





























Modules Overview

Module Name	Icon	Function
Blog		A Blog is a publicly-published record or journal of events, thoughts or commentary. Blog entries will be displayed on their page in reverse order.
Calendar		A Calendar is used to store events around a particular topic.
Comment Area		A Comment Area is a public area for visitor comments.
Contact Directory		A Contact Directory allows you to display contact information for several people or organisations. You can sort these contacts into different categories. Contacts can belong to many categories.
Embedded Item		An Embedded Item is similar to a page and will appear with your site template. With an embedded item you can place objects from YouTube or other sites that offer embedded links, or you can add your own valid html.
ePortfolio Area		An ePortfolio Area allows you create a place on your site for members to create ePortfolio's.
File Attachment		A File Attachment is a file that you upload into the system along with some extra data to describe the file to people who may wish to download it.
File Set		A File Set is used to store files related to a particular topic.
Folder		A Folder is used to contain other elements on your site. Using folders, you can organise your site so that people can easily find things.

Module Name	Icon	Function
Form		A Form allows users on your site to submit information to you. The user fills out the form on your website and the content of the form is emailed to you and stored in the system for later retrieval.
Image Gallery		An Image Gallery is used to show images organised into categories on your site.
Learning Cave Set		A Learning Cave Set houses Learning Caves which are online group learning areas for students.
Link		A Link allows you to create a hyperlink on the index bar of your website that will take the user wherever you want them to go. A link can point to a page within your site or to someone else's site.
Link Set		A Link Set is used to store links related to a particular topic.
Message Board		A Message Board allows you to provide a space for people to post messages. The messages are organised into groups called 'threads'. If you put this message board in a password protected folder, people who know the password to the folder will be able to add and edit messages on the board. Otherwise, this message board will be read-only to people who aren't logged into Spike@School.
Newsletter Set		A Newsletter Set is used to store newsletter files related to a particular topic.
Notice Area		A Notice Area is useful if you wish to publish news and notices on a regular basis. It keeps a record of all past notices and displays the latest.
Online Store		An Online Store allows you to sell items on your website.
Page		A Page is one of the standard components that make up a website. It allows you to easily publish free-form information on your website.

Module Name	Icon	Function
Podcast Series		A Podcast Series is a collection of audio, video, or other files that you make available to subscribers on a regular basis. The Podcast player on the subscriber's computer will automatically download the latest file in your podcast series so that they can use it at their leisure.
Profile Area		A Profiles Area is used to store profiles of people in your organisation.
Quiz Set		A Quiz Set is used to store quizzes on your website.
Staff Zone		A Staff Zone is like a Learning Cave but for staff. It's an online group collaboration area.
Testimonial Area		A Testimonial Area allows you to list testimonials on your site.
Upcoming Event Set		An Upcoming Event Set allows you to display important events that are coming soon to your organisation. They are displayed all on one page and automatically remove themselves from the page when the event has passed.
Vacancy Area		A Vacancy Area is used to display vacancies within your organisation.



Working with Groups and Permissions

By default Spike@School comes with the permissions system disabled. This works well for smaller schools who can keep tabs on what their staff are doing in the admin system simply by looking at the logs if something goes wrong and working with that person in the real world to avoid future problems.

If you'd like to take a more programmatic approach to permissions in your site then Spike@School is ready to help you achieve this:

Getting Started

Follow these steps to get permissions up and running:

1. Log into the Spike@School admin system.
2. Click Users and Groups.
3. Add as many groups as you need to apply permissions for. Often two groups will be enough (Teachers, and Admin Staff). You can call the groups what you like.
4. When adding each group tick the staff that you'd like to belong to that group.

Now when you visit the Construction Zone you'll see a Permissions button next to each item. Click this to set permissions on that item:

- View permissions control who can view this item on the front of the website. If you tick groups instead of leaving this as Public, then the item won't appear on the index bar and won't be viewable for the general public. The item will appear only if a user is logged into the Spike@School admin system and is a member of the allowed group(s).
- Edit permissions control who can edit this item in the Construction Zone. A user must be logged into the Spike@School admin system to edit an item regardless of the groups chosen here, but you can narrow the list of users down by selecting only the groups of users you want.

By default any user can still create new items at the top of the site (Home folder). If you want to prevent this from happening and only open up subsections of the site for those users to edit then follow these steps:

1. Click Site Settings.
2. Click Home Folder Permissions.
3. Chose the groups you want to be able to edit in the Construction Zone by default. This might only be Admin Staff for example.



Now to relax the security for the Classrooms folder (for example) follow these steps:

1. In the Construction Zone, navigate to the item you want to relax permissions on.
2. Click Permissions next to this item.
3. Tick the groups that you want to be able to edit this item. In our example it would be both Admin Staff and Teachers.

From now on when a teacher logs into your admin system they'll see that they can't edit anything except for the Classrooms folder and below.

NOTE: When you set permissions on a folder, all the descendants of that folder inherit those permissions, so you only have to set the permissions at the top once.

Spike@School

WEBSITE AND LEARNING MANAGEMENT

Guide to Links, Files, and Images in Live Editor

This guide will quickly walk you through inserting Links, Images, and Files in our new editor called Live Editor. We value your feedback, so please let us know if anything in this guide is hard to understand or incorrect.

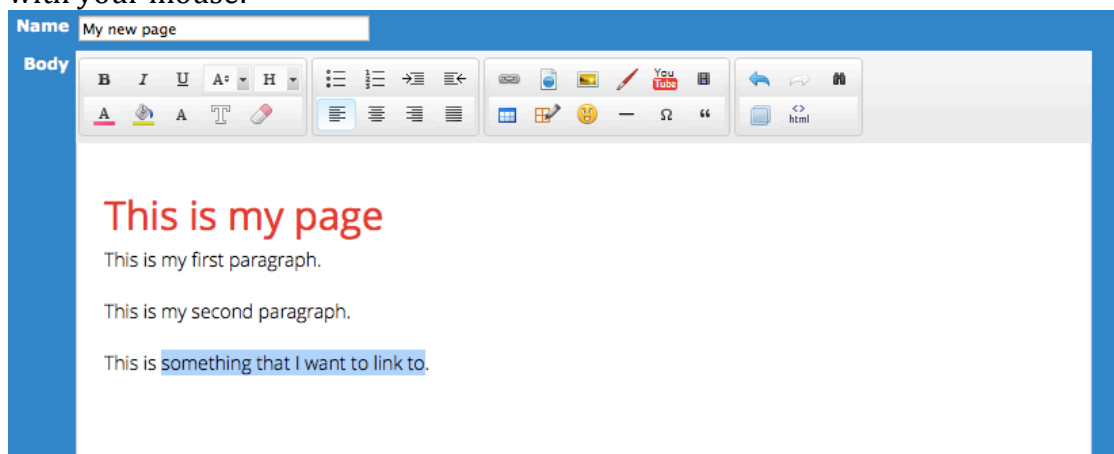
Note: If you've been using our old editor (KTM) you'll need to switch over. An administrator at your school will be able to log into Spike@School and click Site Settings, then choose Live Editor from the HTML Editor menu and click Save.

This is a site-wide change so everyone who uses Spike@School at your school should be made aware of the change to ensure they are properly prepared for some new learning 😊

Inserting a Link

Firstly check out our [Link and Link Set modules](#) as these may better suit your requirements. If you want to insert a link in a Page however, follow these steps.

1. Firstly, normally you'll have some text that you want the user to click on to go to another site/page. Type this into the editor and then select it with your mouse:



2. Click the **Link** button on the toolbar.



3. Type in or paste the address where you want the link to go into the **URL:** box and click **Insert**. You can modify the style of the link to turn it into a button and adjust a few other things on this screen too. We'll return here

in a moment to insert a link to a file that you'll upload.

Link

STYLES MY FILES

Normal Link »

Small Button »

Small Button »

Small Button »

Small Button »

Small Button »

Small Button »

Medium Button »

Medium Button »

PROTOCOL:
http://

URL:
http://www.google.co.nz


NAME:

TITLE:

☒ Open in Page
☐ Open in a New Window
☐ Open in a Lightbox

close insert

4. Once you've clicked **Insert** your selected text will become a link. Note: you can also click on or have an image as part of your selected 'text' that will effectively make the image a clickable link too.

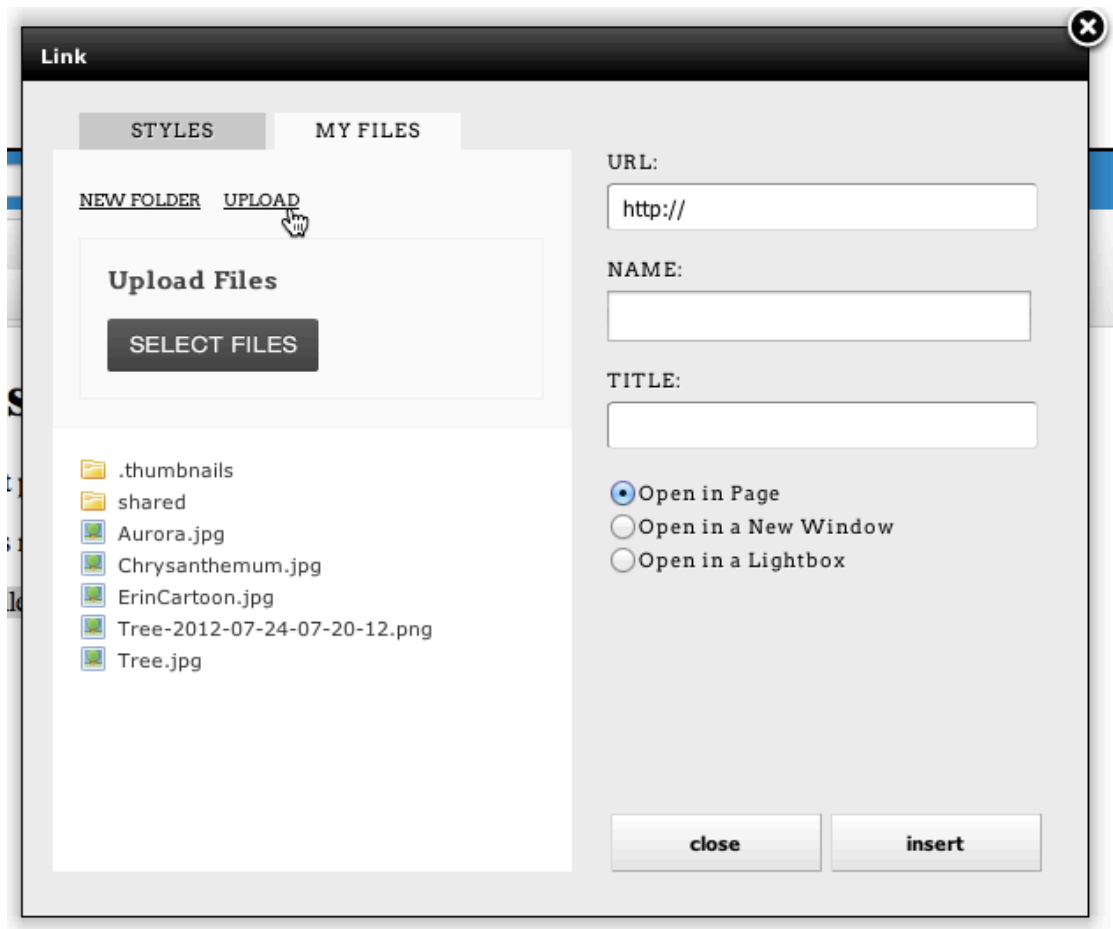


This is something that I want to link to

Inserting a Link to an uploaded File

Use this procedure for when you want to upload a file (e.g. a PDF) and then have a link on your page pointing to that file for download.

1. Follow steps 1 and 2 from the previous section.
2. Next, click the **My Files** tab at the top of the Link dialogue box and then click **Upload**.



Note: the upload mechanism relies on having an up-to-date web browser. Older versions of Safari and Internet Explorer will fall back to a Browse and Upload button allowing you to only upload one file at a time. Upgrade your browser to make the most of the upload feature (including upload progress bars).

3. Choose the file(s) that you want to upload. The File(s) will begin to upload automatically after you choose them.

4. Once the file(s) have uploaded, they'll appear in the list of files. Click on the file name and then click **Insert** to insert a link to that file on the page.

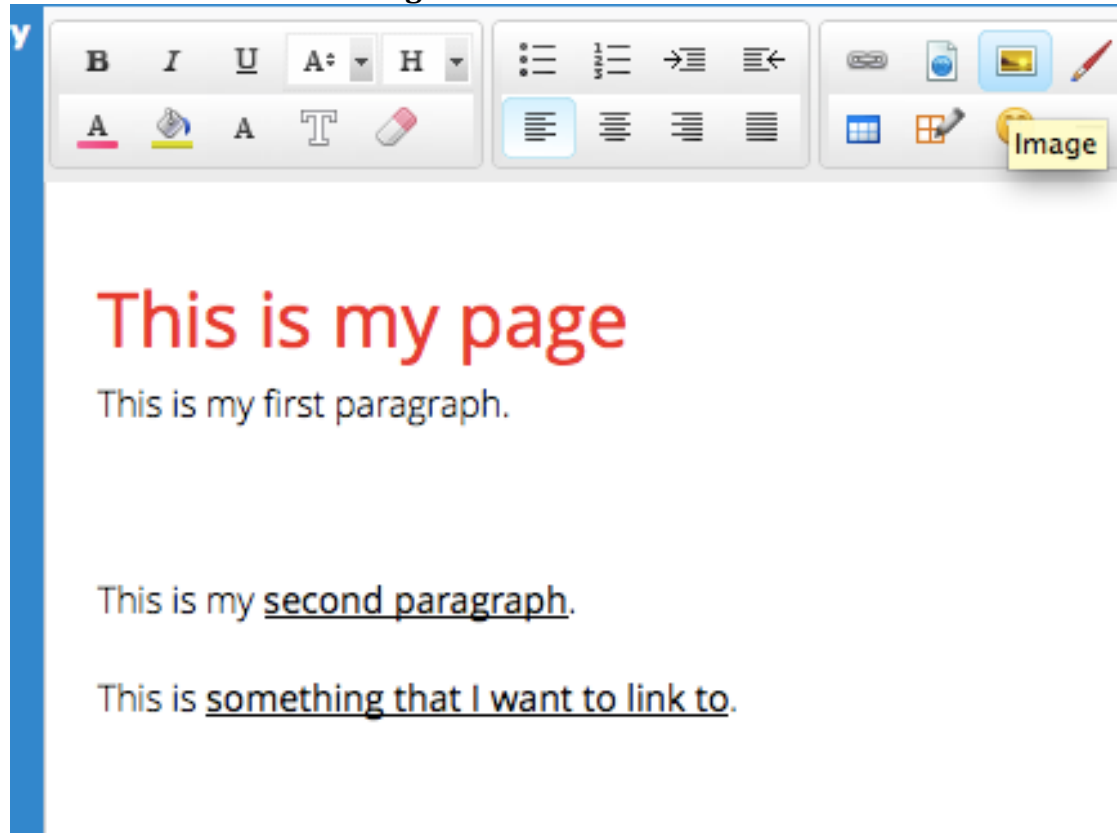
The screenshot shows the 'MY FILES' tab in the Spike@School interface. On the left, there's a file list with a folder named 'shared' and a file named 'My_test_file.rtf'. Above the list are buttons for 'NEW FOLDER', 'UPLOAD', 'REFRESH', and 'DELETE FILE'. A 'close' link is also present. On the right, there's a form to insert a link. It includes fields for 'PROTOCOL:' (set to 'http://'), 'URL:' (set to '/files/adc88c5a8073c36b/folders/1/My_test_'), 'NAME:', and 'TITLE:'. There are three radio buttons for 'Open in Page' (selected), 'Open in a New Window', and 'Open in a Lightbox'. At the bottom right are 'close' and 'insert' buttons.

Inserting an Image

Inserting images and adjusting their attributes is quite a bit different in Live Editor.

1. To insert an image I usually like to start on a blank line until I'm comfortable with the process. So press enter to get a blank line in the

editor and then click the **Image** button on the toolbar:



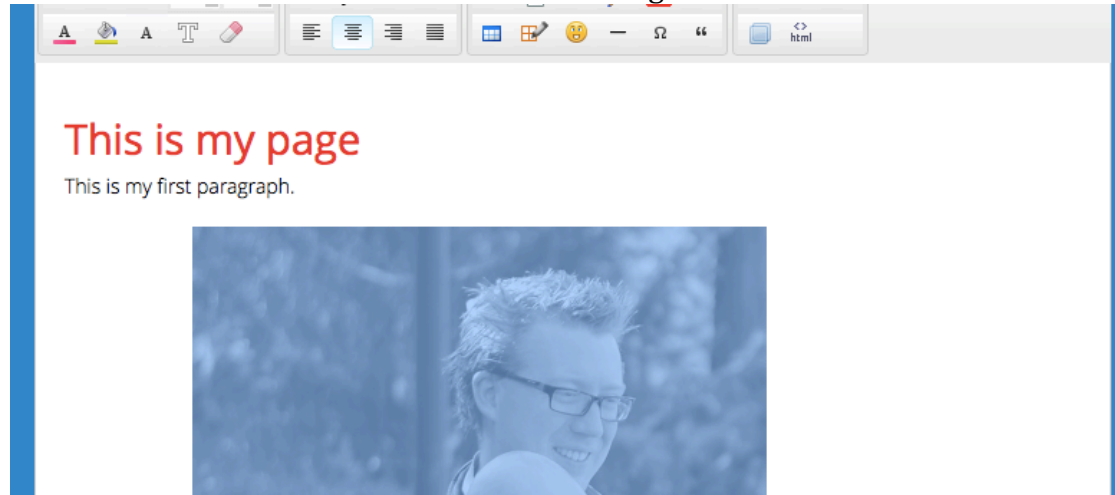
2. Next click **Upload**, then choose your image(s) like you did for inserting a link to a file above.
3. Once you've uploaded your image(s), click on the image you want to insert into the page. You can now adjust some settings on how it'll display in the page.



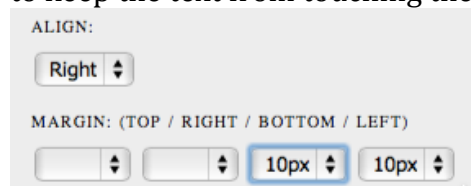
4. In the screenshot above, we've typed in a width for the image. By default images will display at their native size (which will usually be too big). The width of your content area will usually be about 650px wide, so a value of 400px in our example should fill up two thirds of the width of the content area. The height box will update to keep the image from stretching.

You can optionally align the image to the left or right by choosing this from the **Align** box. This will float the image so that text will wrap around it. If you'd rather just align the image to the left or right (without the word

wrap functionality) you can just use the normal text align buttons on the toolbar (e.g. left, center, right) to do so. We'll do this now. First, click **Insert** to insert the image into the page. Then in the example below I've clicked the center text button to center the image.



- To re-edit the settings of the image, click on the image and then click the **Image** toolbar button. The same dialogue box will appear. You can change whatever you want and click **OK**. In this case I'm changing the alignment to be to the right and am also setting the left and bottom margins to 10px to keep the text from touching the image.



- Once I've clicked **OK** I can now type text in around my image. The image is actually placed just before the first 'A whole lot of text.' in this example. An image will float relative to whatever line it was on before it was floated:





As an extension exercise, try out the **Styles** tab in the **Image** dialogue box. You can set some snazzy borders and dropshadows on your images.

Conclusion

That wraps up this HOWTO document. If you'd like to suggest changes or enhancements please email support@spikeatschool.co.nz to let us know.