



News Engine Guide

SchoolMessenger

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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 Presence's **News Engine** include:



- **Communication with the Community:** The news engine offers a clean and intuitive interface where visitors can receive and access information about your organization.
- **Rendering Summaries:** The News Engine can be configured to display summaries from various news sources.
- **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.

Key Information

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

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.

LOGIN	SIGNUP
<p>User Name <input type="text"/></p> <p>Password <input type="password"/> Forgot Password?</p> <p><input type="button" value="Login"/></p>	<p><input type="button" value="Signup"/></p>

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

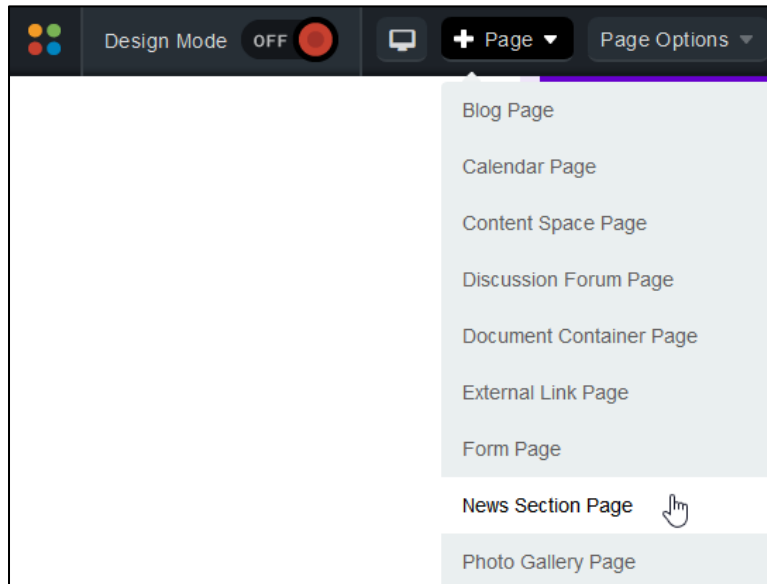
Definitions

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

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


Adding 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.



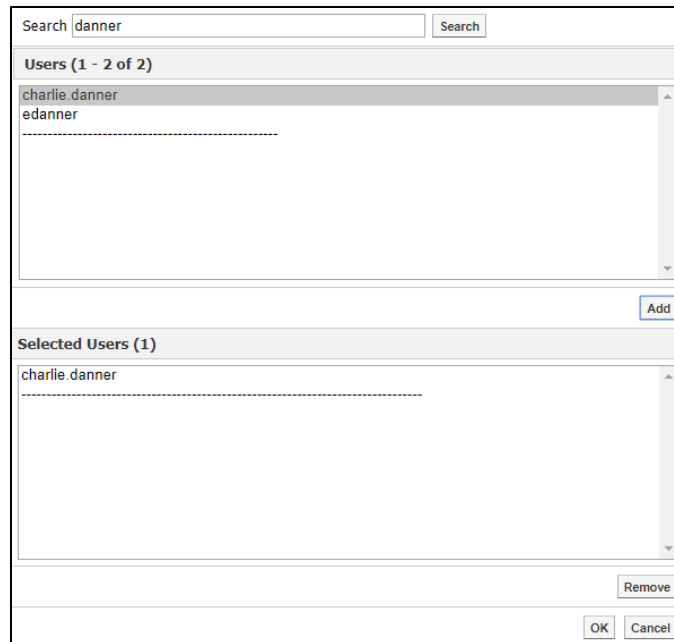
Go to **Page** in the Administrative Toolbar and select **News Section Page**.

Fill in the **Page Name** field for your new page.

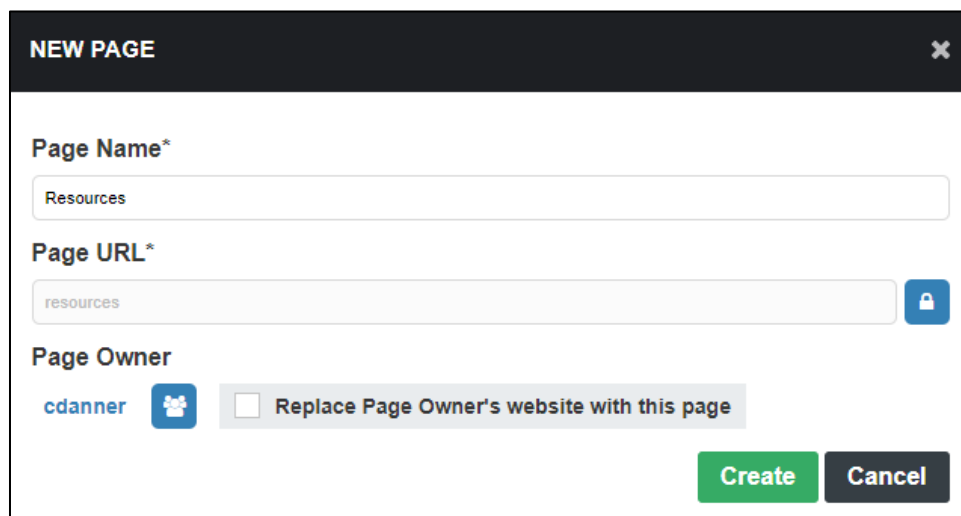
The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.




If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.



To finish creating your Document Container Page, click **Create**.

Configuring a News Section Page

To display news stories, toggle on **Design Mode** in the Administrative Toolbar.

On this page, click  on top right corner of the Data Summary portlet.



Select **Page Data** for the **Rendered Data** field.

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

Navigate to the top level page of your news section and click **Select** beside the page containing the information you want to include.

DETAILS (1-16 OF 16)		
↓ Name		
	International News	Select
	Volunteering	Select
	School News	Select
	School Trips	Select
	Useful Links	Select

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

Select a template in the **Render Template** field. Generally any template that contains the word “Summary” or “Section” will work with your data. To create a Render Template refer to the *Presence Administrator Guide*.

Choose how frequently the cache should be refreshed by setting the **Cache Timeout**. This setting determines how quickly changes to the news will appear on the news section page.

SETTINGS

Page Data
 System Object
 XML File

Rendered Data

Page Data

Render Template

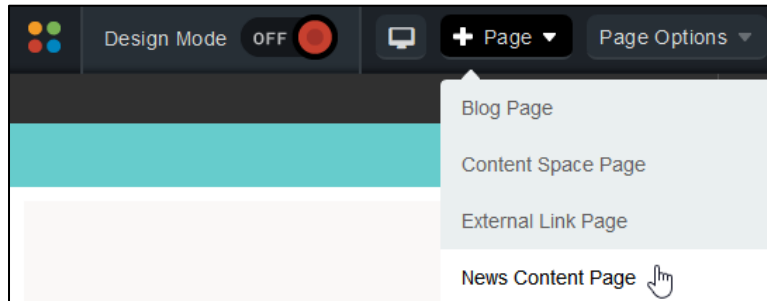
Cache Timeout(Minutes)

Click **Update Settings**.

Adding 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.


Go to **Page** in the Administrative Toolbar and then click **News Content Page**.



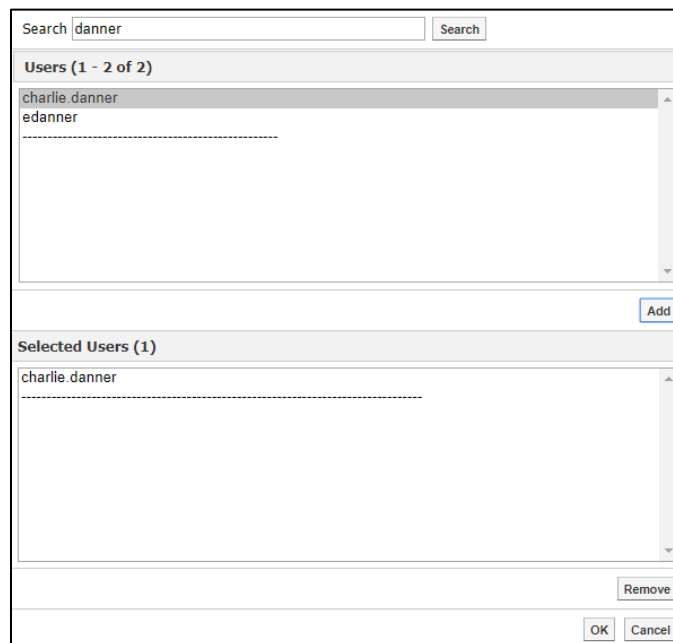
Warning: Make sure that you add a News Content Page and not the similarly named **Content Space Page**. Only the News Content Page is designed to accommodate news stories.

Fill in the **Page Name** field for your new page.

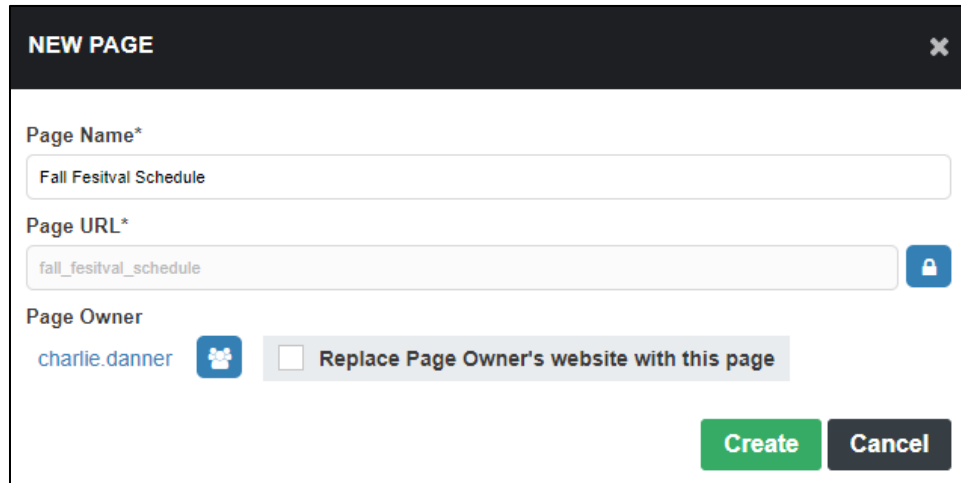
The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.



If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.



To create a page for your news story, click **Create**.

Adding Content to a News Content Page

The following screen is your blank **News Content Page**. To add content, go to the **Administrative Toolbar** and toggle on **Design Mode**.

The **Data Display** portlet will appear. Hover over the **Data Display** portlet and click the  icon in the top right corner.

Include information about your news in the following window. The fields of information available to users include:

- **Title:** Name the announcement here.
- **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.
- **Image Title:** Give a title to the uploaded image.
- **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.
- **Published Date:** Choose the date on which this news is being published.
- **Body:** Include the information for your news article here.

Save Draft Publish Cancel

PAGE PROPERTIES

Title

Name

Summary

PAGE CONTENT

Title


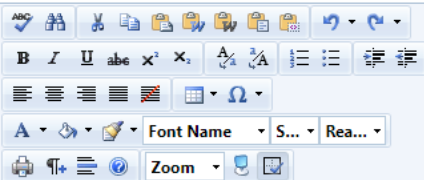
Featured Image


Image Title

Summary

Published Date

Body



The school Robotics Team were winners at the Minnesota Technology Fair this past weekend where their robot, entirely crafted from carbon fiber. See pictures of the robot – which was name "Bozo" by the Grade 10 Science classes that worked together to build it – right here!

Design HTML Preview

Link of Current Page

Page Title


Page Last Modified

At the bottom of the portlet, you will find the **Page Administration** section.

The **Page Administration** section contains user specific information on the page. This section is divided into 6 main components:

Page Owner

In institutions, the task of maintaining and updating content on websites is often distributed between different resources. The Page Owner field states the ownership of a page.

Users and administrators also have the ability to change the ownership of a page to another user. To do so, simply click the  icon and select the user or group who you wish to grant ownership to.

Last Modified

The **Last Modified** section displays when the page was last edited.


Release Schedule

The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The **Release Date** determines when the page will be made public and the **Expiry Date** determines when the page will no longer be public. By default, the **Release Date** will be set to **Now** and the Expiry Date will be set to **Never**.

Follow-up Tasks

Page Owners can keep track of their pages by simply scheduling reminders for specific pages. By clicking on the **Review** option in the drop-down menu and selecting a date from the embedded calendar, page owners can ensure that their pages are never out of date. On the scheduled date the system triggers an email to the page owner, reminding the owner of their scheduled task.

Similarly, by clicking on **Archive** in the drop-down menu page owners can schedule specific pages to be archived on the site on a specific date.

 **Note:** *Archived Pages are pages that are saved for future use on the site. Archived Pages on SchoolMessenger's system can be retrieved and made live at any time.*


The **Move** option allows Page Owners to move the page to a new location. You can select to move the current page and all the subpages or just the subpages. For the move date you can specify a date using the calendar to select or schedule the move for when the page is a certain number of days old.

Below the Page Administration, there are 3 options available:

Save Draft

As the name implies, **Save Draft** saves your work. You can come back again later and continue to edit the page. Clicking **Save Draft** does not make changes to the live page on the site. Anyone who visits the webpage will see the live version of the page, they will not see your saved changes.

When you are ready to make your saved changes live on the site, just click **Publish**.

 **Note:** *If you use Save Draft the portlet will continue to be locked. If someone else tries to edit the portlet they will see that the portlet is currently locked. The portlet will also remain locked if you close the editor without clicking one of the buttons.*

Publish

If you want to immediately make your changes to a portlet live, use the **Publish** button. Your changes will instantly appear on the page and any visitors will see the updated version of the portlet. The portlet will also be checked in so that other users may make edits (assuming they have the appropriate permission level).

Cancel

If you decide you are not going to make any changes, or you do not want to preserve the changes you have made, click **Cancel**. This will check the page back in to the system without saving any of the changes you have made.