

Work With the Link Library App



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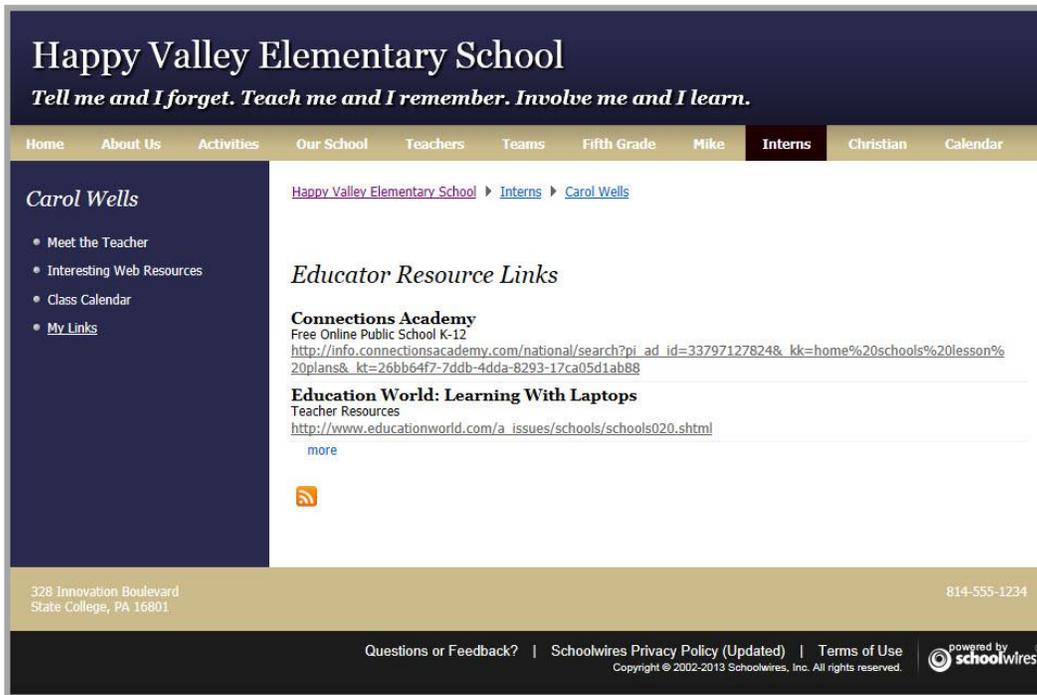
This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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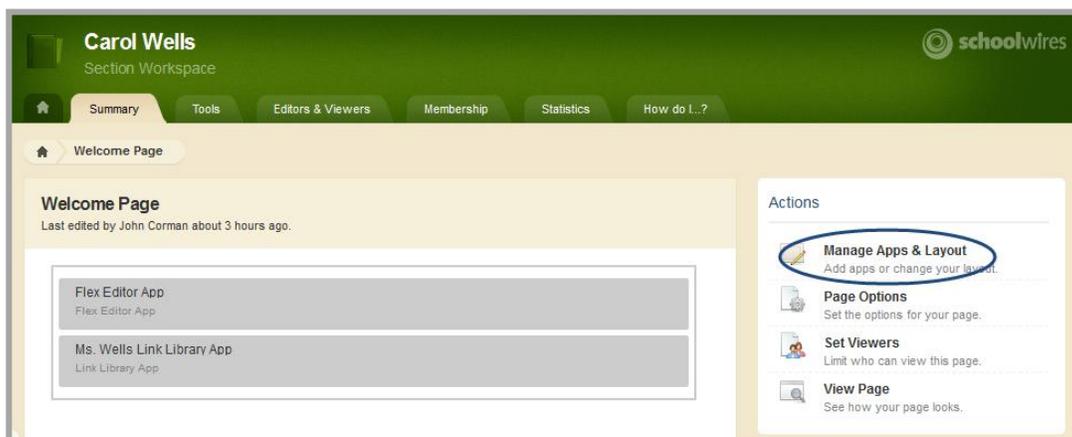
Introduction

You use a Link Library App to build a collection of links to other websites of interest. For example, you might include links of a similar topic or theme.



You create a Link Library App by creating a new page and selecting the Link Library Page Type. This creates a page containing one Link Library app in a one column page layout.

Alternatively, you can add a Link Library to a page by clicking on **Manage Apps & Layout**, which takes you to Design mode.



Once your app is in place on a page you can add, modify, and delete links within the app.

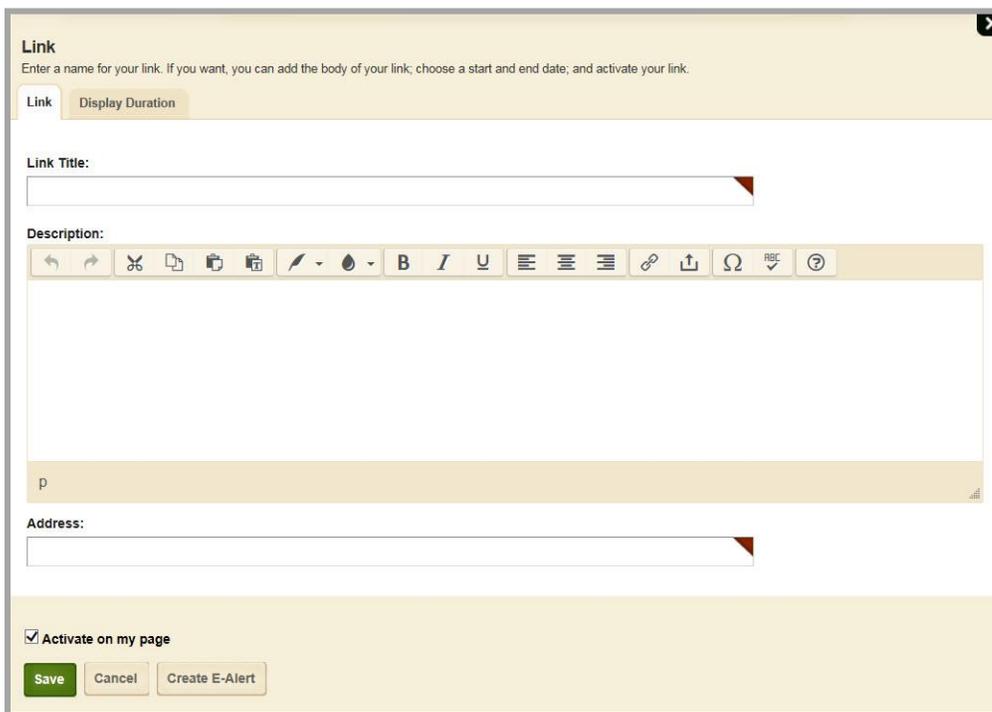
Add a Link

Here's how you add a link to a Link Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.
3. Click on the Link Library App. The app opens.



4. Click **New Link**. A New Link window displays.
5. On the **Link** tab, enter a title for the link. Note that the title and the web address, or URL, are mandatory fields, as indicated by the red triangle in the upper right hand corner.

A screenshot of the "New Link" window. The window title is "Link". Below the title, there is a subtitle: "Enter a name for your link. If you want, you can add the body of your link; choose a start and end date, and activate your link." There are two tabs: "Link" (selected) and "Display Duration". The "Link" tab contains a "Link Title:" text input field with a red triangle in the top right corner. Below it is a "Description:" section with a rich text editor toolbar and a text area containing the letter "p". Below the text area is an "Address:" text input field, also with a red triangle in the top right corner. At the bottom, there is a checked checkbox labeled "Activate on my page" and three buttons: "Save" (green), "Cancel", and "Create E-Alert".

6. Enter a description that will appear below the link title on your page (optional). You should enter a minimal amount of text within the limited **Schoolwires** editor to define the webpage contents of the link location.
7. By default the *Activate on my page* check box is selected, flagging your link for immediate display on your website once you save it. We recommend that you uncheck *Activate on my page* while working on the link. Remember to activate it when you have completed work on your link.

- Enter the URL in the **Address** field. You can either copy the URL from the address bar at the top of the webpage and paste it into the Address field, or enter it manually. If you do not enter a Link Title or an Address, a message displays reminding you that these fields must contain valid values.

Link
Enter a name for your link. If you want, you can add the body of your link; choose a start and end date; and activate your link.

Link Display Duration

Link Title:

Oops! You didn't enter a link title.

Description:

Address:

Whoops! You didn't enter a valid web address.

Activate on my page

Save Cancel Create E-Alert

- Click the **Display Duration** tab (optional). Here you can specify start and end dates and times to control when your link displays on your website as long as the link and the page are both active.

Link ✕
Enter a name for your link. If you want, you can add the body of your link; choose a start and end date; and activate your link.

Link Display Duration

When will this item be displayed?

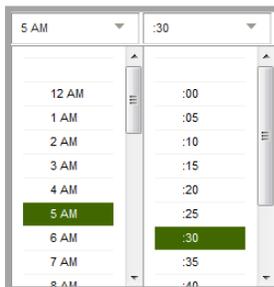
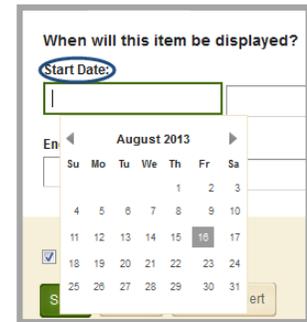
Start Date:

End Date:

Activate on my page

Save Cancel Create E-Alert

When you click in either the Start Date or the End Date field, a Calendar Date Picker displays. Use the Date Picker to select a date. You may also enter date values manually.



To specify a value for the Start and End Date Time fields, click on the Hour and Minute drop-downs associated with each date field and select a time from the list. Hours are specified with AM and PM designations; Minute options begin at 00 and are incremented by units of five.

If you specify only dates, the start time is set to 12:00 AM and the end time is set to 12:00 PM internally.

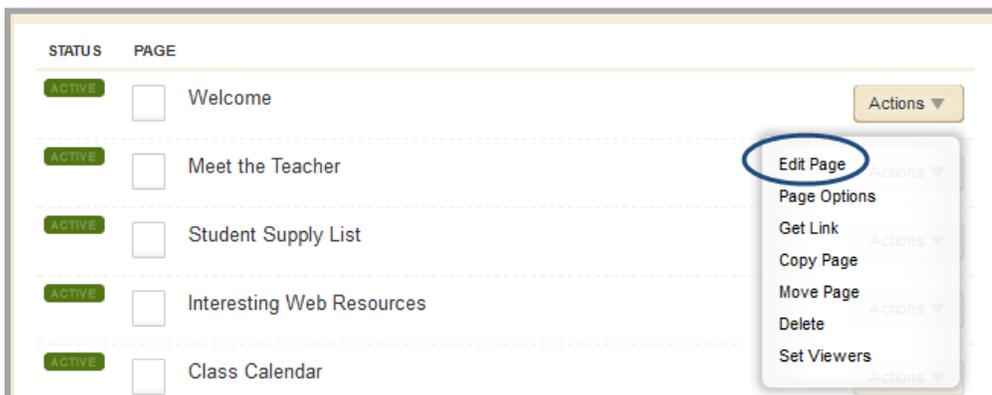
Here are some things to keep in mind when working with Display Duration.

- If you enter no dates and times, the link always displays.
 - If you enter both start and end dates and times, the link displays on your site within the specified date and time ranges.
 - If you enter only a start date and time, the link displays on your site from the date and time specified forward.
 - If you enter only an end date and time, the link displays on your site immediately until the specified end date and time.
10. Navigate to the **Create E-Alert** button (optional). When you click the **Create E-Alert** button, the Send a Content E-Alert dialog displays. Edit the Sender Name and Email, Subject and Body, if necessary.
 11. Click **Send**. All of your subscribers will receive an Email containing a direct link to the new content. You are returned to the Link Display Duration window.
 12. Click **Save**. The link is added to the Link Library App and you are returned to the workspace.

Edit a Link

Here's how you edit a Link Library App link.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



3. Click on the Link Library App. The app opens.
4. Click **Edit** to the right of the link.

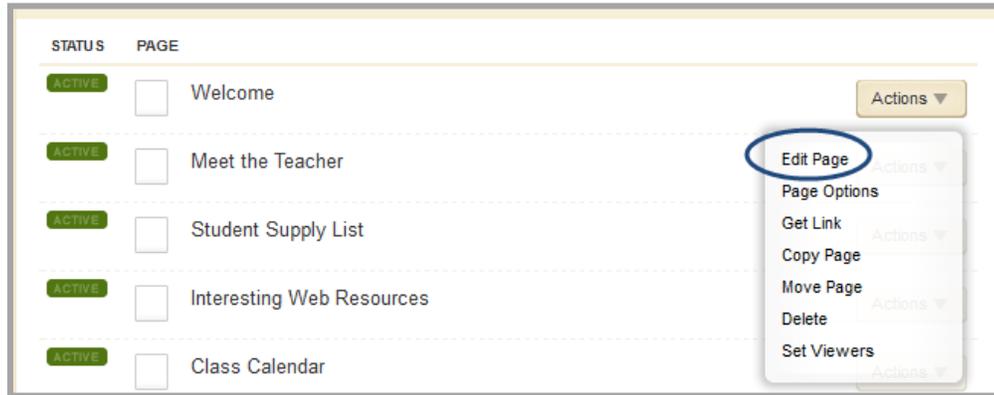


5. Edit the link, making changes to the title, body, address or duration information as necessary.
6. Click **Save**. The link is updated and you are returned to the workspace.

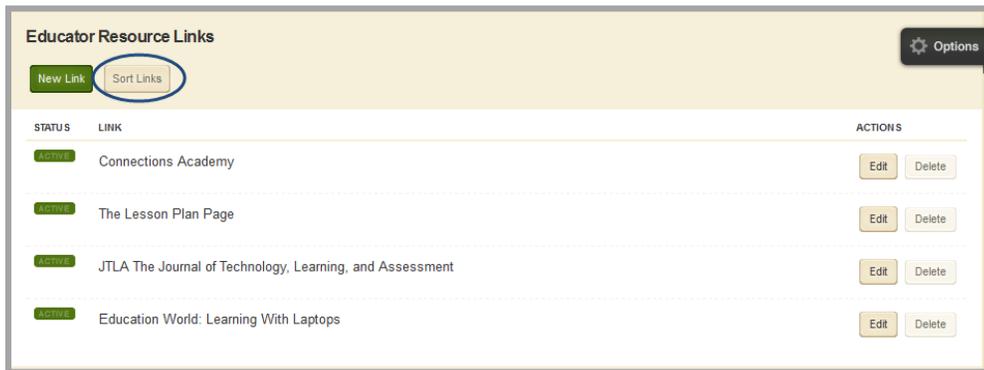
Sort Links

Here’s how you sort links within a Link Library App.

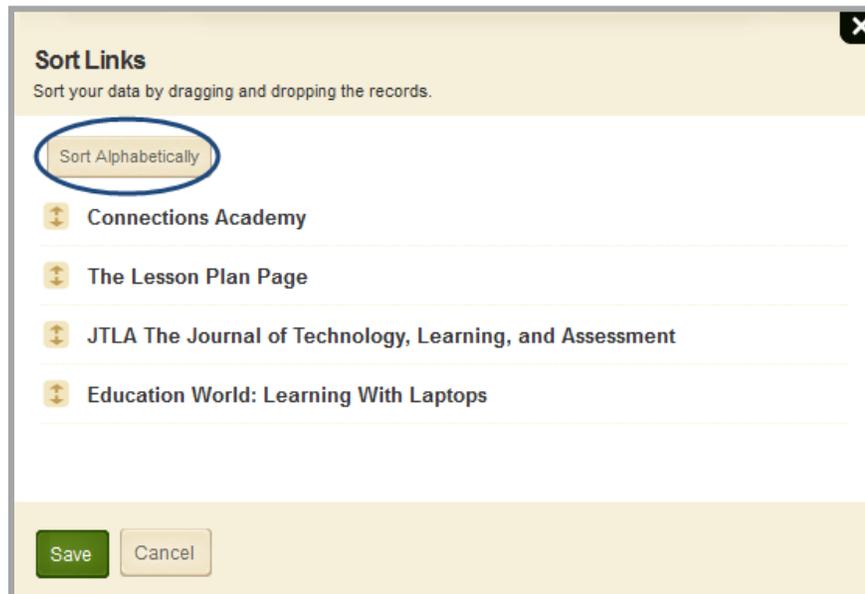
1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



3. Click on the Link Library App. The app opens.
4. Click **Sort Links**. The Sort Links window displays.



5. To sort the links in alphabetical order, click **Sort Alphabetically**.



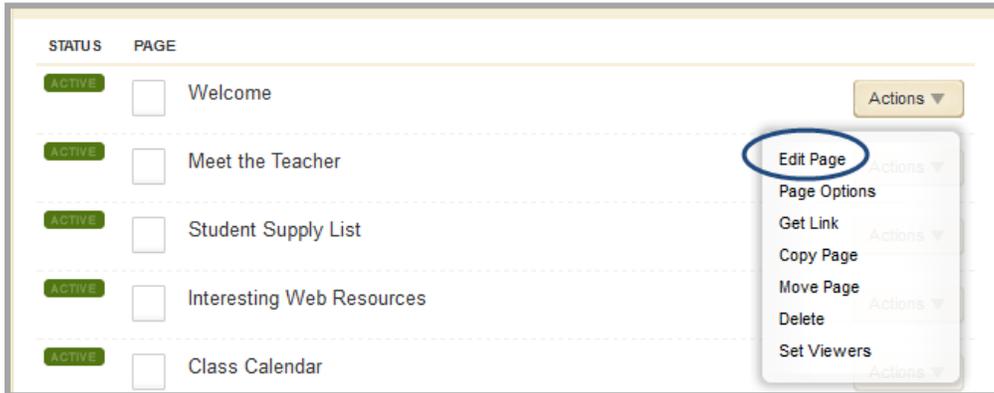
To sort the links manually, drag and drop them to a new location. Click and hold on the name of the link you wish to move. Drag the link to a new location within the list and drop it by releasing the mouse.

6. Click **Save**. The links are saved in their new order and you are returned to the workspace.

Delete a Link

Here’s how you delete a link from a Link Library App.

1. Access the workspace containing the page you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit Mode.



3. Click on the Link Library App. The app opens.
4. Click **Delete** to the right of the link you wish to delete. A confirmation dialog box displays.



5. Click **Yes** to delete the link. The link is removed from your website and you are returned to the workspace.

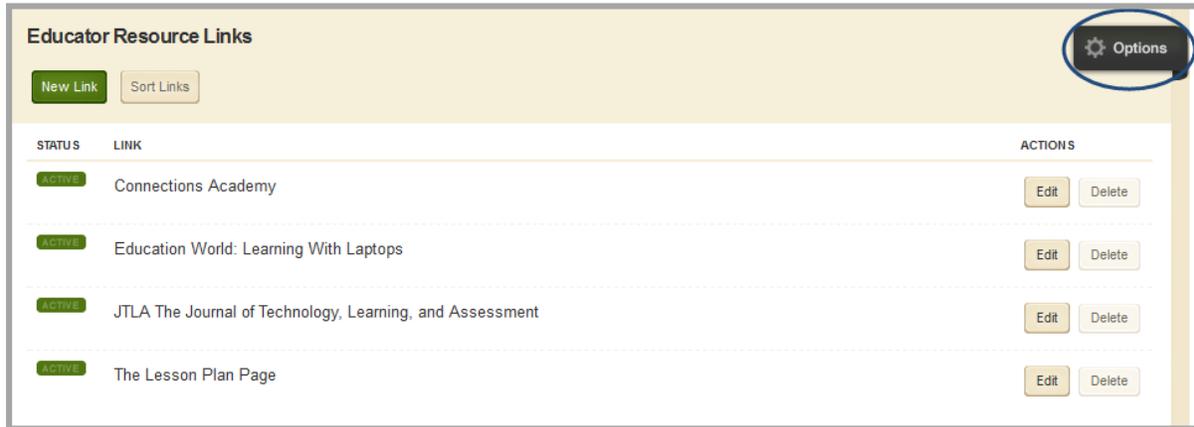


When you click **Yes** the link is permanently deleted. It cannot be recovered. Be certain this is what you want to do before you click **Yes**.

Alternatively, you can click on the green **Active** toggle button to the left of the link. The link becomes **Inactive** and does not appear on your website, but it remains available for future use.

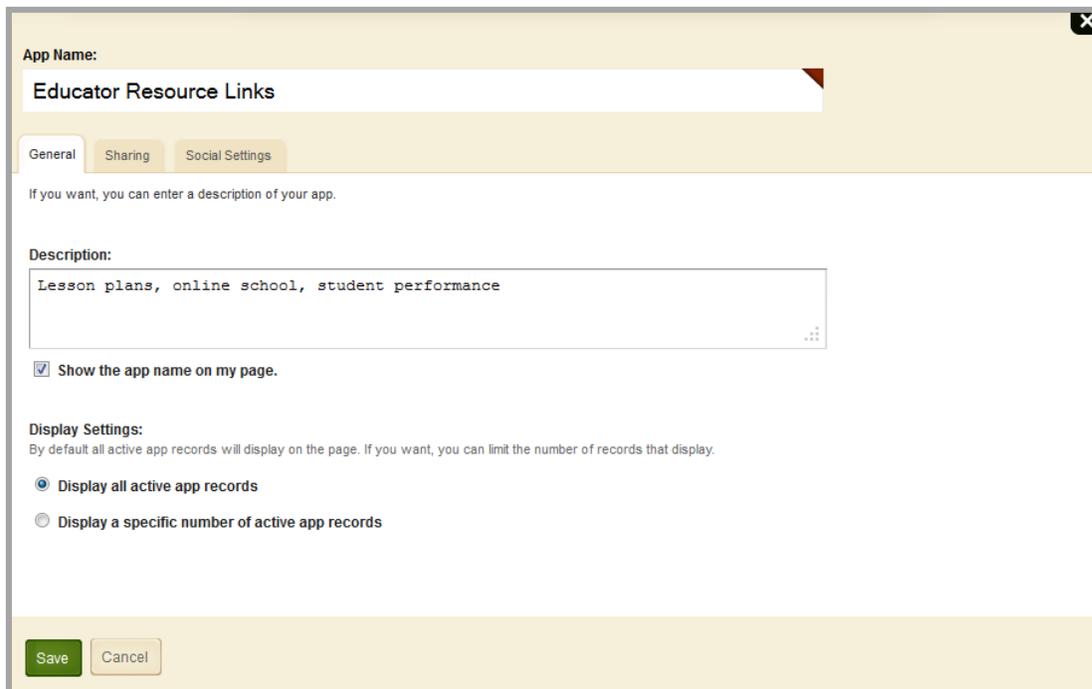
Set Link Library App Options

Centricity2 allows you to modify the default options set for an app that you create. Options for a Link Library App are grouped into three categories: General, Sharing, and Social Settings. To make app option modifications, edit the app and click Options. Be sure to click **Save** to retain your changes.



General Tab

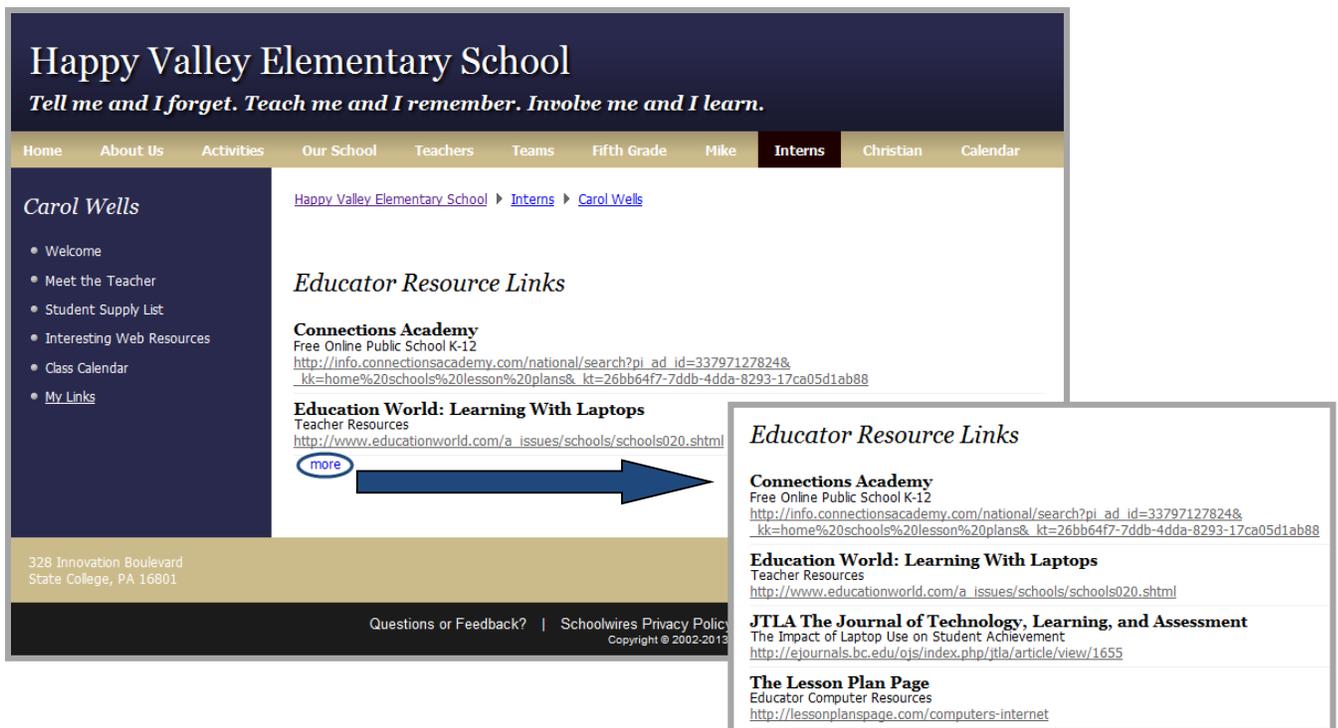
Use the options on the **General** tab to change the name of your app as well as add or modify a description for your app. The App Name is required.



If you click the *Show the app name on my page* check box, the name of the app displays on the page on your website.



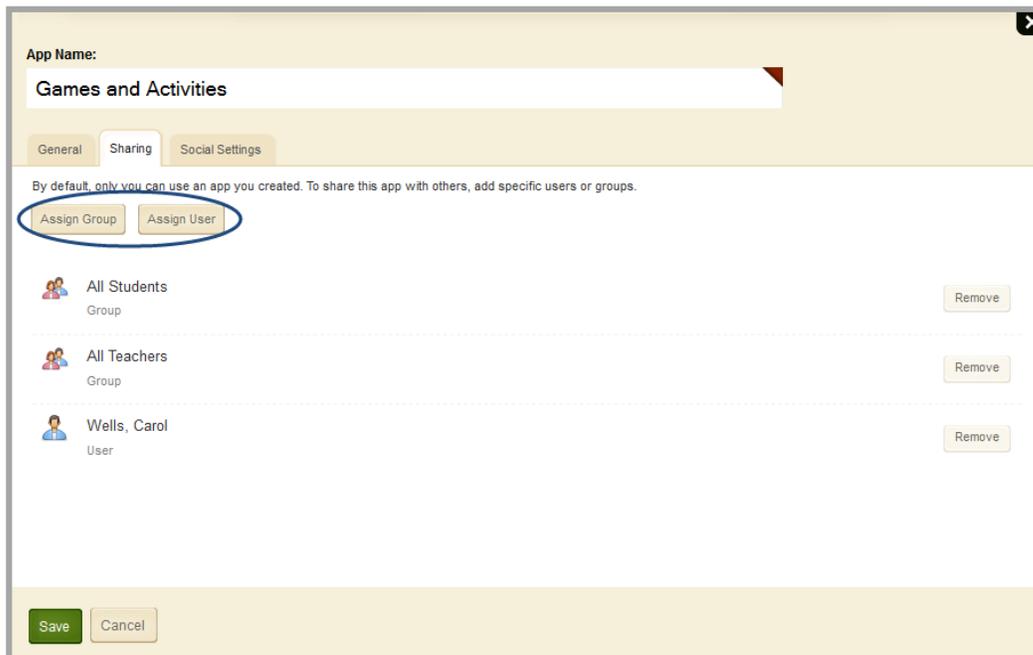
If you click the *Display Limited Record* radio button, a Record Limit field displays where you indicate the number of links you want to display on the page before a *More* link appears. To view any additional links, click the *More* link. Here, the record limit was set to 2.



Sharing Tab

By default, only you have access to an app that you create. If you would like other editors to be able to place your app on their pages, you must share it with them.

On the **Sharing** tab, click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app.



Social Settings Tab

If the version of Centricity2 your district uses includes the Social Media Framework, you may be able to add one or all of these social media elements to your apps. Whether you can add a particular element depends on which settings and elements your Site Administrator has enabled. Site Administrators may enable RSS feeds regardless of whether your district has *Social Media Framework*.

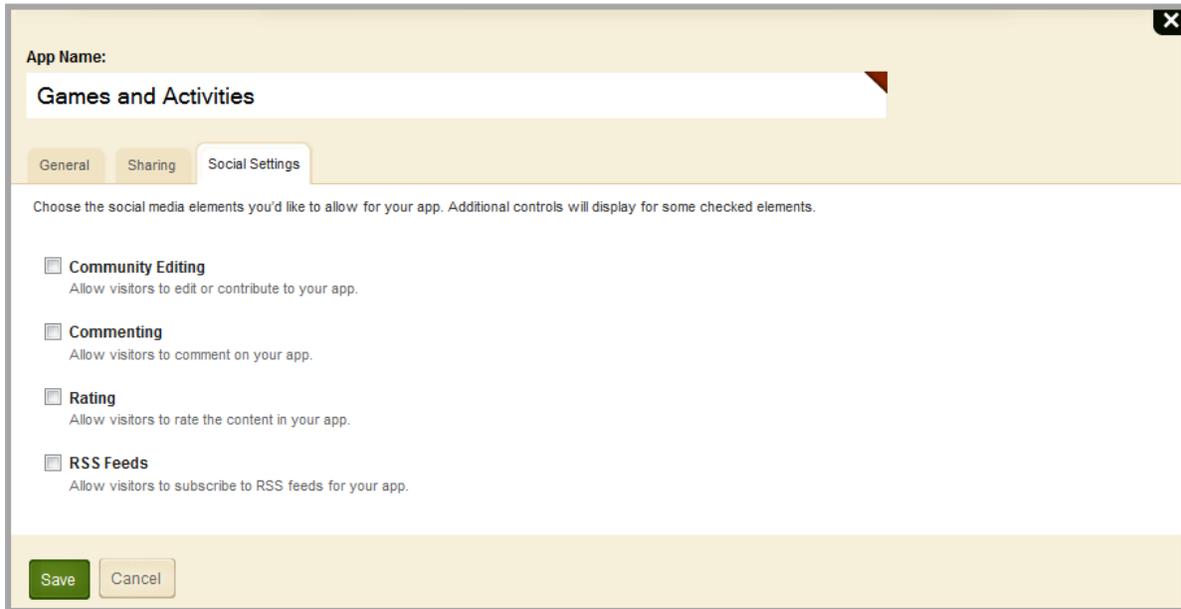
Here are the Social Media elements that may be available for your Link Library apps.

- **Community Editing:** Allows visitors to your website to contribute to your app.
- **Visitor Commenting:** Allows visitors to comment on your app.
- **Visitor Rating:** Allows visitors to rate your app.
- **RSS Feeds:** Allows visitors to subscribe to Really Simple Syndication (RSS) feeds for your app.

You enable social media elements on the **App Options** for each app. When enabled, Community Editing and RSS Feeds apply to the entire app and not to individual records within that app. For example, Community Editing and RSS Feeds apply to the entire Link Library rather than to each link within that Link Library. So once enabled for that Link Library app, visitors can add links to the Link Library and if they use the RSS Feed, they will see the entire Link Library on their aggregator pages.

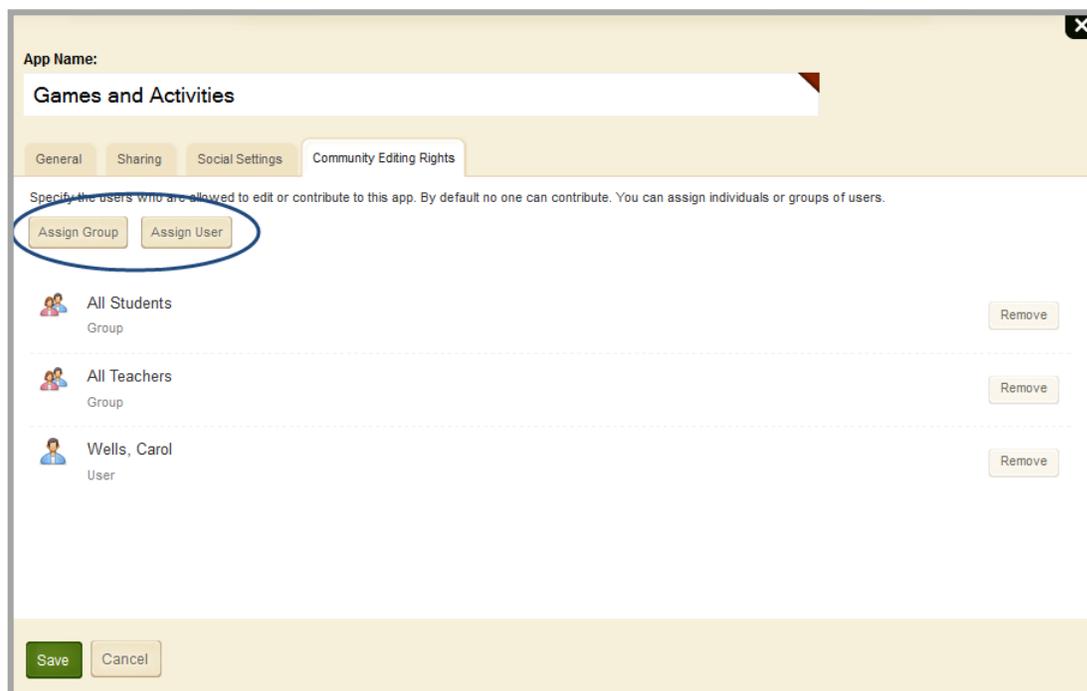
A Site Administrator must enable RSS Feeds for the entire website through a global setting in System Settings in order for you to enable it for your apps.

Use the options on the **Social Settings** tab to apply social media elements to your Link Library App. Depending on the element you select, additional controls may display.

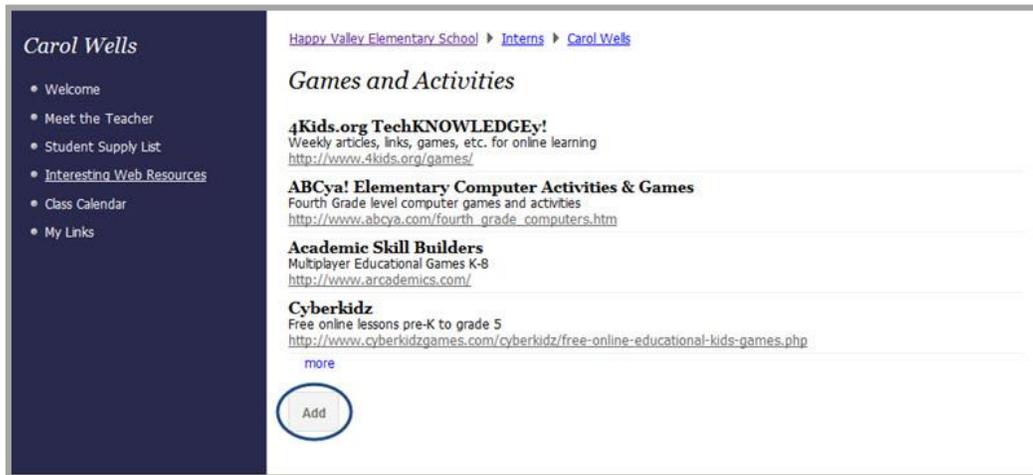


Community Editing

Community Editing allows selected visitors to contribute links to your Link Library App. When you select the check box, the **Community Editing Rights** tab displays. By default, no one has editing rights. Therefore, you will need to click this tab and using the **Assign Group** or **Assign User** buttons, search for and select specific users and groups you wish to have rights.

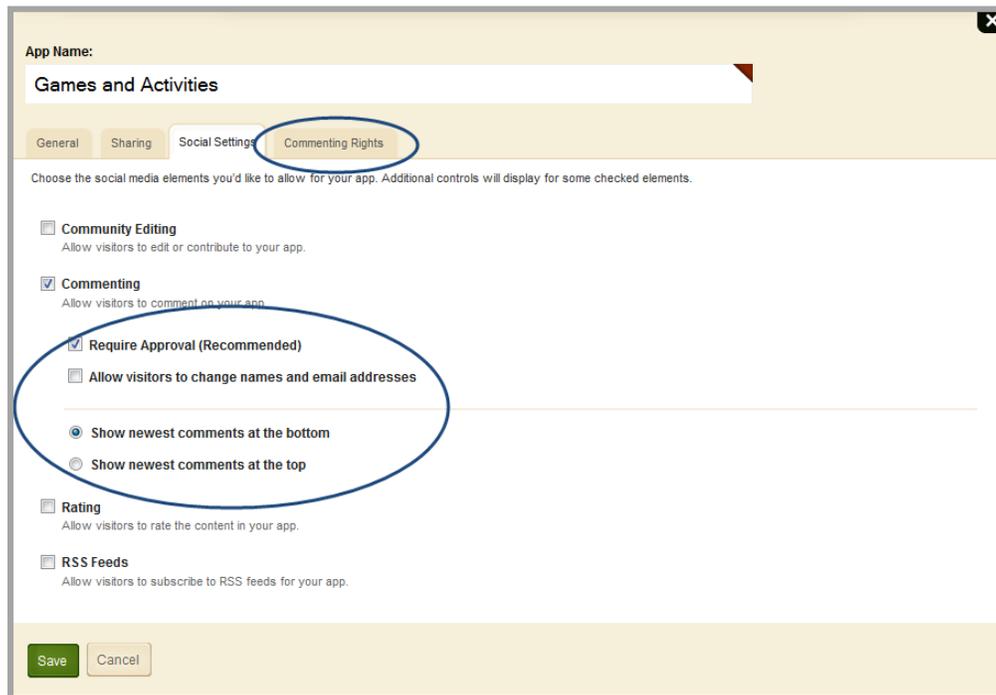


Once community editors are assigned to the Link Library App, they can add links to the library. You must approve links submitted by community editors before they display on your website.

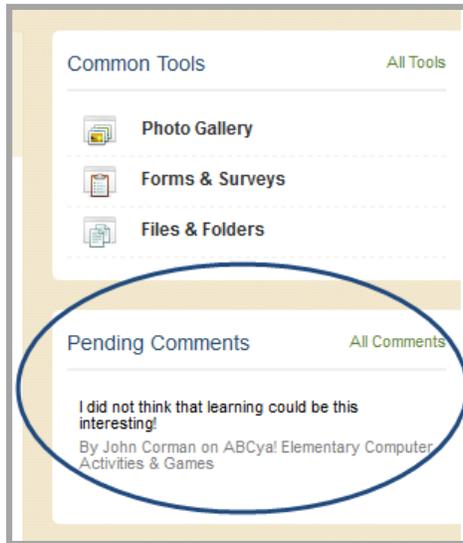


Commenting

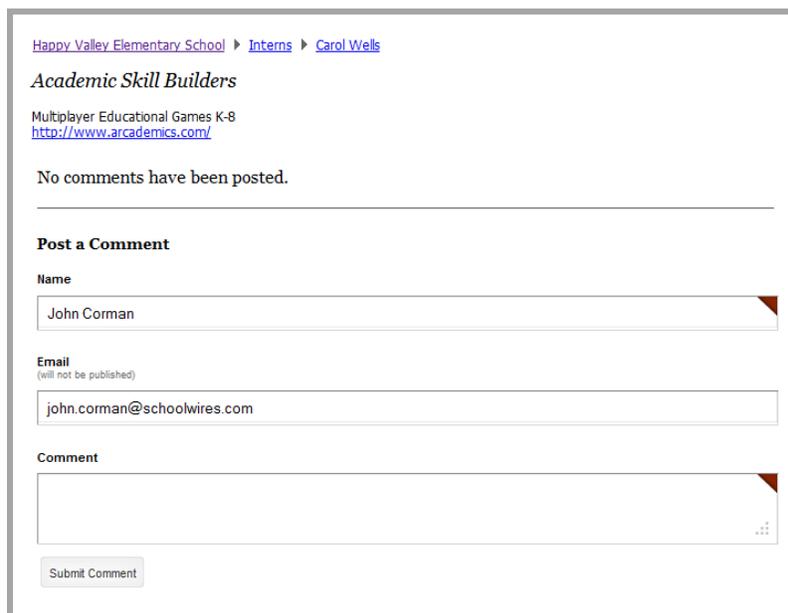
Commenting allows visitors to comment on each link in your Link Library app. When you select the check box, two additional check boxes, two radio buttons, and the **Commenting Rights** tab display.



We recommend that you select the *Require Approval* check box. Then you must approve all visitor comments before they display on your website.



If visitors post comments without signing in, the name defaults to *Anonymous*. If they sign in, then the names and email addresses that display are those in their accounts. Visitors can only change this information on the comment if you select the *Allow visitors to change names and email addresses* check box.

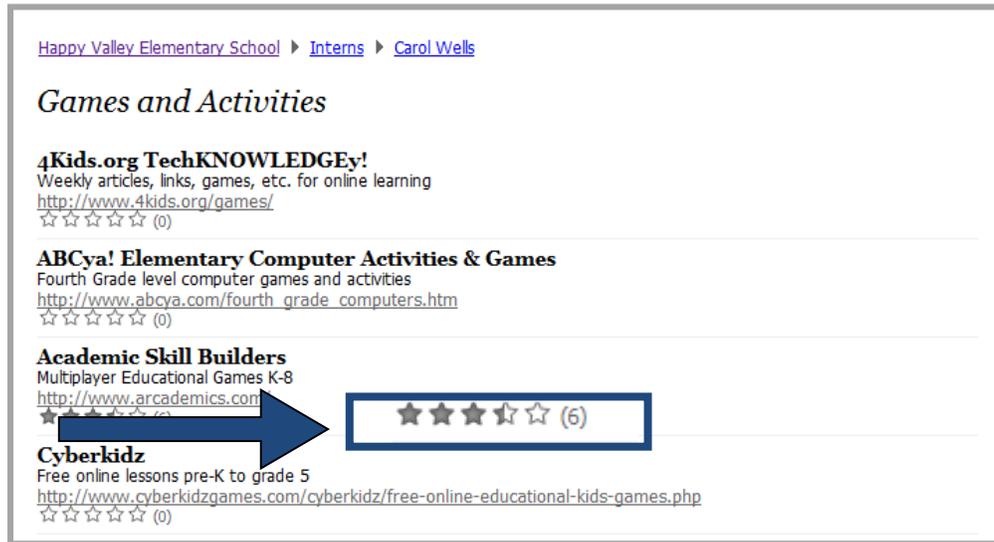


By default, all visitors are permitted to comment on a link in your Link Library. If you wish to limit who may post comments, click the **Commenting rights** tab and use the **Assign Group** or **Assign User** buttons to search for and select specific users and groups you wish to have rights.

You can also determine the order in which comments will post. By default, the *Show newest comments at the bottom* radio button is selected. Select the *Show newest comments at the top* radio button to change the order.

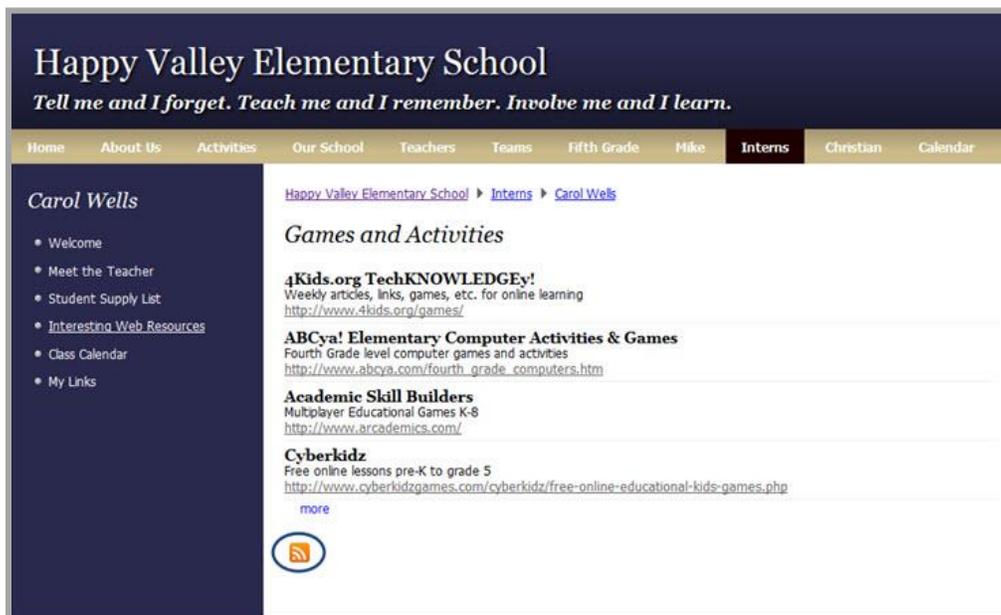
Rating

Rating allows visitors to rate the links in your Link Library App. The rating system consists of a series of five stars that display for each link in your library. You click on a star to rate the link. Note that you can specify half values by mousing over the first half of a star. Once rated, the stars display the average rating on the end-user website and you see the number of times the article was rated.

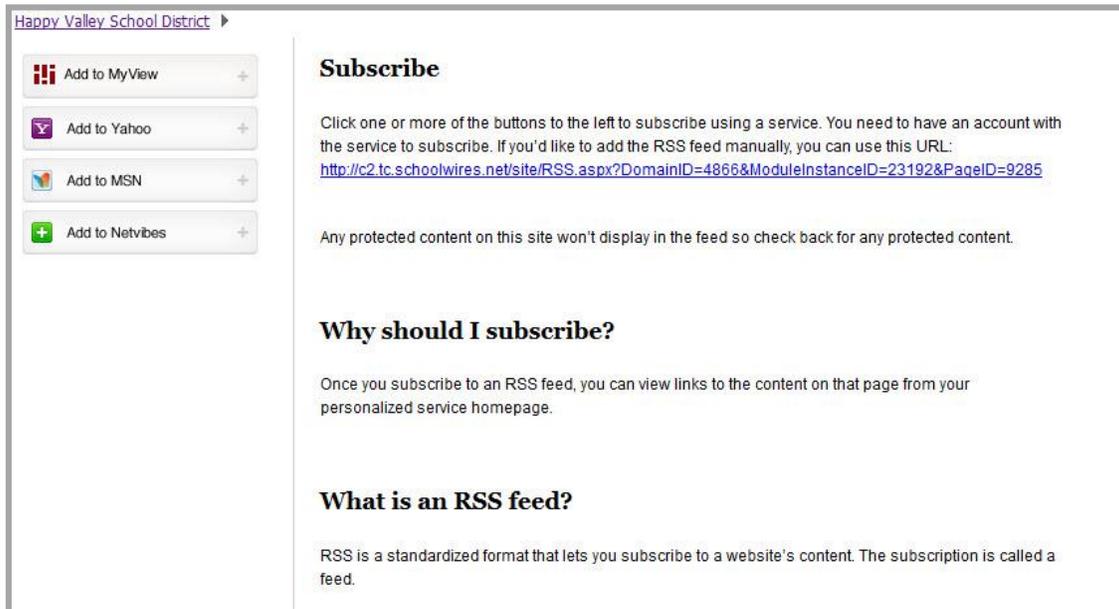


RSS Feeds

Really Simple Syndication (RSS) Feeds enables visitors to subscribe to your Link Library App. With the RSS option activated, an RSS Feed icon displays on your website for your Link Library App.

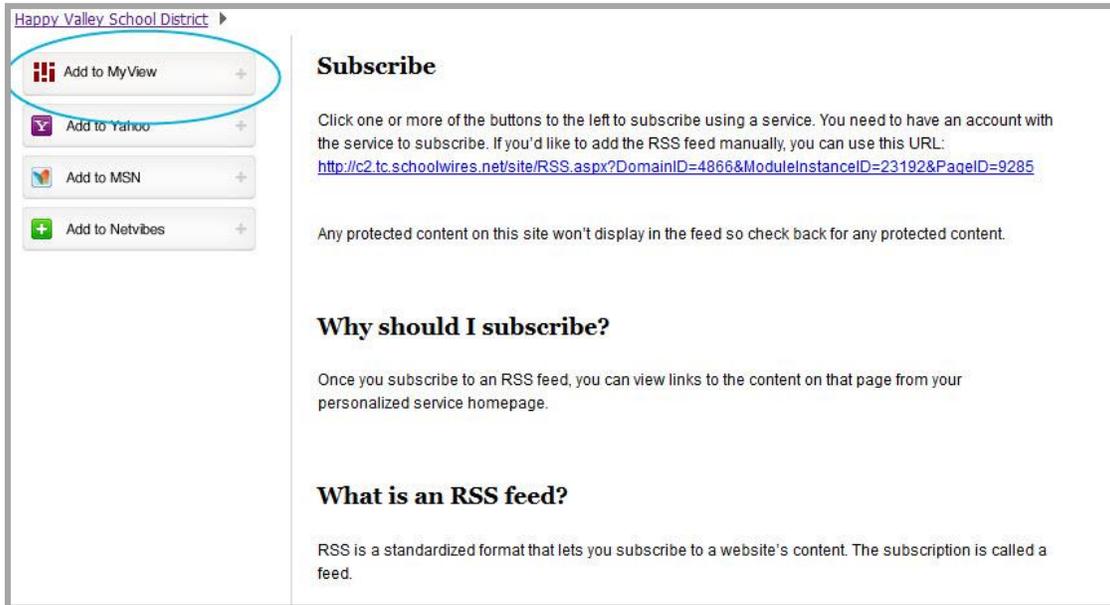


When visitors click this icon, a dialog displays. It contains information about RSS feeds and instructions on how to subscribe.



Once visitors subscribe to your app, the RSS reader, also known as an aggregator, periodically checks the app for updates and downloads any it finds. Note that in addition to the Service buttons for MyView, Yahoo, MSN and Netvibes, you can easily subscribe to the RSS feed using any service manually—use the URL specified in the dialog for manual subscription.

If visitors have access to Schoolwires MyView and are logged in, they may choose MyView as their aggregator service by clicking **Add to MyView**.



An RSS Reader gadget is added to the first available tab of their MyView Dashboard. The URL for the Link Library is added to the RSS Feed gadget. The gadget is named using the default name *RSS Reader* and is set to display the default of five RSS entries at a time. The gadget can be renamed and settings changed to display 10, 15, or 20 RSS entries at a time.

