

1. About SharpSchool

At SharpSchool we specialize in providing web based technologies that help schools and districts create a stronger and more defined online presence. Our K–12 specific tools offer a range of mediums that facilitate efficient, yet secure, communication between schools and students. These tools include Content Management Systems, Learning Management Systems and many more. For more information on SharpSchool’s products and services visit our website at www.sharpschool.com.

2. About this Guide

This user guide has been designed to help everyday users navigate through SharpSchool’s system. The following chapters are divided into individual modules and contain important information in the form of *Reminders*, *Tips*, *Notes* and *Pitfalls*. Pay attention to these alerts as they can prevent you from making common mistakes.

Depending on the package your district/school purchased from SharpSchool, some of these modules may not apply to you. Nonetheless, individual chapters in this guide can be taken as standalone units and will not affect the overall performance of the tools and your ability to learn about them.

3. Who Should Use this Guide

The contents of this guide are written to be readable by users of all technical backgrounds. Primarily, this guide will be used by teachers and content authors who are responsible for managing or creating some or all pages of the organization’s site.

If you have been given a training site, it is a good idea to practice the steps covered in this guide before working on your real sites. This eliminates the risk of you accidentally deleting or ruining anything on your real site.

4. About SitePublish

SitePublish is SharpSchool's Content Management System (CMS). This system offers a typical, non-technical web user all the tools needed to create, edit and maintain content on websites. We will go into greater detail on these tools later in the manual.



5. Accessing your Website

In order to use *SitePublish*, you must first log into your website. The login page to your school or district site will contain fields for username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper right corner of your website.

A screenshot of a login form. The form has a light gray background and a white border. At the top left, the word "Login" is written in bold black text. Below it are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form, there are two links: "Signup" and "Forgot Password", both in red text and underlined.

6. Vital Information



After logging into your website you will be taken back to the homepage. Before continuing there are a few things to keep in mind:

I. The Administrative Toolbar

After logging into the website, you will notice an *Administrative Toolbar* floating on the top of your page. This bar contains the tools you will need to maintain your website; it is specific to your user permissions and the page you are viewing. i.e. if you only have limited rights to edit a page, the toolbar will display fewer options.

II. Permissions

Some of the tools mentioned in this guide may not be available on your screen. This is due to the permission settings applied to the page you are viewing. If you are not an administrator, the Administrative Toolbar will only be visible to you on pages that you are authorized to work on.

III. Understanding Page Types

Throughout this manual, we will keep returning to the concept of page types. A *Page Type* in *SitePublish* refers to a specific webpage with a specific module embedded in it, i.e. the Calendar Page Type will add a page with a calendar embedded in it to your website. We will go into greater detail on adding page types and modules in following chapters.

IV. Understanding Portlets

Portlets are another unique component of the system. A portlet is a web-part that divides a single webpage into unique areas of content. For instance, in the corresponding picture, each arrow refers to a specific portlet on the page. *SitePublish* users can create multiple portlets on a page to show different information. We will go into detail on defining and designing portlets later in this user guide.



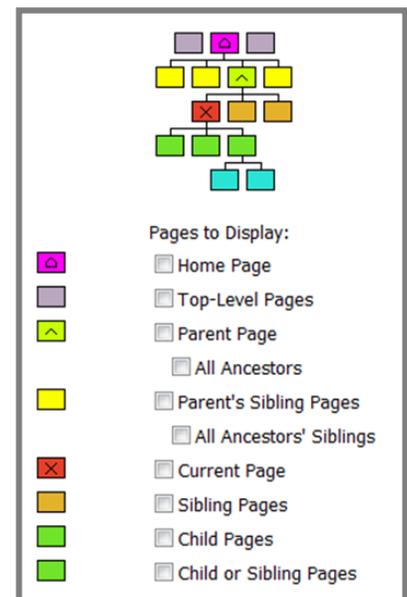
V. Understanding Hierarchies: Parent, Sibling and Child Pages

Throughout this user guide you will come across terms such as **Parent Page**, **Sibling Page** and **Child Page**. Understanding these terms is an essential component when creating the subpage hierarchy of your site.

Parent Page: A page which precedes a particular subpage. For example, if all the teacher pages of a school were published under the Staff Directory page, the Parent Page for those teacher pages would be the Staff Directory page.

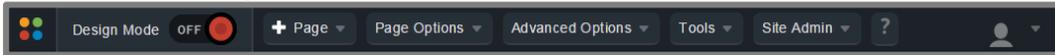
Sibling Page: A page that is available on the same hierarchical tier as your current page. Let's continue the example used in the Parent Page above. If all the teacher pages are listed under the Staff Directory, then those teacher pages will be referenced as Sibling Pages to one another.

Child Page: A subpage published under your current page. Therefore, in this scenario, all the teacher pages will be considered Child Pages in reference to the Staff Directory Page.



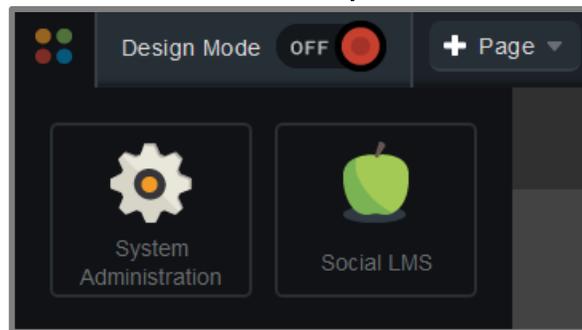
7. Introduction: The Administrative Toolbar

The *Administrative Toolbar* contains 8 different components. Some features highlighted in this section will not be available to all users or on all sites. Site configuration, user permissions and page permissions of the current page will determine the specific options you see when using the toolbar:



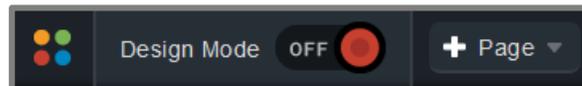
I. Shortcuts

Some commonly used features are able to be accessed under our new **Shortcuts** interface. These include links to the **System Administration** and the **Social LMS**.



II. Switching to Design Mode

You can toggle between **Design Mode** and **View Mode** by clicking the **On / Off** button to the right of **Design Mode**.



III. Creating Pages

To create a new subpage under your current page, hover over **Page** and choose the type of page you wish to create.

