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

II. **Viewing Your Website**
- General Public
- Viewing Rights
  - o 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

- o   Viewers
- Statistics
- How do I...?

IX.   **Community & Support Site**