

Description: To provide hands-on experience editing content on the school website, focusing primarily on the homepage and calendar.

Audience: School-level webmasters.

Number of attendees: Up to 15 allowed, 1-5 recommended

Length of session: Approximately 2 hours

Training venue: Online Blackboard Collaborate Session

Attendee preparation: Files, high-resolution images, and appropriate content to add onto a homepage should be accessible for use during the training session.

Session Setup:

- *If trainees are together:* 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.
- *If trainees are separate:* A computer with mic and speakers or a headset for audio. A dual-monitor setup is recommended but not required.

Topics Covered

1. Website structure

2. Subsite Workspace

- Summary Tab
 - Homepage – elements of a page
 - Calendar
- Tools
 - Files & Folders
 - On-Screen Alerts (if applicable)
 - Friendly Web Address Mappings
- Directors & Viewers
 - Assigning editing privileges
- Channels – Assign, sort
- Statistics
- How do I...?

3. Channel Workspace

- Summary Tab
 - Creating Sections
 - Section Options
 - Moving a Section
 - Deleting a Section
- Directors & Viewers
 - Assigning editing privileges

4. Section Workspace

- Summary Tab
 - Adding pages
 - Organizing, deleting, and recovering pages
- Editors & Viewers tab
 - Assigning editing privileges