
Objectives: To provide Section Editors with the Knowledge, Skills, & Ability (KSAs) to be able to take advantage of the tools, features, & resources available to them in creating and maintaining information in their designated section workspace.

Outcomes: By the end of this training you will be able to:

- Sign-in & Navigate to a Section Workspace.
 - Understand Layout of the Section Workspace.
 - Add & Edit Pages in a Section.
 - Manage Apps & Layouts on a page.
 - Assign Section Editor Privileges.
 - Control Section & Page Viewing Rights.
 - Organize Pages within a Section.
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Who should attend? Site/Subsite Directors, Channel Directors, and/or Section Editors.

How many should attend? Maximum: 5 participants.

How long will training last? 2 hours

How is training conducted? Audio: Conference Call / Video: Online GoToMeeting® Session

Prerequisites: Site Administrator Training or equivalent experience

Session Agenda

- 1. Content Structure & Editorial Privileges**
 - Channels, Sections, Pages.
 - Site Director, Subsite Director, Channel Director, Section Editor.
- 2. Signing in & Accessing the Section Workspace**
 - Accessing My Account
 - Account Settings
 - Accessing Site Manager
- 3. Section Workspace (Green)**
 - Content Browser
 - View Website / Community & Support
- 4. Summary Tab**
 - i) Working with Pages**
 - New Page
 - Page Status
 - Organizing Pages
 - Recycle Bin

ii) Actions Button

- Get Link
- Copy Page
- Move Page
- Delete Page
- Set Viewers

iii) Managing Apps & Layout

- Edit Page > Manage Apps & Layout
- Page Options
- Set Viewers
- View Page

5. Schoolwires Apps

6. Content App

- Best practices for pasting text
- Inserting Images
- Hyperlinks
- File Links

7. Tools Tab

- Files & Folders
- Approve Visitor Comments/ Approve Community Editing
- App Manager
- Photo Gallery
- Forms & Surveys
- Reports
- MiniBase

8. Editors & Viewers Tab

- Section Editors Tab.
- Viewers Tab.

9. Statistics tab

10. How Do I? tab