



Editing eSVShare Posts in the Dashboard

Did you create a post in the eSVShare App
OR in the Dashboard? Here is how to edit
or remove posts.

Updated 09/01/21

Login to the Dashboard

- Go to: <https://www.esv2go.com/login>
- Use your district long email:
DistrictEmail@clovisusd.k12.ca.us
- Password: The same as your app!

Password not working?

- Try your single sign on.
- Try your website password.
- If I had to manually add you to eSVShare, you have manually created a password and it is not tied to single sign on.
- If you once used eSVShare, but it is not allowing you to sign in, please email me (kellieferamisco@cusd.com) and I will check our user database.



DistrictEmail@clovisusd.k12.ca.us

Sign in

Forgot password?

What Posts Can You Edit?

YES

- ✓ App – Newsfeed
- ✓ Facebook*
- ✓ Twitter*
- ✓ Instagram*
- ✓ Website:
 - Edit these inside the Dashboard's Newsfeed

NO

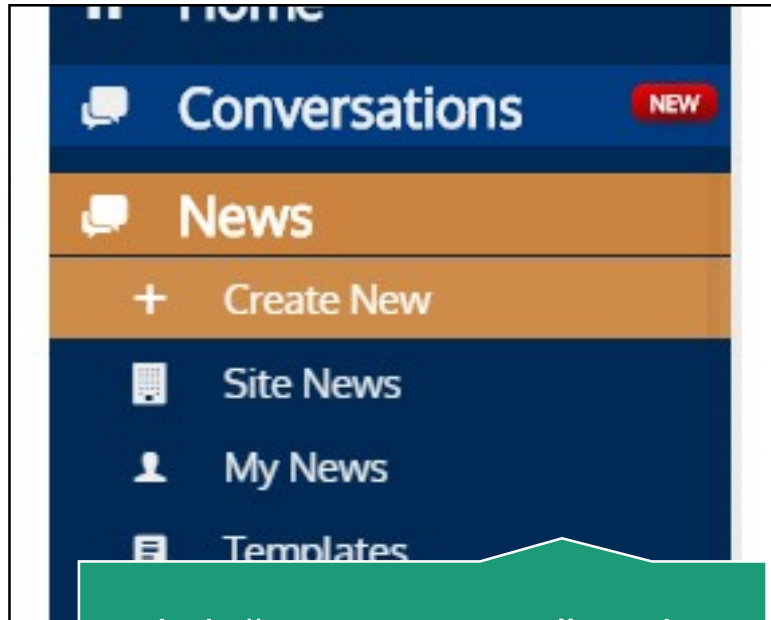
- App – Push Notification
- Text, Email & Voice Dial
 - Edit these inside Instant Connect
 - Contact Darren Grubel for help

* If connected to your eSVShare account, that means your Facebook/Twitter/Instagram posts also appear in your app's newsfeed. (*Don't want this to happen? Contact Kellie Feramisco.*)

- Edit the post INSIDE the direct platform app (Facebook, Twitter, Instagram)
- THEN edit the post INSIDE the Dashboard's Newsfeeds

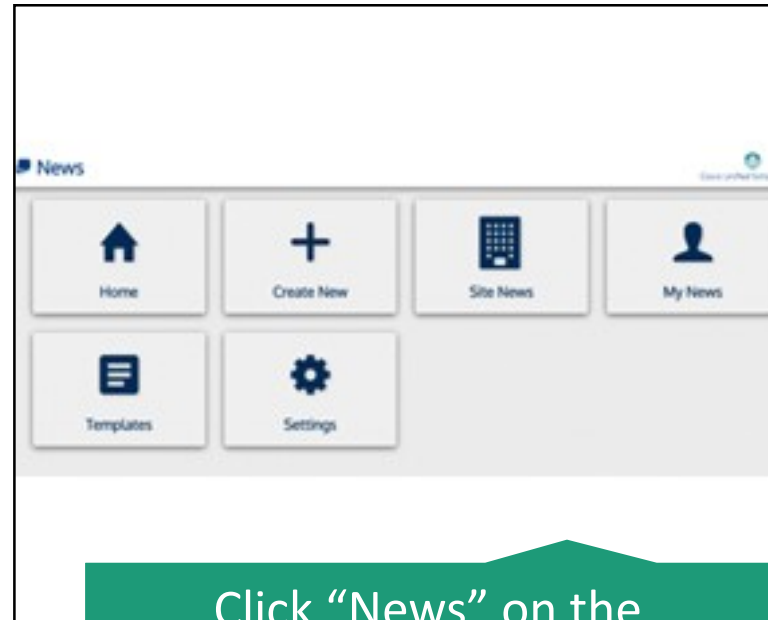
To Edit a News Post made in eSVShare's App or Dashboard:

OPTION 1



Click "+ Create New" under News in the side navigation

OPTION 2



Click "News" on the homescreen and then click "+ Create New"

A list of all news posts will appear

- Most are fed from your website to the app, but messages or posts created from eSVShare are listed here as well.

The screenshot shows the 'Site News' interface. At the top, there are navigation options: 'Create New', 'My News', and 'Settings'. Below this is a search bar and a table of news posts. The table has columns for Title, Body, Create Date, Categories, Scheduled for, and Viewed by. There are also action icons for each post. Four callouts point to specific features: 'Post Date & Time' points to the 'Create Date' column, 'Post Channel' points to the 'Categories' column, 'Post Stats' points to the 'Viewed by' column, and 'Select to see Unpublished Posts' points to the 'Show Unpublished' checkbox.

| Title | Body | Create Date | Categories | Scheduled for | Viewed by | |
|---|---------------------------------|-------------------|------------|------------------|-----------|---|
| <input type="checkbox"/> New post from cloviselment... | | 8/16/21, 11:00 AM | Instagram | 8/16/21, 1:00 PM | 555 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> New post from cloviselment... | | 8/6/21, 11:00 AM | Instagram | 8/6/21, 1:00 PM | 531 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> New post from cloviselment... | | 8/6/21, 11:00 AM | Instagram | 8/6/21, 1:00 PM | 531 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> Welcome to the 2021-22 Scho... | Awaiting our students is an... | 7/30/21, 1:48 PM | Updates | 7/30/21, 3:00 PM | 531 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> New post from cloviselment... | | 7/27/21, 11:00 AM | Instagram | 7/27/21, 1:00 PM | 524 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> Jan. 18 No-Cost COVID Testi... | Family HealthCare Network i... | 1/15/21, 3:07 PM | General | - | 486 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> VACCINATIONS BEGIN | We're happy to see members ... | 1/12/21, 12:36 PM | General | - | 486 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> COVID TESTING TODAY AT CW | Family HealthCare Network (...) | 1/4/21, 12:42 PM | General | - | 485 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> December 31 guidance from F... | December 31 guidance from F... | 12/31/20, 4:10 PM | General | - | 481 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> Cancelled: Dec. 7 COVID-19 ... | The COVID-19 testing origin... | 12/7/20, 1:10 PM | General | - | 479 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> This is the official facebo... | This is the official facebo... | 9/25/20, 10:02 AM | General | - | N/A | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> Last Call: GV Home of Hope ... | Call (559) 327-9095 before ... | 9/23/20, 12:22 PM | Updates | - | 308 | <input type="checkbox"/> Show Unpublished |
| <input type="checkbox"/> Clovis Unified's Insurance ... | Clovis Unified is excited t... | 9/3/20, 2:06 PM | Updates | 9/3/20, 5:00 PM | 269 | <input type="checkbox"/> Show Unpublished |

Find the post you wish to edit or delete

- Click the “Edit” button to view the full post if you aren’t sure which one it is on the list.
- This will pull up a preview of the post content and channel information.
- Click “Cancel” to exit Edit view.

The screenshot displays the eSchoolView Site News interface. On the left is a navigation sidebar with options like Home, Conversations, Pending News, News, and Features. The main area shows a list of posts with checkboxes. A central preview window shows a class schedule for Clovis Elementary School. On the right, a list of posts is shown with icons for edit and delete. A callout box points to the 'Edit' icon with the text: "Click 'Edit' to view full post if needed." Another callout box points to the 'Cancel' button at the bottom of the preview window with the text: "Click 'Cancel' to exit Edit view."

CLOVIS ELEMENTARY SCHOOL Class Schedule: 2021/2022

LUNCH SCHEDULE

| | |
|---|---------------|
| 1 st & 2 nd Grades: | 11:30 - 12:20 |
| 3 rd & 4 th Grades: | 12:00 - 12:50 |
| Preschool & Campus Club: | 12:10 - 12:40 |
| 5 th & 6 th Grades: | 12:30 - 1:20 |

*Recess and lunch times subject to change due to guidance from CDC and PCDFP

REGULAR DAYS

| Traditional/Transitional Kindergarten | Early Release Wednesday |
|--|--|
| AM Class: 8:15 - 11:45 am PM Class: 11:45 - 3:15 pm | AM Class: 8:15 - 11:00 am PM Class: 11:00 - 1:45 pm |

Grades 1-3

| | |
|---|--|
| Class: 8:30 - 10:00 am Recess: 10:00 - 10:15 am PE: 2:00 - 2:30 pm Class: 2:30 - 3:15 pm | Class: 8:30 - 10:00 am Recess: 10:00 - 10:15 am Dismissal: 1:45 pm |
|---|--|

Grades 4-6

| | |
|--|--|
| Class: 8:30 - 10:25 am Recess: 10:25 - 10:40 am PE: 2:45 - 3:15 pm | Class: 8:30 - 10:25 am Recess: 10:25 - 10:40 am Dismissal: 1:45 pm |
|--|--|

Open in Instagram

Click "Cancel" to exit Edit view.

Click "Edit" to view full post if needed.

To Edit the Post:

- Click the “Edit” button.
- Make your updates in the post.
- To save changes:
 - Click “Ok” to Save changes. Updated post will appear whenever anyone opens the news item in the app.
 - Click “Save & Resend” if you want to save changes AND send a new notification on the app.

The screenshot displays the eSchoolView Site News interface. On the left is a dark blue navigation sidebar with options like Home, Conversations, Pending News, News, Create New, Site News, My News, Templates, Settings, and Features. The main area shows a list of news items, with the top item selected. A large modal window is open over this item, showing the post editor. The post is titled "CLOVIS ELEMENTARY SCHOOL Class Schedule: 2021/2022" and contains a detailed schedule with sections for Lunch Schedule, Regular Days, and Early Release Wednesday. At the bottom of the editor are buttons for "Save & Resend", "Apply", "Ok", "Delete", and "Cancel". To the right of the editor is a panel for channel information and social media sharing options. A green callout box with an arrow points to the "Edit" icon in the list of news items, with the text "Click 'Edit' to Edit the post." Below the editor, a small toolbar contains "Save & Resend", "Apply", "Ok", "Delete", and "Cancel" buttons.

To Delete the Post:

- Click the “Delete” button next to the post you wish to delete.
- Click “Yes” in the “Are you sure?” window that appears.
- Post will be removed from the app.

The screenshot displays the eSchoolView Site News interface. At the top, there is a navigation bar with the eSchoolView logo, 'Site News' title, and buttons for 'Create New', 'My News', and 'Settings'. The user is logged in as 'Clovis Unified School District'. A search bar and a 'Show Unpublished' checkbox are also visible.

The main content area shows a table of news items with columns for Title, Body, Create Date, Categories, Scheduled for, and Viewed by. Each row has a set of action buttons (up, down, edit, delete). A red box highlights the delete button for the first row, with an arrow pointing to it and the text 'Click “Delete” to Delete the post.'

An 'Are you sure?' dialog box is open in the foreground, asking 'Are you sure you want to delete this item?'. It has 'Yes' and 'No' buttons. A red box highlights the 'Yes' button, with an arrow pointing to it and the text 'Click “Yes.”'

| Title | Body | Create Date | Categories | Scheduled for | Viewed by | Actions |
|--------------------------------|--------------------------------|-------------------|------------|------------------|-----------|-----------------------------|
| New post from cloviselment... | | 8/16/21, 11:00 AM | Instagram | 8/16/21, 1:00 PM | 555 | [Up] [Down] [Edit] [Delete] |
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| Cancelled: Dec 7 COVID-19 ... | The COVID-19 testing origin... | 12/7/20, 1:10 PM | General | - | 479 | [Up] [Down] [Edit] [Delete] |
| This is the official facebo... | This is the official facebo... | 9/25/20, 10:02 AM | General | - | N/A | [Up] [Down] [Edit] [Delete] |
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