

Commonly Used Data Driven Content Blocks

All content for the following is managed via the Module, not at the page level.

- 1. Calendars
- 2. News/Newsletters
- 3. Spotlights
- 4. Photo Galleries

Each of these require a "container" to be created to organize the items

- 1. Calendar contains Events
- 2. News Section contains News Articles or Newsletters
- 3. Spotlight Group contains spotlights
- 4. Photo Gallery contains photos

	Images/Files	
	Photo Gallery	
雦	Calendars	
Ŷ	News	
۲	Spotlights	

This allows you to share items. For Example, you can create a News Article for the District News and share to all the Building News Sections.

Calendar Presentations / Options

- 1. Offers 3 Presentations:
 - Mini Calendar •
 - **Upcoming Events** •
 - Month/ Agenda View •
 - Has "select calendars" option
- 2. All Calendars support iCAL
 - allows parents / students to subscribe •

									Upco	ming Events
	SE	PTE	MBE	R 20	15	Ð	٦	l	OCTOBI APHS F 5:30 PM	all Music & Art S
		1	2	3	4	5			OCTOBI No Sch	ER 24 ool for Students
	7	8	9	10	11	12			остов	
3	14	15	16	17	18	19				sting/APHS the Ribbon
0	21	22	23	24	25	26			10:00 A	
7	28	29	30						OCTOBI High So	E <mark>R 27</mark> hool Credit Rec
										Elementary Stu District Calenda Oct 31 8:30 AM to 11 at Savings Time shool College Ap

OCTOBER 22	
APHS Fall Music & Ar	t Show
5:30 PM	

CTOBER 27 High School Credit Recovery Begins

CTO allov

- Elementary Students Half Day District Calendar leme :30 A
- Oct 31 8:30 AM to 11:40 AM OVE
- Vigne savings nime enus
- igh School College Application Week



Select Calen	dars to View	
2 selected		
October 201	14	
Oct 1	12:00 AM	National Walk to School Day District Calendar
Oct 1	12:00 AM	Student Count Day District Calendar
Oct 2	6:30 PM	Elementary PTA Meetings District Calendar
Oct 8	12:00 AM	Progress Report Reminder for Grades 6-12 District Calendar

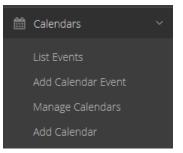


Managing Calendars / Events

Add Calendar

Select the "Add Calendar" option under Calendars (may not be an option if don't have permissions)

Add Calendar		
Name *	My District Calendar	~
Calendar Type	Internal Foxbright Calendar	~



Adult Learning

Your Event

09/19/2018

All Day

~

Add Calendar Event

Primary

Calendar *

Event Title *

Date(s):*

Add Calendar Event

Select "Add Calendar Event" under Calendars

- Select Calendar to display event on
- Event Name/Title
- Start and End Date (and time)
- Location
- Cost
- Description
- Document

Edit Calendar Event

Select "List Events" under Calendars

- Find an event by:
 - o Title, date, calendar
- Click the gear next to the event title and select "Edit"
 - Update the event and save

Delete Calendar Event

Select "List Events" under Calendars

- Find an event by:
 - Title, date, calendar
- Click the gear next to the event title and select "Delete"
 - $\circ\quad \text{Confirm and Delete the event}$

Purge Old Events

Select "Manage Calendars" under Calendars

- Find your calendar in the list
- Click the gear and select "Purge Old Events"
- Enter the Start/End date of events to be purged
- Click confirm and Next
- You will see a list of events that will be purged
- Select Purge

Purge Calendar Events
Directions: • Select a date range for the events purge.
Name
Adult Learning
Start Date
End Date *
!
Enter a date in the format MM/DD/YYYY
Check to confirm that you really wish to purge events the calendar "Adult Learning"?

~

~

09/19/2018

Enter a date in the format MM/DD/YYYY



News

• News (Press Releases, Articles)

Newsletters (shows link to the Newsletter document)

News

- Title, Date, Archive Date and Headlines News Archive
- Summary best to keep pithy
- Details for the bulk of information
- Links can link to 3rd Party article or documents

Newsletters

- Links to a document
- News is date driven

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- Publish Date
- Archive/Expire Date

Use News for:

- Daily or Weekly Announcements
- Newsletters
- Important announcements

Managing News / Articles

Add News Section

Select the "Add Calendar" option under Calendars (may not be an option if don't have permissions)

Add News Sect	tion
Name *	My News Section
Type *	News
Building	(No Building Specified)
Allow Sharing Articles	• Yes 🔿 No

District News

Jan. 17,24,31 & Feb. 7,14,28 U.S. Baseball Academy Coming to Clarenceville

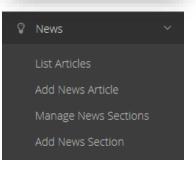
U.S. Baseball Academy's Spring Training 2015 is a unique concept that catching training programs and instruction by some of the area's best coaches. More Information

Dec 6, 2014

Clarenceville Middle School received the "Quality Award." Twenty-four area robotics teams from 13 different schools put their science and engineering skills to the test at the 3rd annual Oakland County Competitive Robotics Association (OCCRA) Championships held at Oakland Schools in Waterford on Saturday, December 6, 2014. Read More

Newsletters 🔕

- 🗎 May June 2015
- 🗎 April 2015
- February 2015
- December 2014-January 2015
- November 2014
- October 2014
- 🖹 September 2014



- Name
- Type: News or Newsletters
- Building: (should be selecting if using Themes and not a District section)
- Allow Sharing can turn off, if articles should never be shared via twitter, facebook, email



Add News Article

Select "Add News Article" under News

Add News Art	icle			
Information			Headlines	
Primary News Section *	My News Section	~	Display in News Headlines	• Yes 🔿 No
Article Title	This is My News Article	✓	Headlines End Date	10/24/2018
Article Subtitle Publish Date*	08/01/2018	✓	Display Da	otite: Only shows on "News Page" ate: Use to override the publish date End Date: when article no longer
Display Date	Enter a date in the format MM/DD/YYYY Enroll by October 23, 2018	•	shows in "	Headline" News ring: option to turn off share for a
Archive Date*	12/31/2018 Enter a date in the format MM/DD/YYYY			
Allow Sharing	• Yes 🔿 No			

Required

- Select News Section
- Enter a Title
- Publish Date when the News Article will show on website
- Archive Date when article will be moved to Archives

News Details Options

- Summary will show on Headlines / News Article list
- **Details** must click a link to view
- **Document / Link** can upload and link to a document or paste in link to 3rd party link/google doc

Edit News Article

Select "List Articles" under News

• Locate article by title, news section or date

Click the gear to the right of the article and select "Edit"

• Update the article and **Save**



Add Newsletter

Select "Add News Article" under News

Select the Newsletter section – this will change the form

- Article Title used for the link text (make sure it is unique and descriptive)
- Publish Date when to show on website
- Archive Date when to move to archives
- Documents where to upload the newsletter or link to google document

Add News Article

Information		Documents
Primary News Section *	Newsletter ~	+ Add Link Attachment + Add (Upload) File Attachment
Article Title	September 2018 Newsletter	
Publish Date *	09/03/2018 Enter a date in the format MM/DD/YYYY	
Archive Date*	11/30/2018 Enter a date in the format MM/DD/YYYY	
Allow Sharing	• Yes 🔿 No	

Edit Newsletter

Select "List Articles" under News

• Locate newsletter by title, news section or date

Click the gear to the right of the article and select "Edit"

- Update the newsletter and Save
 - \circ $\;$ You may have to delete the file and upload a new file

Delete News Article/Newsletter

Select "List Articles" under News

- Find the news article/newsletter by:
 - Title, date, news section
- Click the gear next to the article title and select "Delete"
 - Confirm and Delete the article/newsletter

Purge News Articles/Newsletters

Select "Manage News Sections" under News

- Find your News Section in the list
- Click the gear and select "Purge News Articles"
- Enter the Start/End date to be purged
- Click confirm and Purge Articles

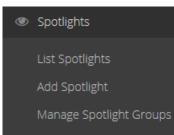


Spotlights

- Unlike news not date driven
- Has visual interest
- **Best Practices**
 - Keep Title to 1 or 2 lines •
 - Keep description short •
 - If more information can link to a page or a document
- **Display Options**
 - Modify how spotlights are displayed •
 - Modify spotlight button controls

Use Spotlights for:

- Quick Links •
- Points of Pride
- Enrollment •



Add Spotlight Group

Meijer Community Rew



child. More..

SPOTLIGHTS

Program Algonquin is a participating member in the Meijer Community Rewards



NWEA Testing Information for

Parents Algonquin Students will be tested explaining why we are using this and how it will benefit your



Photo Gallery

List Photo Galleries

Photo Gallery

Display Options for Web Pages:

- 1. Slideshow can set manual / auto rotate & speed; Add photo captions
- 2. Photo Board Tile Layout with captions

Add Photo Gallery

Select Add Photo Gallery under Photo Gallery Enter the Gallery Name & Next

Add Photos to Gallery

- Select List Photo Galleries under Photo Gallery ٠
 - Find your gallery by name, click gear an
- Select New Image to Upload •
- Enter Alt Text (if non-decorative) •
- Enter Name/Description for caption •
- Save

Add Gallery to Web Page

- Edit Web Page & select "Add Block"
- Select "Photo Gallery" or "Photo Board" •
- Add Block •
- Select you Photo Gallery and options
- Save

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elect Photo	▲ Select New Image to Upload		
	the picture for ADA compliance. is for decoration only. Otherwise please describe the content conveyed by the photo.		
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k Text			~
en Link in New Window	• Yes O No		_