Site Director – Level I Training Agenda

Objectives: To introduce Site Administrators and other key individuals to Schoolwires Centricity2. To learn aspects of User, Homepage, and Site Management necessary for initial set up.
Who should attend? Site Administrators (Web Masters) – The key people who will be developing and planning the site setup; and will have access to all product features, and editorial rights to all pages.
How long will training last? 6-8 hours

I. Website Discussion (Navigation for End User)

- Structure of site
  - My Start Bar
  - Title Bar
  - Channel Bar
    - Sections
    - Pages
- Homepage set-up
  - Announcements
  - Welcome Text
  - Headlines and Features
  - Site Shortcuts
  - Upcoming Events
- Navigation for End User

II. Viewing Your Website

- General Public
- Viewing Rights
  - Site, Channel, Section, Page

III. Editing Privileges

- Site Director
- Subsite Director
- Channel Director
- Section Editor
- Homepage Editor

IV. Logging In / Registration

V. Accessing Site Manager: Content Browser

- Users & Groups: Setting Up Initial Users
  - Groups Workspace
    - Home - Create groups. Groups are a way to organize users based on similar needs. Groups can be used to assign Viewing Rights to your site.

    - Categories – A way to organize your groups.
    - Import Groups
    - Mass Assign Users
    - How do I…?
- Users Workspace
    - Home - Add new users
    - Passports - Passports are used to assign extended privileges
    - Import Users
    - Update Users
    - Recycle Bin
    - How Do I…?
- Settings
    - User Settings
    - LDAP Settings (if applicable)

- **Configure**
    - Sites
    - Channels
        - Site wide master list
    - Section Assets
        - Schoolwires Default Page Types
            - Article Library
            - Assignments
            - Blog
            - Calendar
            - File Library
            - Flex Editor
            - Link Library
            - Maps and Directions
            - Photo Gallery
            - Podcast
            - Create a New Page Type
        - Editor Layouts
        - Section Configurations
    - Calendar Assets
        - Event Categories
        - Collections
    - Templates
    - Apps
    - System Settings
- **Content Moderation**
    - Approval Queue
    - Moderated Groups
- **Site & Channels**

VI. Site Workspace (Blue Workspace)

- Summary
  - Site Homepage
    - Edit Homepage Apps
  - Site Calendar
- Tools
  - Broadcast E-Alerts
  - Files & Folders (Shared Library)
  - Reports
  - Section Robot
- Directors & Viewers
  - Site Directors
  - Homepage Editors
  - Viewers
- Channels
  - Assign Channels
  - Sort Channels
- Statistics
- How do I…?

VII. Channel Workspace (Red Workspace)

- Summary
  - Channel Homepage and Calendar
  - Create Sections
    - Create Sections one at a time
    - Sort Sections
    - Section Options button
    - Use Section Robot to create sections (Site Workspace, Tools tab)
- Tools
- Directors & Viewers
  - Channel Directors
  - Viewers
- Statistics
- How do I…?

VIII. Section Workspace (Green Workspace)

- Summary
- Tools
- Editors & Viewers
  - Section Editors
  - Viewers
- Statistics
- How do I…?

IX. Community & Support Site