

Section Editor - Level I

Objective: Learn more details about the Section Workspace including how to add and edit pages, assign Section Editors, set up Viewing Rights for a section, and organizing pages.

Who should attend? Section Editors – any person who has access to a section on the website. This can include teachers, coaches, librarians, department heads, clerical staff, and administrators.

How long will training last? 2-3 hours

Session Agenda

Topic 1: **Getting Started:**

- Review Website Navigation/Structure
- Sign into Schoolwires/Centricity
- Review Account Settings/Reset Password
- Enter the Site Manager/Section Workspace

Topic 2: **Introduction to Pages & Apps**

- Explain the difference between an App and a Page
- Single App on Page (show example)
- Multiple Apps on Page (show example)
- Review of App Types: Library pages (Article/File/Link), blogs, podcasts, wikis, homework assignment, calendar, upcoming events, announcement, site shortcuts, headlines, minibase, photo gallery, and forms/surveys etc.)

Topic 3: **Introduction to the Section Workspace**

- Review the Summary Tab (Actions button, Organize button, Recycle Bin)
- Tools Tab (Overview of Files/Folders, App Manager, Forms etc.)
- Editors/Viewers Tab
- Statistics Tab
- “How do I” Tab

Topic 4: **The Basics of Working with Content (Use a Flex App)**

- Create a Flex App/Page
- Change the App Name (Brief Intro. to App Options –more to come in Advanced class)
- Introduction to the Schoolwires Editor
- Add/Edit/Delete Content on a Page (also show inline editor if applicable)
- Copying & Pasting Text
- Formatting Text
- Inserting Graphics, Hyperlinks & File Attachments

Optional/Time Permitting: **Create 1 to 2 additional Page Types (ie; Calendar, Photo Gallery)**