

Section Editor - Level 2

Objective: Learn how to use the more advanced features within the Section Workspace.

Who should attend? Section Editors that have completed the Level I training class. Attendees should have a good working knowledge of the website software prior to attending this class!

How long will training last? 2-3 hours

Session Agenda

Review Browsers that can be used & compatibility view

Topic 1: **Introduction to Apps.**

- What is an app?
- Single app examples
- Multi-app examples

Topic 2: **Create a page with a single app**

- Create a new page and name the page
- Edit the page, add two or 3 items of content
- Review the app options – Turn on app title (stress importance of using titles for every app), edit app title, sharing, review Social Settings (see below)

Topic 3: **Social Settings (Availability of Social Media Elements - for C2Essential Clients ONLY!)**

- Enable Community Editing, explain Community Editing Rights, submit an announcement
- Explain how to approve Community Editing contributions (Tools tab)
- Enable Commenting, explain Commenting Rights
- Enable Ratings
- Enable RSS
- Submit a comment
- Explain how to approve, edit or decline a Comment
- Demo the “How do I” tab (show how to find additional help on topics covered today)

Topic 4: **Design a Page with Multiple Apps. (App & Page Types Help Card, Best Practices for Apps.)**

- Use the Actions button to begin designing a page with multiple apps
- Click the Manage Apps & Layouts option to enter “design mode”
- Change the Layout to a simple two column layout
- Add Apps (Link Library – Recommended Resources, File Library – Recommended Downloads, **Facebook, Twitter (check with site director)**)
- Position Apps on the multi-column page, click I’m Done to SAVE
- Edit multiple apps to add content
- Go to App Options for each app and activate titles/SMF where applicable
- Preview new multi-app page!

Topic 5: **Combine Multiple pages into a Single Page with Multiple Apps (Use Widmer Classroom for example)**

- Make a Copy of your existing homepage for this exercise.
- Use the Actions button to begin designing a page with multiple apps
- Click the Manage Apps & Layouts option to enter “design mode”
- Change the Layout (your choice)
- Go to Add App/This time use **Select an EXISTING APP**
- Locate an existing app (your choice) and add to the page
- Position Apps on the multi-column page, click I’m Done to SAVE
- Preview your new Homepage with multiple apps!
- **Challenge Exercise:** Have trainees add one more existing app of their choosing to the homepage.
- **Demonstration of the App. Manager (Tools/App Mgr)** – Show the importance of naming apps, how to locate an app, edit app options and delete an app.

Topic 6: **Advanced Page Options and Setting Viewers (Optional)**

- Review Map a Page (map to an internal/external website)
- Review Display Duration
- Apply a Background Image to the page
- Demonstrate how to set Viewers
- Demonstrate how to use the Inline Editor

Optional /Time Permitting: **Create a Photo Gallery or an Online Form/Survey**