

## **Reviewing and Submitting Iowa Hall of Pride Articles**

- Use the Iowa Hall of Pride management site ([www.iowaschooldisplays.org](http://www.iowaschooldisplays.org)) to electronically review and submit school information.
  - When your school has article and/or photo layouts completed, the next step requires the school facilitator to review the articles/photos.
  - The facilitator must approve any copy before it moves on for Hall of Pride Review.
  - The Hall of Pride reviewer will either approve the article and/or photo layouts for the school display or return the article(s) or photos to the school for revision.
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This set of directions will guide facilitators through the reviewing, editing, and submitting process.

### **Previewing Articles**

1. After an article/photo layout has been saved, click **Preview** to see how the article/photo appears on the display screen.
  2. **Preview** requires the computer to have the **Shockwave** program installed. Shockwave is available for downloading from the Hall of Pride site.
  3. This view allows you to see if all the required specifications (headline, text, photo(s), and caption(s)) appear properly within the layout.
  4. If part of the layout (such as the photo) does not appear or you see something that needs revision, check the layout specifications in each area under **Edit Article**.
  5. Make needed changes and **Save**.
  6. If all aspects of the layout appear, as they should, the article is ready for submitting for the **Review process**.
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### **Edit Article/Submit for Review**

1. Select a main category and topic. Click **View Articles**.
2. Choose one specific article. Click **Edit Article**.
3. If the article layout meets all the specifications, has been saved and previewed, it is ready to be sent to the facilitator for review.
4. Scroll down to the bottom of the screen and click **Submit For Review**.
5. If the article meets all the requirements of the layout, it moves on for facilitator review.
6. If a change is needed to meet the specifications, an on-screen message appears that tells what area needs changing.
7. Make corrections, Save and Submit For Review.

### **Facilitator Review**

1. Articles waiting for facilitator review will be found under the **Content Management** portion of the Web site.
  2. The words **Facilitator Review** will appear in **red letters** when content is waiting for review.
  3. The facilitator will need to click **Facilitator Review** to see the specific articles waiting for review.
  4. Click the title of each article to open the article.
  5. Review and preview the content.
  6. If all specifications for the article are met, the facilitator will click **Approve**.
  7. If corrections are needed, click **Return For Revision**. An on-screen box appears where you can list needed changes.
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### **Iowa Hall of Pride Review**

1. **Any articles a facilitator has approved move to the Iowa Hall of Pride Review section.**
  2. The words **Iowa Hall of Pride Review** will appear in **red letters** to show that content is waiting for Hall of Pride checking and approval.
  3. The Hall of Pride copy editor will find and review the articles/photos a school has submitted.
  4. Articles approved by the Hall of Pride become a part of the school's display.
  5. Sometimes articles are returned to a school for revision. These articles will appear under **Iowa Hall of Pride Revisions.**
  6. These words will appear in **red letters** when content has come back that needs some revision work.
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### **Approved**

Check this section to see what articles have been approved for the school Hall of Pride display.

### **Content Overview**

1. This area gives facilitators an overview of the **status of all the articles/photos** that are part of your school display.
2. A **color coding system** indicates the **various levels of work for each article.**
3. Articles approved for Hall of Pride display will show up in **green highlighting.**