USER GUIDE

Accessing the Section Workspace as a Section Editor

Schoolwires® **Centricity**™

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Introduction

E ach *channel* of the main *site* or *subsites* is comprised of *sections*. Most of your *site's* content *pages* reside within *sections*. You use a *Section Workspace* to manage these *pages*. Section Editors, Site and Subsite Directors have access to the *Section Workspace*.

Audience and Objectives

We recommend that Section Editors read this chapter.

Objectives

In this chapter you will learn to access a *Section Workspace* as a Section Editor.

Navigating to Your Section on End-user Website

In order for you to access your *Section Workspace* in **Site Manager**, you must first navigate to your *section* on the end-user website.

To navigate to your *section* on the end-user website:

1. Sign in to your website.

2. If your *section* is on a *subsite*, select that *subsite* from the *Select a School* drop-down list on the homepage as shown in Figure 1.
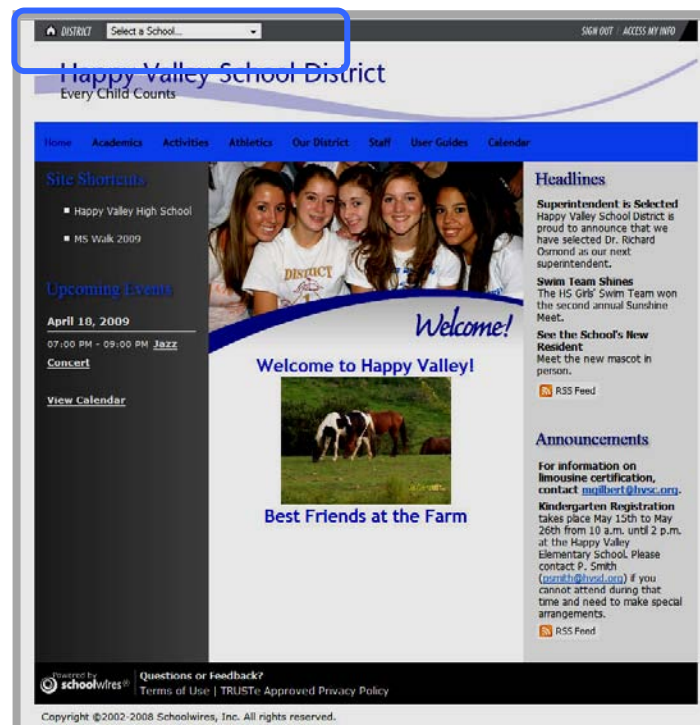

Figure 1: Select a School on end-user website

3. Once you are on the homepage of the correct *site* or *subsite*, click on the *channel* containing your *section*.
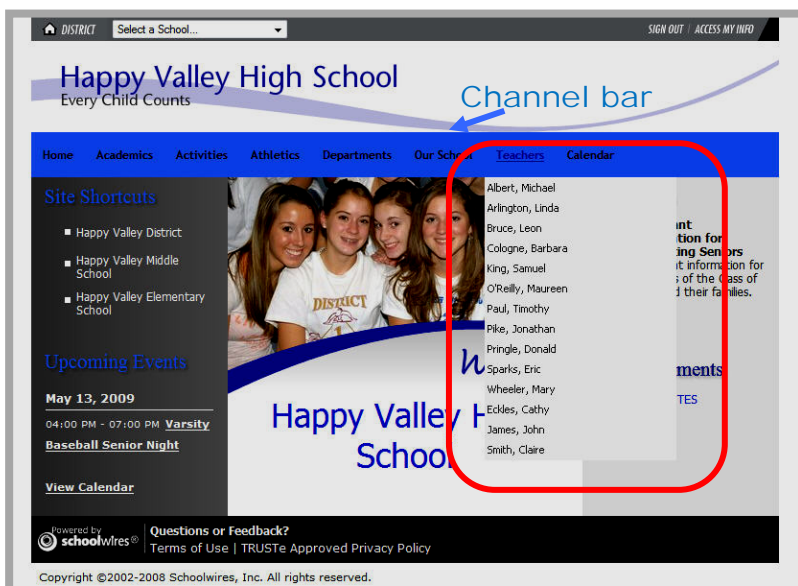

Figure 2: Channel drop-down list

4. Select your *section* from the *channel* drop-down list (Figure 2) or directory page (Figure 3) that displays for that *channel*. The homepage of your *section* will display.

Note: A directory page appears instead of a drop-down list when there are 15 or more *sections* in a *channel*.
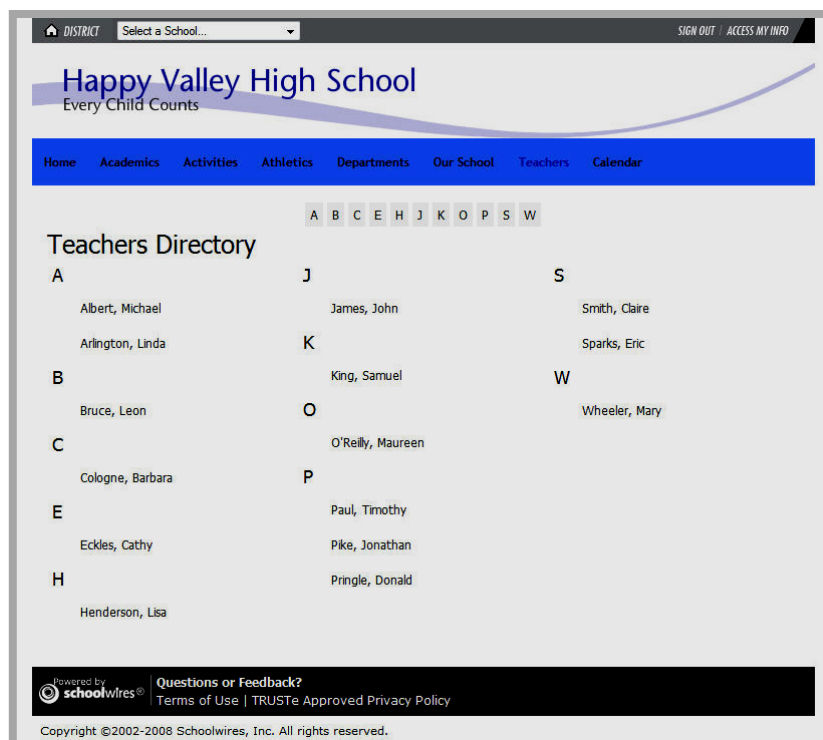

Figure 3: Directory Page

As shown in Figure 5, the **Site Manager** button now displays in the upper right corner of the *MyStart* bar. In Figure 5, you can see the section homepage or *Overview Pag*e has been renamed History and You—Mr. Sparks.

The first time you access your *section*, you may see content on your homepage and *pages* within your *section*. Site Directors and Subsite Directors must select a configuration for each *section* they create. These control the types of the *pages* that display.

Accessing Your Section Workspace in Site Manager

Once you have navigated your *section* on the end-user website, click on the **Site Manager** button on the *MyStart* bar. Your *Section Workspace*, which will be similar to the one shown in Figure 6, will display.
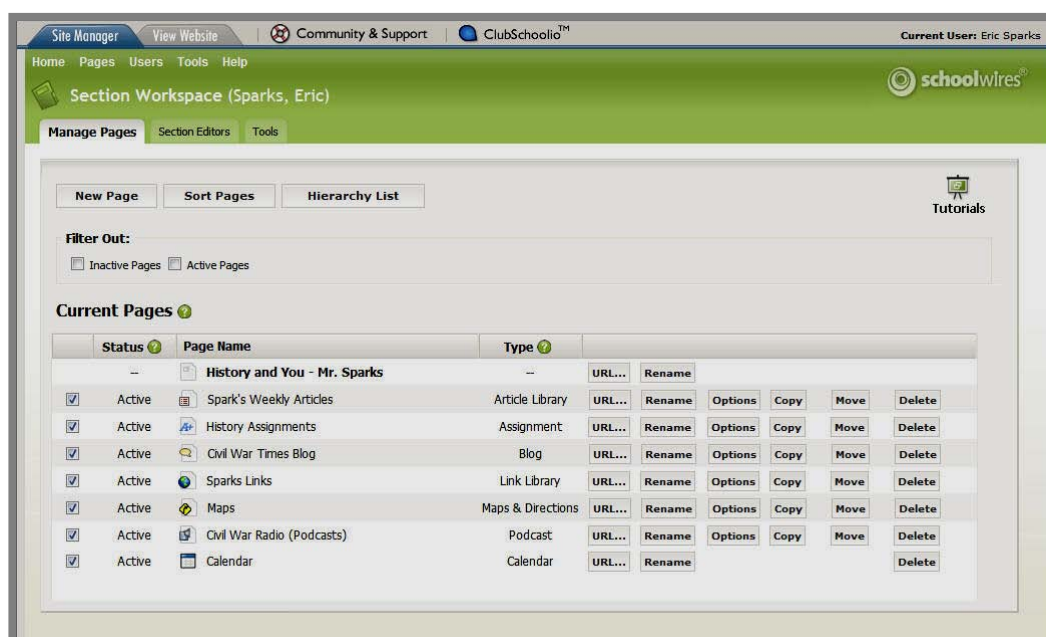

Figure 4: Section Workspace in Site Manager