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