

Work with the Section Robot



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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

Use the *Section Robot* in conjunction with *Import Users* to rapidly create new user accounts. If you use the Section Robot option, a section with default pages is created for each user. In addition, the users will be assigned editing privileges for their section. You will need to first create an Import User CSV file containing user data to import. You also need to have ready a section configuration, a collection of *page types*, to specify when you run User Import with the Section Robot option selected.

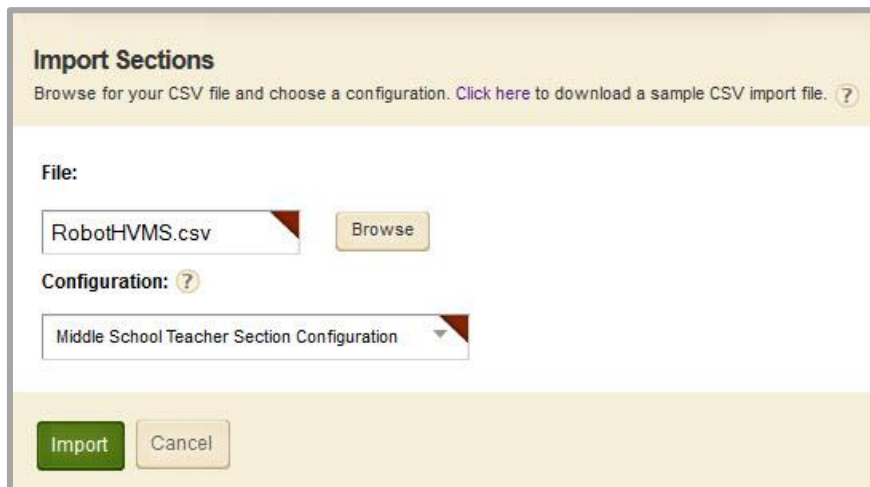


Import Users
Browse for your CSV import file. [Click here to download a sample CSV import file.](#)

ImportHVHSUsers.csv

Use Section Robot to create a section for each user

If you have already created user accounts, use the Section Robot to create user sections with default pages and assign editing privileges. You will need to first create a Section Robot CSV file. You also need to have ready a section configuration, a collection of page types, to specify when you run the Section Robot.



Import Sections
Browse for your CSV file and choose a configuration. [Click here to download a sample CSV import file.](#) ?

File:

RobotHVMS.csv

Configuration: ?

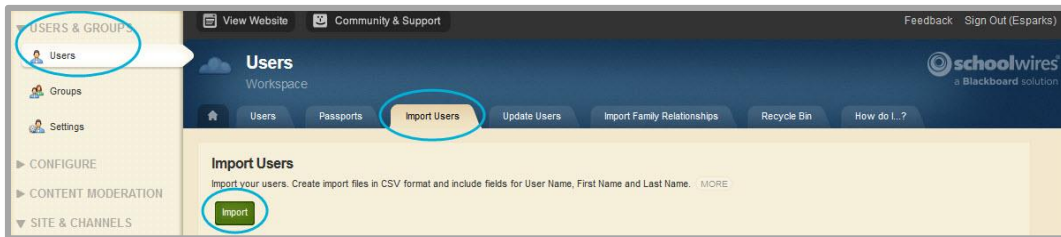
Middle School Teacher Section Configuration

Import Users with Section Robot Option

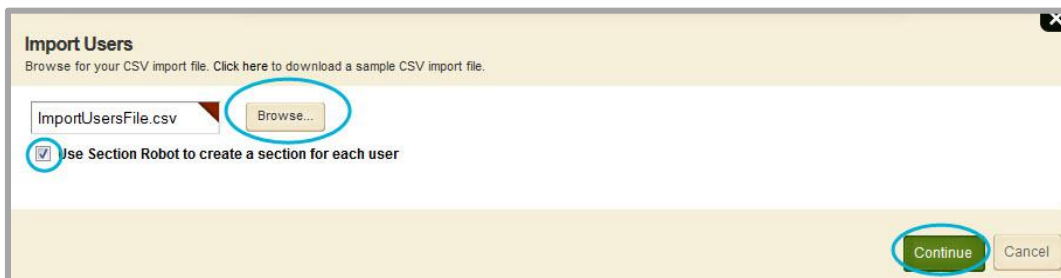
Use Import Users with the Section Robot option active to create new user accounts, new sections with default pages and assign section editor privileges. Before you begin, prepare your Import User CSV file.

Here's how you Import Users using the Section Robot option.

1. In *Site Manager*, expand **USERS & GROUPS** and click **Users**.
2. Click the **Import Users** tab.
3. Click **Import Users**.



4. On the Import Users tab, **Browse** for and select the Import Users CSV file you prepared. You'll find a link to an example CSV file on the Import Users window or search for the example file on the **How Do I** tab.
5. Activate the *Use Section Robot to create a section for each user* check box.
6. Click **Continue**.



7. Using the drop-down fields on each of the three tabs—**General**, **Advanced** and **Other**, map the data in the CSV file to the fields in Schoolwires. Only three fields are required—*First Name*, *Last Name* and *User Name*.

Note that on the **General** and **Other** tabs, you must scroll down to see remaining fields.

Back

Import Users

Map the fields from your import file. Choose Do Not Map for fields you didn't use.

General Advanced Other

First Name:
FIRST NAME

Last Name:
LAST NAME

User Name:
USERNAME

Password:
--- Do Not Map ---

Email Address:
--- Do Not Map ---

Continue Cancel

- 8. Click **Continue**.
- 9. On the Select Area window, using the drop-downs, select the Site or Subsite and Channel where you wish Schoolwires to create the new user sections.

Back

Select Area

Select the destination site or subsite then select the channel and click Continue.

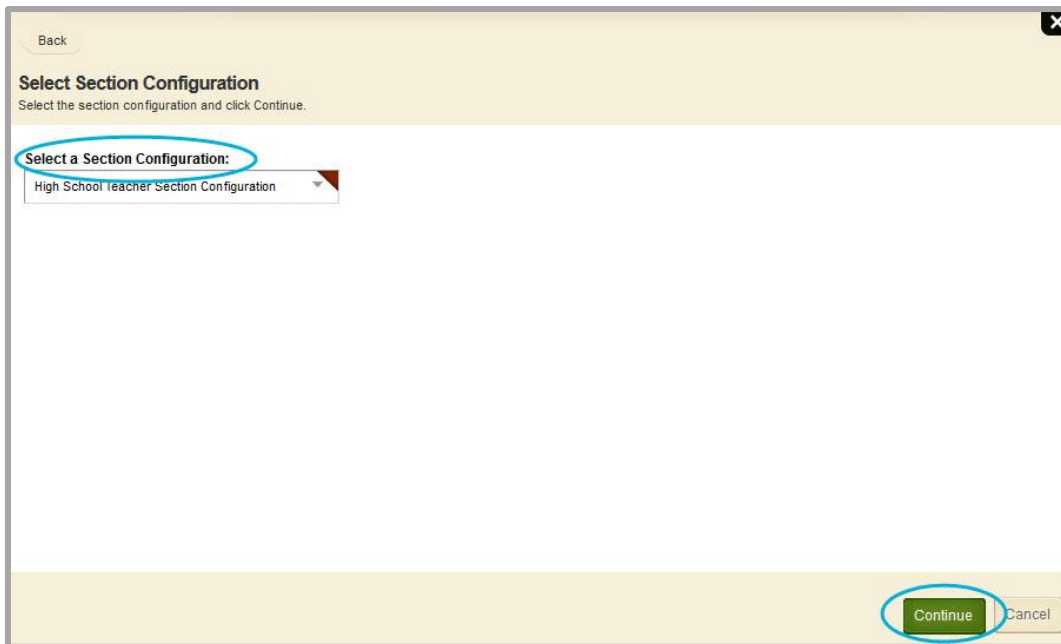
Select a Site or Subsite:
Happy Valley High School

Select a Channel:
Staff

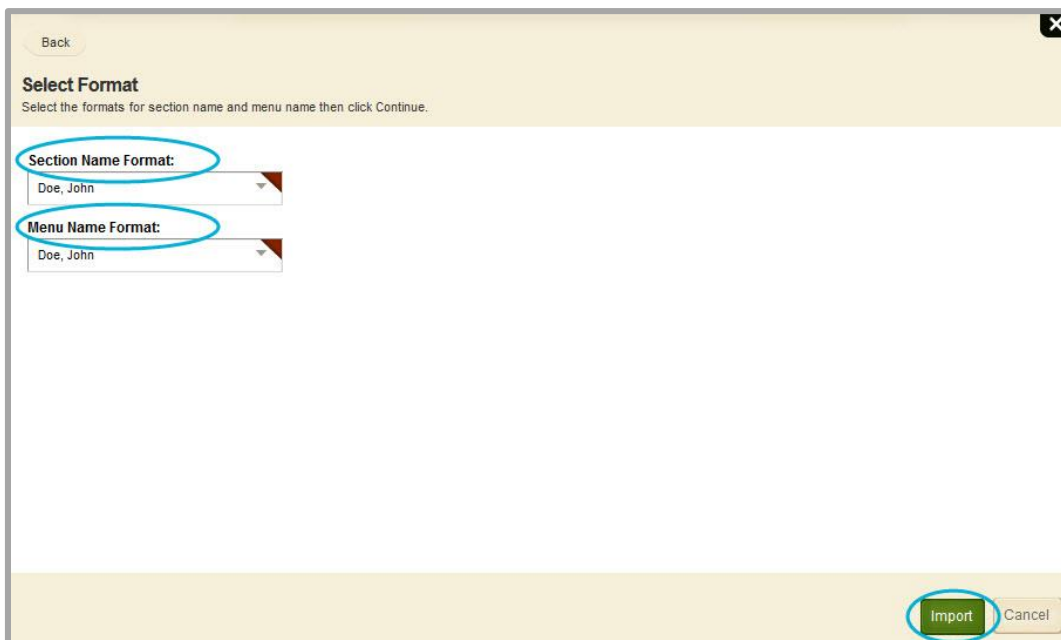
Continue Cancel

- 10. Click **Continue**.

11. On the Select Section Configuration window, using the drop-down, choose the section configuration that Schoolwires should use when adding pages to the new sections.



12. Click **Continue**.
13. On the Select Format window, using the drop-downs, choose the format of the Section Name (how it displays in *Site Manager*) and Menu Name (how it displays on the end-user website).



14. Click **Import**.

If errors occur, download and review the Schoolwires error spreadsheet, correct the invalid records within the Import User CSV file and try again. You only need to rerun the import for the invalid records. You can also view errors from the **Import Users** tab.



With a successful run you will be able to **Rollback** the import, **View Exceptions (errors)** and view **Details** (see the number of Valid and Invalid records), and **Send Emails** to the new users, provided you imported an Email address for each user.



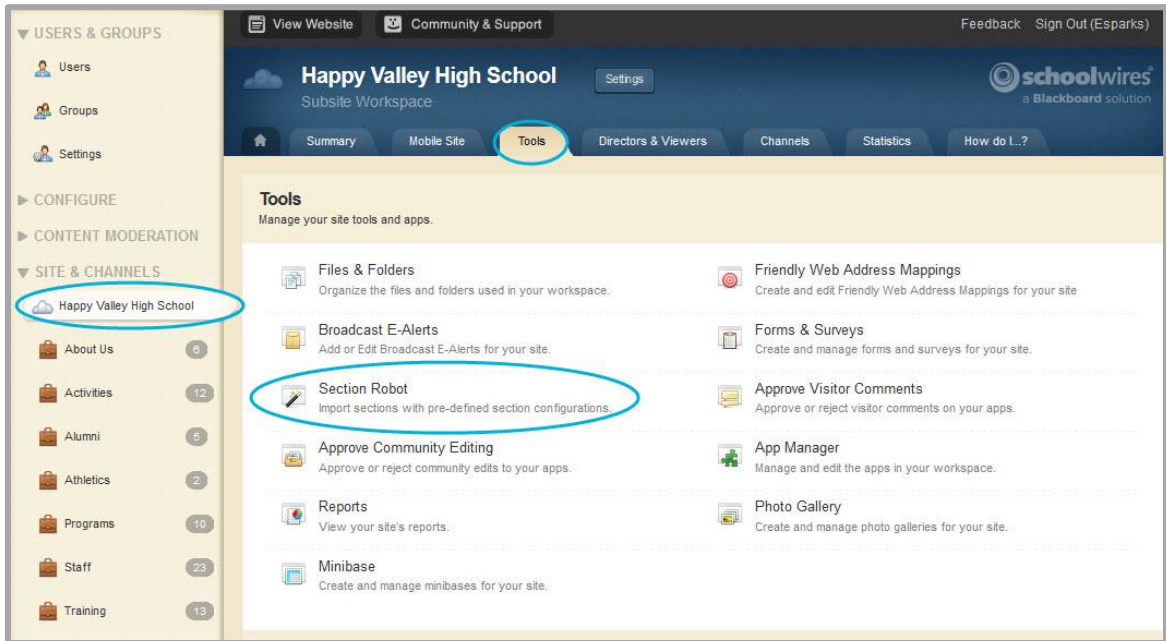
To remove the record of the Import User run from the window, click **Delete**.

Section Robot

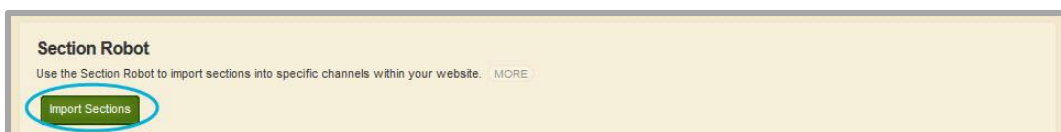
Use the Section Robot to create user sections with default pages and assign editing privileges for user accounts that you have already created. Before you begin, prepare your Section Robot CSV file.

Here's how you run the Section Robot.

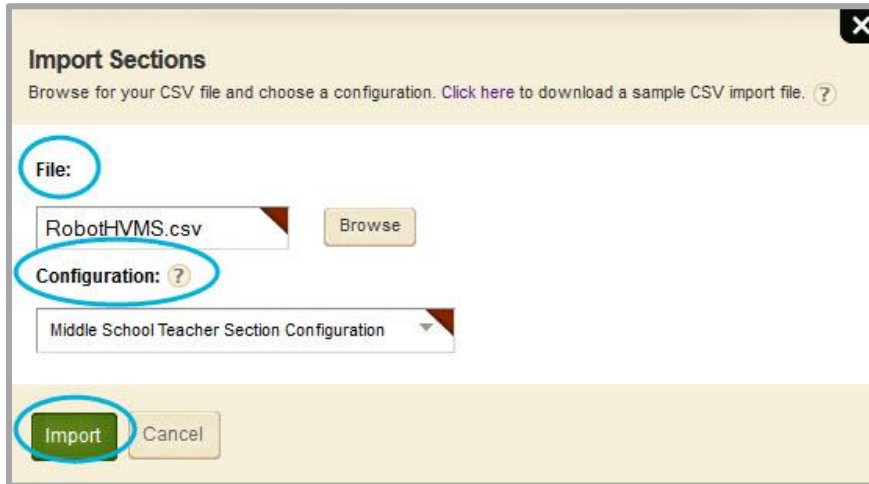
1. In *Site Manager*, navigate to a Site or Subsite Workspace.



2. Click the **Tools** tab.
3. Click Section Robot.
4. Click Import Sections.



5. On the Import Sections window, **Browse** for and select the Section Robot CSV file you prepared. You'll find a link to an example CSV file on the Import Sections window or search for the example file on the **How Do I** tab.



Import Sections

Browse for your CSV file and choose a configuration. [Click here to download a sample CSV import file.](#) (?)

File:

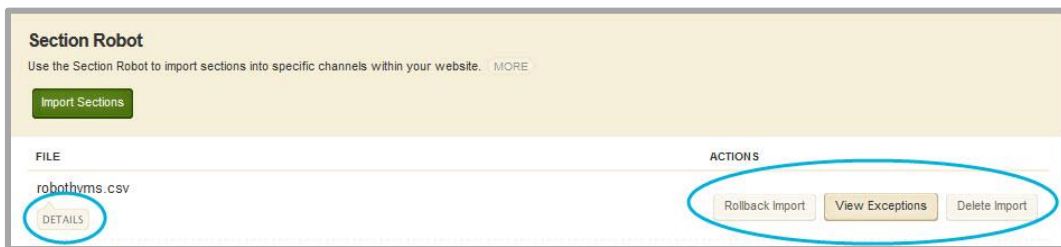
RobotHVMS.csv

Configuration: (?)

Middle School Teacher Section Configuration

- Using the drop-down, choose the section configuration that Schoolwires should use when adding pages to the new sections.
- Click **Import**.

If errors occur, you can **View Exceptions** on the **Tools** tab, correct the errors and run the import CSV file again.



Section Robot

Use the Section Robot to import sections into specific channels within your website. [MORE](#)

FILE	ACTIONS
robothvms.csv	<input type="button" value="Rollback Import"/> <input type="button" value="View Exceptions"/> <input type="button" value="Delete Import"/>

With a successful run you will be able to view **Details** about the import (who ran the import, when it was run, the number of sections imported and the number of invalid records), **Rollback Import** and **View Exceptions**.

To remove the record of the Section Robot run from the window, click **Delete Import**

Example CSV Files

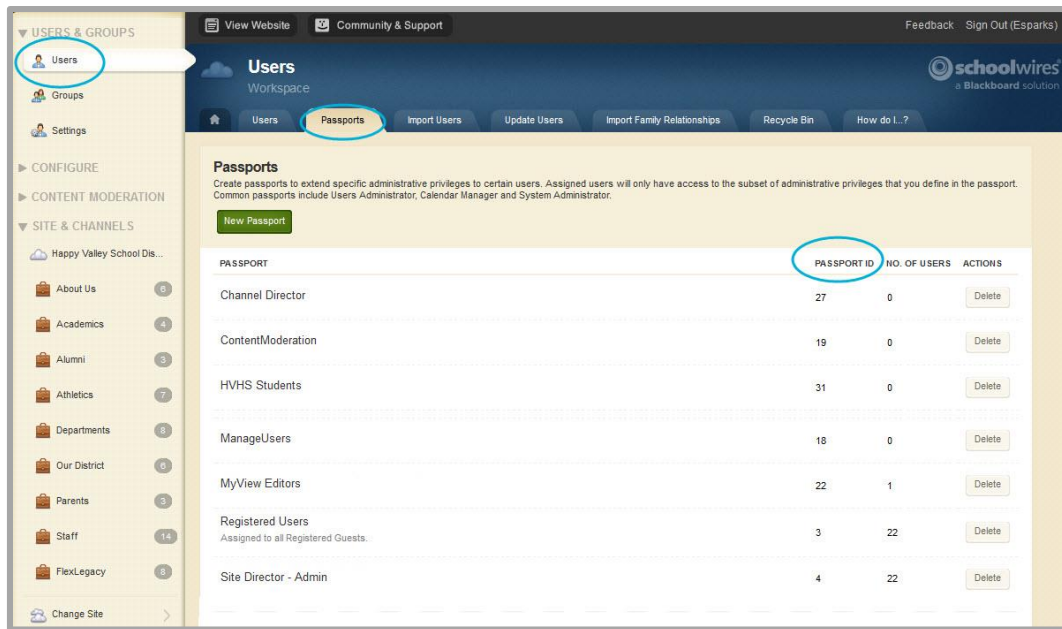
Here are examples of the Import Users and Section Robot CSV files.

Example Import Users CSV File

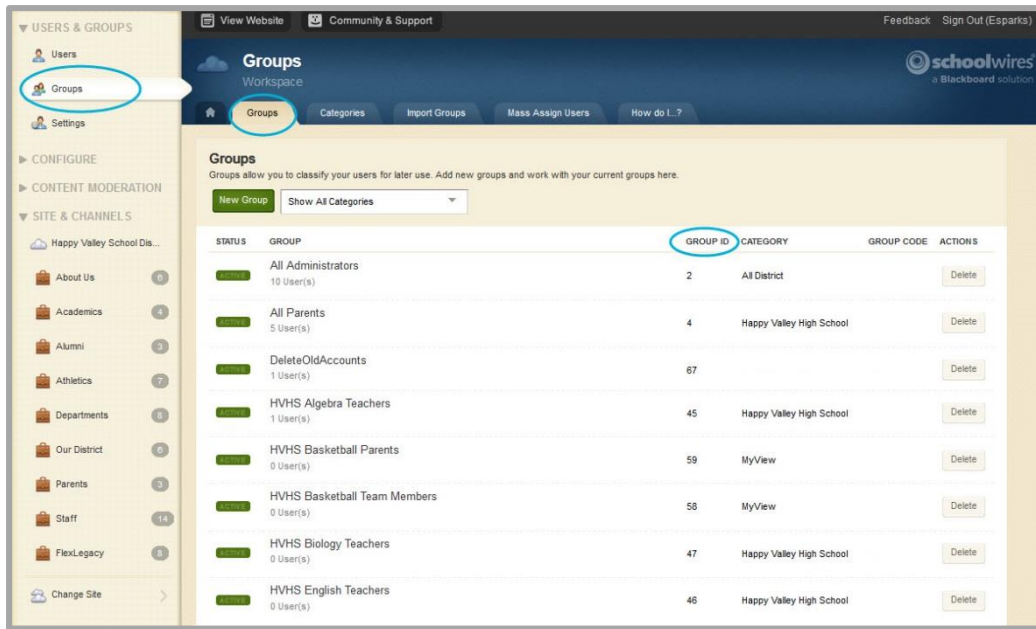
These are the fields you can include in the Import Users CSV file.

General Tab	Advanced Tab	Other Tab
<ul style="list-style-type: none"> • <i>First Name</i> • <i>Last Name</i> • <i>User Name</i> • <i>Password</i> • <i>Email Address</i> • <i>Phone Number</i> 	<ul style="list-style-type: none"> • <i>Passport ID</i> • <i>Group ID</i> • <i>User Code</i> • <i>Gaggle ID</i> 	<ul style="list-style-type: none"> • <i>Title</i> • <i>Address 1</i> • <i>Address 2</i> • <i>City</i> • <i>State</i> • <i>Zip</i>

Obtain Passport ID numbers from the **Passports** tab in the Users Workspace.



Obtain Group ID numbers from the **Groups** tab in the Groups Workspace.



Here is an example CSV file.

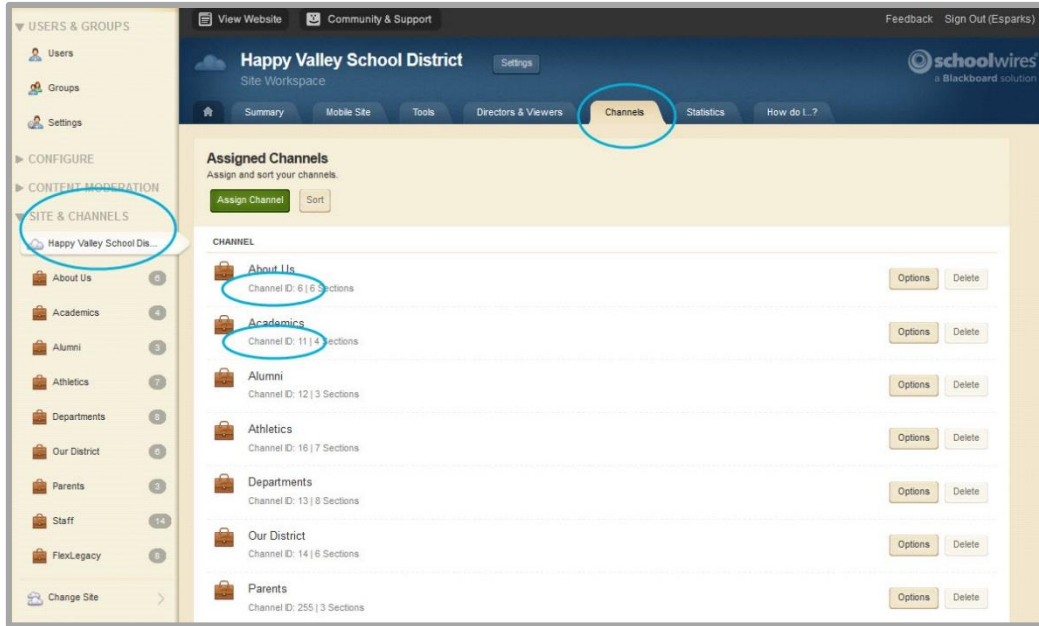
FIRST NAME	LAST NAME	USERNAME	PASSWORD	EMAIL ADDRESS	PHONE NUMBER	PASSPORT	GROUPS	USERCODE	TITLE	ADDRESS 1	ADDRESS 2	CITY	STATE	ZIP
Frank	Riley	friley	changeme	friley@kanab.org	123-456-7890	3	1,3	1040	Teacher	328 Innovation	Suite 200	state college	PA	16803
Steve	Brannigan	sbrannigan	changeme	sbrannigan@kanab.org	123-456-7890	3	1	1041	Teacher	328 Innovation	Suite 200	state college	PA	16803
Marie	Ambrose	mambrose	changeme	mambrose@kanab.org	123-456-7890	3	1	1042	Teacher	328 Innovation	Suite 200	state college	PA	16803

Example Section Robot CSV File

These are the fields you can include in your Section Robot CSV file.

- Section Name (the name of the section that displays in Site Manager)
- Menu Name (the name of the section that displays on the end-user website)
- Channel ID
- Editor (User Name)

Obtain Channel ID numbers for a site or subsite from the **Channels** tab in the Site or Subsite Workspace.



Here is an example CSV file.

SECTION NAME	MENU NAME	CHANNEL ID	EDITOR (user name)
Joe Smith	Joe Smith	3711	jsmith
Jason Jones	Jason Jones	3711	jjones
Rick Jones	Rick Jones	3711	rjones
Jessica Rogers	Jessica Rogers	3711	jrogers
Zachery Smith	Zachery Smith	3711	zsmith

Before Beginning

Before you begin, consider these items.

- If your website is using the Universal Connector, you will not need to run Import Users and the Section Robot.
- If your site is using LDAP, you can run the Section Robot to create sections and assign Section Editor privileges for your existing users.
- Break your User Import run into batches, by site or subsite. When using Import Users with the Section Robot option activated, you can only select one site (or subsite) and one channel for the import.
- Test run Import Users and Section Robot with just a few records in the CSV files to make sure you are getting the results you expect.