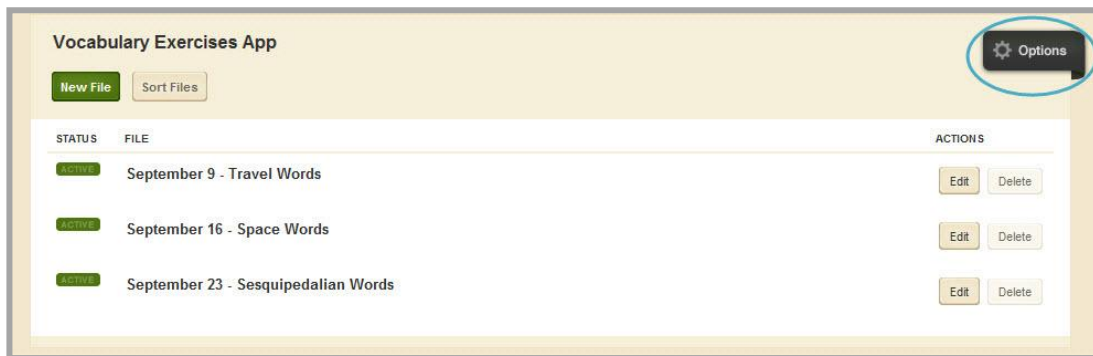
5. Click **Yes** to delete the file. The file is removed from your website and you are returned to the Section Workspace.



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

Set File Library App Options

Centricity2 allows you to modify the default options set for an app that you create. Options for a File Library app are grouped into three categories: General, Sharing, and Social Settings. To make app option modifications, edit the app and click Options. Be sure to click **Save** to retain your changes.

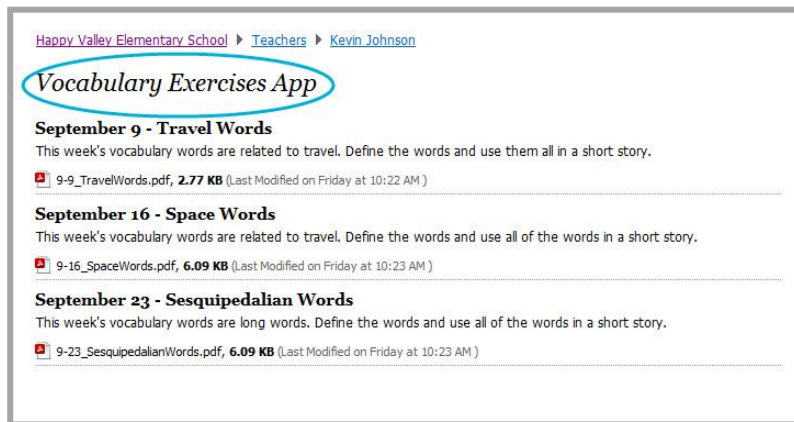


General Tab

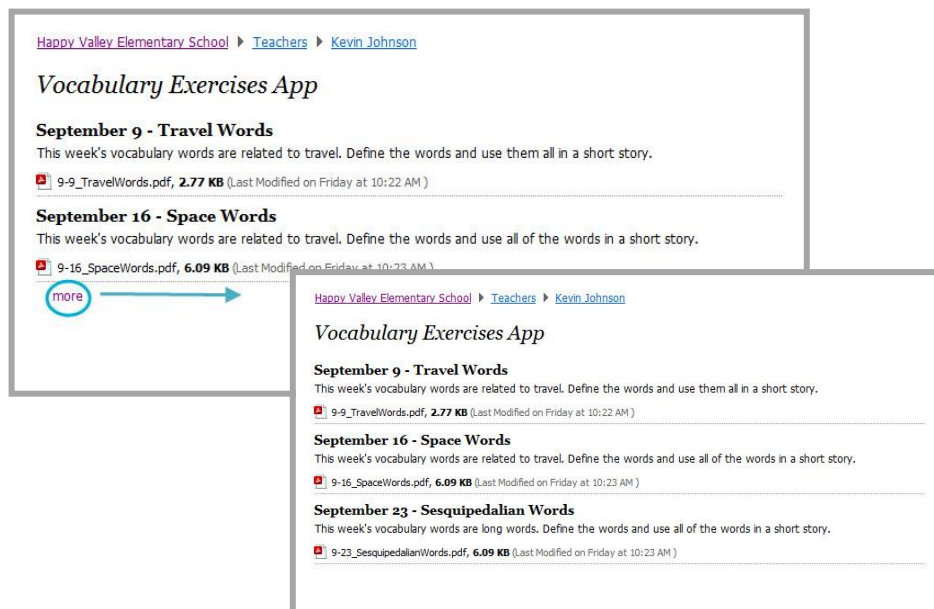
Use the options on the **General** tab to change the name of your app as well as add or modify a description for your app. The App Name is required.

A screenshot of the 'Vocabulary Exercises App' settings form, specifically the 'General' tab. The form has a title bar with 'App Name:' and a close button. Below the title bar, the 'App Name' is set to 'Vocabulary Exercises App'. There are three tabs: 'General' (selected), 'Sharing', and 'Social Settings'. Below the tabs, there's a text input field for 'Description' with the placeholder text 'Students will find useful files posted to this App.' and a checkbox labeled 'Show the app name on my page.' which is checked. Under 'Display Settings', there are two radio buttons: 'Display all active app records' (selected) and 'Display a specific number of active app records'. At the bottom, there are 'Save' (green) and 'Cancel' (yellow) buttons.

If you click the *Show the app name on my page* check box, the name of the app displays on the page on your website.



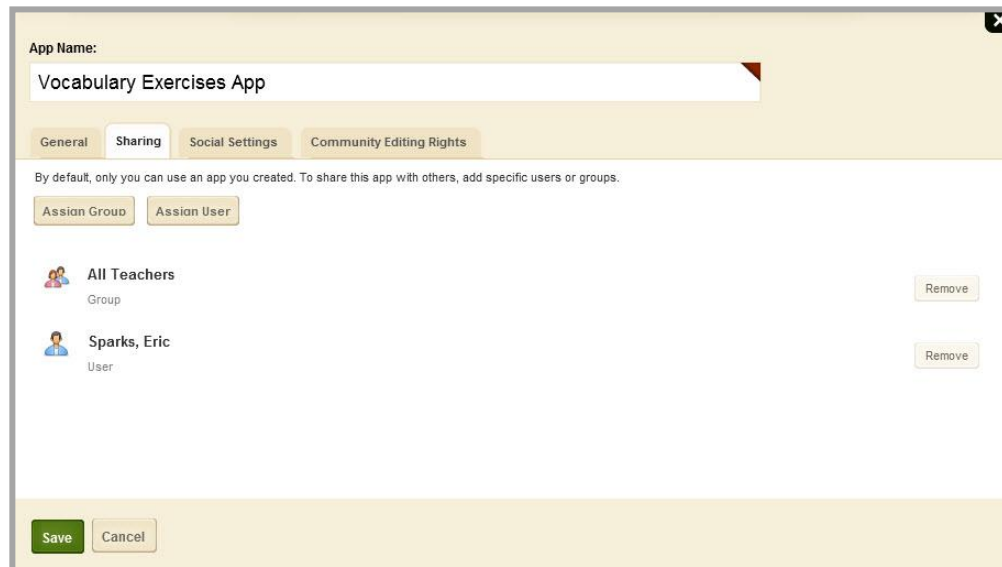
If you click the *Display a specific number of active app records* radio button, a Record Limit field displays where you indicate the number of articles you want to display on the page before a *More* link appears. To view any additional articles, click the *More* link. Here, the record limit was set to 2.



Sharing Tab

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the sharing tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.



The screenshot shows a web interface for configuring an app named "Vocabulary Exercises App". At the top, there's a text input field for the app name. Below it are four tabs: "General", "Sharing" (which is active), "Social Settings", and "Community Editing Rights". Under the "Sharing" tab, there's a message: "By default, only you can use an app you created. To share this app with others, add specific users or groups." Below this message are two buttons: "Assign Group" and "Assign User". A list of shared entities follows: "All Teachers" (labeled as a "Group") and "Sparks, Eric" (labeled as a "User"). Each entry has a "Remove" button to its right. At the bottom of the interface are "Save" and "Cancel" buttons.

Social Settings Tab

If the version of Centricity2 your district uses includes the Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has Social Media Framework.

Here are the Social Media elements that may be available for your File Library apps.

- Community Editing: allows visitors to your website to contribute to your app.
- Visitor Commenting: Allows visitors to comment on your app.
- Visitor Rating: Allows visitors to rate your app.
- RSS Feeds: Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app. For example, Community Editing and RSS Feeds apply to the entire File Library rather than to each file within that File Library. So once enabled for that File Library app, visitors can add files to the File Library and if they use the RSS Feed, they will see the entire File Library on their homepages.

A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.

Use the options on the **Social Settings** tab to apply social media elements to your File Library app. Depending on the element you select, additional controls may display.

The screenshot shows the 'Social Settings' tab for an app named 'Vocabulary Exercises App'. The interface includes a header with the app name and a close button. Below the header are three tabs: 'General', 'Sharing', and 'Social Settings'. The 'Social Settings' tab is active, displaying a list of social media elements with checkboxes: 'Community Editing', 'Commenting', 'Rating', and 'RSS Feeds'. Each checkbox has a description of its function. At the bottom, there are 'Save' and 'Cancel' buttons.

App Name: Vocabulary Exercises App

General Sharing **Social Settings**

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.
- ☐ **Rating**
Allow visitors to rate the content in your app.
- ☐ **RSS Feeds**
Allow visitors to subscribe to RSS feeds for your app.

Save Cancel

Community Editing

Community Editing allows selected visitors to contribute articles to your File Library app. When you select the checkbox, the **Community Editing Rights** tab displays. By default, no one has editing rights. Therefore, you will need to click this tab and using the **Assign Group** or **Assign User** buttons, search for and select specific users and groups you wish to have rights.

The screenshot shows the 'Community Editing Rights' tab for the same app. The interface includes a header with the app name and a close button. Below the header are four tabs: 'General', 'Sharing', 'Social Settings', and 'Community Editing Rights'. The 'Community Editing Rights' tab is active, displaying a list of users and groups with 'Assign Group' and 'Assign User' buttons. Each entry has a 'Remove' button. At the bottom, there are 'Save' and 'Cancel' buttons.

App Name: Vocabulary Exercises App

General Sharing Social Settings **Community Editing Rights**

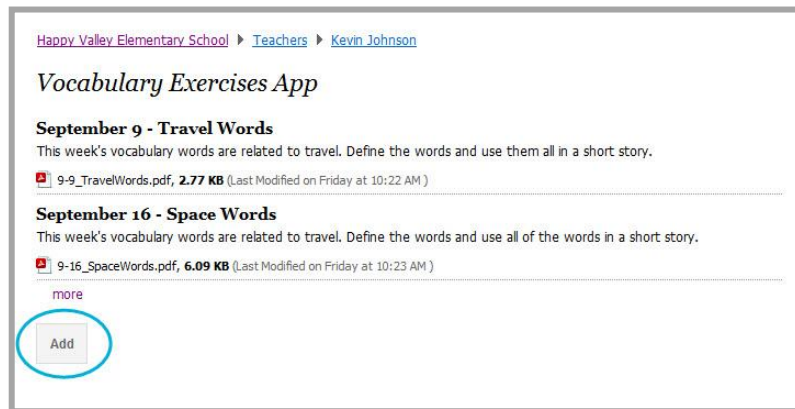
Specify the users who are allowed to edit or contribute to this app. By default no one can contribute. You can assign individuals or groups of users.

Assign Group Assign User

- All Students**
Group Remove
- Sparks, Eric**
User Remove

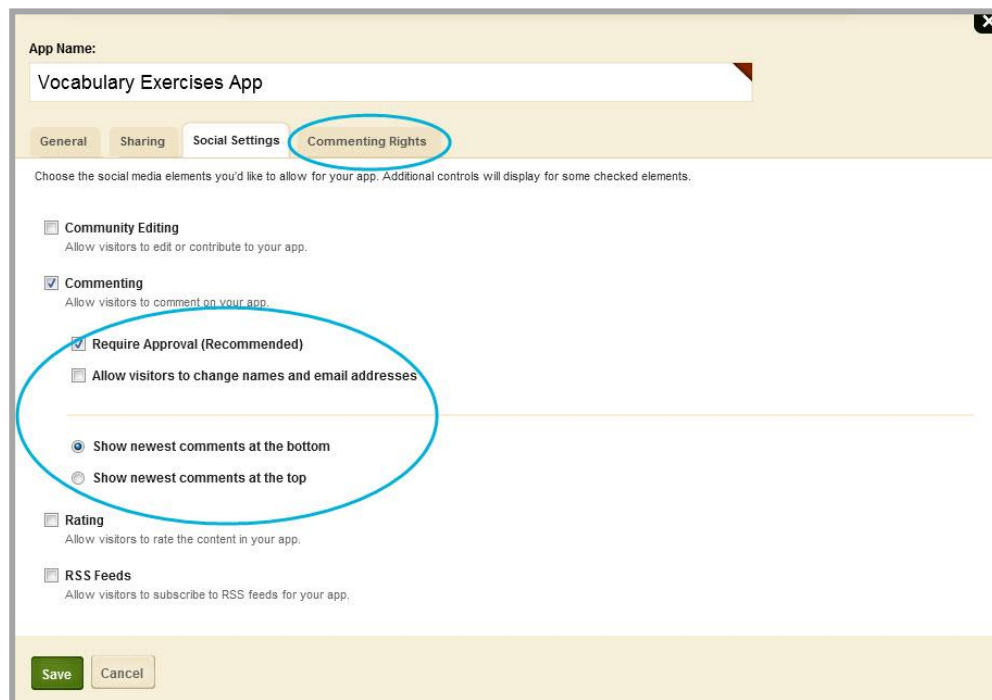
Save Cancel

Once community editors are assigned to the File Library app, they can add files to the library. You must approve articles submitted by community editors before they display on your website.



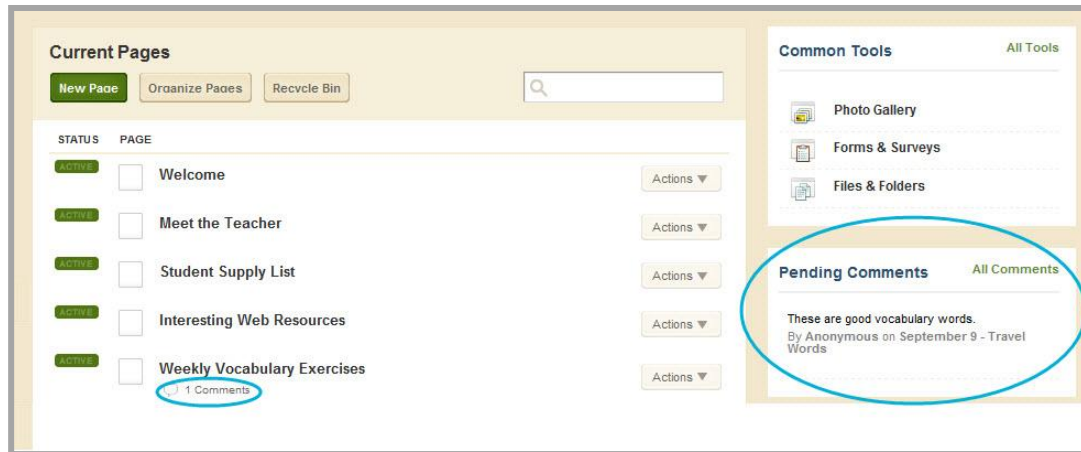
Commenting

Commenting allows visitors to comment on each file in your File Library app. When you select the check box, two additional check boxes, two radio buttons and the **Commenting Rights** tab display.



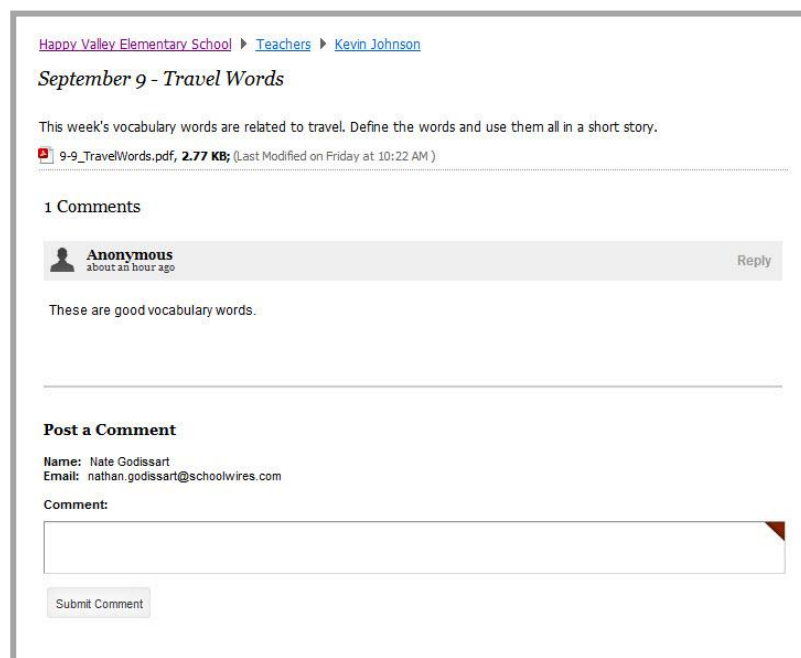
We recommend that you select the *Require Approval* check box. Then you must approve all visitor comments before they display on your website.

If visitors post comments without signing in, the name defaults to *Anonymous*. If they sign in, then the names and email addresses that display are those in their accounts. Visitors can only change this information on the comment if you select the *Allow visitors to change names and email addresses* check box, visitors can change this information.



By default, all visitors are permitted to comment on a file in your File Library. If you wish to limit who may post comments, click the **Commenting Rights** tab and use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups you wish to have rights.

You can also determine the order in which comments will post. By default, the *Show newest comments at the bottom* radio button is selected. Select the *Show newest comments at the top* radio button to change the order.



Rating

Rating allows visitors to rate the files in your File Library app. The rating system consists of a series of five stars that display for each file in your library. You click on a star to rate the file. 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 file was rated.

[Happy Valley Elementary School](#) ▶ [Teachers](#) ▶ [Kevin Johnson](#)

Vocabulary Exercises App

September 9 - Travel Words
This week's vocabulary words are related to travel. Define the words and use them all in a short story.

 9-9_TravelWords.pdf, **2.77 KB** (Last Modified on Friday at 10:22 AM)

☆☆☆☆☆ (3) → ☆☆☆☆☆ (3)

September 16 - Space Words
This week's vocabulary words are related to travel. Define the words and use all of the words in a short story.

 9-16_SpaceWords.pdf, **6.09 KB** (Last Modified on Friday at 10:23 AM)

☆☆☆☆☆ (3)

September 23 - Sesquipedalian Words
This week's vocabulary words are long words. Define the words and use all of the words in a short story.

 9-23_SesquipedalianWords.pdf, **6.09 KB** (Last Modified on Friday at 10:23 AM)

☆☆☆☆☆ (3)


RSS Feeds

Really Simple Syndication (RSS) Feeds enables visitors to subscribe to your File Library app. With the RSS option activated, an RSS Feed icon displays on your website for your File Library app.


[Happy Valley Elementary School](#) ▶ [Teachers](#) ▶ [Kevin Johnson](#)

Vocabulary Exercises App


September 9 - Travel Words
This week's vocabulary words are related to travel. Define the words and use them all in a short story.


 9-9_TravelWords.pdf, **2.77 KB** (Last Modified on Friday at 10:22 AM)

September 16 - Space Words
This week's vocabulary words are related to travel. Define the words and use all of the words in a short story.

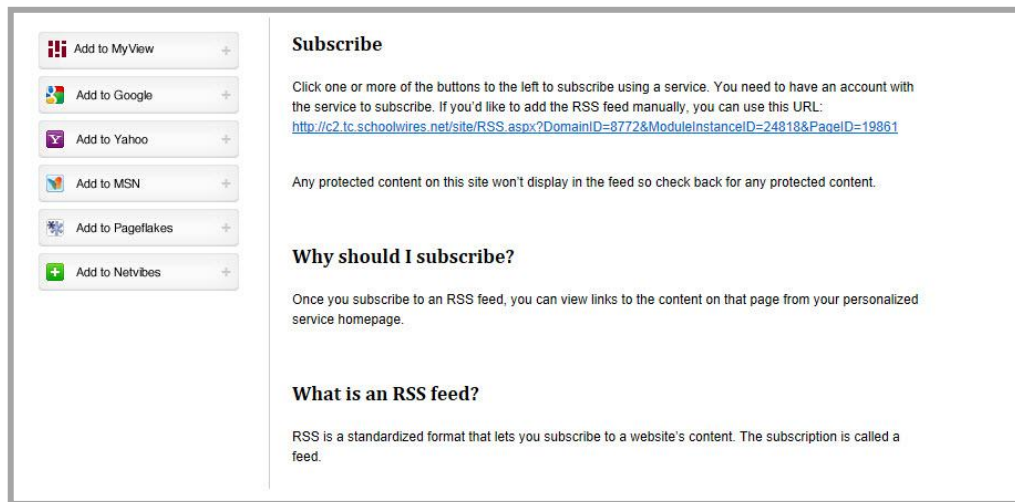
 9-16_SpaceWords.pdf, **6.09 KB** (Last Modified on Friday at 10:23 AM)

September 23 - Sesquipedalian Words
This week's vocabulary words are long words. Define the words and use all of the words in a short story.

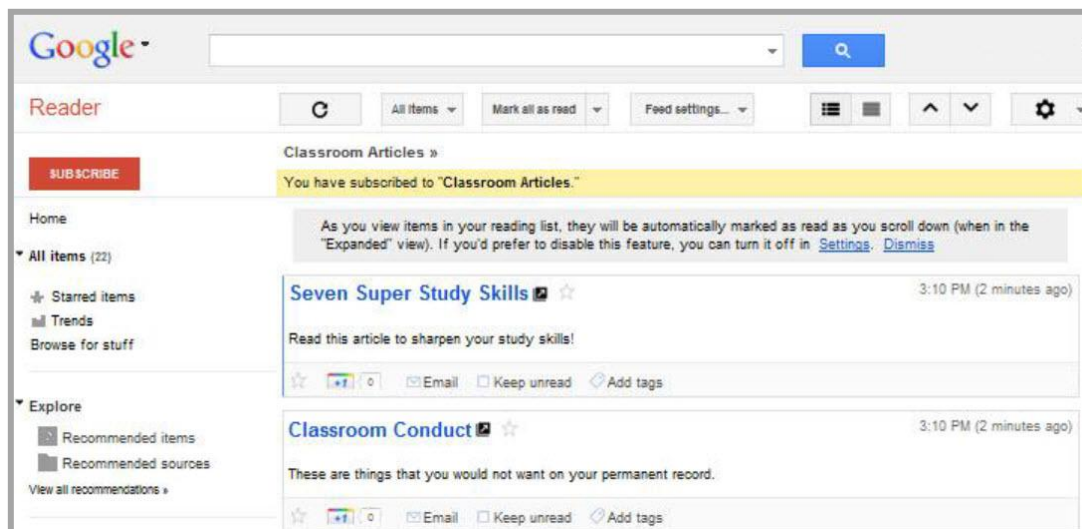
 9-23_SesquipedalianWords.pdf, **6.09 KB** (Last Modified on Friday at 10:23 AM)



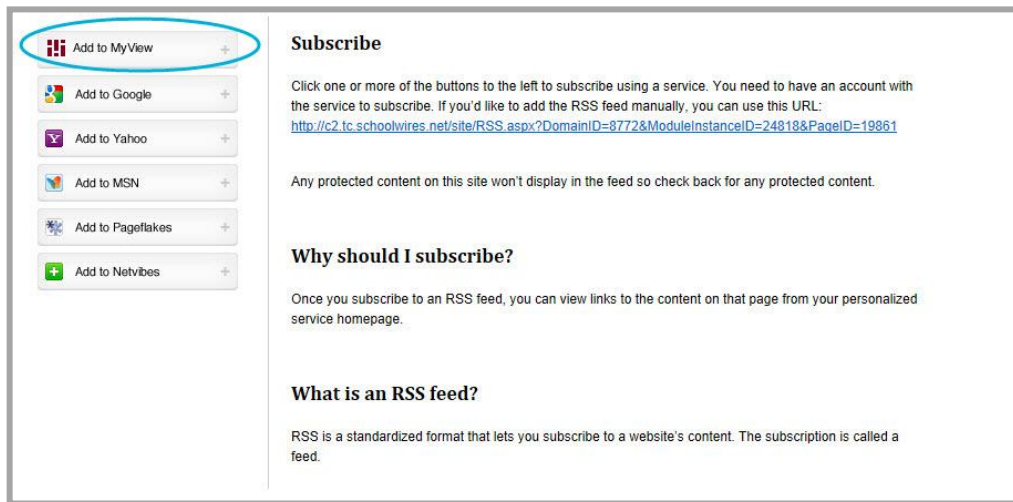
When visitors click this icon, a dialog window displays. It contains information about RSS feeds and instructions on how to subscribe.



Once a visitor subscribes, the RSS reader, also known as an aggregator, periodically checks for and downloads updates to the File Library app.



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 File Library is added to the RSS Feed gadget. The gadget is named using the default name RSS Reader and it 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.

