

Objectives: To introduce Site Administrators and other key individuals to Schoolwires Centricity2. To learn aspects of User, Homepage, and Site Management necessary for initial set up.

Outcomes: By the end of this training, you will be able to:

- Set up user passports and add users and groups.
- Design Editor Layouts, Section Configurations, and custom Page Types.
- Create your site structure by adding channels, sections, and pages.

Who should attend? Site Administrators (Web Masters) – The key people who will be developing and planning the site setup; and will have access to all product features, and editorial rights to all pages.

How many should attend? 1-5 Attendees is our recommendation.

How long will training last? 2 – 2 ½ hours

How is training conducted? Audio: Conference Call / Video: Online GoToMeeting® Session

I. Website Discussion (Navigation for End User)

- Structure of site
 - My Start Bar
 - Title Bar
 - Channel Bar
 - Sections
 - Pages
- Homepage set-up
 - Announcements
 - Welcome Text
 - Headlines and Features
 - Site Shortcuts
 - Upcoming Events
- Navigation for End User

II. Viewing Your Website

- General Public
- Viewing Rights
 - Site, Channel, Section, Page

III. Editing Privileges

- Site Director
- Subsite Director
- Channel Director
- Section Editor
- Homepage Editor

IV. Logging In / Registration

V. Accessing Site Manager: Content Browser

- Users & Groups: Setting Up Initial Users
- Groups Workspace
 - Home - Create groups. Groups are a way to organize users based on similar needs. Groups can be used to assign Viewing Rights to your site.

- Categories – A way to organize your groups.
 - Import Groups
 - Mass Assign Users
 - How do I...?
- Users Workspace
 - Home - Add new users
 - Passports - Passports are used to assign extended privileges
 - Import Users
 - Update Users
 - Recycle Bin
 - How Do I...?
- Settings
 - User Settings
 - LDAP Settings (if applicable)
- **Configure**
 - Sites
 - Channels
 - Site wide master list
 - Section Assets
 - Schoolwires Default Page Types
 - Article Library
 - Assignments
 - Blog
 - Calendar
 - File Library
 - Flex Editor
 - Link Library
 - Maps and Directions
 - Photo Gallery
 - Podcast
 - Create a New Page Type
 - Editor Layouts
 - Section Configurations
 - Calendar Assets
 - Event Categories
 - Collections
 - Templates
 - Apps
 - System Settings
- **Content Moderation**
 - Approval Queue
 - Moderated Groups
- **Site & Channels**

VI. Site Workspace (Blue Workspace)

- Summary
 - Site Homepage
 - Edit Homepage Apps
 - Site Calendar
- Tools
 - Broadcast E-Alerts
 - Files & Folders (Shared Library)
 - Reports
 - Section Robot
- Directors & Viewers
 - Site Directors
 - Homepage Editors
 - Viewers
- Channels
 - Assign Channels
 - Sort Channels
- Statistics
- How do I...?

VII. Channel Workspace (Red Workspace)

- Summary
 - Channel Homepage and Calendar
 - Create Sections
 - Create Sections one at a time
 - Sort Sections
 - Section Options button
 - Use Section Robot to create sections (Site Workspace, Tools tab)
- Tools
- Directors & Viewers
 - Channel Directors
 - Viewers
- Statistics
- How do I...?

VIII. Section Workspace (Green Workspace)

- Summary
- Tools
- Editors & Viewers
 - Section Editors
 - Viewers
- Statistics
- How do I...?

IX. Community & Support Site