



WINNIPEG SCHOOL DIVISION

# SchoolBundle 365

## Training Guide

For Public Website

For SchoolBundle support, please email [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org)

Public website: [www.winnipegsd.ca](http://www.winnipegsd.ca)

Intranet Site: <https://portal.wsd1.org>



# Table of Contents

---

<b>SiteGovern Overview</b> .....	<b>1</b>
<b>How to Log On</b> .....	<b>1</b>
<b>Website Overview</b> .....	<b>2</b>
<b>1. Website List View</b> .....	<b>2</b>
<b>2. Site Properties</b> .....	<b>3</b>
<b>3. Media Library</b> .....	<b>3</b>
Create a Folder.....	3
Organize Files and Folders .....	3
<b>Site Navigation Overview</b> .....	<b>5</b>
<b>1. Overview</b> .....	<b>5</b>
Section Options:.....	6
Page Options: .....	6
Landing Page Options: .....	6
Link Options: .....	6
<b>2. Edit Page Order</b> .....	<b>7</b>
<b>3. Page</b> .....	<b>7</b>
Add a Page .....	7
Edit a Page.....	8
Delete a Page .....	8
<b>4. Landing Page</b> .....	<b>9</b>
Create a Landing Page.....	9
Edit a Landing Page .....	9
Delete a Landing Page.....	9
<b>5. Links</b> .....	<b>9</b>
Create a Link.....	9
Edit a Link .....	9
Delete a Link.....	9
<b>6. Sections</b> .....	<b>10</b>
Create a Section .....	10
Edit a Section.....	10
Delete a Section .....	10
<b>7. Hide a Page</b> .....	<b>11</b>
<b>8. Lock a Navigation Item</b> .....	<b>11</b>

---

- Post Overview (Stories to appear in Spotlight or News Posts)..... 12**
  - 1. Create Post..... 12
  - 2. Edit Post..... 13
  - 3. Delete Post..... 13
- Event Overview (Calendar Items) ..... 14**
  - 1. Create Event..... 14
  - 2. Edit Event..... 14
  - 3. Delete Event..... 15
- Notification Overview ..... 16**
- Scheduler Overview (for Spotlight/News areas) ..... 16**
  - 1. Overview ..... 16
  - 2. Select a Website..... 17
    - Select a Website..... 17
    - Site Settings..... 17
  - 3. Submitted Articles..... 18
    - View Article ..... 18
    - Edit Article..... 19
    - Edit Sharing ..... 19
    - Remove Article..... 19
  - 4. Zone Settings ..... 20
    - Spotlight Settings ..... 20
    - Other Stories in the News Settings ..... 21
  - 5. Schedule Articles..... 22
    - Schedule an Article..... 22
    - Remove an Article from the Scheduler..... 22
- Recent Content Overview..... 23**
  - 1. Advanced Search ..... 23
    - Make a Search..... 23
  - 2. Search Results ..... 24
- Content Features Status ..... 24**
  - Start Date ..... 25
  - End Date ..... 25
  - Add Pictures..... 26
  - Add Attachments ..... 27
    - Choose a File from your Computer ..... 27

---

From URL.....	27
Add an Attachment from the Media Library.....	28
<b>Add Links .....</b>	<b>28</b>
Add a Link.....	28
QuickLinks .....	28
<b>Add Topics .....</b>	<b>29</b>
<b>Share To.....</b>	<b>29</b>
<b>Calendar Events.....</b>	<b>30</b>
<b>Event Start.....</b>	<b>30</b>
<b>Event End.....</b>	<b>31</b>
<b>All Day Event.....</b>	<b>31</b>
<b>Mark as Important Date.....</b>	<b>31</b>
<b>Repeat Event.....</b>	<b>32</b>
Daily.....	32
Weekly .....	33
Monthly.....	33
<b>Event Location .....</b>	<b>34</b>
<b>Category .....</b>	<b>34</b>
<b>Notification .....</b>	<b>34</b>
<b>WYSIWYG Editor.....</b>	<b>35</b>
Text Format.....	35
Paragraph Options .....	35
Insert Link.....	36
Insert Image .....	36
Insert Video .....	37
Insert Table .....	37
Special Characters and Emoticons.....	38
Upload a File .....	38
Insert Horizontal Line.....	38
Media Library .....	39
Keyboard Shortcuts.....	39
<b>Comments .....</b>	<b>40</b>
<b>Version.....</b>	<b>40</b>

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# SiteGovern Overview

Welcome to the SchoolBundle 365 Help and Training Guide. SchoolBundle is a Web-based application, so you don't need any additional software installed on your computer to use it.

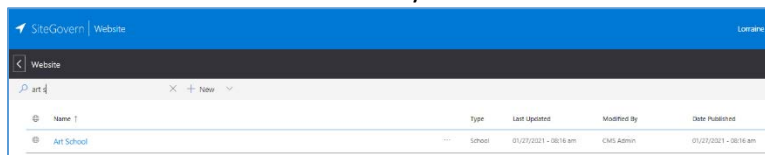
## How to Log On

Open your browser, type the School Division's URL [www.winnipegssd.ca](http://www.winnipegssd.ca), go to your school's website and select the Admin Log In option shown on the bottom of the web pages.

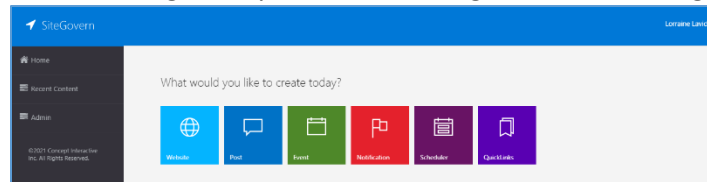
Contact Us • Site Map • **Admin Login** • Bids & Tenders • WSD Online Library  
Copyright © 2020 Winnipeg School Division. All Rights Reserved.

Access to edit pages is allowed through a permission-based system. Navigate to your site before attempting to sign-in. This is the site where you have permissions. *All employees* with a WSD network account can log on using their WSD credentials if permission has been granted to the site.

Once logged in you will be directed to the SiteGovern area for your school.










Click on the SiteGovern Website icon to navigate to your school's site govern home listing.



The training materials are organized into task-based examples for the following:

- Content Type (Post, Event, Notification, Scheduler, etc..)
- General Attributes (Add Topics, Add Picture, Add Links, Add Attachment, and Notification Type)
- Advanced Features (Share To..., Schedule Post, Add Video URL)

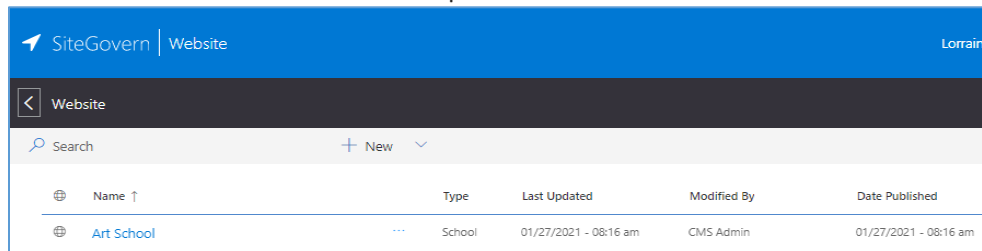
	<b>Websites</b>	Enables you to add and edit a public-facing (www) website. Content authors will use this feature to create, edit and save public-facing websites.
	<b>Page</b>	Enables you to add and edit a page in a public-facing (www) website. Content authors will use this feature to create, edit and save pages in public-facing websites. The pages are saved in a SharePoint content database.
	<b>Post</b>	Allows you to make a quick posting of information that can be sent to any location or person within your organization. Highlight an accomplishment or a social event.
	<b>Event</b>	Create an event and distribute that event to anyone or any site calendar within your organization. Our solution connects Board, School and personal calendars, as one unified calendar.
	<b>Notification</b>	This feature is only accessible by authorized WSD Content Management System Admin staff. Please email <a href="mailto:sbsupport@wsd1.org">sbsupport@wsd1.org</a> if you require a Notification, Alert or Emergency to be posted on your school's website.
	<b>QuickLinks</b>	This feature is not available at this time.
	<b>Scheduler</b>	Master the presentation of content found in Board and School Spotlights. Schedule content rotation and flow for Internet, Intranet and Newsfeed areas for all staff, teachers, students and parents.

# Website Overview

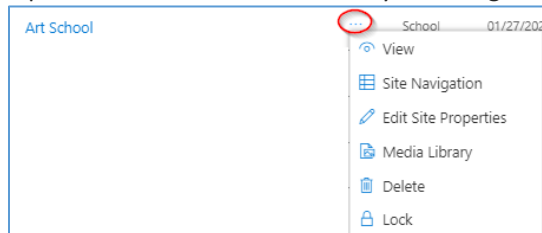
SchoolBundle's new Website tool offers total control over every aspect of your site. The Website tool allows you to create and manage all the sites for your school.

## 1. Website List View

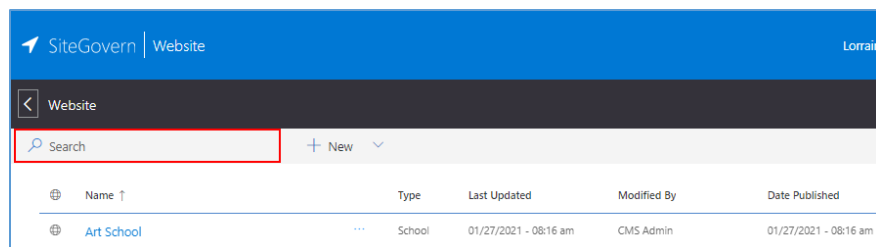
1. **Name** - The name of the website. Clicking on the website name will take you to that site's navigation.
2. **Type** - The type of site, i.e. Landing Page, Link, Media, etc.
3. **Last Updated** - The date and time the site was last modified/updated.
4. **Modified By** - The name of the last user to publish a change on the site.
5. **Date Published** - The date and time that the site was published.



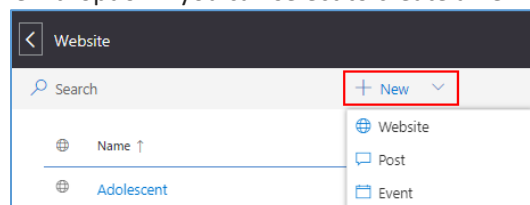
6. **More Options Menu** - The More Options menu can be accessed by selecting the "more" icon for the desired site.



- **View** - Takes you to the site.
  - **Site Navigation** - Takes you to Site Navigation for the selected site.
  - **Edit Site Properties** - Not available for editing – contact [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org).
  - **Media Library** - Takes you to the Media Library for the selected site.
  - **Delete** - Deletes the whole school website permanently. Not available.
  - **Lock** - Locks the selected site. Locking a site will disable any changes from being made. Only a user with the correct permissions will be able to lock and unlock websites.
7. **Search** - The Search function allows you to filter the list of sites by name or keyword. See "Search" below for more information.



8. **New (dropdown)** - Inside of the New dropdown you can select to create a new Website, Post, or Event.



9. **Help** - Selecting the help icon will open the help panel. Here you can view helpful tips on the feature you are currently using.

## 2. Site Properties

**Not available for editing** – contact [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org) to request changes to your site properties such as your school's site name (i.e. add the word École, etc.), school logo, school motto, background image and color theme.

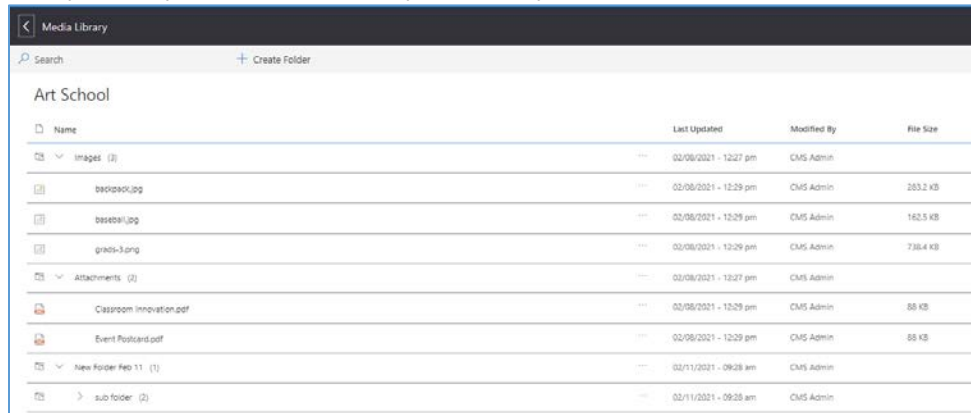
The Social Media Feeds on the school websites are linked to the Winnipeg School Division feeds.

Under the Footer you can edit the School Hours. All other information is rolled in from the Division's programs. If there is incorrect information email [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org).

## 3. Media Library

The Media Library allows user to store, sort and view media uploaded and/or used on the site.

The Media Library allows you to sort the files uploaded to your site into different folders based on the file type.



Name	Last Updated	Modified By	File Size
Images (2)	02/09/2021 - 12:27 pm	CMS Admin	
backpack.jpg	02/09/2021 - 12:29 pm	CMS Admin	263.2 KB
baseball.jpg	02/09/2021 - 12:29 pm	CMS Admin	162.5 KB
grads-3.png	02/09/2021 - 12:29 pm	CMS Admin	738.4 KB
Attachments (2)	02/09/2021 - 12:27 pm	CMS Admin	
Classroom Innovation.pdf	02/09/2021 - 12:29 pm	CMS Admin	88 KB
Event Postcard.pdf	02/09/2021 - 12:29 pm	CMS Admin	88 KB
New Folder Feb 11 (1)	02/11/2021 - 09:28 am	CMS Admin	
sub folder (2)	02/11/2021 - 09:28 am	CMS Admin	

The default folders inside of the Media Library are:

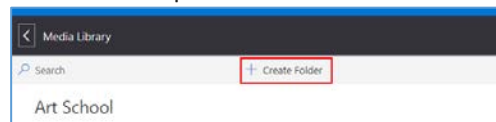
- **Images** - Compatible image types [.jpg / .jpeg / .hdp / .wdp / .tif / .tiff / .raw / .gif / .bmp / .png]
- **Files** - Compatible attachment types  
[.docx / .doc / .xls / .xlsx / .ppt / .pptx / .mdb / .one / .xml / .pdf / .vsd / .vsdx]

**Please note: It is recommended that only pdf documents be uploaded to the website for security reasons.**

### Create a Folder

To **Create a Folder**, do the following:

1. Navigate to the Media Library for the desired site.
2. Select the "Create Folder" button from the top menu.



3. Enter a name for the folder.
4. Select "Create" to create your folder.

### Organize Files and Folders

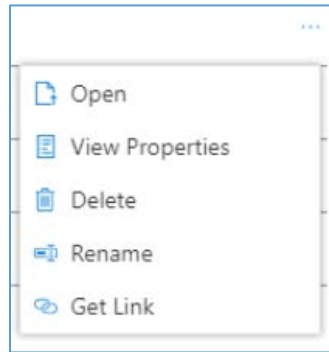
To **Re-organize Files and Folders**, do the following:

1. Navigate to the Media Library for the desired site.
2. Click and hold on the item or folder you wish to re-order.
3. While still holding, "Drag & Drop" the item in the desired order.
4. After you have finished, select the "Save" button from the top right to apply the changes.

## More Options Menu

The More Options Menu contains all the options available for a file.

To access the **More Options Menu**, select the "more" icon for the desired file.



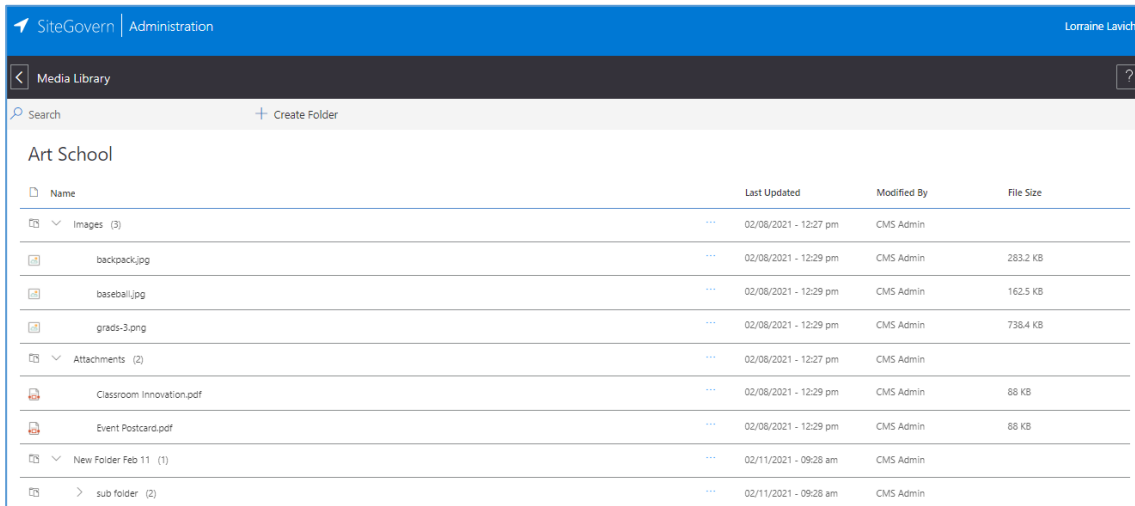
### Options

1. **Open** - Opens the image or document in the browser.
2. **View Properties** - Opens the properties panel for the image or document.
3. **Edit Properties** - Opens the Edit Properties panel for the image or document.
4. **Delete** - Permanently removes the document or image from your site.
5. **Rename** - Rename the document or image title.
6. **Get Link** - Opens the Get Link panel allowing you to copy the document or image URL.



# Site Navigation Overview

The SchoolBundle Site Navigation tool allows you to manage all aspects of your website's navigation menu.



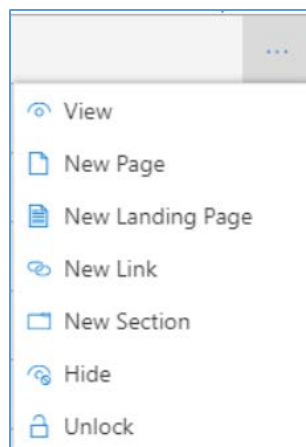
## 1. Overview

1. **Name** - The name of the website. Clicking on the website name will take you to that site's navigation.
2. **Last Updated** - The date and time the site was last modified/updated.
3. **Modified By** - The name of the last user to publish a change on the site.
4. **Date Published** - The date and time that the site was published.
5. **Status** - Displays the current publish status of the item.
  - Items can be: Published or Draft.
6. **More Options Menu** - The More Options menu can be accessed by selecting the "more" icon for the desired item. See "More Options Menu" below for more information.
7. **Search** - The Search function allows you to filter the list of items by name or keyword. See "Search" below for more information.
8. **Help** - Selecting the help icon will open the help panel. Here you can view helpful tips on the feature you are currently using.

### More Options Menu

The More Options Menu contains all the options available for an item.

To access the More Options Menu select the "more" icon for the desired item.



## Section Options:

1. **Edit** - Opens the options panel to rename the section.
2. **Delete** - Deletes the selected section permanently. (This will only be available if the section is empty.)
3. **New Page** - Opens the new Page tool. See [Add a Page](#).
4. **New Landing Page** - Opens the new Landing Page tool. See [Landing Page](#).
5. **New Link** - Opens the Add Link panel. See [Links](#).
6. **New Section** - Opens the Add Section panel. See [Sections](#).
7. **Lock** - Locks the selected section. Locking a section will disable any changes from being made. Only a user with the correct permissions will be able to lock and unlock section.

## Page Options:

1. **View** - Takes you to the page.
2. **Edit** - Opens the page in the SiteGovern Page tool in edit mode.
3. **Delete** - Deletes the selected page permanently.
4. **New Page** - Opens the new Page tool. See [Add a Page](#).
5. **New Landing Page** - Opens the new Landing Page tool. See [Landing Page](#).
6. **New Link** - Opens the Add Link panel. See [Links](#).
7. **New Section** - Opens the Add Section panel. See [Sections](#).
8. **Hide** - Makes the selected item hidden from the navigation in the www.
9. **Lock** - Locks the selected page. Locking a page will disable any changes from being made. Only a user with the correct permissions will be able to lock and unlock pages.

## Landing Page Options:

1. **View** - Takes you to the landing page.
2. **Edit** - Opens the page in the SiteGovern Page tool in edit mode.
3. **Delete** - Deletes the selected landing page permanently. (This will only be available if there are no sub-items to the landing page.)
4. **New Page** - Opens the new Page tool. See [Add a Page](#).
5. **New Landing Page** - Opens the new Landing Page tool. See [Landing Page](#).
6. **New Link** - Opens the Add Link panel. See [Links](#).
7. **New Section** - Opens the Add Section panel. See [Sections](#).
8. **Hide** - Makes the selected item hidden from the navigation in the www.
9. **Lock** - Locks the selected landing page. Locking a landing page will disable any changes from being made. Only a user with the correct permissions will be able to lock and unlock landing pages.

## Link Options:

1. **View** - Takes you to the link.
2. **Edit** - Opens the Add Link panel for the selected link. See [Links](#).
3. **Delete** - Deletes the selected link permanently.
4. **New Page** - Opens the new Page tool. See [Add a Page](#).
5. **New Landing Page** - Opens the new Landing Page tool. See [Landing Page](#).
6. **New Link** - Opens the Add Link panel. See [Links](#).
7. **New Section** - Opens the Add Section panel. See [Sections](#).
8. **Lock** - Locks the selected link. Locking a link will disable any changes from being made. Only a user with the correct permissions will be able to lock and unlock links.

## 2. Edit Page Order

To **edit the Page Order**, do the following:

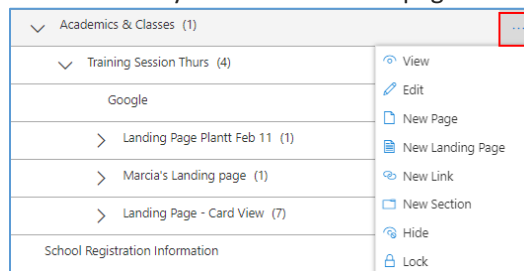
1. Navigate to the Site Navigation for the website you wish to manage.
2. Click and hold on the item you want to re-order.
3. Drag & Drop the item into place.
4. To add the item to a section, drag and hover over the section with the item to expand it. A preview should appear, drop the item to place it inside the section.
5. Once you have finished managing your Site Navigation order, select the "Save" button in the top right to apply your changes.

## 3. Page

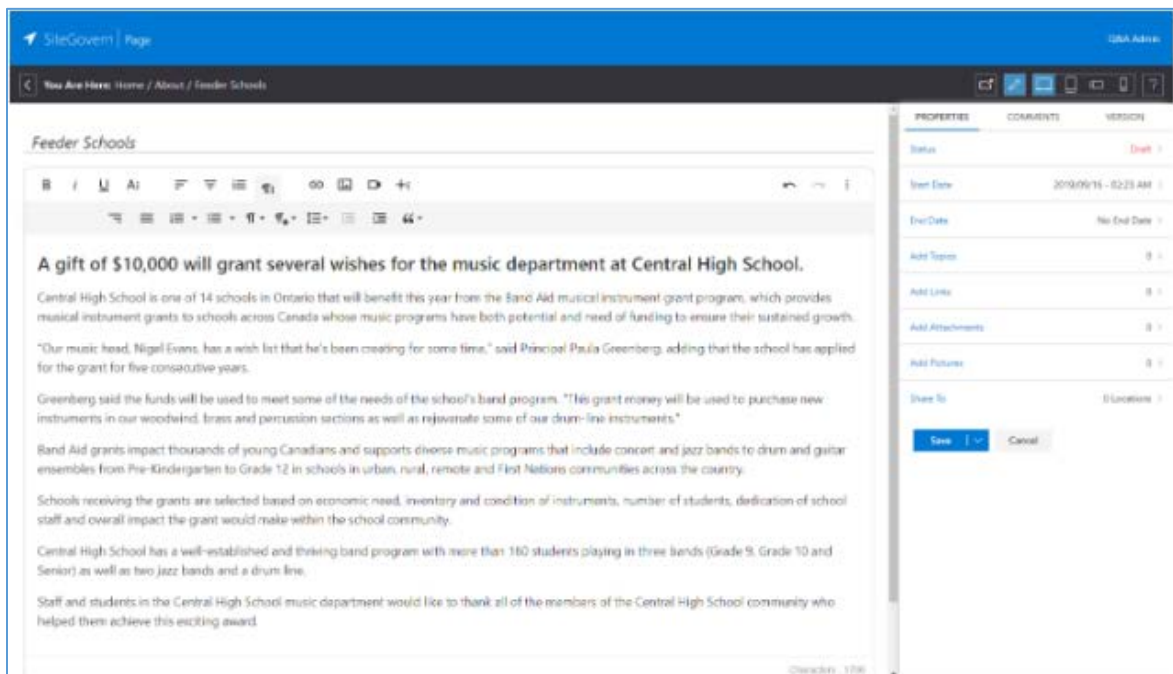
### Add a Page

To **Add a Page**, do the following

1. Navigate to the area of the website where you wish to add the page to from the provided list.
2. Open the More Options Menu for the section you wish to add the page to.



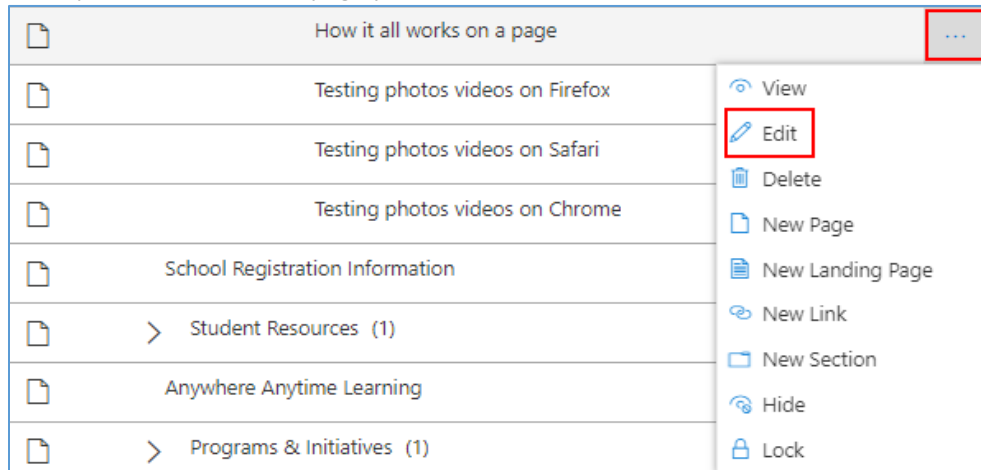
3. Choose "New Page" from the available options.
4. Enter a Title for your page. The page title is **required\***.
5. Add your content using the [WYSIWYG Editor](#).
6. Once you have finished your page, select the dropdown next to the "Save" button.
7. Choose "Publish" from the dropdown to save your content, close the editor and publish your page.
8. A confirmation message will appear to let you know your page has been published.



## Edit a Page

To **Edit a Page**, do the following:

1. Navigate to the area of the website where you wish to edit the page to from the provided list.
2. Open the More Options Menu for the page you wish to edit.

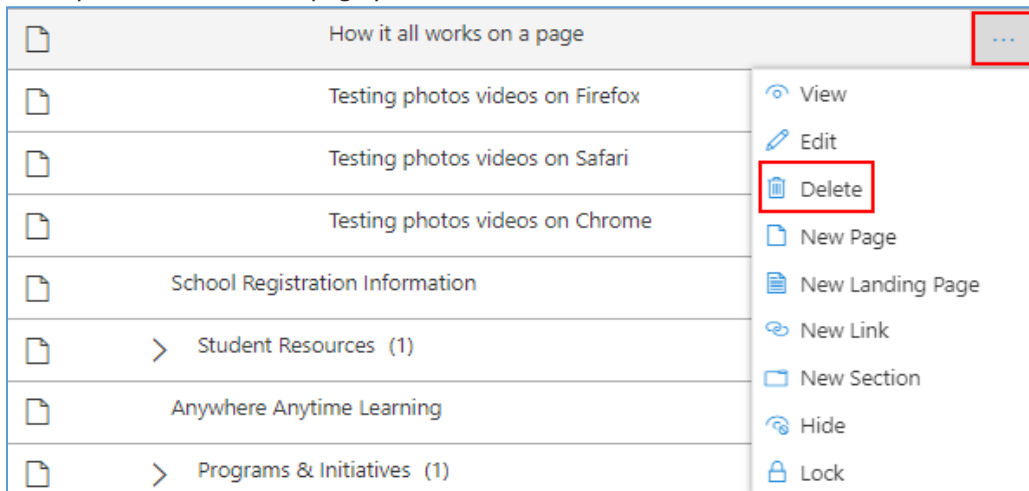


3. Choose "Edit" from the available options.
4. The Edit Page tool will open for the selected page.
5. Once you have finished editing your page, select the dropdown next to the "Save" button.
6. Choose "Publish" from the dropdown to save your content, close the editor and publish your changes site.
7. A confirmation message will appear to let you know your page has been published.

## Delete a Page

To **Delete a Page**, do the following:

1. Navigate to the area of the website where you wish to delete the page to from the provided list.
2. Open the More Options Menu for the page you wish to delete.



3. Choose "Delete" from the available options.
4. You will be presented with a warning letting you know this page will be permanently removed.
5. Select "Delete" to confirm and remove the page from your Site Navigation.

## 4. Landing Page

Landing pages have a special zone that dynamically lists out the published sub-pages in the card or list view (the two landing page styles).

### Create a Landing Page

Creating a landing page follows the same steps as creating a page. Please see [Page](#) section above.

Landing pages will automatically generate links with previews to any sub-pages added.

- These automatically generated links are created based on the sub-pages content and can't be manually edited.
- The pre-generated links will appear at the bottom of whatever content is added to the landing page.

### Edit a Landing Page

Editing a landing page follows the same steps as editing a page. Please see [Edit a Page](#) section above.

### Delete a Landing Page

To **delete a Landing Page**, do the following:

1. Navigate to the desired websites Site Navigation.
2. Remove all sub-pages and items from the landing page you wish to delete.  
- *Landing pages can only be deleted if there are no sub-pages or sub-items.*
3. If there are no sub-items for the landing page, the option to "Delete" will appear in the More Options Menu.
4. Select "Delete" and once prompted with a warning message, select "Delete" again to permanently remove the landing page.

## 5. Links

### Create a Link

To **create a Link**, do the following:

1. Select the Site Navigation for the desired site.
2. Open the More Options Menu for the section you want to add the link to.  
- By default, items will be added to the bottom of sections.  
- You can re-order created items anytime using the Drag & Drop feature of Site Navigation. See [Edit Page Order](#).
3. Choose "New Link" from the More Options Menu.
4. The Add Link panel will now open.
5. Type in the URL and add a Title for your URL. (- The URL should start with http://)
6. You can also add a link from the Media Library by selecting the "Browse Files" button next to the URL input field.
7. Either select to enable or disable "Open in New Tab". (This option is recommended for links to external sites.)
8. Select "Save" to create your link and add it to the chosen spot in the Site Navigation.

### Edit a Link

To **edit a Link**, do the following:

1. Select the More Options Menu for the link you wish to edit.
2. Choose "Edit" from the list of options.
3. The Edit Link panel will now open.
4. Make any desired edits for your link, and then select "Save" to finish and apply your changes.

### Delete a Link

To **delete a Link**, do the following:

1. Select the More Options Menu for the link you wish to delete.
2. Choose "Delete" from the list of options.
3. You will be presented with a warning letting you know this link will be permanently removed.
4. Select "Delete" to confirm and remove the link from your Site Navigation.

## 6. Sections

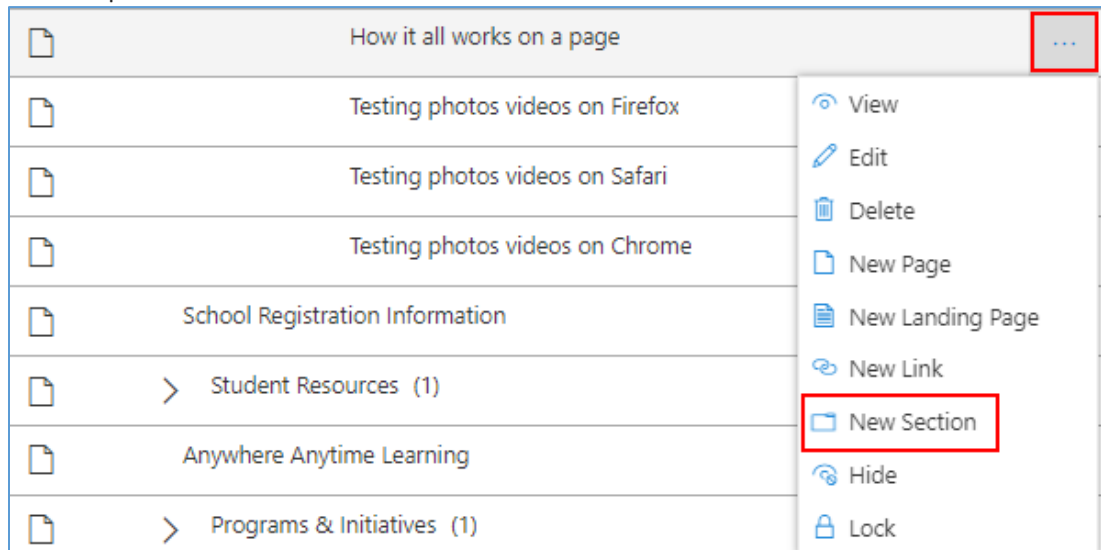
A section is a grouping of landing pages, pages or links. The main section will not have a link tied to it, as it is a label. Think of a section like a folder to store a grouping of pages, sub-pages and links inside of it.

To add sections for grouping and organizing content in the Site Navigation.

### Create a Section

To **create a Section**, do the following:

1. Select the Site Navigation for the desired site.
2. Open the More Options Menu for the desired location of the section.



3. Select "New Section" from the list of options.
4. The Add Section panel will open.
5. Type in a name/title for your section.
6. Choose "Save" to add your section to the Site Navigation.

### Edit a Section

To **edit a Section**, do the following:

1. Navigate to the section you wish to edit.
2. Open the More Options Menu for the section.
3. Choose "Edit" from the list of options.
4. The Edit Section panel will open.
5. Edit the name in the input field.
6. Choose "Save" to update the changes to your section.

### Delete a Section

To **delete a Section**, do the following:

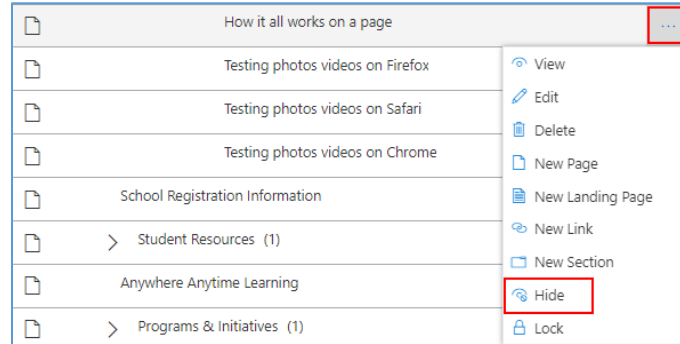
1. Navigate to the desired website's Site Navigation.
2. Remove all sub-pages and items from the section you wish to delete.  
- *Sections can only be deleted if they are empty.*
3. If there are no sub-items for the section, the option to "Delete" will appear in the More Options Menu.
4. Choose "Delete" from the available options.
5. You will be presented with a warning letting you know this section will be permanently removed.
6. Select "Delete" to confirm and remove the section from your Site Navigation.

## 7. Hide a Page

To hide a page from the Site Navigation while still being editable and viewable in the SiteGovern Site Navigation tool.

To **Hide a Page**, do the following:

1. Navigate to the page inside of the Site Navigation you wish to hide.
2. Open the More Options Menu.



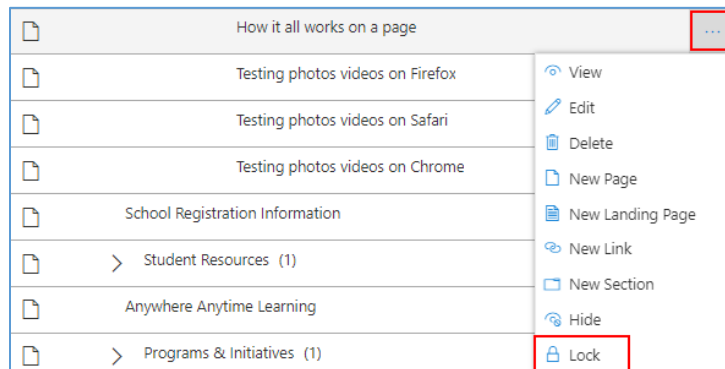
3. Choose "Hide" from the available options.
4. The page will now be hidden from the front facing www site.
  - Hidden pages will not appear in the search results.
  - It can still be seen and edited inside of SiteGovern's Site Navigation tool.
5. The option to "Hide" in the More Options Menu will now read "Unhide"
6. Choose "Unhide" from the available options to enable the page to appear inside of the Site Navigation Menu on the www.

## 8. Lock a Navigation Item

To disable editing or deleting a navigation item for users with the required permissions.

To **lock a Navigation Item**, do the following:

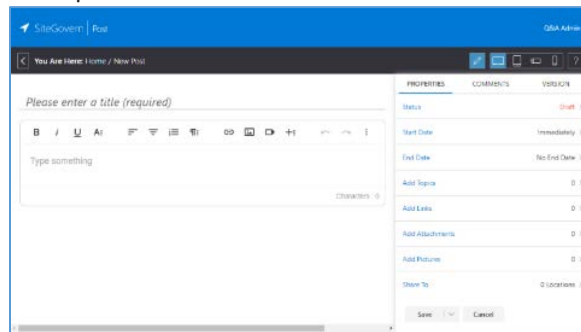
1. Navigate to the item you wish to lock.
2. Open the More Options Menu.



3. Choose "Lock" from the available options.
  - Lock will only be available if the user has permissions to lock or unlock navigation items.
4. The item will no longer have the option to "Edit" in the More Options Menu.
  - The "Lock" option will change to "Unlock" if the user has the required permissions.
5. To Unlock an item, choose "Unlock" from the available options in the More Options Menu.

# Post Overview *(Stories to appear in Spotlight or News Posts)*

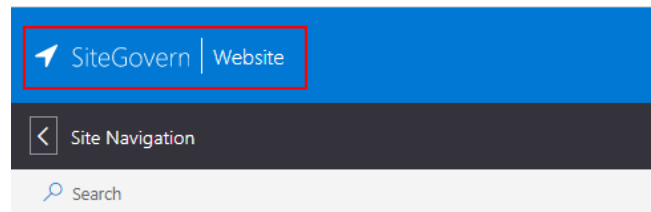
The Post application allows authorized users to publish content to their school's website.



## 1. Create Post

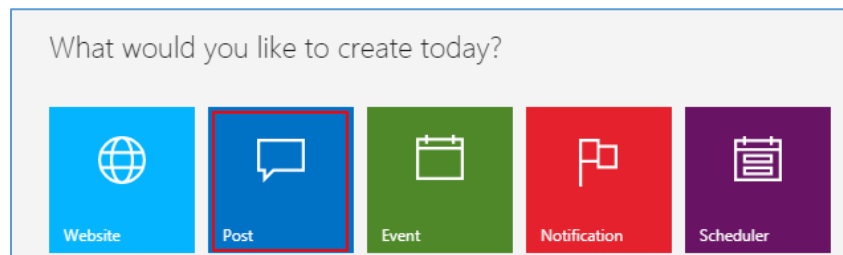
To **Create a Post**, do the following:

1. Go to the SiteGovern Launcher.

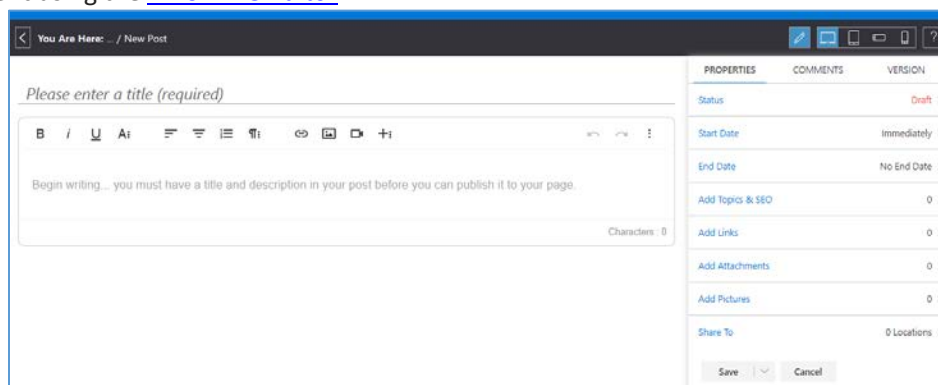


Art School

2. In the SiteGovern Launcher choose the "Post" tile.



3. Enter a Title for your post. The post title is **required\***.
4. Add your content using the [WYSIWYG Editor](#).



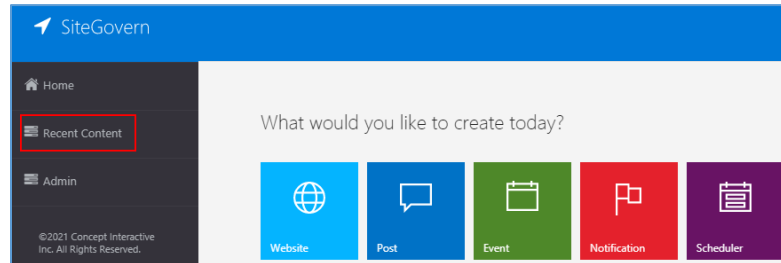
5. Select your school's name using the Share To tool. The Share To is **required\***.
6. Once you have finished your post, select the dropdown next to the "Save" button.
7. Choose "Publish" from the dropdown to save your content, close the editor and publish to the school's website.
8. A confirmation message will appear to let you know your post has been published.
9. Published posts will have a user-friendly URL based on the Title of the posting.



## 2. Edit Post

To **Edit a Post**, do the following:

1. Navigate to the SiteGovern Launcher.
2. Select "Recent Content" from the options on the left menu.
  - For more information about how to use the Recent Content tool please see [Recent Content](#).



3. Search for the post you wish to edit and select the "More Options Menu".
4. Choose "Edit" from the available options.
5. The Edit Post tool will open for the selected post.
6. Once you have finished editing your content, select the dropdown next to the "Save" button.
7. Choose "Publish" from the dropdown to save your content, close the editor and publish your changes to the shared locations.
8. A confirmation message will appear to let you know your content has been published.

## 3. Delete Post

The Delete Post feature allows authorized users to directly delete their content type on their school site.

To **Delete a Post**, Do the following:

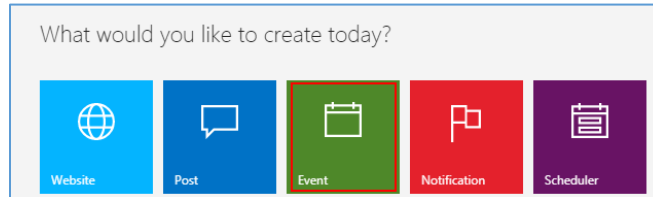
1. Navigate to the SiteGovern Launcher.
2. Select "Recent Content" from the options on the left menu.
  - For more information about how to use the Recent Content tool please see [Recent Content](#).
3. Search for the post you wish to delete and select the "More Options Menu".
4. Choose "Edit" from the available options.
5. The Edit Post tool will open for the selected post.
6. Select the dropdown next to the "Save" button.
7. Choose "Delete" from the available options.
8. You will be presented with a warning letting you know this post will be permanently removed.
9. Select "Delete" to confirm and remove the post.

# Event Overview (Calendar Items)

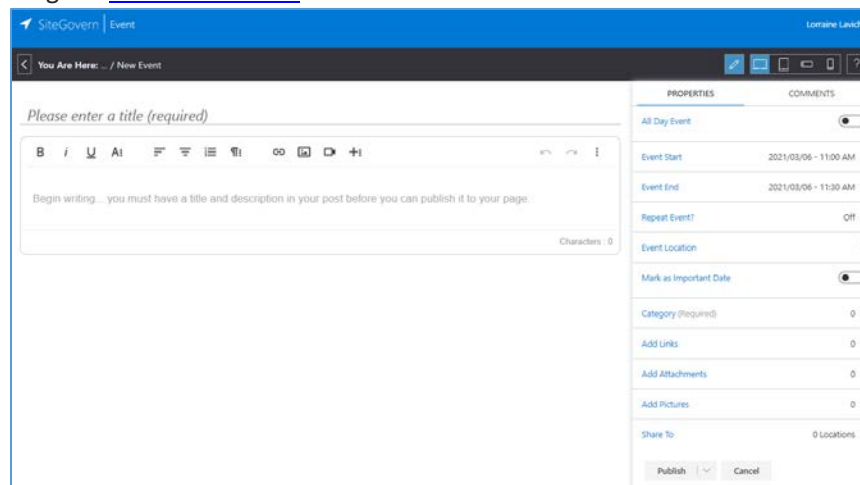
## 1. Create Event

To **Create an Event**, do the following:

1. Navigate to the SiteGovern Launcher.
2. Choose the "Event" tile.



3. Enter a Title for your content. The title is **required\***.
4. Add your content using the [WYSIWYG Editor](#).

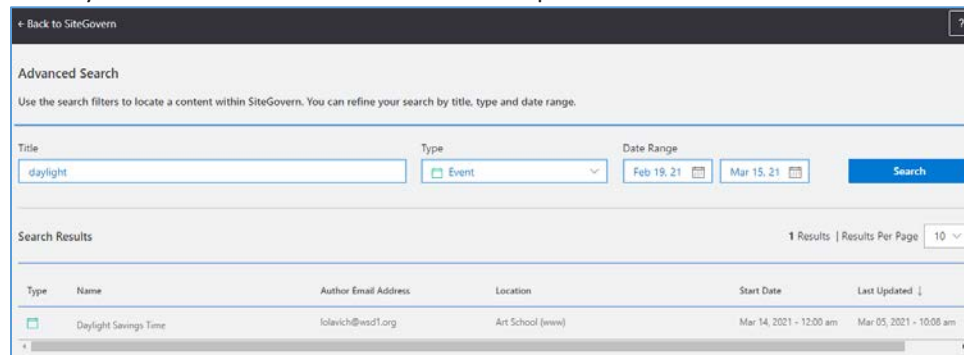


5. Select your school's name using the Share To tool. The Share To is **required\***.
6. Once you have finished your content, select the dropdown next to the "Save" button.
7. Choose "Publish" from the dropdown to save your content, close the editor and publish your event
8. A confirmation message will appear to let you know your event has been published.

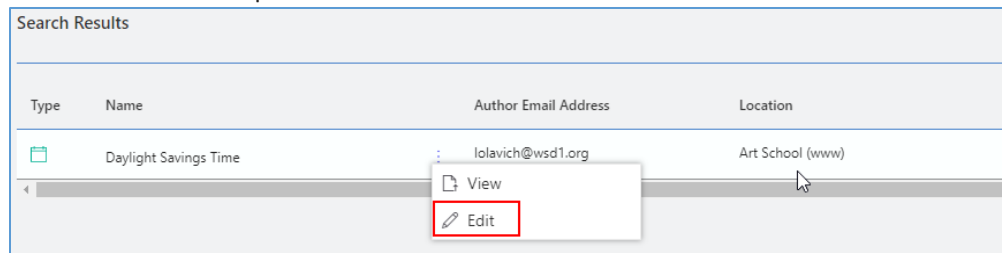
## 2. Edit Event

To **Edit an Event**, do the following:

1. Navigate to the SiteGovern Launcher.
10. Select "Recent Content" from the options on the left menu.
  - For more information about how to use the Recent Content tool please see [Recent Content](#).
2. Search for the event you wish to edit and select the "More Options Menu".



3. Choose "Edit" from the available options.

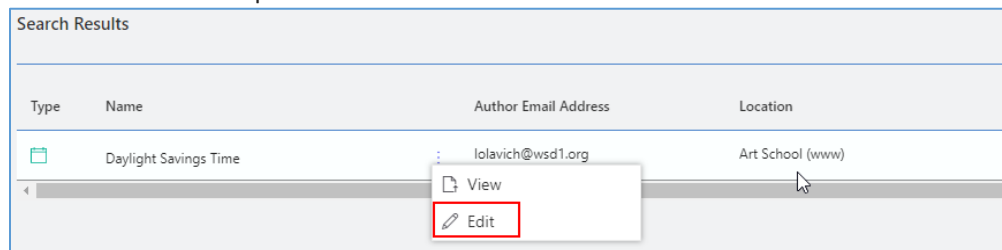


4. The Edit Event tool will open for the selected event.
5. Once you have finished editing your content, select the dropdown next to the "Save" button.
6. Choose "Publish" from the dropdown to save your content, close the editor and publish your changes to the shared locations.
7. A confirmation message will appear to let you know your content has been published.

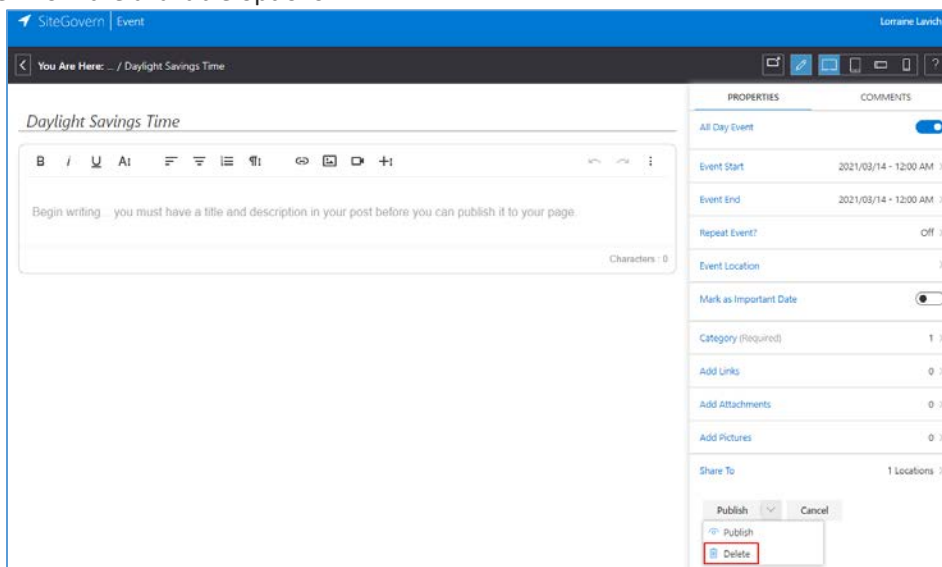
### 3. Delete Event

To **Delete an Event**, Do the following:

1. Navigate to the SiteGovern Launcher.
11. Select "Recent Content" from the options on the left menu.
  - For more information about how to use the Recent Content tool please see [Recent Content](#).
2. Search for the event you wish to delete and select the "More Options Menu".
3. Choose "Edit" from the available options.



4. The Edit Event tool will open for the selected post.
5. Select the dropdown next to the "Save" button.
6. Choose "Delete" from the available options.



7. You will be presented with a warning letting you know this event will be permanently removed.
8. Select "Delete" to confirm and remove the event.

# Notification Overview

The Alert Notification application allows authorized WSD administrators to publish notifications to the school websites. Submit a request to post a notification on your school site to [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org).

There are 3 standard notification types that can be selected:

- Notification - an announcement needing premium attention over spotlight - Council Meeting, Open House
- Alert - Typically an announcement requiring special attention - Boil Water Advisory
- Emergency - an announcement typically of emergency nature - School Lockdown

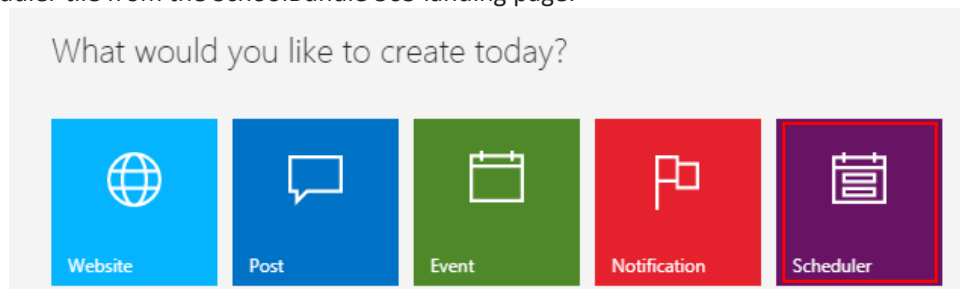
## Scheduler Overview (for Spotlight/News areas)

The Scheduler application allows authorized users to schedule and promote content within their school website. The zones, sites and articles are security trimmed based on the logged-on user's roles within the system. The user can drag and drop submitted articles into slots in each zone and then set properties on the scheduled item. The application is intended to retrieve the scheduled articles and submitted articles for a site and allow the user to make multiple edits to the schedules and then save the updates as a batch.

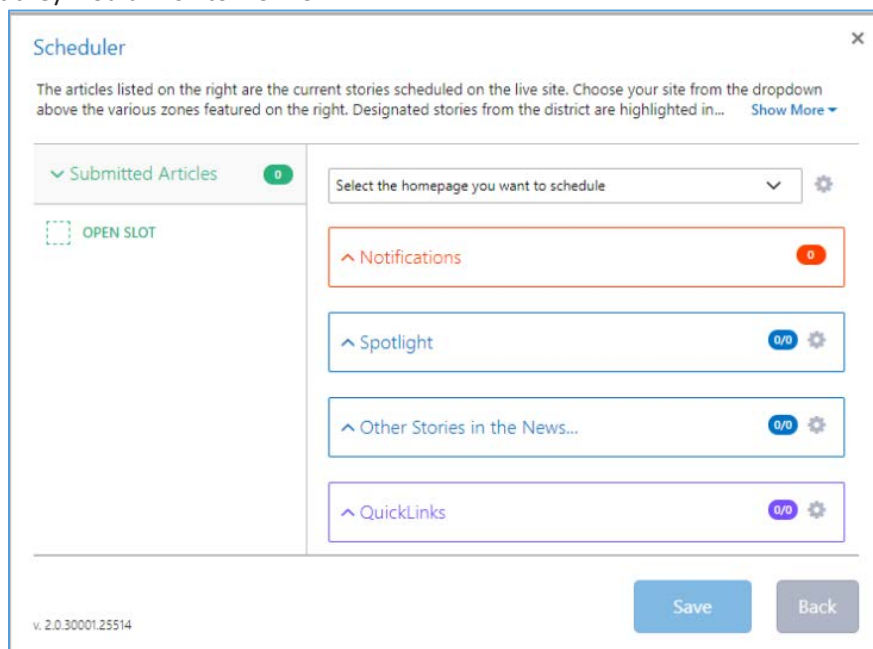
### 1. Overview

To **Launch the Scheduler**, do the following:

1. Click the Scheduler tile from the SchoolBundle 365 landing page.

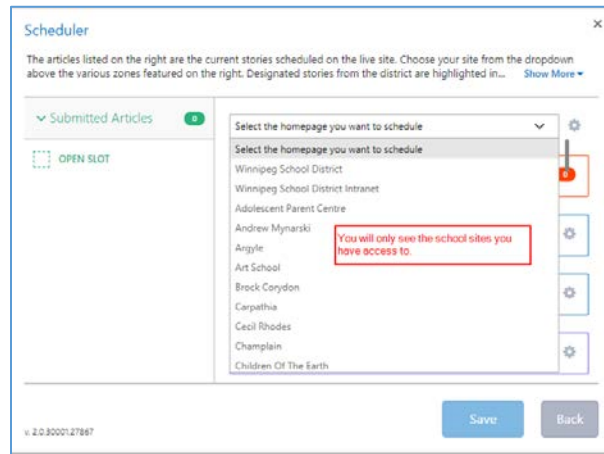


2. The Scheduler window will appear.
3. **Note:** When entering Scheduler, user will not see their default site. Instead, they will have to select the site (or homepage) that they would wish to work on.



## 2. Select a Website

The websites listed will correspond to the user's default work location will be displayed; along with other websites that the user has permission to access.



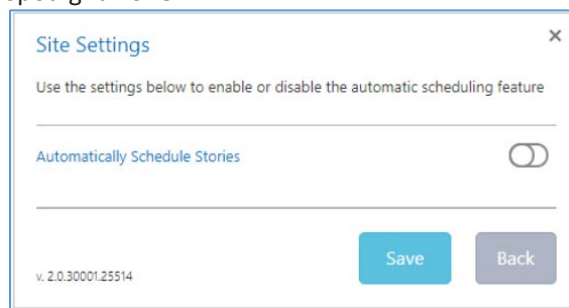
### Select a Website

To **Select a Website**, do the following:

1. Click on the drop-down arrow. (Websites associated with the user's role and access will be displayed.)
2. Select a website from the dropdown list. Note, this list is based on your permissions as a content author.
3. The Scheduler modal window will display all articles affiliated with that site.

### Site Settings

The Site Settings feature allows the user to enable or disable the 'automatic' scheduling feature. All articles published/created will automatically be placed in the 'Submitted Articles' zone when the 'automatic' scheduling feature is turned 'off'. If the 'Auto Schedule' feature for the selected website is turned 'on', all submitted articles will automatically be placed into the 'Spotlight' zone.



*FYI: The 'Automatically Schedule Stories' toggle will temporarily be put in an 'off' state when the user is in the Scheduler application.*

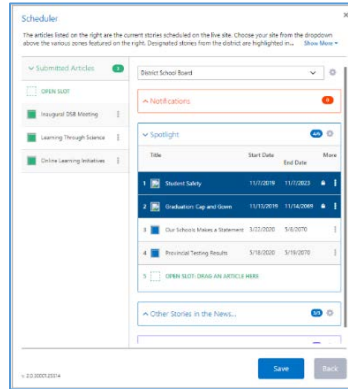
To **Edit Site Settings**, do the following:

1. Select the 'Gear settings' icon.
2. The Site Settings window will appear.
3. To 'turn off' the Auto scheduler feature.
  - o Position your cursor on the 'toggle' switch and press select with your mouse.
4. The 'Auto' scheduler feature is now turned off. All articles that are published/created will be placed in the 'Submitted Articles' zone for the selected website.

*FYI: If the 'Automatically Schedule Stories' toggle is turned off then, the posting will fall out of spotlight, and no longer roll into the 'Other News' section on the homepage. In this case, it is important to manually share to the newsfeed when automatic is off for the very purpose of ensuring that the item is still visible somewhere on the site after it gets pushed out of the homepage zone.*

### 3. Submitted Articles

The Submitted Articles zone contains articles that have been recently published. The submitted articles are not expired and have not already been added to any of the "live" zones that are displayed in the Submitted Articles area. The user is able to perform the following functions within the Submitted Articles zone (View Article, Edit Article, and Edit Sharing). When the user is publishing an article on the selected website it will be placed in the 'Submitted Articles' zone on the condition that the Scheduler application is open, and the selected website has 'Auto Schedule' feature turned on. The system will suspend the 'Auto Schedule' feature.



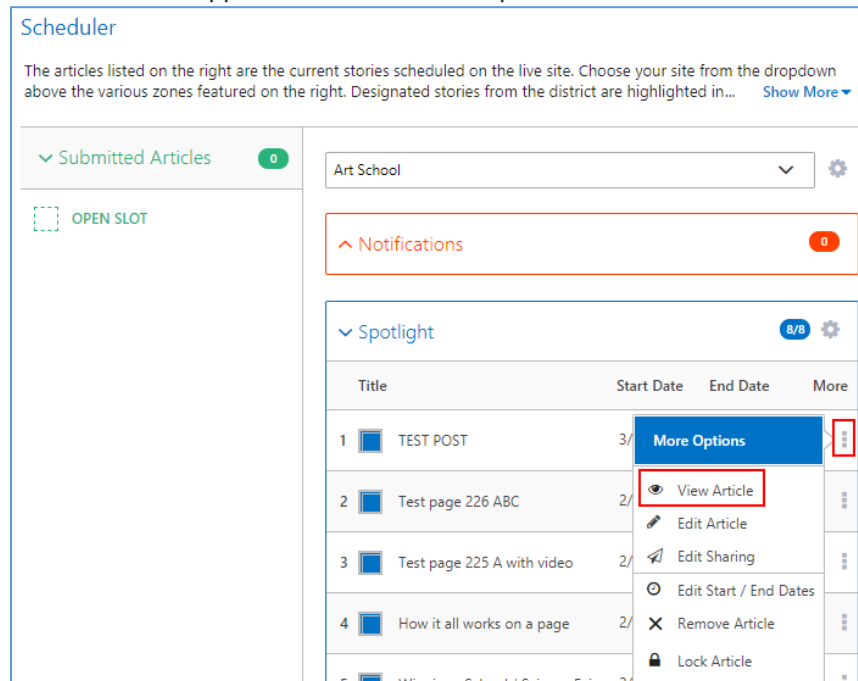
*FYI: If the 'Auto Schedule' feature for the selected website is turned 'on', all submitted articles will automatically be placed into the 'Spotlight' zone.*

#### View Article

The Submitted Articles - View Article option provides the user the ability to view articles that have been shared to the homepage of the selected website.

To **View an Article**, do the following:

1. Position your cursor within the Submitted Articles zone within the Scheduler page.
2. Select the specific article for 'viewing' and click on the 3 dot selection bar.
  - o More Options window will appear with a number of options for the user to select from.



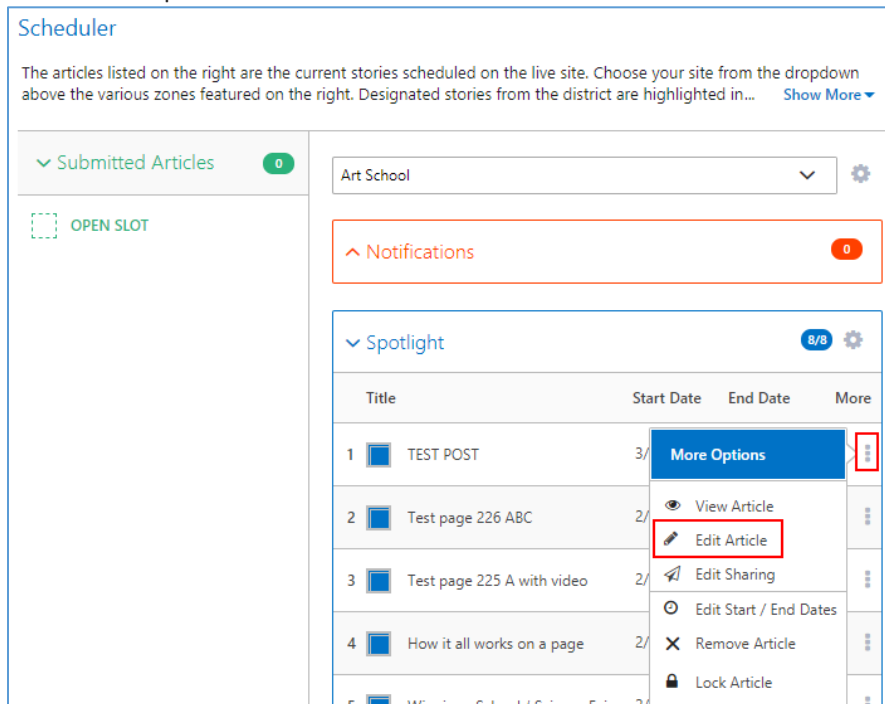
3. Select the View Article option.
4. The selected article will be displayed to the user.

## Edit Article

The Submitted Articles - Edit Article option provides the user the ability to directly edit articles that have been shared to the homepage of the selected website.

To **Edit an Article**, do the following:

1. Position your cursor within the Submitted Articles zone within the Scheduler page.
2. Select the specific article for 'editing' and click on the 3-dot selection bar.
  - o More Options window will appear with 3 options for the user to select from.
  - o Select the Edit Article option.



3. The Edit Posting page will appear.
4. Once you have finished your edits, select the 'Save' button.
5. Return to the Scheduler application/webpage.
6. Select the 'Save' button.
  - o A window will load in with the save progress for the scheduler.
  - o **Notes on Saving** – Upon clicking the Save button, a loading panel appears that will complete all the activities that were performed by the user on the selected site. User will not be able to close the panel until it is completed. It may take several minutes for it to complete depending on the number of sharing selected for the articles.

## Edit Sharing

Please email [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org) if you wish to share a spotlight with the division or other school websites/locations.

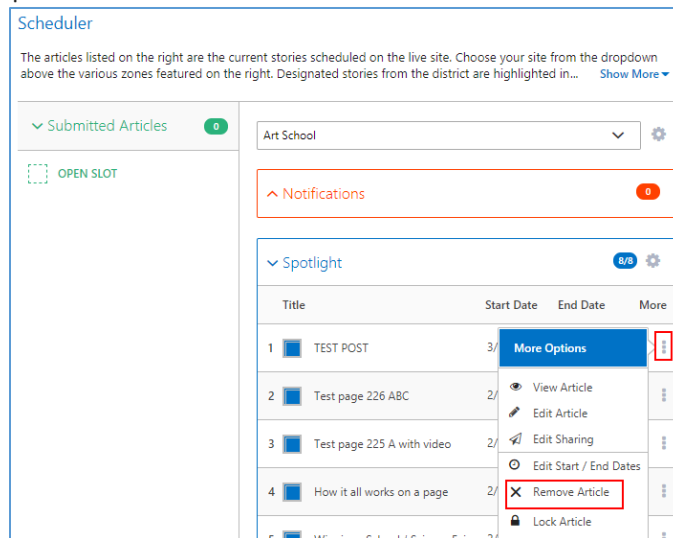
## Remove Article

The Submitted Articles - Remove Article option provides the user the ability to remove the article from the Submitted Articles zone. Note: "Remove Article" option under the ellipsis menu on Spotlight, Other News and Notifications removes the sharing of the article from the selected site when "Save" button is pressed.

To **Remove an Article** from the Submitted Articles zone, do the following:

1. Position your cursor within the Submitted Articles zone within the Scheduler page.
2. Select the specific article for 'editing sharing' and click on the 3 dot selection bar.
  - o A More Options window will appear with 3 options for the user to select from.

3. Select the Remove Article option.



4. The article will be removed from the Submitted Article zone.
  - o **Note** - Once an article is removed, it will not be placed back into the "Submitted Articles" listing on the left. It will be totally removed from the Scheduler. If you wish to keep this article (without having to re-share it back to the Scheduler), you may manually drag the article in question back into the "Submitted Articles" listing on the left. If you remove an article and realize later that you would like it to display inside the Spotlight/Other News once more, you will have to re-share the article inside its properties.
5. Select the 'Save' button. Note the "Remove Article" option removes the sharing of the article in the Submitted Articles only once the of the "Save" button is pressed.
  - o **Notes on Saving** – Upon clicking the Save button, a loading panel appears that will complete all the activities that were performed by the user on the selected site. User will not be able to close the panel until it is completed. It may take several minutes for it to complete depending on the number of sharing selected for the articles.

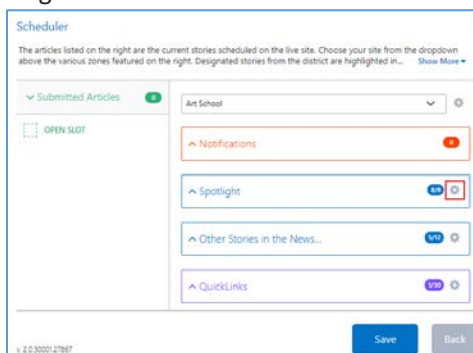
## 4. Zone Settings

The Zone Settings allows you to change the settings of a particular zone on the homepage such as the number of stories allowed in a particular zone.

### Spotlight Settings

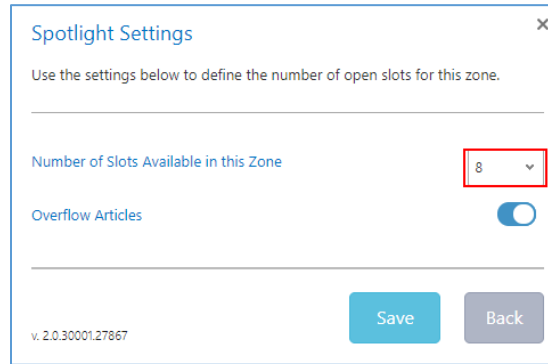
To **Define the number of slots available for the Spotlight**, do the following:

1. Navigate to the SiteGovern Launcher.
2. Select the Scheduler tile.
3. Choose the website you wish to schedule from the dropdown.
4. Select the "Settings" icon for the Spotlight zone.





- Choose the number of slots available for the zone from the dropdown list. (The number of articles can be set from 1 to 6.)



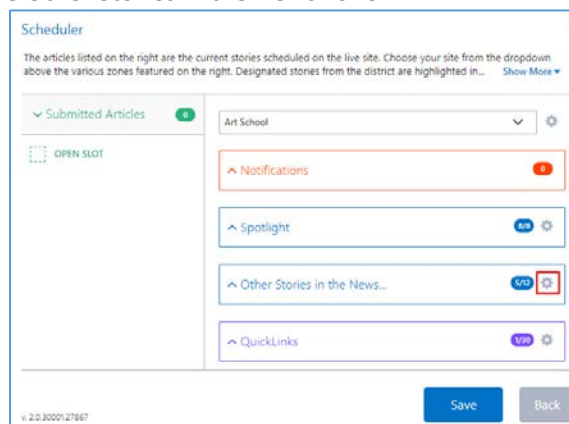
- Choose whether to allow Overflow Articles using the toggle.
- Once you have finished changing the Spotlight Settings, click "Save" to save your changes, close the settings panel and go back to the Scheduler.

## Other Stories in the News Settings

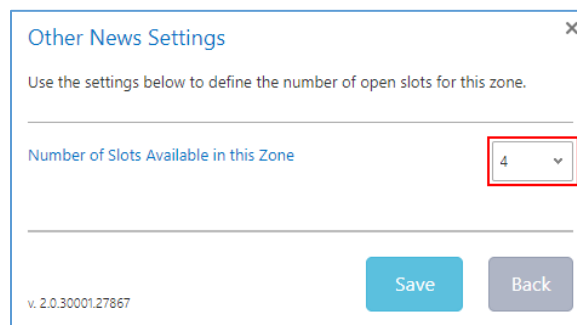
The Other Stories Settings feature allows the user to select the number of open slots for the 'Other Stories in the News' zone.

To **Define the number of slots available for Other Stories in the News**, do the following:

- Navigate to the SiteGovern Launcher.
- Select the Scheduler tile.
- Choose the website you wish to schedule from the dropdown.
- Select the "Settings" icon for the Other Stories in the News zone.



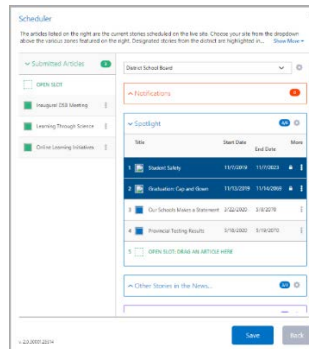
- Choose the number of slots available for the zone from the dropdown list. (The number of articles can be set from 1 to 4.)



- Click "Save" to save your changes, close the settings panel and go back to the Scheduler once you have finished changing the settings.

## 5. Schedule Articles

The Open Slot: Drag an article here feature provides the user the ability to move an article amongst three zones within the Scheduler application.



### Schedule an Article

Scheduling an article is as easy as drag & drop in the Scheduler tool.

To **Schedule an Article**, do the following:

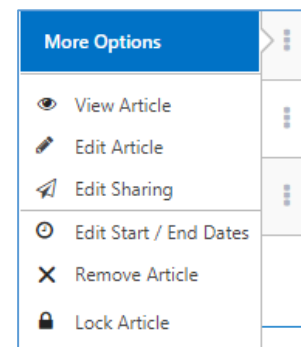
1. Open the Scheduler tool from the SiteGovern Launcher.
2. Select the website you wish to schedule from the dropdown.
3. Position your cursor on the article to be moved.
4. 'Grab' the article with your cursor and then 'drag' the article towards the desired zone.  
*Note: Users can now drag the item from "Spotlight" or "Other News" Zone to Submitted Article to remove them from the same and press the "Save" button to stick them in the Submitted Article Zone.*
5. When the article is positioned over the 'OPEN SLOT: DRAG AN ARTICLE HERE' row.
  - o 'Drop/Release' the article.
6. The zone now displays the article that was moved from the 'Submitted Articles' zone.
7. Select the 'Save' button.
8. The message 'All articles have been saved' will be displayed.

### Remove an Article from the Scheduler

There are two ways to remove an article from the scheduler.

To **Remove an Article from the Scheduler** via the **More Options Menu**, do the following:

1. Open the Scheduler tool from the SiteGovern Launcher.
2. Select the website you wish to schedule from the dropdown.
3. Expand the zone you wish to remove the article from.
4. Open the More Options Menu for the article you wish to remove.
5. Choose "Remove Article" from the available options.
6. The article will be completely removed from the Scheduler.
7. Click "Save" to save your changes and close the scheduler.



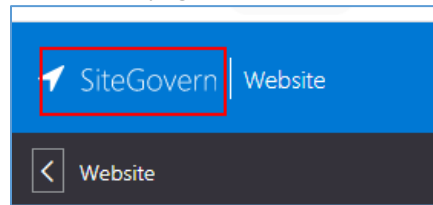
To **Remove an Article from the Scheduler** via **Drag & Drop**, do the following:

1. Open the Scheduler tool from the SiteGovern Launcher.
2. Select the website you wish to schedule from the dropdown.
3. Expand the zone you wish to remove the article from.
4. Position your cursor on the article to be moved.
5. 'Grab' the article with your cursor and then 'drag' the article towards the Submitted Articles zone.
6. Select the 'Save' button.
7. The message 'All articles have been saved' will be displayed.

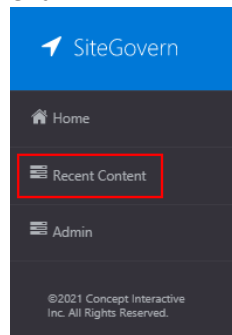
# Recent Content Overview

The Recent Content page is a library of all your website content. This list will store and contain all the content that has been created within the solution. This would consist of Postings, Events, Notifications, and Pages.

- Click on SiteGovern in the top left corner of the page.



- Click on Recent Content on left navigation menu.



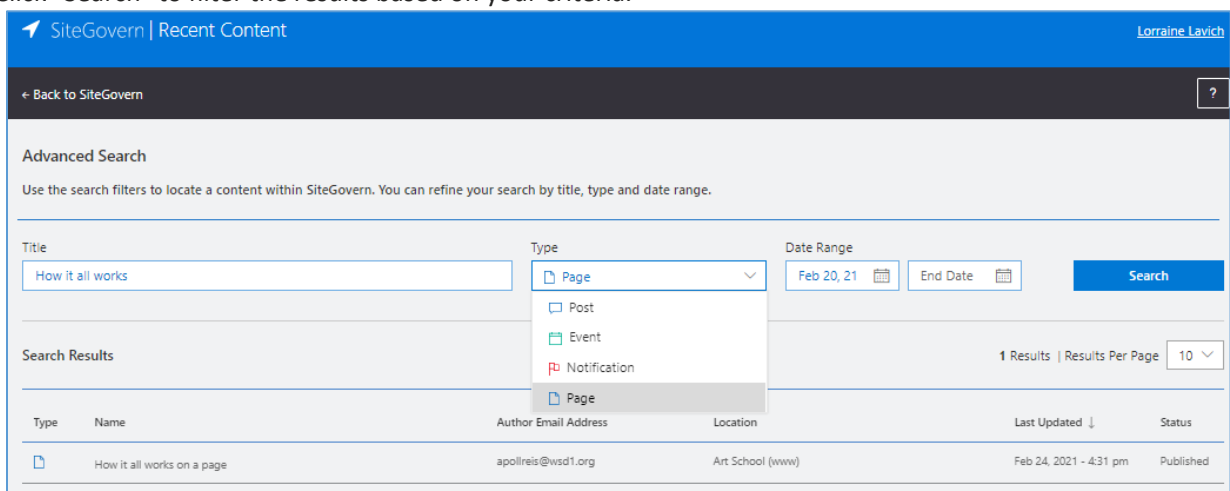
## 1. Advanced Search

Search for a specific piece of recent content using the Advanced Search filters.

### Make a Search

To **Search for a Recent Content Item**, do the following:

1. Navigate to the SiteGovern Launcher
2. Click "Recent Content" from the left navigation menu.
3. The Recent Content tool will open.
4. Enter the title of the content you wish to search for.
5. Choose a content Type from the dropdown.
6. Enter a Start and End Date.
7. Click "Search" to filter the results based on your criteria.

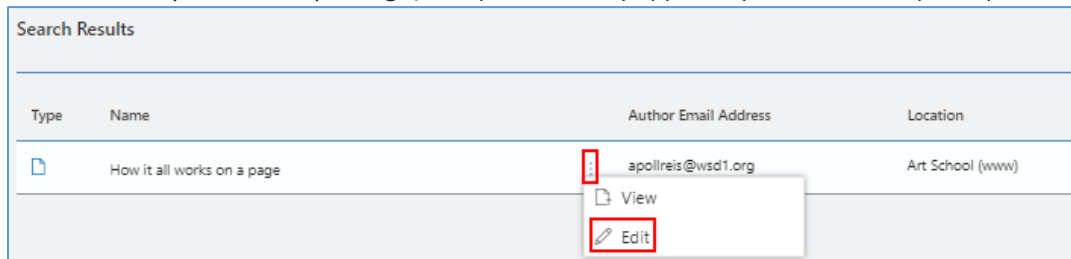


## 2. Search Results

Once you have made your search, the results will appear below the search area.

The 9 parts of the Search Results area are:

1. **Number of Results/Results Per Page** - Outlines the number of results that returned from your search. Results per-page is a dropdown which allows users to define how many results appear on the page.
2. **Type** - The type outlines the icon for the content type.
3. **Name** - The name of the posting (in the search results). Clicking the name will take you to the posting. Results can be sorted alphabetically.
4. **Author Email Address** - The email address of the author.
5. **Location** - The location where the content was published.
6. **Last Updated** - The date/time when the posting was last updated. (You can sort from newest to oldest or reverse.)
7. **Status** - The status of the posting.
8. **More Options** - Options include:
  - o **View** - Will take you to the posting.
  - o **Edit** - Will let you edit the posting. (this option will only appear if you have the required permissions to edit.)



9. **Pagination** - Navigate through the pages of search results.

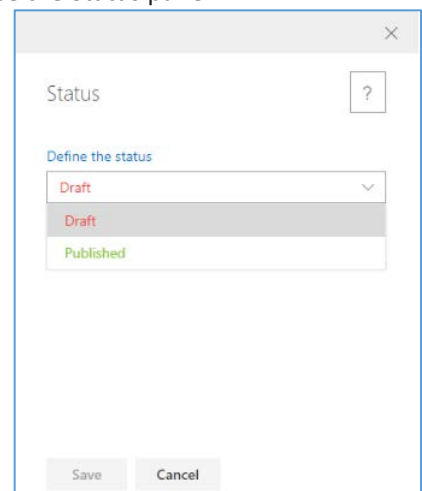
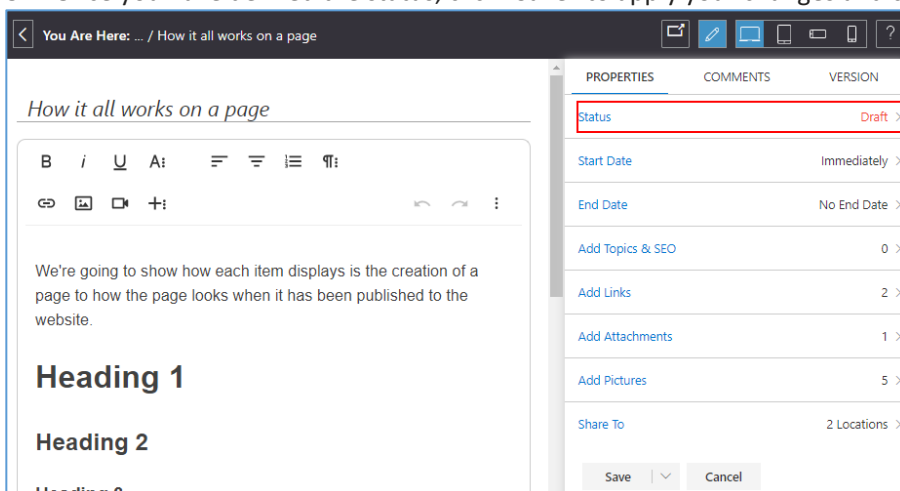
## Content Features Status

The status option lets you define how your content will be handled inside the CMS.

- **Draft** content is visible internally and can be modified until it is ready.
- **Published** content is visible to the public.

To **Define the Status**, do the following:

1. Begin editing the content you wish to change the status of.
2. Select the Status feature from the Properties panel on the right.
3. The Status panel will open.
4. Choose either **Publish** or **Draft** from the dropdown.
5. Once you have defined the status, click "Save" to apply your changes and close the Status panel.

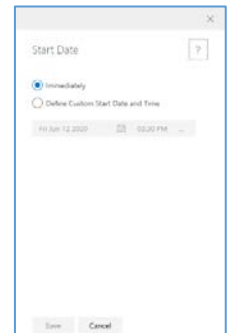
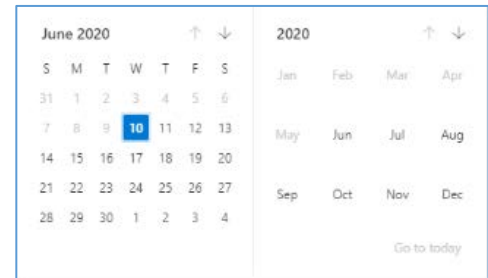


# Start Date

The start date controls when the content becomes visible on the website. Content set to "**Immediately**" will be visible once the status has been changed to "**Published**". A custom start date can be set inside this panel.

To **Set a Start Date**, do the following:

1. Begin editing the content you wish to set the Start Date for.
2. Select the Start Date feature from the Properties panel on the right.
3. The Start Date panel will open.
4. By default, the Start Date will be set to "**Immediately**" and will be visible once the status has been changed to "**Published**".
5. Choose "**Define Custom Start Date and Time**".
6. Click the date to open the Date Picker tool.
7. Choose the Date for your content to be published on.
8. Choose a Time for your content to be published from the dropdown.
  - o The times are rounded to 15-minute intervals.
9. Once you have defined the Start Date, click "Save" to apply your changes and close the Start Date panel.

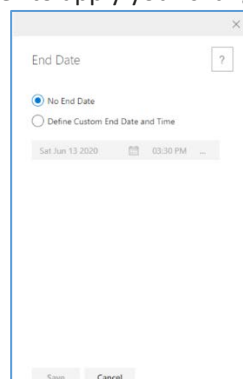
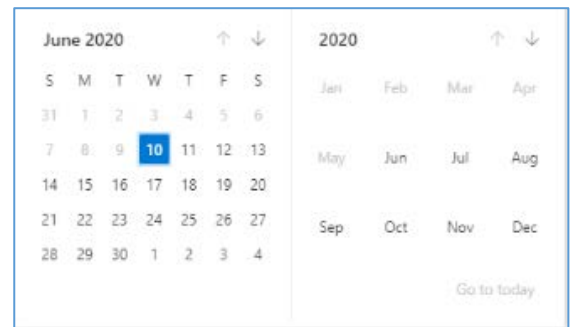


# End Date

The end date controls when the content is no longer visible on the website. Content that has passed its end date is kept inside SiteGovern with an "**Archived**" status. Authorized delegates can re-publish this content in the future if necessary.

To **Set an End Date**, do the following:

1. Begin editing the content you wish to set the End Date for.
2. Select the End Date feature from the Properties panel on the right.
3. The End Date panel will open.
4. By default, the End Date will be set to "**No End Date**" and will never be archived.
5. Choose "**Define Custom End Date and Time**".
6. Click the date to open the Date Picker tool.
7. Choose the Date for your content to be archived on.
8. Choose a Time for your content to be archived from the dropdown.
  - o The times are rounded to 15-minute intervals.
9. Once you have defined the End Date, click "Save" to apply your changes and close the End Date panel.



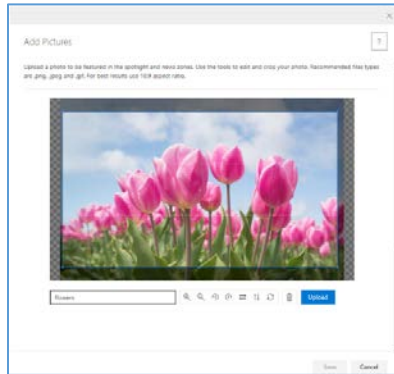
# Add Pictures

Use this property to add featured pictures inside your content. Images can be optimized and cropped through the interface.













- The **first picture** in this listing will be used as the **featured image**.
- The **featured image** will appear inside the **hero** and **newsfeed zones** across the websites. Multiple pictures can be added and will be featured in the gallery zone of your content.

To **Add a Photo**, do the following:

1. Begin editing the content you wish to add a photo to.
2. Select the Add Pictures feature from the Properties panel on the right.
3. The Add Pictures panel will open.
4. Click the zone to add a photo. You can also drag and drop a photo from your computer to upload.
5. The file browser will open. Browse for the photo you wish to upload and click "Open".
  - o Recommended file types are **.png, .jpeg** and **.gif**.
  - o For best results use **16:9 aspect ratio**.
6. The edit image interface will now open.
7. Crop your photo using highlighted zone on your image.



8. Use the image tools provided to edit your image as needed. The features available are:
  - o **Zoom In** - Zoom your photo in.
  - o **Zoom Out** - Zoom your photo out.
  - o **Rotate Counter-Clockwise** - Rotate your photo counter-clockwise.
  - o **Rotate Clockwise** - Rotate your photo clockwise.
  - o **Flip Horizontal** - Flip your photo horizontally.
  - o **Flip Vertical** - Flip your photo vertically.
  - o **Reset Picture** - Reset the changes to your photo.
  - o **Delete** - Delete your photo.
9. Add a description for your image. The image description is **\*required**.
10. Click "Upload" to add the photo to your content.
11. Once your photo has been uploaded you will see it in the list below.  
The **first photo** in the list is set as the **Featured Image** for your content.

Order	Name	
1.	 flowers	  
2.	 grad	  
3.	 Student-Lunch	  

12. To **Re-Order** your photos, drag and drop them using the "grab" icon.
13. To **Edit** your photos, click the "Pencil" icon on the right to open the image editing tools.
14. To **Delete** a photo, click the "Trash Can" icon on the right, your photo will be removed.
15. Once you have finished adding/editing your photos, click "Save" to close and add your photos to the content.

# Add Attachments

Add attachments allows you to include uploaded files inside the Resources zone of your content. Attachments will display the icon based on the file type uploaded.

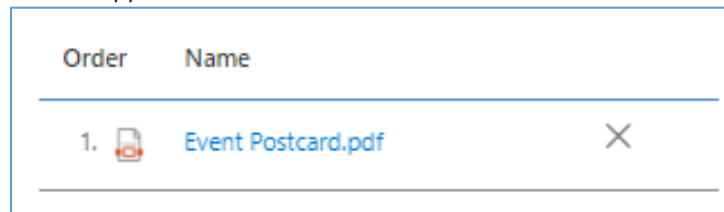
- Allowed attachment types [.docx / .doc / .xls / .xlsx / .ppt / .pptx / .mdb / .one / .xml / .pdf / .vsd / .vsdx]  
**It is recommended to upload pdf documents only.**
- Each attachment added will appear in the content type view in the order they were added.
- The Add Attachment is an optional feature.
- Users are allowed to add multiple attachments but the Add Attachment application deals with a single attachment at a time.

## Choose a File from your Computer

To allow the user to add an attachment to their content type that resides on their personal computer, tablet, or mobile device.

To **Add an Attachment**, do the following:

1. Begin editing the content you wish to add attachments to.
2. Select the Add Attachments feature from the Properties panel on the right.
3. The Add Attachments panel will open.
4. Click "**Choose a file from your computer**".
5. The browser window will appear.
  - Select the document you wish to upload.
  - Click on "Open" to upload the selected document.
6. Your uploaded document will now appear in the list below.



7. To **Remove a document**, click the "X" icon next to the document you wish to remove.  
**Note:**
  - Deleting the Content Type, (Page, Post, Event, Notification), will also remove any attachments uploaded directly from the user's computer. They will also be removed from the search results after a short time.
  - Documents from the Media Library will **not** be removed or hidden from search results.
8. Once you have uploaded the documents you wish to add, click "Save" to close the panel and add your attachments.

## From URL

To allow the user to add an attachment to their content type that resides on a URL website address.

To **Add an Attachment from a URL**, do the following:

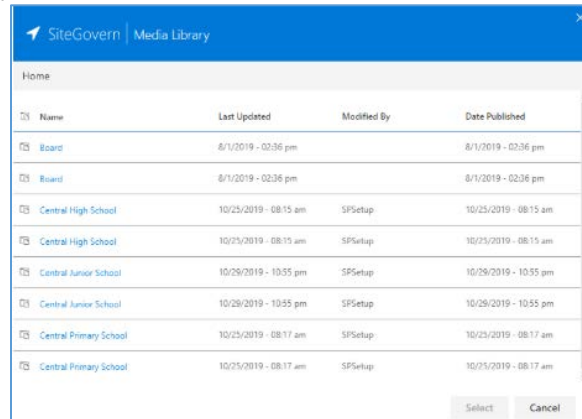
1. Begin editing the content you wish to add attachments to.
2. Select the Add Attachments feature from the Properties panel on the right.
3. The Add Attachments panel will open.
4. Click "**From URL**".
5. Enter or copy/paste the URL website address where the attachment resides.  
*For example: Paste the website <http://m.dominospizza.co.nz/media/348108/nz0966-pulled-beef-6pp-counter-menu-may-.pdf> in the window pane.*
6. Select 'Open in new tab'.
7. Click "**Add**" to upload your document.
8. To **Remove a document**, click the "X" icon next to the document you wish to remove.
9. Once you have uploaded the documents you wish to add, click "Save" to close the panel and add your attachments.

## Add an Attachment from the Media Library

To allow the user to add an attachment to their content type from the Media Library.

To **Add an Attachment from the Media Library**, do the following:

1. Begin editing the content you wish to add attachments to.
2. Select the Add Attachments feature from the Properties panel on the right.
3. The Add Attachments panel will open.
4. Click "**The Media Library**".
5. The Media Library window will open.



6. Choose a document from the Media Library.
7. Click "Select" to add the document to your content.
8. To **Remove a document**, click the "X" icon next to the document you wish to remove.
9. Once you have uploaded the documents you wish to add, click "Save" to close the panel and add your attachments.

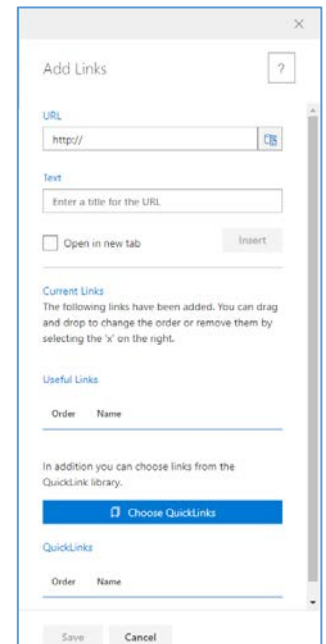
## Add Links

You can include a listing of useful links with the Add Links panel. Simply type in your link or browse for a file from the Media Library using the folder icon on the right. This list will appear inside the Useful Links zone of your content.

### Add a Link

To **Add a Link**, do the following:

1. Begin editing the content you wish to add links to.
2. Select the Add Links feature from the Properties panel on the right.
3. The Add Links panel will open.
4. Enter or copy/paste the URL website in the URL text box.
  - o You can also click the "Media" icon to add a link from the Media Library.
  - o Choose the file you wish to link to from the Media Library and click "Select".
5. Enter the display Text for your link.
6. Choose to either check Open in new tab, or have the link open in the same tab.
7. Once you are happy with your link click "**Insert**" to add it to the list below.
8. You may sort the Links by clicking and dragging items.
9. To **Remove a Link**, click the "X" icon next to the link you wish to remove.
10. Once you have inserted your links, click "Save" to close the panel and add your links to the content.



## QuickLinks

This feature is not available at this time.

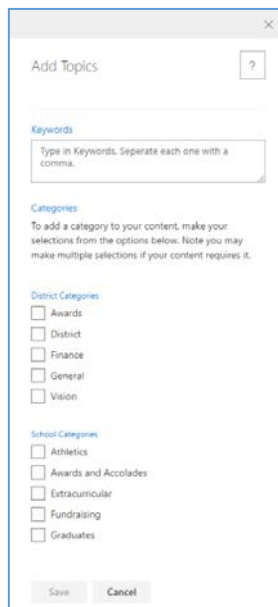


# Add Topics

Add topics to your content to improve SEO and meta-data classification. Topics, keywords, a description, and categories can be defined in this panel. Content that shares topics can be filtered inside the newsfeed.

To **Add a Topic**, do the following:

1. Begin editing the content you wish to add topics to.
2. Select the Add Topics feature from the Properties panel on the right.
3. The Add Topics panel will open.
4. Enter keywords or topics for your posting that will assist others performing a search.
5. Next, you can select the categories that apply to your posting, page, event, etc. You can select multiple categories if it makes sense to the posting.  
*Tip: Site administrators at the board/District level will have access to both the District and School Categories. Content authors at the school level will only see the School Categories.*
6. Once you have finished entering your topics and choosing the categories, click "Save" to close the panel and add your topics.



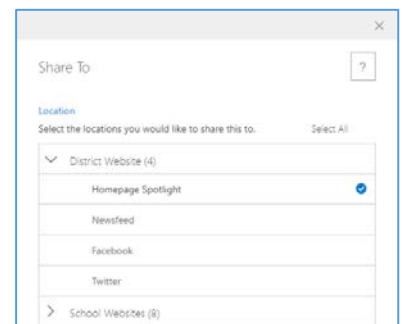
# Share To

With Share To, you can publish content to multiple locations in a single step however publishing only to your school website is permitted. If you wish to feature an item on the WSD website, please contact [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org).

**FYI:** Based on the user's role and permissions; not all websites outlined below will be visible to the user.

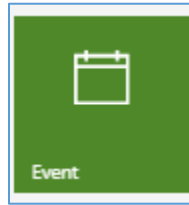
To **Share To**, do the following:

1. Begin editing the content you wish to Share To.
2. Select the Share To feature from the Properties panel on the right.
3. The Share To panel will open.
4. Click on the "Expand" button to display the websites associated with the chosen category.
5. Select the checkbox next to your school's name. (Do not "Select All")
6. To Share To an entire category, Click the checkbox next to the category you wish to share your content to. This will highlight all sub-locations for the category.
7. Click "Save" to save your locations and close the Share To panel.



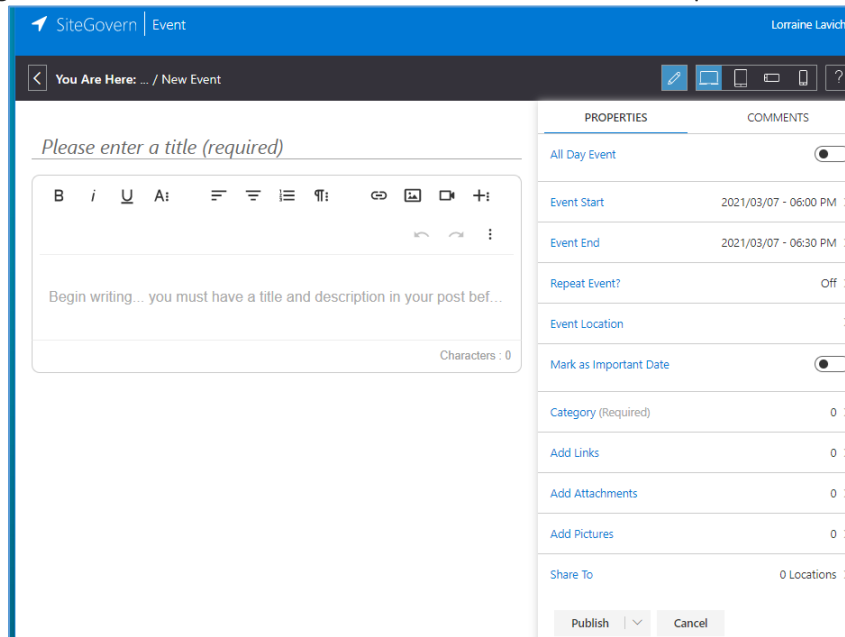
# Calendar Events

From the SiteGovern launcher, click on the Event tile.



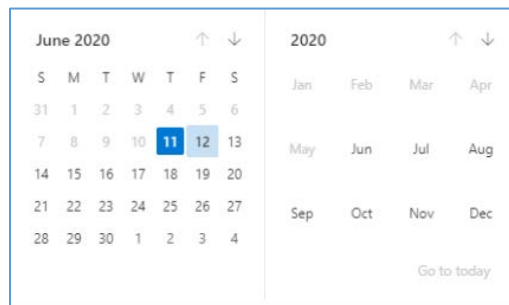
## Event Start

The start date controls when the content becomes visible on the website. Content set to "Immediately" will be visible once the status has been changed to "Published". A custom start date can be set inside this panel.



To **Set the Event Start**, do the following:

1. Begin editing the event you wish to set the Event Start for.
2. Select the Event Start feature from the Properties panel on the right.
3. The Event Start panel will open.
4. Click the date to open the Date Picker tool.



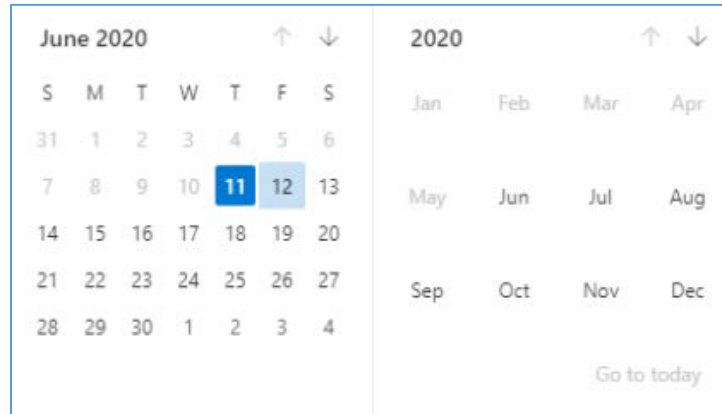
5. Choose the Start Date for your event.
6. Choose a Time for your event from the dropdown.
  - o The times are rounded to 15-minute intervals.
7. Once you have defined the Event Start, click "Save" to apply your changes and close the Event Start panel.

## Event End

The end date controls when the content is no longer visible on the website. Content that has passed its end date is kept inside SiteGovern with an "Archived" status. Authors can re-publish this content in the future if necessary.

To **Set the Event End**, do the following:

1. Begin editing the event you wish to set the Event End for.
2. Select the Event End feature from the Properties panel on the right.
3. The Event End panel will open.
4. Click the date to open the Date Picker tool.



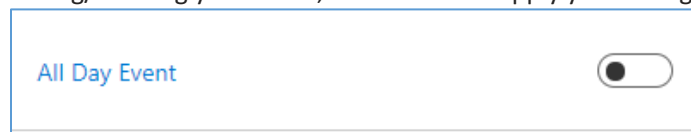
5. Choose the End Date for your event.
6. Choose a Time for your event to end from the dropdown.
  - o The times are rounded to 15-minute intervals.
7. Once you have defined the Event End, click "Save" to apply your changes and close the Event End panel.

## All Day Event

An All-Day Event will set the event start and end times to 12AM to encompass the entire day.

To **Make an All-Day Event**, do the following:

1. Begin editing the event you wish to set as an All-Day Event.
2. Set the **All-Day Event toggle** to **On** (this is optional).
3. Once you have finished editing/creating your event, click "Save" to apply your changes and close the Event tool.

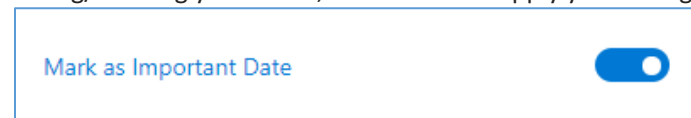


## Mark as Important Date

'Mark as Important Date' is a toggle that can be turned on or off. Events with this option turned on will appear in the calendar page printouts.

To **Mark an Event as an Important Date**, do the following:

1. Begin editing the event you wish to set as an Important Date.
2. Set the **Mark as Important Date toggle** to **On** (this is optional).
3. Once you have finished editing/creating your event, click "Save" to apply your changes and close the Event tool.



# Repeat Event

Use this tool to create repeating events for any criteria such as weekly meetings, anniversaries and birthdays as well as events that span across multiple days or other units of time.

Events can be repeated:

- **Daily** - Repeat an event every "X" number of day(s), or every weekday.
- **Weekly** - Repeat every "X" week(s) on any number of selected days in a calendar week.
- **Monthly** - Repeat day "X" of every "X" month(s), or the "X" "X" of every "X" month(s).

**Recurrence End Date** - Choose the interval between events. For example, to create an event that occurs every Monday, Wednesday, and Friday, choose a Weekly occurrence, then check the boxes for Mon, Wed, and Fri. To create an event that occurs on the first Friday of every month, choose a Monthly occurrence, then you can choose the first, second, third, fourth, or last option, and the day of the week.

## Daily

To **Repeat an Event Daily**, do the following:

1. Begin editing the event you wish to set as repeating.
2. Select the Repeat Event feature from the Properties panel on the right.
3. The Repeat Event panel will open.
4. Set the **Turn ON Recurrence toggle to On** (this is optional).
5. The Appointment Time, Recurrence Pattern, and Range of Occurrence options will appear.
6. Set a **Start** time, **End** time, and **Duration** from the dropdowns.
7. Choose the **Daily** option for Recurrence Pattern.
8. Choose Every "X" day(s) and set the number you wish to repeat your event by. Otherwise, choose Every Weekday.
9. Choose a Start for the Range of Recurrence using the Date Picker.
10. Select either End By to choose a date to end your recurring event from the available date picker or select End After to enter the number of occurrences to end your repeating event after.
11. Once you are finished setting your repeating event, click "Save" to save your changes and close the Repeat Event panel.

Repeat Event

Turn ON Recurrence

Appointment Time

Start: 04:00 PM

End: 04:30 PM

Duration: 30 minutes

Recurrence Pattern

Daily  Every 1 day(s)

Weekly  Every weekday

Monthly

Range of Recurrence

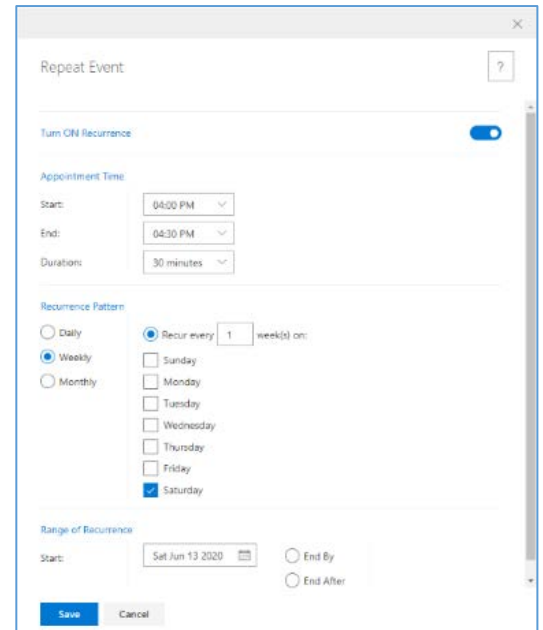
Start: Sat Jun 13 2020  End By  End After

Save Cancel

## Weekly

To **Repeat an Event Weekly**, do the following:

1. Begin editing the event you wish to set as repeating.
2. Select the Repeat Event feature from the Properties panel on the right.
3. The Repeat Event panel will open.
4. Set the **Turn ON Recurrence toggle to On** (this is optional).
5. The Appointment Time, Recurrence Pattern, and Range of Occurrence options will appear.
6. Set a **Start time, End time, and Duration** from the dropdowns.
7. Choose the **Weekly** option for Recurrence Pattern.
8. Enter the number of every "X" week(s) to recur your event on.
9. Select any number (above 0) of calendar weekdays to recur your event on.
10. Choose a Start for the Range of Recurrence using the Date Picker.
11. Select either End By to choose a date to end your recurring event from the available date picker or select End After to enter the number of occurrences to end your repeating event after.
12. Once you are finished setting your repeating event, click "Save' to save your changes and close the Repeat Event panel.

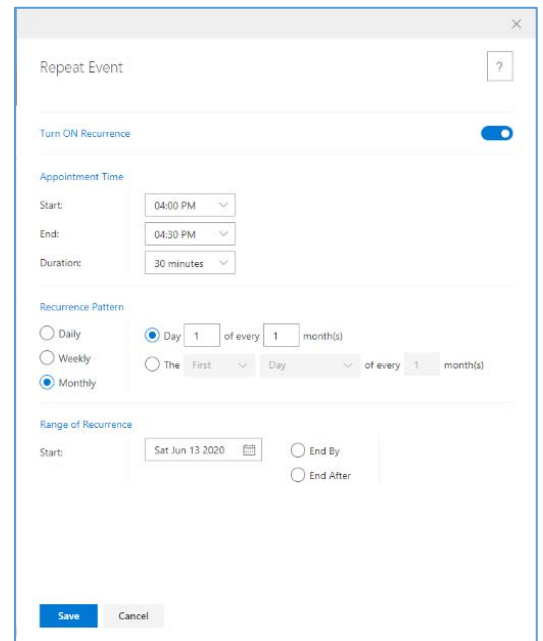


The screenshot shows the 'Repeat Event' dialog box. The 'Turn ON Recurrence' toggle is turned on. Under 'Appointment Time', the start is 04:00 PM, end is 04:30 PM, and duration is 30 minutes. Under 'Recurrence Pattern', the 'Weekly' option is selected, and the event recurs every 1 week(s) on Saturday. Under 'Range of Recurrence', the start date is set to Sat Jun 13 2020, and the 'End By' option is selected.

## Monthly

To **Repeat an Event Monthly**, do the following:

1. Begin editing the event you wish to set as repeating.
2. Select the Repeat Event feature from the Properties panel on the right.
3. The Repeat Event panel will open.
4. Set the **Turn ON Recurrence toggle to On** (this is optional).
5. The Appointment Time, Recurrence Pattern, and Range of Occurrence options will appear.
6. Set a **Start time, End time, and Duration** from the dropdowns.
7. Choose the **Monthly** option for Recurrence Pattern.
8. Choose to repeat day "X" of every "X" month(s)
  - o Enter a number for repeating ever "X" Day(s) and of every "X" month(s)
9. Choose to repeat The "X" "X" of every "X" month(s).
  - o Choose The: First, Second, Third, Fourth, or Last.
  - o Choose to repeat every: Day, Weekday, Weekend Day, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday.
  - o Enter a number of every "X" month(s).
10. Choose a Start for the Range of Recurrence using the Date Picker.
11. Select either End By to choose a date to end your recurring event from the available date picker or select End After to enter the number of occurrences to end your repeating event after.
12. Once you are finished setting your repeating event, click "Save' to save your changes and close the Repeat Event panel.



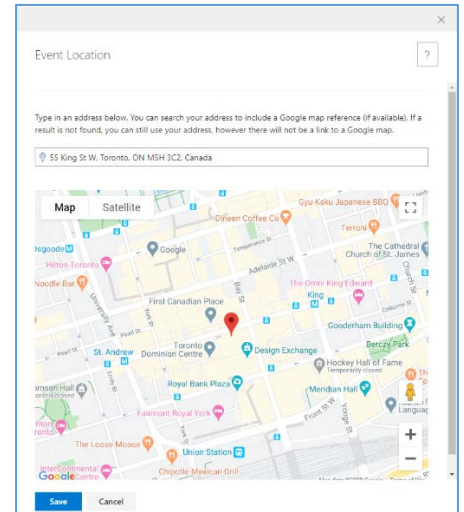
The screenshot shows the 'Repeat Event' dialog box. The 'Turn ON Recurrence' toggle is turned on. Under 'Appointment Time', the start is 04:00 PM, end is 04:30 PM, and duration is 30 minutes. Under 'Recurrence Pattern', the 'Monthly' option is selected, and the event repeats every 1 month(s) on the 1st day. Under 'Range of Recurrence', the start date is set to Sat Jun 13 2020, and the 'End By' option is selected.

## Event Location

If you're not sure what your venue will be, you can enter a city and province in the address field (or start typing for predictive completion). Your location will show up on a Google map below.

To **Add an Event Location**, do the following:

1. Begin editing the event you wish to add a location to.
2. Select the Location feature from the Properties panel on the right.
3. The Event Location panel will open.
4. Start typing a location into the input field.
5. As a location is being typed in, Google should check for the map reference...
6. Select an option from the suggested locations or finish typing your location.
7. You should now see a map preview of your location.
8. Click "Save" to close the Event Location panel and add the location to your event.

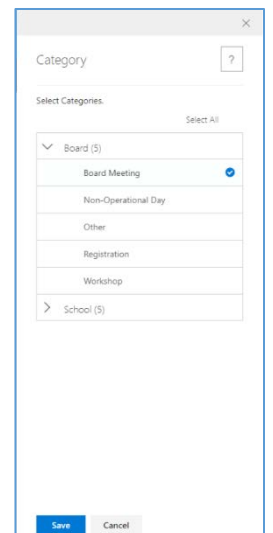


## Category

Pick categories to help people find your public event. You can select multiple categories from the different types of categories available. The Category is **\*Required** for an event.

To **Select Category(s)**, do the following:

1. Begin editing an event.
2. Select the Category feature from the Properties panel on the right.
3. The Category panel will open.
4. Click on the "Expand" button next to a category to view all of the sub-categories.
5. Select the checkbox next to all the categories you wish to apply to your content.
6. Click "Select All" to highlight all categories and sub-categories.
7. To choose an entire category and all sub-categories, click the checkbox for the category heading.
8. Click "Save" to add the selected categories to your event.



## Notification

The Notification Type feature allows division administration to publish specific notification types to the division website and school websites.

There are 3 standard notification types that the user can select:

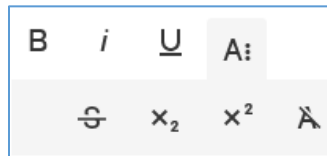
- Notification - an announcement needing premium attention over spotlight - Council Meeting, Open House
- Alert - Typically an announcement requiring special attention - Boil Water Advisory
- Emergency - an announcement typically of emergency nature - School Lockdown

Contact [sbsupport@wsd1.org](mailto:sbsupport@wsd1.org) if you require a notification to be posted on your school's website.

# WYSIWYG Editor

Take advantage of the 100+ features available inside the rich text editor to enhance your content.

## Text Format



The Text Format Options are:

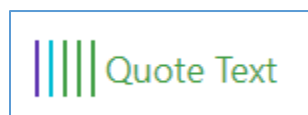
1. **Bold** - Make the highlighted text bold.
2. **Italic** - Make the highlighted text italic.
3. **Underline** - Make the highlighted text underlined.
4. **Strike Through** - Make the highlighted text Stricken through.
5. **Sub Script** - Add subscript to your text.
6. **Super Script** - Add super script to your text.
7. **Clear Formatting** - Clear the highlighted text's format.

## Paragraph Options



The Paragraph Format Options are:

1. **Align Left** - Align your paragraph to the left.
2. **Align Center** - Align your paragraph centered.
3. **Align Right** - Align your paragraph to the right.
4. **Align Justify** - Unify differing aligned content.
5. **Ordered List** - Create an ordered list, by default this will be numerical based. The options for the ordered list are: Default, Lower Alpha, Lower Greek, Lower Roman, Upper Alpha, or Upper Roman.
6. **Unordered List** - Create an unordered list, by default this will be bullet points. The options for the unordered list are: Default, Circle, Disc, or Square.
7. **Paragraph Format** - The Paragraph Format option allows the user to select from a list of predefined font styles for their content. The predefined formats are: Normal, Heading 1, Heading 2, Heading 3, Heading 4, and Code. The predefined paragraph format colors are defined in the Site Themer.
8. **Paragraph Style** - The Paragraph Styles allows users to style their text using the predefined styles available. The styles are: Gray, Bordered, Spaced, and Uppercase.
9. **Line Height** - The Line Height defines how much white-space is between each line of a paragraph. Select a Line Height style from the available options: Default, Single, 1.15, 1.5, or Double.
10. **Increase Indent** - Increase the indent by 1 measure for the highlighted line(s).
11. **Decrease Indent** - Decrease the indent by 1 measure for the highlighted line(s).
12. **Quote Options** - Increase or Decrease the number of Quote Style Lines. After the 3rd increase, the color will not change further. Example of 5 increases:

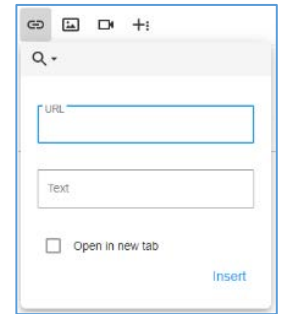


## Insert Link

The Insert Link allows the users to insert a link directly into their content.

To **Insert a Link**, do the following:

1. Begin creating or editing the content you wish to add a link to.
2. Highlight text or select a blank line and click "Insert Link" from the options in the WYSIWYG editor.
3. The Insert Link dropdown will open.
4. Enter a URL for your link.
  - The URL must begin with `http://` or `https://`.
5. Enter the text to be displayed for your link.
  - o If you have highlighted text before selecting "Insert Link" it will appear in the Text field.
6. Choose whether to open your link in a new tab (optional).
7. Click "Insert" to insert your link into the content.

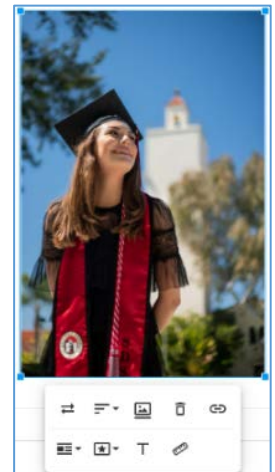
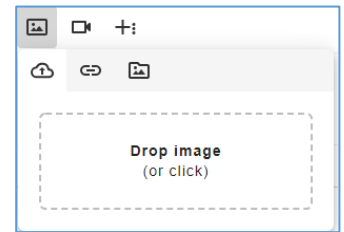


## Insert Image

Insert Image allows the user to add an image directly into their content.

To **Insert an Image**, do the following:

1. Begin creating or editing the content you wish to add an image to.
2. Click "Insert Image" from the options in the WYSIWYG editor.
3. The Insert Image dropdown will open.
4. To **Insert an Image from your computer**:
  - o Drag and drop an image into the highlighted zone or click the zone to open the file browser.
  - o Choose the file you wish to insert and select "Open".
  - o The Image will be added to your content.
5. To **Insert an Image from a URL**:
  - o Choose the URL option.
  - o Enter or paste the URL to your image into the input field.
  - o Click "Insert" to add the image to your content.
6. To **Insert an Image from the Media Library**:
  - o Choose the Media Library option.
  - o The Media Library window will open.
  - o Choose the image you wish to insert.
  - o Click "Select" to add the image to your content.
7. Your image will now be inserted into the content.
8. Use the blue points in the corners of your photo to resize while maintaining the aspect ratio.
9. Use the available image option to style your image.
  - o **Replace** - Open the Insert Image dropdown to replace your image source.
  - o **Align** - Align your image to the left, right, or center of the page.
  - o **Image Caption** - Add a caption below your image.
  - o **Remove** - Delete your image from the content.
  - o **Add Link** - Opens the Insert Link dropdown to add a link to your image.
  - o **Display** - Choose to display your image Inline or Break Text. Inline images will have content flow around them, Break Text images will take up an entire line.
  - o **Style** - Choose a style for your image: Rounded, Bordered, and Shadow.
  - o **Alt Text** - Add Alternative Text to your image. Alternative Text is **required** by law. If no Alt Text is provided, the image name will be used in its place.
  - o **Change Size** - Insert a custom Width and Height for your image.





## Insert Video

Insert Video allows the user to add a video directly into their content.

To **Insert a Video**, do the following:

1. Begin creating or editing the content you wish to add a video to.
2. Click "Insert Video" from the options in the WYSIWYG editor.
3. The Insert Video dropdown will open.
4. Enter or Paste a video URL into the field.
5. Alternatively, you can choose to Embed Code into the content to insert your video.
6. Click "Insert" to add the video to your content.
7. Your video will now be inserted into the content.



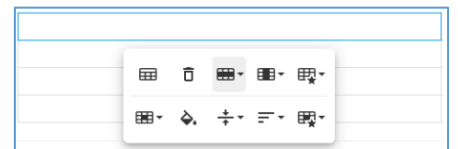
8. Use the blue points in the corners of your video to resize. If the aspect ratio is not maintained, black bars will appear on the top and bottom of your video to avoid distortion.
9. Use the available options to style your video.
  - o **Replace** - Open the Insert Video dropdown to replace your video source.
  - o **Remove** - Delete your image from the content.
  - o **Display** - Choose to display your video Inline or Break Text. Inline videos will have content flow around them, Break Text videos will take up an entire line.
  - o **Align** - Align your video to the left, right, or center of the page.
  - o **Change Size** - Insert a custom Width and Height for your video.

## Insert Table

Insert Table allows the user to insert a table directly into their content.

To **Insert a Table**, do the following:

1. Begin creating or editing the content you wish to add a table to.
2. Click "Insert Table" from the options in the WYSIWYG editor.
3. The Insert Table dropdown will open.
4. Choose a number of columns and rows. The current table maximum is **10x10**.
5. Your table will be inserted into the content.
6. Select a cell in the table to view the table options.
7. Use the available options to style your table.
  - o **Table Header** - Adds a header row to the top of your table.
  - o **Remove Table** - Removes the table from your content.
  - o **Row** - Gives the option to: Insert Row Above, Insert Row Below, and Delete Row.
  - o **Column** - Gives the option to: Insert Column Above, Insert Column Below, and Delete Column.
  - o **Table Style** - Gives the option to choose: Dashed Borders, Alternate Rows, and No Border.
  - o **Cell** - Gives the option to Merge Cells, Vertical Split, or Horizontal Split.
  - o **Cell Background** - Choose a predefined color or use the hex code to add a background color to the selected cell(s).
  - o **Vertical Align** - Aligns the content in the cell to the: Top, Middle, or Bottom.
  - o **Horizontal Align** - Aligns the content in the cell to the: Left, Center, or Right.
  - o **Cell Style** - Choose between either Highlighted or Thick cell styles.

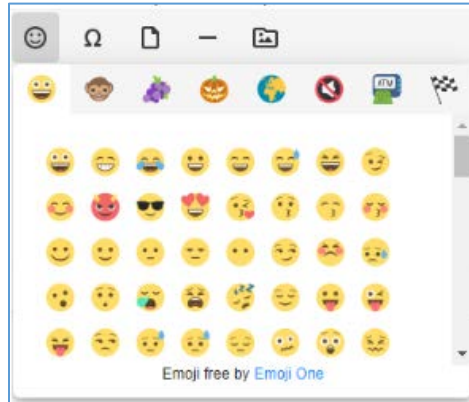


## Special Characters and Emoticons

Express your emotions easier with emoticons and special characters rather than words.

To **Insert Special Characters and Emoticons**, do the following:

1. Begin creating or editing the content you wish to add a table to.
2. Click "Emoticons" or "Special Characters" from the options in the WYSIWYG editor.
3. The selected option will open.



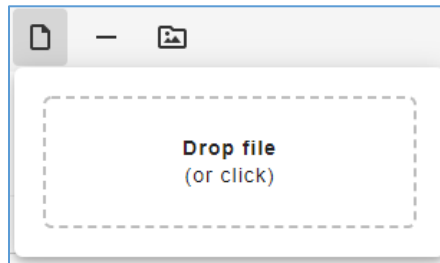
4. Choose an Emoticon or Special Character from the available options.
5. Click the chosen character to insert it into your content.

## Upload a File

Upload a File directly into your content using the upload file feature of the WYSIWYG editor.

To **Upload a File**, do the following:

1. Begin creating or editing the content you wish to upload a file to.
2. Click "Upload File" from the options in the WYSIWYG editor.
3. The Upload File dropdown will open.



4. Drop or click to browse and insert your file.
5. Once your file is uploaded to the content, you can style it using the available options.
  - o **Open Link** - Opens the link to the uploaded file.
  - o **Style** - Choose between Green or Thick styles for your file.
  - o **Edit Link** - Opens the Link dropdown to edit the link to the uploaded file.
  - o **Unlink** - Removes the file from your content.

## Insert Horizontal Line

Use horizontal rules to separate your edited content and split it into pages when the content is printed.

To **Insert a Horizontal Line**, do the following:

1. Begin creating or editing the content you wish to insert a horizontal line to.
2. Click "Insert Horizontal Line" from the options in the WYSIWYG editor.
3. Your line will now be inserted into the content.

# Media Library

Use the Media Library feature to upload files and images directly from the Media Library into your content.

To **Add a File from the Media Library**, do the following:

1. Begin creating or editing the content you wish to insert a file to.
2. Click "Media Library" from the options in the WYSIWYG editor.
3. The Media Library window will open.
4. Choose the file you wish to insert.
5. Click "Select" to add the file to your content.

# Keyboard Shortcuts

## Inline Editor (PC)

Show the editor: Ctrl+E

## Common actions

Copy: Ctrl+C

Cut: Ctrl+X

Paste: Ctrl+V

Undo : Ctrl+Z

Redo: Ctrl+Shift+Z

Insert Link: Ctrl+K

Insert Image : Ctrl+P

## Basic Formatting

Select All : Ctrl+A

Bold: Ctrl+B

Italic: Ctrl+I

Underline : Ctrl+U

Strikethrough: Ctrl+S

Increase Indent: Ctrl+]

Decrease Indent: Ctrl+[

## Quote

Increase quote level: Ctrl+'

Decrease quote level: Ctrl+Shift+'

## Image / Video

Resize larger: Ctrl++

Resize smaller: Ctrl+-

## Table

Select table cell: Alt+Space

Extend selection one cell: Shift+Left/Right arrow

Extend selection one row: Shift+Up/Down arrow

## Navigation

Shortcuts: Ctrl+/  
Focus popup / toolbar: Alt+F10

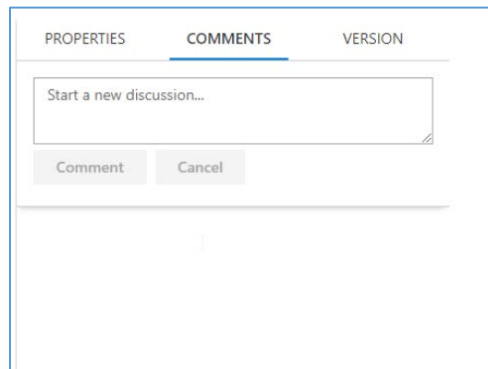
Return focus to previous position: Esc

# Comments

The comments tab allows you to view, create, and manage internal notes for your content. You can use the more options menu to manage authored comments.

Select the "Start new discussion" button to open the create comment field. Select "Comment" to post your internal comment to the content.

Use the more options menu to edit or delete the selected comment. Access to edit and delete comments is based on the user's role within the school/board.



# Version

The version history tab allows you to view and restore previous versions of your content. Versions are listed in descending order. The current version is located at the top of the list.

You can preview what the selected version of your content looks like before restoring. Restoring will archive the current content and publish the selected version.

To **Restore a Previous Version of the Content**, do the following:

1. Navigate to the "VERSION" tab.
2. Select a previous version from the list (previous versions have green sidebars and a blank checkbox).
3. The user can then select "Restore This Version" to restore the currently previewed and selected version.
4. Users can optionally select "Cancel" to close the preview and un-select the previous version.
5. After a version is restored users should see the "Version Updated!" message in the command bar.

