Work with Centricity2 Mobile Communications App (MCA) Site Manager

Schoolwires® Centricity2™

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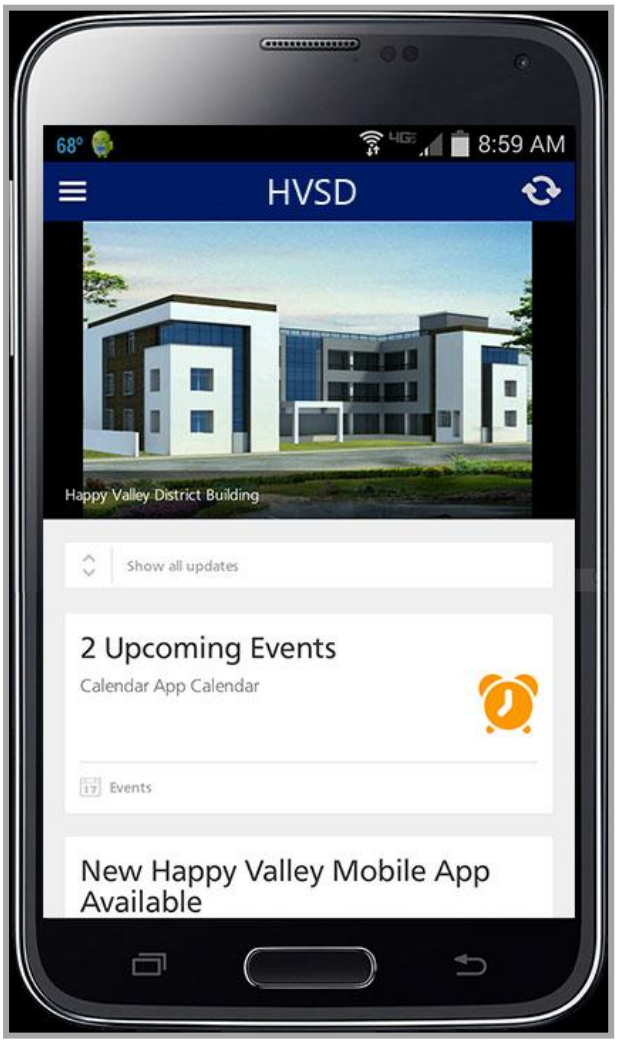
This guide covers all available Centricity2 features and functionality. Features included in your contract may vary.

Table of Contents

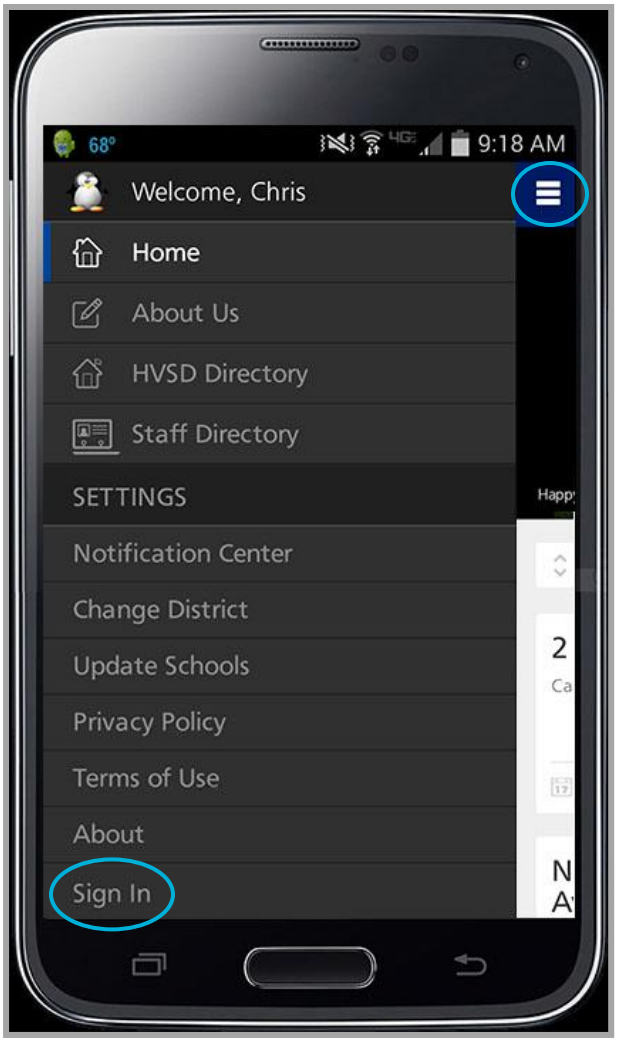
Introduction 1
Onboarding 3
Onboarding—Let's Get Started 3
Onboarding—My Schools 4
Onboarding—MCA Information Screens 5
Site Manager and the Centricity2 MCA 6
Accessing the Off Canvas Menu 6
Sign In 6
Initial Sign In 8
Password Recovery 9
Sign Out 9
Navigating Site Manager 10
Launch Site Manager 10
Navigation Elements 11
Working with Site Manager 12
Work with Announcements 12
Add an Announcement 12
Change Announcement Status 14
Delete an Announcement 14
Work with Photo Galleries 15
Add a Photo Gallery App 15
Add a Picture to a Photo Gallery 18
Edit a Photo 19
Delete a Photo 20
Work with Podcasts 21
Add a Podcast App 21
Add an Episode to a Podcast App 23
Edit a Podcast App Episode 27
Change Podcast App Episode Status 28
Delete a Podcast Episode 28
Work with Administrative Tasks 29
Mobile Notification 29
Users 31

Introduction

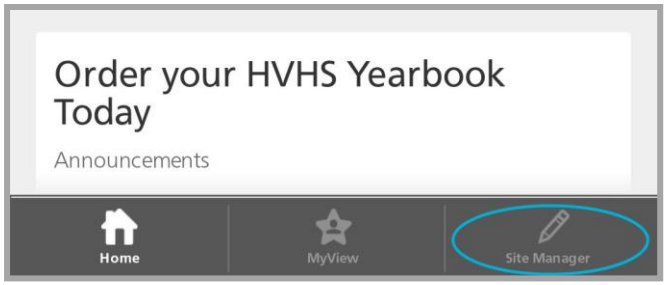
When downloaded from iTunes® or Google Play® and installed, the Centricity2 Mobile Communications App (MCA) allows you to view your District's website on your smart phone and mobile devices.



You can also display website content from the Sidebar. Tap the Off Canvas Menu icon to access Sidebar links. You use the links under SETTINGS to Sign In and Sign Out, Update Schools and review Terms of Use and Privacy Information.



Once signed in, you can view protected content and if you have editing rights, select *Site Manager* to edit content.



Onboarding

The very first time you launch the Centricity2 MCA on your smart phone or mobile device, you experience *Onboarding*, a process you use to set up and launch the app. You will navigate a series of screens and options to complete the process.

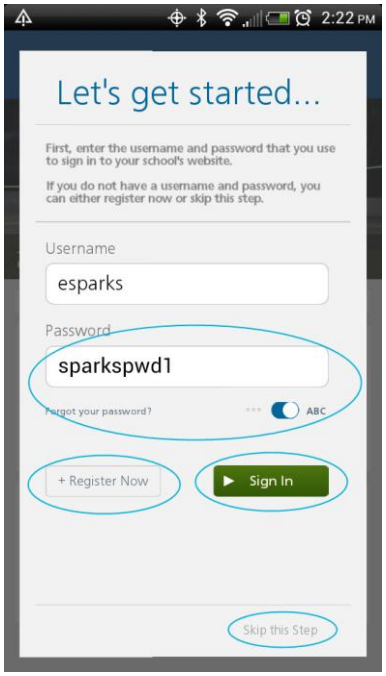
Onboarding—Let's Get Started

Here's what you can do on the *Let's get started…* screen.

- Choose to Sign In
  Enter your Username and Password. Tap the *ABC* control *on* to display your password as text. Tap it *off* to display your password as a series of asterisks. Tap *Forget your password?* if you can't remember what it is.

  If this is the very first time you sign in to your website, you must agree to the *Terms of Use* before you may continue.

  Once you sign in, you remain signed in until you sign out using the SETTING option on the Off Canvas Menu. If you are signed in and you close the app without signing out, the next time you launch it, you are signed in to the app.
- Choose to Register Now
  Use this option to self register which creates a user account on the website you may use to sign in. This option displays only if the Site Administrator has activated self registration.
- Choose to Skip this Step
  Select this to navigate to the next Onboarding screen without signing in or self registering.



Onboarding—My Schools

Use the *My Schools* screen to select the schools from which you wish to receive news feeds.

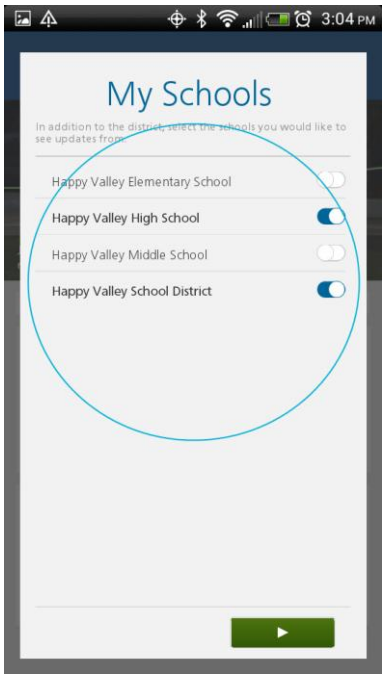
Here's what you should know about the My Schools screen.

- Schools are listed in ABC order.
- If there are more than 20 schools within your district, an alphabetic index displays at the right of the screen. Tap a letter in the index to navigate to that group of schools.
- Tap the schools from which you wish to receive updates—the control toggle turns blue. Tap it again to deselect it.
- If you are signed in to the website, your selections are saved in *School Associations* found within your *My Account* Settings. Each time you access the Centricity2 MCA and sign in, these schools are selected.

  Note that if you are a *MyView* user, you see the schools active that you have already selected in the list.

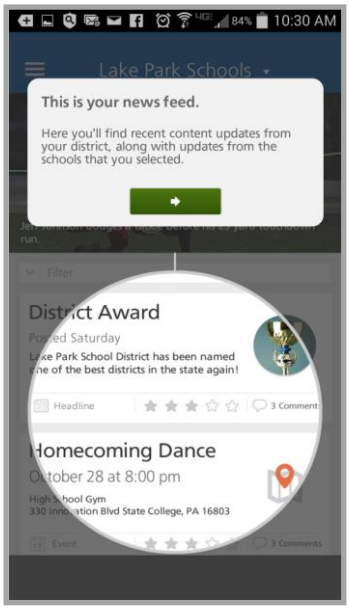
  If you do not sign in, the selections you make are saved with your smart phone or mobile device. Each time you access the Centricity2 MCA and do not sign in, these schools are selected.

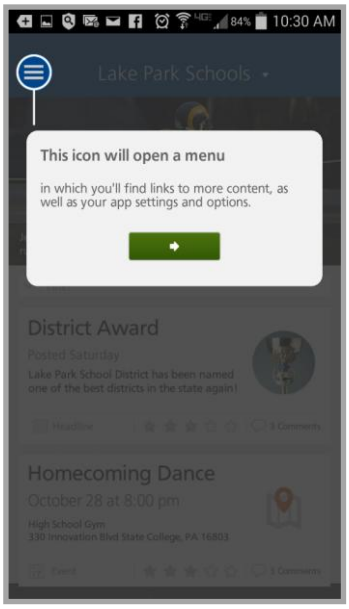
- You can update your school associations at any time by tapping *Update Schools* on the Off Canvas Menu.
- Tap the **Next Arrow** to continue Onboarding.



Onboarding—MCA Information Screens

Use the final Onboarding screens to learn about the News Feed, Off Canvas Menu and to exit Onboarding. Tap the **Next Arrow** to navigate the screens.





Site Manager and the Centricity2 MCA

Once you have Onboarded and signed in, depending upon the privileges you have been granted, you may be able to access Site Manager and work with the Announcements, Photo Gallery and Podcasts apps. You may also be able to manage Users and Mobile Notifications.

Accessing the Off Canvas Menu

Here's how you access the Off Canvas Menu.

1. Launch the Centricity2 MCA.
2. Tap the Off Canvas Menu icon. The Off Canvas menu displays.

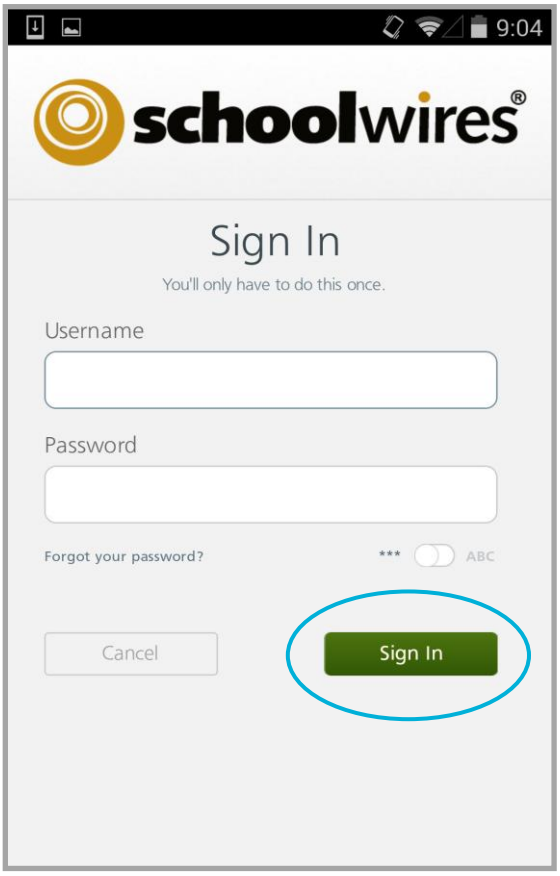
Here you see Sidebar and SETTINGS links.

Sign In

Here's how you sign in to the website. These are steps you use after initial *Onboarding*.

1. Launch the Centricity2 MCA.
2. Tap the Off Canvas Menu icon. The Off Canvas Menu displays.

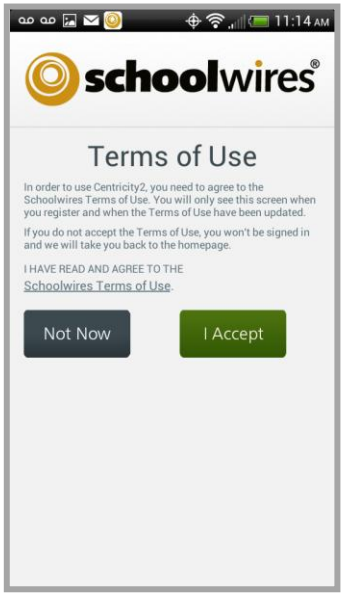
3. Tap **Sign In**. The Sign In dialog displays.

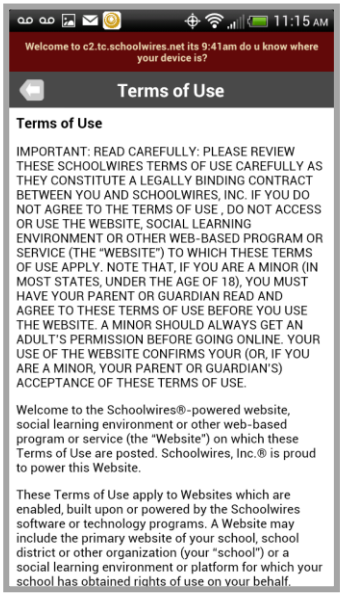


4. Enter your Username and Password. Tap the *ABC* toggle to see the password as text.
5. Tap **Sign In**.

Initial Sign In

The very first time you sign in to Centricity2, whether on a desktop or mobile device, the Schoolwires *Terms of Use* screen displays. To complete the sign in process you must accept the terms. If the Schoolwires Terms of Use or Privacy Policy is ever updated, you will see this screen again.

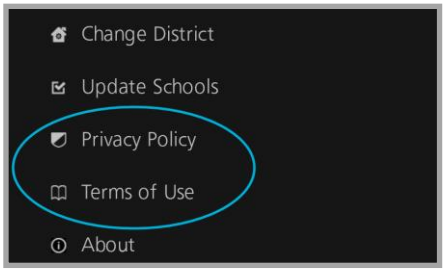




Here are the actions you can take when you see this screen on your smart phone or mobile device.

1. Click the *Schoolwires Terms of Use* link to display and read them. When finished, click the **Back** arrow to return to the Terms of Use landing screen.
2. If you agree with the Terms of Use, click **I Accept**. You are signed into the app.
3. If you disagree with the Terms of Use, click **Not Now**. Your sign in is not processed and you are returned to the Sign In screen.

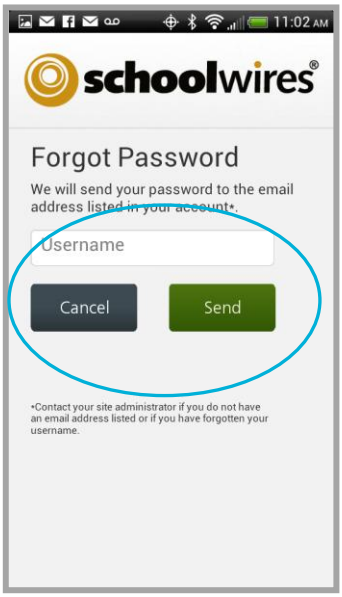
At any time you can tap the Privacy Policy and Terms of Use links in the Off Canvas Menu to review content.



Password Recovery

Here's how you recover a forgotten password.

1. Tap *Forgot your password?* to display the Forgot Password screen.
2. Enter your Username.
3. Tap **Send**. You'll receive an email message with a link that you use to reset your password. The link expires after 24 hours.

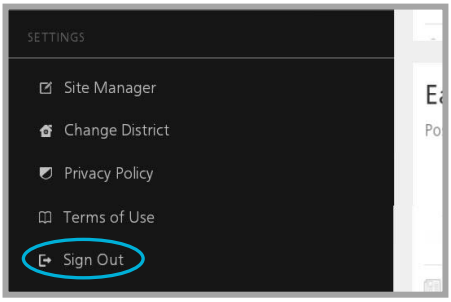


If your account is missing your email address, you forgot your username, you locked your account or your site is Lightweight Directory Access Protocol (LDAP) enabled, contact your Site Administrator for assistance.

Sign Out

Here's how you sign out of the app.

1. Display the Off Canvas Menu.



2. Tap Sign Out.

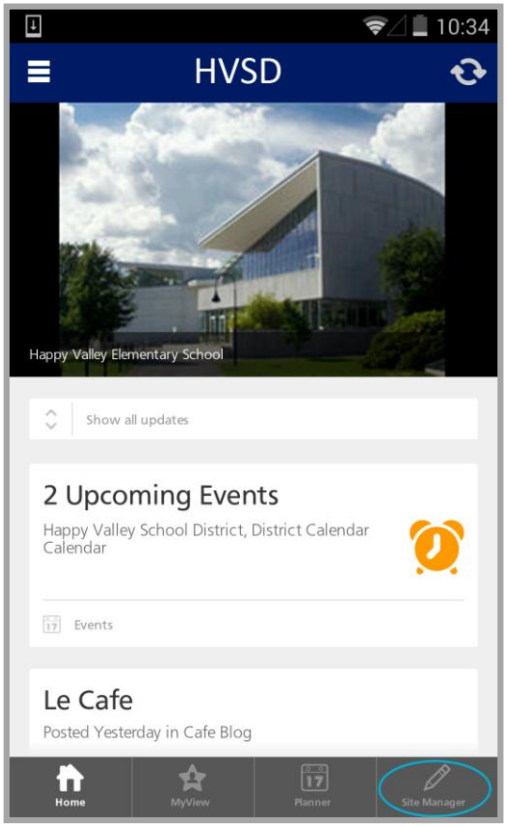
Navigating Site Manager

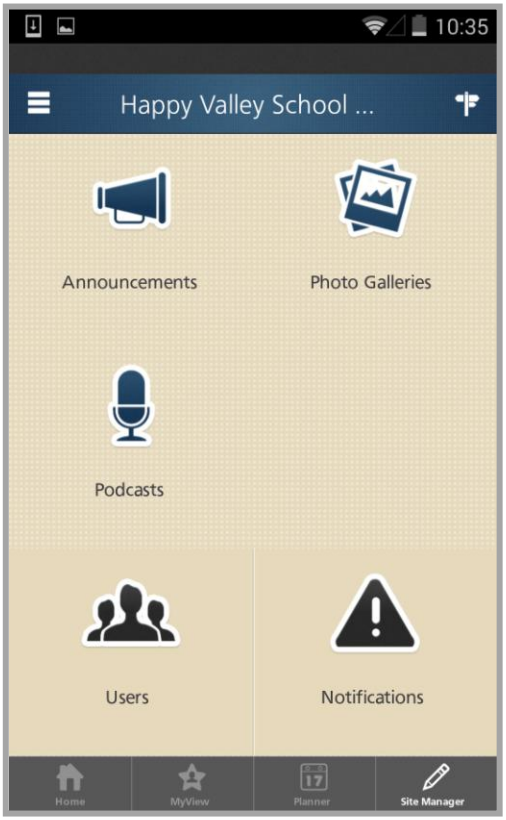
When you sign in to the Centricity2 MCA, if you have editing privileges you can access and navigate within *Site Manager* on your smart phone or mobile device.

Launch Site Manager

Here's how you launch *Site Manager*.

1. Sign in to the Centricity2 MCA.
2. Tap Site Manager.



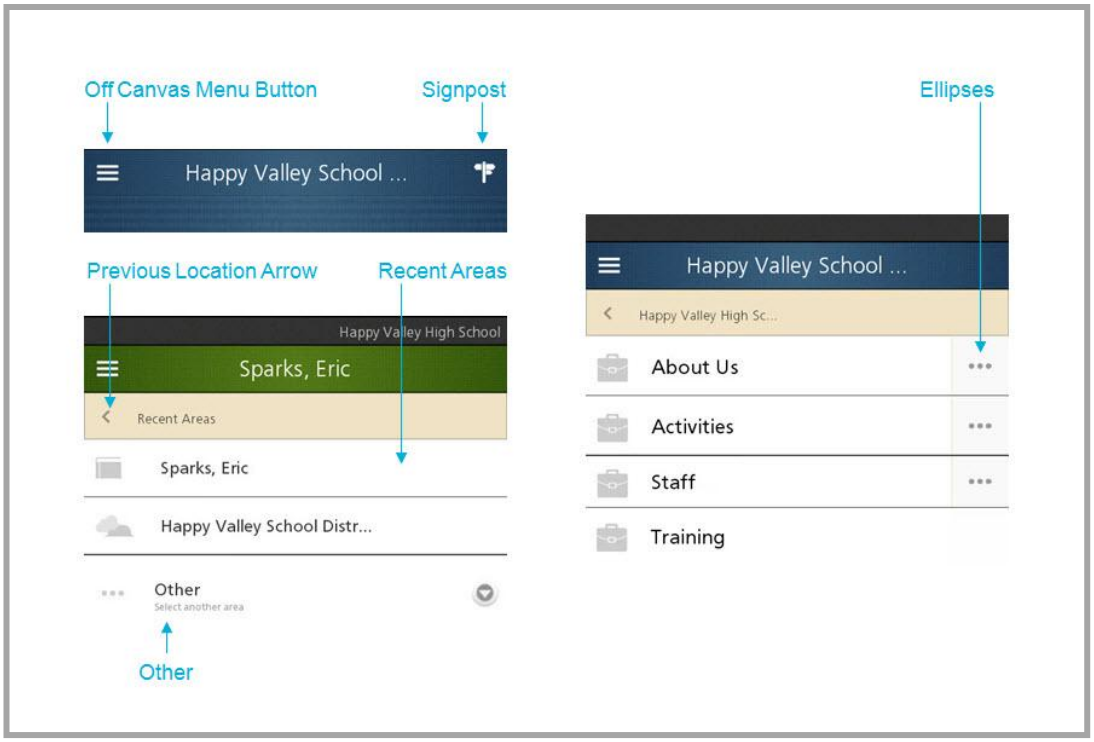


You land at your default workspace on your first login. Subsequently, you land at the last location you visited.

Navigation Elements

Depending upon your rights and privileges, you may see these navigation elements.

Element	*Description*
Signpost	Tap the Signpost to see Recent Areas and the …*Other* option.
Recent Areas	Tap a recent area to go there. The last five display.
…Other	Tap to see locations you may access. Tap a location to go there.
… (Ellipse)	Tap to see channels or sections. Tap a channel or a section to go there.
Off Canvas Menu	Tap the button to hide or show the Off Canvas Menu.
<	Tap to go to the previous location.



Working with Site Manager

If you have editing privileges you can access *Site Manager* and manage Announcements, Photo Gallery and Podcasts apps from your smart phone or mobile device. You may also be able to manage Users and Notifications.

Work with Announcements

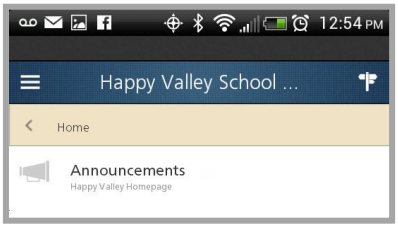
You can add, delete and make announcements active or inactive. You cannot edit announcements or add and delete Announcement apps using the Centricity2 MCA.

Add an Announcement

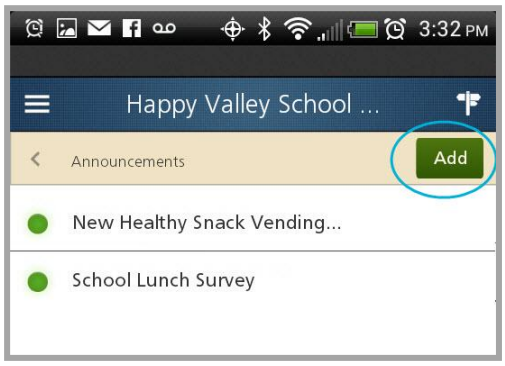
Here's how you add an announcement to an app.

1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.

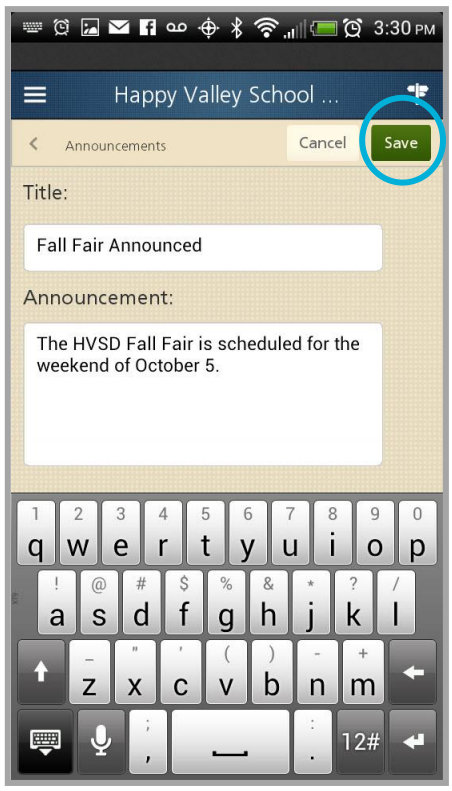
3. Tap the Announcement app that you wish to edit. Announcements for the selected app display.



4. Tap **Add**.



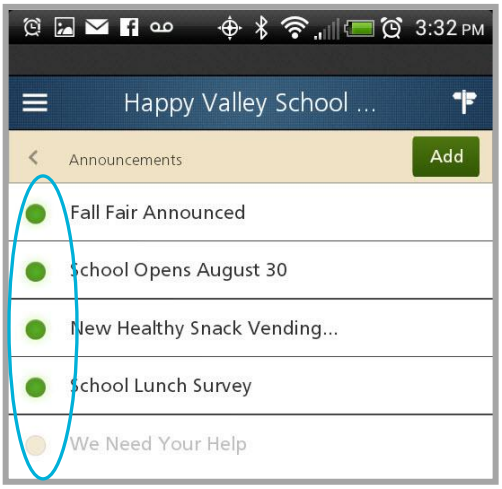
5. Enter a title and an announcement.



6. Tap **Save**. You are returned to the app.

Change Announcement Status

Here's how you make an announcement active or inactive.

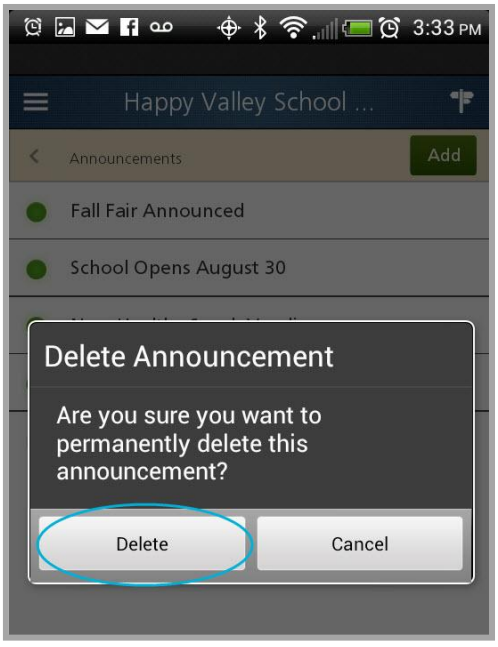


1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.
3. Tap the Announcement app you wish to edit. Announcements for the selected app display.
4. Tap the dot to the left of an announcement to toggle the status between active and inactive. A green dot indicates an active announcement. A tan dot and grayed-out text indicates an inactive announcement.

Delete an Announcement

Here's how you delete an announcement.

1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.
3. Tap the Announcement app you wish to edit. Announcements for the selected app display.
4. Swipe right on an announcement. The Delete announcement confirmation window displays.
5. Tap **Delete**. You are returned to the app.



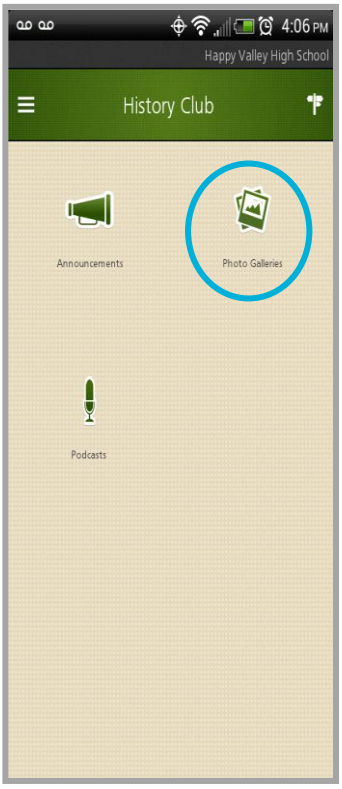
Work with Photo Galleries

You can add pictures to a Photo Gallery. You can edit the titles and captions of pictures within a Photo Gallery. And, you can add new Photo Gallery apps to workspaces. You cannot delete a Photo Gallery app using the Centricity2 MCA.

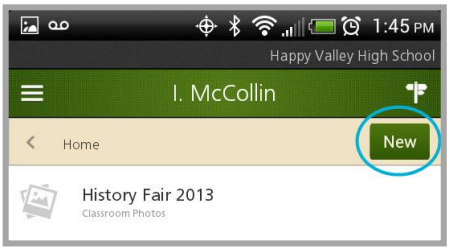
Add a Photo Gallery App

Here's how you add a Photo Gallery app to a section workspace. A page containing a Photo Gallery app is added.

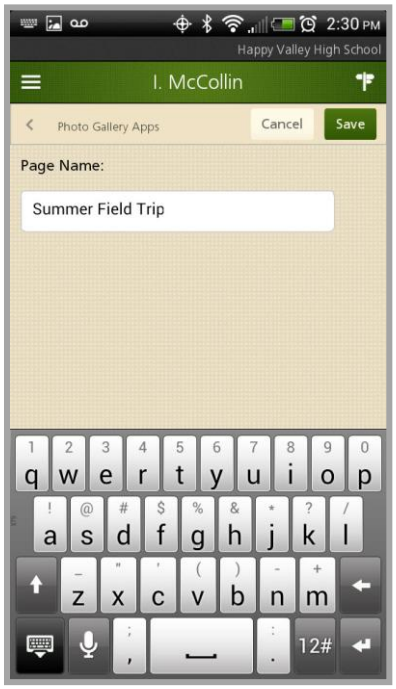
1. Navigate to the workspace to which you wish to add a Photo Gallery app.
2. Tap **Photo Galleries**.



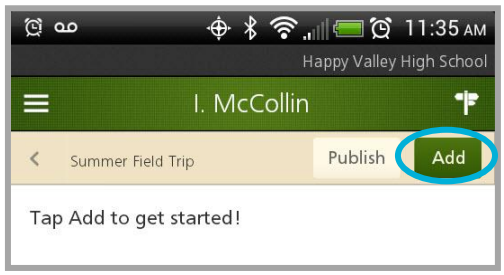
3. Tap **New.**



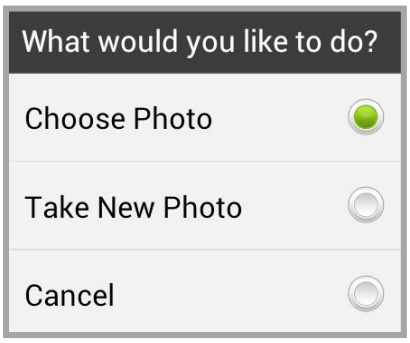
4. Enter a name for the page.



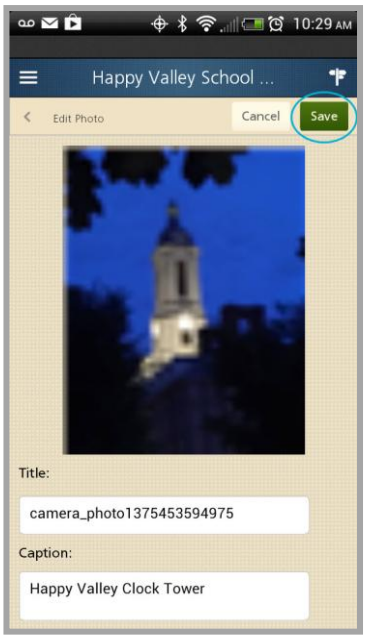
5. Tap **Save**. A page containing a Photo Gallery app is added to the workspace and the Photo Gallery opens for editing.
6. Tap **Add** to get started.



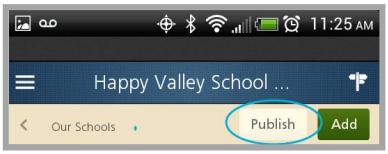
7. Add the first picture to the app. On the dialog that displays, tap *Choose Photo* and select a picture stored on your mobile device or tap *Take New Photo* and snap a new one.



8. On the dialog that displays, you might change the default title to one that is more meaningful and add a caption for the picture.



9. Tap **Save**. You are returned to the app.
10. Tap **Add** to load another picture.

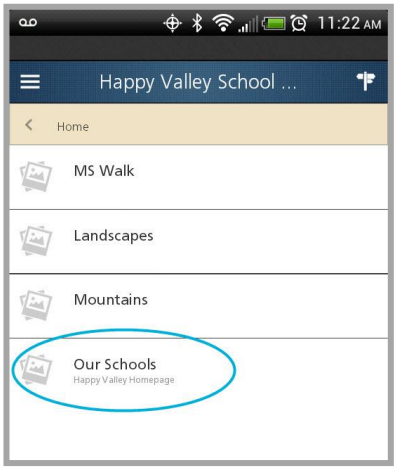


11. Tap **Publish** when you have finished adding pictures. The Photo Gallery is now live on your site.

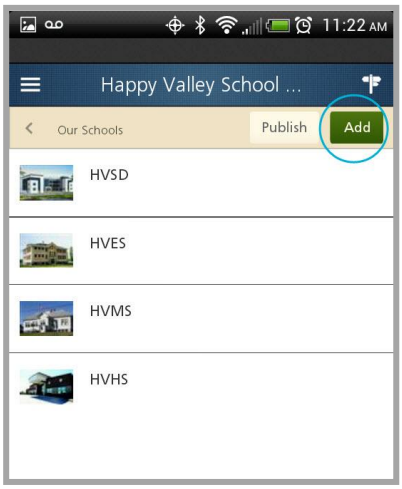
Add a Picture to a Photo Gallery

Here's how you add a picture to a Photo Gallery app.

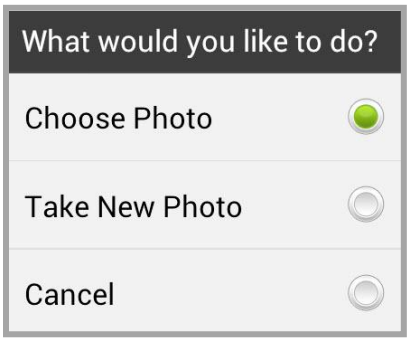
1. Navigate to the workspace containing the Photo Gallery app you wish to edit.
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.



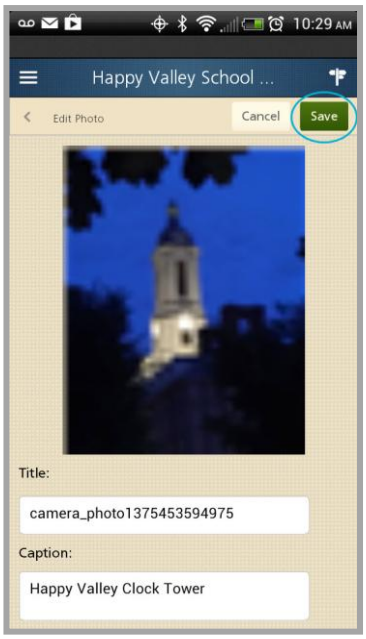
3. Tap the Photo Gallery app you wish to edit. The Photo Gallery displays.



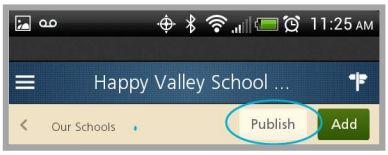
4. Tap **Add**. On the dialog that displays, tap *Choose Photo* and select a picture stored on your mobile device or tap *Take New Photo* and snap a new one.



5. On the dialog that displays, you might change the default title to one that is more meaningful and add a caption for the picture.



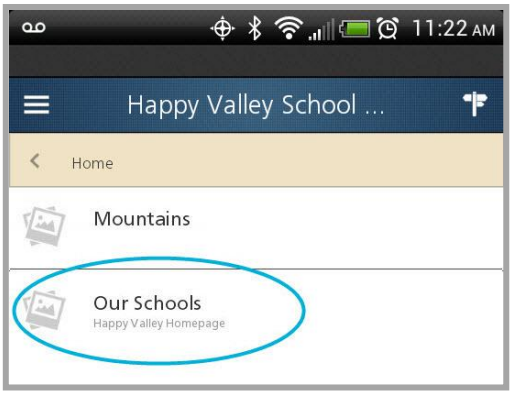
6. Tap **Save**. You are returned to the app.
7. Tap **Publish**. The picture is active in the Photo Gallery.



Edit a Photo

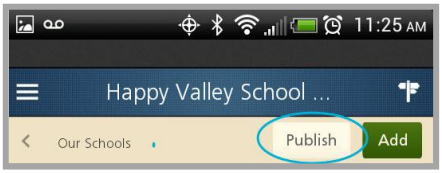
Here's how you edit a Photo Gallery picture.

1. Navigate to the workspace containing the Photo Gallery app you wish to edit.
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.
3. Tap the Photo Gallery app you wish to edit. The Photo Gallery displays.



4. Tap the picture you wish to edit and update the title and caption on the dialog that displays.

5. Click **Save**. You are returned to the app.

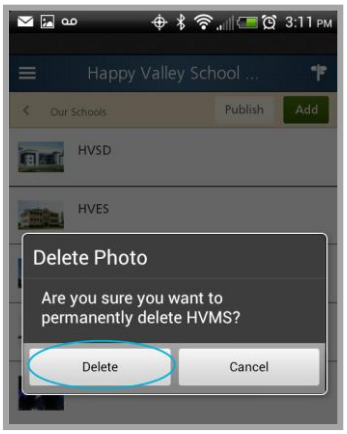


6. Click **Publish**. The picture is active in the Photo Gallery.

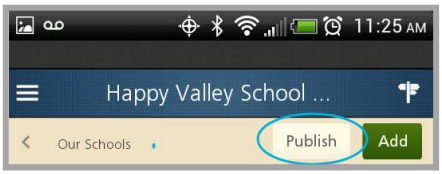
Delete a Photo

Here's how you delete a picture within a Photo Gallery app.

1. Navigate to the workspace containing the Photo Gallery app you wish to edit.
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.
3. Tap the Photo Gallery app you wish to edit.
4. Swipe right on a picture. The Delete Photo confirmation dialog displays.



5. Tap **Delete**. You are returned to the app.
6. Click **Publish**.



Work with Podcasts

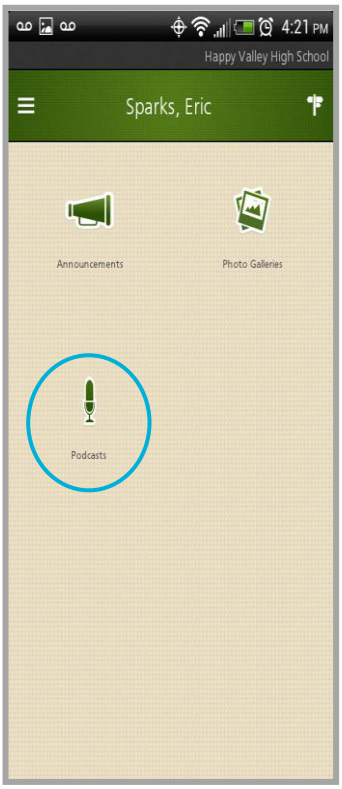
You can add episodes to Podcast apps. You can edit episode titles, authors, lengths and toggle episode status between active and inactive. And you can add new Podcast apps to workspaces. You cannot delete a Podcast app using the Cenricity2 MCA.

Depending upon the smart device and browser you are using, you may be able to play Podcast.

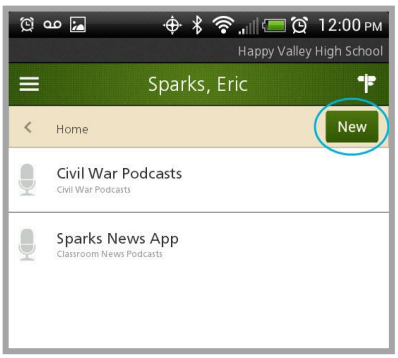
Add a Podcast App

Here's how you add a Podcast app to a workspace. A page containing a Podcast app is added.

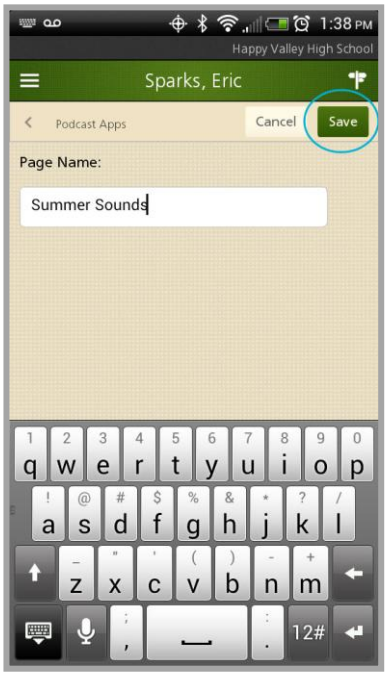
1. Navigate to the workspace to which you wish to add a Podcast app.
2. Tap **Podcasts**.



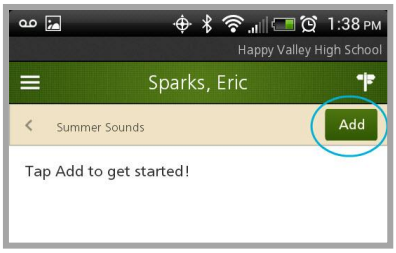
3. Tap **New.**



4. Enter a page name.



5. Tap **Save**. A page containing a Podcast app is added to the workspace and the Podcast app opens for editing.

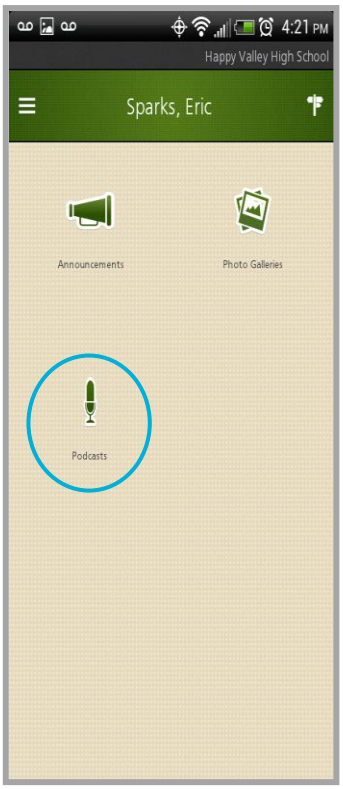


6. Tap **Add** to get started.
7. Add episodes to the Podcast app.
8. Click **Save**. You are returned to the app.

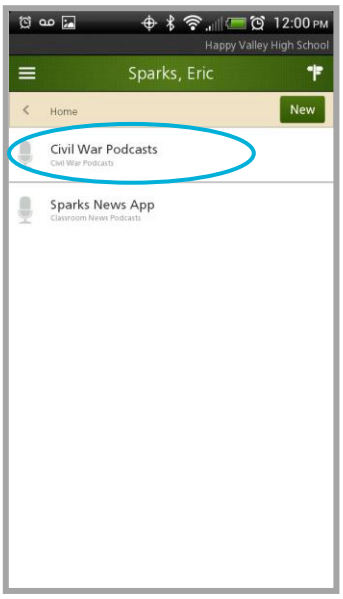
Add an Episode to a Podcast App

Here's how you add an episode to a Podcast app.

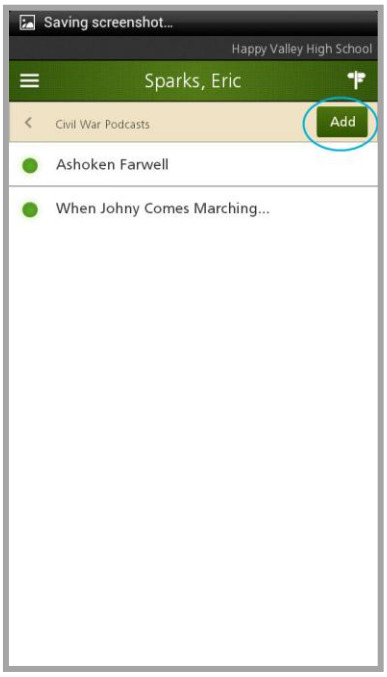
1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.



3. Tap the Podcast app you wish to edit. The Podcast dialog displays.

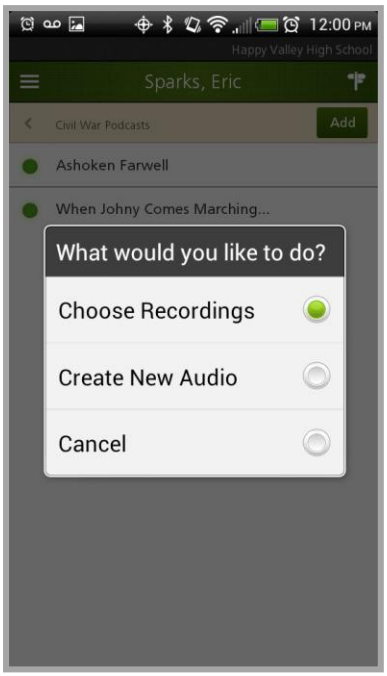


4. Tap **Add**.

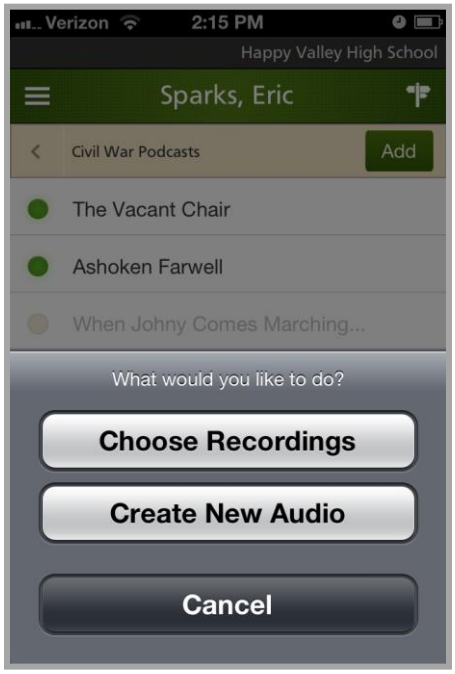


5. On the dialog that displays, tap *Choose Recording* and select an episode saved on your mobile device or tap *Create New Audio* and record and save an episode. Podcast episodes must be in FLV, MP3, MP4, M4A, M4V, WMA or MOV format.

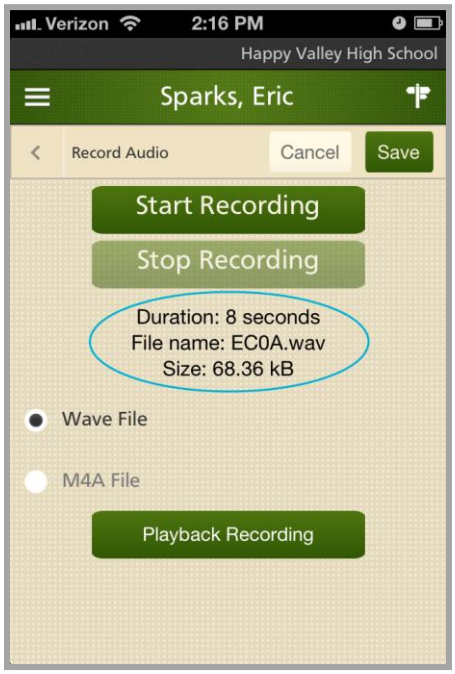
   If using an Android device, the default audio app of your device is used and you see a *What would you like to do*? dialog.



If using an iPhone, an alternate *What would you like to do?* dialog displays .When you tap *Create New Audio,* a Record Audio screen displays. Choose Wave or M4A format, create and save an episode.

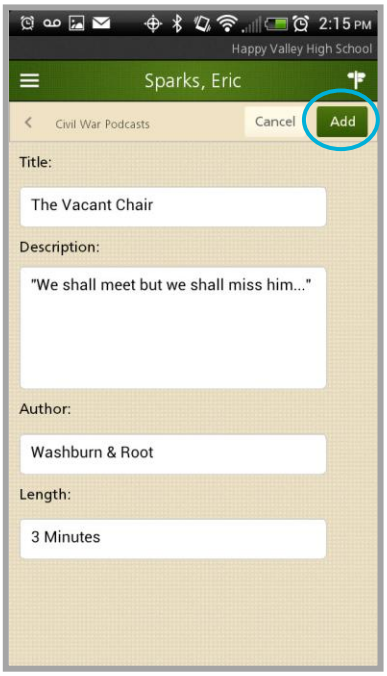


When complete, note that the duration, file name and size of the file you recorded displays.

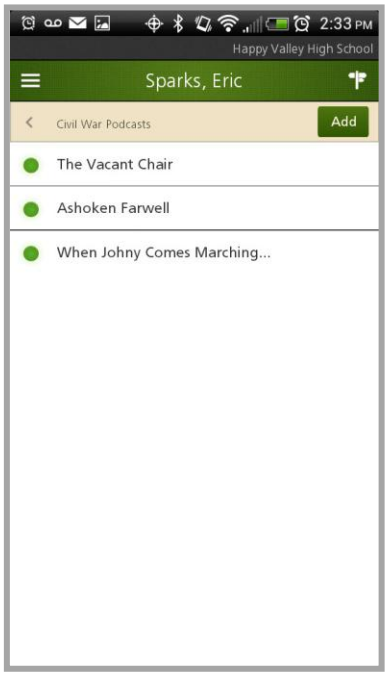


6. Tap **Save**.

7. On the dialog that displays, add a title, description, author and length. Title is mandatory.



8. Tap **Add**. You are returned to the Podcast dialog.

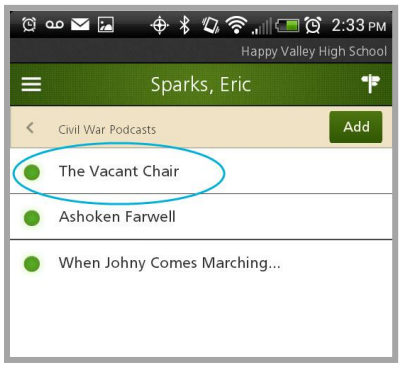


Note that when you add an episode to a Podcast app, the episode is saved in the Files & Folders of the current workspace.

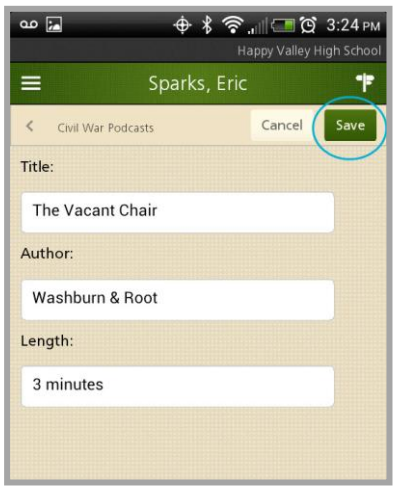
Edit a Podcast App Episode

Here's how you edit a Podcast app episode.

1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit. The episodes of the selected Podcast app display.
4. Tap the episode you wish to edit.



5. You may edit three fields—Title, Author and Length.

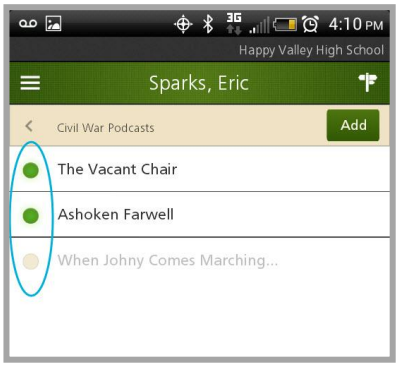


6. Tap **Save**. You are returned to the Podcast app.

Change Podcast App Episode Status

Here's how you make a Podcast app episode active or inactive.

1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit. The episodes of the selected Podcast app display.

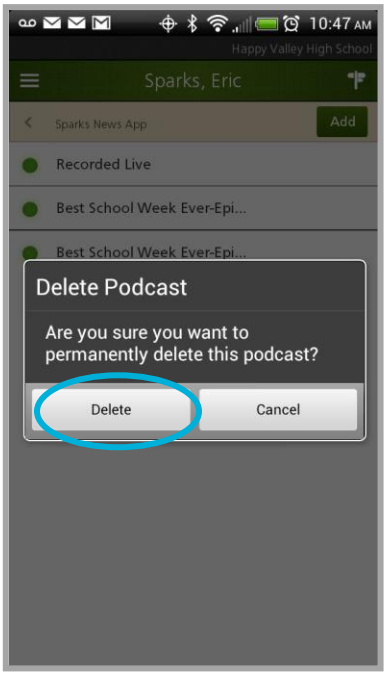


4. Tap the dot to the left of a Podcast episode to toggle the status between active and inactive. A green dot indicates an active episode. A tan dot and grayed-out text indicates an inactive episode.

Delete a Podcast Episode

Here's how you delete a Podcast episode.

1. Navigate to the workspace containing the Podcast App you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit.
4. Swipe right on the Podcast episode you wish to delete. The Delete Podcast Episode confirmation dialog displays.
5. Tap **Delete**. You are returned to the app.



Work with Administrative Tasks

If you have a Passport with the permission *Manage users in users and groups* activated, you can use the Centricity2 MCA to lock and unlock users. If you have a Passport with the permission *Manage smartphone app*, you can use the Centricity2 MCA to manage the Mobile Notification banner and send Push Notifications.

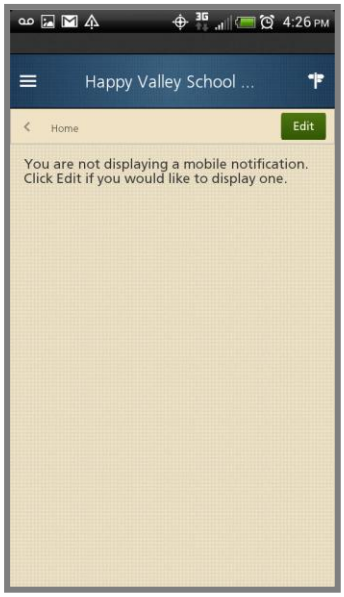
Mobile Notification

You can add, edit and clear a Mobile Notification banner and set a display duration for the banner. This banner displays at the top of the mobile device screen.

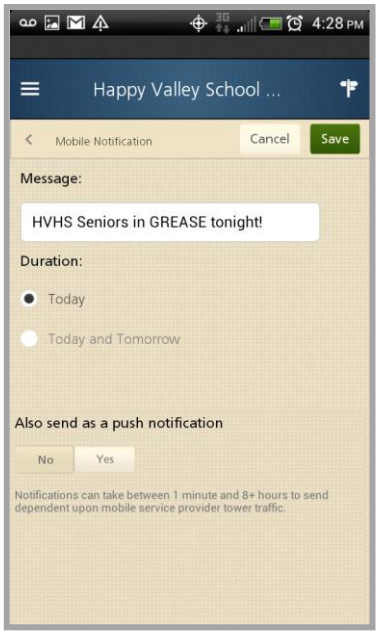
Add a Mobile Notification

Here's how you add a Mobile Notification.

1. Display a workspace dashboard.
2. Tap **Notifications**.
3. On the screen that displays, tap **Edit** to create a new notification.



4. Enter a notification in the Message field. You may enter up to 100 characters for the message.
5. Select a Duration. The *Today* option ends at midnight on the current day. The *Today and Tomorrow* option ends tomorrow at midnight.
6. Tap **No** so that message is sent only as a Mobile Notification.
7. Tap **Save**.



Send a Push Notification

Here's how you send a notification message to all registered mobile devices.

1. On the Edit Notification screen, enter notification text and locate the *Also send as a push notification* option.
2. Tap **Yes**.
3. Tap **Save**.

A notification icon displays on all registered mobile devices when the notification is received.

Edit a Mobile Notification

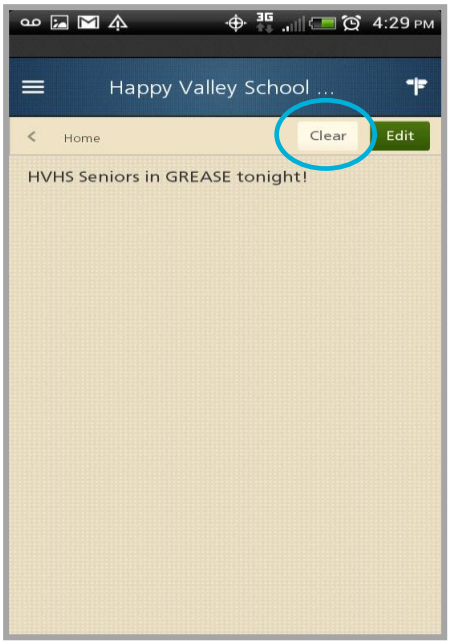
Here's how you edit a Mobile Notification.

1. Display a workspace dashboard.
2. Tap **Notifications**. The Notifications screen displays.
3. Tap **Edit**. The Notification dialog displays.
4. Make modifications as necessary.
5. Tap **Save**.

Clear a Mobile Notification

Here's how you clear a Mobile Notification.

1. Display a workspace dashboard.



2. Tap **Notifications**. The Notifications screen displays.
3. Tap **Clear**. The message is cleared immediately. There is no clear confirmation dialog.

Users

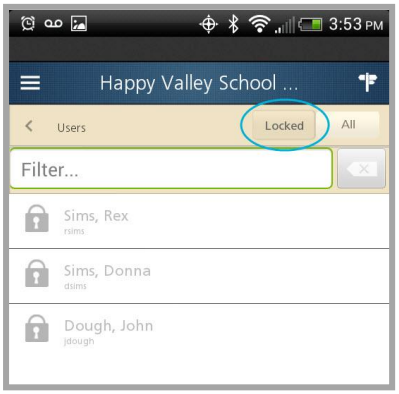
You can unlock user accounts. You can search for users and lock their accounts.

Unlock User

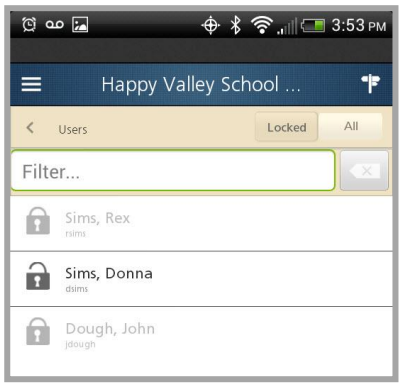
When you tap **Users**, a list of users whose accounts are locked displays. Here's how you unlock a user account.

1. Display a workspace dashboard.
2. Tap **Users**. The Users screen displays showing locked user accounts.

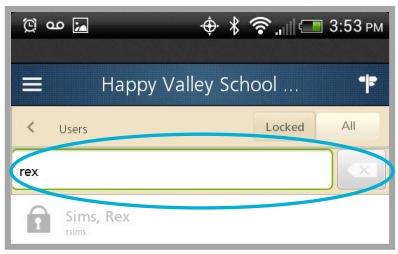
3. Tap a user account name in the list to unlock it. Note that locked user accounts display with a closed lock icon and are grayed-out.



Unlocked user accounts display with an open lock icon and are not grayed-out.



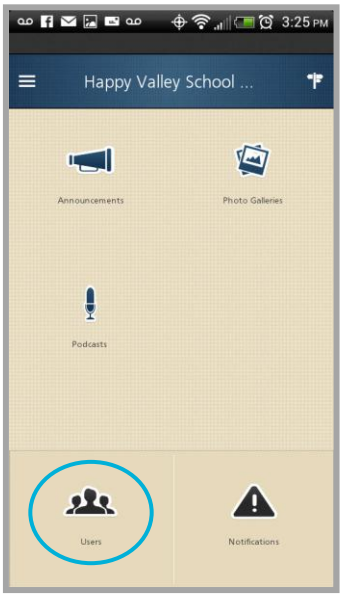
If you have a long list of locked user accounts, use the *Filter…* option to display select user accounts. Enter limiting text within the field.



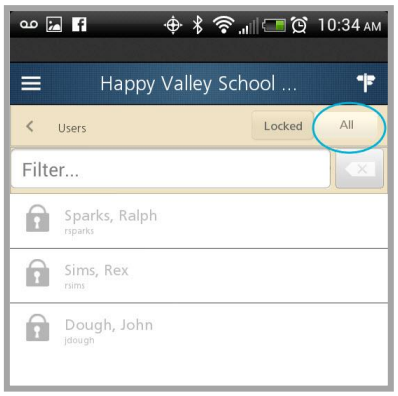
Lock User

Here's how you lock a user account.

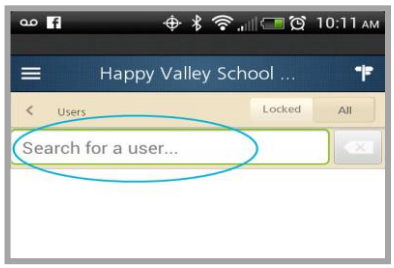
1. Display a workspace dashboard.
2. Tap **Users**. The Locked screen displays.



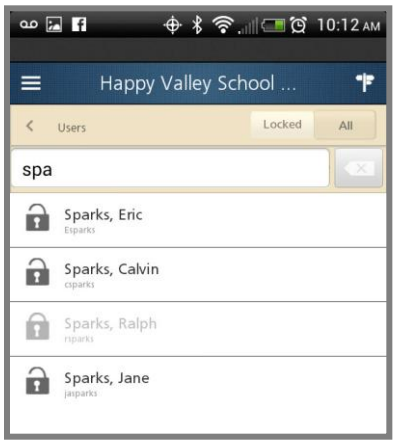
3. Tap **All** to switch to the Search screen.



4. In the *Search for a user…* field, enter search criteria. Enter at least the first <u>three</u> characters of the last name of a user and initiate the search.



5. Tap the unlocked user account that you wish to lock. Unlocked user accounts display with an open lock icon and are not grayed-out.



Note that you can also unlock a locked user account from here. Locked user accounts display with a closed lock icon and are grayed-out.