

Objective:

Provide Section Editors with a basic understanding of the most commonly used tools, features, and resources available to them in creating and maintaining their designated section workspace.

Outcomes:

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

- Identify and select the appropriate Apps for your website content
 - Add website content within Apps
 - Edit App options
 - Add a new Page
 - Modify a Page layout
 - Organize, delete, and recover Pages within a Section
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Who should attend? Site/Subsite Directors, Channel Directors, Section Editors

How many should attend? Up to 15 attendees may participate. When there are **more than 5** attendees, a *designated representative that can float around during the session to help attendees is required.*

How long will training last? Up to 2 hours

How should the room be set up? A lab environment with a **computer for each participant**, a computer that can **project** onto a large screen, and a **speakerphone** loud enough for all participants to hear clearly. Each computer must have either Chrome or Firefox and internet access.

How should attendees prepare for the session? Files, images, and appropriate content to transfer into their assigned section should be accessible for use during the training session.

Prerequisites: Site Administrator Training or equivalent experience

Session Agenda:

1. Content Structure & Editorial Privileges Review
 - 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
 - Summary Tab
4. Section Workspace Tabs
 - Tools - Files & Folders
 - Editors & Viewers
 - Statistics
 - How Do I...
5. Page Structure
 - Page Layout
 - Columns
 - Apps

6. Adding Pages
 - Page Types
7. Most Frequently Used Apps

(Announcements, Headlines & Features, Calendar, Upcoming Events, and Site Shortcuts are covered in Site Admin II, but may also be reviewed)

 - Content
 - Document Viewer
 - File Library
 - Content Accordion App
8. Managing Apps & Layout
 - Adding apps to a page
 - Changing page layout
 - App options
9. Page Status and Order
 - Active/inactive
 - Organizing pages
10. Actions Button
 - Page options
 - Get link
 - Delete page/Recycle Bin
11. Wrap Up / Q & A