

SHARPSCHOOL USER MANUAL

CHAPTER 8 NEWS ENGINE



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1. Introduction

The News Engine is a powerful and intuitive tool that allows institutions to publish news items from various areas of the site to one compiled news page. This tool makes it simple to keep your audience up-to-date on news and events occurring across your organization. Some of the benefits of using SharpSchool's **News Engine** include:



- I. **Communication with the Community:** The news engine offers a clean and intuitive interface where visitors can receive and access information about your organization.
- II. **Rendering Summaries:** The News Engine can be configured to display summaries from various news sources.
- III. **Ease to Publish:** The **News Engine** features an easy to use form to publish news articles. This form includes fields for **Titles, Summaries, Publish Date**, and a rich text editor to help you create unique news items.

2. Key Information

To create a **News Engine Page**, you must first log in to your site with a **Username** and **Password**.



The image shows a screenshot of a web interface with two panels. The left panel is titled 'LOGIN' and contains a 'User Name' input field, a 'Password' input field, a 'Forgot Password?' link, and a 'Login' button. The right panel is titled 'SIGNUP' and contains a 'Signup' button.

If you have not yet registered with the site you can request access by clicking on the **Signup** button. This will prompt you to create a profile which is automatically routed to an administrator for approval.



If you already registered but have forgotten your password, click **Forgot Password?** to retrieve it.

3. Definitions

The News Engine features two Page Types; the **News Section Page** and the **News Content Page**.

- I. The **News Section Page** is a summary page that lists news events in convenient boxes with links associated to the main news content.
- II. The **News Content Page** is the page where news can be written and published.

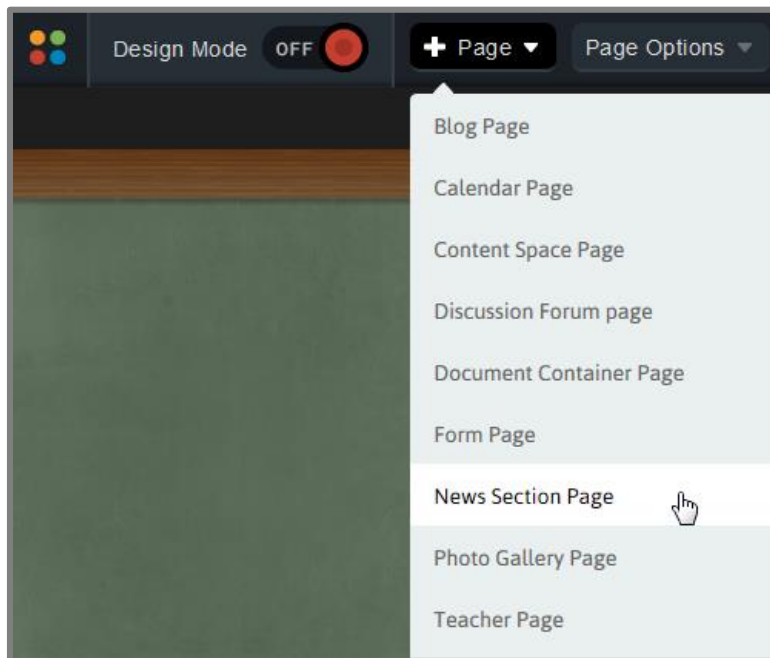
4. How to Add a News Section Page

In order to add the **News Engine** to your page, select the page you would like the news to be published under.



Reminder: The **Administrative Tool Bar** on the top of the page is specific to the page you are viewing.

Step 1. Go to **Page Options** in the **Administrative Tool Bar** and select **News Section Page**.



Step 2. Enter a name into the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

Step 3. The **Page Owner** field automatically populates with the creator of the page.


Step 4. Select an icon by clicking **Select Icon**. When finished click **Submit**.

Step 5. Click **Create Page** to publish the page.

NEW PAGE

Title ↓ *

Name *

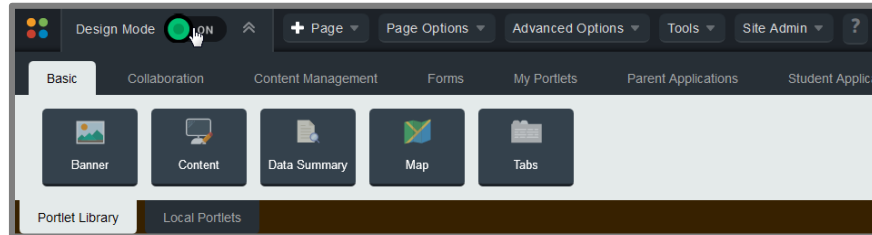
Page Owner 

Replace Page Owner's website with this page

Icon Select Icon...

5. Add Content to a News Section Page

Step 1. The following screen is your blank **News Page**. To display news stories, toggle on **Design Mode** on the **Administrative Tool Bar**.



Step 2. On this page, hover over the **Advanced Data Summary** portlet and click **Edit** on top right corner of the portlet.



Step 3. The **Settings Page** provides three options for **Rendered Data** (data you want to create):

 A screenshot of a 'SETTINGS' dialog box. The dialog has a title bar that says 'SETTINGS'. Inside, there are three radio button options for 'Rendered Data': 'Page Data', 'System Object', and 'XML File'. Below these options, there is a 'Page Data' section with a text input field containing 'International News' and a 'Browse' button. Below that is a 'Render Template' section with a dropdown menu showing 'Default News Section'. At the bottom right of the dialog are two buttons: 'Update Settings' and 'Cancel'.

i. Page Data

This option publishes data from other news pages in the system onto your news page.

ii. System Object

This option publishes data from other applications on the system (such as the **Forum** and **Notice Board**).

iii. XML File

This options publishes data from an XML file.

I. How to Create a Page from Page Data

Step 1. Select **Page Data** in the **Settings Page**.

The screenshot shows a 'SETTINGS' window with the following elements:

- Rendered Data:** Three radio buttons are present: 'Page Data' (selected and circled in red), 'System Object', and 'XML File'.
- Page Data:** A text input field is empty, with a 'Browse' button to its right.
- Render Template:** A dropdown menu is set to 'What's New Summary (general)'.
- Buttons:** 'Update Settings' and 'Cancel' buttons are at the bottom right.

Step 2. Click **Browse** to view a list of existing pages in your site.

Step 3. Click **Select** beside the page containing the information you want to include.

The screenshot shows a 'DETAILS (1-16 OF 16)' window with a table of news items. The table has a header 'Name' with a downward arrow. The items listed are:

Name	Action
International News	Select
Volunteering	Select
School News	Select
School Trips	Select
Useful Links	Select

The 'Select' button for 'International News' is circled in red.

Step 4. Select the **What's New Summary** template in the **Render Template** field. This is a standard template in the system that will render news summaries from the News Content Pages. To create a Render Template refer to the **Administrator Manual**.

The screenshot shows the same 'SETTINGS' window as in Step 1. The 'Page Data' radio button is still selected. The 'Render Template' dropdown is set to 'What's New Summary (general)'. The 'Update Settings' button at the bottom right is circled in red.

Step 5. Click **Update Settings**.

II. How to Create a Page from a System Object

Step 1. Select **System Object** in the **Settings Page**.

The screenshot shows the 'SETTINGS' window. Under the 'Rendered Data' section, three radio buttons are visible: 'Page Data', 'System Object', and 'XML File'. The 'System Object' radio button is selected and circled in red. Below this, there is a 'Page Data' text input field with a 'Browse' button to its right. The 'Render Template' dropdown menu is set to 'What's New Summary (general)'. At the bottom right, there are 'Update Settings' and 'Cancel' buttons.

Step 2. Choose **Forum** or **Notice Board** in **Object Type**. The information from the chosen application will be display on the **New Section**.

The screenshot shows the 'SETTINGS' window. The 'Rendered Data' section now has 'System Object' selected. The 'Object Type' dropdown menu is open, showing 'Forum' and 'Notice Board' as options. The 'Forum' option is highlighted in blue and circled in red. The 'System Object' text input field has a 'Browse' button to its right. The 'Render Template' dropdown menu remains at 'What's New Summary (general)'. At the bottom right, there are 'Update Settings' and 'Cancel' buttons.

Step 3. Click **Browse** to view a list of existing pages in your site.

Step 4. Click **Select** beside the page containing the **Forum** or **Notice Board** you want to include.

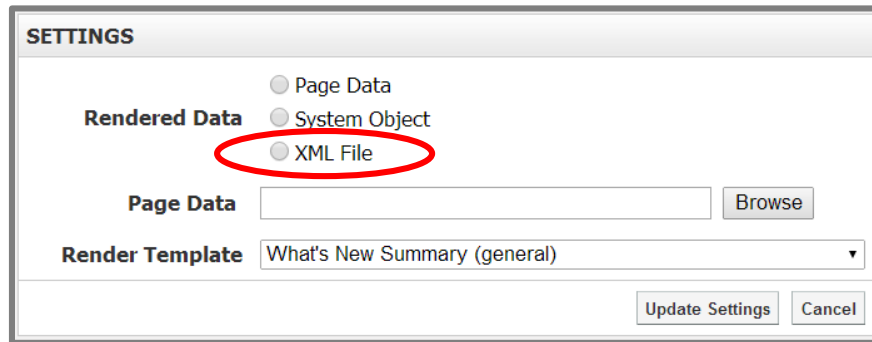
Step 5. Select the **What's New Summary** template in the **Render Template** field. This is the template in the system that will render news summaries from **News Content Pages**.

The screenshot shows the 'SETTINGS' window. The 'Object Type' dropdown menu is now set to 'Forum'. The 'System Object' text input field is empty, with a 'Browse' button to its right. The 'Render Template' dropdown menu is still set to 'What's New Summary (general)'. At the bottom right, the 'Update Settings' button is circled in red, along with the 'Cancel' button.

Step 6. Click **Update Settings**.

III. How to Create a Page from an XML File

Step 1. Select XML File in the Settings Page.



SETTINGS

Page Data

Rendered Data System Object

XML File

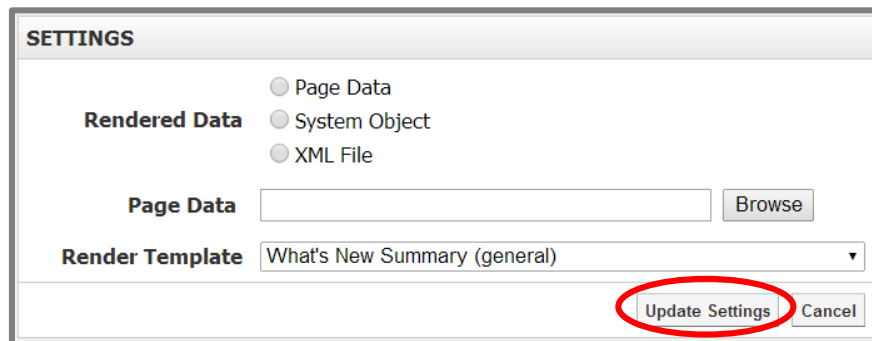
Page Data

Render Template What's New Summary (general) ▼

Step 2. Once the browser has refreshed, paste the XML code into the **XML Content** field.

Note: This feature will require you to create a whole new template. To create a **Render Template** refer to the **Administrator Manual**.

Step 3. Select the **What's New Summary** template for the **Render Template** field. This is a standard template in the system for displaying news summaries from **News Content Pages**.



SETTINGS

Page Data

Rendered Data System Object

XML File

Page Data

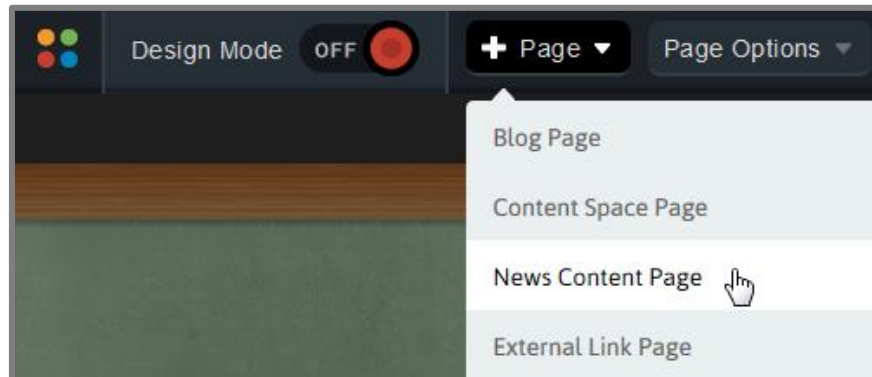
Render Template What's New Summary (general) ▼

Step 4. Click **Update Settings**.

6. How to Add a News Content Page

In order to add a **News Content Page**, navigate to the **News Section Page** you would like the news to be published under.

- Step 1.** Go to **Page Options** in the **Administrative Tool Bar** and then click **News Content Page**.



Pitfall: Make sure that you add a **News Content Page** and not the similarly named **Content Space Page**. Only the **News Content Page** is designed to accommodate news stories.

- Step 2.** Enter a name into the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.
- Step 3.** The **Page Owner** field automatically populates with the creator of the page.
- Step 4.** Click **Select Icon** to select an icon and click **Submit** when you have finished.
- Step 5.** Click **Create Page** to publish the page.

I. Add Content to a News Content Page

- Step 1.** The following screen is your blank **News Content Page**. To add content, go to the **Administrative Tool Bar** and toggle on **Design Mode**.
- Step 2.** The **Data Display** portlet will appear. Hover over the **Data Display** portlet and click **Edit** in the top right corner.



- Step 3.** Include information about your news in the following window. The fields of information available to users include:
- i. **Title:** Name the announcement here.
 - ii. **Featured Image:** Upload an image to be associated with the news item. This image will be displayed in the news area on the teacher homepage and the Announcements page.
 - iii. **Image Title:** Give a title to the uploaded image.
 - iv. **Summary:** Include a short description of the news that will be seen on **News Section** pages and any other **Data Summary** portlet that is pointed at your news story.
 - v. **Published Date:** Choose the date on which this news is being published.
 - vi. **Body:** Include the information for your news article here.

