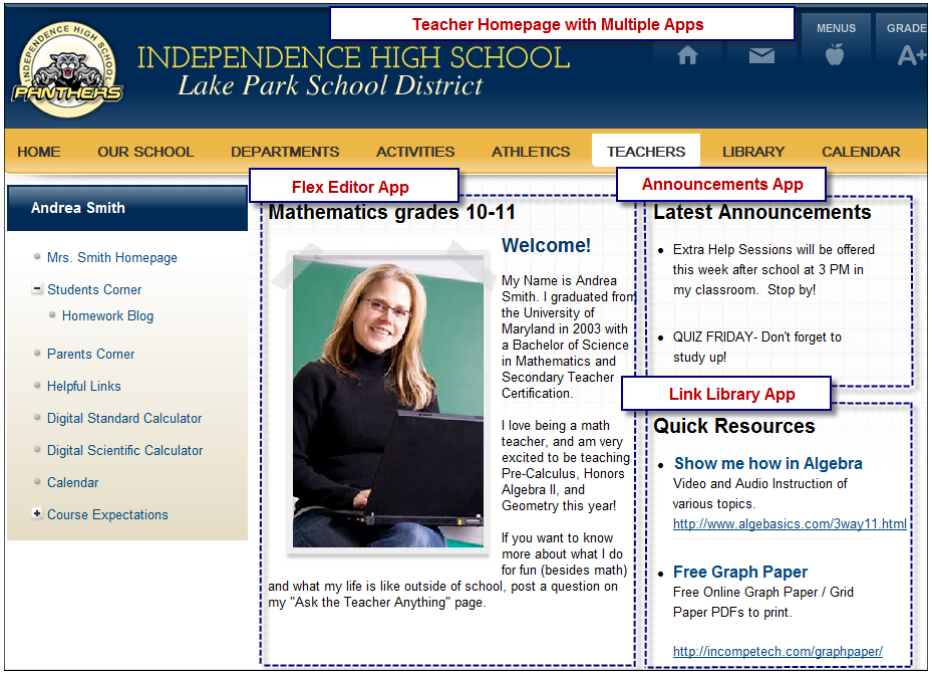
Centricity2™ App & Page Types Help Card

Apps and Pages

Centricity2 is all about apps. They are the content building blocks of *Centricity2* pages. You can have one or more apps on a page. You can edit your apps as well as share them with other editors. Each app offers different functionality and can help you keep your pages interesting and organized.

- Use a **single app** on a page to display a single type of information like a list of links (Link Library App) or classroom handouts (File Library App). Most **default page types** consist of a one-column page layout that contains a **single app**. Therefore, you would use a Link Library Page Type and a File Library Page Type to display this information.
- Your Site Director or Administrator can create additional page types.
- Use **multiple apps** on a page when you want to organize different types of information on a single page. For example, in the **Teacher Homepage** on the right, we used multiple apps on the page. We have a welcome message (Flex Editor App), announcements (Announcement App) and a few quick links (Link Library App).
- You can **share apps** with individual users or groups of users. They can insert these into their pages, but they cannot edit or permanently delete them. **Sharing apps** is particularly helpful if you want the same information posted in multiple places on your website, but you only want to enter it once.
- You can enable **social media elements** (RSS feeds, visitor commenting, community editing or visitor rating). Which options are available depends on the app and whether your district has **Social Media Framework**. *See "Availability of Social Media Elements" for more information.*



Common Apps for Your Homepage

Site, Subsite, Channel or Section

Announcements App—post brief messages on your homepage. You might use an Announcement App to post information about upcoming field trips, Board of Ed meetings, testing schedules or weather delays and cancellations—items intended to display for a short period of time.

Flex Editor App—include links, pictures or files with your information. The most common use of the Flex Editor App on the homepage is to display a welcome message for visitors to your website. You can use **ActiveBlocks**™ to personalize your welcome message.

Headlines & Features App—link to articles from your homepage. These tend to be longer than announcements and to remain on your website for a longer period. You might use a headline to share the results of the Science Fair or the need for substitute teachers.

Site Shortcuts App—create shortcuts to other pages on your website or even to other websites or systems. You might link to school lunch menus, sports schedules or your student information system.

Upcoming Events App—automatically displays events from the associated calendar that are within the parameters you set for number of events to display and the number of days of events in the future to display on the page.

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App Details

Schoolwires provides you with a set of default apps. They include the apps we featured for use on your homepage. However, you may use those "homepage apps" on any page. You can use any app on any page. We do recommend, however, that you choose your apps based on the type of information you wish to share as well as what will look best on the end-user website. *See "Best Practices for Apps on a Page" for more information.*

About Library Apps

Centricity2 contains apps known as "library apps." These are collections of like items in one app. For example, a Link Library App is a collection of individual links in one app. The library apps are...

Article Library App—link to articles from a page. It functions in the same way as the Headlines & Features App. You might use an Article Library App to share things like newsletters, sports highlights or a collection of stories by the class members.

File Library App—post multiple files in one app. You might use a File Library App to share files required for homework, forms, policies, meeting agendas or minutes.

Link Library App—share multiple links to websites. You might use a Link Library App to share links related to a particular subject, project or upcoming field trip.

Maps & Directions App—share related maps and directions. You might use it to provide directions to away games, field trips or testing locations.

The following apps, while not technically "library apps," also allow you to share collections of like items in one app.

Assignments App—share multiple homework or classroom assignments in one app.

Blog App—share multiple postings on a subject in one app.

Discussion App—share multiple topics for classroom discussions in one app.

Podcast App—share multiple sound files in one app You might use the Podcast App to share recordings of band or choir performances or speeches.

Q & A App—share multiple questions and answers for discussion in one app.

Additional Apps

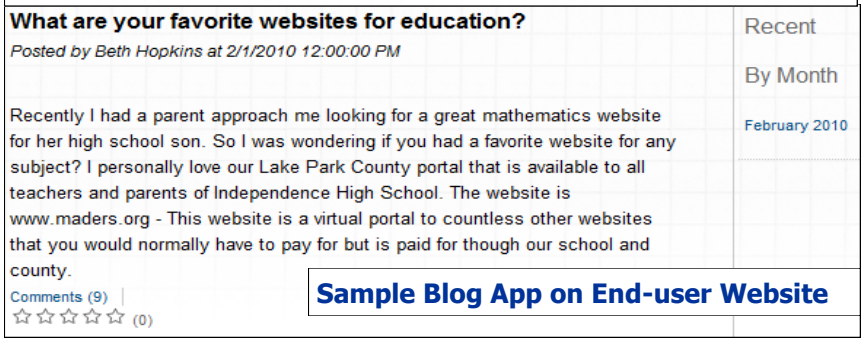
Alumni Directory App—create alumni directories, complete with photos.

Book List App—create book lists, complete with a cover image for each book.

Calendar App—create a calendar for your site, subsite, channel or section. Within a section, you can have multiple calendars. If your district has the Assignments App, you can post your assignments on your calendar.

Flex Editor App is the ***Schoolwires*** *Editor***.** As its name implies, it is a flexible app with the ability to insert text, tables, images and more. You can use it on your homepage as mentioned earlier or on other pages within a section.

MiniBase App—create small databases. You might use this app to share staff directories, bus routes, bell schedules or course catalogs.



Additional Information about *Schoolwires* Apps

Which apps are available to you depends on your district's contract with ***Schoolwires*** and the implementation decisions made by your district.

We provide additional resources you might find helpful when you are working with apps. They are on the **How do I...?** tab in *Centricity2*. Here are a few...

- *Best Practice for Apps on a Page*
- *Availability of Social Media Elements*
- *Pages & Apps Help Card*
- *Section Editor Help Card*