

Site/Subsite Director - Level II Training Agenda (Custom)

Objective: This training is an excellent follow-up to the Level I Site or Subsite Director training. Customize your training session by selecting from the topics listed below.

Who should attend? Site and Subsite Directors who have completed the Level I training.

How long will training last? Time to be determined by the topics selected. Refer to estimated time frames to the right of the topic name.

Session Agenda

Topic 1: **Creating a Form/Survey (1 – 1.5 hrs)**

- View Examples of Forms/Surveys (Demo Site)
- Review Question Types
- Create a New Form/Survey
 - Insert a Question
 - Delete/Copy/Move or Pipe a Question
 - Page Properties/Adding Page Breaks
 - Edit an Existing Form
 - Exploring Form Options (ie; Access, Completion and Reporting Options)
- Deploy a Form/Survey to your Website
- Working with Forms
 - “More” Options (ie; Analyze Responses, Export and Delete Form Data)
 - Viewing & Sharing Reports
- Advance Form/Survey Features
 - Item Librarys (overview)
 - Styles (overview)

Topic 2: **Working with Advanced Apps: Blog, Podcast, Photo Gallery, Wiki, Twitter & Facebook Apps. (1.5-2 hrs)**

- Blogs for Beginners
- Working with Wiki's
- Podcasting 101
- Fun with Photo Galleries
- Snap on Social Media (Twitter and Facebook Apps)

Topic 3: **Communicating with your District Stakeholders (1 – 1.5 hrs)**

- Developing a Communication Plan
- Registering and Subscribing to Alerts
- Content Alerts
- Broadcast Alerts

Topic 4: **Designing a Page with Multiple Apps (1.5-2 hrs)**

- Manage Apps & Layouts
- Page Layout Options
- Adding/Arranging & Editing Apps on a Page
- Review App Options
- Preview Multi-App Page
- Optional: Combining Previously Created Apps on a Single Page

Topic 5: Advanced Features in Centricity 2 (1-1.5 hrs)

- Sharing an App
- Page Mapping and Organization
- Adding a Background to a Page
- Embedding Content in a Page
- Friendly Web Address Mappings
- Working with the App Manager
- Managing Files & Folders
- Activating the Channel Homepage/Calendar

Topic 6: Refreshing your Site or Subsite Homepage (2 hrs)

- View Examples of Exemplary Homepages
- Best Practices for Homepage Editors
- Customizing the Homepage Layout (Rearranging/Adding Apps)
- Making the Most of Shared Apps
- Updating your School Settings (ie; Address/Contact Info)
- Photo Gallery & Image Editor
- Working with the Building Calendar

Topic 7: Working with Teacher Sections (.5 – 1 hrs)

- Creating a Teacher Section & Assigning Editing Rights
- Modifying Section Options
- Moving or Deleting a Section

Topic 8: Managing Users and Groups (Passport Required for Subsite Directors!)

- Add/Edit/Delete Users (Recycle Bin)
- Emulate a User
- Reset or Generate a Password
- Using Passports to assign extended privileges
- Import/Update Users
- Working with Groups & Categories

Topic 9: Content Moderation (Passport Required for Subsite Directors!)

- Moderated Content Groups (Select Workspace/Moderator)
- Moderated Users
- Approval Queue

Topic 10: Working with Section Assets (Passport Required for Subsite Directors!)

- Page Types
- Editor Layouts
- Section Configurations

Topic 11: Working with Calendar Assets (Passport Required for Subsite Directors!)

- Event Categories
- Collections

Note: Prior to training, please let the instructor know if the Subsite Director(s) have access to additional features via Passport(s).