Full Admin Training Outline

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Full Admin Training

Editing the Homepage

	Content Rows • Add/edit/delete/save • Enable/disable row • Settings on how to style background and columns • Change column structure • Add widgets • Make row visible throughout the site • Explain difference between main content row and Main Content Settings
	Galleries • Create/Edit • Upload images • Delete images • Add a caption and a button to images • Transfer galleries

	My Explorer (My files)
	• Post & Albums Tab
	  ○ List of post that have been created by that user
	  ▪ Buttons within those list (edit/delete/open)
	  ○ Rubbish bin & how to restore deleted pages
	• File Manager Tab
	  ○ Public Folders
	  ○ Files for documents and how to create subfolders
	  ▪ How to embed documents
	  ○ Images and how to create subfolders
	  ○ How to upload, delete, download, and mass download

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Widgets

	Primary Navigation • Layouts • Secondary Navigation • Styles • Colors
	Slideshow Widget • Layouts (Images or Video) • Number of images to show • Image order • Select albums • Background size • Transition effect • Caption options and colors • Dimensions
	Mission Statement Widget • Layouts • Button options • Title/Text/Button Alignment • Dimensions
	Links Widget • Layout Styles • How to add images and links to the widget • Label and Title alignment • Dimensions
	Textbox Widget • Difference between “Browse, Clone a Page, and Create New Page” • Add images • Add links • Add accordions • Use Bootstrap Grid • Revisions • Privacy tab

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	Social Network Widget • How to add Facebook/Instagram feed
	Live Feed Widget • How to add Facebook and Twitter feed • How to add use chats module • Settings within the widget
	Quick Icons Widget • Layouts • How to change styles • Add new links, icons and images
	Image Widget • How to add an image and change the image size • Add a Parallax Effect
	Information Slider Widget • Basic settings and layouts • Data Source (Modules that it can pull information from) • Styles and Dimensions

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Modules

**Each module has a corresponding widget*

	Events Module • Add/edit/delete events • Add thumbnail Image • Add event duration and recurring events • Syndicate to other schools • Calendar Integrations with Google and Microsoft
	News Module • Create/Edit/Delete Post • View Current/Archive/Future News • Add Thumbnail Image • Publish Option • Syndicate to other schools
	Blog Module • Create/Edit/Delete Post • View Current/Archive/Future News • Add Thumbnail Image • Publish Option • Syndicate to other schools
	Podcasts • Create/Edit/Delete Post • View Archive • Syndicate to other schools • Upload media • Sort Media
	Staff Module • Staff Settings for the three different layouts

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Administrational Panel (Site Config)

	School Setup • Change Site Title • School Contact Information • Webmaster Email • Google Translator Enable Option • Social Network Icon Settings (Displays on Secondary Nav) • Enable Cyberschool Dashboard (Bottom bar, logged in only) • Quick Bar Settings (Top Login Bar) • Enable Classroom Theme • Holiday Mode • Enable Swear Filter • Enable ADA • Prevent Email Scraping • Legal (Terms & Conditions/ Privacy Policy)

	Navigation Editor (Top Navigation)
	• Current Navigation
	• Rename/Edit/Delete menu items
	• Hide menu items
	• Make menu items “Staff Intranet” (viewed logged in only)
	• How to create menu and sub menu items
	• Go over available modules
	  ○ Difference between a page and portal
	  ○ How to link to existing pages, departments & classrooms
	  ○ Link to a file or URL
	  ○ Link a Dept/Class Navigation to the top Navigation
	  ○ Link all available modules (Calendar, news, podcast..etc)

	Groups & Users • Add a new user (Individually & Mass Upload) • How to enable if user is locked out • Enable in Staff Module • Roaming Permissions • Profile/Bio

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	• Add/Edit Groups • Set permission to Groups
	Alerts • Add Subscribers (Individually/Mass Upload/Widget) • How to add/edit/delete category • Create new alerts • Go over settings per each alert • Save Alerts (Site Alert Only)
	Social Media Settings • Sign into Facebook and Twitter) • Where to use

	Department Manager
	• Add Category and Departments
	• Properties
	  ○ Add department content
	  ○ Add/Change Department Title and URL
	  ○ Select a department theme
	• Delete Departments
	• Assign Admins

	Editing Department • Show the properties button within the department • Create Groups and edit the permissions • Assign Users to Groups • Edit the Department Navigation (Nav Editor) • Add different blocks within the Navigation • Edit the Department Message • Edit the layout of the department homepage and/or portals • Go over widgets available • Go over department modules such as: ○ Events, news, podcast, blogs, staff • Go over department Alerts
	Class Manager • Add Category and Departments • Properties

	○ Add classroom content ○ Add/Change class title and URL ○ Select a classroom theme • Delete Classrooms • Assign Admins
	Editing Classes • Show the properties button within the class • Create Groups and edit the permissions • Assign Users to Groups • Edit the class Navigation (Nav Editor) • Add different blocks within the Navigation • Edit the class Message • Edit the layout of the classroom's homepage and/or portals • Go over widgets available • Go over classroom Alerts • Go over class modules such as: ○ Events, news, podcast, blogs, staff

Quick Bar and Dashboard

	Quick Bar • Search button • Quick Add (+) • ADA • Help Module • Hello ___ (Shortcuts)
	Dashboard • My profile • Shortcuts depending on location of the site • My files • Site Settings • Login as..