Managing the Section Workspace

Objectives: To provide Section Editors with the Knowledge, Skills, & Ability (KSAs) to be able to take advantage of the tools, features, & resources available to them in creating and maintaining information in their designated section workspace.

Outcomes: By the end of this training you will be able to:
- Sign-in & Navigate to a Section Workspace.
- Understand Layout of the Section Workspace.
- Add & Edit Pages in a Section.
- Manage Apps & Layouts on a page.
- Assign Section Editor Privileges.
- Control Section & Page Viewing Rights.
- Organize Pages within a Section.

Who should attend? Site/Subsite Directors, Channel Directors, and/or Section Editors.
How many should attend? Maximum: 5 participants.
How long will training last? 2 hours
How is training conducted? Audio: Conference Call / Video: Online GoToMeeting® Session
Prerequisites: Site Administrator Training or equivalent experience

Session Agenda

1. Content Structure & Editorial Privileges
   - Channels, Sections, Pages.
   - Site Director, Subsite Director, Channel Director, Section Editor.

2. Signing in & Accessing the Section Workspace
   - Accessing My Account
   - Account Settings
   - Accessing Site Manager

3. Section Workspace (Green)
   - Content Browser
   - Header Links
   - Walk Through of Tabs
   - Dashboard of Tools Tab Menu Items
     - Current Pages
     - Common Tools
     - Pending Comments
     - Total Visits
4. Summary Tab
   - Broad Overview

5. Tools Tab
   - Files & Folders
   - Approve Visitor Comments
   - App Manager
   - Photo Gallery
   - Forms & Surveys (If Applicable)
   - Approve Community Editing (if Applicable)
   - Reports
   - MiniBase (If Applicable)

6. Editors & Viewers Tab
   - Section Editors Tab.
   - Viewers Tab.

7. Statistics Tab

8. How Do I... Tab

9. Schoolwires Page Structure
   - Page Layout
   - Columns
   - App

10. Schoolwires Apps

11. Viewing Content on Digital Devices

12. Adding Pages (Summary Tab)
   - New Page
   - Page Status
   - Actions > Edit Page

13. Flex Editor versus Content App
   - Flex Editor Features & Functionality
   - Content App Features & Functionality
14. Managing Apps & Layout
   - Edit Page > Manage Apps & Layout
   - Page Options
   - Set Viewers
   - View Page

15. Organizing Pages
   - Ordering Pages
   - Nesting Pages

16. Recycle Bin

17. Actions Button
   - Get Link
   - Copy Page
   - Move Page
   - Delete Page
   - Set Viewers

18. Create E-Alert

19. Wrap Up / Q & A