

SharpSchool Web Master Training Session 1:

The following outline has been designed for Session 1 of the SharpSchool Site Administrator Online Training Course.

OBJECTIVES

At the end of this Session, Participants will have a good understanding of the Basic Site Concepts, be able to manage the various sections of their Site, understand the various publishing tools available to them, and also learn how to work with components of the Home Page.

Training Agenda:

Topic	Duration
Agenda Discussions	5 minutes
Site Administration Toolbar Overview	10 minutes
School Home Page: Components Overview	10 minutes
Site Navigation/Structure : An Overview	15 minutes
Page Basics	20 minutes
Page Management: Overview of tools	20 minutes
File/Folder Management	20 minutes
Working with Web Page Resources	20 minutes
Home Page Editing	20 minutes
Q & A Session	10 minutes

1. Agenda Discussions	(5 minutes)
<ul style="list-style-type: none"> • Discuss goals and objectives for the training • Understand how the solution caters to the needs of your school 	
2. Site Administration Toolbar Overview	(10 minutes)
<ul style="list-style-type: none"> • Page Management Tools • Other Commonly Used Tools 	

3.	Home Page Components Overview	(10 minutes)
	<ul style="list-style-type: none"> Identify main components of the home page (Banner/Web Regions) Understand which portions of the home page can be edited 	
4.	Site Navigation/Structure : An Overview	(15 minutes)
	<ul style="list-style-type: none"> Understand Site Architecture and Layout Navigation Menu Best Practices 	
5.	Page Basics	(20 minutes)
	<ul style="list-style-type: none"> Add Web Pages Change Page Title 	
6.	Page Management: Overview of tools	(20 minutes)
	<ul style="list-style-type: none"> Checking out and editing pages Managing Sub-pages of a section Setting up release schedules for pages Switching between various versions of a page Create your own web section 	
7.	File/Folder Management	(20 minutes)
	<ul style="list-style-type: none"> Understanding the organization of the File Explorer Organizing files and folders Best Practices 	
8.	Working with Resources	(20 minutes)
	<ul style="list-style-type: none"> Understanding how Images/Documents/Media are stored Uploading Images/Media and Documents Working with Images/ Documents Working with Hyperlinks 	
9.	Home Page Editing	(20 minutes)
	<ul style="list-style-type: none"> Banner Editing <ul style="list-style-type: none"> Dimensions Adding and Managing Images Editing Content Regions 	

LEARNING OUTCOMES

- Understanding of Site Concepts
- Ability to add and manage Pages
- Ability to upload and share Resources
 - a. Upload and Share Images
 - b. Upload and Share Documents
- Ability to manage Navigation Menus
- Ability to change Site Layout/Structure
- Ability to share links to various Resources
 - a. External Links
 - b. Internal Links to Campus Pages
- Edit Home Page Components
- Understand and apply Best Practices