Schoolwires Centricity2 Basics

<u>_____</u>**Log in to your school web site**

Go to the link above to access the Centricity2 Homepage, where you may use the drop-menu at top left to navigate to a school, or access Central Office departments and programs through the channels across the top of the page.

Sign In

- **Sign In** (upper right corner) to Schoolwires with your username and password to see the Site Manager tab.

- Click **Site Manager** (upper right) to access your Section Workspace, where you may edit and add to pages.
- Use the View Website button at top of section window to view changes and additions you make to your site.
- If you need to change your username or password click **My Account** (upper right)

Your Section Workspace

If you haven't already done so, you might want to rename your **Overview** page….click **Set Options** under the **Actions** drop-menu to the right of the page link, and rename the page something like Welcome, Home, Mr. D's Homepage, etc.
• To add new pages click **New Page** on the upper left side and select the type of page you want to create
• Keep in mind that **File Library**, **Article Library**, and **Link Library** are page types that allow you to store multiple documents or website lists…..you do not need to create a new page for every file you want to attach or every website link you want to publish.

Questions

SchoolWires Centricity2 includes excellent HELP under the "How do I" tab in Site Manager. These are quick answers to common questions.

Quick/Step-By-Step Answers   2 – 4 Minute Video Tutorials   Extensive Help Resources

Help Articles

Access Files & Folders
Provides step-by-step instructions on how to access Files & Folders in the Site, Subsite, Channel, and Section workspaces via the Tools tab as well as via the Common Tools dashboard link. Key words: Files & Folders, Tools, Common Tools. Updated January 2012.

Interactive Video Tutorials

Add a Blog Page
Length: 3 minutes
Demonstrates how to add a Blog Page to the Section Workspace. Also covers how to enable commenting and RSS feeds on you Blog App.

Add a Calendar Event

Additional Resources

Access Standard Webinars
Access the standard webinar library simply by clicking on this link. The library contains a webinar that compares Centricity with Centricity2, one on User Management in Centricity2, one on the Section Workspace in Centricity2 and one on the Schoolwires Editor in Centricity2.

Look for Schoolwires Help Cards from the District Tech Help and Support webpages.