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
   - View Website / Community & Support

4. Summary Tab
   i) Working with Pages
      - New Page
      - Page Status
      - Organizing Pages
      - Recycle Bin
Managing the Section Workspace

ii) Actions Button
- Get Link
- Copy Page
- Move Page
- Delete Page
- Set Viewers

iii) Managing Apps & Layout
- Edit Page > Manage Apps & Layout
- Page Options
- Set Viewers
- View Page

5. Schoolwires Apps

6. Content App
- Best practices for pasting text
- Inserting Images
- Hyperlinks
- File Links

7. Tools Tab
- Files & Folders
- Approve Visitor Comments/ Approve Community Editing
- App Manager
- Photo Gallery
- Forms & Surveys
- Reports
- MiniBase

8. Editors & Viewers Tab
- Section Editors Tab.
- Viewers Tab.

9. Statistics tab

10. How Do I? tab