



News Engine Guide

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

If you already registered but have forgotten your password, click **[Forgot Password?](#)** to retrieve it.

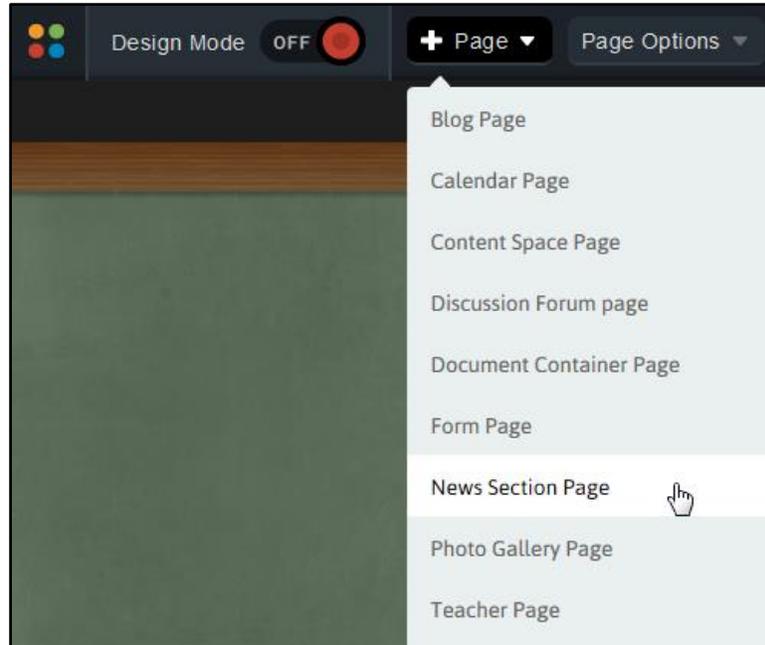
Definitions

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.

Add 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**.

Enter a name into the **Title** field. This title will appear in the dropdown menu from the Administrative Toolbar. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

The **Page Owner** field automatically populates with the creator of the page.


 A screenshot of the 'NEW PAGE' form. The form has a title bar that says 'NEW PAGE'. Below the title bar are several input fields:

- Title**: A text input field with a blue dropdown arrow and an asterisk to its right.
- Name**: A text input field with an asterisk to its right.
- Page Owner**: A text input field with a small user icon to its right.
- Below the Page Owner field is a checkbox labeled 'Replace Page Owner's website with this page'.
- Icon**: A text input field with the placeholder text 'Select Icon...'.

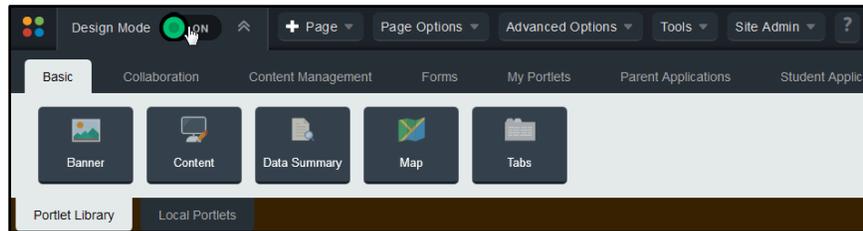
 At the bottom right of the form are two buttons: 'Create Page' and 'Cancel'.

Select an icon by clicking **Select Icon**. When finished click **Submit**.

Click **Create Page** to publish the page.

Configure a News Section Page

The following screen is your blank **News Page**. To display news stories, toggle on **Design Mode** on the **Administrative Toolbar**.



On this page, hover over the **Advanced Data Summary** portlet and click  on the top right corner of the portlet.

Select **Page Data** on the Settings Page.

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

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

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 **Administrator Manual**.

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

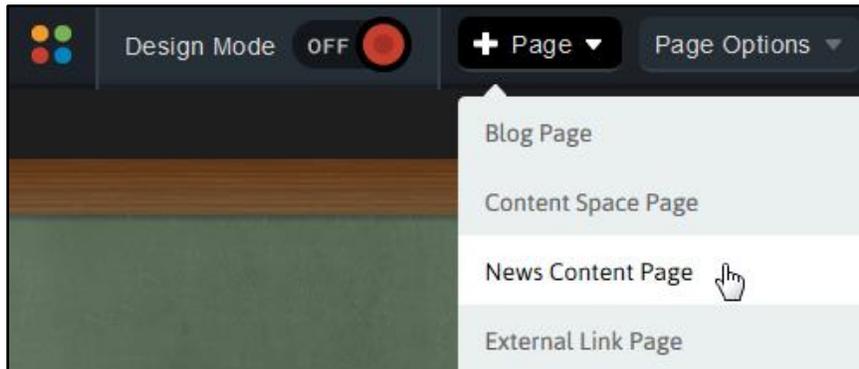
Cache Timeout(Minutes)

Click **Update Settings**.

Add 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**.



Enter a name into the **Title** field. This title will appear in the dropdown menu from the **Administrative Toolbar**. The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

The **Page Owner** field automatically populates with the creator of the page.

Click **Select Icon** to select an icon and click **Submit** when you have finished.

Click **Create Page** to publish the page.

Add 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.

Edit Data
Settings

Publish
Cancel

PAGE CONTENT

Title

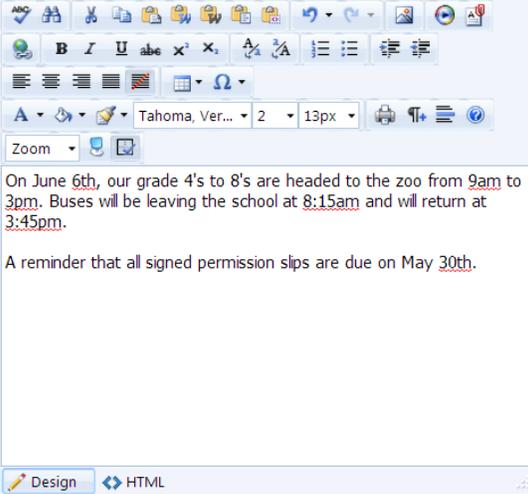
Featured Image

Image Title

Summary

Published Date

Body



On June 6th, our grade 4's to 8's are headed to the zoo from 9^{am} to 3^{pm}. Buses will be leaving the school at 8:15^{am} and will return at 3:45^{pm}.

A reminder that all signed permission slips are due on May 30th.

Design
 HTML

Link of Current Page

Page Title

Page Last Modified :

Publish
Cancel

After the news has been added, there are 2 options available:

- **Publish:** The page will be published and go live.
- **Cancel:** The page will be discarded.

