

Objectives: To enhance your understanding of Subsite Director responsibilities

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

- Create URL mappings.
- Send a Broadcast E-Alert.
- View *Site Reports*.
- Set up and use Content Moderation.

Who should attend? Subsite Directors - the key people for developing and planning the subsite (those who will have access to all features, tasks and pages within their school site (subsite).)

How many should attend? 1 to 5 attendees is our recommendation.

How long will training last? 1.5 - 2 hours

How is training conducted? Audio: Conference Call / Video: Online GoToMeeting® Session

Prerequisites: Initial Online Site Director Training; Established Passports for Site/Subsite Directors

Session Agenda

I. Schoolwires Website Structure

- a. MyStartBar
- b. Title bar
- c. Channels / Channel Bar
- d. Homepage Apps
 - i. Announcements
 - ii. Headlines & Features
 - iii. Site Shortcuts
 - iv. Flex App
 - v. Upcoming Events

II. Editorial Privileges versus Viewing Privileges

III. Signing-In / My Account

IV. Subsite Workspace

- a. Summary Tab
 - i. Homepage
 - ii. Calendar
- b. Tools Tab
 - i. Files & Folders
 - ii. Create Folders within Folders
 - iii. **Site Folder**
 - iv. Moving Files Between Folders
 - i. 'More' options
- c. Directors & Viewers Tab

- i. Assigning Subsite Directors
- ii. Assigning Homepage Editors
- iii. Assigning Viewing Privileges
- d. Channels Tab
 - i. Assigning Channels
 - ii. Sorting Channels
- e. Statistics Tab
- f. "How Do I...?" Tab

V. Channel Workspace (Red)

- a. Summary Tab
 - i. Channel Homepage
 - ii. Channel Calendar
- b. Tools Tab
- c. Directors & Viewers Tab
- d. Statistics Tab
- e. How Do I...?" Tab
- f. Sections
 - i. Manually Adding Sections
 - ii. Importing Sections w/ Section Robot
- g. Section Actions
 - i. Section Options
 - ii. Moving Sections
 - iii. Deleting Sections

VI. Section Workspace (GREEN)

- a. Summary Tab
 - i. Tools Tab
 - ii. Editors & Viewers Tab
 - iii. Statistics Tab
 - iv. How Do I...?" Tab
 - v. Schoolwires Standard Page Types
 - vi. Flex Page
 - vii. Article Library Page
 - viii. Assignments Page
 - ix. Blog Page
 - x. Calendar Page
 - xi. File Library Page

- xii. Link Library Page
- xiii. Maps & Directions Page
- xiv. Photo Gallery Page
- xv. Podcasts Page
- b. Adding New Pages
- c. Actions Button
 - i. Edit Page
 - ii. Set Options
 - iii. Get Link
 - iv. Copy Page
 - v. Move Page
 - vi. Delete Page
 - vii. Set Viewers
- d. **Schoolwires** Editor
 - i. Inserting and Formatting Text
 - ii. Inserting & Formatting Images
 - iii. Inserting Links
 - iv. Working with Tables
- e. Working with Apps
 - a. Action Button -> Edit Page -> Manage Apps & Layout