

USER GUIDE

Flex Pages

Schoolwires[®] Centricity

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Introduction

Flex Page is essentially a *blank* slate. Because it has no preset structure, you can be creative with organization and layout.

Audience

Site Directors, Subsite Directors and Section Editors all have access to the *Section Workspace* and should read this chapter.

Objectives

After reading this chapter, you will be able to:

- Add, edit and delete *Flex Page*.
- Add to and change content on a *Flex Page*.

Working with Flex Pages

A *Flex Page* is essentially a *blank slate*. Unlike the other *page* types, it has no preset structure. You can be creative with organization and layout. Custom *page* layouts can be built for *Flex pages* and then applied to new *Flex Pages* you add to a *section*. However, you can easily modify both the organization



Figure 1: Flex page

and the layout. *Flex Pages* are—well, flexible!

Figure 1 shows an example of a *Flex Page*.

Adding a Flex Page

Your *section* may already contain *pages* that a Site Director or a Subsite Director added when the *section* was created. In addition to working with the existing *pages* in your *section*, you may want to add additional *Flex pages*.

To add a new *page*:

1. Access the *Section Workspace*. A window like the one shown in Figure 2 will display. The *Section Workspace* will always open on the *Manage Pages* tab which functions as the *Section Workspace* Home.

Pages Jsers Tools Help Section Workspace (Smith, Claire)						Schooly	
inage	Pages Secti	in Editors Tools	_	_			
Filter	• Out: nactive Pages	Active Pages					Tutorials
Curre	ent Pages (
Curre	ent Pages (Status 📀	Page Name	Type 🚱				
Curre	ent Pages (Status 🕜	Page Name Page Name Image: Welcome!	Type 🕢 	URL	Rename		
Curre	Status 😮	Page Name Welcome! Articles	Type 🥝 Article Library	URL	Rename Rename	Options	Delete

Figure 2: Section Workspace

2. To add a new *Flex Page* for a *section*, from the *Manage Pages* tab click on the *New Page* button. An *Available Page Types* window like the one shown in Figure 3 will display.

ail selec	able Page Types It the type of page you would like to add to your section, click on the title of the page ty
	Article Library
and .	This page type is useful for sports highlights, newsletters, and meeting minutes.
A+	Assignments
and a	This page type is useful for adding and displaying homework assignments.
	Blog
	This page type is useful for such things as facilitating cooperative learning experiences
	and promoting communication with parents.
5)	File Library
	This page type is useful for policies, forms, software updates and art projects.
7	Flex Page
-	This page type is useful for all types of content.
2	Link Library
and a second	This page type is useful for helpful links, fun links and homework links.
8	Maps & Directions
	This page type is useful for athletic events, field trips and other occasions when you
	want to give detailed driving directions.
4	Podcast
	This page type is useful for such things as showcasing school concerts and sharing
	foreign language assignments.

Figure 3: Page types window without Calendar option

Alternatively, to add a new *page* from the *Main Menu* bar, click on the *Pages* drop-down menu. A menu like the one shown in Figure 4 will display.

Pages User	s Tools Help
New Page	Article Library
174	Assignment
	Blog
	Flex Page
	File Library
	Link Library
	Maps & Directions
	Podcast

Figure 4: New Page drop-down

3. Click on the *Flex Page* option. A *Page Name* window like the one shown in Figure 5 will display.

Page Name: Is is the page name users will see in your section navigation. Choose Page Layout: Teacher Homepage Title & Text Title & Three Column Text Title & Two Column Text	Layout Preview
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Figure 5: Page Name window

- 4. Click in the Page Name field and enter a name for the *page* you want to add.
- 5. Select a *page* layout option if desired. Site Directors and Subsite Directors can create *page* layouts that you may select when creating a new *Flex Page*. Available *page* layouts display with clickable radio buttons. *Page* layouts allow you to provide structure and formatting to your *Flex Pages*.

Figure 6 shows a *Add Flex Page* window with the Teacher Homepage radio button selected. The structure of the selected *page* layout will display within the *Layout Preview* area of the window. Figure 7 shows a *Flex Page* formatted using the Teacher Homepage Page Layout. Figure 8 shows how the same *Flex Page* will appear to your website visitors after you've edited it. However, typically, this layout would be applied to an *Overview Page*.

Page Name: his is the page name users will see in your section navigation.	Layout Preview
Choose Page Layout: Teacher Homepage Title & Text Title & Three Column Text Title & Two Column Text	Hello \$UF! Welcome to \$ST! Name: Email Address: Enter your welcome message here. Link 1 Link 2 Link 3 Link 4 Link 5 Link 5 Link 5

Figure 6: Page Name window with Teacher Homepage Page layout selected



Figure 7: Flex Page with Page Layout in Editor

Regardless of the *page* layout selected, any content in the *Flex Page* can be edited or deleted. *Page* layouts act simply as guidelines.

If no *page* layout is selected, a blank *Flex Page* will be added to the *section*.



6. Click on the *Save* button. The *Section Workspace Manage Pages* tab will

Figure 8: Same Flex Page as seen by visitors after editing

return as the active window. The *Flex Page* you added will appear under *Current Pages* and have an *Active* status.

<u>Note:</u> To ensure that no website visitor can access your new *page* while you are working on it, set its status to *Inactive* by deselecting the *Status* checkbox.

Editing a Flex Page

Flex Pages work the same whether adding content to a new *Flex Page* or editing an existing *Flex Page*.

To edit a Flex Page:

- 1. Access the Section Workspace.
- 2. Click on the name of the *Flex Page* you wish to edit. An **Editor** like the one shown in Figure 9 will display.

<u>Note</u>: If you chose a *page* layout when you added the *Flex page* or if a layout was applied by the Site Director or Subsite Director through the choice of *section* configuration, the **Editor** may not be blank like the one shown in Figure 9. You can edit or delete any *page* layout content and change any structure.

Home > Edit 'Daily Schedule' (Flex Page)
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VIEW HTML EDIT IN 🔗 EDIT IN 🐼
Active: 🔽
Save Cancel Create E-Alert

Figure 9: Editor for a Flex page

- 3. Enter new or edit the existing content in the *Schoolwires* Editor. See the Centricity chapter "Editor" for more information.
- 4. Click on the *Save* button. A window will display confirming that the save was successful. The window will close automatically or you can click the *Close* button. The *Flex page* will display in the *Section Workspace*. If you made it active, it will also display on your website.

TIPS:

- If you have enabled content routing, you will need to send the page for approval when you create or change content on any page. See the **Centricity** chapter, "Content Routing" for more information.
- If you can access the E-Alerts Module, you can send a Content E-Alert. See the Centricity chapter "E-Alerts" for more information.

If you do not see a *Flex Page* on your website when you expect to see it, check that the *page* is active. If you are using content routing, it may not be through the routing process.