

2016 Agenda for Train-the-Trainer Session - approximately 2 hours

I. Main Website Administrator

A. Navigation Builder

1. Level, link name, type, content, properties, delete, preview, last modified, perms
 - a. Add a page - Internal
 - b. Add a page - Web site link
2. Content Template Library - basically a clipboard
 - a. Copy Content From It - most users
 - b. Copy Content To It - only a few users

B. Modules

1. Calendar Admin
 - a. Categories
 - b. Events
 - e. rSchool/Schedule Star
2. Announcements Database
 - a. Categories
 - b. Announcements
3. Members Database
 - a. Groups - School Board Members (protected pages), Alumni, etc.
 - b. Opt-In Tool
 - c. Weekly Email Option
4. Scholarship Database
5. Homework Admin
 - a. Homework types - default/major
6. Lunch Menu Admin

D. Page tools - Main Body

- 1. Text/Graphic Editor - two most often used tools**
- 2. Resource/News Tool**
3. Announcements
4. Calendar of Events
5. Mini-Calendar
6. Upcoming Events
7. Slide Show
8. Photo Gallery
9. Homework List
10. Interactive Forms
11. Building Use Calendar/Facilities Request
12. Bulletin Board/Forum/Blog
13. Links
14. Faculty/Staff Directory
15. Embed Audio/Video - EduVision
16. Expand/Collapse
17. Profiles

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- E. Page tools - Right Side
 - 1. Announcements
 - 2. Mini-calendar
 - 3. Quick links
 - 4. Resources/News
 - 5. Right side Text/Graphic
 - 6. Slide Show
 - 7. Translator Widget
 - 8. Upcoming Events

II. Faculty Websites - My Faculty Administration

- A. My Navigation Builder Home
- B. My Calendar Admin
- C. My Homework Admin
- D. My File Uploads
- E. Faculty Help Manual