Subsite Director Level 1 Training Agenda

Objective: To Introduce Subsite Directors to Schoolwires Centricity 2. To learn aspects of the Subsite Workspace, Channel Workspace, and the Section Workspace.
Who should attend? Subsite Directors (building level webmasters)
How long will training last? 3 – 4 hours

Topic I: Navigating in Schoolwires
1. Signing in
2. Editing account settings (changing password, editing subscriptions)
3. Tour of the Subsite Workspace
4. Tour of the Channel Workspace
5. Tour of the Section Workspace

Topic II: The Subsite Workspace
1. Editing the Homepage
   - Review Homepage Elements
   - Add/Edit Homepage Apps
     - Photo Gallery
     - Announcements
     - Headline & Features
     - Site Shortcuts
     - Welcome Text
   - Review App Options
     - General
     - Sharing
   - Manage Apps and Layout
     - Add Apps
     - Organize Apps
2. Editing the Calendar
   - Calendar Overview
     - Where Calendars can appear - Site, Subsite, Channel, Section
   - End User perspective
     - Today, Day, Week, Month, List Views; Print; My Events; Export Events
     - Customize Calendar (by Calendar and/or Category)
     - Print
     - Export to iCalendar file (.ics)
   - Add New Events
     - New Event Fields (ie; Title, Date, Description, and Category)
     - Mandatory Events (District Only)
     - Force an event to display in Upcoming Events
     - Recurring events
     - Registration
     - Location

- Contact
- Post to Calendars
- Viewers
- Attachments [appears once you have saved the event]
  - o Additional Calendar Management
    - Edit/Delete Events
    - Import Events
    - Maintain Event Queue
    - Choose Event Categories
    - Rosters
    - App Options
3. Subsite Workspace Settings (Settings button)
   - o Contact information
   - o Calendar notification email
   - o Template information
   - o Friendly web address
4. Tools Tab
   - o Files & Folders
     - Creating subfolders
     - Uploading files
     - File management
     - Naming conventions
   - o Broadcast Alerts
     - How and when to use them
   - o App Manager
     - What is the App Manager
   - o Friendly Web Address Mappings
   - o General Overview of the Forms & Surveys Tool
   - o Approve Visitor Comments
   - o Approve Community Editing (SMF only!)
   - o Review of Available Reports
   - o General Overview of the Minibase Tool
5. Directors & Viewers Tab
   - o Assigning a Subsite Director or Homepage Editor (by groups or individual users)
   - o Assigning Viewers (by groups or individual users)
6. Channels Tab
   - o Assign Channel
   - o Sorting Channels
   - o Channel Options
     - General options/Advanced options
7. Overview of the Statistics Tab
8. Overview of the How Do I Tab (area-sensitive online help resources)

Topic III: The Channel Workspace
1. General Overview of the Channel Workspace
2. Creating a New Section

3. Setting and/or Changing Section Options
4. Move a Section
5. Delete a Section
6. Sorting

Topic IV: The Section Workspace
1. Summary Tab Overview
   o New page button
     ▪ Explore page types
     ▪ Review page structure - columns/apps
   o Page status
   o Organize pages
   o Recycle bin
   o Page actions
     ▪ Edit page
        1. Manage Apps & Layout
           a. Page layout
           b. Adding/moving apps
     ▪ Page options
     ▪ Get link
     ▪ Copy page
     ▪ Move page
     ▪ Delete
     ▪ Set Viewers
2. Working with the Schoolwires Editor
   o Overview of editor
   o App options
   o Insert, edit, & format text
   o Inserting & formatting images
   o Inserting & formatting tables
   o Creating hyperlinks & file attachments
   o Inserting rich media objects
   o Using ActiveBlocks
   o Using E-Alerts
3. Tools Tab
   o Files & folders
   o Approve visitor comments
   o Reports
   o Forms & surveys
   o App manager
4. Editors & Viewers Tab
   o Assign section editors
   o Assign section viewing rights
5. Statistics Tab
6. How Do I Tab
7. View Website

8. Community & Support

Topic V: Introduction to Social Media Framework (for C2 Essential Clients Only)
1. Community Editing
2. Content Contribution
3. Ratings
4. RSS Feeds

Topic VI: Inline Editor
1. Add/Edit Content
2. Insert Image
3. Insert Hyperlink
4. Format Text

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