I. Intro:

-welcome shpiel

-objectives

-file cabinet/ organizational overview (nitanyville)

-viewing rights are default all but can apply viewing privledges to any site and channel, etc.

-sign in

-site manager and review of geography in back-end

II. Show training channel and explain rationale—FOLLOW GUIDE

-explain how to put in sections (reminder about section robot in district tools)

-summary tab (and options) \*\*pages listed there chosen with section configuration at time of inputting sections

-tools tab: files and folders, docs or images linked will be put into site files (but if moved, link will be broken)

-upload document in here to be used (back to school help card)

-directors and viewers

-statistics

-how do I

(recommended: SE help card, workbook, and all about apps help card)

III. About Pages and Page Types

-pages are blank canvases with one column layouts with applicable apps embedded

(show slides 5 and 6)

-canvas comes with options for layouts and adding apps

-“I will be showing you three or four of the most common page types used)”

-have everyone rename their sections

IV. Section individual workspace time

-CONTENT PAGE

-“NAME’S Content page”

-choose content page, save and continue

-one column layout with content app already in place

-explain editor icons (preview, options, pending comments)

-pencil icon to edit

-icons- paste as text, wizards, etc.

-add text, click save, app options

-show from user end (with preview)

-add pic and format around text

-create link

-show

-link to a document

-DOCUMENT VIEWER PAGE

-NAME’S DOC VIEWER PAGE

-really best to use in it’s own page

-upload document, show from user end

-app options

-FILE LIBRARY PAGE

-NAME’S FILE LIBRARY PAGE

-for publishing multiple documents at once

-add 2 new files

-app options

-BLANK PAGE OR BACK TO CONTENT PAGE

(-NAME’S BLANK PAGE)

-Show how apps stack and layout can be changed easily

-image app (app options)

-Announcements app (app options)

-site shortcuts (app options)

-etc.

V. Show Nitanyville Essential Apps

VI. Back to summary page in individual sections

-ACTIONS:

-edit

-page options: \*\*target

-get link

-copy page

-move page

-delete

-set viewers

-ORGANIZE PAGES

-organize/nest

-RECYCLE BIN

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