

# Work with the Mobile Web App

Schoolwires® Centricity2™



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## Introduction

If your district has *Centricity2* Mobile, it allows you to provide users with mobile versions of the apps on the homepages and upcoming events for your district and school sites. Specifically designed for mobile browsing, these apps load faster and are more mobile friendly than your full website.

*Centricity2* Mobile currently supports these four existing apps.

- Flex Editor App
- Headlines & Features App
- Announcements App
- Calendar App (Upcoming Events and iCal feed)

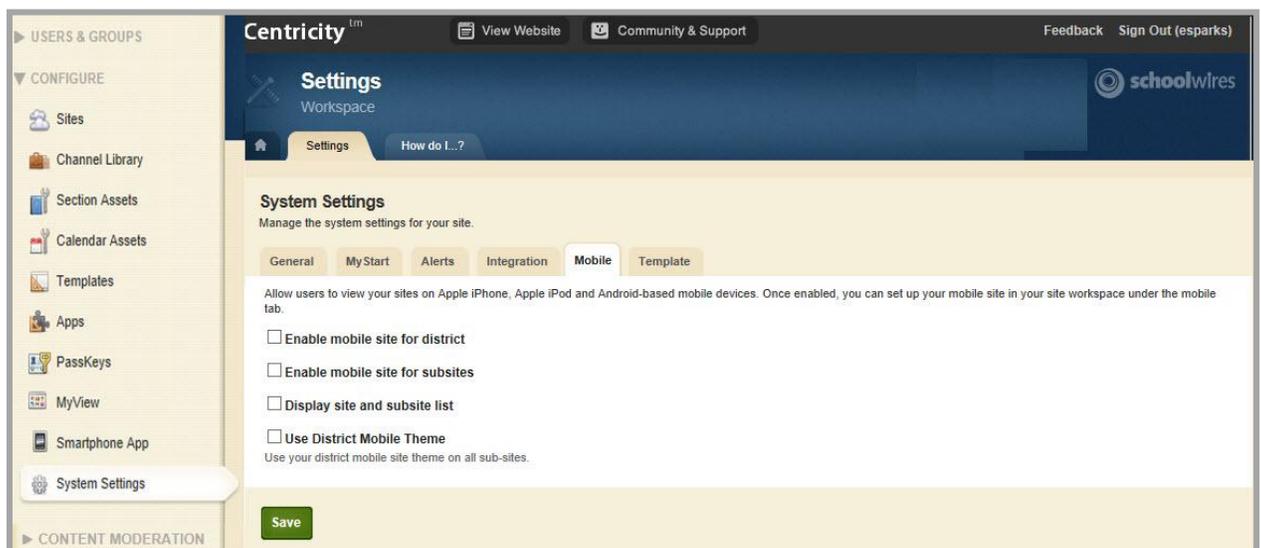
Check the technical requirements for a list of the supported mobile devices. At this point, mobile devices such as tablets will continue to render the full site. ***Centricity2* Mobile does not allow you to use *Site Manager* from a mobile device.**

Site Directors must enable Mobile browsing in **System Settings**. They can enable mobile for their district sites and all their subsites. In addition, they can display the site list on their mobile sites, change the mobile themes for each of the sites or use the district mobile theme on all the subsites.

## Enable Mobile Browsing for Your Site

You enable Mobile Browsing for your site in **System Settings**.

1. Expand **Configure** in the Content Browser.
2. Click **System Settings**. System Settings displays on the **General** tab.



3. Click the **Mobile** tab.
4. Click in the checkbox to the left of each of the options you'd like for your mobile site.
  - a. Enable mobile site for district: enables a mobile presence for only your district site.
  - b. Enable mobile site for subsites: enables a mobile presence for each of your subsites (i.e., schools).

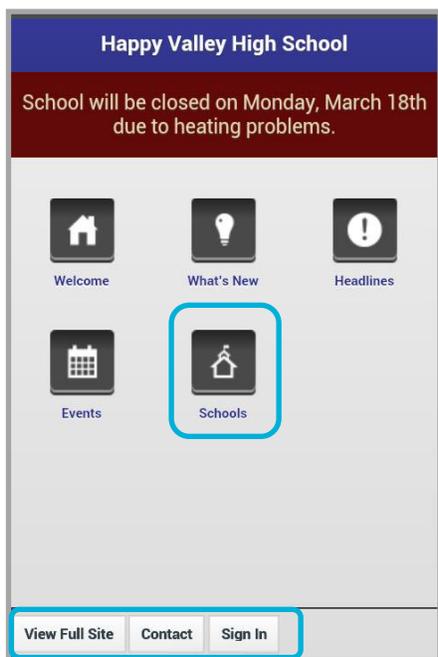
- c. Display site and subsite list: enables the display of your site and subsite list on your mobile site.
  - d. Use District Mobile Theme: applies the district mobile theme to all the subsites in addition to applying it to the district site.
5. Click **Save**. A confirmation growl displays. You can now edit your mobile sites within the appropriate Site Workspaces.

## Mobile End-User Website

Before we cover how to edit and maintain your mobile site, let's take a look at the end-user website for a mobile site. We've only activated four of eight possible screens. Within *Site Manager*, you will see eight screens. The screen labeled "Schools" only displays on the mobile site if you enable the display of the site and subsite list. You cannot edit the Schools screen in *Site Manager*.

You can edit each of the other screens and the apps they contain from within *Site Manager*. As you can see, your visitors can view the full website at any time and send an email to the person whose is the contact for that site as listed in **Site Settings**. They can also Sign In to the end-user website in order to view protected content.

You can also view the mobile version of your site *on your desktop* by appending *site/mobile* to your site's web address (e.g., <http://myschooldomain.org/site/mobile>).



*For mobile viewing, only enter the domain name or domain name/site/mobile on your mobile device.*

*If you enter a URL that includes domain/page/friendly URL, Centricity2 assumes you are navigating to the more detailed information and renders the full site.*

*Therefore, only enter [<http://myschooldomain.org>] or [<http://myschooldomain.org>] to access the mobile version of your school's website from your mobile device.*

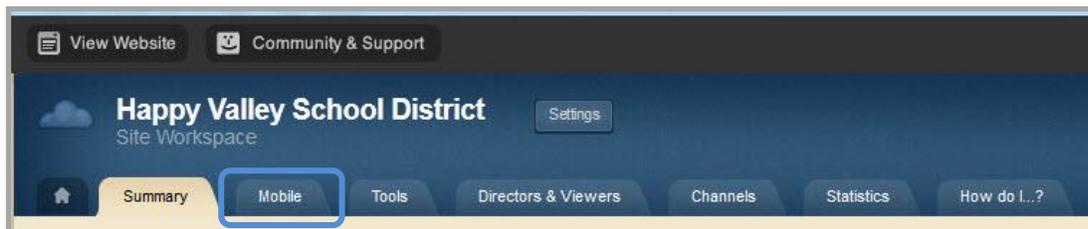
You can edit each of the other screens and the apps they contain from within *Site Manager*. As you can see, your visitors can view the full website at any time and send an email to the person whose is the contact for that site as listed in **Site Settings**. They can also Sign In to the end-user website in order to view protected content.

You can also view the mobile version of your site *on your desktop* by appending *site/mobile* to your site's web address (e.g., <http://myschooldomain.org/site/mobile>).

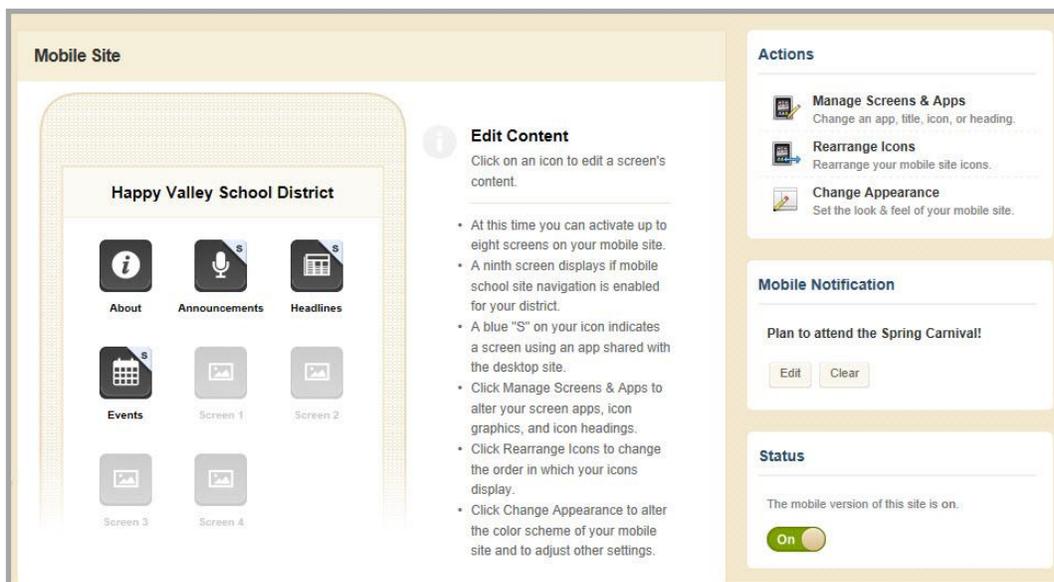
## Mobile in Site Workspace

Once you have enabled Mobile for a site or subsite, a **Mobile** tab displays in the Site Workspace. At that point, the mobile version of that site is automatically turned on.

In addition, if you have an Announcements App, a Headlines & Features App or a Calendar App (Upcoming Events) on your homepage, your mobile site will automatically be populated with these apps.



If you don't have these apps on your homepage, those screens will contain no apps. Another screen will be populated with a new Flex Editor App. You have access to four additional screens. These are inactive by default and contain no apps. You may activate these screens and add an app to each of them as desired.



Here's what you can do on the **Mobile** tab.

- Edit the content of each of the apps on your four screens.
- Manage the Screens & Apps.
- Rearrange the icons that represent the four screens on your mobile site.
- Change the appearance of your end-user mobile site. If you have applied the district mobile theme to all the subsites, Subsite Directors do not have the ability to change the appearance of their mobile sites.
- Enter a Mobile Notification message that displays at the top of every mobile site in your district
- Turn the mobile site on and off for your site or subsite. Since your mobile site is active immediately, you may wish to turn it off until you are ready to launch it.

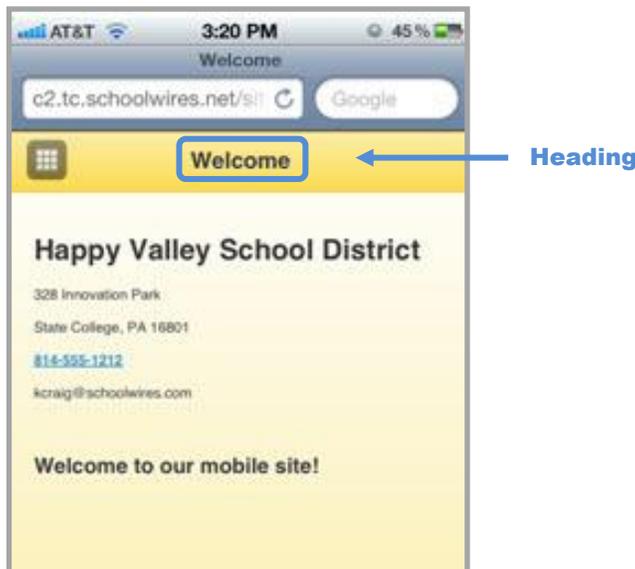


Screens that display a blue “S” contain an app that is also being used on your full site. Ensure that the content and the format of these apps are suitable for both.

### Manage Screens & Apps

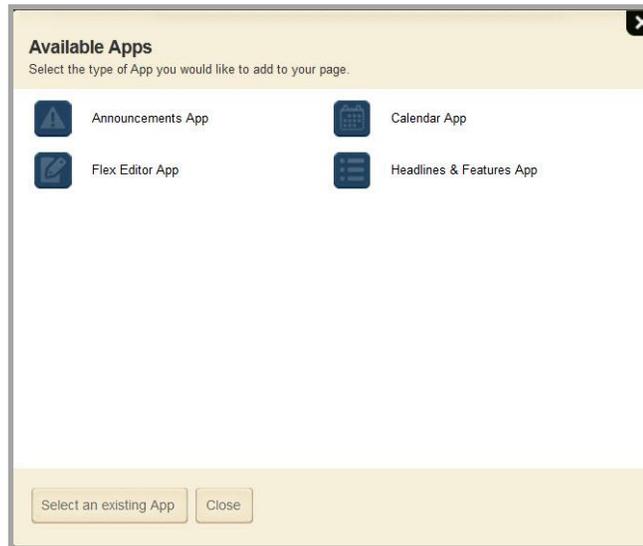
When you click **Manage Screens & Apps**, the Mobile Site enters Manage Mode. Click on a screen to open the window to complete these actions.

- Change the screen name. The screen name displays under the screen on the mobile site and in *Site Manager*. You are limited to 15 characters for the screen name.
- Change the icon for your screen by selecting an icon from the drop-down list.
- Customize the heading for your app. If you do not customize your heading, the screen name displays as the app heading as shown in the Flex Editor App here.

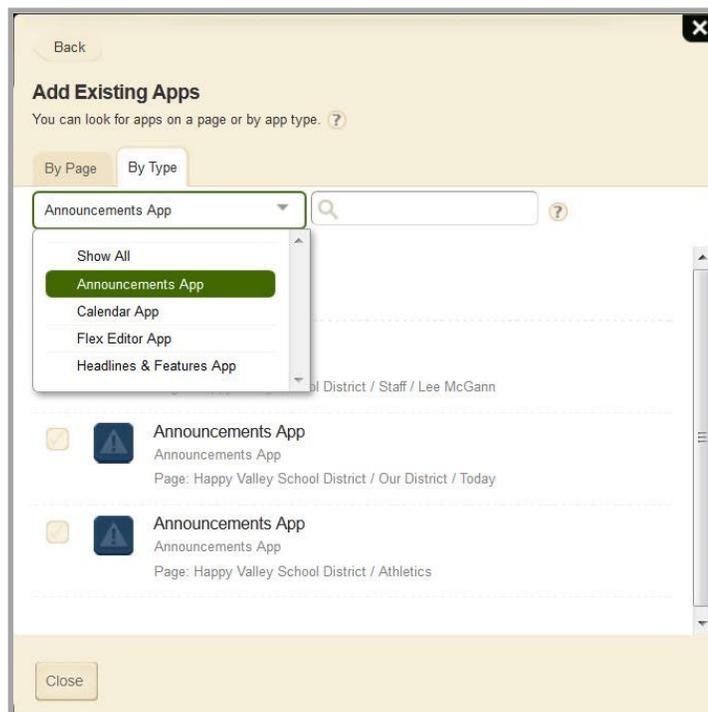


- Activate and deactivate the screen.
- Change the app you display on that screen.

1. Click **Change App**. The Available Apps window displays. As you can see, you can choose from the Flex Editor, Announcements, Headlines & Features and Calendar Apps.



2. If you choose **Select an Existing App**, the Add Existing App displays. As you can see, you can choose from Flex Editor, Announcements, Headlines & Features and Calendar Apps that have been created in your Site or Subsite Workspace or shared with you.



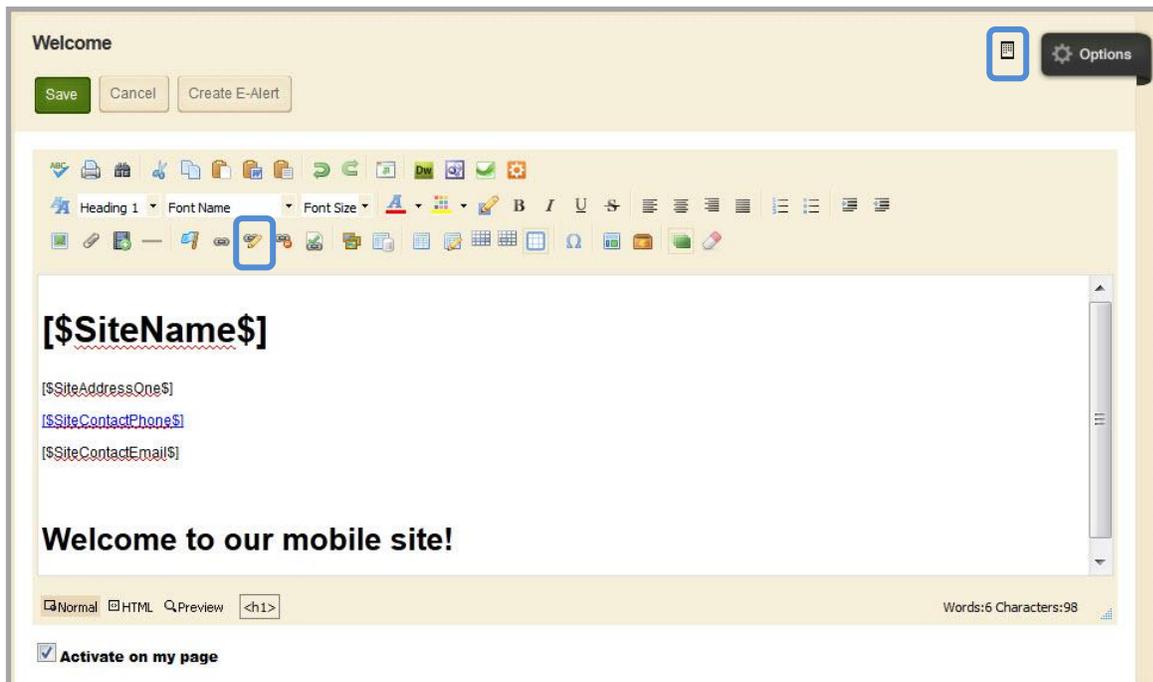
Once you have made all adjustments to your screens and apps, click **I'm Done**. The Mobile Site returns to the Edit Content mode.

## Edit Content

Notice the mobile icon  to the left of the **Options** button on this Flex Editor App. This icon indicates that this app displays only on your mobile site.

You edit the content in your app and App Options within *Site Manager* on your full (i.e., desktop) site.

Within *Site Manager* on your desktop site, you edit the content of your apps that are on your mobile site in the same way you edit each app that is on your full site. App Options are the same on each of the apps used on your mobile site as they are when you use these apps on your full site. However, remember that you cannot limit who can view content on the mobile end-user website.



When the initial Flex Editor App is added to your mobile screen, it contains *ActiveBlocks*™ for your site name, street address, contact phone number and contact email. These are drawn from the **Site Settings** for that site or subsite.

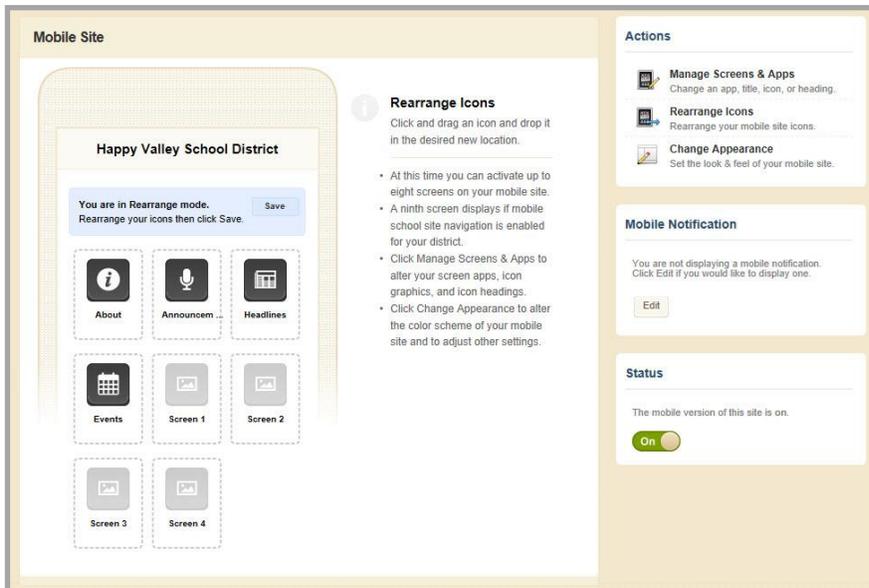
If you delete these *ActiveBlocks*, you will need to enter them manually to restore them. In addition, you will need to make them links by editing them using the Edit Link Properties icon. You will not find these *ActiveBlocks* in the Toolbox in the *Schoolwires Editor*.



If you're using the same app on both your mobile site and your desktop site, two icons display to the left of the **Options** button. The first icon indicates that the app displays on the desktop site. The second icon, as we mentioned, indicates that the app displays on your mobile site.

## Rearrange Icons

When you click on **Rearrange Icons**, your mobile site displays in Rearrange mode.



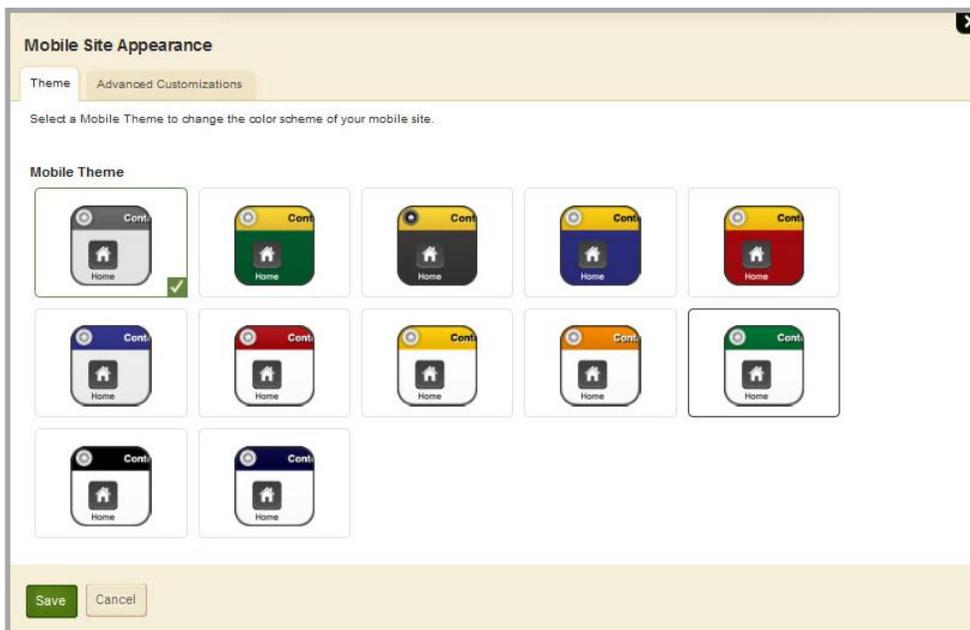
To change the location of a screen on your mobile site, drag the icon representing your screen to the desired location and drop it there. Then click **Save**. The Mobile Site will display in Edit mode.

## Change Appearance

When you click **Change Appearance**, the Mobile Site Appearance window displays on the **Theme** tab.

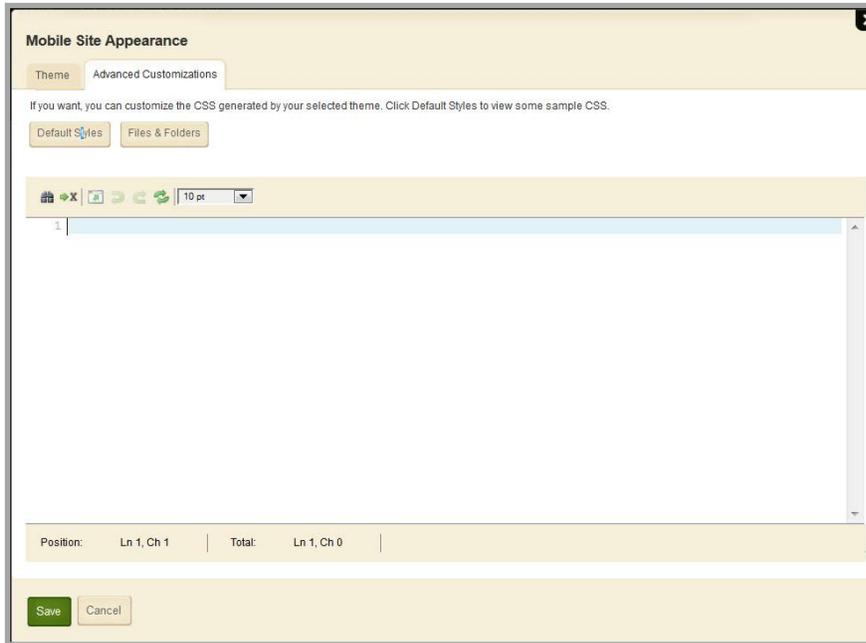
Here is how you change the mobile theme for your site

1. Click on one of the themes. It shows as selected.



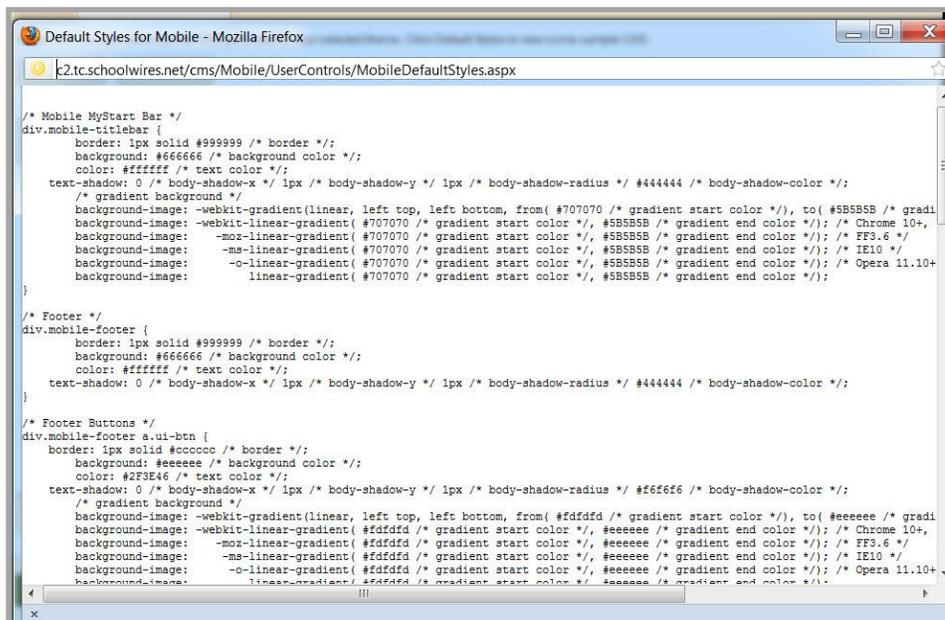
2. Click **Save**. The Mobile Site displays in Edit mode. The chosen theme displays on your mobile end-user site.

You may also customize the CSS for your selected theme on the **Advanced Customizations** tab.



You may create your own CSS or enter and edit the default styles. Here is how you obtain the default styles.

1. Click **Default Styles**. The Default Styles window displays.



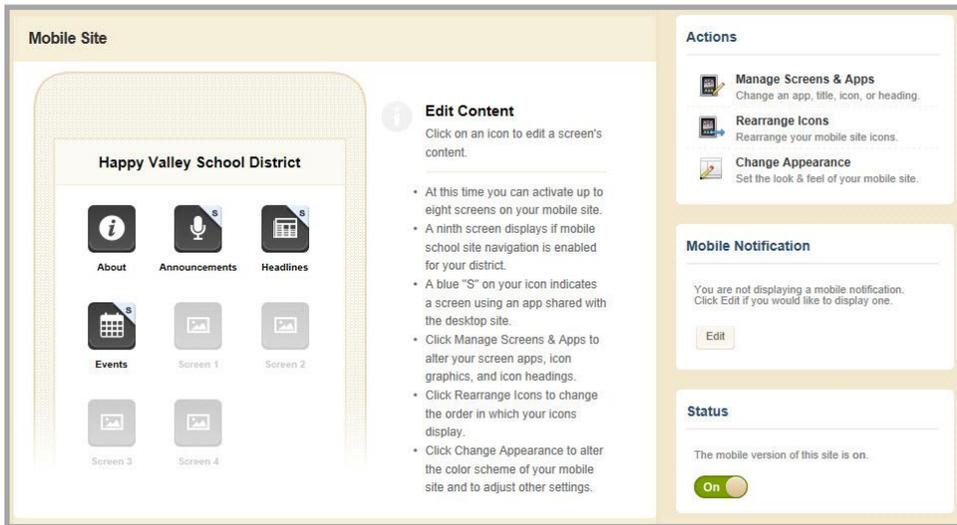
2. Use these styles to create your own theme.

## Mobile Notifications

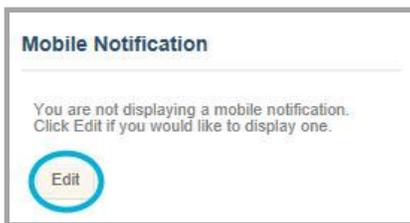
You can set a Mobile Notification to display at the top of every mobile site in your district.

Here’s how you create a mobile notification.

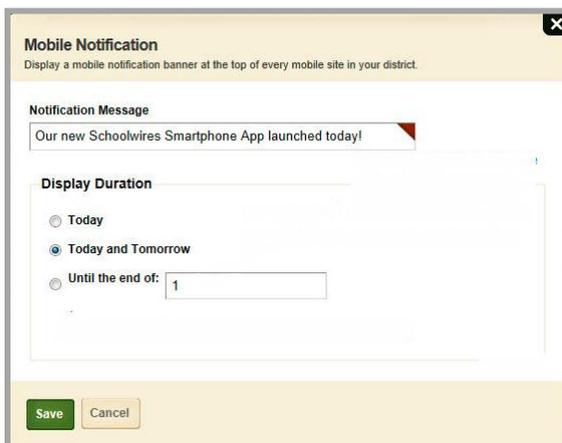
1. In *Site Manager*, navigate to the District site and click the **Mobile** tab. The Mobile Site dialog displays.



2. Click **Edit** in Mobile Notification. The Mobile Notification dialog displays.



3. Enter a message in the Notification Message field. You may enter up to 100 characters.



4. Click a radio button to select a Display Duration. If you select *Until the end of*: click in the field to manually enter a date or select one from the calendar pop-up.
5. Click **Save**.

To remove a mobile Notification message, click **Clear**.

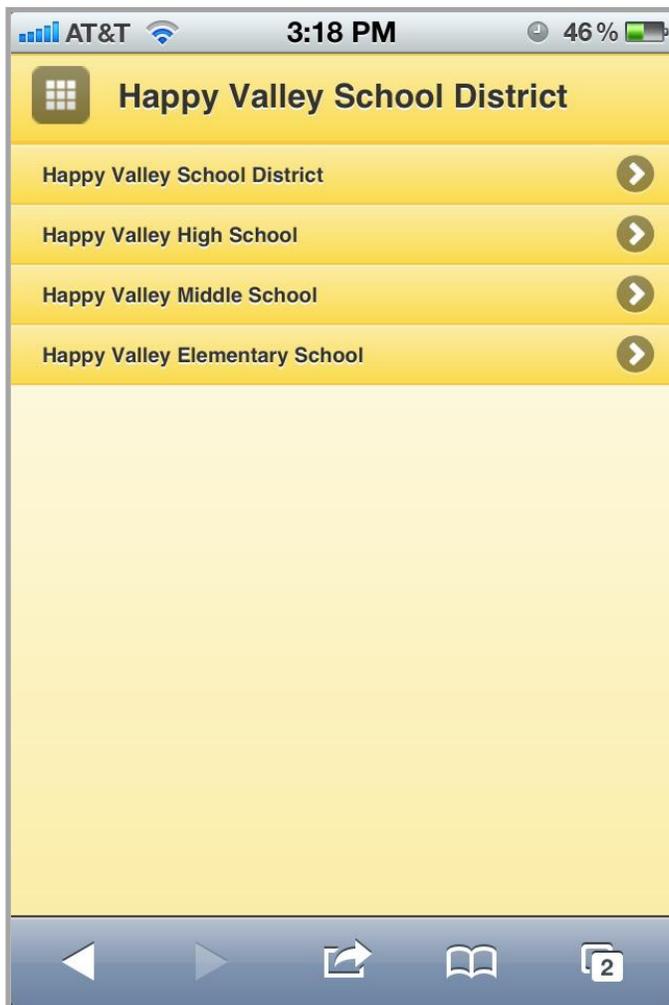


## Additional Views from the Mobile End-User Website

Here are additional views from the mobile end-user website.

### School List

Your school list will look like this on you mobile site. Visitors access the homepages of each of your sites by clicking on the arrow to the right of the site name.



### Calendar

When visitors click on the arrow to the right of each event shown on the Upcoming Events, the details of that event display. If they click on the arrow to the right of **iCal Feed**, the instructions for subscribing to the iCal feed display.

