

Adding Content Info– New default state...

Adding Content to the Site info: the Default state is now Private. You may either Submit or Make Visible your content. This document contains info on how to submit content (pages, files, pdfs, events, news, etc..) to this based web site. How do I add a calendar event, web page, news item, or other object?

Private (Currently default)

Only yourself and people or groups who have permissions set (via the Sharing tab) can view this content. Only those who have permissions will see this content in any search modes. For folders, sub contents with a Visible or Published state will still be searchable. Use the Private state for your own personal information, dates or files, or for private group content. It is also a good idea for works in progress.

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Submit

When you submit content, it will be available for any one with **Reviewer** privileges to approve for publication. Use this to submit your events or news to be shown on the main site, or to have site **Managers** move a file or other content to a more general location.

Make Visible / Public Draft

Selecting **Make Visible** will change the state to **Public Draft**. The content of these items will show up in site wide searchers and smart folders. Please make sure any content marked this way meets the district web standards. **Do NOT** put student pictures or names on the web site.

Published (Site/folder managers or reviewers)

Published **Events** and **News** items show up in the sitewide News portlet and tab, or the site wide calendar portlet or tab. The site wide default may define that Published items show up on the right-hand side navigation tree. Only users with **Manager** or **Reviewer** privileges have this option.

Reject/Retract for Reviewers

If you are a **reviewer** you may need to either **reject** or **publish** a submitted item. Already published material may be **retracted**. If you have reviewable content, a review portlet will appear on the right hand side of the site.