Objectives: To provide Section Editors with the Knowledge, Skills, & Ability (KSAs) to be able to take advantage of the tools, features, & resources available to them in creating and maintaining information in their designated section workspace.

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

- Sign-in & Navigate to a Section Workspace.
- Understand Layout of the Section Workspace.
- Add & Edit Pages in a Section.
- Manage Apps & Layouts on a page.
- Assign Section Editor Privileges.
- Control Section & Page Viewing Rights.
- Organize Pages within a Section.

Who should attend? Site/Subsite Directors, Channel Directors, and/or Section Editors.

How many should attend? Maximum: 5 participants.

How long will training last? 2 hours

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

Prerequisites: Site Administrator Training or equivalent experience

Session Agenda

1. **Content Structure & Editorial Privileges**
   - 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
   - Header Links
   - Walk Through of Tabs
   - Dashboard of Tools Tab Menu Items
     - Current Pages
     - Common Tools
     - Pending Comments
     - Total Visits

4. **Summary Tab**
   - Broad Overview

5. **Tools Tab**
   - Files & Folders
   - Approve Visitor Comments
   - App Manager
   - Photo Gallery
   - Forms & Surveys (If Applicable)
   - Approve Community Editing (if Applicable)
   - Reports
   - MiniBase (If Applicable)

6. **Editors & Viewers Tab**
   - Section Editors Tab.
   - Viewers Tab.

7. **Statistics Tab**

8. **How Do I… Tab**

9. **Schoolwires Page Structure**
   - Page Layout
   - Columns
   - App

10. **Schoolwires Apps**

11. **Viewing Content on Digital Devices**

12. **Adding Pages (Summary Tab)**
   - New Page
   - Page Status
   - Actions > Edit Page

13. **Flex Editor versus Content App**
   - Flex Editor Features & Functionality
   - Content App Features & Functionality

14. **Managing Apps & Layout**
    - Edit Page > Manage Apps & Layout
    - Page Options
    - Set Viewers
    - View Page

15. **Organizing Pages**
    - Ordering Pages
    - Nesting Pages

16. **Recycle Bin**

17. **Actions Button**
    - Get Link
    - Copy Page
    - Move Page
    - Delete Page
    - Set Viewers

18. **Create E-Alert**

19. **Wrap Up / Q & A**