Features Guide Table of Contents

Features

Features is section aware.

A user with **Full Site** access to sections will be able to add Front Page Features, Current Highlights, and Section Features.

A user with **Limited** section access will not be able to add Front Page Features or Current Highlights. They will be able to add Section Features to the sections they have access to.
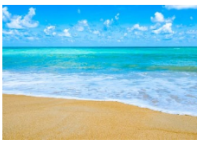
A user with access to **No** sections will not be able to add Features. If this user is given the Features access privilege they will be given a message explaining that they have access to no sections so they cannot add features.

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! The Front Page and Section Features can be displayed in 1 of 4 options on your site: Carousel, Stacked, Split, and Scroll. Please see below for examples and descriptions of each view.

Stacked View: The section features are displayed in a list view, one on top of the other, with the newest being displayed at the top.

Split View: The first Section Feature is displayed across the section and the next two features are displayed side by side underneath it.

Carousel View: All newer templates will default to this view. The Section Features rotate, displaying one at a time, and swiping in from the right.

Scroll View: This view is similar to the Carousel view, but the Section Features rotate in from top to bottom.

Add or Change Front Page Features

Use this option to determine which articles display on the front page. You can add up to 10 Features on the Front Page.

- To set the article display and position, select **Admin** and then **Features** from the SOCS Toolbar.

Show Features for 06/17/2019 [Go]

Featured Articles and Current Highlights for June 17, 2019

In the table below you can manage the featured articles for the Front Page.

[Save]

Select a section: Front Page ▼ [View]

Manage	Section	Featured Article(s)	Article Author		Article Publish Date	
			writer	editor	begin	end
⚙	Front Page	Pine Valley Elementary Receives $150,000 Technology Grant	SOCS Support	SOCS Support	03/13/2019 12:00 am	None
		Employment	SOCS Support	SOCS Support	TODAY at 12:00 am	None
		Be an Involved Parent	SOCS Support	SOCS Support	TODAY at 12:00 am	None
		Family Reading Night	SOCS Support	SOCS Support	05/08/2019 12:00 am	None

[Save]

- The default will allow you to change the Features for today; however, you may change the date from the date picker to set up Features for the future.

- To add or change the front-page articles, select the **Manage** icon for the Front Page.

Select a section: Front Page ▼ [View]

Manage	Section	Featured Article(s)	Article Author		Article Publish Date	
			writer	editor	begin	end
⚙	Front Page	Pine Valley Elementary Receives $150,000 Technology Grant	SOCS Support	SOCS Support	03/13/2019 12:00 am	None
		Employment	SOCS Support	SOCS Support	TODAY at 12:00 am	None
		Be an Involved Parent	SOCS Support	SOCS Support	TODAY at 12:00 am	None
		Family Reading Night	SOCS Support	SOCS Support	05/08/2019 12:00 am	None

[Save]

- The next page displays the **Featured Articles** currently on the Front Page and the **Other Articles on the Site** that can be added as Features.

Manage Features for June 17, 2019

Front Page

Manage the features for the front page using the options below.

Reorder the features by dragging and dropping the rows in the **Featured Articles** table below.

Note: Up to 10 articles can be featured at a single time.

Display Style: Stacked ▾

Featured Articles — 4 of 10

Feature Date		Headline	Section	Author	Publish Date	
start (12:00 am)	end (12:00 am)				start	end
06/17/2019	None	Pine Valley Elementary Receives $150,000 Technology Grant	Elementary School|Special Events	SOCS Support	03/13/2019	None
06/17/2019	None	Employment	Elementary School	SOCS Support	06/17/2019	None
06/17/2019	None	Be an Involved Parent	Elementary School	SOCS Support	06/17/2019	None
06/17/2019	None	Family Reading Night	Elementary School|Special Events	SOCS Support	05/08/2019	None

Save   Cancel   Apply

Other Articles on the Site

To retrieve the other articles on the site, click the "Get Articles" button

Get Articles

Feature Date		Headline	Section	Author	Publish Date	
start (12:00 am)	end (12:00 am)				start	end

To retrieve the other articles on the site, click the "Get Articles" button

- To add an article as a Feature select the **Get Articles** button. You can then use the dynamic filter options above each column to search for the desired articles. Select **Reset** to cancel the filters and start over.

- Select the desired start date next to the article. You can also select an end date to automatically remove the feature on that date. You may do this to multiple articles.

- Select **Apply** to save the changes and remain on this screen. The article(s) you featured will move from the Other Articles on the Site list to the Featured Articles list.

SOCS – Features

Featured Articles — 5 of 10		
Feature Date		
start (12:00 am)	**end** (12:00 am)	**Headline**
06/17/2019	06/22/2019	Pine Valley Elementary Receives $150,000 Technology Grant
06/17/2019	None	Employment

- To change the Display Style, select your preferred display style from the options above the Features Articles list. You can select "Use Default Style" if you would like to revert the display back to the default style for your template.

Front Page

Manage the features for the front page using the options below.

Reorder the features by dragging and dropping the rows in the

Note: Up to 10 articles can be featured at a single time.

Display Style: — Use Default Style — ▼

— Use Default Style —
Carousel
Scroll
Split
Stacked

Featured Arti

Feature Date

Remove a Front Page Feature

There are 2 options to remove a Front Page Feature.

1. Clear the Start and End dates for that article. Select **Apply**.

Feature Date		Headline	Section	Author	Publish Date	
start (12:00 am)	end (12:00 am)				start	end
None	None	Pine Valley Elementary Receives $150,000 Technology Grant	Elementary School|Special Events	SOCS Support	03/13/2019	None
06/17/2019	None	Employment	Elementary School	SOCS Support	06/17/2019	None

Featured Articles — 4 of 10

2. Set the End date to a past date (yesterday). Select **Apply**. This will retain a record of the feature for future reference.

Reorder Front Page Features

- Reorder the Front Page Features by dragging and dropping the rows in the Featured Articles list.

Section Featured Articles

You can select up to 10 articles per section to display as the Section Featured Articles. These articles appear with a more prominent display in the section. They are first in the article listing, with a larger headline and the first image gallery will display.

Use this option to determine which articles display on section pages.

- To set the article display and position, select **Admin** and then **Features** from the SOCS Toolbar.

- Select which section you wish to view – leave the default **All Sections** to see a complete list of sections or select from the top-level sections. Select **View**.
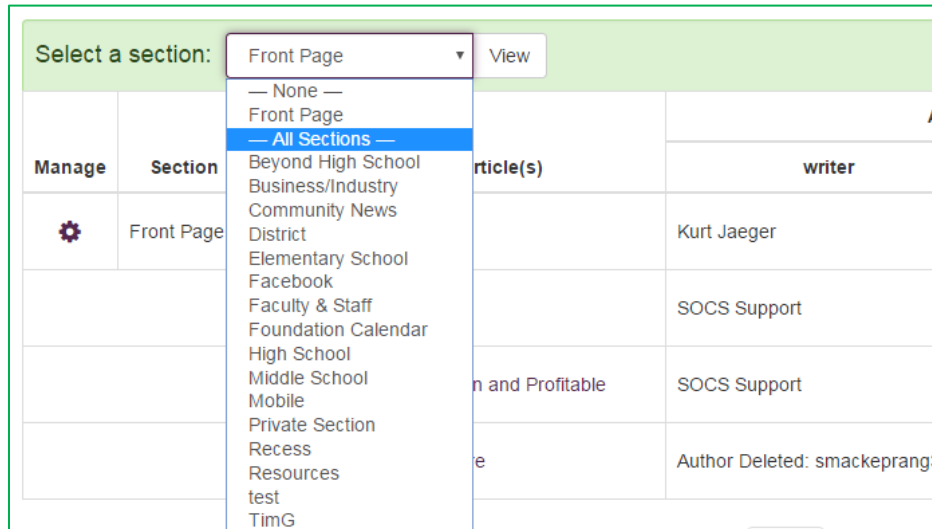
- To add or change the Section Features, select the **Manage** icon for the desired section.
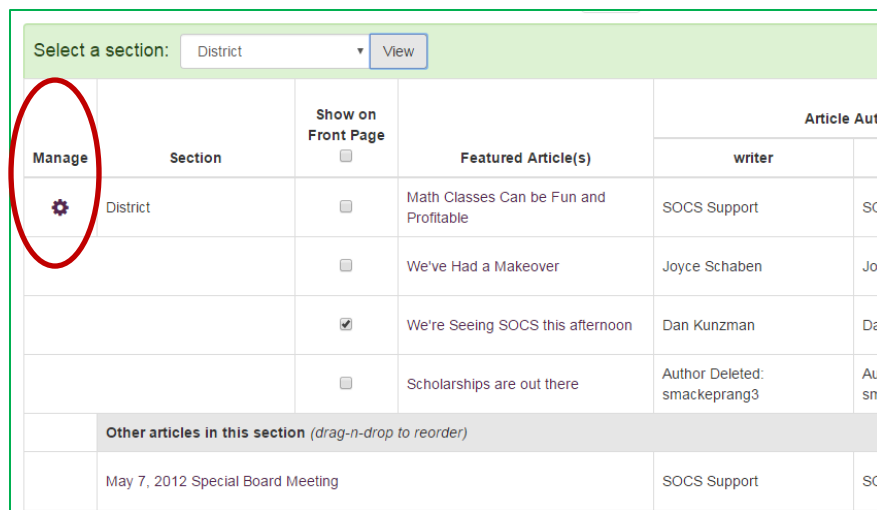
- This brings up 3 separate lists of available articles. The three lists contain articles that are currently **Featured Articles** in the section, **Other Articles in this Section** that are not currently featured, and **Other Articles on the Site** that can also be featured within this section.

Featured Articles — 1 of 10

Feature Date		Show on Front Page ☐	Headline	Section	Author	Publish Date	
start (12:00 am)	end (12:00 am)					start	end
11/11/2015	None	☐	Welcome	Resources	SOCS Support	10/01/2015	None

Save   Cancel   Apply

Other Articles in this Section — 5

Feature Date		Headline	Author	Publish Date	
start (12:00 am)	end (12:00 am)			start	end
		Form	SOCS Support	11/07/2012	None
		Images	SOCS Support	09/20/2012	None
		Please Give Us Your Feedback!	SOCS Support	03/08/2012	None
		GIVE US YOUR FEEDBACK	Author Deleted: ssupport	05/11/2006	None
		Want a Great Way to Track School Events?	Author Deleted: ssupport	04/05/2005	None

Save   Cancel   Apply

Other Articles on the Site

Placeholder Text: To retrieve the other articles on the site, click the "Get Articles" button

Get Articles

| Feature Date		Headline	Section	Author	Publish Date	
start (12:00 am)	end (12:00 am)				start	end
To retrieve the other articles on the site, click the "Get Articles" button						

- Add an article as a Section Feature by selecting the desired start date next to the article. You can also select an end date to automatically remove the feature on that date. You may do this to multiple articles.

- Select **Apply** to save the changes and remain on this screen. The article(s) you featured will move from the Other Articles in this Section list to the Featured Articles list.

- Follow the above process to also feature articles from the Other Articles on the Site list. To access "Other Articles" select the **Get Articles** button. You can then use the dynamic filter options above each column to search for the desired articles. Select **Reset** to cancel the filters and start over.

- To change the Display Style, select your preferred display style from the options above the Featured Articles list. You can select "Use Default Style" if you would like to revert the display back to the default style for your template.
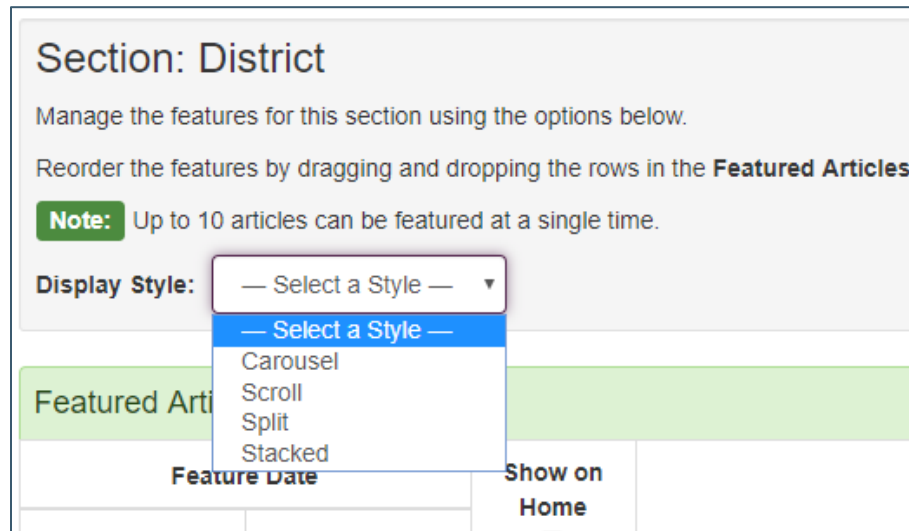
Remove a Section Feature

There are 2 options to remove a Section Feature.

1. Clear the Start and End dates for that article. Select **Apply**.

2. Set the End date to a past date (yesterday). Select **Apply**. This will retain a record of the feature for future reference.

Reorder Section Features

- Reorder the Section Features in the section by dragging and dropping the rows in the Featured Articles list.

Current Highlights

Once you have selected your Section Featured Articles, you can also set these articles to display on the Front Page of your SOCS Site as Current Highlights.

Add or Remove Current Highlights

- **Check or Uncheck** all boxes for all sections.

Select a section:	District		▼	View

Manage	Section	Show on Home ☑	Featured Article(s)	
⚙	District	☑	Pine Valley Elementary Receives $150,000 Technology Grant	S
		☑	Family Reading Night	S

- Leave all boxes checked and **uncheck** only the ones you don't want to appear on the front page.

- Leave all boxes unchecked and **check** only the ones you want to appear on the front page.

- Shift-click to check/uncheck a range of checkboxes.

You may also add or remove Current Highlights when you are editing the Section Features.

Featured Articles — 2 of 10

Feature Date		Show on Home ☑	Headline	
start (12:00 am)	end (12:00 am)			
06/19/2019	06/29/2019	☑	Pine Valley Elementary Receives $150,000 Technology Grant	E E
05/08/2019	None	☑	Family Reading Night	E E

Article Priority

The Section Featured Articles lists all active articles within the sections. You can change the priority of the other articles within their sections.

To change the priority, drag and drop the articles in your desired order.

Select **Save** to update your changes.

Note: *To reorder Section Features please see* ***Reorder Section Features.***