

Objective: To review Site Director responsibilities from first online training and build an understanding of the *Section Workspace*.

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

- Adjust the settings for a *section*.
 - Set up a shared library folder.
 - View *Site Reports*.
 - Add and edit *pages* in a *section*.
 - Assign Section Editor privileges.
 - Activate Hierarchy List navigation.
 - Role-protect content in a *section*.
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Who should attend? Site Directors (Webmasters) - the key people for developing and planning the site (those who will have access to all features, tasks and pages).

How many should attend? 1 - to - 5 is the recommended number.

How long will training last? 1.5 - 2 hours

How is training conducted? Audio: conference call / Video: Online GoToMeeting® Session

Prerequisites: Introduction to Site Manager Online Training or equivalent experience

Session Agenda

- I. Site Director Responsibilities- (review)
 - a. The *Channel Workspace*:
 - i. *Section Options*
 1. Rename *Sections* and Menu Name
 2. Navigation: Left Navigation on/off; Hierarchy vs. Autolist
 3. Who can view the section (roles)
 4. Last Modified Date
 5. Other options
 - b. *Tools* drop-down menu:
 - i. *Files & Folders*: Setting up a shared library folder
 - ii. *Site Reports*
- II. Section Management- the *Section Workspace* (Green)
 - a. Add and manage *pages*
 - i. *Flex Page*
 - ii. *Article Library Page*
 - iii. *File Library Page*
 - iv. *Link Library Page*
 - v. *Maps and Directions Page*
 - vi. Calendar
 - vii. *Blog and Podcast Pages* (Premium Options)
 - b. **Editor** features
 - i. Insert and edit text
 - ii. Format text and paragraphs
 - iii. Insert images
 - iv. Work with tables
 - v. Insert links
 - vi. Use **ActiveBlocks™**
 - vii. Insert Rich-Media Objects
 - c. Build a hierarchy list
 - d. Role-protect content
 - e. **E-Alerts**
 - f. Assign Section Editors