

Centricity2 Mobile Communications App (MCA) Configuration

Schoolwires® Centricity2™



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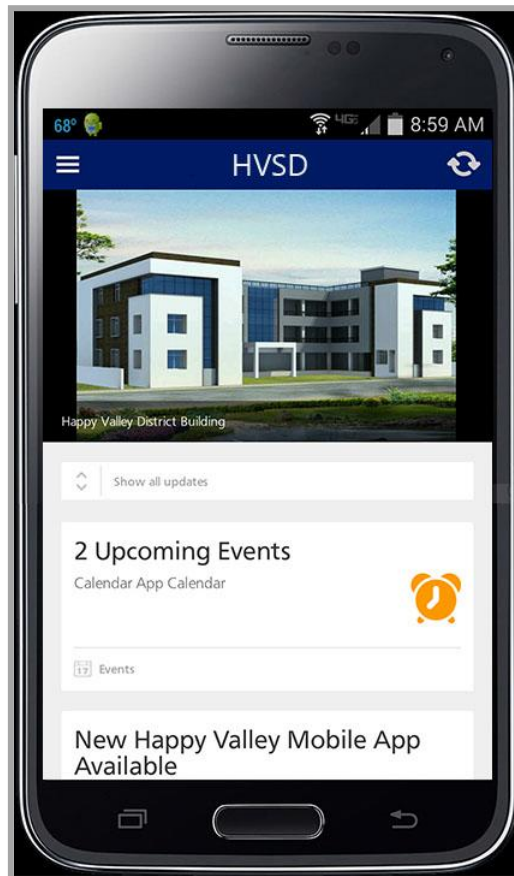
This guide covers all available Centricity2 features and functionality. Features included in your contract may vary.

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Introduction

When downloaded from iTunes® or Google Play® and installed, the Centricity2 Mobile Communications App (MCA) allows visitors to view district website content on their smart phones or mobile devices. Users with editing rights can access *Site Manager*.



You may wish to configure the MCA prior to its use. To do so, your Passport should include the Extended Privilege *Manage Smartphone App*. You configure the app using a desktop device. Configure options include *Manage News Feed*, *Manage Sidebar* and *Change Appearance*.

By default, updates to the feed apps on the homepage of the district site and all subsites display in the News Feed. Feeds that show for individual users depends on the *My Schools* choices they make.

These are the feed apps.

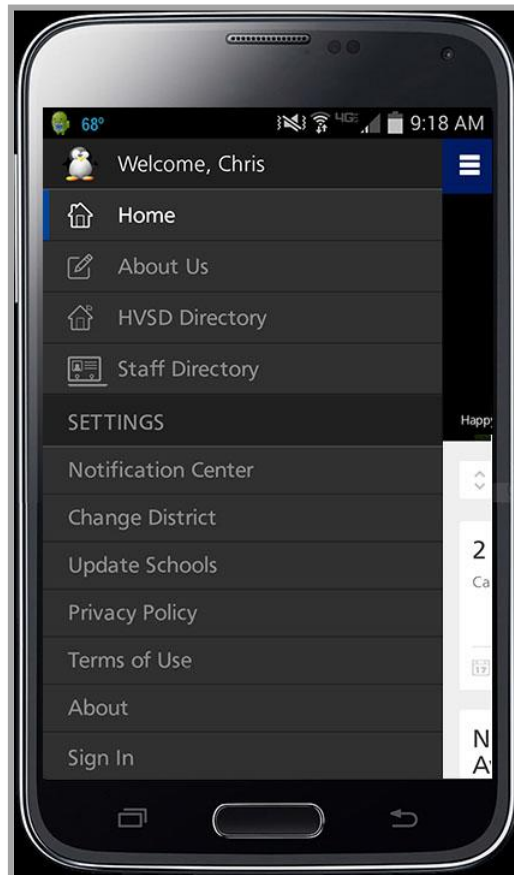
- Announcements
- Blog
- Calendar
- Headlines & Features
- Photo Gallery

You can also manually configure up to 15 feeds. These configured feeds always display in the News Feed, regardless of the *My Schools* choices end-users make.

You can configure Sidebar links for your Centricity2 MCA. Users access these Sidebar links from the Off-Canvas Menu.

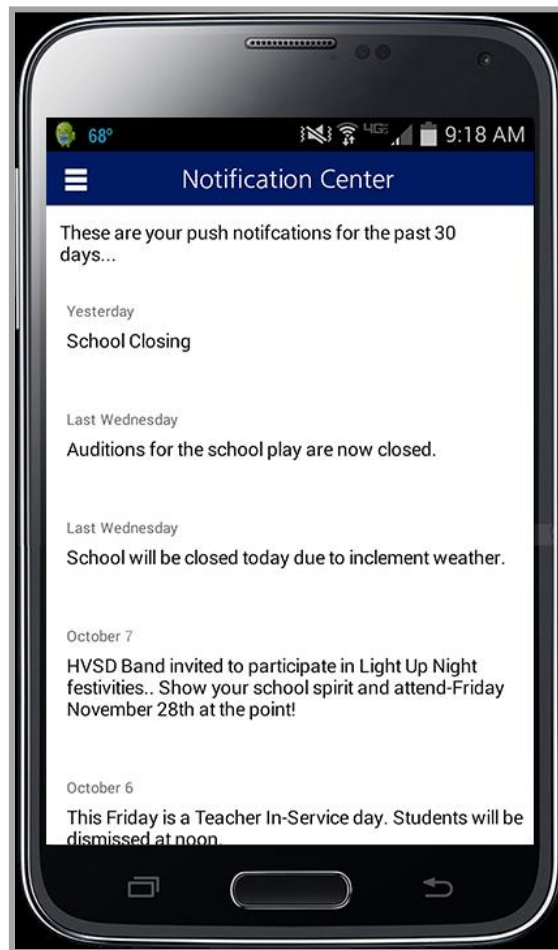
You can configure Sidebar links for these apps.

- Announcements
- Blog
- Calendar (Events)
- Content
- Flex Editor
- Headlines & Features
- Photo Gallery
- School Directory
- Staff Directory

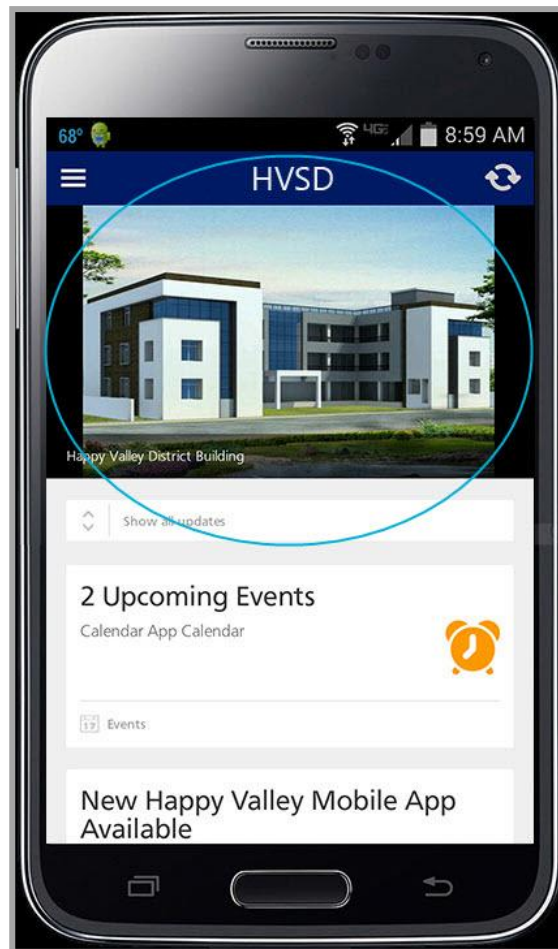


You can also configure Sidebar links which map to a web address or link to an RSS feed.

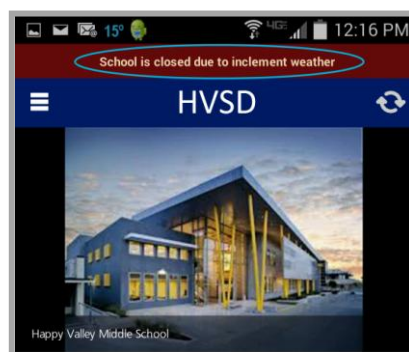
The Sidebar includes a *Notification Center*. Tap this link to display all Push Notifications sent within the past 30 days.



You can add a pinned Photo Gallery to the New Feed display.



You can add a Mobile Notification which displays at the top of each screen.



You can also send this notification as a Push Notification, which displays in the Notification Bar of all registered mobile devices.



You can turn on a mobile banner so that visitors who view your website on a mobile device who have not installed the Centricity2 MCA see a notice about the app.

You can turn the MCA on and off. You should configuration the MCA first and then turn it on when configuration is completed.

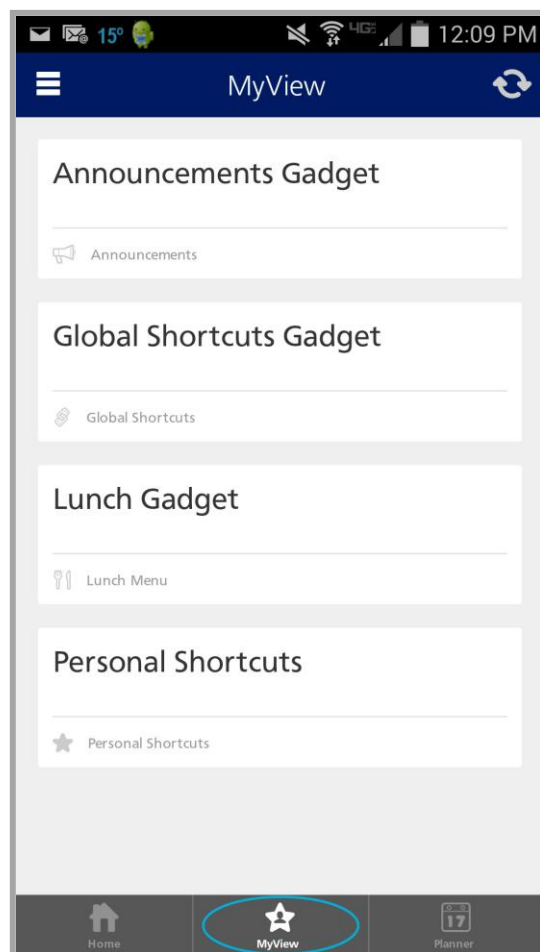
You can change the appearance of the Centricity2 MCA.

The Centricity2 MCA also supports the display of select Schoolwires MyView Gadgets—no Centricity2 MCA configuration is required.

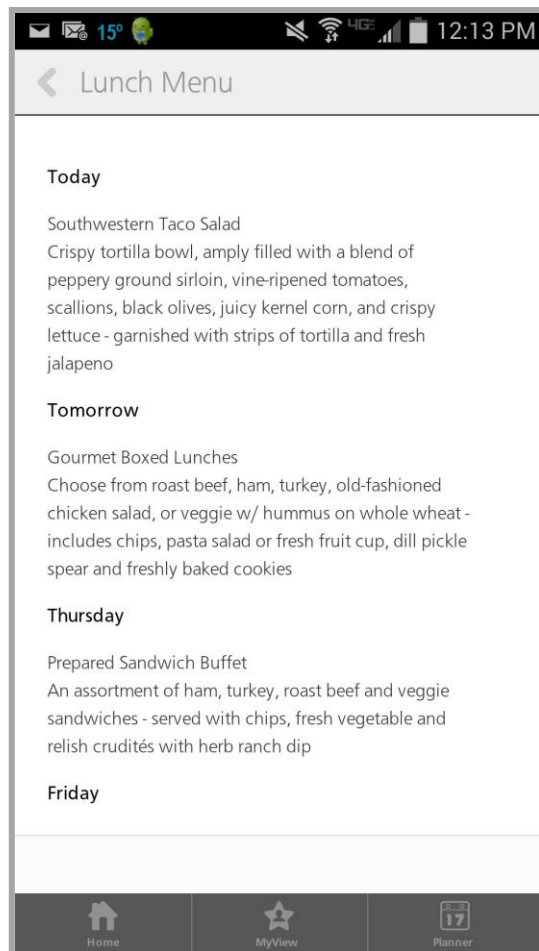
The Centricity2 MCA supports these MyView Gadgets.

- Announcements
- Global Shortcuts
- Lunch Menu
- Personal Shortcuts
- RSS Reader

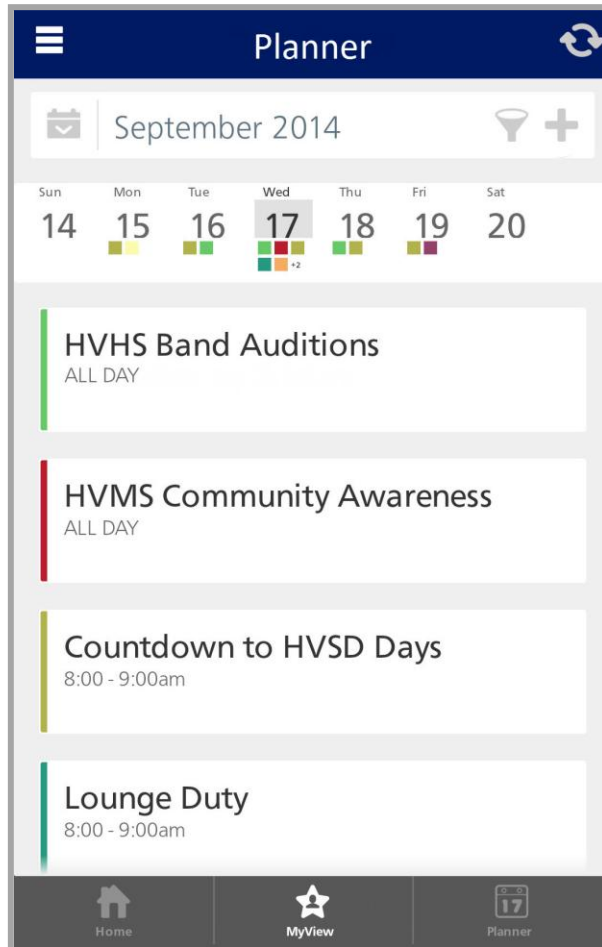
If a user adds any of these gadgets to their MyView Dashboard, the gadgets display on their smart phone and mobile devices when they tap MyView.



Tap a card to see the gadget details.



The Centricity2 MCA also supports the MyView Planner. Users can view their Planner and add events to it using a smart phone or a mobile device. They can also add MyView Planner events to their mobile device calendars.



Manage News Feed

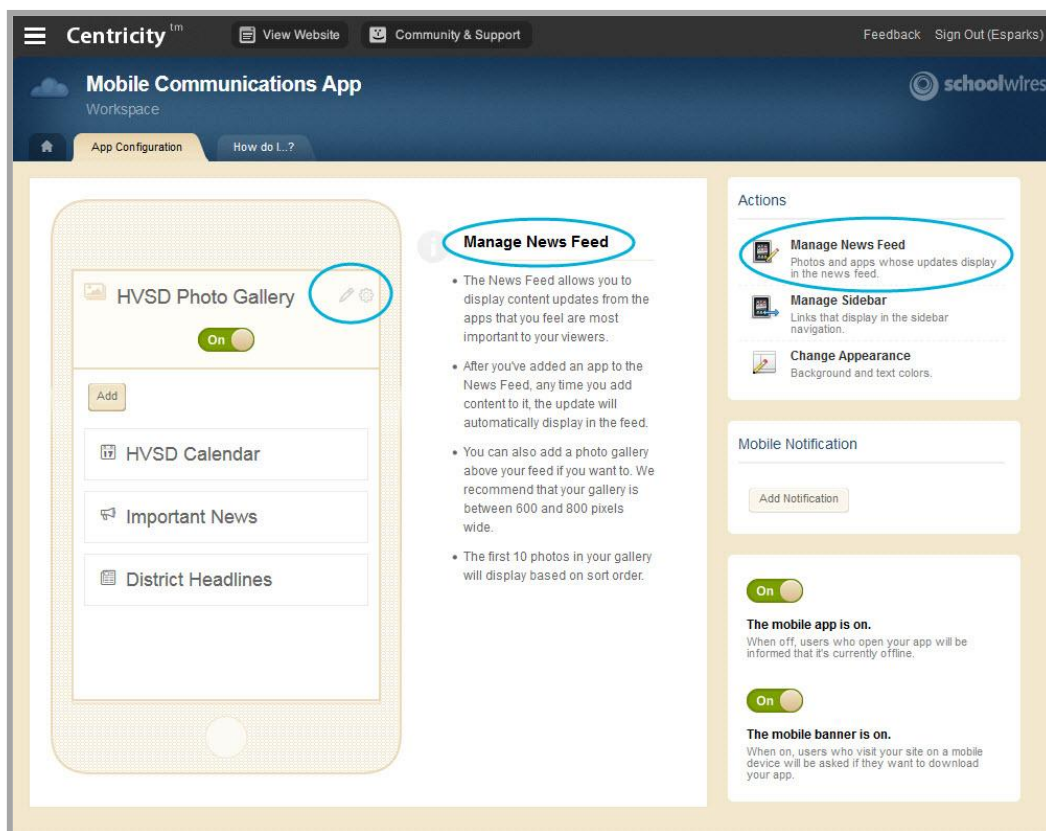
Use Manage News Feed to add a pinned Photo Gallery to the News Feed display as well as add and edit theCentricity2 MCA news feeds.

Add or Edit a Pinned Photo Gallery

You can add a pinned Photo Gallery which displays at the top of the News Feed screen. This gallery displays one of the first ten pictures within the gallery. Each time the screen is refreshed, a different picture displays. You can swipe through the first ten pictures in the pinned gallery. Tap the picture to toggle the photo caption on and off. Note that the pinned photo gallery can use any Gallery Type option except *Flash*.

Here is how you add or edit a pinned Photo Gallery App to the News Feed.

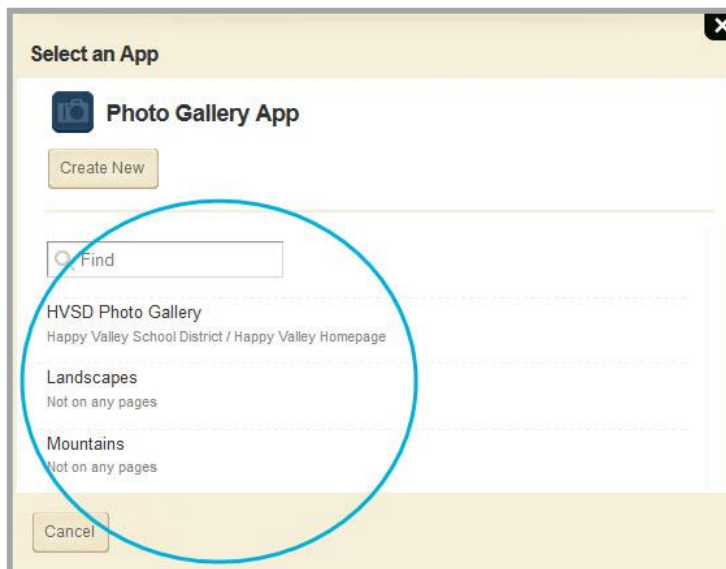
1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



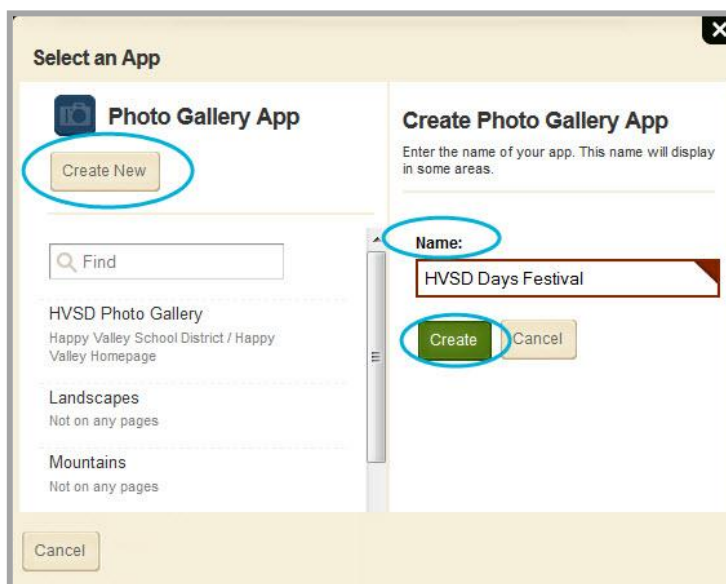
3. Click the *Gear* icon to select a Photo Gallery app or create a new one. The Select an App dialog displays.

Note that you click the *Pencil* icon to edit a pinned Photo Gallery that has been pinned. Edit the Photo Gallery and return to Manage News Feed.

4. Select Photo Gallery App from the list. The list displays Photo Galleries located within the District Site Workspace and those you have shared with yourself located in other workspaces.



Or, click **Create New**, provide a name for the gallery, click **Create**, populate the new gallery with content and return to Manage News Feed.



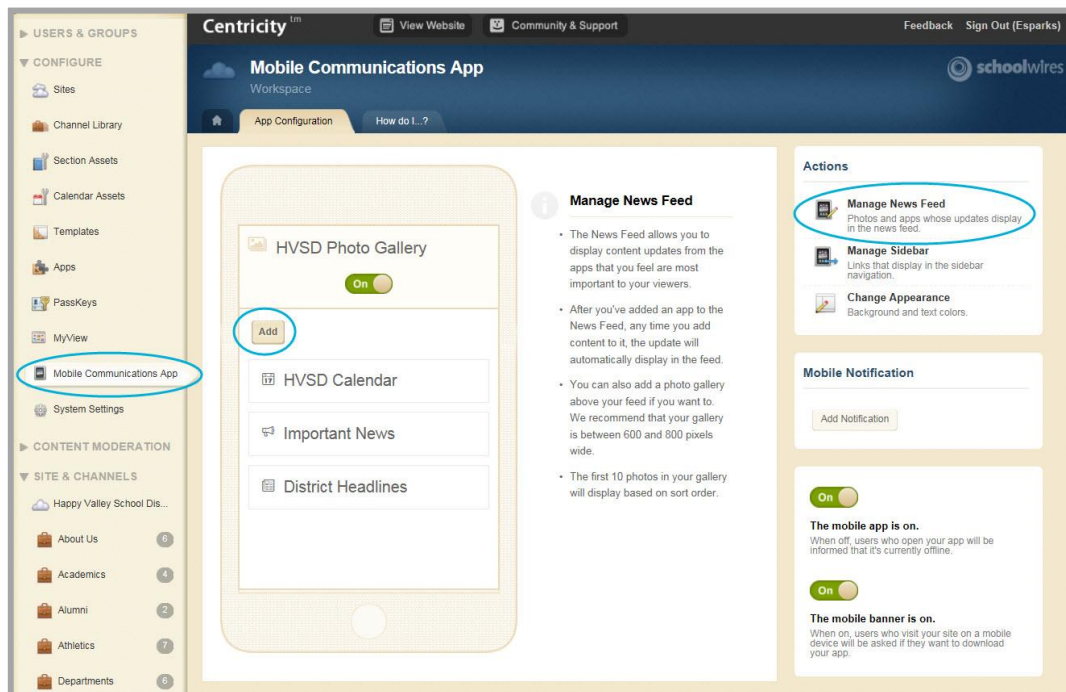
5. Click the *On-Off* control to show or hide the pinned Photo Gallery.



Add or Create a Feed

Here's how you add or create a feed. You may configure up to 15 feeds. These feeds always display regardless of the My School choices end-users make.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.

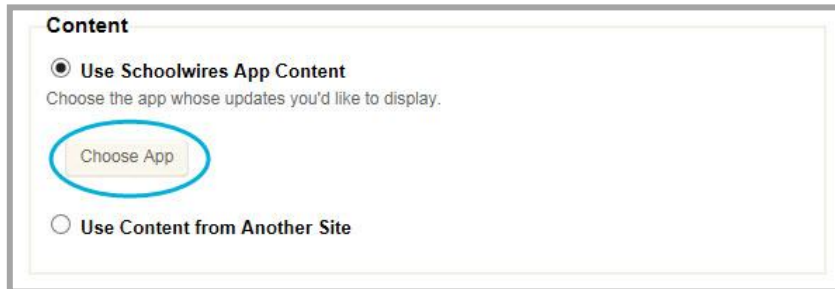


3. Click **Add**. A configure dialog displays.
4. Enter a name for the feed. You may enter up to 20 characters for the name.

The screenshot shows a configuration dialog for a feed. The 'Name:' field is circled and contains the text 'District Blog'. Below this, the 'Content' section has two radio buttons: 'Use Schoolwires App Content' (selected) and 'Use Content from Another Site'. Under 'Use Schoolwires App Content', there is a 'Choose App' button. At the bottom, there is a checkbox labeled 'Also display a link to this content in the sidebar' which is unchecked. The dialog has 'Save', 'Cancel', and 'Delete' buttons at the bottom.

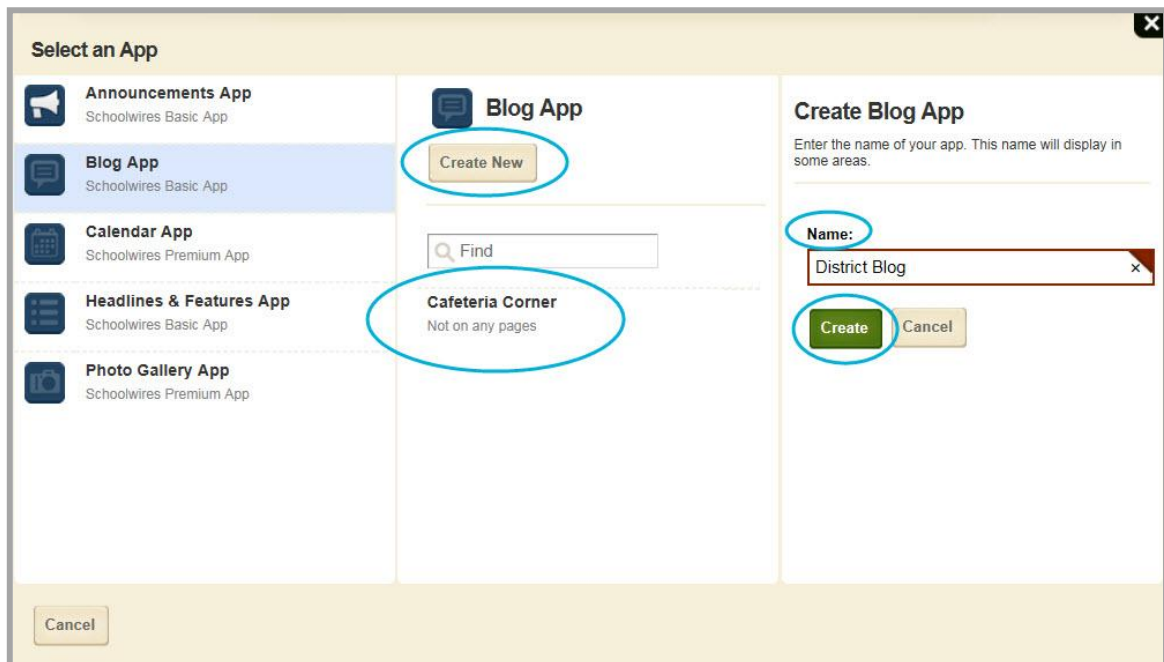
5. Select one of the two content radio button options. You may choose *Use Schoolwires App Content* or *Use Content from Another Site*.

If you choose *Use Schoolwires App Content*, click **Choose App**. The Select an App Dialog displays.



The dialog is titled "Content". It has two radio button options. The first option, "Use Schoolwires App Content", is selected and has a "Choose App" button below it. The second option is "Use Content from Another Site".

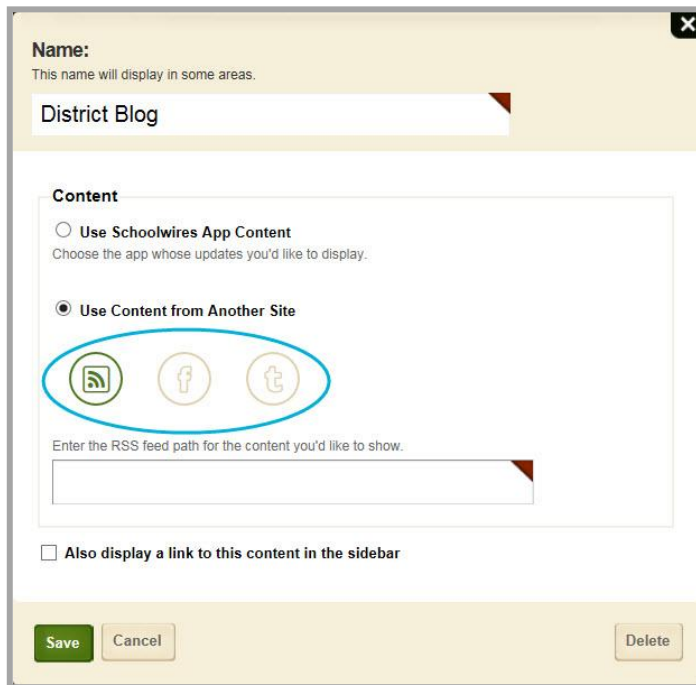
Select an app from the list. The list displays apps of the type selected located within the District Site Workspace and those you have shared with yourself located in other workspaces.



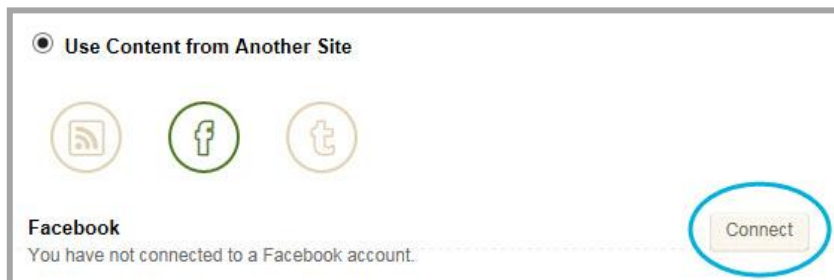
The dialog is titled "Select an App". It has a list of apps on the left: "Announcements App" (Schoolwires Basic App), "Blog App" (Schoolwires Basic App), "Calendar App" (Schoolwires Premium App), "Headlines & Features App" (Schoolwires Basic App), and "Photo Gallery App" (Schoolwires Premium App). The "Blog App" is selected. In the center, there is a "Create New" button and a "Find" search bar. Below the search bar, there is a "Cafeteria Corner" app listed as "Not on any pages". On the right, there is a "Create Blog App" section with a text input field for "Name:" containing "District Blog" and "Create" and "Cancel" buttons. A "Cancel" button is also at the bottom left of the dialog.

Or, click **Create New**, provide a name for the app, click **Create**, populate the app with content and return to Manage News Feed.

If you choose *Use Content from Another Site*, you may include content from an RSS Feed, Facebook or Twitter.



If you choose RSS feed, enter the RSS feed path for the content you wish to show. If you choose Facebook or Twitter, you need to connect to your account.



If the content choice you make can also be displayed as a Sidebar link, the *Also display a link to this content in the sidebar* check box becomes active. Check the box to include it within the Sidebar.

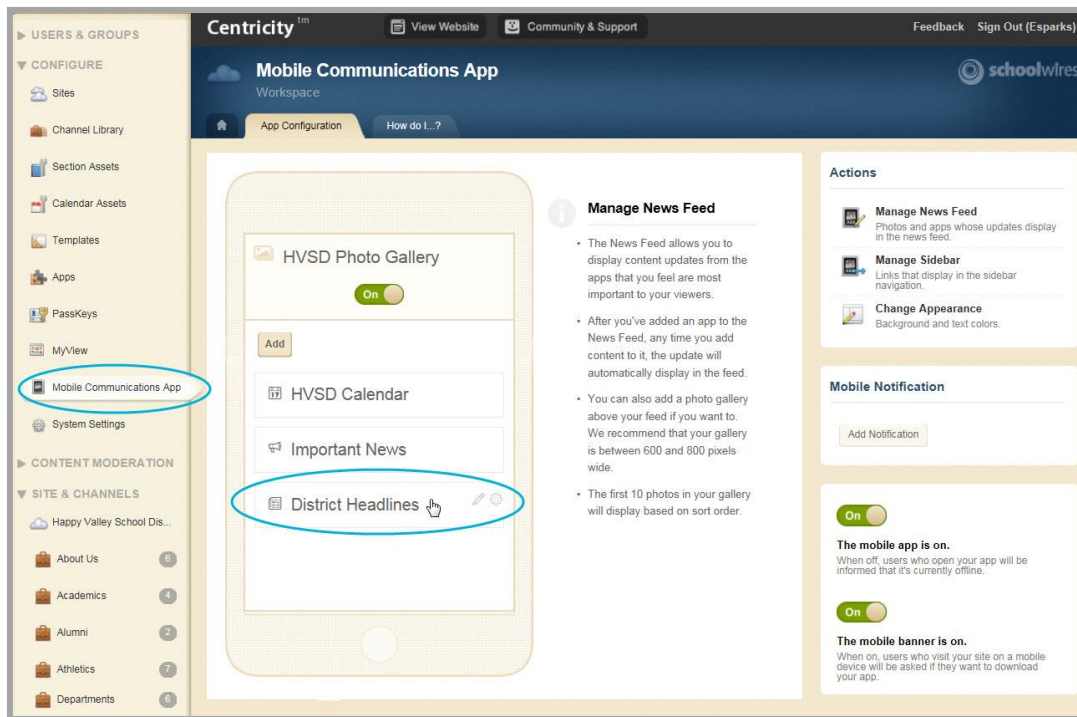


6. Click **Save**. You are returned to Manage News Feed.

Edit a Feed

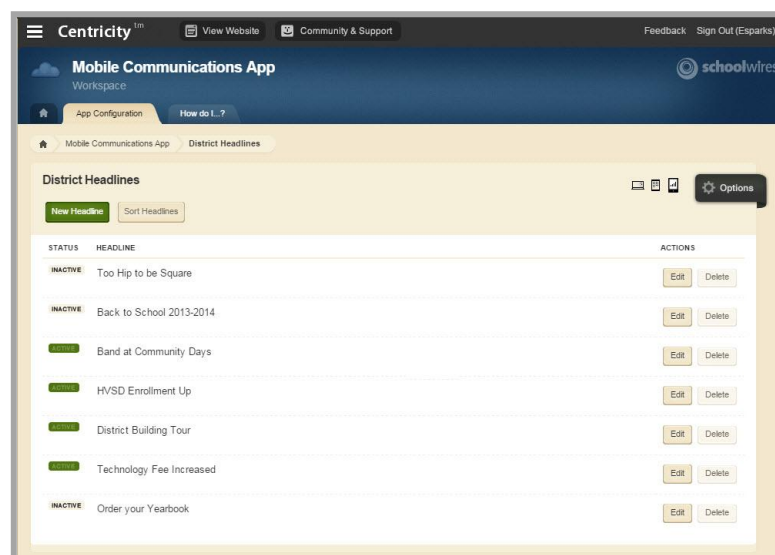
Here's how you edit a feed.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feeds selected.



3. Position the mouse pointer on a feed. A Pencil and Gear icon display.
4. Click the Pencil icon to edit app records. Click the Gear icon to edit the feed configuration.

If you click the Pencil icon, records within the app display. Edit records and return to Manage News Feed.



If you click the Gear icon, a configure dialog displays. Edit the configuration and click **Save**. You are returned to Manage News Feed.

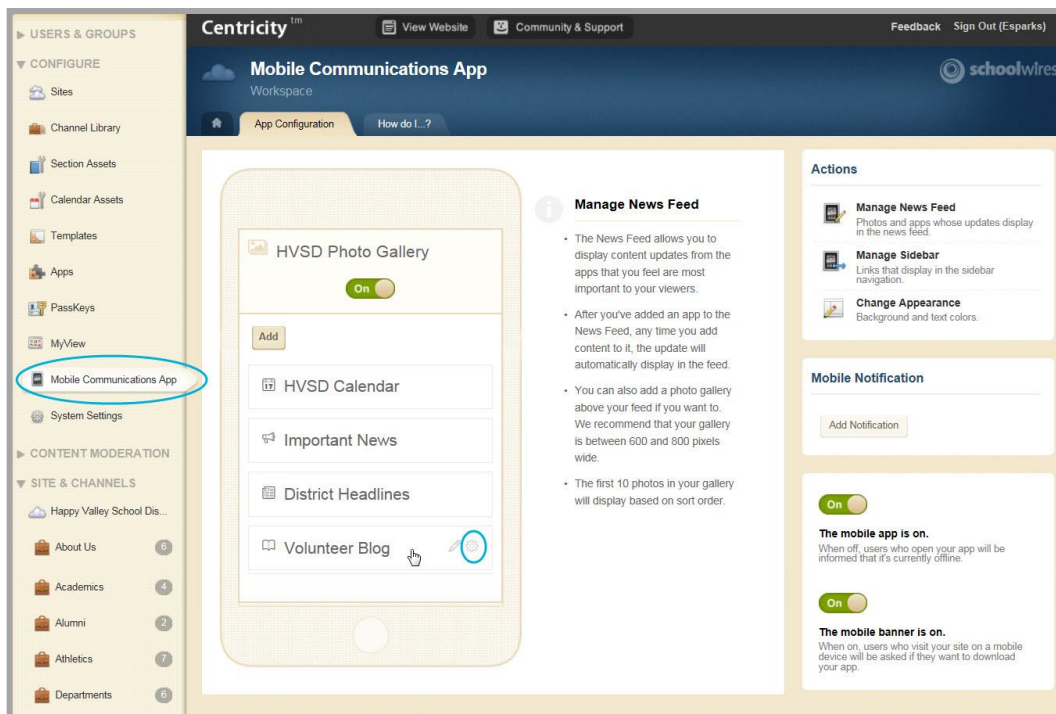


The image shows a configuration dialog box for a content feed. At the top, it has a 'Name' field with the text 'District Headlines' and a note 'This name will display in some areas.' Below this is a 'Content' section with two radio buttons: 'Use Schoolwires App Content' (selected) and 'Use Content from Another Site'. Under the selected option, there is a list of apps with 'District Headlines' highlighted and a 'Choose App' button. At the bottom of the dialog, there is a checkbox labeled 'Also display a link to this content in the sidebar' which is checked. The bottom of the dialog features three buttons: 'Save' (circled in blue), 'Cancel', and 'Delete'.

Delete a Feed

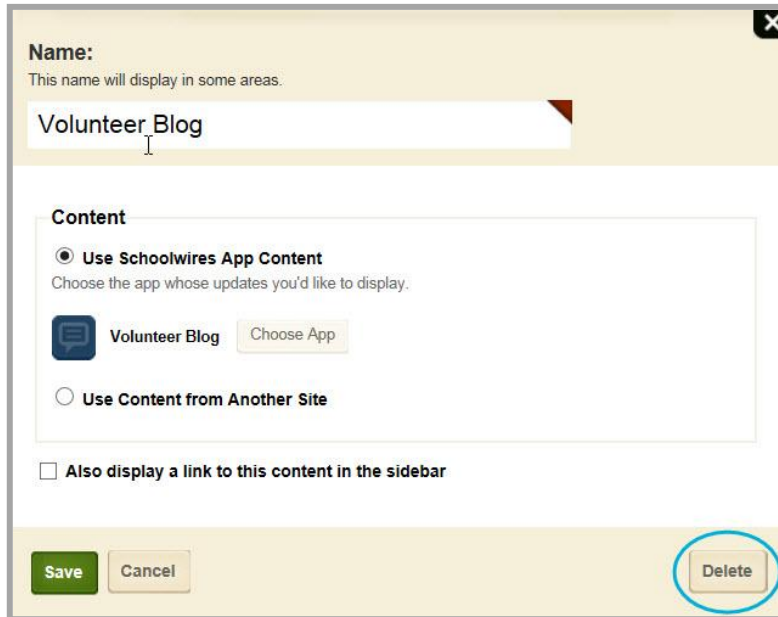
Here's how you delete a feed.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.



The image is a screenshot of the Centricity Mobile Communications App configuration interface. On the left is a sidebar menu with categories: 'USERS & GROUPS', 'CONFIGURE' (expanded), 'CONTENT MODERATION', and 'SITE & CHANNELS'. Under 'CONFIGURE', 'Mobile Communications App' is highlighted with a blue circle. The main area shows the 'Mobile Communications App' configuration page. It includes a 'Manage News Feed' section with instructions and a list of apps to display: 'HVSD Photo Gallery' (with an 'On' toggle), 'HVSD Calendar', 'Important News', 'District Headlines', and 'Volunteer Blog' (with a gear icon circled in blue). On the right, there are sections for 'Actions' (Manage News Feed, Manage Sidebar, Change Appearance) and 'Mobile Notification' (Add Notification, The mobile app is on, The mobile banner is on).

2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.
3. Position the mouse pointer on a feed. A Pencil and Gear icon display.
4. Click the Gear icon. A configuration dialog displays.



The image shows a configuration dialog box for a news feed item. At the top, there is a section labeled "Name:" with a subtext "This name will display in some areas." Below this is a text input field containing "Volunteer Blog". The main section is titled "Content" and contains two radio button options. The first option, "Use Schoolwires App Content", is selected. Below it is a subtext "Choose the app whose updates you'd like to display." and a list of apps with "Volunteer Blog" selected. A "Choose App" button is next to the list. The second option is "Use Content from Another Site". At the bottom of the dialog, there is a checkbox labeled "Also display a link to this content in the sidebar" which is currently unchecked. The dialog has three buttons at the bottom: "Save" (green), "Cancel" (light gray), and "Delete" (light gray, circled in blue).

5. Click **Delete**. A confirmation dialog displays.
6. Click **Yes**. You are returned to Manage News Feed.

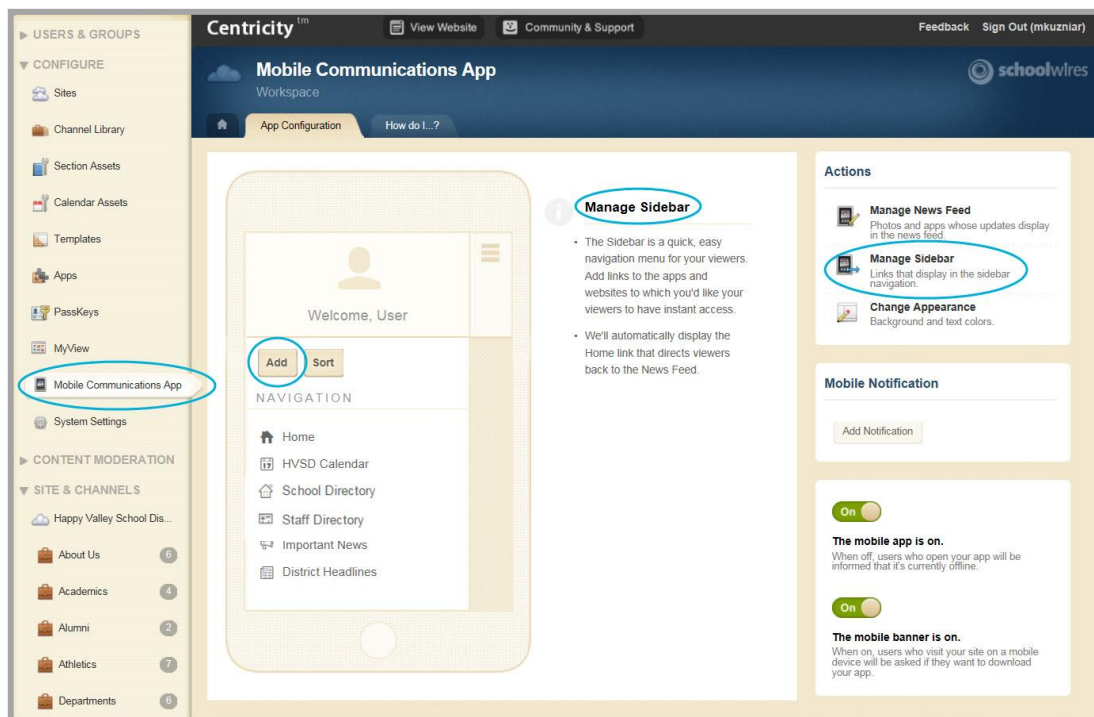
Manage Sidebar

Use Manage Sidebar to add and edit Sidebar links on the Off-Canvas Menu for the Centricity2 MCA. The links you set up here display under Navigation in the Sidebar. Sidebar links always display, regardless of the My Schools choices end-users make. End users tap a link in Sidebar Navigation to display link content.

Add a Link

Here's how you add a link to the Sidebar.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click Manage Sidebar.
4. Click **Add**. A configuration dialog displays.

5. Enter a name for the link. You may enter up to 20 characters for the name.

The screenshot shows a dialog box titled 'Name:' with a close button (X) in the top right corner. Below the title, it says 'This name will display in some areas.' There is a text input field containing 'HVSD Days Gallery' and a small 'x' icon to its right. Below the input field, there are three radio button options under the heading 'Content':

- ☒ **Use Schoolwires App Content**
Associate app content with this link. When clicked, the app content will display.
Below this option is a 'Choose App' button.
- ☐ **Map to a Web Address**
Enter the web address you want to map to.
- ☐ **Link to an RSS Feed**
Enter the RSS feed path for the content you'd like to show.

At the bottom of the dialog, there is a checkbox labeled 'Also display this content in the user's news feed' which is currently unchecked. At the very bottom are two buttons: 'Save' (green) and 'Cancel' (yellow).

Select one of the three content radio button options. You may choose *Use Schoolwires App Content*, *Map to a Web Address* or *Link to an RSS Feed*.

If you choose *Use Schoolwires App Content*, click **Choose App**. The Select an App dialog displays.

Select an app from the list. The list displays apps of the type selected located within the District Site Workspace and those you have shared with yourself located in other workspaces.

Or, click **Create New**, provide a name for the app, click **Create**, populate the app with content and return to Manage Sidebar.

The screenshot shows a dialog box titled 'Select an App' with a close button (X) in the top right corner. On the left, there is a list of available apps with icons and names:

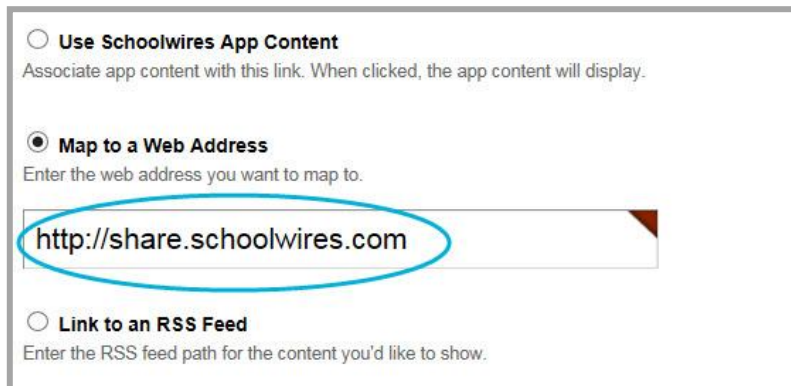
- Announcements App (Schoolwires Basic App)
- Blog App (Schoolwires Basic App)
- Calendar App (Schoolwires Premium App)
- Flex Editor App (Schoolwires Basic App)
- Headlines & Features App (Schoolwires Basic App)
- Photo Gallery App (Schoolwires Premium App) - This app is highlighted with a blue background.
- School Directory App (Schoolwires Basic App)
- Staff Directory App

At the bottom left of this list is a 'Cancel' button. In the center, there is a 'Photo Gallery App' section with a 'Create New' button circled in blue. Below this is a search bar labeled 'Find'. Under the search bar, there is a list of existing photo gallery apps:

- Civil War Photo Gallery App (Happy Valley High School / Staff / Sparks, Eric / Civil War Gallery)
- HVSD Days Gallery (Not on any pages) - This app is circled in blue.
- HVSD Photo Gallery (Happy Valley School District / Happy Valley Homepage)
- Landscapes (Not on any pages)

On the right side of the dialog, there is a 'Create Photo Gallery App' section. It has a text input field labeled 'Name:' with a close button (X) to its right. Below the input field are two buttons: 'Create' (green) and 'Cancel' (yellow).

If you choose *Map to a Web Address*, enter the URL for the web address to which you wish to map.

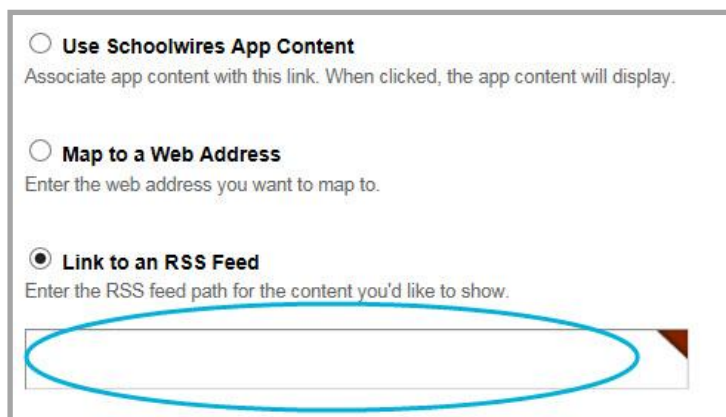


☐ **Use Schoolwires App Content**
Associate app content with this link. When clicked, the app content will display.

☒ **Map to a Web Address**
Enter the web address you want to map to.

☐ **Link to an RSS Feed**
Enter the RSS feed path for the content you'd like to show.

If you choose *Link to an RSS Feed*, enter the RSS feed path for the content you wish to show.



☐ **Use Schoolwires App Content**
Associate app content with this link. When clicked, the app content will display.

☐ **Map to a Web Address**
Enter the web address you want to map to.

☒ **Link to an RSS Feed**
Enter the RSS feed path for the content you'd like to show.

If the content choice you make can also be displayed as a News Feed, the *Also display this content in the user's news feed* check box becomes active. Check the box to include it within the feed.



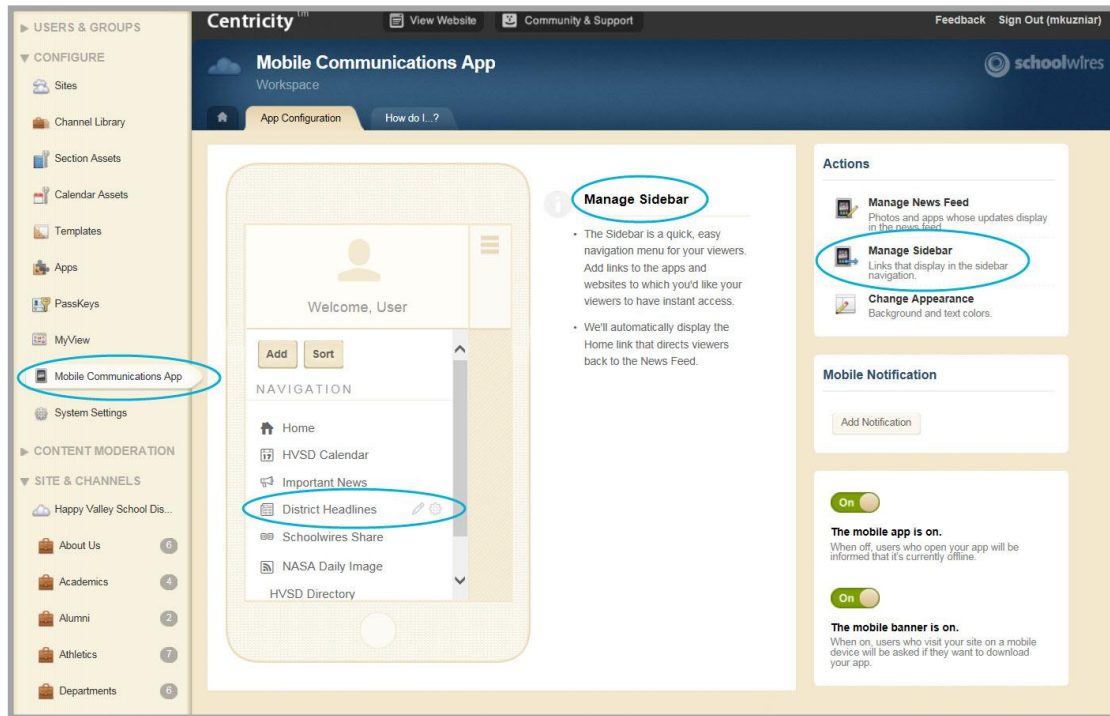
☒ **Also display this content in the user's news feed**

6. Click **Save**. You are returned to Manage Sidebar.

Edit a Sidebar Link

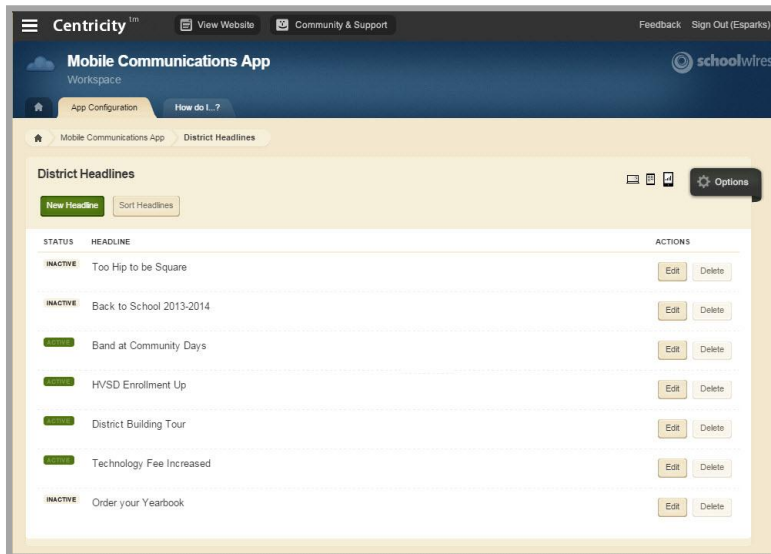
Here's how you edit a Sidebar link.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feeds selected.



3. Click Manage Sidebar.
4. Position the mouse pointer on a link. For Schoolwires App content, A Pencil and Gear icon display. For links mapped to a web address or an RSS feed, a Gear icon displays.
5. Click the Pencil icon to edit app records. Click the Gear icon to edit the link configuration.

If you click a Pencil icon, records within the selected feed app display. Edit records and return to Manage Sidebar.



If you click the Gear icon, a configure dialog displays.

Edit the configuration and click **Save**. You are returned to Manage Sidebar.

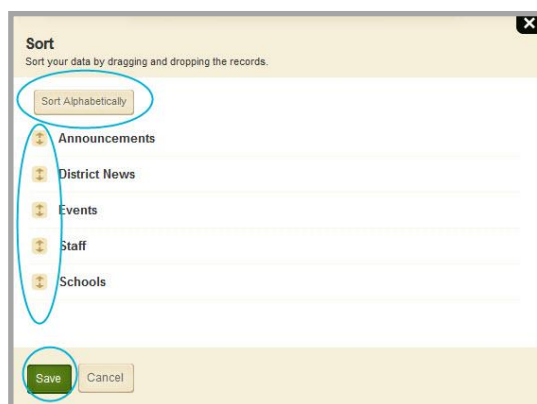
Sort Sidebar Links

Here's how you rearrange Sidebar links.

1. In *Site Manager*, expand CONFIGURE within in the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click Manage Sidebar. The Manage Sidebar screen displays.
4. Click **Sort**. The Sort dialog displays.

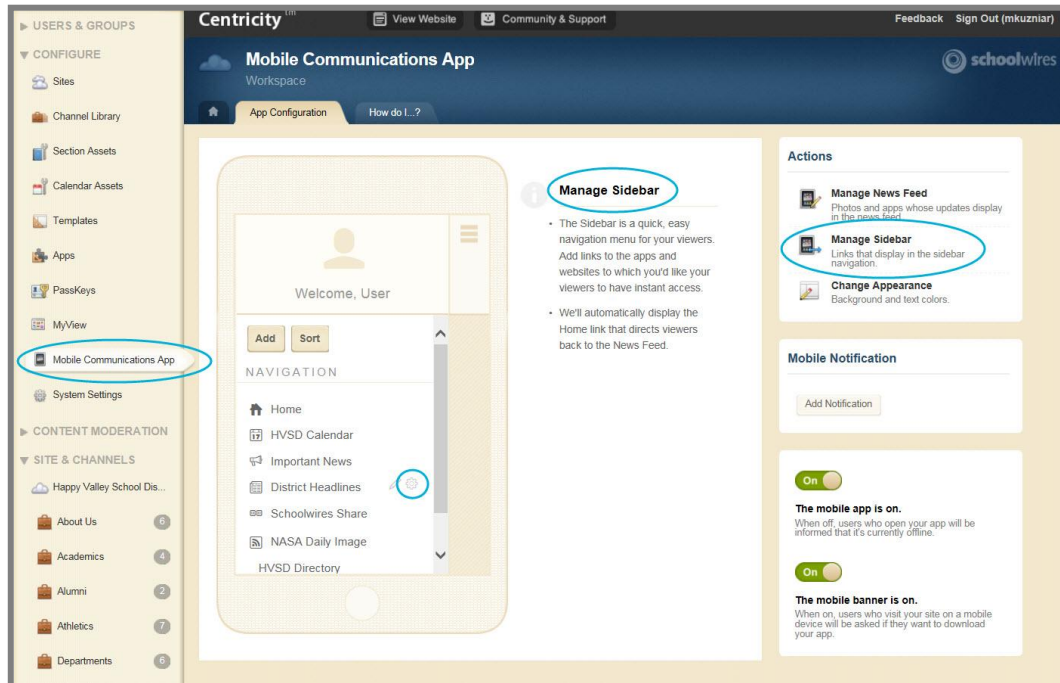


5. There are two methods to sort records.
 - Click **Sort Alphabetically** to arrange your links into ABC order.
 - Click links in the list, hold and drag-and-drop them to new locations within the list.
6. Click **Save**. You are returned to Manage Sidebar.

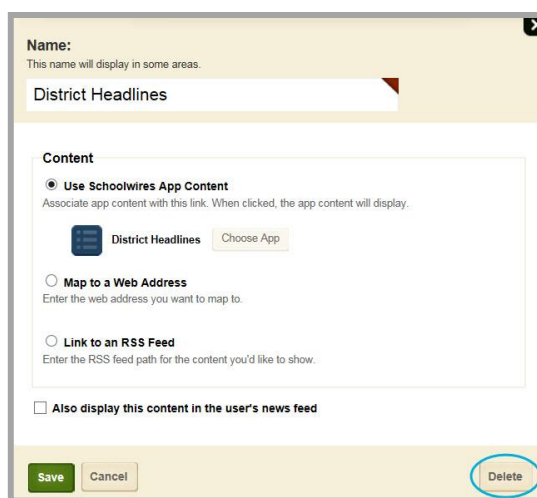
Delete a Sidebar Link

Here's how you delete a Sidebar link.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click Manage Sidebar.
4. Position the mouse pointer on a link and click the Gear icon. A configuration dialog displays.

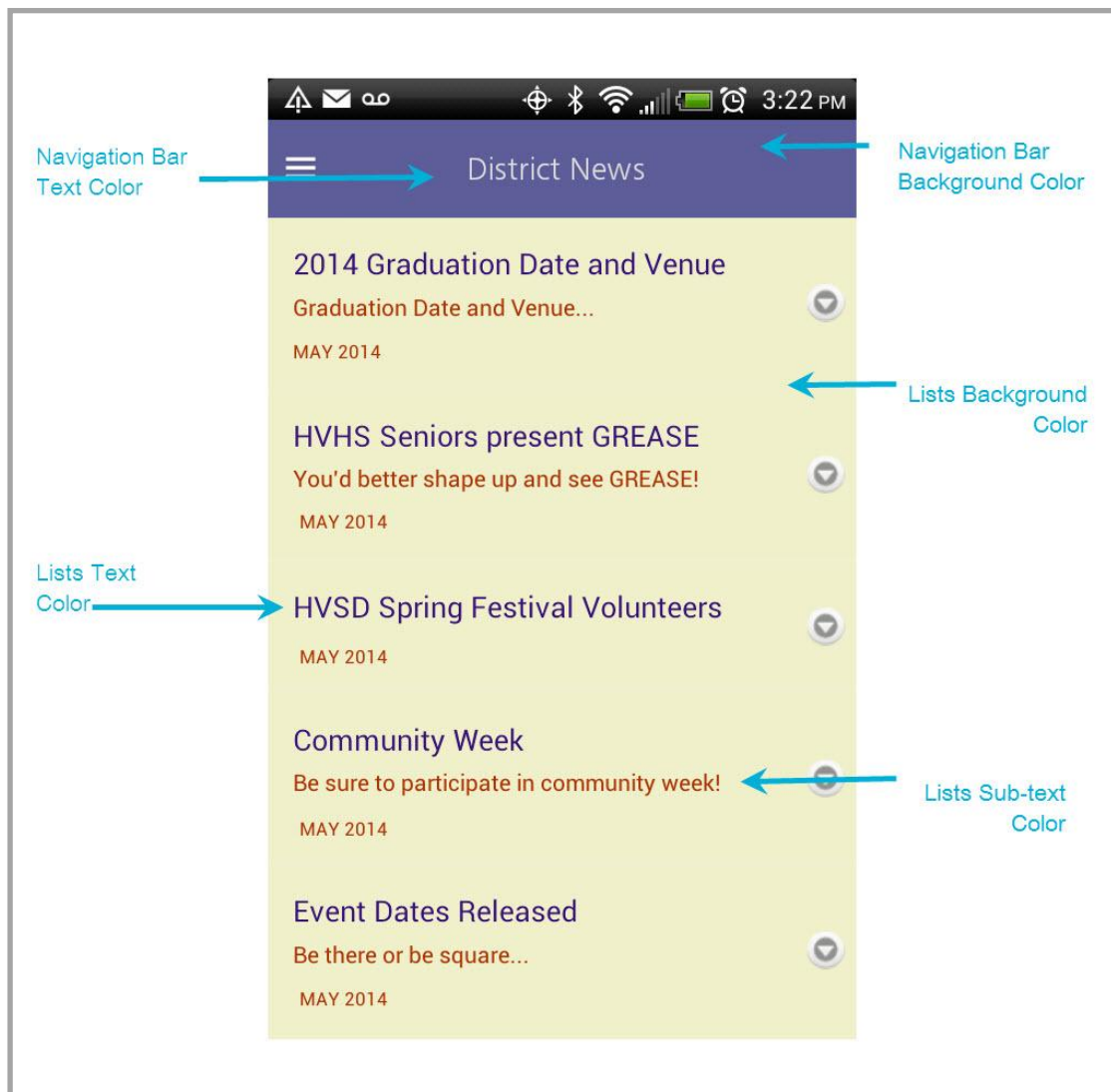


5. Click **Delete**. A confirmation dialog displays.
6. Click **Yes**. You are returned to Manage Sidebar.

Change Appearance

Use Change Appearance to change how the Centricity2 MCA looks on a smart phone or mobile device. You can set the Navigation Bar background and text color. You can also change the background color, text color and sub-text color of lists. A *Preview* option for the Navigation Bar and Lists instantly displays the changes you make.

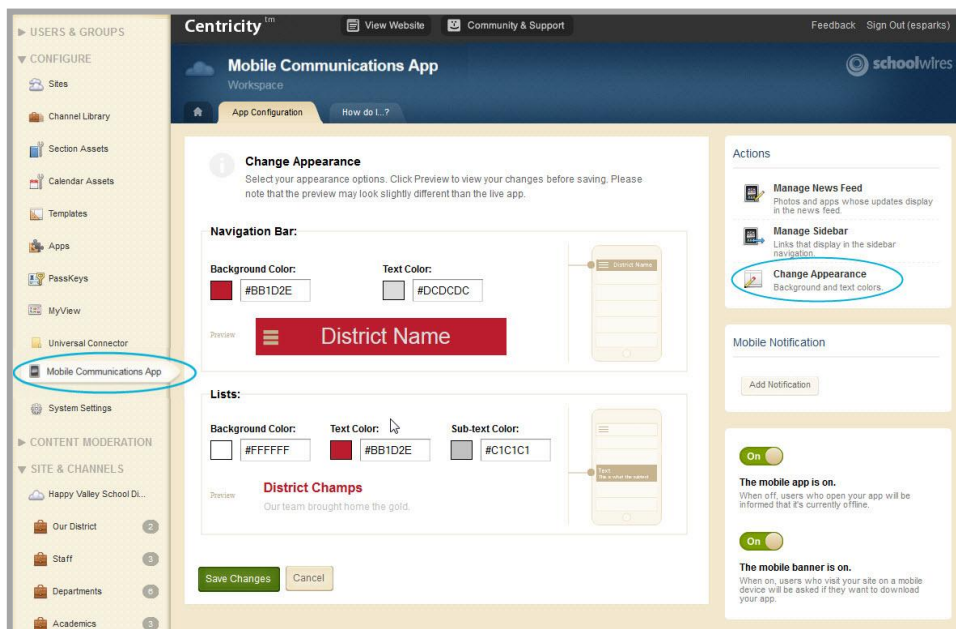
Here is an example of the appearance attributes you can modify for the Centricity2 MCA.



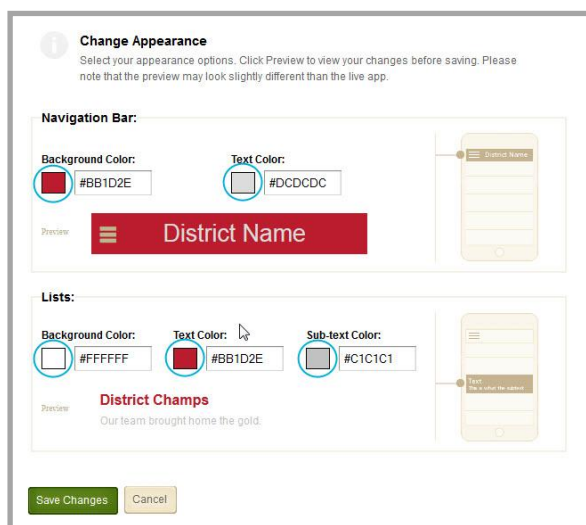
Navigation Bar and Lists

Here's how you change the appearance of the Navigation Bar and Lists.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click Change Appearance.
4. Click a color square to launch the Color Picker for each appearance option of the Navigation Bar (Background Color, Text Color) and Lists (Background Color, Text Color, Sub-text Color). Select a color in the color grid and click **Select Color**. Your selection displays in Preview.



Alternatively, if you know the Color Code of the color you wish to select, you can enter the code in the color field for each of the Navigation Bar and Lists appearance options and bypass using the Color Picker.



5. Click **Save Changes**.

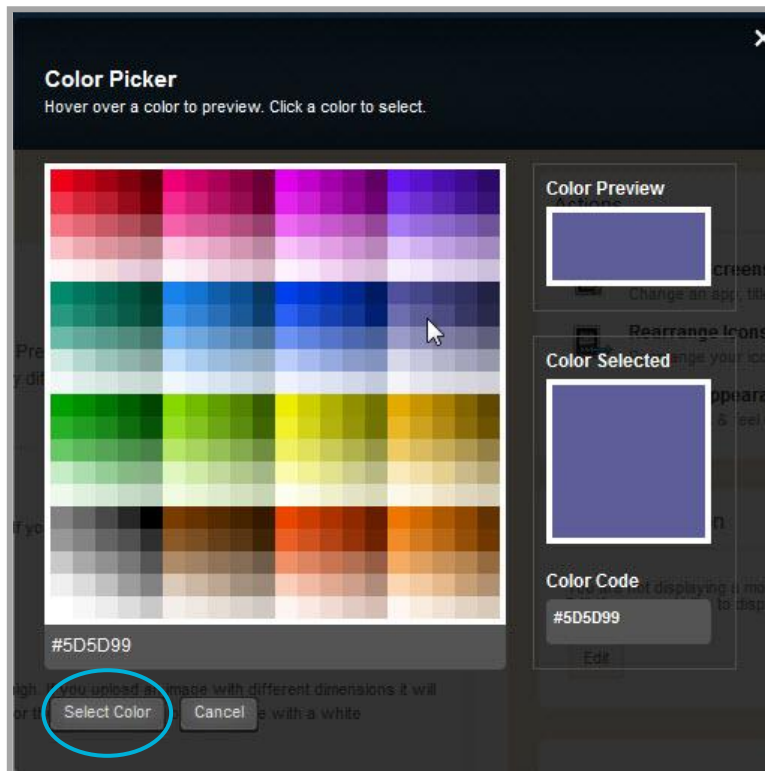
Using the Color Picker

Here's how you choose a color using the Color Picker.

1. Click a Navigation Bar or Lists color square to launch the Color Picker for an appearance option.



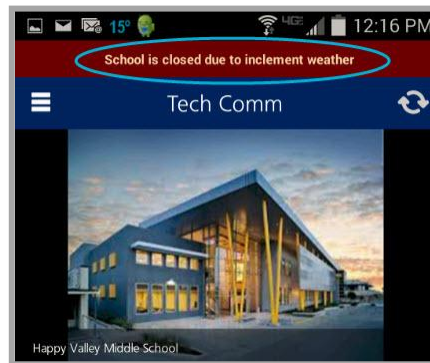
2. Select a color in the color grid. The Color Preview, Color Selected and Color Code for the color selected displays.



3. Click **Select Color**. You are returned to Change Appearance.

Mobile and Push Notification

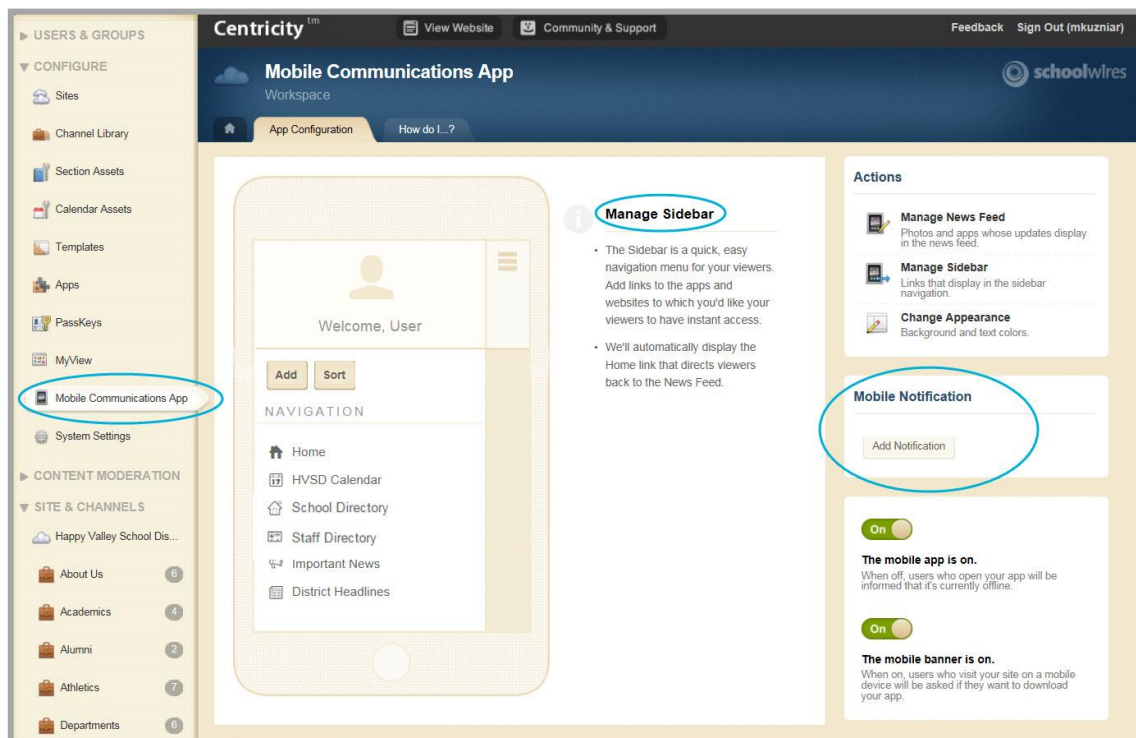
Use Mobile Notification to display a message on all smart phone and mobile devices. You can also send a Mobile Notification message as a Push Notification to all registered mobile devices.



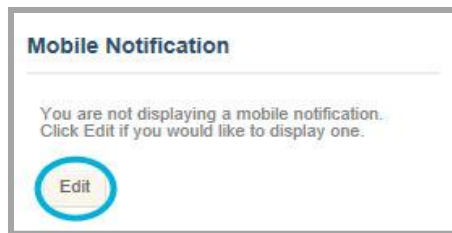
Add and Edit a Mobile Notification

Here's how you add a Mobile Notification.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feeds selected.

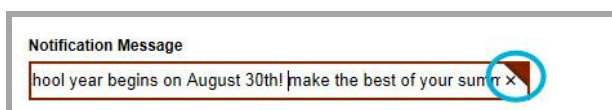


- Click **Add** or **Edit** in Mobile Notification. The Mobile Notification dialog displays.



- Enter a message in the Notification Message field. You may enter up to 100 characters. If editing a notification, type over the existing Notification Message text.

To clear a message within in the Notification Message field, click the **x** that displays at the end of the line.



- Click a radio button to select a Display Duration. Options are *Today*, *Today and Tomorrow* and *Until the end of*. If you select *Until the end of*, click in the field to manually enter a date or select one from the calendar pop-up.
- Activate the *Also send this message as a push notification* check box if you wish to send the notification to all registered mobile devices.

A notification icon displays in the Notification Bar on each registered device when the push notifications is received.



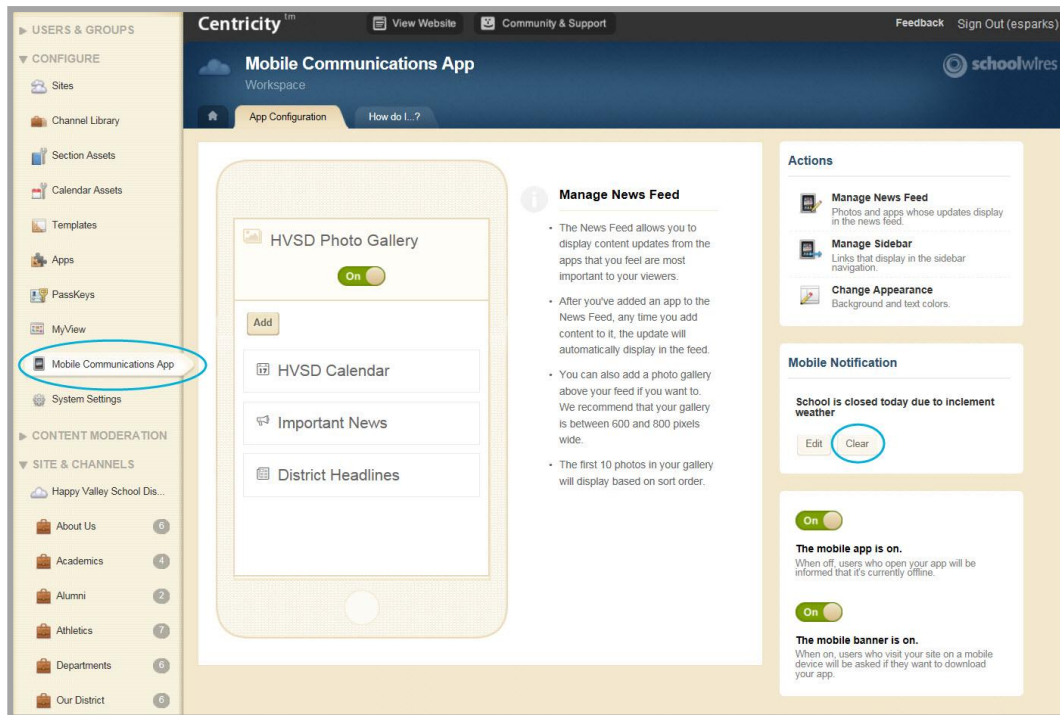
For iPhone users, you will not receive push notifications unless you answered yes to the push notification question during Onboarding (when you first install and launch the MCA).

- Click **Save**.

Clear a Mobile Notification

Here's how you clear a Mobile Notification.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with the Manage Feeds selected.



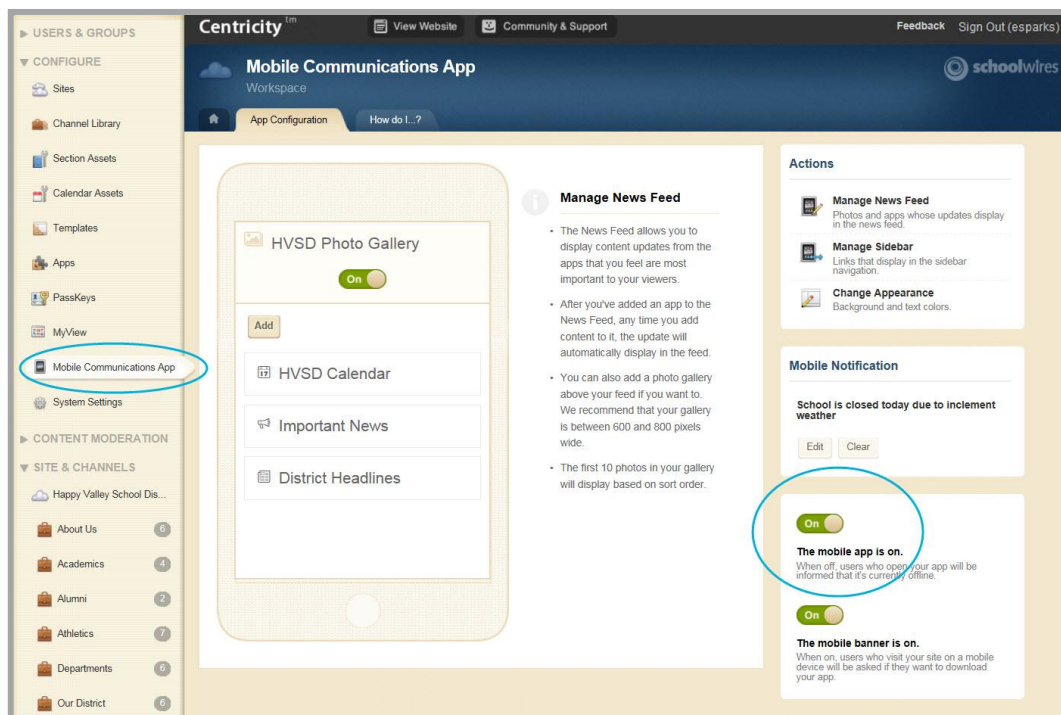
3. Click **Clear** in Mobile Notification. A confirmation dialog displays.
4. Click **Yes**.

Activate the Smartphone App

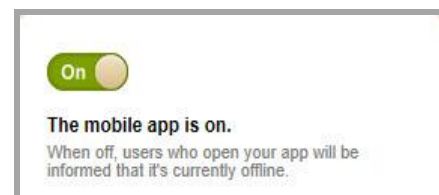
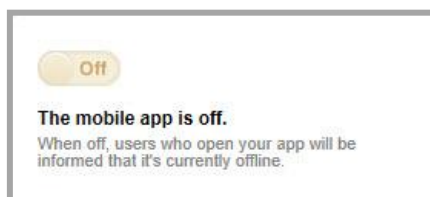
When the Centricity2 MCA is on, visitors can view the app on their smart phone or mobile device. When it is off, visitors who open the app on their smart phones or mobile device see a message stating that the app is offline.

Here's how you turn the Centricity2 MCA on and off.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click the *Mobile app is off* control to turn the app on.
4. Click the *Mobile app is on* control to turn the app off.



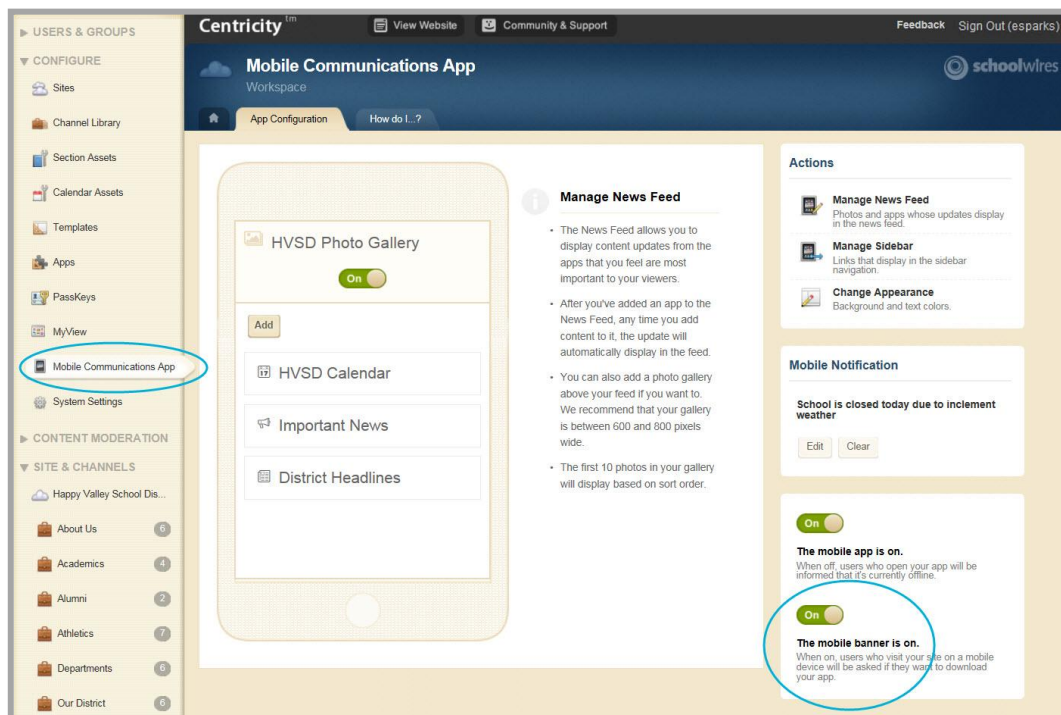
Activate the Mobile Banner

If you activate the Mobile Banner, visitors viewing your site on a smart phone who have not installed the Centricity2 MCA see a banner about the app. Tapping **View** takes them to the download venue.



Here's how you turn the Mobile Banner on and off.

1. In *Site Manager*, expand CONFIGURE within the Content Browser.
2. Click Mobile Communications App. The Mobile Communications App Workspace displays with Manage News Feed selected.



3. Click the *Mobile banner is off* control to turn the banner on.
4. Click the *Mobile banner is on* control to turn the banner off.

