

2018 Summer Website Administrator Training

1. Company Overview & Website Layout Discussion –
2. Site Examples- Ideas on how to keep your site looking neat and attractive
3. Campus Selector for Campuses
4. Dashboard - Show access to Help, Videos, Webinar, Updates, & 1-click Links
5. Help Center - Discuss the Help Center and all forms of support, including: Frequently Asked Questions, Video Training, Email Support, Toll-Free Support M-F from 8-5 or Trainers Cell Phone Support from 8am – 9PM Monday – Saturday. Training Videos, Qualys Browser Check
6. User Logs – Explain how to use them and give access through User Rights (later in training)
7. Site Settings – Site Configuration
 - a. Discuss who to send user comments to.
 - b. Discuss turning off user comments for entire website. (This blocks blogs also.)
 - c. Allow users to reset passwords.
 - d. ADA Compliance for images in text editor
 - e. Statistics Access
 - f. Allow profile picture to replace directory picture?
 - g. Discuss Faculty & Staff E-mails being displayed on website.
 - h. Enable Google Drive
 - i. Enable Google Single Sign On (SSO)
 - j. Enable Scrolling Animations
 - k. Page Customization Options:
8. Site Settings – Contact & Accessibility Information (Must be completed on EVERY campus site.)
 - a. Verify Contact Info.
 - b. Modify any Accessibility statements
 - c. Add Accessibility contacts, if needed.
9. Site Settings – Custom E-Mail Configuration (School wants to use their own e-mail server.)
10. Site Settings – Schedule / Office Hours
11. Site Settings – Map & Directions
 - a. Open Maps.google.com and show how to save map link to Map & Directions.
12. Site Settings – Extra Header Code (Google Analytics)
13. Site Settings – Extra Footer Information
14. Site Settings – PayPal login info & charges.
15. Site Settings – E-Notes Setup - Text Translate
16. Social Media Settings
 - a. Add Facebook & Twitter Account info if needed.
 - b. **Connect to Facebook & Twitter.**
17. Statistics- Webpage & E-note Statistics/History. See Blank Pages & Who is updating pages and who is NOT. (**Access Audit**)
18. Search Optimization – Demonstrate how to use it effectively. Custom Page Names
19. Messaging – Emergency Alerts (District Level)
20. Adding Teachers / Move Teacher Single/District Site
 - a. Show how to add teachers.
 - b. Demonstrate selecting which page to add teacher.

- c. Demonstrate selecting which faculty page to add teacher.
 - d. Demonstrate importing teachers
 - e. Discuss how to add pictures if not added at same time teacher was created.
 - f. Demonstrate uploading faculty pictures
 - g. Discuss how to update current users to list their staffID
 - h. Show how to remove teacher and all of their content.
 - i. Faculty Directory after teacher has been added. Discuss possible additional info to be added: Phone Number & Ext., Cell, and Room Number.
21. Manage Administrators
- a. Discuss same creation process for administrators / principals.
22. Manage Support Staff - Discuss reason for all staff being added.
23. User Rights – Adding Coaches and Extracurricular rights to teachers. Also, discuss giving access to additional areas like E-Notes Voice to allow Principals to send out calls.
24. Suspend/Activate Teacher
- 25. Hands-on Time / Bathroom Break - 20 Minutes**
26. Photo Drawer - Default 500 pixels wide. Make sure they understand they can change the pixel size when uploading photos. Clear resize number for animated gifs. (Ability to View Image)
27. Document Drawer - All teachers have their own private document drawer. Generic drawers have also been created for General, Athletic, Extra Curricular, District Forms, School Board, and Transportation. These folders should be used to load the appropriate type of forms. Additional file types have been added. Now you can store Office, iWorks, PDF, rich text, Smart, Promethean, Mimeo, eBook, XML, Active Inspire Flipcharts, Logger Pro Data files. These are intended to help teachers share between each other and to help distribute files to students. You can use Users Rights to give special privileges to teachers who need access to certain folders. Document Selector with three options including teachers personal drawer. New Share options for document drawers (District of a multi site only)
28. Audio / Video Drawer - All teachers have their own private Audio/Video Drawer. Due to browsers no longer supporting plug-ins, only MP3 for Audio and MP4 for Video can be added.
29. Closed Captions - Demo
30. Flash Drawer – Just a reminder that it is there and works just like the photo drawer, except you have to specify the height and width of the flash movie.
31. Homepage Design Slideshow –
- a. Add Pics, Captions, & Links,
 - b. Comment Placement & Animation (Depending upon design chosen)
 - c. Background Position – Based upon device being used.
 - d. Transitions, Move, and Visibility on/off.
 - e. Discuss Icons & Blocks that can be added to specific Designs.
32. Main Links – Renaming, Rearranging, Removing & Adding Items on Main Links and Drag and Drop feature. Lock Any Page, Intranet
33. Demonstrate how to build our 20+ Page Types, including Single Pages, Multiple Document Pages, Photo Album, PDF Docs, Lesson Plans, Forms, Blogs, PodCasts, 2 or 3 Column Page News Articles Page has become the most used to feed Home Pages. Watch the 9 minute video at www.gabbart.training/teachertv
34. Create Sandbox and turn off Visibility so they can play with different page types.
35. Customize Website main links & pages to Meet School Requirements.
- a. Remove Elementary Grade Levels not needed.

- b. Add Subject Area that are needed. (Music, Library, Counselor, etc).
- c. Review Campus Clubs and Add or Remove any organizations you need to.
- d. Review Athletics and Add or Remove any activities you need to.

36. Hands-On Work Time – 10 Minutes

- 37. Home Page (Page Stack) Demonstrate how to build Page Stacks to build amazing home pages. Discuss importance of having important information that changes often on your home page. The Home page should be updated more than any other page on the website.
- 38. Discuss Home pages and their slideshows. Make sure information is on each of these pages, so it isn't empty. Their slide show will not show unless they add pictures to the campus slideshow. Also cover menu option to drop down or not to drop down.
- 39. Cover ALL items in the text editor, including Inserting Photos, Videos, HyperLinks (both text and pic) Demonstrate how to use each one. Slide Shows, iFrames, Google Drive, Audio.
- 40. Demonstrate how to add Alt Tag to pictures.
- 41. Demonstrate how to add Closed Caption to videos. (This will require uploading a video and clicking the CC button next to it in the Video Drawer.)
- 42. News Article Pages- Creating News Articles for District & Campus sites
 - a. Adding News Feeds to Page Stack per campus
 - b. Adding News Feeds to Sidebars
 - c. Using Article Feed to hand select individual news articles to appear on home page.
- 43. Allow about 30 to 45 minutes if time allows to work on adding in teachers.

44. Welcome to Day two

- 45. Discuss ADA Compliance. Show PowerPoint and give them the tools needed for them to test their websites.
- 46. Calendar – Demonstrate how to add events to Campus Calendar option and to push an event to all other calendars. Show all calendar functions for repeat events, attachments, etc.
 - a. Color Coding Calendars
 - b. API Interface with Google Calendar to automatically pull events from a Google Calendar and display on the website.
 - c. How to subscribe to a website calendar to your personal calendar.
- 47. SlideShows - Demonstrate how to add pictures to a slide show and how to crop image.
- 48. Sidebar Layouts – Describe how to create new sidebar's for specific departments, athletics and/or extracurricular pages. Discuss Left and Right 2 Sidebars. (Adding Sidebar Navigation)
- 49. Announcements – Discuss on/off dates and keeping announcements for next year. Announcements won't show unless they add announcements

50. Hands-On Work Time – 10 Minutes

- 51. Show how to display Facebook and Twitter in Page Stacks and Announcements. Login to Facebook and open new tab. Go to <http://developer.facebook.com> & search for "Page Plugin". Customize how you want it, Select Get Code, iFrame, and copy code & use Source or Video Embed option to paste code on to page. For Twitter, go to <https://publish.twitter.com/#> and enter the Twitter URL @GabbartCom and Copy Code. Repeat process like Facebook above.
- 52. Setup OneDrive account and embed PowerPoints into website.

53. Hands-On Work Time – 10 Minutes

- 54. Lesson plans: How to use and setup.
- 55. Discuss Wisdom LMS.

56. Online Form page to allow Tech Request, Transportation Request, or Volunteer Form to the Administration area. Walk through Form building process.
57. Contact information - Make sure your school phone numbers are easy to locate on your website. Add a Contact Us page if necessary or put it on the home page. Contact us Module... how to create an announcement with contact info. Teacher have an edit Profile.
58. District Site or Administration Section - Make sure Campus Calendars in PDF and items like Student Handbooks are current. School Report Cards & ACT Testing Dates should be updated. Turn visibility off on items that are empty. "Who has access to update these pages at your school?" Delegate the responsibility for posting jobs, board agendas, etc. to others. Also use site statistics to see what has not been done.
59. Reorder faculty by first or last name on the faculty page
60. Create District Directory & Campus Directory or Break into Categories.
61. Cafeteria – iFramed in the District nutrition website. Options exist for PDF Menus if campus prefers. Make sure it fits your school!
62. Quick Links: How to build and add Quicklinks to Sidebar Layouts.
- 63. Hands-On Work Time – 10 Minutes**
64. E-notes – Make sure they understand this can be a communications tool to send mass email or text out to people who sign up. Wengage & Skyward Interface. Import mailing lists from cvs or sign up module.
 - a. Demo E-Notes Parent Notification Center.
 - b. Send out Text and App push at same time.
 - c. Demo E-Notes Voice
 - d. Demo E-Notes Search Functions
65. Custom Branded Mobile App –
 - a. Discuss App Integration for Calendar, News, Announcements, Directories, and Slide Show Pictures.
 - b. Show how to turn on the App Push notification using the green pencil.
 - c. Send out an App Push for all to see.
 - d. Show Gear Options to turn off notifications.
 - e. Show E-Notes Login from App.
66. Audio Players – How they work and where the music comes from.
67. Ads & Logo's – Discuss adding advertising to certain web pages and raising funds by page sponsorship.
68. Directory of products - PayPal and Payschool
69. Google Analytics - Demonstrate & show reports.
70. Q&A