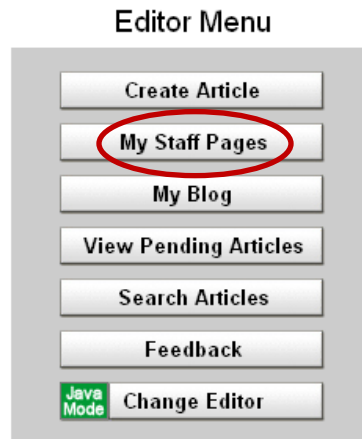


## Creating Your Staff Page and Staff Blog

### Staff Pages: Getting Started

1. Select **Editor** from the left-hand navigation in Central Services.
2. Select **My Staff Pages** from the **Editor Menu**.



This step creates and provides you with rights to your personal staff section. Your staff section is prepopulated with three articles:

- Home Page
- Visit My Staff Site
- Back to Home

All articles are accessed through **My Staff Pages** on the **Editor Menu**. The articles will not be live until you approve your Home Page.

**Note:** You will not need to edit the Back to Home article which exists to provide navigation back to the Home/Front Page of your staff section.

## Staff Pages


Staff Pages are additional/supporting articles which you can create link to on your Main Staff Page.


### Editing Visit My Staff Page












1. Edit your Staff Pages by selecting the **Edit Article** icon.

#### Search Results

Your search found 3 matches. 1 – 3 are shown below. Results per page: 10

 Featured in News Update

 Approved article

include in news update	Edit Art.	Edit Imgs	View Art.	Dit Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							start	end	writer	editor	
<input type="checkbox"/>		 0		<input type="checkbox"/>	Home Page ID:4e0cc5b6024ad	High School Staff Pages: Support, SOCS	Jun 30, 2011	None	SOCS Support	SOCS Support	Jun 30, 2011
<input type="checkbox"/>		 0		<input type="checkbox"/>	 BACK TO HOME ID:4e0cc5b602c2b	High School Staff Pages: Support, SOCS	Jun 30, 2011	Jun 30, 2011	SOCS Support	SOCS Support	Jun 30, 2011
<input type="checkbox"/>		 0		<input type="checkbox"/>	 Visit My Staff Site ID:4e0cc5b6028ac	High School Staff Pages: Support, SOCS	Jun 30, 2011	Jun 30, 2011	SOCS Support	SOCS Support	Jun 30, 2011

You will notice the Visit My Staff Site has an article **Type** of **Staff Page**.

#### Article Editor

Basic Article Information

Type:  Article  Staff Page  Main Staff Page

Headline:

Tagline:

Byline:

Author:

2. You may edit all the **Headline, Tagline, Byline and Author**.
3. You can now edit the content for your staff page article. When finished select **Submit Article**.

## Adding a new Staff Page

You can create additional articles to add more information to your staff site.

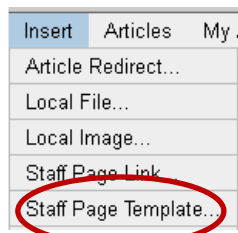
1. Select **Create Article** from the **Editor Menu**.  
Enter in your **Headline**, **Add Images** if you choose and select **Article Editor**
2. The **Type** of article needs to be set to **Staff Page** when creating additional/supporting articles to your Main Staff Page.
3. You can now enter the content for your staff page article. At this time you can also insert a **Staff Page Template**

## Inserting a Staff Page Template

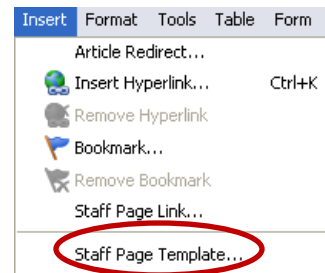
You can choose to use one of the staff page templates. To insert a staff page template follow these easy steps:

4. On the Editor toolbar, select **Insert, Staff Page Template**.  
Both the JavaScript and Java Editors have this option.

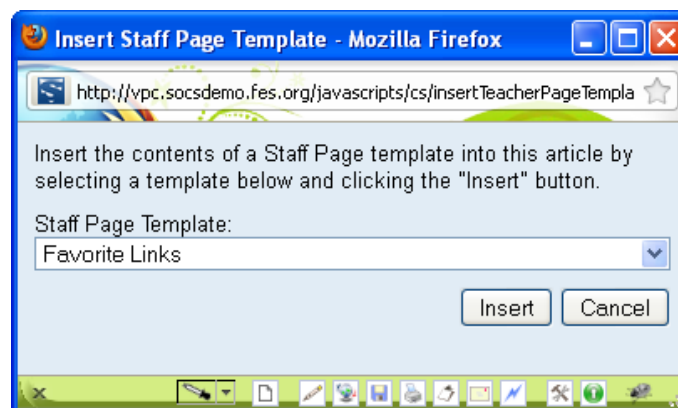
### JavaScript Editor



### Java Editor



5. Select one of the templates from the drop down. Select **Insert** to add the contents into the article.



6. Continue to edit your article as needed.
7. By previously selecting the **Type: Staff Page**, your article is set to expire so it will only appear within your staff site. The section has also been set to your staff site. Select **Approved**.

8. You can **Preview Staff Page** at this time or select **Submit Article**.

## Main Staff Page


The Home Page article is set as your **Main Staff Page**. The prepopulated article has the same instructions as this guide for editing your staff page as well as a sample Home Page.


1. Edit your Staff Pages by selecting the **Edit Article** icon.

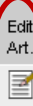

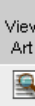
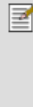
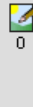
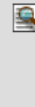
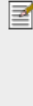

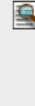
### Search Results

Your search found 3 matches. 1 – 3 are shown below. Results per page: 10

[Add to News Update](#) [Delete Selected](#) [Finish](#)

 Featured in News Update

 Approved article

include in news update	Edit Art.	Edit Imgs	View Art.	Dit Art.	Article Headline and ID	Section	Publish Date		Article Author		Date Submitted
							start	end	writer	editor	
<input type="checkbox"/>				<input type="checkbox"/>	Home Page ID:4e0cc5b6024ad	High School Staff Pages: Support, SOCS	Jun 30, 2011 01:51 PM	None	SOCS Support	SOCS Support	Jun 30, 2011
<input type="checkbox"/>				<input type="checkbox"/>	BACK TO HOME ID:4e0cc5b602c2b	High School Staff Pages: Support, SOCS	Jun 30, 2011 12:00 AM	Jun 30, 2011 12:15 AM	SOCS Support	SOCS Support	Jun 30, 2011
<input type="checkbox"/>				<input type="checkbox"/>	Visit My Staff Site ID:4e0cc5b6028ac	High School Staff Pages: Support, SOCS	Jun 30, 2011 12:00 AM	Jun 30, 2011 12:15 AM	SOCS Support	SOCS Support	Jun 30, 2011

2. You will notice the Home Page has an article **Type** of **Main Staff Page**. You may edit the **Headline**, **Tagline**, **Byline** and **Author** as well as the article content. At this time you can also insert a **Staff Page Template**

### Article Editor

Basic Article Information

Type:  Article  Staff Page  Main Staff Page

Headline:

Tagline:

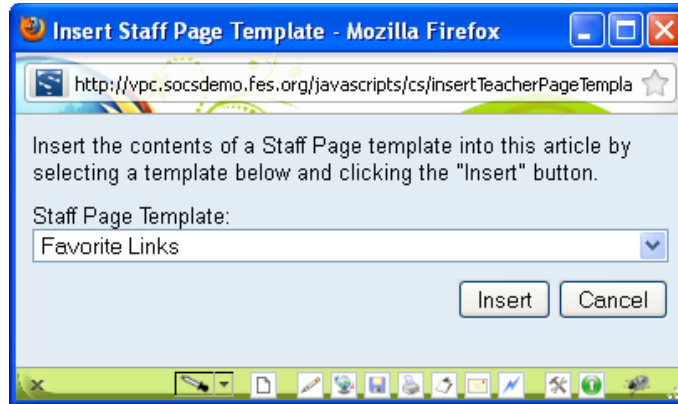
Byline:

Author:

### Inserting a Staff Page Template for Main Staff Page

You can choose to use one of the staff page templates. To insert a staff page template follow these easy steps:

3. On the Editor toolbar, select **Insert, Staff Page Template**. Both the JavaScript and Java Editors have this option.
4. Select one of the Main Staff Templates from the drop down. Select **Insert** to add the contents into the article.



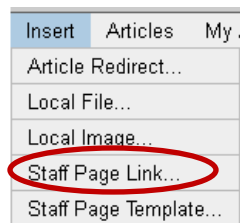
5. Continue to edit your article as needed.

You will need to include a link to one of your additional/supporting Staff Pages into your Main Staff Page. The link will allow you to choose a Template Design for your Staff Pages. Users viewing your site will be able to navigate to additional staff page articles, but this article will be the starting point.

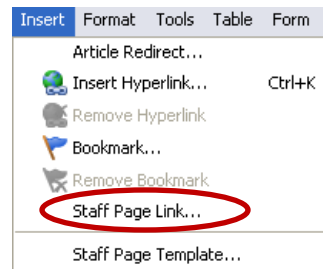
**Note:** for the prepopulated article (Home Page), Visit My Staff Page is a Staff Page Link. You can continue to use this link if you have modified this article.

6. Place your cursor in your article where you want the link to appear.
7. On the Editor toolbar, select **Insert, Staff Page Link**. Both the JavaScript and Java Editors have this option.

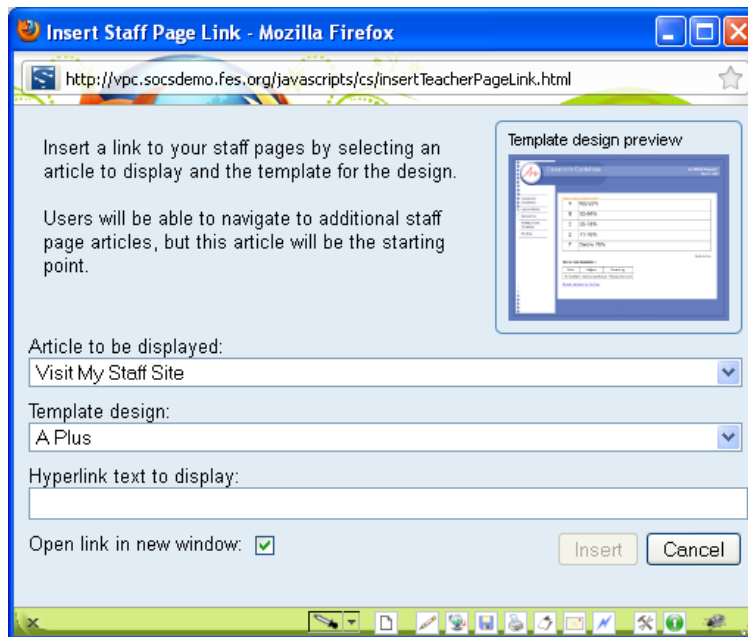
#### JavaScript Editor



#### Java Editor



8. In the Insert Staff Page Link window:
  - a. Select one of the **Staff Pages** you created for the **Article to be displayed**
  - b. Select the **Template design**.
  - c. Type the text you want to display in your article in the **Hyperlink text to display** field.
  - d. By default all Staff Page Links open in a new browser window. You can uncheck the box to stay in the same window.
  - e. Select **Insert** to add the contents into the article.



**Note:** All Staff Pages will be listed on the template design. You may create another Staff Page Link within your Main Staff Page with a different template design and all Staff Pages will be listed here as well.

9. When finished select **Submit Article**.

## Linking Multiple Staff Pages

**Scenario:** Sue Johnson teaches Science at the Elementary and the Middle School. The Staff Page she created is under the Elementary School and it shows up on the Faculty list. Sue Johnson also wants to be represented on the Middle School Faculty section.

The answer is to create an article with an Article Redirect to the Elementary School Faculty page that puts her name on the Middle School Faculty list.

1. Ask your SOCS Champion or a user who has access to **Add Sections** to create a new section for Ms. Johnson under the Middle School

Example: Middle School|Faculty>>Johnson, Ms.

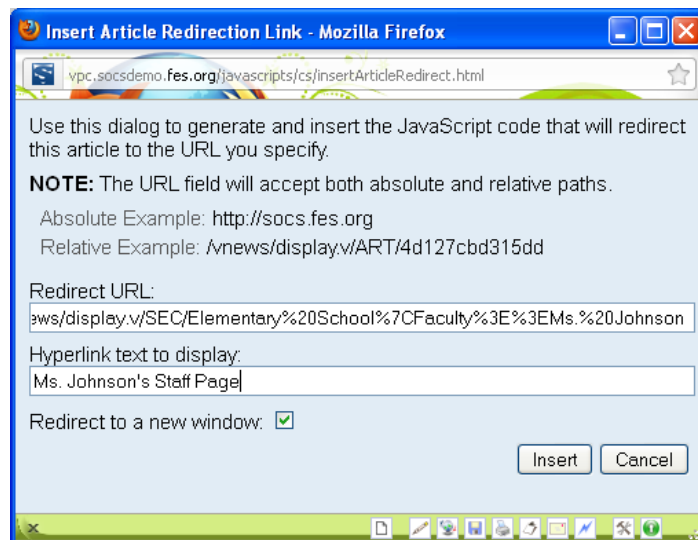
**Note:** if you are a section editor ask a user who has access to add/edit users to give you access to the section.

2. Go to Sue Johnson's Staff Page article in the Elementary Faculty section and select it.
  - Once in the article, copy the URL from the address bar (starting from /vnews to the right)

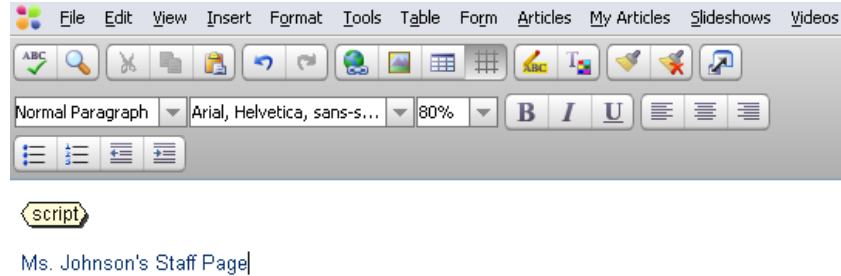
Example:

/vnews/display.v/SEC/Elementary%20School%7CFaculty%3E%3EMs.%20Johnson  
on **or** /vnews/display.v/ART/4295ef58845f1

3. Select **Create Article** from the **Editor Menu**
  - Type the **Headline** for the article: Example: Johnson, Sue
  - Select **Article Editor** to continue
  - Select **Insert, Article Redirect**
    - Paste the URL you copied in Step 2 in the Redirect URL field.
    - Add a **Hyperlink text to display** and select **Insert**



You will see a Script tag has been inserted in your article.



Preview the article to ensure it does what you want it to.

- Select the Publish Begin and End dates, Approval and select the Section  
Example: Middle School|Faculty>>Johnson, Ms.
- Submit Article

## RESULT

You now have the staff represented in both sections, You can use the same process to create a presence for staff in other schools/sections. For instance, your School Counselor can have a presence in all the schools they serve in your school district.

## Staff Blog

Staff Blog displays just like a section within SOCS. If you have multiple blog articles, the first five will display in full.

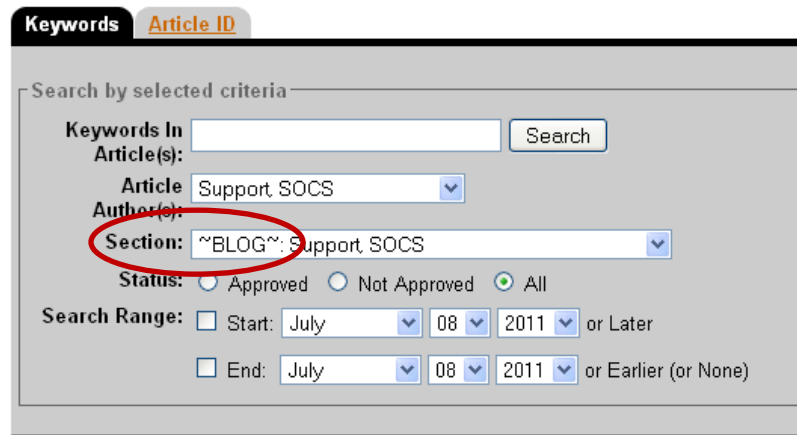
1. Select **Editor** from the left-hand navigation in Central Services.
2. Select **My Blog** from the **Editor Menu**.



This step creates and provides you with rights to your personal blog section. You will be brought to the Search Articles screen where the message “No articles were found that match your search criteria. Try another search” will be displayed. You will notice the Section of the search is now set to ~BLOG~ with your name.

No articles were found that match your search criteria. Try another search.

### Search Articles



The image shows the "Search Articles" form with two tabs: "Keywords" and "Article ID". The form includes a "Search" button and several input fields: "Keywords In", "Article(s)", "Article" (set to "Support SOCS"), "Author(s)", "Section" (set to "~BLOG~: Support SOCS" and circled in red), "Status" (radio buttons for "Approved", "Not Approved", and "All", with "All" selected), and "Search Range" (checkboxes for "Start" and "End" with date pickers for month, day, and year).

3. Return to the Editor Menu to start adding blog articles

## Creating a Staff Blog

1. Select **Create Article** from the **Editor Menu**.  
Enter in your **Headline**, **Add Images** if you choose and select **Article Editor**
2. The **Type** of article needs to be set to **Blog** when creating articles to your staff blog.

Article Editor

Basic Article Information

Type:  Article  Blog  Staff Page  Main Staff Page

Headline:

Tagline:

Byline:

Author:

3. You can now enter the content in for your blog article.
4. By previously selecting the **Type: Blog**, your article is set with
  - a. Feedback checked, so the public can add comments to your blog
  - b. The section has also been set to your staff site.
5. Select your **Publish Dates**.
6. Select **Approved**.
7. You can **Preview Staff Page** at this time or select **Submit Article**.

## Monitoring feedback.

Viewers of your blog can submit feedback. You will receive an email when feedback has been submitted. There are two ways to post the feedback to your blog:

- Respond to the Approve or Reject links within the Feedback email.
- Log into the Central Services, Editor Menu to view Feedback.

1. At the **Editor Menu**, select **Feedback**.

Articles Waiting to Be Approved: 4  
Articles Waiting to Be Published: 0  
Feedback Waiting to be Approved: 0

Editor Menu

Create Article

My Staff Pages

My Blog

View Pending Articles

Search Articles

Feedback

JS Mode Change Editor

- You will receive the Editor Feedback search window.

### Editor Feedback

Post Search
  Topic Search

**Post Search Options**

Search by keywords in feedback posts.


Display  at a time

Search within last  days

Status:
  Pending Moderation  
 Pending E-mail Verification  
 Approved

### Search Results

1 post(s) found, 1-1 displayed.

Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
<b>Topic: GIVE US YOUR FEEDBACK</b>					
	Thanks for writing this information in your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49

[1-1]

- Select **Edit Post**
- You can choose to display the Email address and Notify the poster of approval or rejection.
- You may **Save**, **Reject** or **Approve** the feedback.


## Responding to your Blog

You may also post feedback to your blog.

1. Select the **Topic** link within the feedback **Search Results**

### Search Results

1 post(s) found, 1-1 displayed.

Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
<b>Topic: GIVE US YOUR FEEDBACK</b>					
	Thanks for writing this information in your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49


[1-1]

2. Select **Add Post**

### Edit Posts

Add Post

Topic: GIVE US YOUR FEEDBACK

Edit Post	Comment	Poster Name	Status	Submitted	Last Modified
	Thanks for writing this information in your Blog!	SOCS Support	Pending Moderation	Jul 8, 2011 14:58:49	Jul 8, 2011 14:58:49

Add Post

3. Complete the required fields for the new feedback post.
4. Select **Save** and your feedback will immediately be posted to your blog.