



Administrator Guide

Chapter 2

SitePublish:

Content Management System

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About this Guide

This guide has been designed to help administrators make the best use of the SharpSchool's system. The following chapters are divided into individual modules and contain important information in the form of *Reminders*, *Notes* and *Tips*. Pay attention to these alerts as they will prevent you from making common mistakes.

Large organizations often distribute administrative tasks amongst a pool of users. However, if you are an administrator at your district or school, and do not see some of the tools mentioned in this manual, it is because of the permission settings applied at the district level. Nonetheless, you will still have the ability to perform many of the tasks mentioned in this manual as they are important for administrators to know and have access too.

Who Should Use this Guide

The contents of this guide are written for administrators who have some technical background. Primarily, this guide will be used by IT personnel and technical resources at organizations.

If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real sites. This eliminates the risk of you accidentally deleting or ruining anything on your real site.

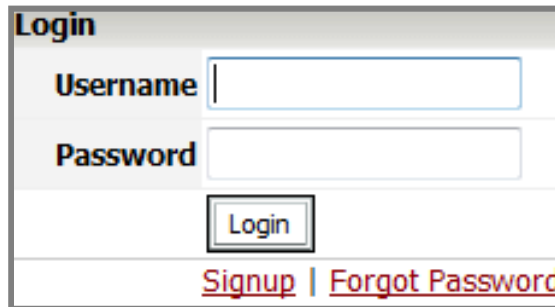
About Site Publish

SitePublish is SharpSchool's Content Management System (CMS). This system offers a typical, non-technical web user all the tools needed to create, edit and maintain content on websites. Like all software systems, *SitePublish* too contains a small set of vital information that is essential when navigating through the system. We will venture into further detail on these points further in the guide.



Accessing your Website

In order to use *SitePublish*, you must first log into your website. The login page to your school or district site will contain fields for the username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper left corner of your website.

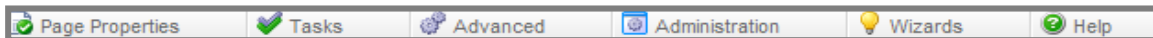


The image shows a login form with the following elements:

- Login** (Title)
- Username** (Label) with an input field
- Password** (Label) with an input field
- Login** (Button)
- [Signup](#) | [Forgot Password](#) (Links)

The Gray Tool Bar

As discussed in the previous chapter, the *gray tool bar* is divided into 6 main headings



- 1) **Page Properties**
- 2) **Tasks**
- 3) **Advanced**
- 4) **Administration**
- 5) **Wizards**
- 6) **Help**

The purpose of this manual is to elaborate on some of the topics that were covered in Chapter 1. This will include a detailed description of elements in the *Advanced Menu* bar and *Administration* menu. The *Wizards* walkthrough is available in a separate manual.

I. Advanced Menu

The *Advanced* menu comes third the row of menus in the *Gray Tool Bar*. Several topics under this menu have been covered in Chapter 1. The table below offers a comparison of the features that are available to system users and administrators.

Title	Permissions
Switch to Design Mode	Users and Administrators. Refer to Chapter 1
Page Properties	Users and Administrators. Refer to Chapter 1
Page Layout	Users and Administrators. Refer to Chapter 1
Save as Page Type	Only Administrators
New Portlet	Only Administrators
New Content Page	Users and Administrators. Refer to Chapter 1
New External Link Page	Users and Administrators. Refer to Chapter 1
Import New XML Page	Only Administrators
Move Page	Only Administrators
Copy Page	Only Administrators
View Local Portlets	Only Administrators

This manual will only contain explanations on topics that are exclusively for Administrators.

These include:

- Save as Page Type
- New Portlet
- Import New XML Page
- Move Page
- Copy Page
- View Local Portlets

1) Save as Page Type

Administrators have the ability to create pages with custom portlet *layouts* that can be made available to all users in the system. After creating a page with a particular range of *portlets*, simply click on *Save as Page Type*. This page type will now be available to add users when they go to add a new page under the *Page Properties* menu.



Note: If you save a specific page as a Page Type, then its subpages will also be associated with it as a default. For example, the Teacher Page type includes several other pages such as the Calendar and Photo Gallery as a default.

2) New Portlet

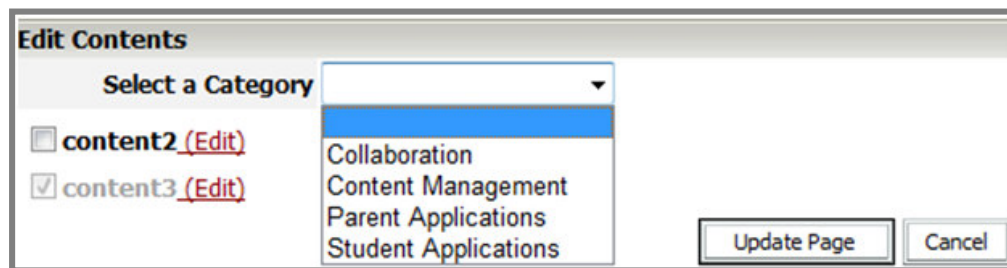
When sites are provisioned, a default range of *portlets* are made available to users. However, administrators have the ability to create custom portlets for users as well. The *New Portlets* tool is useful in situations where the default available portlets are not enough. In Chapter 1 we were introduced to Jane, a teacher who is using SharpSchool to create and maintain her teacher pages. Let's assume that Jane decides to create a page that consists of multiple *content portlets*, but the default available to her is no more than 4 portlets. In such a scenario, administrators can create additional *content portlets* using the pre-defined portlet templates in the system. These new portlets can be renamed and added to a specific category (Collaboration, Content Management, Parent Applications and Student Applications). In Jane's case, the new content portlets can be called *content5*, *content6* and so forth.

Details on how to use an existing template to create a new portlet, and the various portlet types are listed below.

a) How to Create a New Portlet

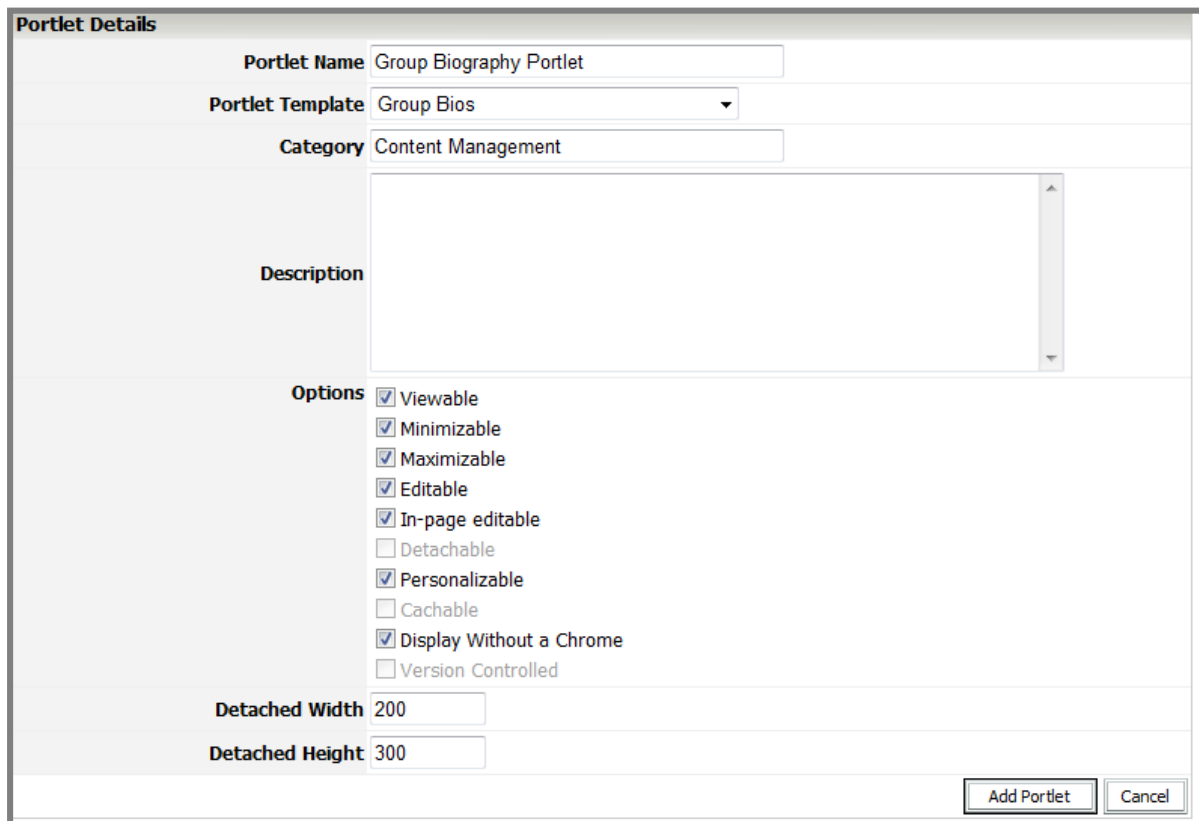
On the *gray tool bar* go to *Administration* and click on *New Portlet*. You will then be routed to a page where you will be able to specify details about the portlet. The various fields that an administrator is required to fill in are:

- 1) **Portlet Name:** This name will be displayed to users via the “Add Portlet to Region” option.
- 2) **Portlet Template:** Administrators can select the portlet template that they wish to duplicate. The definitions of all the portlet templates are available in part b) of this section.
- 3) **Category:** Administrators can opt for inserting this new portlet template into a specific category. In Chapter 1 we learnt that users of the system have 4 default portlet categories available to them: Collaboration, Content Management, Parent Applications and Student Applications. You can leave this field blank, therefore making the portlet available to users as part of their default list when they click on “Add Portlet to region”. Note: in the following image, *content2* and *content3* are not a part of any specific category. This is because the administrator left the *Category* field blank when creating this *portlet*.



- 4) **Description:** This is an optional feature, where an administrator can insert a description of the portlet that will be viewable by other administrators.
- 5) **Options:** There are several option types that are available for a portlet. The different options are:
 - a. **Viewable:** this makes the portlet viewable to visitors on your site.
 - b. **Minimizable:** this option allows content authors to minimize a portlet.
 - c. **Maximizable:** this option allows content authors to maximize a portlet.
 - d. **Editable:** this option allows content authors to edit a portlet after adding it to a page.
 - e. **In-Page Editable:** this option inserts an edit option next to a portlet without having to “switch to design mode”. The edit option will not be visible to visitors coming to the site.
 - f. **Personalizable:** this option allows content authors to personalize a portlet.

- g. **Display without a Chrome:** this option displays the portlet without a border.
- 6) **Detached Width:** the option configures the width of the portlet. All portlet templates come with a default width that can be changed.
- 7) **Detached Height:** this option configures the height of the portlet. All portlet templates come with a default height that can be changed.



The screenshot shows a "Portlet Details" configuration window. It contains the following fields and options:

- Portlet Name:** Group Biography Portlet
- Portlet Template:** Group Bios
- Category:** Content Management
- Description:** (Empty text area)
- Options:**
 - Viewable
 - Minimizable
 - Maximizable
 - Editable
 - In-page editable
 - Detachable
 - Personalizable
 - Cachable
 - Display Without a Chrome
 - Version Controlled
- Detached Width:** 200
- Detached Height:** 300

Buttons: Add Portlet, Cancel

After completing this information, click on *Add Portlet*. This *portlet* will now be available to users via the “add portlet to region” option in *design mode*.

b) Portlet Templates

In Chapter 1 we covered some of the most common portlet types that are available to user on the system. The following table details all the portlets that are exclusively configured by administrators. These ready-made **portlet templates** are also used to create new portlets.

Portlet Template	Description
Advanced Data Display	This portlet is the News Content Portlet. This allows users to customize fields that will be stored as an XML and be published on the site.
Advanced Site Navigation	<p>Displays either the child or sibling pages in the navigation bar.</p> <p>Administrators have the ability to define which pages display as well as change the look and feel of the text in the navigation bar. This configuration is already complete when SharpSchool hands over a site.</p> 
Blog About Me	Displays the Blogs author.
Blog Categories	Displays the posts under a category.
Blog Content Place	Main content area of the blog.
Blog RSS	Displays RSS subscription links for blogs only.
Blog Summary	Displays the summary of a blog.
Blog Tag Cloud	Displays a posts tag.
Content Managed Data	This is a simple content portlet.
Custom Form	This portlet template inserts a form within a portlet on a page.
Global Content	Is similar to the Content Manages Data portlet, except that all instances of this portlet will share the same data.
Group Bios	Tabulates a list of all the users in the system and displays summaries of their information.
Group Blogs	Creates <i>quick links</i> to all the blogs on the site.
Group Recent Posts	Lists and creates links to the most recent posts in a selected blog.

iFrame Template	The iFrame portlet allows you to insert an external webpage window with a page. The default for an iFrame is www.google.com
Mini Calendar	Summarizes a calendar. You have the ability to link a minicalendar to any calendar on your site.
Mini Upcoming Events	Summarizes the upcoming events of a selected calendar.
Post Archives	Lists and creates links to archived posts in a blog.
Presentation	Displays applications such as a wiki on a content space page. Note: almost all common SharpSchool applications are available as a <i>page type</i> under the <i>Add New Page</i> section in the <i>Page Properties</i> menu.
RSS Aggregator	Displays RSS information according to a Site Render Template.
Site Map	Displays a list of all pages on the site.
Parent Application Category	
<p>These portlets are available to content authors via the Parent Application Category. The purpose of these portlets is to create parent portal on a site, such that parents can login and access information about their students. The different types of information available is defined by the portlets available, these are: Assessments, Attendance, Classes and Grades. It is important to note that this information is only rendered if the organization is using SharpSchool's online classroom and attendance tool. Furthermore, these portlets are almost always configured by administrators at an organization.</p> <p>Information on how to create parents accounts and setting up online classrooms is detailed in the Learning Management System (LMS) section of the SharpSchool User Guides.</p>	
Student Assessment (Parent View)	This portlet renders information of upcoming assessments and assignments from all the online classes a student is enrolled in.
Student Attendance (Parent View)	This portlet renders information on student attendance from all the online classes a student is enrolled in.
Student Classes (Parent View)	This portlet created a list of all the online classes a student is enrolled in.
Student Grade (Parent View)	This portlet renders information on student grades (including course averages) from all the online classes a student is enrolled in.
Student Application Category	

These portlets are similar to the Parent Application Category portlets, except through this category here students can be given access to a site where they can view their grades, attendance and enrollments.

Information on how to create parents accounts and setting up online classrooms is detailed in the Learning Management System (LMS) section of the SharpSchool User Guides.

Student Assessment (Student View)	This portlet renders information of upcoming assessments and assignments from all the online classes a student is enrolled in.
Student Attendance (Student View)	This portlet renders information on student attendance from all the online classes a student is enrolled in.
Student Classes (Student View)	This portlet created a list of all the online classes a student is enrolled in.
Student Grade (Student View)	This portlet renders information on student grades (including course averages) from all the online classes a student is enrolled in.

3) Import new XML Page

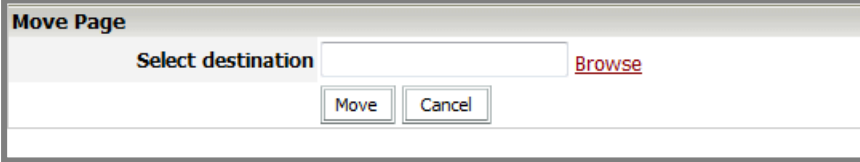
The *Import new XML Page* has been designed to simplify the process of content migration. If you have a page on your current site that you wished to be moved to SharpSchool's system then simply convert the information in the XML standards defined by the SharpSchool solution. The concept behind this tool is simple: if an administrator knows the structure of their existing website database, then they can easily generate an XML file that can be used to recreate an existing site on the SharpSchool system.

Details on how to generate the XML file has been included in **Appendix B** of the SharpSchool manuals. This document has been included at the end of this manual.

4) Move Page

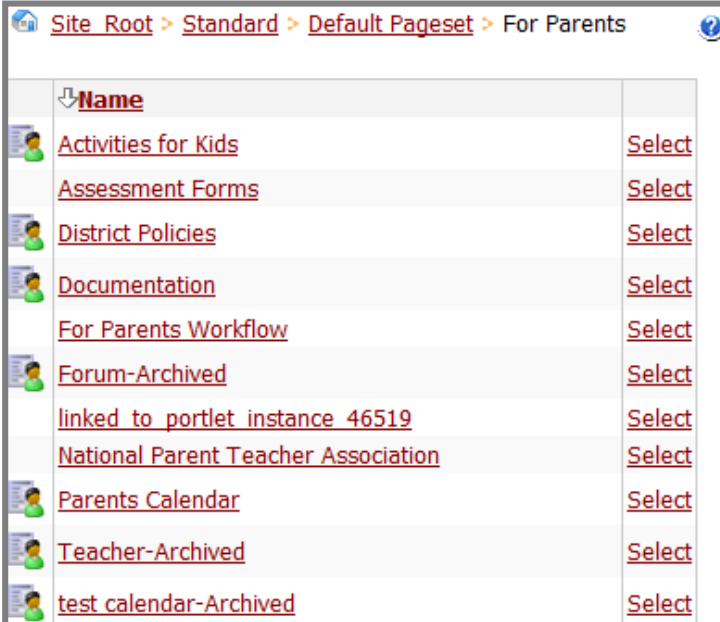
Administrators have the ability to *move* existing pages from one area of a website to another area. Moving a page involves multiple steps that have been itemized below:

- 1) Go to the page you want to move
- 2) Go to Advanced in the *Gray Tool Bar* and click on *Move Page*
- 3) In the following window you will be required to select the final destination of the page. Here click on *Browse* to find a location on your site.



The image shows a 'Move Page' dialog box. It has a title bar 'Move Page'. Below the title bar, there is a text input field labeled 'Select destination' with a 'Browse' button to its right. At the bottom of the dialog box, there are two buttons: 'Move' and 'Cancel'.

- 4) Clicking on *Browse* will open a window that contains the current location of your page on the system.



The image shows a site navigation window with a breadcrumb trail: Site Root > Standard > Default Pageset > For Parents. Below the breadcrumb trail is a table with a 'Name' column and a 'Select' column. The table contains the following rows:

Name	Select
Activities for Kids	Select
Assessment Forms	Select
District Policies	Select
Documentation	Select
For Parents Workflow	Select
Forum-Archived	Select
linked to portlet instance 46519	Select
National Parent Teacher Association	Select
Parents Calendar	Select
Teacher-Archived	Select
test calendar-Archived	Select

- 5) In this window, it is essential to understand key pieces of information first:
- Site Root:** the site root contains the name of the server on which your site is located. This will often contain the name of your organization.
 - Site Name:** here you will have two options; the default pageset and the secondary pageset. All your sites are setup under the default pageset, so click on this option.
 - Default Pageset:** will contain all the links available from the Home Page of your website.
- 6) At this point, it is important to know exactly where you want to move a page. To move a page under a particular parent page, simply click on *select* next to page's title. (In this case, we have decided to move the page under “Applications”)

Name	
About Us	Select
Applications	Select
Calendar	Select
Campaign Trail-Archived	Select
Contact School	Select
For Parents	Select
For Students	Select
Home	Select
International News-Archived	Select
International news-Archived (1)	Select
Library	Select
News	Select
Site Map	Select
Staff Directory	Select

- 7) Let's assume that you wanted to move the page into a subpage under "*Applications*". In this case click on the "*Applications*" page and then select the subpage you wish to move the page under.

Name	
Deadlines	Select
Forms	Select
linked to portlet instance 96886	Select
linked to portlet instance 96886 (1)	Select

5) Copy Page

Administrators also have the ability to *copy pages* within a site. The process of *copying* a page is similar to *moving* one in the system.

- 1) Go to the page you want to copy
- 2) Go to Advanced in the *Gray Tool Bar* and click on *Copy Page*
- 3) In the following window you will be asked to title the new page as well as select a destination for the copied page on the site. You must click on *browse* to select a location on your site.

Copy Page





















Page Title

Copy to [Browse](#)

- 4) To select an area on your website to move a copied page, simply follow the steps covered in *Unit 5: Move Page*, steps 5-8

6) View Local Portlets

View *Local Portlets* are the portlets that were created using the *New Portlet* option. When your sites are provisioned, you will have access to a default set of local portlets. Therefore, in most cases administrators will not be required to create new portlets for their users, as SharpSchool already provides these.

Search Portlet Name: <input type="text"/>		
		<input type="button" value="Find"/> <input type="button" value="View All"/>
Local Portlets		+ Add Local Portlet
Portlet Name	Category	Action
 content1		
 content2		
 content3		
 content4		
 Discussion Forum	Collaboration	
 Document Container	Collaboration	
 Photo Gallery	Collaboration	
 RegisterNow Calendar	Collaboration	
 Web Content	Content Management	
 Workspace Calendar	Collaboration	

Advanced Menu Summary

Through the Save as Page Type option, administrators have the ability to create custom page templates that are made available to all users on the system

The Import New XML Page option makes it easy for organizations to carry out their own content migration.

When moving or copying pages it is important to know exactly where you want to move a page. To add a page under a particular *parent page* simply click *Select* next to the *parent page* title.

Administrators can Move and Copy pages within a website by using the “Move Page” or “Copy Page” option respectively.

Administrators can Copy pages within a website by using the “Copy Page” option

II. System Administrator

1) Server Settings

This is where general system settings may be configured, such as configuring site notifications, setting user password restrictions and default time zone locations.

a) Notifications Setting

Administrators can who receives system wide notifications. By default this is set to a SharpSchool representative. If you wish to use your own main server then it is recommended that the firewall settings on the mail server are set to allow messages from SharpSchool.

Email Address and Settings	
Registration Email Sent From	registration@intrafinity.com <small>(registration@yourdomain.com)</small>
Email Sent From Forgotten Password	password_reminder@intrafinity.com <small>(password_reminder@yourdomain.com)</small>
Notification Email Sent From	notification@intrafinity.com <small>(notification@yourdomain.com)</small>
Email Address of Administrative Contact	pouya.larjani@intrafinity.com <small>(webmaster@yourdomain.com)</small>
Email SMTP Mail Server	mail.intrafinity.com <small>(smtp.yourcompany.com, 192.168.128.32)</small>
Email SMTP Mail Server Username	nicholas.ostapchuk@intrafinity.com
Email SMTP Server Password	<small>(Fill in the password only when you need to update it.)</small>
Email Signature	

b) User Password Restrictions

Password Related Settings	
Minimum Password Length	3 (in characters)
Password Expires After	5 (Days)
User is locked out after	5 (Failed Logins)
	<input type="checkbox"/> Password must contain numbers between 0-9
	<input type="checkbox"/> Password must contain upper and lower case letters between A-Z
	<input type="checkbox"/> Enable Password Expiration
Password Retrieval Option	<input type="checkbox"/> Users can reset their password

Here administrators can define aspects of user passwords such as the length and expiration time of user passwords.

c) Time Zone Locations

Here, administrators can define the time zone their site falls under. Note: this setting is configured when you are handed your site.

User Profile Default Settings	
Default Timezone	(GMT-05:00) Canada/Eastern
Default State/Province	Alabama
Default Country	CANADA
Default Date Format	MM/DD/YYYY 02/28/2008
Default Display Mode	Split Vertically

2) Manage Users

The *manage users* section lets administrators add and search for users, edit user profiles and assign users to specific groups.

The screenshot shows the 'Manage Users' interface. At the top, there is a search bar labeled 'Search User Name:' with a red box around it and a large red letter 'D' next to it. To the right of the search bar is a dropdown menu set to 'All Users', a 'Find' button, and a 'View All' button. Below the search bar is a table with columns: 'Screen Name', 'First Name', 'Last Name', and 'Actions'. The 'Actions' column contains links for 'Login', 'Profile', and 'Delete'. A red box labeled 'A' is around the '+ Add User' button in the top right corner. A red box labeled 'B' is around the 'Delete' link for the user 'Joseph Murray'. A red box labeled 'C' is around the 'Login' link for the user 'Lydia Reeder'. A red box labeled 'E' is around the 'Joseph Murray' user name in the 'Screen Name' column.

Screen Name	First Name	Last Name	Actions
Admin	Admin		Login Profile Delete
Bhinderliter	Brian	Hinderliter	Login Profile Delete
Gdent	Gloria	Dent	Login Profile Delete
Jason Whitman	Jason	Whitman	Login Profile Delete
Jessica Flint	Jessica	Flint	Login Profile Delete
Joseph Murray	Joseph	Murray	Login Profile Delete
jtreleven	Joe	Treleven	Login Profile Delete
Jwilliams	Jeffrey	Williams	Login Profile Delete
Lharris	Latoya	Harris	Login Profile Delete
Ljackson	Lawrence	Jackson	Login Profile Delete
Lreeder	Lydia	Reeder	Login Profile Delete
martina.wei	Martina	Wei	Login Profile Delete
msochay	Michele	Sochay	Login Profile Delete
Ncoates	Nicole	Coates	Login Profile Delete

There are five primary tasks that administrators can perform through the Manage Users interface, these are:

- Add Users**
- Delete Users**
- Login as a User**
- Search Users**
- Edit Users**

a) Add Users

As a general practice, when you first receive your site(s) from SharpSchool all your users are already imported into the system. However, this may not always be the case and as new members are added to an organization it becomes important for the Administrator to take on the responsibility of adding these users.

Adding individual users into the system is straightforward; simply click on the Add User icon. Here, you can enter distinct values for the user in specific fields, such as: Screen Name, First Name, Last Name, email Address, Password, District Name, Organization Name, Department Name and Job Title. Once these fields are completed, simply click on *Add User*.



Note: It is important to use a current and valid email address for users, especially if this user will be responsible for editing content on pages, since reminders and notifications will be routed to the email address provided in the users profile information.

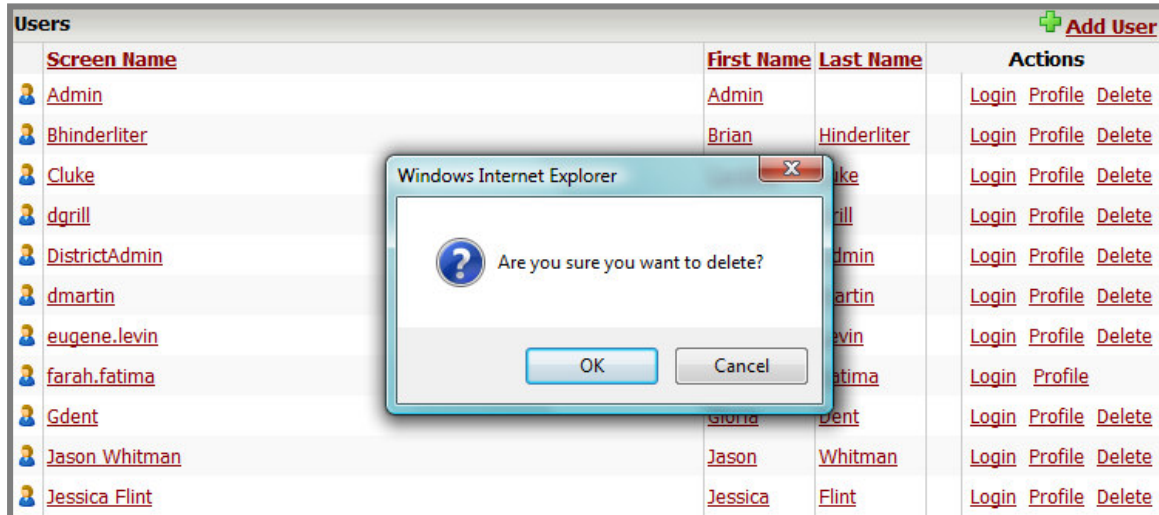


Note: the Default Organization and System User options will not be visible to regular users on the system, i.e. non administrators.

User Details	
Screen Name	Jenn.Lee
First Name	Jennifer
Last Name	Lee
Email Address	jennifer.lee@sharpschool.com
Password	••••••••
Re-enter Password	••••••••
District Name	SharpSchool
Organization Name	SharpSchool Building 1
Department Name	Technology Department
Job Title	IT Staff
Preferred Locale	Use Server Default ▼
Time Zone	Use Server Default ▼
Default Organization	-- ▼
System User	<input type="checkbox"/>

b) Delete Users

Administrators have the ability to delete users as well. Simply click on the Delete button next to the name and click “OK” when prompted.



c) Log in as a User

Administrators also have the ability to log in as users on the system. This is often useful if an administrator wishes to see what a user sees on the site, such as permissions to certain pages. To log in as a user, simply click on the *Login* button corresponding to the users name and you will be logged into the system as that user.

d) Edit User

Once a user has been added into the system, an administrator has the ability to edit various aspects of that user's profile.

By clicking on a user's *Screen Name* in the *Manage Users* list, the administrator can access the user's profile page. In addition, there are five tabs available that will allow the administrator to grant even further rights and permissions to an account. These five tabs are:

- i. Member Of
- ii. Permissions
- iii. Activity
- iv. Access and Suspension
- v. Delegation

Each tab is described in details further in this user manual.



Tip: this is where administrators can reset user passwords.

Tab	Label
i	Member Of
ii	Permissions
iii	Activity
iv	Access and Suspension
v	Delegation

User Details	
Screen Name	Jenn.Lee
First Name	Jennifer
Last Name	Lee
Email Address	jennifer.lee@sharpschool.com
Password	(Leave blank to keep the old password)
Re-enter Password	
District Name	SharpSchool
Organization Name	SharpSchool Building 1
Department Name	Technology Department
Job Title	IT Staff
Preferred Locale	Use Server Default
Time Zone	Use Server Default
Default Organization	--
System User	<input type="checkbox"/>

Update User Cancel



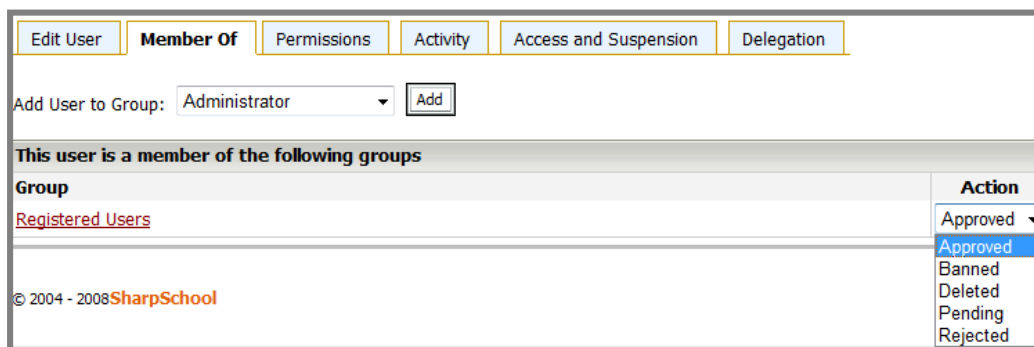
Note: Delegating an account is almost always used for student accounts. In this step administrators have the ability to grant parents the rights to view their child's account. We will go into further detail on this topic later in this user guide.

i. Member Of

The *Member Of* tab allows administrators to do three primary functions:

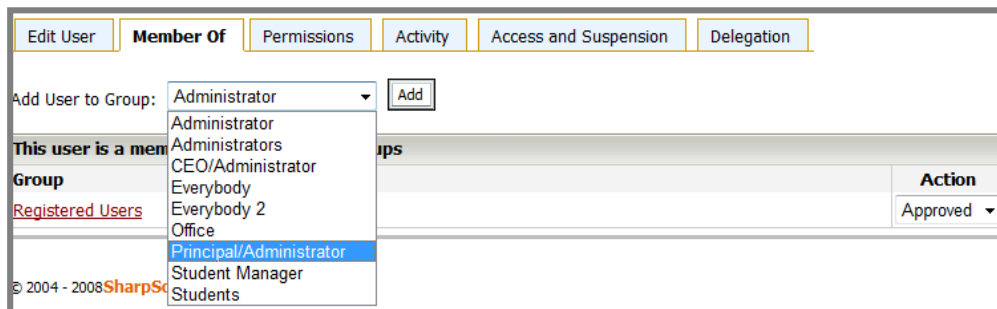
1) Apply permission status to a user.

As a default, users added into SharpSchool’s system are put in the *Registered Users* group and given an *Approved* status. This status can be changed by clicking on the drop down menu beside *Registered Users* and setting it to *Deleted*, *Rejected* or *Banned*. If a user is tagged as *Pending*, this means the administrator must approve this user before they can sign in.



2) Assign user to specific groups.

To assign a user to a specific group, simply click on the group from the drop down menu and click Add.



3) Delete user from specific groups

To delete a user from a specific group, simply click on the x icon corresponding to the group name and click ok when prompted.



ii. Permissions

Here, administrators have the ability to view the specific areas that user has permissions too. The first row informs the administrators on which areas of the site that users has specific “create” right to, these are the users *Direct Permissions*. While the second row informs the administrator which area that user has shared permissions to, this is the *Actual Permission* of that object. For a definition on *Direct Permissions* and *Actual Permissions*, refer to Chapter 1: Site Publish User Guide.

Edit User	Member Of	Permissions	Activity	Access and Suspension	Delegation
This user is the creator of the following object(s)					
Object ID	Object Type	Object Name			
1373392	content_revision	Web Content			
This user has the following permissions on the object(s) below					
Object ID	Object Type	Object Name	Permissions		
769048	ptl_page	English Department	admin		
1368100	user	Jenn.Lee	read		
1368100	user	Jenn.Lee	write		

iii. Activity

Through the *Activity* page you can check the activities of a particular user. You can specify the time range from the *Date From* and *Date To* fields and click *Update* to run a search on the user's activities.

Edit User	Member Of	Permissions	Activity	Access and Suspension	Delegation
Date From: <input type="text"/>  Date To: <input type="text"/>  <input type="button" value="Search"/> <input type="button" value="View All"/>					
User Activity					
Action Taken	Target Object	Occurred At			
Event Drama Rehearsal added	Jason's Calendar	5/14/2008 11:06:48 AM			
Event Drama Rehearsal added	Jason's Calendar	5/14/2008 11:03:07 AM			
Event Drama Rehearsal added	Jason's Calendar	5/14/2008 11:00:27 AM			
Event Drama Rehearsal added	Jason's Calendar	5/14/2008 10:55:13 AM			
Event Drama Rehearsal added	Jason's Calendar	5/14/2008 10:54:13 AM			
Event Softball Practice added	Jason's Calendar	5/14/2008 10:42:00 AM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:26:46 PM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:25:48 PM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:24:33 PM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:20:04 PM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:16:58 PM			
Event Band Rehearsal added	Jessica's Calendar	5/13/2008 2:14:28 PM			

iv. Access and Suspension

Administrators have the ability to suspend user accounts for specific durations of time.

There are three options available through this interface:

Access Status	Definition
Access Granted	This is a default setting on the system. All users added into the SharpSchool system are given an "Access Granted" status. If Administrators wish to grant access only for a specific duration of time, then simply select the dates and times from the drop downs.
Access Banned	Users can be banned from using any aspect of the system for duration of time.
Access Temporarily Suspended	User accounts can also be suspended on a temporary basis.

Edit User
Member Of
Permissions
Activity
Access and Suspension
Delegation

Access and Suspension

Access Status

Access Granted
 Access Banned
 Access Temporarily Suspended

From: 12 : 00 AM


To: 12 : 00 AM

v. Delegation

Delegation of accounts is almost always used for student and/or parent accounts. Here administrators can delegate a student account to a parent, or assign a parent account to a student. This allows parents to view their child’s progress on online tests, assignments, keep track of attendance and view their emails and messages.

Edit User	Member Of	Permissions	Activity	Access and Suspension	Delegation
-----------	-----------	-------------	----------	-----------------------	-------------------

The following users can act on behalf of Jenn.Lee

User	Expiration	Guardian	Action
Jessica Flint	09/01/2008		Remove


Jenn.Lee can act on behalf.

3) Manage Groups and Roles

In SharpSchool’s system, you have the ability to create groups of yours at your organization and attribute permissions for each group.

Group Name	Action
Administrator	✖
Administrators	✖
CEO/Administrator	✖
Everybody	✖
Everybody 2	✖
Office	✖
Principal/Administrator	✖
Registered Users	✖
Student Manager	✖
Students	✖



Note: To delete a group, simply click on the  icon corresponding to the group name.

a) Add a Group

To add a group, simply click on the “Add Group” icon on the page. On the following page complete the information about the group and click on “Add Group”. The Email Address and URL fields are not mandatory.

b) Add Members to a Group

To add members to a group:

- 1) Click on the group name
- 2) Click on the Second Tab: Group Members
- 3) Here, click Add to access a list of users and groups within your organization.
- 4) Select users, and click Ok
- 5) Then Click Add



Reminder: you can also add individual members by clicking on their profiles and adding them through the “Member of” option

c) Edit a Group

You can edit a group’s information by clicking on the group’s name. This will take you to the *Edit Group* option and this will allow you to change your status...

4) Manage RSS Providers

Several applications on SharpSchool’s system have RSS capabilities. Administrators can determine which application should offer RSS feeds by simply clicking on the Enable or Disable radio buttons.

Standard > Administration > Manage RSS Providers				
Search:			Find	View All
List of the providers installed on server				
Key Name	Description	Sample Url	Action	
albumimages	RSS Subscribe	/syndication/rss.aspx?feed=albumimages&album_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	
blogposts	Blog Feeds	/syndication/rss.aspx?feed=blogposts&blog_id=	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	
calendarevents	RSS Feeds	/syndication/rss.aspx?feed=calendarevents&calendar_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	
cmspages	RSS Subscribe	/syndication/rss.aspx?feed=cmspages&site_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	
forumposts	RSS Subscribe	/syndication/rss.aspx?feed=forumposts&forum_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	
nbnotices	RSS Subscribe	/syndication/rss.aspx?feed=nbnotices&board_id=&root_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	
podcasts	Podcast Feeds	/syndication/rss.aspx?feed=podcasts&blog_id=	<input checked="" type="radio"/> Enable <input type="radio"/> Disable	
wikipages	RSS Subscribe	/syndication/rss.aspx?feed=wikipages&wiki_id=	<input type="radio"/> Enable <input checked="" type="radio"/> Disable	


5) Manage Event Categories

Administrators have the ability to create event categories that will be made available to calendar users on the system, such as teachers, secretaries or athletics coaches. These *event categories* can be customized to have a unique icon and font color associated with it.

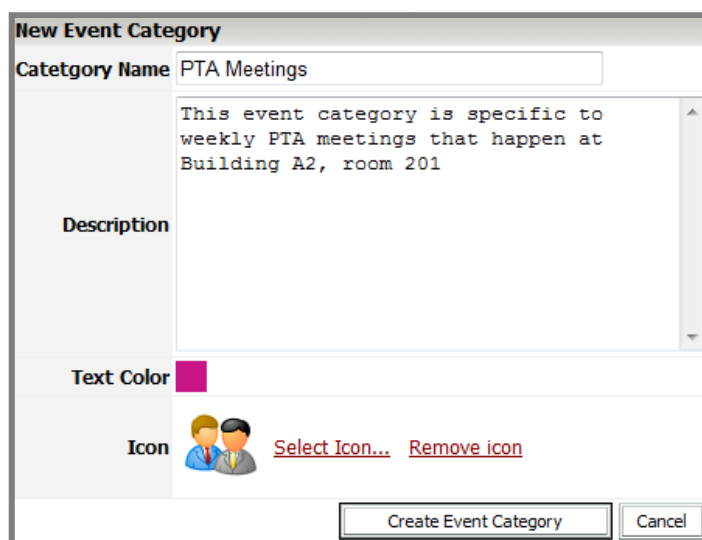
There are three locations of Event Categories that can be created within the system, and these are listed as individual tabs on this page. These are:

Event Category Location	Definition
Content Manager	Events Categories added under the Content Manager will only show on calendars that are added as page types on the live site.
e-Learning Server	Event Categories added under e-Learning Server will only show on calendars that are setup within online classrooms.
Collaboration Server	Event Categories added under the Collaboration Server will only show on calendars added under the Workspaces.


a) Add an Event Category

To add an Event Category, simply click on  Add Event Category within your specific location, i.e. Content Manager, e-Learning Server or Collaboration Server.

Here, fill in information about that specific event and assign it a font color and icon and click on *Create Event Category*.



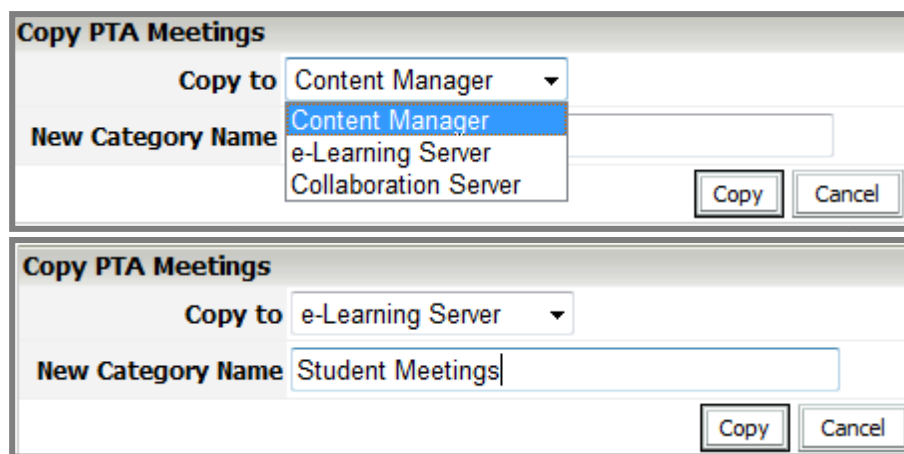
b) Copy an Event Category

If you wished to copy a specific event category, simply click on the  icon corresponding to the title of the event category.

You can select which location you wish to copy that event to from the Copy To dropdown. Furthermore, you can rename the title of the event in the New Category Name field. When completed, simply click on Copy.




Note: Copying an *Event Category* will only copy that font color and icon of that event.



The image displays two screenshots of the 'Copy PTA Meetings' dialog box. The top screenshot shows the 'Copy to' dropdown menu open, with 'Content Manager' selected. The 'New Category Name' field contains 'Content Manager'. The bottom screenshot shows the 'Copy to' dropdown menu set to 'e-Learning Server' and the 'New Category Name' field containing 'Student Meetings'.

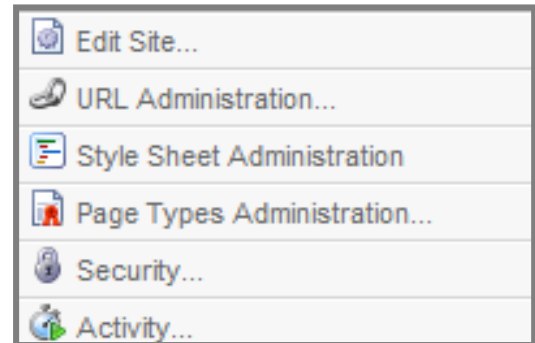
c) Delete an Event Category

To delete an Event Category, simply click on the delete icon corresponding to the title. 

III. Site Administration

The Site Administration section gives administrators the ability to manage and monitor various aspects of the overall site. This section is broken into seven (7) main headings:

- 1) Edit Site
- 2) URL Administration
- 3) Style Sheet Administration
- 4) Page Type Administration
- 5) Search Settings
- 6) Security
- 7) Activity



These options are also available as tabs when you click on the **Edit Site...** button, with the exception of the Browse Portal option that is not available via the *Administration* drop down menu.

Edit	Browse	URLs	Styles	Page Types	Search Setting	Security	Activity
Edit Portal							
Name	Standard						
Type	Group Portal ▼						
Theme	Sub_Page ▼						
						Update Portal	Cancel

1) Edit Site

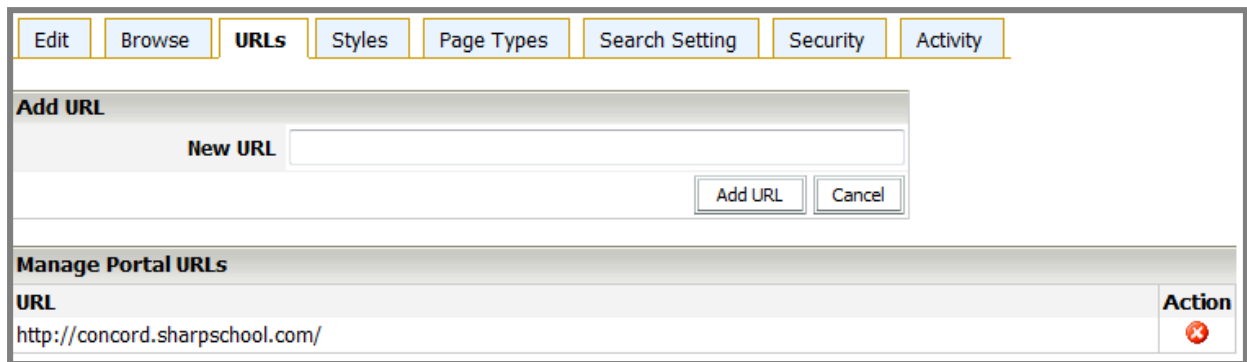
Here, administrators have the ability to define the name of the site as it appears on the breadcrumb trail on the site. The theme section defines the default look and feel of the site and is configured by SharpSchool.

Browse Portal


This section a shortcut to the top level pages on the site.

2) URL Administration

This section displays a list of the portal URLs. These URLs will redirect you to the page you are editing.



The screenshot shows a web interface for URL administration. At the top, there are navigation tabs: Edit, Browse, **URLs**, Styles, Page Types, Search Setting, Security, and Activity. Below the tabs is a section titled "Add URL" containing a text input field labeled "New URL" and two buttons: "Add URL" and "Cancel". Below this is a section titled "Manage Portal URLs" which contains a table with two columns: "URL" and "Action". The table has one row with the URL "http://concord.sharpschool.com/" and a red "X" icon in the "Action" column.

URL	Action
http://concord.sharpschool.com/	

a) Add URL

To add a URL simple:

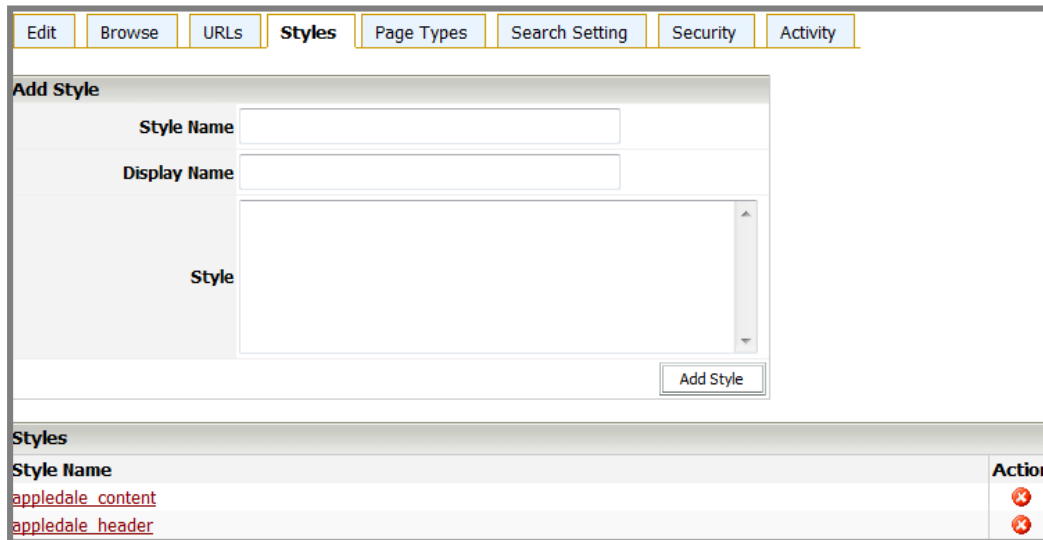
1. Type the URL you want to add into the **New URL** textbox.
2. Click the Add URL button.

b) Delete URL

To delete an existing URL, click on the  next to the URL.

3) Style Sheet Administration

The *Style Sheet Administration* feature is intended for advanced users. This component allows you to create pre-defined styles for the rich-text editor and uses cascading style sheet parameters to set appropriate styles.



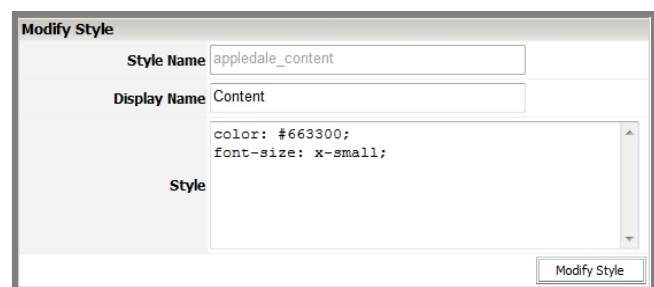
The screenshot shows the 'Style Sheet Administration' interface. At the top, there are navigation tabs: Edit, Browse, URLs, **Styles**, Page Types, Search Setting, Security, and Activity. Below the tabs is the 'Add Style' form, which includes fields for 'Style Name', 'Display Name', and a large text area for 'Style'. An 'Add Style' button is located at the bottom right of the form. Below the form is a table titled 'Styles' with two columns: 'Style Name' and 'Action'. The table contains two rows: 'appledale_content' and 'appledale_header', each with a red 'X' icon in the 'Action' column.

a) Add a Style

To create a style, simply define the Style Name, Display Name and insert the parameters in the Style box. Once completed, click on **Add Style**.


b) Edit a Style

To edit an existing style, simply click on the name of the style and edit it via the form fields. Once completed, click on **Modify Style**.



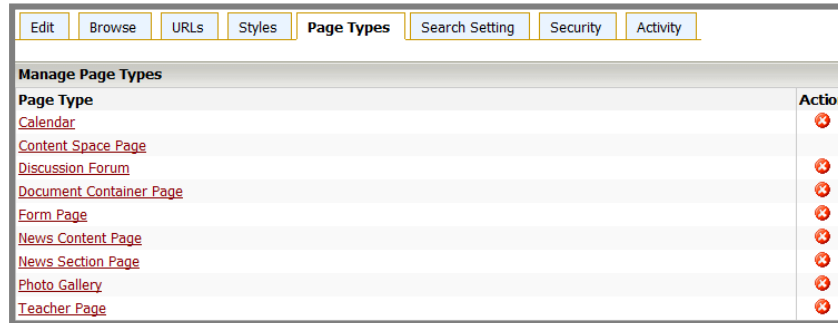
The screenshot shows the 'Modify Style' form. The 'Style Name' field contains 'appledale_content'. The 'Display Name' field contains 'Content'. The 'Style' text area contains the CSS code: 'color: #663300;' and 'font-size: x-small;'. A 'Modify Style' button is located at the bottom right of the form.

c) Delete a Style

To delete an existing style click on the  icon corresponding to the style name. Note: if you delete a style type, then pages where that style was applied will no longer display that CSS and will revert to a default text and color.

4) Page Types Administration

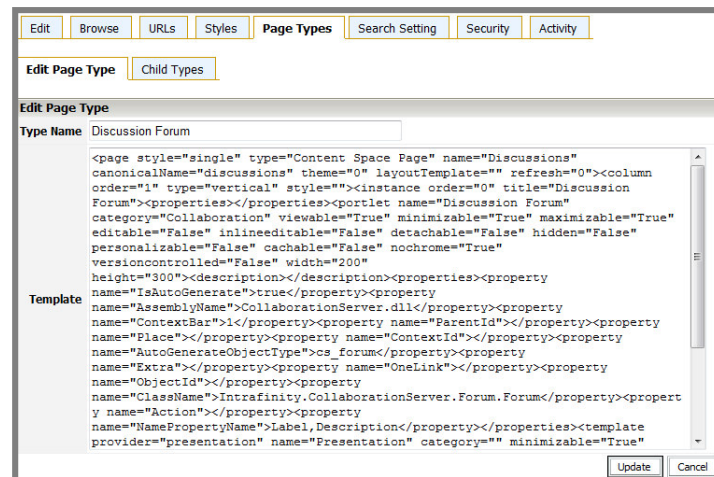
This page contains the list of all the *Page Types* available to users on the system. This includes default page types that SharpSchool provides to your organization, as well as custom page types created by administrators.



Page Type	Action
Calendar	
Content Space Page	
Discussion Forum	
Document Container Page	
Form Page	
News Content Page	
News Section Page	
Photo Gallery	
Teacher Page	

a) Edit Page Type

To edit a specific *page type* click on the name of the page type, this will allow you to change the **name** and **template** of the page. This feature is only for advanced users, since the template box requires that the entire template be added in HTML code. Once the changes have been included, click **Update** to save.



Edit Page Type Child Types

Type Name:

Template


```
<page style="single" type="Content Space Page" name="Discussions"
canonicalName="discussions" theme="0" layoutTemplate="" refresh="0"><column
order="1" type="vertical" style=""><instance order="0" title="Discussion
Forum"><properties></properties><portlet name="Discussion Forum"
category="Collaboration" viewable="True" minimizable="True" maximizable="True"
editable="False" inlineditable="False" detachable="False" hidden="False"
personalizable="False" cachable="False" nochrome="True"
versioncontrolled="False" width="200"
height="300"><description></description><properties><property
name="IsAutoGenerate">true</property><property
name="AssemblyName">CollaborationServer.dll</property><property
name="ContextBar">1</property><property name="ParentId"></property><property
name="Place"></property><property name="ContextId"></property><property
name="AutoGenerateObjectType">cs_forum</property><property
name="Extra"></property><property name="OneLink"></property><property
name="ObjectId"></property><property
name="ClassName">Intrafinity.CollaborationServer.Forum.Forum</property><propert
y name="Action"></property><property
name="NamePropertyName">Label,Description</property></properties><template
provider="presentation" name="Presentation" category="" minimizable="True"
```

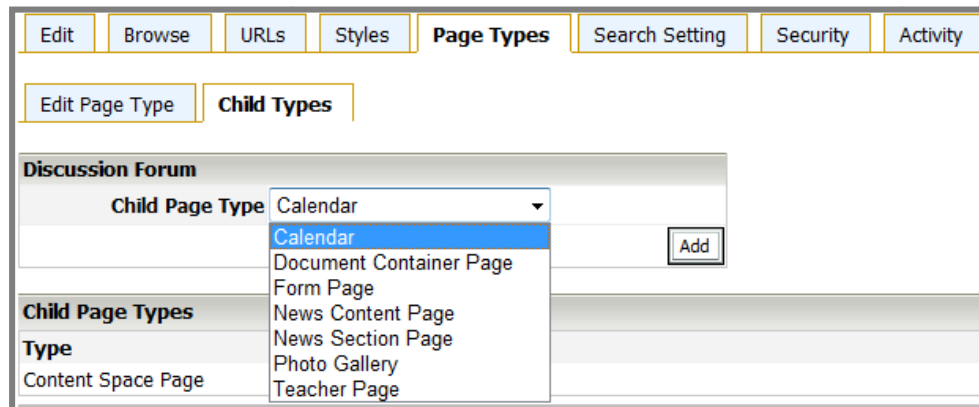
b) Add a Child Page Type

Administrators also have the ability to define the list of default child page types that are available to users. This can be done so by clicking on the **Child Types** tab where you can see a list of child *page types*.




Note: If you wish to have a series of child page types available under the page, then you must define these pages.

To **add** a child page types, from the drop down menu **Add Content Page...** select a type and click Add. To **delete** a child page types, click on the  button next to the child page.

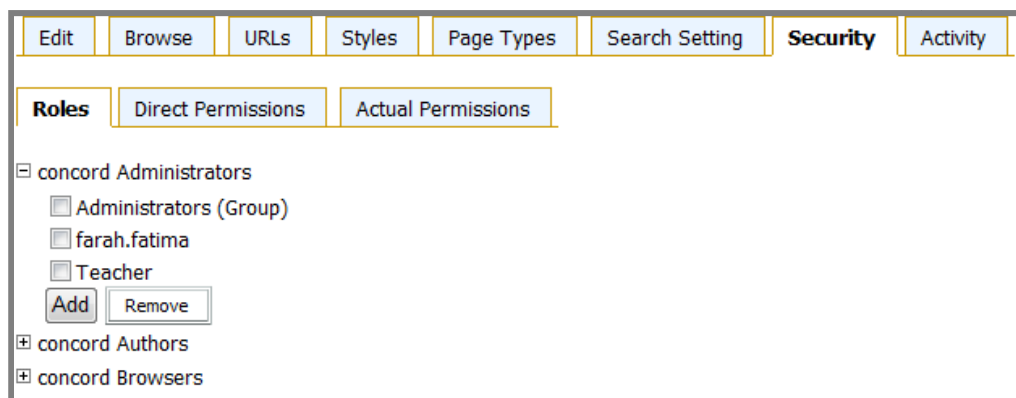


c) Delete a Page Type

Click on the  button next to the page type you wish to **delete**.

5) Security

This section tabulates permissions on the site level. Here administrators can view and assign site *Administrators* and *Authors*. While the *Browsers* permission is assigned to all visitors on your site, i.e. they do not have any editing capabilities and can only read the site. As discussed in Chapter 1, *Direct Permissions* refers to the users who have direct permissions to the site and it expands upon the groups under the *Roles* tab. The *Actual Permissions* tab lists all the users who have permissions anywhere on the site.



6) Activity

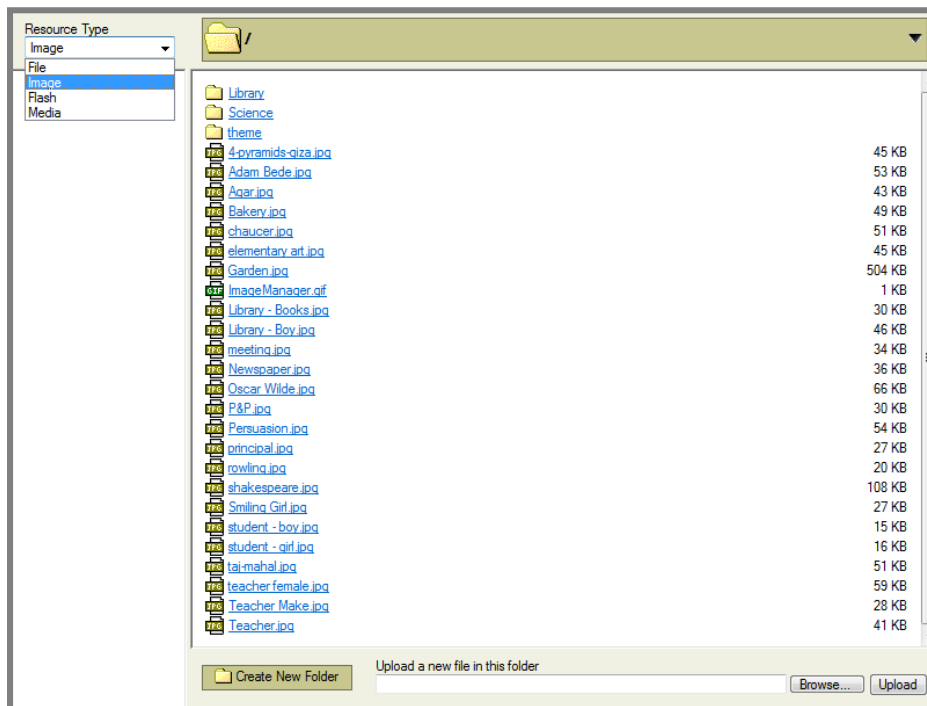
This tab displays any activity that has occurred on the site level, that is, if any changes were made to the site from the *Edit Site* option under *System Administration*.

Edit	Browse	URLs	Styles	Page Types	Search Setting	Security	Activity
Activities on this object							
Action taken	Description	Occured At	User	Context			
Updated	A user updated the properties on this object	5/14/2008 9:29:03 AM	Admin	Site Root			
Updated	A user updated the properties on this object	4/23/2008 9:04:53 AM	barbara.geng	Site Root			
Available Alerts							
Content Item				Subscribe			
This alert will provide you with an update on changes to this file and its children.							

IV. File Administration

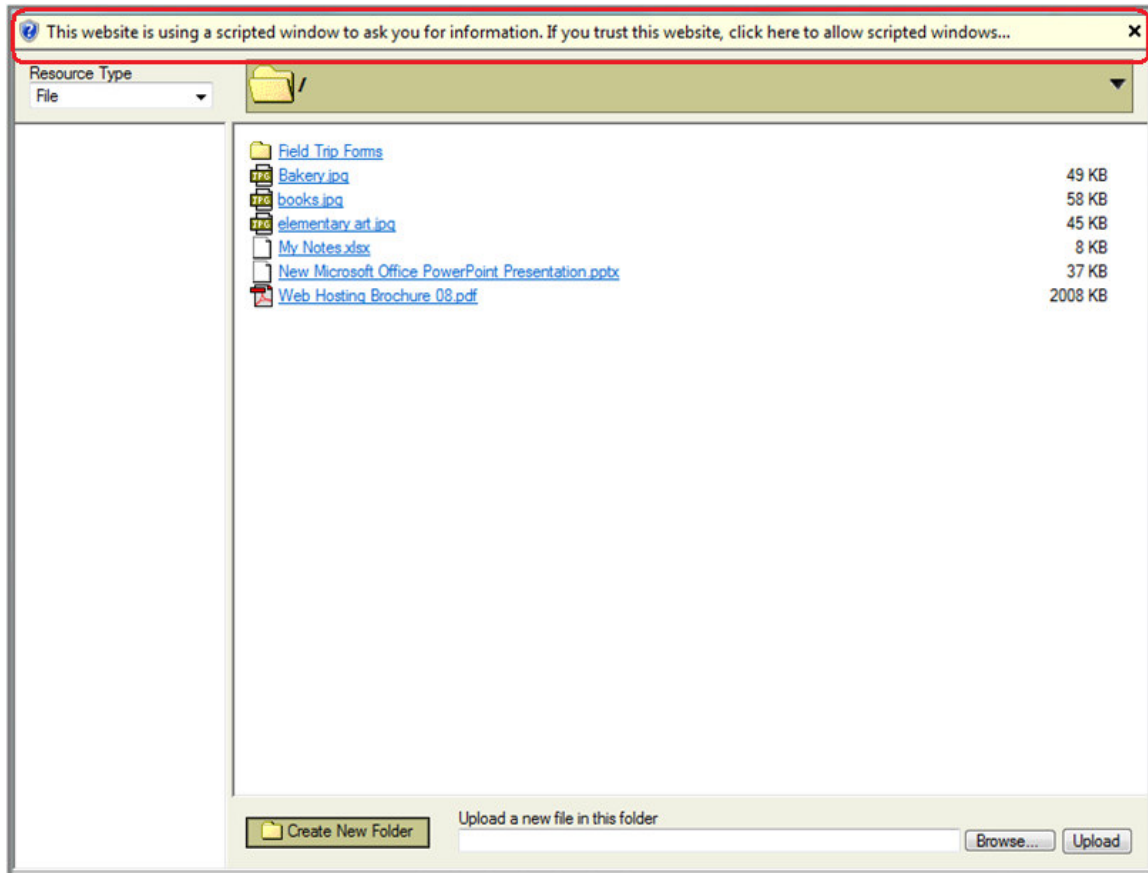
The *File Administration* component allows administrators to add files to the central repository of resources that will be made available to content authors via the WYSIWYG editor.

Administrators can create specific folders under the *Resource Types* drop down. It is important to note that the *Resource Types* directly correspond to elements on the WYSIWYG editor. For example, files added under the *Image Resource Type* will be made available to users via the *Image Manager* icon in the WYSIWYG Editor; likewise, files added to the *File Resource Type* will be made available to users via the *Document Manager* icon in the editor.



Administrators can also create subfolders under a *Resource Type* by clicking on *Create Folder*.

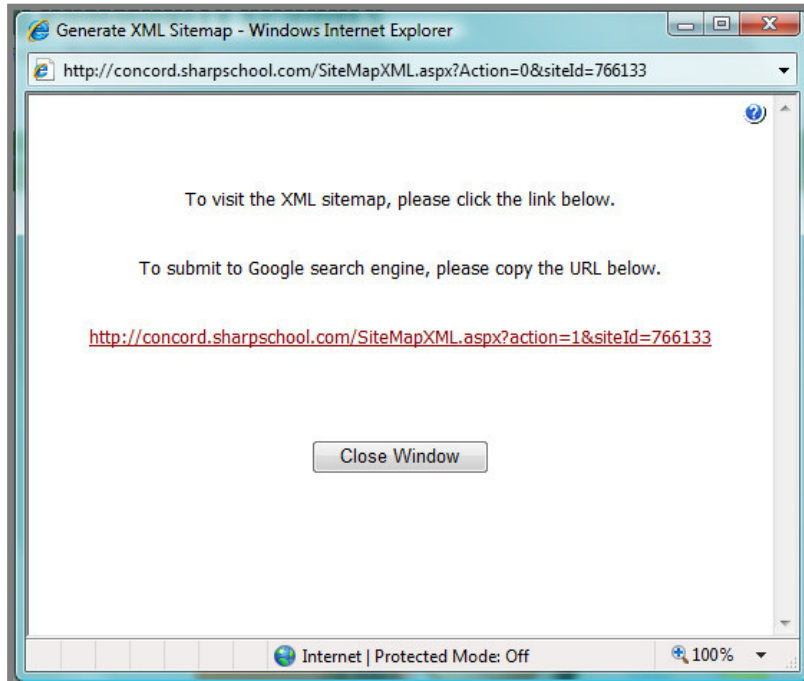
Note: The system will prompt you to allow scripted windows. For the purpose of the File Administration, you must enable this feature.



You can now add files to folders by clicking in **Browse...** to select files from your computer, and then clicking on **Upload** to upload it to SharpSchool's server.

V. General XML Sitemap...

This tab allows administrators to create an XML Sitemap for their site that can then be submitted to search engines such as Google.



VI. Appendix B: Import XML Page

The following information is used to define the page:

```
<page style="single" type="Content Space Page" name="Capacity Building"
canonicalName="capacity_building" theme="0" layoutTemplate="" refresh="0">
```

This table contains descriptions of the tags in the code above:

Attribute	Description	Values
style	Page Layout Style	single, double, doubleleft, doubleright, triple, tripletop, doubletop, custom
type	Page Type	Name of the Page Type (i.e. "Calendar Page", "Content Space Page", etc)
name	Page Title	
canonicalName	Page Name	Spaces and special characters are not allowed
theme	Portal Theme	Portal Theme ID or 0 to inherit theme from the parent page
layoutTemplate	Custom Page Layout	
refresh		0

The following code defines portlet regions:

```
<column order="1" type="vertical" style="">
```

Attribute	Description	Values
order	Portlet Region Number	Integer, depends on Page Layout
type	Portlet Direction Type	vertical, horizontal

```
<instance order="0" title="Web Content">
```

Attribute	Description	Values
order	Portlet Order	Integer, ascending order
title	Portlet Title	

```
<properties>
```

```
  <property name="text">SOURCE</property>
```

```
</properties>
```

```
<portlet name="Web Content" category="Content Management" viewable="True"
```

```
  minimizable="True" maximizable="True" editable="True" inlineeditable="False"
```

```
  detachable="False" hidden="False" personalizable="False" cachable="False"
```

```
  nochrome="True" versioncontrolled="True" width="200" height="300">
```

```
  <description></description>
```

```
  <properties></properties>
```

```
  <template provider="ascx" name="Content Managed Data" category=""
```

```
  minimizable="True" maximizable="True" editable="True" inlineeditable="False"
```

```
  detachable="False" personalizable="False" cachable="False" nochrome="True"
```

```
  versioncontrolled="True" width="200" height="300">
```

```
    <resource>/cms/portlets/ManagedContent.ascx</resource>
```

```
    <properties></properties>
```

```
    <configuration>
```

```
      <properties>
```

```
      </properties>
```

```
    </configuration>
```

```
  </template>
```

```
</portlet>
```

```
</instance>
```

```
</column>
```

```
</page>
```