

Virtual Site Launch Consult

Objective

To assist the Site Director & other key personnel with the structuring of their WCM website and in the migrating of content to this new platform using best web publishing practices.

Outcomes

By the end of this session, the client will have:

- Established Group Categories & User Groups
- Created User Accounts
- Configured & Assigned Channels to the Site and Subsites
- Imported Sections to the Channels
- Managed the Homepage Layout & Apps.
- Commenced the Content Migration process

Who should attend? Site Directors (Webmasters) & other key people responsible for developing and planning the site.

How many should attend? 1 – 5 is the recommended number

How long will training last? 3 hours

How is training conducted? Blackboard Collaborate

Agenda

Brief review of site admin functions and section workspace

- Structure: channels, sections, pages
- Managing Users – categories, groups, passports
- Levels of editing privileges
- Tools
- Apps

Complete Configuration

- Sites
 - Site name & contact info
 - Calendar notification email
 - Site directors
- System Settings
 - Session timeout
 - Max image width
 - MyStart Bar features to show/hide (PassKeys, Register button)

- Dashboard?
- Site search
- Template: favicon, Google analytics
- Template
 - Set Defaults
 - Global icons
 - Social Media icons
 - Colors
 - Taglines
 - Logos
- Calendar event categories (unless using Google calendar)

Map out new site structure - determine channels and sections for district and schools

- Identify main goals/highest priorities for new website
 - Easy to keep updated
 - Easy to navigate
 - What else??
- Review existing website, identify what to bring over and how to organize it (consolidate? reorg?)
- Staff intranet?
- Teacher sections?

Put new site structure in place

- Add channels at each site/subsite
- Create necessary page types and section configurations
- Import section robot files

Set up district and school homepages

- Photo Gallery
- Announcements
- Headlines & Features
- Site Shortcuts
- Upcoming Events
- Content
- Any shared apps controlled by district?

Working with the Calendar

- Adding new events manually
- Importing events in bulk
- Sharing events to other calendars