



# Knowledge Repository Guide

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## Introduction

SchoolMessenger Presence's Knowledge Repository (KR) is a great spot where schools or even districts can place resources to be used by all users and can even restrict areas to just students, staff and teachers. Resources can include any file type as well as you can create hyperlinks to resources not in the Knowledge Repository. Users can also rate and sort resources.

## Accessing the Knowledge Repository

You can access your Knowledge Repository by adding /kr at the end of your site (ie. <http://www.yourdomain.com/kr>). You may also access this area by having it be part of your published links or by adding a link on a page.

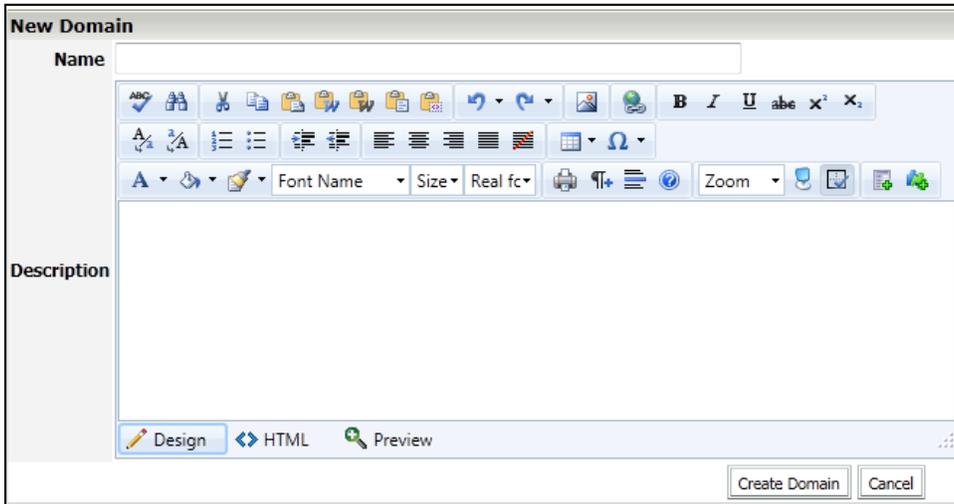
## Managing the Knowledge Repository

### Adding a Domain

To begin you need to add a domain. A domain in the Knowledge Repository is considered to be the top level of the section you are about to populate with content. To add a domain you need to be an administrative user and go to **System Administration** and then under the **Knowledge Repository** section click on **Manage Domains**.



Click **Add Domain**.



Fill in the **Name** and **Description** and then click **Create Domain**.

## Managing a Domain

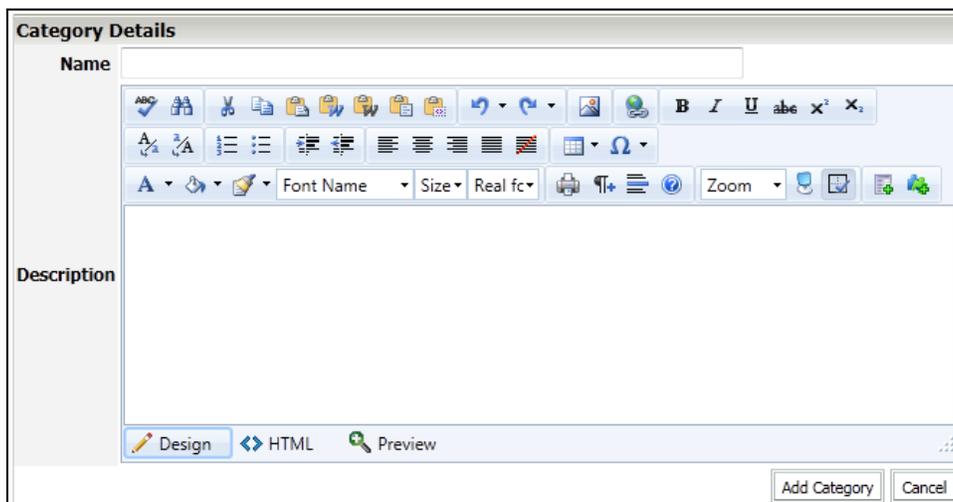


You can perform a number of actions such as adding categories, editing categories, changing security settings, editing the domain settings and deleting the domain.

## Adding a Knowledge Category

All of the resources within the KR must be stored within the Knowledge Categories (you will also see them referred to in this document as Category Page(s)).

To create a knowledge category, simply click **Add Knowledge Category** from the Administration menu.

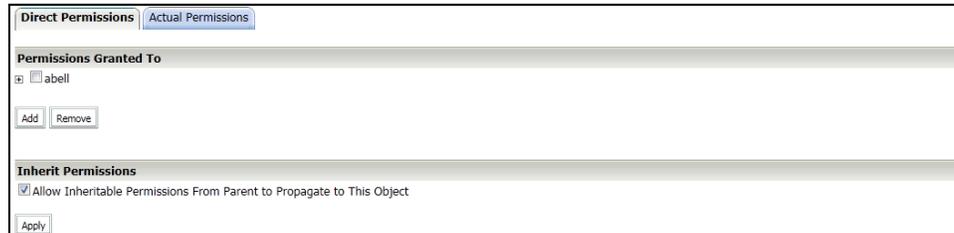


Fill out the **Name** and **Description** and then click **Add Category**.

## Security

### Direct Permissions

The **Direct Permissions** tab lists all the users that are given direct capability of modifying this domain.



You can add users to the list by clicking on **Add**, and a new window called **Select Groups and Users**. Here, you can select the groups/users that you wish to add and then click on **Add**. If you've accidentally added someone, you can remove them by selecting them from the bottom list and clicking **Remove**. When you are done, click **OK**. To remove direct permissions from a user, check the box next to the user's name and then click **Remove**. If you click on the plus sign beside a user, you can alter the privileges that user has.

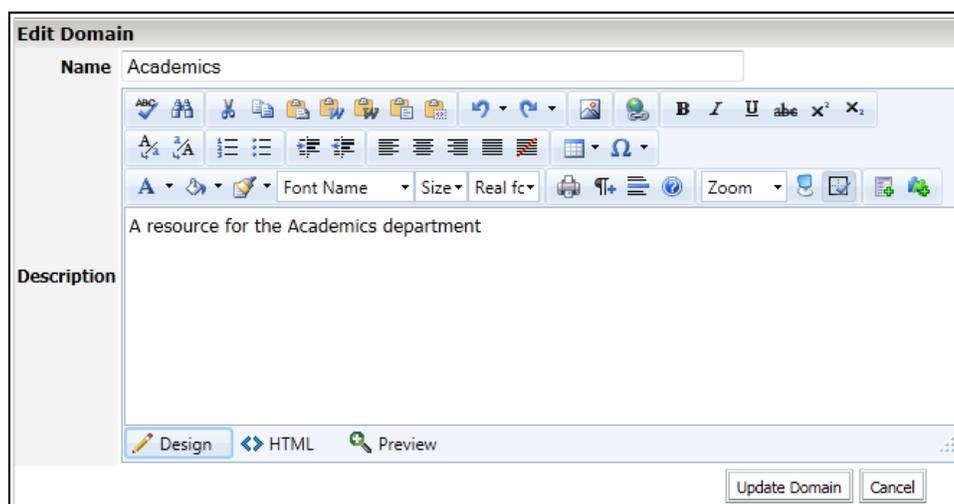
You also have the option to allow inheritable permissions from parents of this object to propagate to it by checking the box at the bottom and clicking **Apply**. The same goes for resetting permissions on all child objects and enabling propagation of inheritable permissions.

### Actual Permissions

**Actual Permissions** refer to users that have the privilege of modifying this domain but the permission may be inherited. That is they might have permissions through inheriting from parent object permissions. At the top of this section is a search field to help you look for specific users or groups. If you click the plus sign beside a user, you can see exactly what privileges that user possesses for the domain.

### Editing a Domain

This page is used to edit the name and description of the domain. You can change the name using the **Name** text field, or change the description using the **Description** text area. Once all changes are made, click on the **Update Domain** button to finalize the change.



## Deleting a Domain

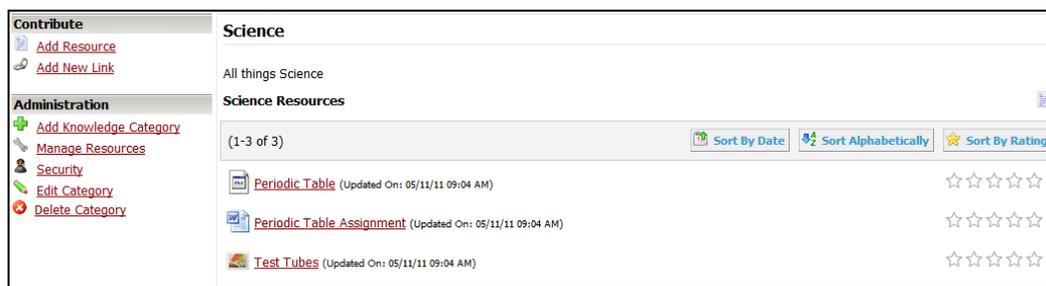
Once link is clicked, a warning message will appear asking you to confirm the action. If you click **OK** the entire domain along with all of its categories and data will be deleted from the system.

## Managing Categories

In the **Category** page, you can access all the resources and links in a category just by clicking on them. There are also sorting options on top of the list of resources. **Sort By Date** lists the items from the most recently created to the least recently created. **Sort Alphabetically** lists the items from A to Z. **Sort By Rating** lists the items from the highest to the lowest rating.

To access any created categories click on the name of the category.

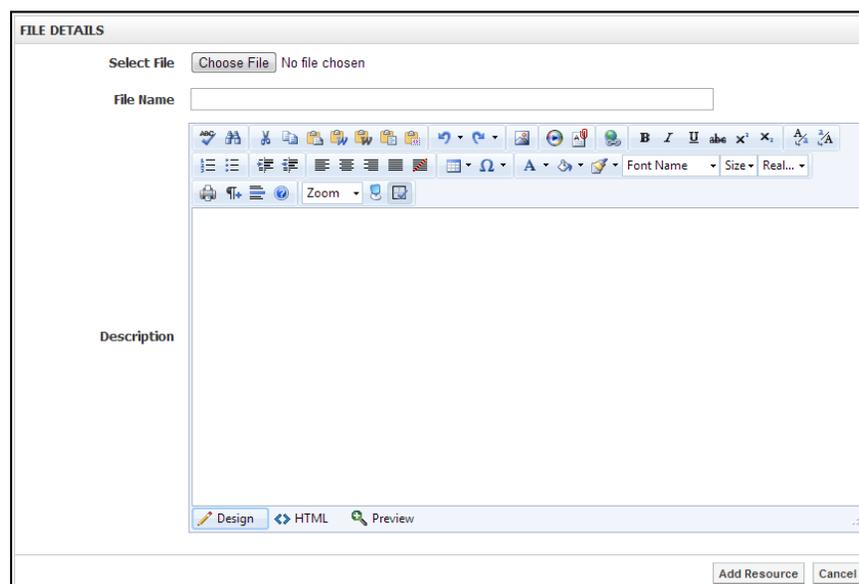
On the left hand side of the page, the first section is called **Contribute** which includes the **Add Resource** and **Add Link** options. The **Categories** section is a list of links to all the sub-categories of this category. And the **Administration** section contains the tools that you can use to edit the category.



## Adding a Resource

It is simple to add a new resource. Click on **Add Resource** from the left hand side under **Contribute**. Each resource can be a file of any type, or a link.

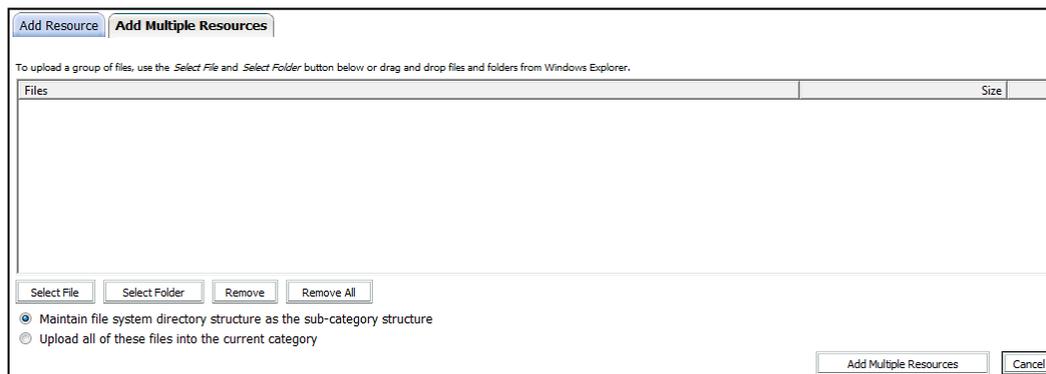
You can add a single file or multiple files at the same time. To add a single file click on **Browse** to select the file from your computer, change the **File Name** if necessary, fill in a **Description** and then click **Add Resource**.



To save time, you can upload several files at once. To do so, click the **Add Multiple Resources** tab.

You may have to install an ActiveX control to use this feature with your browser. To do so, simply click on the prompt that directs you to install the **XUpload Upload Control**, and then click **Run** when the install window pops up. If this control is already installed you will not see this prompt. This functionality is only compatible with Internet Explorer version 7 and above.

To select files one at a time from your computer, click **Select File**.



Within the **Choose File** window, locate the file you wish to upload. Once you have selected your file, click **Open**.

You may instead wish to upload an entire folder of files all at once. To do so, click **Select Folder**. From here, navigate to the location of the folder on your computer and click on it, and then click **Scan**. You can also choose to **Include Sub-Folders**.

If you decide you do not want to add one of the files listed in the window, click on that file and click **Remove**.

You need to choose one of the following options when selecting multiple files/resources.

**Maintain file system directory structure as the sub-category structure:** When this is selected the system will automatically create the same file/folder structure as you selected via the Select Folder option.

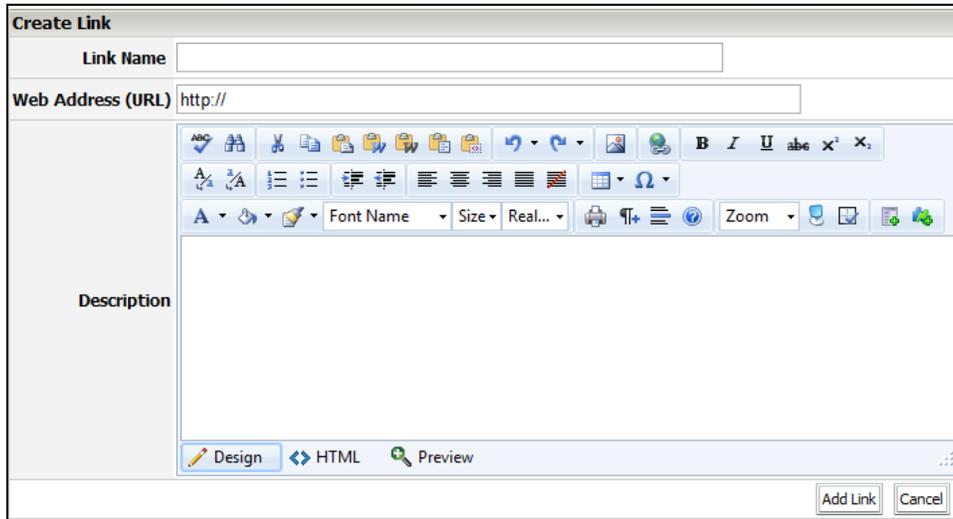
**Upload all of these files into the current category:** When this is selected the system will upload all of the files into the same folder even multiple folders have been selected.

When completed, click **Add Multiple Resources**.

Another quick and easy way to upload multiple files into the category is via drag-and-drop. Simply open a folder on your computer, select the files you wish to upload and drag them into the category file upload interface. This will move all the files over.

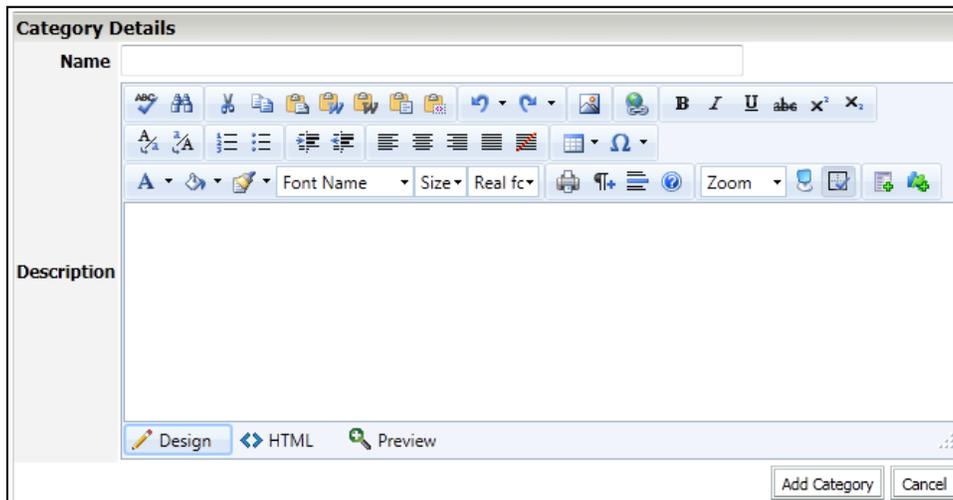
## Adding a New Link

This button adds a link to a web site that can be accessed through the category that you are viewing. To add a link, click **Add Link**. Enter in the **Link Title**, the **Link URL**, and a **Description** of the link. Click **Create** when you are done.



## Adding Additional Categories

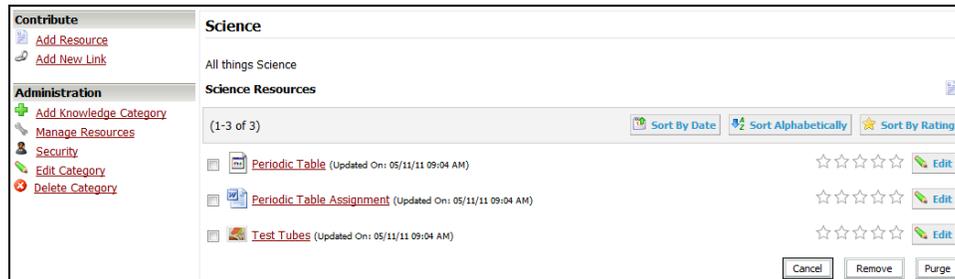
To create another category, click **Add Knowledge Category** from the Administration menu.



Fill out the **Name** and **Description** and then click **Add Category**.

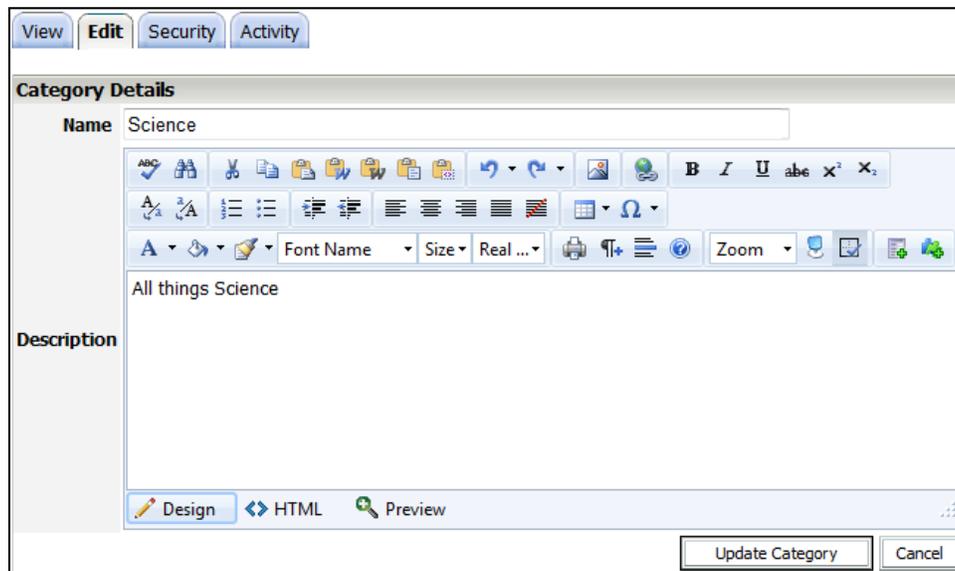
## Managing Resources

This enables you edit, remove, and purge items in a category. Here, each item should have the **Edit** button beside it. Click on them and you will be able to edit their name, description, and URL or file path. When you check off a resource, you can choose to remove it from this category by clicking on the **Remove** button at the bottom, or you can delete it from the system by clicking on the **Purge** button.



## Editing a Category

This page is used to edit the name and description of the category. You can change the name using the **Name** text field, or change the description using the **Description** text area. Once all changes are made, click on the **Update Category** button to finalize the change.



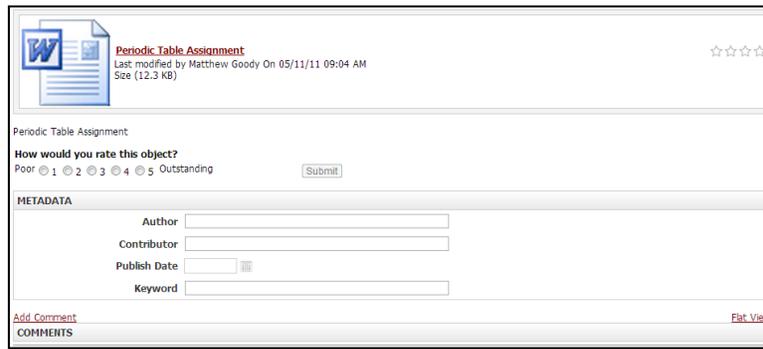
## Deleting a Category

Once the **Delete Category** link is clicked, a warning message will appear asking you to confirm the action. If you click **OK** the entire category along with all of its sub-categories will be deleted.

## Working with Resources

### Viewing Resources

The **View Resource** tab shows all the information about the resource. For example, in the file section, file name, author, date of creation, file size, and user ratings are displayed. Also, if there are any other files linked to this resource, they will be listed here.



The screenshot shows a resource card for "Periodic Table Assignment". It includes a document icon, the title "Periodic Table Assignment", and metadata: "Last modified by Matthew Goody On 05/11/11 09:04 AM" and "Size (12.3 KB)". There are five empty star icons for rating. Below the title, it says "Periodic Table Assignment" and "How would you rate this object?". A rating scale from 1 (Poor) to 5 (Outstanding) is shown with radio buttons, and a "Submit" button is next to it. A "METADATA" section contains input fields for "Author", "Contributor", "Publish Date", and "Keyword". At the bottom, there are links for "Add Comment" and "Flat View", and a "COMMENTS" section header.

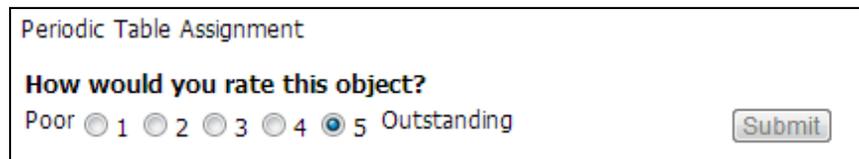
If you have yet to rate this resource, you can do so using the radio buttons below the resource information.

The **Metadata** attributes section, allows a user to input the resources attributes.

The **Comment** section allows users to add their own comments via the **Add Comment** link, reply to someone else's comment using the **Reply** link, edit a comment through **Edit**, and delete a comment by clicking on **Delete**.

### Rating a Resource

The **Knowledge Repository** also supports the concept of rating your resources. Users can rate resources to capture the community's impression of this resource. Users who *have not* rated a resource will see something like the following on a resource page:



This close-up shows the rating section. It features the title "Periodic Table Assignment" and the question "How would you rate this object?". Below this is a rating scale from 1 (Poor) to 5 (Outstanding) with radio buttons. The "5" radio button is selected. A "Submit" button is located to the right of the scale.

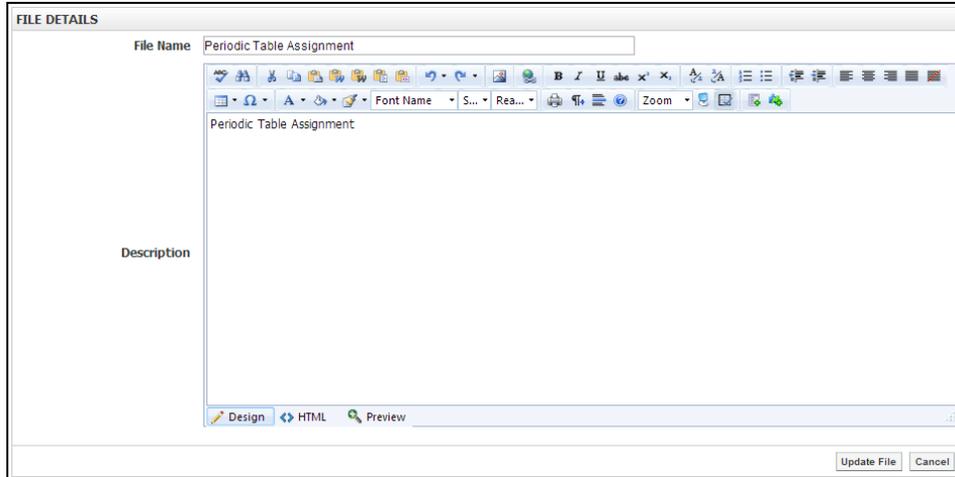
The average rating will be display on the category page next to the file as seen below.



This screenshot shows the resource card for "Periodic Table Assignment" with an average rating of 5 stars, indicated by five filled yellow stars on the right side of the card.

## Editing a Resource

In this sub-section, you can re-enter the name, and description of the file using the **File** text field and the **Descriptions** text area. Once you are done with the changes, click **Update File** to confirm. If you wish to discard the changes you made, click **Cancel**.



**FILE DETAILS**

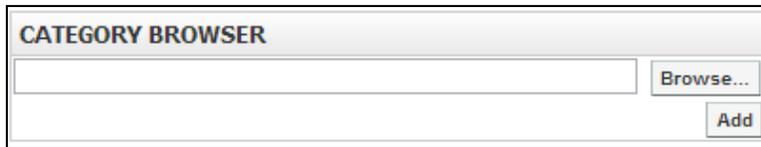
File Name: Periodic Table Assignment

Description: Periodic Table Assignment

Update File Cancel

## Categories

In the **Categories** tab, you can choose which category or categories the resource belongs to. To add a category, use the **Category Browser** section. First, click on the **Browse** button and a new window should appear. Use that window to search through the **Knowledge Repository** and select the category you wish to add. Then click **Add**.



**CATEGORY BROWSER**

Browse...

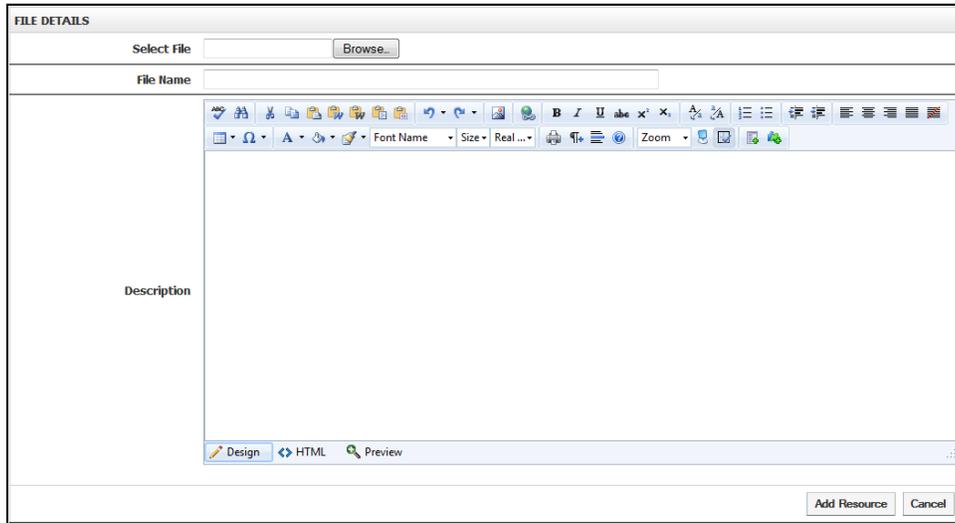
Add

In the **Categories** section, a list of all the categories that are linked to this resource is displayed. Here, you can also delete any existing categories by clicking on  under **Action**.

CATEGORIES		
	Name	Action
	Science	

## Linked Resources

In the **Linked Resources** tab, you can add files that are related to the resource and they will be shown in the **View Resources** tab. To link a file, use the **Browse** button and find the file, give the file a name in the **File Name** text field, write a description in the **Description** text area, and click on the **Add File** button.



On the bottom of this page, there is a section called **Linked Resources**. This is a list of all the files that are currently linked to the resource. Here you can sort the list of files by name, date modified, user, and file size by clicking on their respective links in the first row. You can also delete files by checking on the checkboxes of the files that you want to delete, and then use the **Actions** drop down menu and click on **Delete Selected**.



## All Versions

The **All Versions** tab is used to store multiple versions of the resource so that it can be conveniently changed at any time. Under the **All Revisions** section is a list of all the versions of the resource.

ALL REVISIONS							<a href="#">ADD NEW REVISION</a>
	Description	Size	Author	Created On	Version#	Live Version	Action
	<a href="#">Periodic Table Assignment</a>	12.3 KB	matthew.goody	02/07/13 10:07 AM	2	Yes	
	<a href="#">Periodic Table Assignment</a>	12.3 KB	matthew.goody	05/11/11 09:04 AM	1		<a href="#">Make Live</a> <a href="#">Delete</a>
<a href="#">Add Comment</a>							<a href="#">Flat View</a>

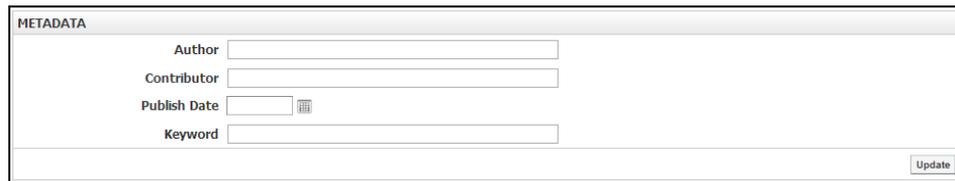
COMMENTS

You can access the files of each resource by clicking on their file names. You can also choose which version is the live version by clicking on the **Make Live** link. The live version is the one that all the users see. To add new versions, click on the **Add New Revision** link that is on the top right hand corner of the section. To delete a version, click on the **Delete** link.

The **All Versions** tab also has a comment section much like the **View Resources** tab. The functions are the same, all the functions (edit, delete, reply, and add comment) are still there.

In the **Edit** sub-section, you can re-enter the name, and description of the file using the **File** text field and the **Descriptions** text area. Once you are done with the changes, click the **Update** button to confirm. If you wish to discard the changes you made, click **Cancel**.

## Metadata



The screenshot shows a form titled "METADATA" with the following fields:

- Author:
- Contributor:
- Publish Date:  
- Keyword:

An "Update" button is located in the bottom right corner of the form.

When working with a resource users can update the Metadata for the resource, so that if a user is searching and puts in a keyword author or contributor then it will show in the search results. Simply fill out the fields and click **Update** to save your changes.