BASIC CMS REFRESHER

We will review all content listed below and in between each section I will have you either pair up with someone or individually to have time for hands-on in class!

At the end of class if we have time left over, you may bring some work that you need assistance with or may have questions.

Please wait for questions until I have been able to review all content and sections first. Let's be fair to the ones that need to learn in order of sequence. Thank you!

09:00-09:10   Training Outline

- Structure, objectives and deliverables
- Content Management
- Rights and Roles
- Site Manager Interface

09:25-09:45   Site Structure

- Hierarchy and navigation
- Add, edit, delete, move, duplicate
- Build the site structure
- Move and reorder sections
  - **ADD SECTIONS, MOVE, REORDER, DUPLICATE**

09:45-10:30   Content

- Add, modify and delete content
- Template elements
- Add content using Direct Edit – Links
- Create tables in content
  - **PRACTICE USING VARIOUS TEMPLATES, CREATE A TABLE, ADD CONTENT TO SECTION**

10:45-11:00   Manage Content

- History and versions
- Content options, mirroring and duplicating
- Media library
  - **ADD A FILE TO MEDIA LIBRARY, ADD A VARIANT, LINK TO IT FROM SITE STRUCTURE**

Future Training Dates

Are posted for the year!

http://selkirk.ca/s/training/booking/

If you cannot attend a training session please make sure you send an alternate person in your place that has prior

SiteManager experience.

It is your responsibility to take notes and keep an open-mind to learning!

Documentation & Videos

http://selkirk.ca/s/training/