Digital Signage Content Management Guide

LANSING 11:53 AM October 03, 2016						
ANNOUNCEMENTS Welcome Back Students! Welcome back to the High School! We hope you have a fantastic year!	EVENTS Krispy Kreme Fundraiser Mon, Oct 3 to Mon, Oct 17, 2016 The Class of 2017 is selling Krispy Kreme donuts. Contact Andrea Schneider or a Senior Class Officer for more information Early Dismissal K-12 Fri, Oct 7, 2016					
Tweets >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	End of 5 Week Interim Report Fri, Oct 7, 2016 Columbus Day Recess Mon, Oct 10, 2016 LHS Spirit Week Tue, Oct 11 to Fri, Oct 14, 2016 5 Week Interim Reports Walked Home					

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How to Use Your Digital Signage

Accessing and Updating Digital Signage

Updates are made to digital signage through **tempEDIT**, a content management system created by the CNYRIC. To access **tempEDIT**, bookmark the following page (be sure to insert the correct district website into address):

http://www.yourdistrictwebsite.org/protected/adminmain.cfm

Site	Administra	tion				
Jump To:	tempEDIT	🕂 Add A Page	Emailer	Logout >		
Select a Page to N Art: JSHS Art: id: Add a News Story	Modify: 2295			Y Go		
Select a News Sto District News: Ca Add a User	ory to Modify: pital Improvements	:: (hidden) id:2354			Go	
Affronti, Angela: View user access	id:2258 levels	Modify user				
Page Lookup View all pages on	<u>site</u>					
tempEDIT training	docs					

- 1. To access/update your digital signage, log in to **tempEDIT** using the credentials provided. Upon logging in, you will see the **Site Administration** page.
- 2. Under "Select a Page to Modify," locate the digital signage page.
 - a. Ex. Digital Signage: School
- 3. When page appears in Site Administration, open in tempEDIT.
 - a. Note: The page used for digital signage should *always* be hidden.

tempEDIT					
Jump To: Images and Files	Site Administration	Add A Page	Emailer	Logout 🕨	
Modify: Parker - Digital Signage - Parker	Storage (hidden)(id 2177)			•	
Page title: Digital Signage - Parker Stora	ge				Advanced options [+]
Main text area					
📀 Source 🛛 🗟 🛛 🖑 - 🐚 💰 🔍) 🛍 🛛 🗶 🖉 🖉 🖉	a 🖬 🔳 🖬 🖉	2 📼 🎯 🔛	21	
B / U S X2 X2	= = = = = ,, 🐺 🔳	≡ ≡ ⊨ ∩ ⊓		P	
Format - Font - Siz	e - 🛄- 🛄-				
This page is created to sync to the Use advanced options to add new	digital signage for Parker Elem. photos, announcements, and news	s. It will automatically	be sent to the digita	al display.	
Images must be saved as: Image1.jpg, Image2.jpg, Image3.jp Images should be no larger than 8 uploaded file, and fill the " new widt	g, etc. You can display ten photos. D0 px wide. You change this in the th" as 800, height will change autor	at a time. i image and files secti matically to keep ima	on once your imag ge in proportion.	e has been upload	led. To find this scroll to your
Drag & Drop pics/files – Get a backup	of this nade				4
View my page (be sure to save changes first Save Changes	it)				Last updated on 8/8/16 by rpollard

4. In **tempEDIT**, the following instructions and specifications – or something similar to them – may appear. These are the custom settings for your site. Please refer to these settings on your school's site as the default.

This page is created to sync to the digital signage for *School*. Use advance options to add new photos, announcements, and news. It will automatically be sent to the digital display.

Images must be saved as:

Image1.jpg, Image2.jpg, Image3.jpg, etc. You can display up to ten photos at a time.

Images should be no larger than 600 px wide. You change this in the image and files section once your image has been uploaded. To find this scroll to your uploaded file, and fill the "**new width**" as 600, height will change automatically to keep image in proportion.

Note: Current images saved as a .JPG. If uploading different file format, this will have to be reprogrammed.

Adding an Image to Digital Signage

To add an image to digital signage, follow these instructions, as well as the custom settings used on your **tempEDIT** page:

1. In tempEDIT, select the "Images and Files" icon

tempEDIT
Jump To: Images and Files Site Administration 🕂 Add A Page Emailer Logout >
Modify: Parker - Digital Signage - Parker Storage (hidden)(id 2177)
Save Changes Page title: Digital Signage - Parker Storage Advanced options [+]
Main text area
Source α ♥ 0
B / U S X, X ² 🔤 Ε Ξ 3 3 3 3 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
Format - Font - Size - 🔛 -
This page is created to sync to the digital signage for Parker Elem. Use advanced options to add new photos, announcements, and news. It will automatically be sent to the digital display.
Improve must be solved as:
Images Index to Gare day Jpg, etc. You can display ten photos at a time.
Images should be no larger than 800 px wide. You change this in the image and files section once your image has been uploaded. To find this scroll to your
uploaded file, and fill the "new width" as 800, height will change automatically to keep image in proportion.
A Dran & Dron pics/files Get a backup of this page
View my page (be sure to save changes first)
Save Changes Last updated on 8/8/16 by rpollard

2. Prior to upload, **verify all images are named with the correct naming convention** and file extension. If necessary, consult the directions in **tempEDIT** to verify the correct naming conventions.

a. Ex. image1, image2, etc.

3. In **"Images and Files,"** under "Upload a New File," select the correct file for upload. Populate the "Description of file" field with the appropriate name of the file.

Note: Do not select "Automatically display link on page"

lmag	es and Files	
Jump To:	tempEDIT 😣 Site Administration 🕂 Add A Page	
Upload a New File	Choose a file: Choose File No file chosen	
	Description of file:	
	Automatically display link on page	
Your current files:	Upload File	resize all images
File 1:	File name: image7.jpg	
	Description:	
	Put form in FormsCentral	
	Current size: width: 800 X height: 533 New width : (height will be calculated automatically)	
	Save Changes Delete	
File 2:	File name: <u>image8.jpg</u>	
	Bank	
	Display link on page	
	Put form in FormsCentral	

- 4. When the file is ready, select the "Upload File" button.
- 5. Verify each image is set to correct dimensions specified within the custom settings in the **tempEDIT** page.
- 6. If applicable, update the image size by entering the appropriate width in the "New width" text box.
- 7. Repeat as necessary for all images to be loaded to the signage.
 - a. Note: Be sure all images are in numerical order (ex., Image1.jpg, Image2.jpg, Image3.jpg, etc.). Otherwise nothing will appear for the images that are skipped.

Replacing an Image in Digital Signage

To update an image on the digital signage, follow these instructions: 1. In **tempEDIT**, select the **"Images and Files"** icon

tempEDIT
Jump To: Images and Files Site Administration + Add A Page DEmailer Logout >
MOOIIY: Parker - Digital Signage - Parker Storage (hidden)(id 2177)
Save Changes Page title: Digital Signage - Parker Storage Advanced options [+]
Main text area
Osource
B / U S X, X ² ⊠ Ξ Ξ Ξ 33 10 ≡ Ξ Ξ Ξ /1 11 ₪ % % №
Format - Font - Size - III - III-
This page is created to sync to the digital signage for Parker Elem. Use advanced options to add new photos, announcements, and news. It will automatically be sent to the digital display.
Images must be saved as: Image1.jpg, Image2.jpg, Image3.jpg, etc. You can display ten photos at a time. Images should be no larger than 800 px wide. You change this in the image and files section once your image has been uploaded. To find this scroll to your uploaded file, and fill the " new width " as 800, height will change automatically to keep image in proportion.
Drag & Drop pics/files Get a backup of this page
Save Changes Last updated on 8/8/16 by rpollard

2. In "Images and Files," locate the file you would like to update and note the image naming convention (ex. Image7.jpg).

🕒 Imag	ges and Files	
Jump To:	tempEDIT Site Administration 🕂 Add A Page	
Upload a New File	Choose a file: Choose File No file chosen Description of file: Automatically display link on page Put form in FormsCentral Upload File	
Your current files:		resize all images
File 1:	File name: image7.jpg Description: Rank: Display link on page Put form in FormsCentral File name: Current size: width: 800 X height: 533 New width : (height will be calculated automatically) Save Changes	
File 2:	File name: image8.jpg	

- 3. Verify the new image has the proper naming convention and upload the image. With the correct naming convention, the image will automatically replace the previous image on the signage.
- 4. Repeat as necessary for all images to update the images.
 - a. Note: Be sure all images are in numerical order (ex., Image1.jpg, Image2.jpg, Image3.jpg, etc.). Otherwise nothing will appear for the images that are skipped.

Adding Announcements to Digital Signage

Digital signage comes with the option to add announcements to each sign. There is no limit on the number of announcements you may add to the sign.

To add an announcement to digital signage, follow these instructions:

1. In **tempEDIT**, select "Advanced Options," located in the top right corner of the **tempEDIT** workspace.

tempEDIT				
ump To: Images and Files	Site Administration	Add A Page	Logout 🕨	
Wodify: My Pages - Home Page				
Save Changes				
Page title:				Advanced options [+]

A page will open displaying all advanced options.

Page title:	Hide advanced options [-]
Announcements section heading:	
Announcements section rank: 1	
Manage Announcements	
links section heading	
Links section rank' 1	
Manage Links	
Files section heading:	
Files section rank: 1	
<u>Manage files</u>	
Show an additional text area [+]	
Add a news feed [+]	
Put Files, Announcements, and Links in a right justified column	

2. Select "Manage Announcements."

Manage Announcements					
Jump To: 📀 temp	EDIT Site Administration	+ Add A Page	Logout 🕨		
Add an announcement:					
Announcement title:]		
	<mark>- 68 - 1</mark> -				
Announcement text:					
Order on page:	00		4		
Order on page.	Add this announcement				
Your current announceme	ents:				

- 3. In the "Manage Announcements" area, populate the following:
 - a. Announcement title
 - b. Announcement text
- c. Order on page (ex. 1, 2, 3, etc.)4. When complete, select "Add this announcement."
- 5. When done adding announcements, select "Save changes."
 - a. Note: When an announcement is no longer needed, be sure to delete it.