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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