

Centricity2™ Pages & Apps Help Card

Pages and Apps at a Glance

- Apps provide you with specific functionality. *Centricity2* allows you to choose from many apps—Flex Editor, File Library, Article Library, MiniBase and Photo Gallery to name a few.
- You display your apps on pages.
- Page Types are pages that already contain one or more apps—a starting point for you as you create your pages. Most default page types are a single-column layout with one app.
- You can add apps to any page in any workspace, but you can only create new pages in the Section Workspace.
- You can put a single app or multiple apps on a page.
- You can place apps where you like on a page. Use drag-and-drop to rearrange them.
- You can display your apps in more than one location. This is useful for teachers with responsibilities in multiple schools.
- You can share your apps with others. They can display your shared apps on their pages, but they cannot edit or delete them.
- Working with Pages To change a page layout... Technology Education 1. Click **Actions** to the right of the page name. 2. Click Edit Page. Page details display. Edit Page Editors & Viewers How do I ...? Manage Apps & Lavout 3. Under Actions, click Manage Apps & Lavout. Page Options Add apps or change your layout. 4. Click Change Layout. Get Link Current Pages Change Layout 5. Click the desired layout. Copy Page New Page Organize Pages Recycle Bin 6. Click **Apply**. Move Page 7. Click I'm Done. I'm Done Delete STATUS PAGE Set Viewers ACTI Tech Ed Home Actions w Change Lavout Select a layout for your page. Choose a regular layout with a header and footer, or a simple layout without. If you change your layout we will redistribute your apps, then you can ACTIV **Course Expectations** Actions w Left & Right Sidel The Actions drop-down list has options to Get Link (web address of your page) or Set Viewers for your page. You can also Copy or Move your page. When you Delete your page, it is placed in the Recycle Bin. You permanently delete it in the Recycle Bin. Deleting a page does not delete the apps on your page. You delete apps in App Manager (located on the **Tools** tab). Cancel Apply To create a page... Available Page Types 1. Click New Page on the X To set page options... ø. Alumni Directory Page Name Summary tab in your Section 1. Click **Actions** to the right of the Tech Ed Home Article Library Workspace. The Available Back page name. Add 'Article Library Page (Default)' Page Page Types window displays. 2. Click Page Options. Assignments 1 Display Duration Advanced 2. Click the page type you wish At the Page Details window you can... Hide this page from website navigation. to select. The Add Page • Change the page name. Always show pages nested under this page window displays. Book List Show a bullet image next to this page • Hide the page. 3. Enter a name for your page. Calendar • Elect to show nested pages. Map Page to Web Address: 4. Click **Save**. The **Summary** When a visitor navigates to your page, they will be directed to this web address. Enter a full web address • Show bullet next to the page. (e.g., http://www.schoolwires.com) tab displays with the page you Discussion Map the page to a web address. created at the bottom of • Change the display duration. Current Pages. Save Cancel Cancel • Enable caching for the page.



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Working with Apps

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Apps make page design flexible. You can adjust options for individual apps in order to activate social settings, like commenting or rating. You can share apps with other users. You can add more than one app to a page and then adjust the layout of the page and order your apps.

To edit an app...

- 1. From the **Summary tab**, click on a page name.
- 2a. If your page has only one app, the app opens in edit mode.
- 2b. If your page has multiple apps, Page Details display. Click on the app you wish to edit.

| 'Helpful Resources' Page Last edited by Scott Muirhead about 11 minutes ago. | | |
|---|--|--|
| Helpful Links Link Library App | Study Guides to Download File Library App | |

App Options...

While editing your app, you can set app options and share your app by clicking

Options.

🔅 Options

- Here, you may be able to...Modify the app name.
 - Enter a description.
 - Show the app name on the page.
 - Control the number of records that display for apps with multiple records (e.g., File Library).
 - Share your app with groups or individuals. They can only <u>display</u> the app on their pages. They cannot edit it. Edits that you make to the app display immediately on their pages.
 - Enable and control Social Settings like RSS feeds, if they are available.

To add, remove, rename or move an app... 1. Click **Actions** to the right of the page.

- Click Edit Dage
- 2. Click **Edit Page**.
- 3. Under Actions, click Manage Apps & Layout.

Add—Click Add App and follow the Add App wizard to add an app.
 Remove—Click the x to remove it from the page.
 Rename—Double-click the name of the app.
 Move—Drag and drop apps to move them.

| change the name. | Organize your apps by dragging and dropping. Double-click the App to | I'm Done |
|--------------------|--|----------|
| | | - |
| Add App Change Lay | out | |
| | | |
| About Teacher App | | 0 |

. Click I'm Done.

Working with App Manager...

- App Manager is a tool within all workspaces.
- You access App Manager from the **Tools** tab in your workspace.
- You can perform most of the same app tasks using App Manager as you do when modifying an app directly on a page.
- You can add apps, edit apps, edit app options and share apps, but you cannot insert an app on a page.
- If you want to permanently delete an app, you can only do that in App Manager.





Select an existing...

- 1. Select an app type in column 1.
- 2. Select an app in column 2.

Create a new app...

- 1. Select an app type in column 1.
- 2. Click **Create New** in column 2.
- 3. Enter a name for the app.
- 4. Click **Create**.

| Alumni Directory App Schoolwires Basic App | > | APP INSTANCES | DETAILS |
|---|-----|--|---|
| Announcements App Schoolwires Basic App Article Library App Schoolwires Basic App Assignment App Schoolwires Premium App | > > | New Little Mac Blog On Page: "Little Mac Blog" Civil War General Blog Bobby Lee Blog On Page: "Bobby Lee Blog" | Bobby Lee Blog Edit More T Below are Edit App Options Bobby L Share App Happy Val Delete App |
| Blog App Schoolwires Basic App | | 7 | 3 |
| . Select the App Type in the first column. | 2. | Select the specific app in the Apps Index. The pages on which that app is used dis- play in the third column. | You can edit the ap edit the app options share the app or delete the app. |

notification by email that the shared app was deleted.