

Objective: To assist Site Directors and other key individuals in structuring their *Schoolwires* website using best web publishing practices, tools, and methodologies.

Consulting Prerequisites:

- Completion of the *Site Administration Part I & II* trainings.
- Completion of *Managing the Section Workspace* training
- Consideration of the *Website Planning Guide* (List of desired Channels & Sections)
- Consideration of *Group Categories & User Groups*
- CSV (excel) files for:
 - Staff (Users requiring Sections) - can be created onsite
 - Other Users (not requiring sections) - can be created onsite
 - Other major Sections (Membership, Conferences, etc.)
 - Calendar Events (optional)

Topics Covered in Site Launch Consulting

Website Discussion (Organizing our website)

- Editorial Privileges Hierarchy & Administrative Privileges
- Viewing Privileges
- Accessing Site Manager > Structure within Site Manager > Navigation

Rolling Up Our Sleeves...

- Structuring your Site (Configuring Site[s])
- Configuring Channel Library
- Configuring Section Assets (Page Layouts & Section Configurations as necessary)
- Configuring Calendar Assets
- Assigning Channels & Creating the Sections for the Site[s]
- Migrating content into the Site / Subsites
- Creating a plan for you to continue the migration of content

What Will We Do First?

1. Provide access to those involved in the SLC process.
2. Establish Group Categories & User Groups
3. Configure Channel Library
4. Configure Section Assets (Editor Layouts / Section Configurations if applicable)
5. Configure Calendar Assets
6. Apply System Settings
7. Assign Channels to the Site /Subsite(s).
 - a.) Add Sections to the Channels at the Site (District) & Subsites (Schools) complete with Editor Layouts &/or Section Configurations (if applicable)
8. Manage the Homepage Layout & Apps.
9. Begin migrating content to the Site (District) Workspace
10. Continue adding content.