

# 32 hour Training Schedule



## Day 1

Time	Topic	Attendance
9:00 am - 12:00 pm	Admin Time <ul style="list-style-type: none"> <li>• Broken Links</li> <li>• History</li> <li>• Expiring Items</li> <li>• Site Properties</li> <li>• Redirects</li> <li>• Info Advanced</li> <li>• Mega Menus / Navigation</li> <li>• Group Administration</li> <li>• User Administration</li> <li>• Intranet Permissions</li> <li>• Site Analytics</li> </ul>	System Admins Only
12:00 pm - 1:00 pm	LUNCH	Everyone
1:00 pm - 3:30 pm	Introduction Pages Live Edit <ul style="list-style-type: none"> <li>• How does it work?</li> <li>• Using Widgets                             <ul style="list-style-type: none"> <li>○ Content</li> <li>○ Module</li> </ul> </li> <li>• Editing Content already there</li> <li>• Page Versions</li> <li>• Creating new pages</li> <li>• Navigation</li> <li>• Moving Pages</li> <li>• Renaming Pages</li> <li>• Right Hand Feature Column</li> </ul>	GROUP A



## 32 hour Training Schedule

### Day 2

Time	Topic	Attendance
9:00 am - 12:00 pm	Introduction Pages Live Edit <ul style="list-style-type: none"> <li>• How does it work?</li> <li>• Using Widgets               <ul style="list-style-type: none"> <li>○ Content</li> <li>○ Module</li> </ul> </li> <li>• Editing Content already there</li> <li>• Page Versions</li> <li>• Creating new pages</li> <li>• Navigation</li> <li>• Moving Pages</li> <li>• Renaming Pages</li> <li>• Right Hand Feature Column</li> </ul>	Group B
12:00 pm - 1:00 pm	LUNCH	Everyone
1:00 pm - 3:30 pm	<b>Using Modules</b> <ul style="list-style-type: none"> <li>• Doc Center</li> <li>• Archive Center</li> <li>• Agenda Center</li> <li>• Calendar</li> <li>• Newsflash</li> <li>• FAQ</li> <li>• Quicklinks</li> <li>• Notify Me</li> <li>• Photo Gallery</li> </ul>	GROUP A

### Day 3

Time	Topic	Attendance
9:00 am - 12:00 pm	<b>Using Modules</b> <ul style="list-style-type: none"> <li>• Doc Center</li> <li>• Archive Center</li> <li>• Agenda Center</li> <li>• Calendar</li> <li>• Newsflash</li> <li>• FAQ</li> <li>• Quicklinks</li> <li>• Notify Me</li> <li>• Photo Gallery</li> </ul>	GROUP B
12:00 pm - 1:00 pm	LUNCH	
1:00pm - 3:30pm	Department Work Session	

### Day 4

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## 32 hour Training Schedule



Time	Topic	Attendance
9:00am - 10:30am	<ul style="list-style-type: none"><li>Form Center (Building Online Forms- Any department that will utilize/build an online form should attend this session)</li></ul>	
10:30am - 12:00pm	WORK SESSIONS	
1:00pm - 3:30pm	WORK SESSIONS	

**Note:**

Work sessions should be department specific. We will use this time for page and module consulting.

If you want to learn how to better use and set up specific modules such as Bids / Photo Gallery / Newsflash / Calendar / etc. specifically for your department then you will need to come in for training during work session time.