



W H I P P L E H I L L

Glossary of Terms

Acronyms/Abbreviations The following acronyms and abbreviations appear throughout Podium:

- (a) indicates an Active Role.
- A indicates an alum is a Class Agent.
- (c) indicates a department Chair.
- C indicates a team Captain.
- CMS Content Management Systems.
- D indicates a Deceased constituent.
- H indicates a Head Coach within Athletic Groups; a Head Teacher in Academic Groups; and an Honorary Alum in Alumni Groups.
- i indicates that more information is available by clicking or rolling over the icon.
- L indicates a Lost constituent.
- LDAP Lightweight Directory Access Protocol; LDAP is used to authenticate Podium users against a database other than WhippleHill's.
- MML Multimedia Library
- (NS) indicates a specific Content Item is Not Shown on its Group page.
- RSS Real Simple Syndication; RSS news feeds are used to pull news stories from media outlets such as CNN or other Web sites onto Podium pages and Portals.
- SIS Student Information Systems
- SSL Secure Socket Layer; enables pages or forms with sensitive information to be secured with a Thawte certificate.

A

Academic Content – The Announcements, Assignments, Course Roster, Course Teachers, Downloads, Links, Messages, News, Grading Rubrics, Expectations, Syllabi, and Photo Content Categories that appear on Academic Group pages.

Academic Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum for teachers to publish homework and other Academic Content to students and parents. Each course page can display Course Information, Assignments, Announcements, News, Downloads, Links, Photos, Messages, Grading Rubrics, Expectations, Syllabi, Course Teachers and Course Rosters. Also see Settings and Content Types.

Academic/Activity/ Advisory/ Dorm Group Page Settings – The administrative controls that affect the appearance and functionality of the group (section pages).

Academic Performance – The ability for the Grading Manager to create honor rolls and/or academic warnings.

Active Jobs – Refers to Push Page Jobs in Production that have not been sent yet.

Activity Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum for activity leaders to publish Activity Information, Announcements, News, Downloads, Links, Photos, Messages, Activity Leaders and Activity Rosters.

Activity Leader Types – Allows Activity Group Managers to define the activity leader's title in the sections. In most instances it is simply activity leader, however, there might be the need to create an activity leader type of supervisor or something similar.

Admissions – Part of WhippleHill's Student Information Systems product family. Provides the admissions staff with a centralized location for which they can manage candidates from inquiry to student or past candidates.

Address Information – Where Platform Managers can edit the school's main address as well as the address for each school level. The ZIP code within the main address is used to sync-up the Weather Channel that may appear on the School Portal.

Advisee Worklist – A list, available to Advisory Group Managers, of students that have not been assigned to an advisory section.

Advisory Content Editors – Given editorial rights over individual advisor group Content Categories.

Advisory Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum for advisors to publish Advisory Information, Announcements, News, Downloads, Links, Photos, Messages, Advisors and Advisory Rosters and have access to their advisees assignments, schedules and grades.

Advisor Types – Allows Advisory Group Managers to define the advisor's title in the sections. In most instances it is simply advisor, however, there might be the need to create an advisor type of class dean or something similar.

Affinity – Used to group people together for the purpose of publishing data (job title, e-mail address, education information, etc.) from their User Profiles onto the Web site. The most frequent example is Meet the Office pages.

Albums – Associated with the Multimedia Library, Albums are assortments of photos viewed together within a Gallery. Multiple Albums can be added to a Gallery.

All School – The default Constituent Role that users are associated to when they are added to the database. All constituents in the system remain All School members regardless of whatever additional Roles they may occupy. Spouses of alumni, faculty, siblings, etc. are examples of constituents who many only have the All School role as they do not have a direct relationship to the school.

Alternative Text – Entered at Step 5 of the Jobs in Production process, Alternative Text is the message that will appear for Push Page recipients who cannot receive HTML e-mails (These users will instead receive a link to the Push Page).

Alumni Content – Refers to the Class Letter, Announcement, Class Note, Download, Event, Link, News and Photo Content Categories that appear on Alumni Group pages.

Alumni Content Editors – Given editorial rights over individual class Content Categories. For example, an alum can be given access to write News for the class of 1995.

Alumni Group Manager – Members of this Role have the ability to add, edit and approve class notes and agent letters, as well as manage group content such as Announcements, Events, News, Photos, etc.

Alumni Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum for alumni to

communicate with classmates. Each class page can display Class Information, Classmates, News, Announcements, Class Notes, Agent Letters, Photos, Class Giving, Facts and Figures, Events, Downloads and Links. Also see Settings and Content Types.

Alumni Group Settings – The administrative controls that affect the appearance and functionality of Alumni Groups. Only Alumni Group Managers have access to these settings.

Alumni Page Settings – Where Alumni Group Managers select which Content Types appear on the class pages.

Announcement – Used to publish school announcements, which display a title, publish date and short description.

Annual Fund – Used for fund progress charts, which can display goal amount, current amount, last-year amount, participation goal percentage, participation current percentage, participation last-year percentage, as-of date, start date and end date.

Approval Worklist – Used within the Comments Product, this navigation allows the user to approve/deny/e-mail and print the comments that have been created for the students.

Approved – Indicates that a Class Note or Agent Letter has been permitted to be published on a class page by the Alumni Group Manager.

Assessment Grading – Sometimes referred to as Criteria-Based reporting, this style of grading allows for specific criteria to be created for the courses and the teachers can then grade the students' progress using the criteria and the grading scale created.

Assignment – Displays homework assignments on Academic Group pages. Assignments display a short and full description, assigned and due dates, and the Assignment Type (homework, quiz, test, etc.).

Assignments Master Page – The Assignments page in the left navigation that allows users access to their associated assignments in a calendar grid or list view.

Assignment Types – Where Academic Group Managers enter the various assignment types (homework, quiz, test, etc.) that will be tracked in the system when using the Roster Major Assignment Report or Grade Book.

Assignments View Options – Allows the Academic Group Manager or Platform Manager the ability to set the default view on the Assignments Master Page.

Assignments View Security – Allows the Academic Group Manager or Platform Manager the ability to set specific access to an Assignment View.

Associations – Connections that allow users to view personalized content on a Portal based on their Role and Group memberships, as well as their Relationships in the system. For example, a parent will receive Role-based content for Parents because he or she is associated with the Parent role; the same parent may also receive girls' varsity soccer content on the portal because his/her daughter is a member of the girls' varsity soccer group, which the parent is associated with via Relationships. Also see Relationships.

Athletic Content – The Announcement, Download, Link, Message, News, Photo, Team Coach, Team Practice Schedule, Team Roster, Team Schedule and Team Statistics Content Categories that appear on Athletic Group pages.

Athletic Group Manager – Members of this Role have control over athletic settings such as Main Sports, Opponents, Locations, Levels of Play, etc.; they also have full editorial rights over group content such as Schedules, Practice Schedules, News and Highlights, Coaches, Rosters, etc.

Athletic Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum to communicate team information. Each team page can display Team Information, Team Schedule (including directions), Team Practice Schedule, News, Announcements, Links, Downloads, Photos, Team Statistics, Messages, Team Coaches and Team Roster. Also see Settings and Content Types.

Athletic Group Settings – The administrative controls that affect the appearance and functionality of Athletic Groups. Only Athletic Group Managers have access to these settings.

Attendance – Part of WhippleHill's Student Information Systems product family. Provides teachers, activity leaders, and advisors with an easily accessible attendance tool. Users can quickly view real-time attendance history as well as be alerted when students are pre-excused. Furthermore, users can monitor attendance data through channels on their Portals.

Authentication – Where Platform Managers can determine how long a user signed in to Podium can be idle before the session times out, activate the SSL certificate in the community, input customized Browser Support Text, and enable encrypted cookies for one-time authentication when linking from Podium to the school's existing server.

Awards – Part of WhippleHill's Student Information Systems product family. Primarily used by those schools that have purchased the Grading or the Athletic Product, who want to display those Awards that have been given to the students.

B

Bad E-mail – Designates an invalid e-mail address; Push Pages will not be sent to users on Subscription Lists with Bad E-mails, which are designated based on the Bounce Parameters, or manually set. Change the constituent's e-mail address manually or by refresh will automatically remove the Bad E-mail indicator.

Blocks – The created sections for Academic Groups, Activity Groups and Advisory Groups can be organized by associating them with blocks (also known as periods). These blocks display with the section name and identifier wherever that section is displayed to the users.

Block Rotation – Those schedule sets that have a regular rotation. Examples of this are 5-day rotations, 6-day rotations and 10-day rotations.

Bounce Parameters – Where Push Page administrators can set how many Hard and Soft Bounces are received before the e-mail address is flagged as a Bad E-mail and the user no longer receives Push Pages, (WhippleHill recommends eight for Soft and three for Hard). A setting for whether the Send ID is included in the E-mail Header is also located here.

Bounce Worklist – Displays all users who did not receive a Push Page that was sent to them. It is sorted by Hard and Soft Bounces to indicate the cause, and any changes made to a user's e-mail address in the Bounce Worklist will be automatically updated in the Subscription List and the User Profile.

Buildings (Academic, Activity, Advisory, and Residence) – Allow the different Group Managers to create buildings and rooms in which the created sections may be associated.

Buildings (Athletic) – Where Athletic Group Managers enter directions for indoor athletic venues located on campus.

Bulk Upload – Used to upload photos, audio or video files to the MML larger than the 16MB supported via the HTTP Upload option.

Business Index – Used to group businesses on a page for the purpose of displaying contact information such address, phone number, Web address, distance from campus, etc. Business Indexes are most commonly used for Accommodations, Restaurants and Local Attractions pages in schools' Visitor Guide sections.

C

Calendars – Display Event Category items. There are three types of calendars: Custom Calendar, Podium Calendar and Page Calendar.

Category – Where the Store Manager will create and define the various categories that a product may be included in, such as School Supplies, Clothing, or Books.

Channel – A block of content-display space either on the School Portal or a Podium Page.

Channel Bar – For content channels on the School Portal, the Channel Bar is the area at the top of the Channel that displays the title, as well as the plus and minus symbols to minimize and maximize the Channel.

Channel Options – Various content display choices available for each Channel. For instance, Custom Title or Channel Height.

Channel Style – The design applied to a specific Channel from within the Channel Options.

Channel Title – The naming convention that displays at the top of a Channel; Channel Titles can be turned off within the Channel Options.

Child Pages – Child Pages are a sub-navigation page of another page or section. For example, Application Process may be a Child Page of Admissions.

Checklist – Candidates move through the Admissions process at the school through the checklist created by the Admissions Manager. Completing a checklist step may trigger a change the candidate's status.

Class Information – Where Platform Managers designate whether a class has graduated, as well as enter the current donation amount, participation percentage, class goal, participation goal, personal. Best amount and personal best percentage that displays on the class group page, (Donation statistics will only publish for schools using Alumni Groups).

Class Letter – Content type that enables class agents to publish letters to their classmates within Alumni Groups. The school can set whether Class Letters must be approved before being published.

Class Letter Setting – Where Alumni Group Managers specify whether Class Letters must be approved prior to displaying on the site; enter the default messages that appear when class agents add a letter; and decide if Class Letters will be e-mailed to alumni.

Class Notes – Content type that enables alumni to publish notes to classmates within Alumni Groups. The school can set whether Class Notes must be approved before being published.

Class Notes Setting – Where Alumni Group Managers specify whether Class Notes must be approved prior to displaying on the site; enter the default messages that appear when alumni add a class note; and decide if Class Notes will be e-mailed to alumni.

Classes Meet (Normal Rotation) – This is the default for all of the days displayed on the calendar and the Schedule Manager can then, for each block, cancel the class by checking it off on the right hand side of the screen, or simply change the start and end times for the blocks.

Classes Meet (Outside Rotation – Bump) – Within the Schedule Program, the Schedule Manager can use this option to essentially clear out the schedule for the day, allowing the Schedule Manager to build a new schedule from scratch for that day. It is important to note that the day you choose to “Meet Outside Rotation” becomes the following day. For example, today A Block meets first and tomorrow B Block meets first. If I choose “Meet Outside Rotation” for today, then tomorrow becomes today’s schedule and A Block will meet first.

Coaching Types – Where Athletic Group Managers enter the coaching designations (coach, offensive coordinator, team manager, etc.) that coaches are listed as when added to a team page.

Collections – A grouping of MML Galleries within a specific Content Category. For example, if Alumni is a Category of the MML, Reunion 2006, which contains Galleries of photos, video and audio from the reunion, is the Collection.

Comments – Part of WhippleHill’s Student Information Systems product family. Should not be confused with the comments that a teacher can record for a student to appear on their report card. Comments are primarily used

by those schools who want to create narratives regarding a student’s progress or behavior at the school, these comments are then displayed or emailed to specific people who have a relationship with the student.

Comment Types – The Comment Manager can create different types of comments that can be created at the school for the students. Examples of Comment Types include: Academic Warning, Academic Highlight, and Dress Code Violation.

Community Categories – Where Community Group Managers enter categories such as Students, Parents, General, etc., which are used to organize the various Community Groups.

Community Content – Refers to the Announcement, Download, Event, Link, News, Photo and Messages Content Categories that appear on the Community Group pages.

Community Content Editors – Given editorial rights over individual Community Groups’ Content Categories. For example, a chess club member can be given access to add announcements to the chess club group page.

Community Group Manager – Gives members control over community settings such as creating community groups and community categories; they also have full editorial rights over group content such as News, Announcements, Links, Events, etc.

Community Groups – Part of WhippleHill’s Groups & Learning product family. Creates a forum to communicate information about school clubs and organizations to members. Each Community Group page can display Group Information, Members, News, Announcements, Events, Messages, Links and Downloads. Also see Settings and Content Types.

Community Group Settings – The administrative controls that affect the appearance and functionality of Community Groups.

Community Page Settings – Where Community Group Managers or Owners select which Content Types appear on the Community Groups pages.

Conferences – Athletic Group Managers enter the conferences in which that the school competing can be associated with Opponents.

Content – Refers to the text, photos, downloads, links, etc., published on the site, which are filtered in the system as Page Content, Role Content, Group Content,

Alumni Content, Athletic Content, Academic Content or Community Content based on where it primarily displays.

Content Access Layers – WhippleHill's Podium platform provides three layers of security for content access: Public Layer, Secure Layer and Private Layer.

Content Category – Refers to the specific collection of content available within a Content Type. For example, Events is a Content Type; admission events, art events, college counseling events, etc. may be Content Categories within the Events type.

Content Editors – Given editorial rights over individual Content Categories. For example, the admission director can be given access to edit the Text that appears on the Admission Welcome page. (Although listed as a Role, Content Editors must be added through the Page Manager Task Settings).

Content Items – Individual elements of a Content Category. For example, each news story added to a college counseling News category is a specific Content Item of that category.

Content Management Systems (CMS) – Refer to WhippleHill's family of content management software products: Multimedia Library, PageBuilder and Push Page.

Content Type – The building blocks that comprise Podium Pages and Podium Groups; these include Announcements, Downloads, Links, News, Events, Photos and more. WhippleHill's PageBuilder product is needed to create Podium Pages and add Content Types to them; however, some Content Types are specific to Podium Group applications and therefore cannot be displayed on Podium Pages.

Contract Type – The school to indicate the contracts that will be awarded to the candidate and students. (Included in Admissions.)

Course Content Editors – Given editorial rights over individual course group Content Categories. For example, a parent can be given access to add photos to a course page.

Course Distinctions – For each group type, the Grading Manager can define the special course distinctions that will be used to designate special honors to students who perform extra work in a course and therefore are awarded a special distinction.

Course Page Settings – Where Academic Group Managers or Teachers select which Content Types appear on the course pages.

Course Roster – Used to publish student rosters for each class within Academic Groups.

Courses – Located within either the Academic Groups Settings and Page Builder Settings (when Academic Groups has not been purchased), Courses are where the course descriptions that appear on the public site are entered along with the course sensitive information such as Grade Plan Groups, Credit, Course Length, GPA Weight and Course Code.

Course Teachers – Content Type used to publish teacher names for each class within Academic Groups.

Constituent Roles – User roles such as Student, Parent, Alumni, Teacher, Non-Teaching Staff, All School, etc., which provide members with role-specific content.

Content Manager – Gives members editorial rights over all Page-Based Content Categories that have already been created by the Page Manager. Content Managers cannot add new Categories or edit Category settings.

Custom Calendar – Appears on some front-end of school Web sites with the option for users to check off which page-based Event categories they want to display. The Custom Calendar has been custom coded by WhippleHill.

Custom Label Setting – Within the Custom Label Setting Platform Managers may change references to 'Alumni' throughout Podium to another, school- or gender-specific term.

Custom Pages – Specific pages appearing within the Podium Content Pages navigation structure that have been custom coded (by WH programming) in order to support special design or functionality. Schools cannot dynamically add Content Categories to Custom Pages or change the page layout; however, the content appearing on Custom Pages is self-manageable.

Custom PushPage – Non-templated Push Page Jobs that provide the ability to send a plain text e-mail to Subscription Lists or to create your own HTML PushPage.

Custom User Fields – Setting that allow Platform Managers to enter up to ten custom-labeled text fields for use within the Personal Information > Other Information section of user profiles.

D

Data Manager – A role that allows users to submit properly formatted Data Refresh and Data Import files to WhippleHill for validation and processing.

Decisions – The end result of the Admissions process is a decision, whether it is the school's decision to accept a student or the student's decision to not accept a school's offer. The Decision setting allows the Admissions Manager to create the necessary fields to record this information for the candidate.

Delivered Jobs – Displays all sent PushPages. Administrators can click on the View Log link to see who received the PushPage and when they viewed it, as well as the failed-delivery bounces.

Delivery Test Lists – Subscription Lists comprised of individuals who are responsible for testing/proofreading Push Pages before delivery.

Departments – Located within either the Academic Groups Settings and Page Manager Settings (when Academic Groups has not been purchased), Departments are where the department descriptions that appear on the public site are entered.

Description of Group – When proposing a Community Group, Description of Group is where the user enters text that will appear on the site explaining what the group is about.

Directory Settings – Where Platform Managers can determine the search criteria available in the Podium Directory for members of each individual Role.

Dorm Content Editors – Given editorial rights over individual dorm group Content Categories for all or specific dorm pages

Dorm Groups – Part of WhippleHill's Groups & Learning product family. Provides a forum for Dorm Supervisors to publish Dorm Information, Announcements, News, Downloads, Links, Photos, Messages, Dorm Supervisors and Dorm Rosters.

Dorm Supervisor Types – Located in Dorm Group Settings, Dorm Supervisor Types allow Dorm Group Managers to define the dorm supervisor's title on the dorm page. In most instances, it is dorm supervisor, however, there might be the need to create a dorm supervisor type of dorm parent, house parent or something similar.

Download – Used to make PDFs, Microsoft Word documents, PowerPoint presentations and other file types easily available for download on the site. A title and short description can display with each download item.

Drop – A link available on the Manage Enrollment screen, which allows the Academic Group Manager to easily drop the section from the student's enrollment record.

E

Employment Status – Where the Mentor Manager can create employment statuses to be selected by mentors and mentees when editing their business profile information.

End of Term Grading – An End of Term Grade Plan is used to calculate Term averages and award students credit based on either a term or final grade. This End of Term indicator allows the Grading program to determine those courses that require term or final grades based on course length.

Enroll Group – Allows the specific group manager to enroll a group of students into one or multiple sections of offered courses, activities, advisories or teams.

Enrollment Transfer – The Academic or Advisory Group Manager can use this navigation to select the student(s) and switch their enrollments from one section of the same course/advisory to another.

Enrollment Worklist – Make new course/activity requests on behalf of a student, view existing requests, approve requests when necessary and enroll students into requested courses within the Online Signup product.

Event – Content Type used for calendars. Event category items display title, short and long descriptions, start and end dates, start and end times, contact names and e-mail, and location. Event Categories can be published on Page Calendars, the Custom Calendar, the Podium Calendar and the School Portal.

Event Registration – Part of WhippleHill's Forms & Commerce product family. A comprehensive online event registration tool, complete with the ability to link from calendar events, collect payment for sub-event activities and dinners, and publish who will be attending.

Excuse Types – The Attendance Manager can create the absence excuses that are to be used at the school to record attendance data for the students. Excuses may

be designated as absent excused, absent unexcused, tardy excused or tardy unexcused.

Expectations – Used to display course expectations as text and/or attachments on Academic Group pages. Description, long description, and attachments are supported.

F

FAQ – Used to publish frequently asked questions on the site by providing separate fields for entering questions and the corresponding answers.

Financial Aid – As a candidate is processed in Admissions, the Admissions Manager has the ability to record and maintain financial aid information that is created.

Financial Aid Decisions – Those Candidates that receive financial aid information within the admissions process can have their decisions recorded on their admissions profiles.

Fly-Out Menu – Navigation items that pop out when the main Podium Navigation item is moused over.

Form – Used to build custom e-mail forms including text fields, check boxes and drop-down menus. Successful submissions can be sent to any user in the school's database. Public examples include contact forms for specific school departments; internally, some schools use E-Mail Forms to communicate maintenance or IT requests.

Forms & Commerce – Forms & Commerce refers to WhippleHill's family of forms and transactions software products: Event Registration, Giving, Inquiry and Store.

Funds – The various giving options available on the Giving form, which enable donors to appropriate their gift to multiple and/or specific areas of need at the school.

G

Gallery – The organization of photos albums, audio and video files within a Collection. For example, if Reunion 2006 is a Collection within the Alumni Category, the Class of 1996 Dinner could have its own Gallery of photos, audio and video within the Collection.

Generate Report Cards – In order to print report cards in bulk, the Grading Manager can select this option and then choose the appropriate filters for printing.

Generate Transcripts – In order to print transcripts in bulk, the Grading Manager can select this option and then choose the appropriate filters for printing.

Giving – Part of WhippleHill's Forms & Commerce product family. Enables schools to collect online donations via customizable forms. Administrators can set which fields display and whether they are required, the available funds, and all applicable matching gift and mail-to instructions.

Giving Editors – Given editorial rights over individual Giving forms. For example, if two Giving forms are created, one for the annual fund and another for a capital campaign, a user may be given access to edit only the capital campaign form.

Giving Form – Used to publish online giving forms generated by WhippleHill's Giving software product. The forms collect pertinent donor information, gift details such as whether a gift will be matched, and payment information. See Forms & Commerce>Giving for more information.

Giving Manager – Enables members to create Giving forms, designate and edit the fields that appear on each form, and collect the data submitted on the forms.

Giving Settings – Administrative controls that affect the appearance and functionality of the Giving forms.

Grade Access – The Grade Book Manager has the ability to define those members of the community (Parent, Student, Advisor, and Dorm Supervisor) who should have access to reports based on the grades recorded in the teacher's grade book.

Grade Analysis – The Grading Manager has the ability to analyze the grades that have been recorded for the students, this is essentially a report that can be modified to return specific results and printed.

Grade Averages – The Grading Manager has the ability to create their own grade average calculations. These can later be used to on report cards and transcripts or to generate academic performance.

Grade Book – Part of WhippleHill's Student Information Systems product family. Provides teachers the flexibility to manage grade recording, and assignment preparation. Schools can replicate their existing grading formulas by defining assignment types and grading weights for each,

dropping the lowest and highest scores, and creating grading scales for letter grades. Furthermore, access to the recorded assignment grades can be granted to Parents, Students, Advisors and Dorm Supervisors

Grade Categories – For each of the group types purchased, the grade categories can be defined for easier creation of assessment and standard style grade plans.

Grade Plans – Set by the Grading Manager, these define the criteria for which teachers are to record report card grades.

Grade Plan Groups – Set by the Grading Manager, these groups are used as a way of organizing how the courses are to be graded.

Grade Translations – For each of the group types purchased, the Grading Manager can define the grades that will be used for grading the students.

Grading – Part of WhippleHill's Student Information Systems product family. Allows schools to create, edit and deliver online report cards directly to parents and students. Grading simplifies report card preparation by providing a narrative text editing tool that allows for comment writing and grade collection within the same interface.

Grading Rollover – Once the grade plans and report cards have been created, the Grading Manager can simply rollover them to the school year.

Grading Rubric – Used to display course grading method as text and/or attachments on Academic Group pages. Description, long description, and attachments are supported.

Groups & Learning – WhippleHill's family of group-communication software products: Academic Groups, Activity Groups, Advising Groups, Alumni Groups, Athletic Groups, Community Groups, Mentor Groups and Residence Groups.

H

Hard Bounces – Indicate an invalid e-mail address. These are often caused by spelling mistakes, which can be corrected from the Bounce Worklist.

Horizontal Menu – Used to display navigation across the top of a page – versus as fly-out menus – creating a “tab” effect for level three and/or four navigation.

HTML Editor – Functionality, that appears with Content Types that display text, enabling the user to easily enter text without having to include HTML tags for line breaks, bolding, italics, etc. Users proficient in HTML can enter text with the HTML tags included in the editor's HTML mode.

HTTP Upload – HTTP (Hypertext Transfer Protocol) Upload is used to import up to 16MB of photos, audio or video files to the MML console.

iCal – A standard for calendar data exchange, as well as the name of the Apple calendar program that provides one of the implementations of the standard.

Impersonate User – Enables Platform Managers to view what another constituent sees when he or she signs in. When an impersonation is taking place, the name of the user being impersonated appears in italics within the Sign-In Box. To end an impersonation, simply click on the user's italicized name.

Inactive – Courses, Activities, Advisories, Dorms, and Sports all can be marked as inactive which in essence makes the inactive course unavailable to be offered in subsequent terms/seasons.

Inquiry – Part of WhippleHill's Forms & Commerce product family. Enables schools to collect online inquiries for admissions, summer camp and other programs via customizable forms. Administrators can set which fields display and whether they are required, the available interest categories, and applicable introduction and confirmation text.

Inquiry Editors – Given editorial rights over individual Inquiry Forms. For example, if two Inquiry forms are created, one for admissions and another for summer programs, a user can be given access to edit only the summer programs form.

Inquiry Form – Used to publish inquiry forms generated by WhippleHill's Inquiry software product. Typically used for admission inquiries, the forms collect pertinent contact, student, parent, mailing address and education information.

Inquiry Manager – Enables members to create Inquiry forms, designate and edit the fields that appear on each form, and collect the data submitted on the forms.

Inquiry Settings – Administrative controls that affect the appearance and functionality of the Inquiry forms.

Inquiry Source – By creating the Inquiry Source, the Admissions Manager is creating the fields that will allow them to indicate where the inquiry from the candidate originated.

Interests – The various options available on an Inquiry form, which enable users to express their desire to learn more about certain aspects of the school such as the arts, athletics or clubs. Interests also allow schools to collect information about who is applying to the school and what activities, etc. they anticipate being involved in.

Interview Types – The different types of interviews that may be conducted for the candidate also can be created so that the tracking of the individual candidate's process can be accurate.

Items – These are the individual aspects, such as dinner selection, event tickets or t-shirts, of a whole registration that a user has the ability to select to be included in their registration information.

J

Job Board – Used to publish job postings and is available with WhippleHill's Mentor Groups software product. Job Board items may appear on the school Portal, on Mentor Group pages, and on public Podium pages.

Jobs in Production – The seven-step process to sending a Push Page; from creating a new job to selecting the delivery date and time. Once a job has been created, Push Page Managers can continue to edit these settings prior to sending.

Join Community Group – Enables constituents to opt-in to existing Community Groups that have been set to allow any user to join.

L

Late Change Worklist – Within the Online Signup program, the Late Change Worklist allows the Online Signup Manager to view and approve existing late change requests and adjust a student's enrollments accordingly.

Letter Grade Scale – The Grade Book grades for assignments are either numeric or letter grades. This letter grade scale setting allows the Grade Book Manager to define the letter grade scale and indicate what each letter/symbol will equal in order for the calculation to work correctly.

Levels of Play – Where Athletic Group Managers enter the sport levels (varsity, JV, etc.) used to identify teams.

Link – Provides an easy way to link to both external sites and internal pages. A title, short description and photo/graphic can display with each link item. The photo/graphic may act as the hyperlink.

List – Used to consolidate content onto a single page without causing the page to be too long. List Items can display title, short description and a photo, and then feature a "read more" link to display the long description. Practical examples include pages where giving funds, clubs or trustees are detailed.

List Manager – Used to generate customized queries, and gather lists of user-related information from the Podium database.

Locations – Where Athletic Group Managers enter directions for all off-campus athletic venues.

M

Main Sports – Located within both the Athletic Groups Settings and PageBuilder Settings, Main Sports are where the sports (soccer, basketball, tennis, etc.) offered at the school are entered.

Manage Absences – Essentially, two tasks in one. The Attendance Manager has the ability through this task to monitor who is absent for the day as well as pre-excuse absences for a particular or a group of students.

Manage Comments – Used within Comments, displays comments that the user has authored, as well as the ability to write new comments for any student in the school.

Manage School Assignment Views – Allows the Academic Group Manager or Platform Manager the ability to manage the Assignment Views (change sort order, edit name).

Marking Periods – Within the terms built for the school level, the Grade Book Manager has the ability to further define the marking periods within the term.

Master Rollover – Allows the manager of each of the respective products to complete rollover processes from one year to the next in a centralized location.

Master Schedule – The Schedule Manager has the ability through this navigation to manage the rotations for a specific level in a calendar view. A specific day's rotation can be reorganized, classes can be cancelled, or an entire day can be cancelled and an announcement can be entered.

Media Library – Used to publish links on the site that open specific photo albums, video or audio files within the Media Player.

Media Library Editors – Given editorial rights over individual Content Categories in the MML. For example, an alumnus can be given access to add reunion photos to the alumni section of the MML.

Media Player – The Flash-based MML interfaced used to publish .jpg images, MP3 audio and .swf video files. A title and caption can display for each item, and audio and video automatically streams for smooth user interaction.

Media Player Settings – Where Multimedia Library Managers can upload a banner image and set the background color for the player. Please note: WhippleHill will initially enter these items for schools utilizing the company's design services.

Meeting Times – Used by the Schedule Manager when creating schedule sets; they are the times during which classes meet.

Membership Type – When proposing a Community Group, there are three types of membership that can be set: 'Listed/Anyone' allows any school constituent in the database to join the group; 'Listed with Permission' allows any school constituent to view the group and ask to be allowed to join; 'Unlisted/Invite' groups only display for constituents who have been invited and accepted the invitation.

Mentor Content – The Announcement, Download, Event, Link, Job Board, Message, and News Content Categories available to display on private Mentor Group pages.

Mentor Content Editors – Given editorial rights over specific mentor groups, and specific content categories within each group.

Mentor Groups – Part of WhippleHill's Groups & Learning product family. Facilitates online career mentoring relationships among school constituents, primarily alumni. Each mentor page can display Group Information, Mentors, Mentees, News, Job Board, Announcements, Events, Messages, Links and Downloads. Also see Settings and Content Types.

Mentor Group Page Settings – Where Mentor Group Managers select which Content Types appear on the Mentor Groups pages.

Mentor Manager – Gives members the ability to control the various Mentor settings and manage Mentor Groups using the tasks available such as creating mentor groups, approving registrations and handling mentor profile changes.

Mentor Settings – Administrative controls that affect the functionality of Mentor Groups.

Message – Content Type used to publish messages on the Message Board Channel available within the various Podium Groups. Each message will display the author's name, the subject and the message text. Topics may be started by a single user and threaded online discussions created.

Missing Alumni – A page that appears under the Alumni/ae Role Navigation, where alumni can search for missing classmates and report the contact information for lost alumni to the school. Alumni Group Managers can customize the message that prompts users to report missing alumni information within the Alumni Groups Settings.

MML Manager – Role that gives members the ability to add Media Library Editors to the system, as well as to edit Media Player Settings. (To add content to the Multimedia Library, a user must be a Page Manager, Content Manager or Media Library Editor.)

Monitoring Team – Gives the Comments Manager the ability to define specific users who should have access to all Comments regardless of their relationship to the student.

Multimedia Library (MML) – Part of WhippleHill's Content Management Systems product family. A flash-based media player used to publish and archive .jpg images, MP3 audio and .swf video files. Links to specific MML Items can be published on the School Portal and Podium Pages. Also see Content Types and Settings.

Multimedia Library Settings – The administrative controls that affect the appearance and functionality of the Multimedia Library.

My Groups – A personalized listing of the groups each user belongs to based on his/her Roles (Parent, Alumni, etc.) and Associations (parent of a girls' varsity soccer player).

My Portal – An offshoot of the School Portal, My Portal allows users (students, parents, alumni, etc.) to customize the content channels that display based on what the school has allowed them to access.

N

Navigation Levels – The site's public navigation hierarchy. Level 1 (L1) is the top level of navigation, which appears on the home page and across the banner of internal Podium Pages; Level 2 (L2) appears in the left column of the Podium Navigation; Level 3 (L3) flies-out from the L2 navigation upon mouse-over and/or can be set to appear in tabs across the top of the page; Level 4 (L4) has the same functionality/appearance options as L3 with the addition that L4 is sometimes displayed in a right-column sidebar. Whenever possible, WhippleHill recommends not building pages below L4 navigation.

News – Content Type used to publish news stories for various school departments; each story can display title, short and long description, publish date, photos and author. Comments are supported at both the News Category and story levels and three Comment Approval Type options exist:

Admin Approval - If this option is selected, comments made in regards to news stories will require the approval of a Page or Content Manager prior to posting.

None - If this option is selected, comments made in regards to news stories will appear immediately.

Self-Approval - If this option is selected, comments posted in regards to news stories will require the approval of the comment author prior to being posted.

No Classes (Bump) – Within the Schedule Program, the Schedule Manager has the ability to edit the schedule for a day and choose this setting, which is to be used when classes are cancelled for the day and the next day will follow that day's schedule. For example, today A Block meets first and tomorrow B Block meets first. If I choose "No Classes (Bump)" for today, then tomorrow becomes today's schedule and A Block will meet first.

No Classes (Skip) – Within the Schedule Program, the Schedule Manager has the ability to edit the schedule for a day and choose this setting, which is to be used when classes are cancelled for the day and the next day's schedule will stay the same. For example, today A Block meets first and tomorrow B Block meets first. If I choose "No Classes (Skip)" for today, then tomorrow schedule stays the same and B Block will meet first.

Non-Publishable – Indicates that a Class Note author does not want his/her note published in school print materials such as an alumni newsletter.

Notifications – Where Platform Managers can maintain the e-mail notifications that are sent when users write Class Notes or Agent Letters, submit E-Mail Forms, submit a Giving or Inquiry form, make a username and password request, and more.

Online Gifts – These are the stored records of information/donations that have been submitted through a Giving Form on a page.

Online Inquiries – These are stored records of information that have been submitted through an Inquiry Form on a page.

Online Signup – Part of WhippleHill's Student Information Systems product family. Allows Advisors and administrators to recommend courses to students. Once the school allows access, students log in, view recommendations, and may request to enroll in those courses as well as sign up for additional courses, and school activities. Advisors and administrators have the ability to then approve or deny students' requests.

Opponents – Where Athletic Group Managers enter opponents into the system and attach relevant information such as the school address and athletic director contact information. (Note: Opponent directions are entered under Locations.)

Opponent Contract Text – Where the Athletic Group Managers enter full season and designated period contract text. This text appears on the Opponent Contract Reports.

P

PageBuilder – Part of WhippleHill's Content Management Systems product family. Gives schools the tools to build Podium Pages. When creating a page, administrators can

decide where it appears in the site navigation and the Content Categories that display, as well as various layout and formatting options. See Content Types and Settings.

PageBuilder Settings – Administrative controls that affect how content is displayed on the site.

Page Calendar – Created when an Event Category (or Categories) is added to a page using WhippleHill's PageBuilder software. For example, displaying the arts Event category on a page within the Arts section of the site.

Page Content – Refers to the (Affinity, Announcement, Annual Fund, Business Index, Download, Event, FAQ, E-mail Form, Giving Form, Inquiry Form, Link, List, News, Photo, Poll, Text and Trivia) Content Categories set to display on public or private Podium Pages.

Page Manager – Gives members the ability to edit Page Content, create Content Categories and build Podium Pages.

Page Title – Used to replace the standard HTML text page headers with graphic images.

Parent Pages – Pages in the navigation that have sub-pages. For example, Admissions may be a parent page of Tuition & Financial Aid, Inquiry Form, Application Process, etc.

Payment Options – Where the Mentor Group Managers establish payment options if payment is required during the mentor and/or mentee registration process.

Photo – Content Type used to display photos, whether as a single page photo or a multiple-image gallery.

Photo Album – The specific image collections created within a Photo group. See Content Item for more description.

Platform Manager – Gives members control over Podium Settings, such as Directory Access, Notifications, Profile Fields, etc.; these users also have full editorial rights over each constituent's User Profile.

Playing Fields – Where Athletic Group Managers enter directions for outdoor venues located on campus.

Podium – The Web-based platform that runs the Release 5 versions of WhippleHill's Content Management, Student Information Systems, Groups & Learning, and Forms & Commerce software products.

Podium Calendar – Displays event items from selected Event Categories publicly or event items from Event Categories as well as role- and group-based Events categories pertaining to individual users behind the password. Platform Managers designate which page-based Events categories display on the Podium Calendar.

Podium Content Pages – The navigation structure of Podium Pages, which the school can fully manage.

Podium Directory – Where constituents can search for other constituents in the system, to access personal information such as e-mail addresses and phone numbers. Platform Managers can decide within Settings what Roles each user can search (for example, can alumni look up current students?), as well as the personal information that displays when viewing users of specific Roles.

Podium Groups – The portal-type pages that appear for members of each group, featuring Content Channels such as Announcements, News, Events, Photos, Message Board, Links and Downloads. Groups are available to all constituents in the private Podium Navigation, which are broken into the following classifications: Academic Groups, Alumni Groups, Athletic Groups, Community Groups and Role Groups. Also see Groups & Learning.

Podium Navigation – Refers to Level 2 navigation and beyond, which is located on the page's left margin beneath the Sign-In Box. The Podium Navigation is split into public and private navigation: Public Navigation is what the school's external audience can see when navigating the front-end of the site, Private navigation appears directly above the public navigation for users when they sign in, and includes options such as Portal, Calendar, Directory.

Podium Pages – Web pages built on WhippleHill's Podium platform. These pages can be created either by the school or WhippleHill using the company's PageBuilder software product, and they can be set to appear on the Public or Private Layers of the site.

Podium Profile – See User Profile.

Podium Reports – Enable managers to analyze the usage of WhippleHill's software products. For example, the PushPage Manager can generate reports that show the PushPages sent, the percentage read, the percentage bounced, etc.

Podium Settings – Administrative controls that affect the appearance and functionality of Podium, which includes School Years, Terms and Grade Levels, Profile Fields, Notifications and School Portal Settings.

Poll – Used to publish poll questions and answers; each poll question can support up to six answers.

Private Layer – Occurs after a user has signed into the Secure Layer, navigated off the site and then returned. The system “thinks” it knows who the user is, so he or she will still be able to see most of the personalized content; however, because there is a chance it might not be the same user, he or she will have to sign in again to view the most sensitive information.

Product Logo Category – Used to aid the Store Manager in organizing the individual logos in the store.

Product Logos – This is where a Store Manager can add and edit the logos they have added to the Store.

Profile Fields – Where Platform Managers determine the personal information (e-mail, home address, job title, etc.) that members of each Role have the ability to view and edit in their User Profile.

Profile Publish Access – Where Platform Managers designate the Roles that each user can publish their personal information to. For example, can Alumni publish their e-mail addresses to Students?

Profile Publish Access (Mentor) – Allows the Mentor Manager to set the default publish fields displayed on a users profile and determine if user’s are able to remove themselves from the directory search.

Profile Relationship Access – Where Platform Managers can designate the profile information that users of a particular Role can view and edit for other users they are associated with through Relationships. For example, can Faculty edit their spouses’ profiles if their spouses are also faculty members?

Propose Community Group – Enables constituents to start their own Community Group, pending approval by the Community Group Manager.

Public Layer – All content available to the general public; it takes into consideration all pages on the front-end of the site, as well as the default content available on the School Portal and Calendar before sign-in.

Public Lists – Subscription Lists that users may unsubscribe to via the Bulk E-mail channel within their profile.

Publishable – Indicates that a Class Note author agrees to have their note published in school print materials such as an alumni newsletter.

Purpose of Group – When proposing a Community Group, Purpose of Group is where the user enters why he or she wants to start the group. This is reviewed by the Community Group Manager when deciding whether to approve the group.

Push Page – Part of WhippleHill’s Content Management Systems product family, Push Page delivers the capability to send HTML e-mail newsletters to constituents. Push Pages can display news, links, downloads and polls within a custom-designed template. Non-template pushpages may also be sent, and subscription lists are easily generated by querying constituent information from the database.

Push Page Manager – Push Page Managers can create and send pushpages, customize subscription lists, and review delivered pushpages.

Push Page Settings – Allows Push Page Managers to disable the option for sending a Push Page as an HTML e-mail eliminating potential display problems in various e-mail clients by forcing all Push Pages to be sent as links to the HTML message.

Push Page Template – Push Page Template is the design layout that Push Page e-mails are formatted in. Most schools utilize one general template for all constituent mailings; however, some schools opt to have special templates created for alumni, parents, etc.

R

Real Simple Syndication (RSS) – Technology used to pull news stories from media outlets such as CNN or other Web sites as feeds onto Podium pages and Portals.

Recipients – Constituents such as Alumni/ae, Parents, Faculty, Students in your WhippleHill database who receive Push Page e-mails.

Reference Types – The different types of references required for the Admissions process can be recorded by the Admissions Manager and then associated with particular candidate.

Relationships – The system’s way of tracking users who are related. These Associations are what allow parents to see their child’s homework assignments, sports announcements, etc. when they sign in to the School Portal. See Associations for more.

Relationship Types – Where Platform Managers can select the Relationships that will be tracked in the system. Examples of Relationships include parent-child, sibling-sibling, spouse-spouse, etc.

Report Access – Platform Managers may use this setting to control what Roles are granted access to Reports.

Report Card Builder – The Grading Manager has the ability to create and manage both the assessment and standard style report cards.

Review Grades – For the grade plans that have been marked as requiring a review process, grades and comments that have been marked as ready for review can be accessed by either the Grading Manager or users with the Reviewer role.

Role Content – The Announcement, Download, Event, Links, Message, News and Photo Content Categories that appear on Role pages.

Role Content Editors – Given editorial rights over individual Role Groups' Content Categories. For example, a parent can be given access to upload photos to the Parent Role page.

Role Groups – The group pages available for each individual Role created in the system. The Platform Manager can set whether a specific Role has a group page.

Role Navigation – Part of the Podium Navigation, it is the menu that appears based on a user's Role. For example, alumni see a navigation item titled "Alumni/ae," underneath which they have Task-based options such as "Add/Edit Class Note," as well as any private Podium Pages published to Alumni.

Roles – Define what users can see and do when they log into the site based on the Tasks associated with each Role. Constituent Roles such as Student, Parent, Faculty and Alumni appear by default, while other roles such as Athletic Groups Manager, Giving Manager, etc. are based on the software purchased. Schools can create new Roles; however, the new Role must be based on a pre-existing Role and its tasks.

RSS Reader – Used to display RSS feeds inputted by users.

RSS Feeds – Used to display available RSS and iCal feeds enabled by Platform Managers within various Content Categories.

S

Schedule – Part of WhippleHill's Student Information Systems product family. It allows administrators to create a Master Schedule per division, as well as customize and Manage Blocks, Buildings and Schedule Sets. Using this tool, the Schedule Manager can specifically define the days that classes meet, the number of meeting times per day, which blocks meet in those meeting times, and whether or not the schedule is rotating or manually created per section.

Schedule Sets – For a specific school year, the Schedule Manager can define or copy from a previous school year the days when classes meet, the meeting times and the rotation.

Scheduled Jobs – The queue of unsent Push Pages that have been assigned a delivery date and time. Edits may still be made to jobs in the Schedule Jobs queue.

School and Grade Levels – Where Platform Managers can designate the school (lower, middle, upper) and grade (first grade, second grade, third grade) levels that are used to structure the academics and athletics sections of the site.

School Calendar – Where Platform Managers can designate the Event Categories that appear on the private-layer Podium Calendar, including whether athletics and Role events show up.

School Portal – A collection of Content Channels that display information personalized to each user in one convenient location. Default Content Channels available on the School Portal include: Announcements, Calendar, Downloads, Links, News, Photos, RSS News Feed, School Giving, School Inquiry, Sports Calendar, Top Story and Weather. Additional channels such as Class Notes and Assignments become available with additional WhippleHill software product purchases.

School Portal Setting – Where Platform Managers define the Channels (News, Announcements, Class Notes, etc.) that appear on the School Portal, as well as edit the default page layout and channel configurations.

School Program – School Programs that need to be associated with a particular candidate during the admissions process can be created by the Admissions Manager.

School Years and Terms – Where Platform Managers enter dates for school years, academic terms and athletic seasons, all of which must be set in order to properly enter academic and athletic information into the system. Please note. Athletic seasons can overlap, though academic terms cannot.

Secure Layer – All content available to a user after signing in. Once on the Secure Layer, the School Portal and Calendar will display information personalized to the user's school associations; plus, new Podium Pages will be accessible based on the user's Roles (for example, parents will see pages published to the parent Role).

Send ID – A GUID (Globally Unique Identifier), a unique number that ties a recipient and their e-mail to a specific Push Page job. This is how bounces are recorded and how view date/time is logged per job.

Set Section Information – Allows the Academic, Advisory, Activity Group Manager or Schedule Manager the ability to set the block, room and teacher for each section.

Settings – The administrative controls available for each of WhippleHill's software products.

Settings Professional Program – Where the Mentor Managers activate approval and payment options, enter text to appear on the Mentor portal channels, and enter additional registration questions that appear during the mentor/mentees registration process for the professional program.

Settings University Program – Where the Mentor Managers activate approval and payment options, enter text to appear on the Mentor portal channels, and enter additional registration questions that appear during the mentor/mentees registration process for the university program.

Shipping/Sales Tax – These settings allow the Store Manager to specify the shipping cost of items, as well as define the sales tax options.

Shopping Cart – Where the Store Manager selects which payment types may be used and sets the various blocks of text that appear during the check-out process.

Sibling Pages – Pages on the same navigation level beneath a Parent Page. For example, Tuition & Financial Aid, Inquiry Form and Application Process are typically all Sibling Pages located on the Admissions level two navigation.

Sign-In Box – Located in the upper left corner of Podium pages and the Portal, this is where users can enter their username and password to log in. When creating Podium Pages, the Sign-In Box display can default to 'Expanded', 'Hidden' or 'Collapsed.'

Signup Dates – The Online Signup Manager has the ability for each grade level to manage the dates for which students may make requests and late change requests.

Signup Policy – The Online Signup Manager has the ability to manage the policy which will display to the students when they are making their requests.

Signup Setup – The Online Signup Manager has the ability to determine for each grade level whether recommendations and approvals are used, as well as the minimum and maximum number of recommendations, requests and enrollments are required.

Site URL and Time Zone – Where Platform Managers can enter the school's time zone and the URL that will display in the browser address bar (contact WhippleHill to change the URL). The Time Zone settings are used to calculate time stamps used in various applications throughout Podium.

Smart Groups – Part of Community Groups, these allow the Community Group Manager to populate the roster of a Community Group base on a List Manager generated query.

Soft Bounces – Indicate that a Push Page could not be sent to an otherwise valid e-mail address. These are often caused by full Inboxes, timeouts, disruptions in Internet service, etc.

Special Relationships – Those special relationships that a candidate may have with the school can be created and linked to the candidate for tracking purposes during the admissions process.

Sport Levels – Where individual teams, such as girls' varsity tennis, are created and team information is entered. Sport Levels are accessed in two places: within the Athletics Group Manager menu and the PageBuilder Settings.

Standard Grading/Report Cards – Part of Grading. It provides the user with the ability to grade the students on a letter, numeric scale and they can also comment on their performance.

Status – Where the Store Manager defines the various statuses that an order may have. By default there are two statuses: Handled and Not Handled.

Statuses – When a candidate is moving through the admissions process their status can change depending on the information that they have turned in or the information that has been sent to them. The status of the candidate is determined by the checklist and is created by the Admissions Manager.

Store – Part of WhippleHill's Forms & Commerce product family, it organizes school memorabilia into easy-to-search

categories, saves a user's interest items in a shopping cart for a convenient checkout process, and securely collects all pertinent payment information.

Store Manager – Gives members the ability to maintain product catalogs for the online store, handle incoming orders, and control settings such as Shopping Cart options and Sales Tax rules.

Store Settings – Administrative controls that affect the appearance and functionality of your store, which includes Categories, Logos and Shopping Cart options.

Subscription Lists – Mailing lists of constituents that have been generated by querying the database and saved for continuous use. Constituent lists can be as broad as 'All Parents' or as narrowly defined as 'Alumni Living in Houston, Texas.'

System Group Manager – Gives members full editorial rights over all Role Content Categories, such as Announcements, Downloads, Events, Links, Messages, News and Photos.

T

Tasks – Refer to the functionality available to members of each role upon signing into the system. For example, the Alumni Groups Manager has the following Tasks: Approve Class Notes, Edit Alumni Page Settings, Customize Alumni Page, Edit Class Information, etc.

Teacher Types – Allows Academic Group Managers to define the teacher's title in the sections. In most instances it is simply teacher; however, there might be the need to create a teacher type of teaching assistant or something similar.

Team Coach – Content Type used to publish coaches for each team within Athletic Groups.

Team Content Editors – Given editorial rights to individual team Content Categories. For example, a parent can be given access to add photos to the boys' varsity basketball team page.

Team Page Settings – Where Athletic Group Managers or Coaches select which Content Types appear on the team group pages.

Team Practice Schedule – Content Type used to publish practice schedules for each team within Athletic Groups.

Team Roster – Content Type used to publish members for each team within Athletic Groups. In addition to student names, Team Rosters can display position, accolades, jersey number, height, weight, and letter winner or team captain status.

Team Schedule – Content Type used to publish team game schedules within Athletic Groups. Team Schedules can display a title, game date and time, home or away locations with directions, multiple opponents, dismissal locations and times, uniform color, game description, league or non-league designation, canceled or rescheduled flags, and more.

Team Statistics – Content Type used to publish team win/loss records and winning percentages within Athletic Groups. Team Statistics can be set to display league, non-league and/or combined statistics.

Tests – Storing test data for a candidate is an important part of the Admissions Process, and this setting allows the Admissions Manager to create tests and subtests that can be recorded for the candidates.

Text – Content Type used to publish blocks of HTML text with accompanying photos. Podium provides a user-friendly HTML editor for managing text.

Transcript Builder – For each new academic year, the Grading Manager must build out the new transcript year and set the options that can be displayed on the transcripts (GPA's, Athletics, Activities, Awards, etc.).

Transcript Categories – Associated with specific courses, these organize the order in which the courses appear on the transcript.

Transportation – Where the Athletic Group Managers manage transportation vehicles that are used for athletic events.

Transportation Contract Text – Where the Athletic Group Managers enter full season and designated period contract text. This text appears on the athletic Transportation Contract Reports.

Trivia – Content Type used to display trivia questions and potential answers; each trivia question supports up to six answers, and an explanation can be published (after the user has selected response) as to why each answer was correct or incorrect.

U

Unapproved – Indicates that a Class Note or Agent Letter has yet to be approved or been denied publication by the Alumni Group Manager.

User Profile – Where a user's personal information is stored, viewed and edited, including user names and passwords, phone numbers and addresses, bios, education and relationships. Employee tenure, student enrollment and alumni affiliation are also maintained through User Profile.

V

vCal – An older standard exchange format for calendar data promulgated by the Internet Mail Consortium (IMC). iCal is a newer standard for calendar data, heavily based on vCal.

Vendors – Where the Athletic Group Managers create and edit the school's athletic equipment vendors.

Vertical Menu – Used to display level three or four navigation within a sidebar on the page.

View Unhandled Bounces – Where all e-mails sent back to the system are displayed. For example, this will include automatic e-mail replies from constituents and responses from e-mail providers when Push Pages are sent, as well as replies to automatic Notifications when a Reply To address has not been set. This is the same as View Inbox in Platform Manager Tasks.

Volumes/Issues – These are created using custom-designed Push Page templates. The Volume is commonly titled as the current year, and the Issue is commonly titled as the month or specific date. Volumes/Issue can be Published and displayed in the Push Page Archive channel.

W

WhippleHill Content Pages – WhippleHill Content Pages refers to the navigation structure of sites that have been fully custom coded by WhippleHill. The school cannot dynamically build pages or rearrange the navigation of WhippleHill Content Pages without incurring fees; however, the school can edit page content. WhippleHill Content Pages most often occur when existing WhippleHill clients upgrade from the Backroom to Podium without redesigning the site to support PageBuilder's functionality.