Work with File Library Apps

Schoolwires® Centricity2™

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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.

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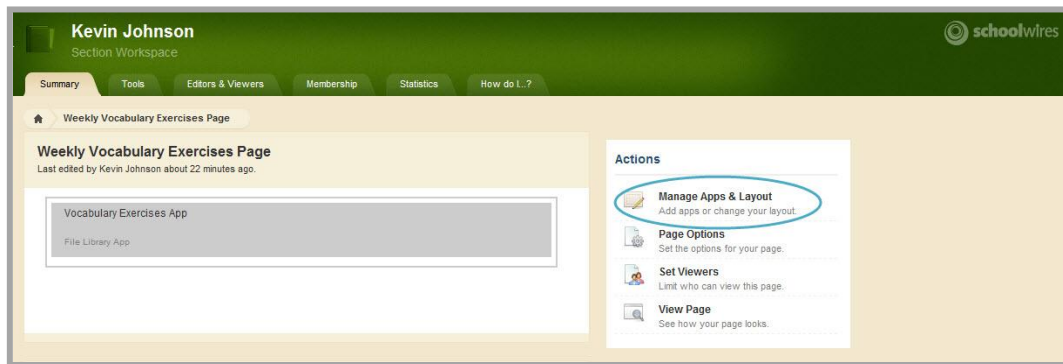
Once your app is in place on a page you can add, modify and delete files within the app.

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.

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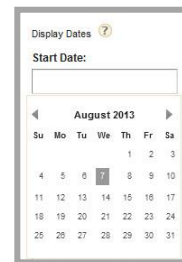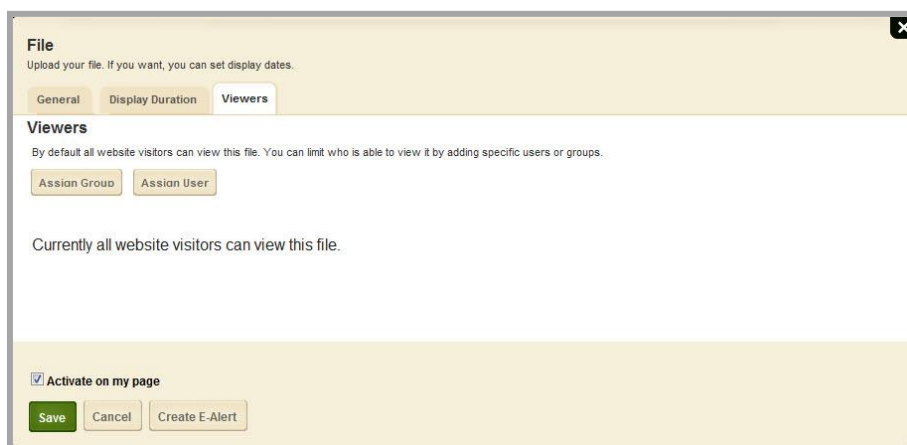
To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at *00* and are incremented by units of five.

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.
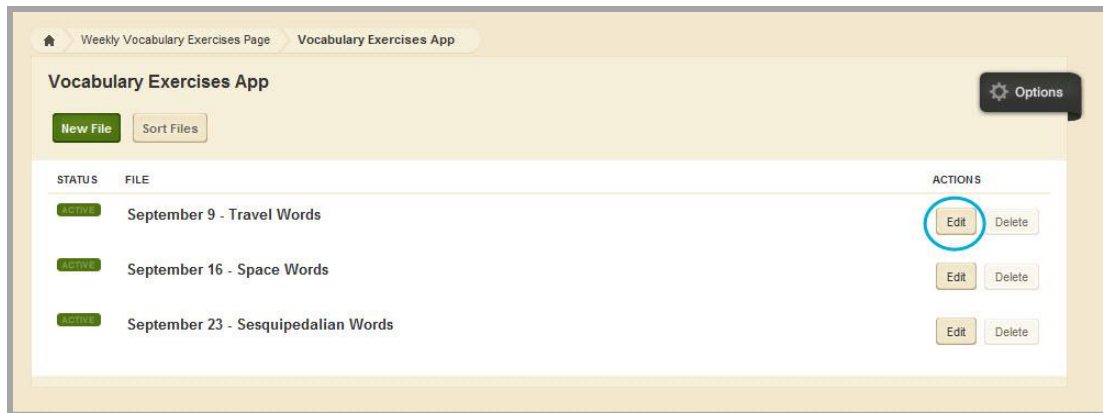

11. Click **Save**. The file is added to the File Library App and you are returned to the workspace.

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.
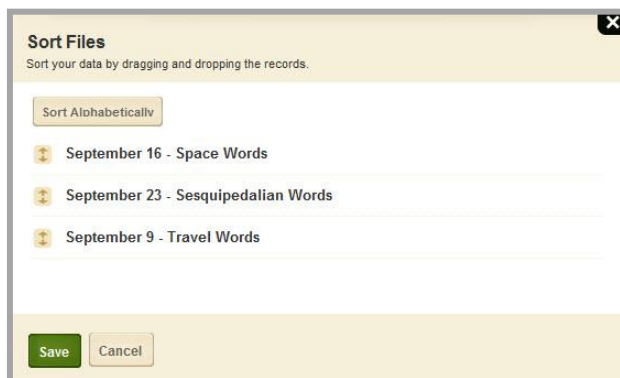
Sort Files

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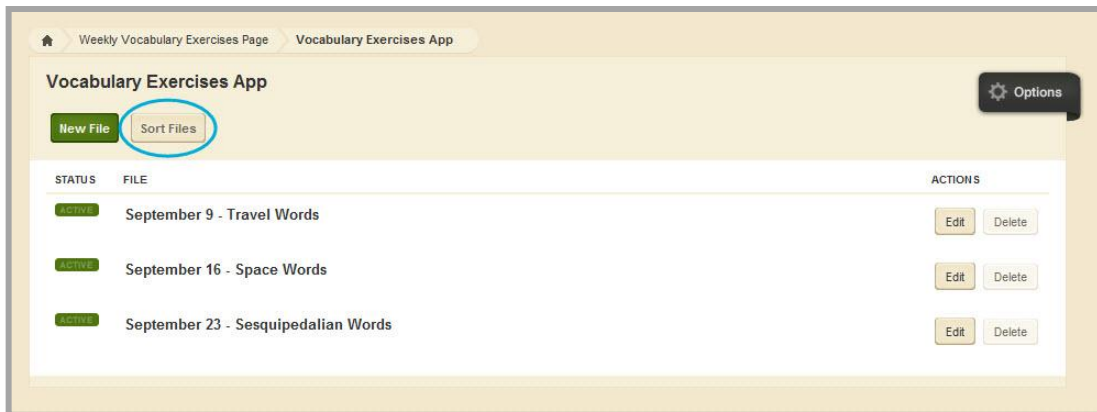
4. Click **Sort Files**. The Sort Files window displays.

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.
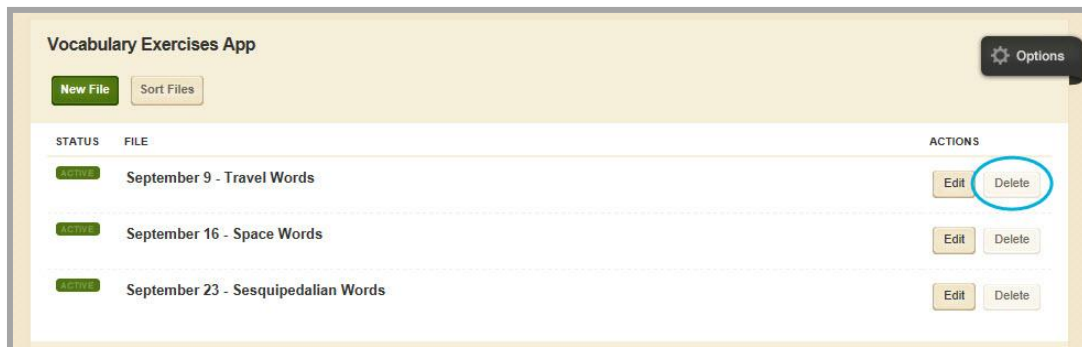

5. Click **Yes** to delete the file. The file is removed from your website and you are returned to the Section Workspace.

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.
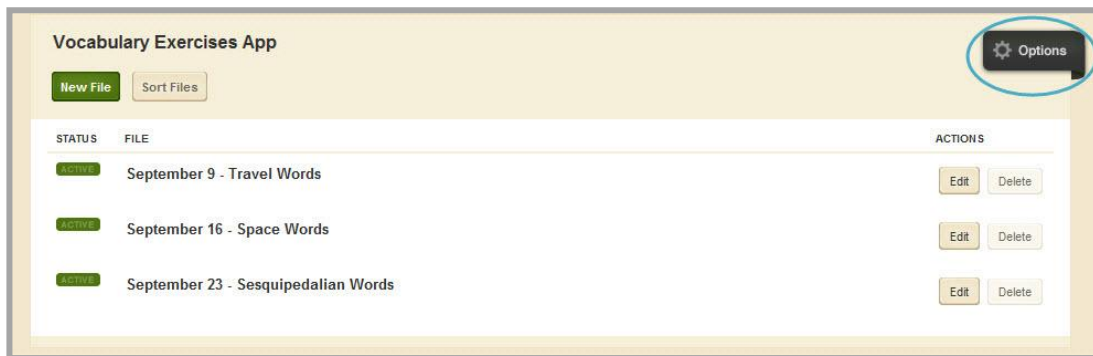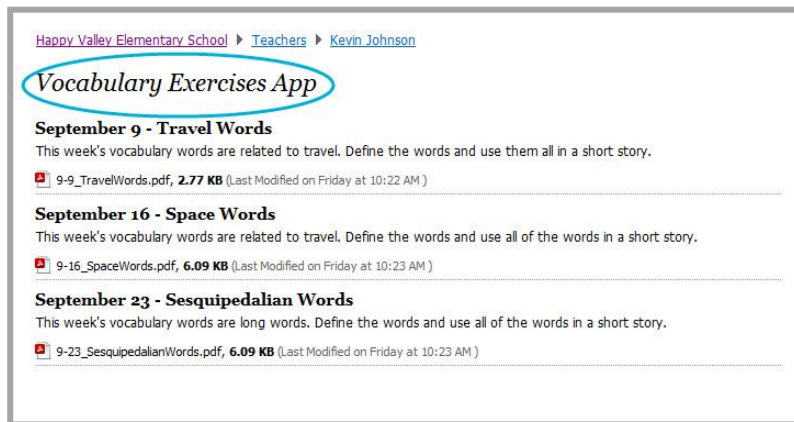

General Tab

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.

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.
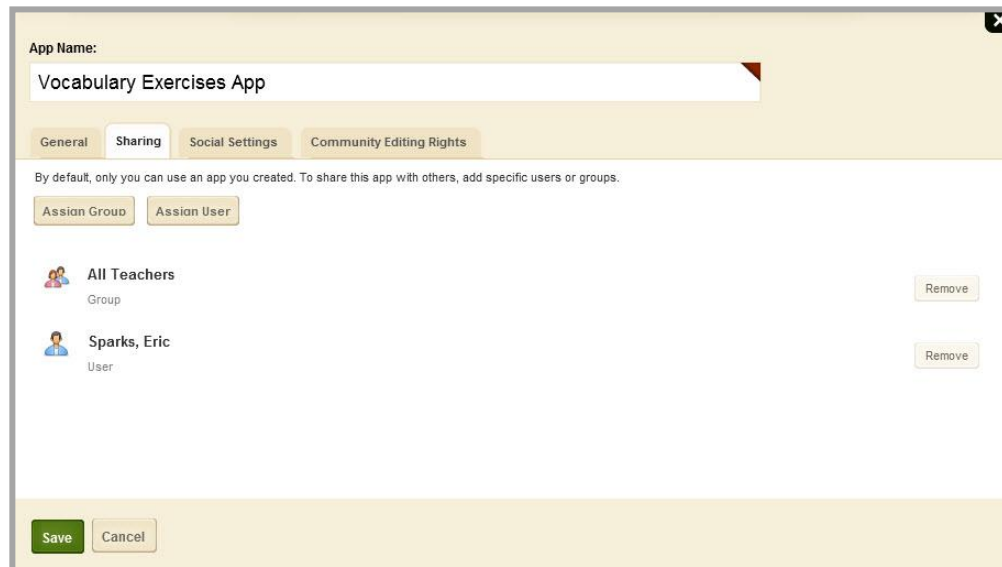

If you click the *Display a specific number of active app records* radio button, a Record Limit field displays where you indicate the number of articles you want to display on the page before a *More* link appears. To view any additional articles, click the *More* link. Here, the record limit was set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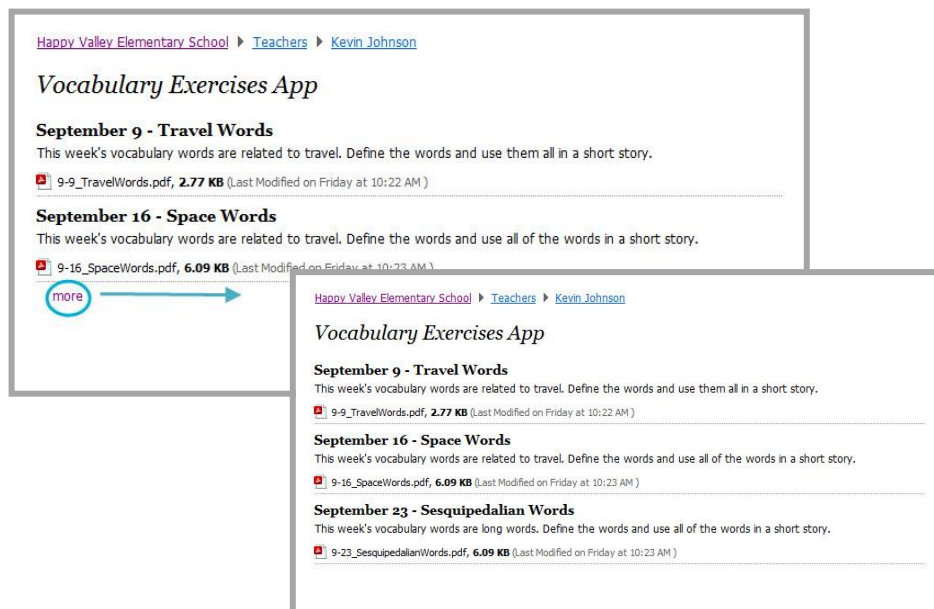
Sharing Tab

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.

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.

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.

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.
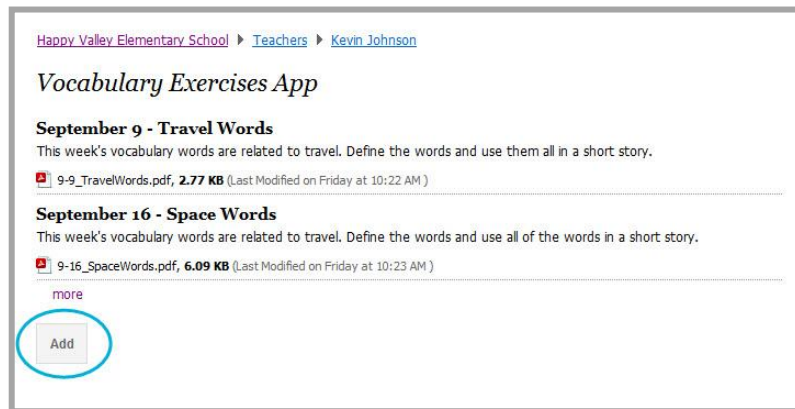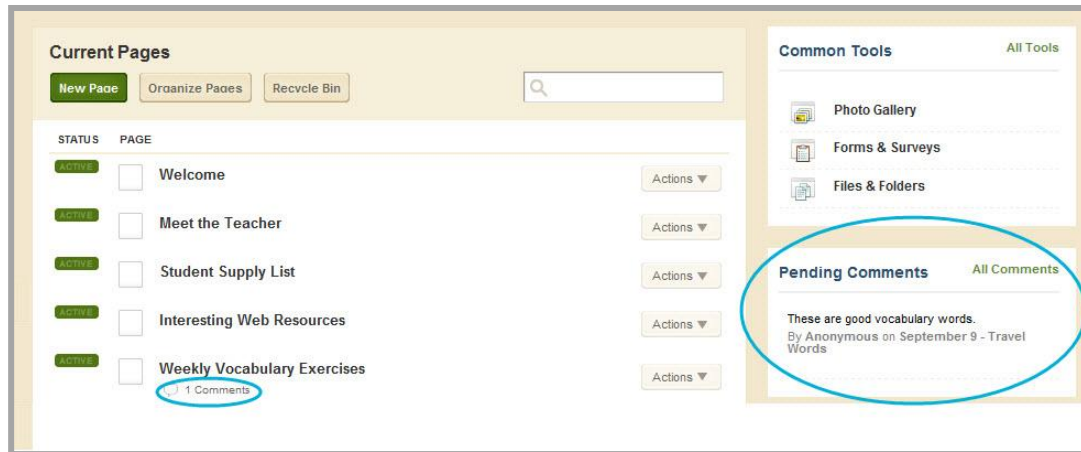

Commenting

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.
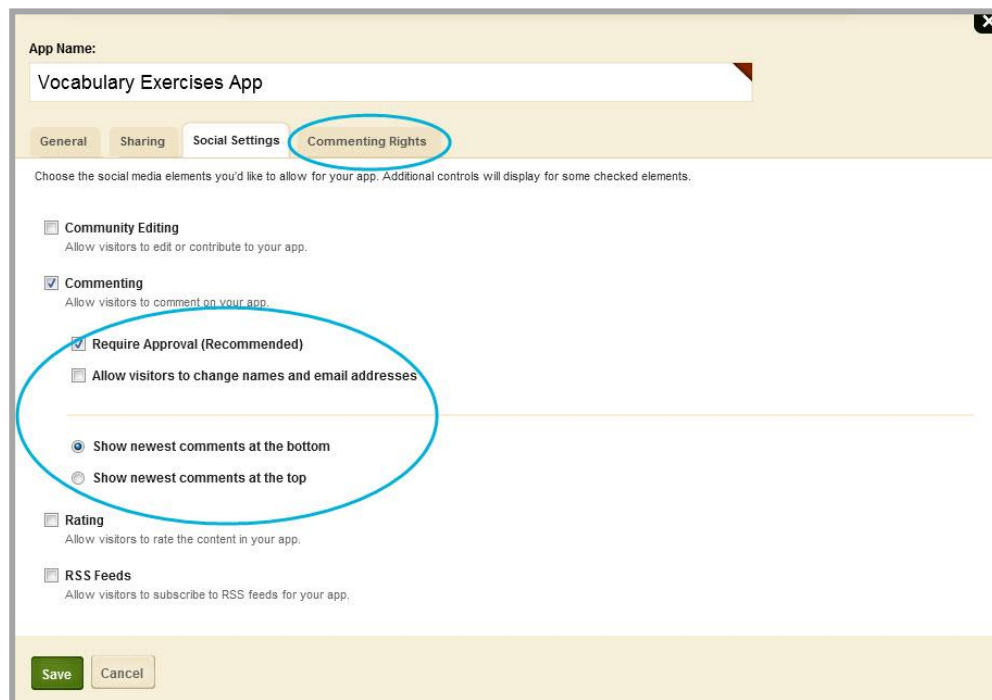

We recommend that you select the *Require Approval* check box. Then you must approve all visitor comments before they display on your website.

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.
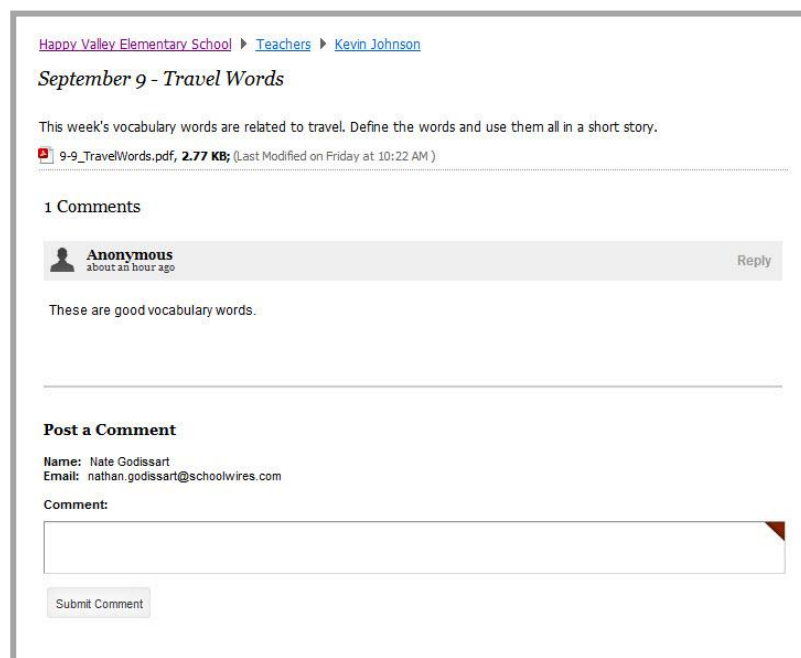
Rating

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.

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.

When visitors click this icon, a dialog window displays. It contains information about RSS feeds and instructions on how to subscribe.
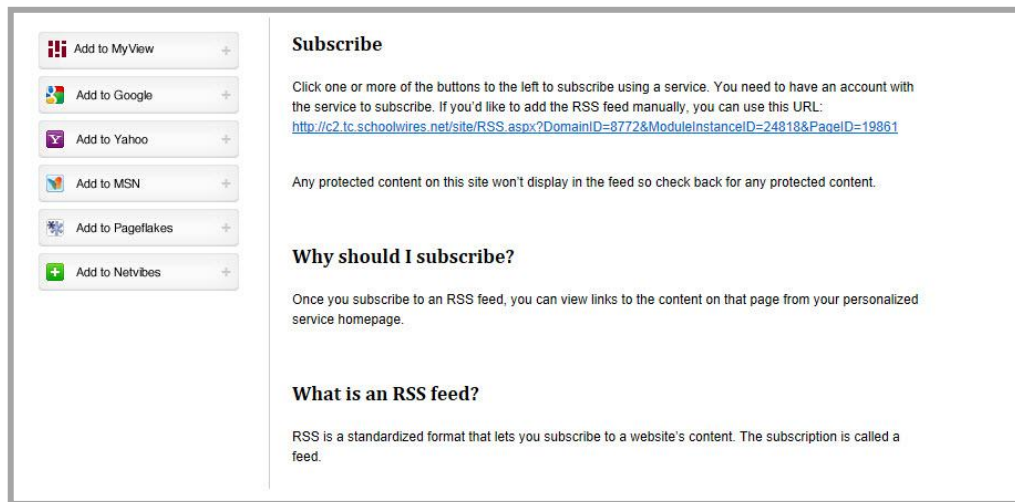
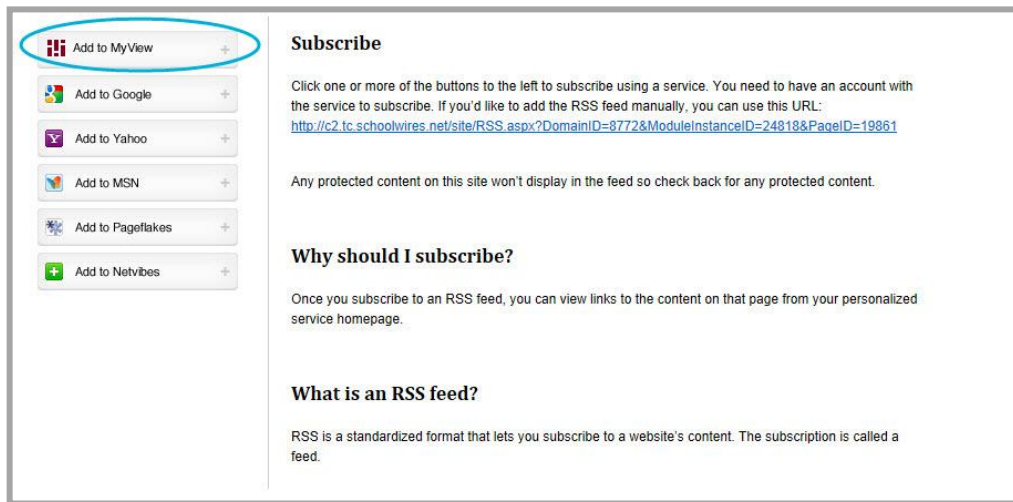Once a visitor subscribes, the RSS reader, also known as an aggregator, periodically checks for and downloads updates to the File Library app.
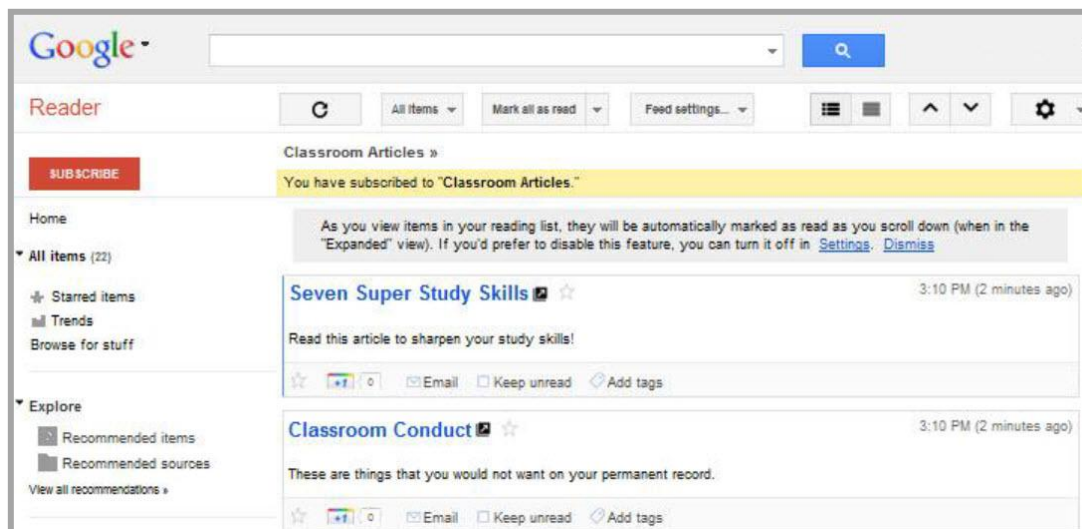
If visitors have access to Schoolwires MyView and are logged in, they may choose MyView as their aggregator service by clicking **Add to MyView**.

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.