

Managing the Section Workspace - Basic Workshop

Objective: To 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.

Outcome: 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

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

How many should attend? Up to 15 attendees is the recommend number; 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 online training last? Up to 2 hours

How is training conducted? Online GoToMeeting® Session

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. **Backup:** <http://bit.ly/basicmsw>

Prerequisites: Site Administrator Training or equivalent experience

Session Agenda

Items in italics are only necessary if today's attendees have not participated in previous online trainings.

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*
- *Summary Tab*

4. **Page Structure**

- *Page Layout*

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- *Columns*
- *Apps*

5. Adding Pages

- Page Types

6. Most Frequently Used Apps

(In addition to Announcements, Headlines & Features, Calendar, Upcoming Events, and Site Shortcuts from Site Admin II)

- Content
- Link Library
- Document Viewer
- File Library
- Image
- Photo Gallery

7. Managing Apps & Layout

- Adding apps to a page
- Changing page layout
- App options

8. Page Status and Order

- Active/inactive
- Organizing pages

9. Actions Button

- Page options
- Get link
- Delete page/Recycle Bin

10. Section Workspace Tabs

- Tools - Files & Folders
- Editors & Viewers
- Statistics
- How Do I...

11. Wrap Up / Q & A