

Lesson Plan: govAccess Basic CMS Training Session

Objectives: Trainee will be able to...

...Navigate/find their content.

...Edit/publish their content.

...Organize content within the components to display within widgets on the proper pages

Agenda:

- Dashboard and administration interface overview
- Support Menu and Help buttons
- Intro and overview of Homepage
- Interior page overview
- Site Content tab
 - Pages
 - How to find pages in the back end of the CMS
 - Adding, editing and deleting
 - Saving, Archiving and Publishing
- Image Library- How to Upload
- Document Central- How to Upload
- Calendar- Overview of the component, how to Create an Event
- News- Overview of the component, how to Create a News Story
- Review of Concepts / Discussion

Training Materials:

- Site- Use the client staging or dev site. All trainees should have their own logins
- Usernames- Create your own username- SuperUser (Simple123!) and a backup for users BasicUser (Simple123!)
- Prep Site with:
 - Multiple Images in the Image Library
 - Reference Guide Document (or alternative) in the Document Central
 - Folders for each in the Image Library and Doc Central

Directions:

1. Get everyone logged into the site. This is easiest when you use the following example: (Use Client Specific login material)

To begin training follow these directions: (Read all of these before starting with step 1**)**

1. Open your preferred web browser and type in: (Client Dev /Staging site)
<http://training.weknowgovernment.com/admin>
2. Log in with: your username and password
3. **IF YOU CAN NOT LOGIN DO NOT PANIC- WAIT FOR FURTHER DIRECTIONS**
2. Go over agenda and reference guide
3. Start with pointing out difference between a Basic and Super User, Administration and Configurations tabs (details to follow in SuperUser Session)
4. Point out and discuss Transitions from Dashboard to Site Preview, and answer:
 - a. What is a widget?
 - b. What is a component?
 - c. What do you see when you are logged in as opposed to being a Site Visitor?
5. Username – Preferences

Lesson Plan: govAccess Basic CMS Training Session

6. My Tasks Tab
 - a. What does locked mean?
 - b. What is an Approval Cycle and a Work Flow?
 - c. Who gets an Email about Content Review?
7. Support Tab and Help Menu
 - a. Help.visioninternet.com
8. Site Content Tab
 - a. All components live here
 - b. All content is managed here
 - c. Discuss difference between the top 3 and the remaining alphabetized list; "Best Practices" for organization = CATEGORIES
9. Pages
 - a. How to find your content
 - b. What is a Content Group?
 - c. What is the difference between List/Tree
 - d. Discuss the Icon Legend
 - e. How to build a new page?
10. Walk through how to build a new page "Page Details"
 - a. What is a Page Template?
 - b. What Page Template is going to be used in Content Migration and why? Basic
 - c. Explain fields and move forward to Design
11. Widgets on the Basic Page Template "Page Design"
 - a. How to access the widgets
 - b. What is the Content Area Widget?
12. Open Content Area Widget
 - a. What is WCAG 2.0 AA?
 - b. What are the "Big 5"?
 - c. All trainees type:

Header 3

Header 4

Number 1

Number 2

Bullet 1

Bullet 2

External Link

Email Link

Internal Link

Document Link

13. Format the list using the correct WCAG Principles
14. Save Content Area widget
15. SHOW how to add a Document Widget to the Page Template by drag and drop discuss addition of Widget to organize Documents better on a page
16. Save Page (do not Approve/Publish)
17. Take a 10-15 min break
18. Log back in if necessary
19. Document Central and Image Library overview
 - a. How to locate docs/images
 - b. How to upload
20. Find YOUR page and put it in "Edit Design"
 - a. Discuss Content Area Widget "Inline Editor"
21. Open Content Area Widget and:
 - a. Add Image
 - b. Add Filler Text

Lesson Plan: govAccess Basic CMS Training Session

- c. Wrap Image
 - d. Add Alt Text
 - e. Build Data Table
 - i. 9 cells, 3 rows x 3 columns
 - ii. Name, Team, Number
 - iii. Race!
 - f. Walk through all 4 steps to build a table
 - g. Save
22. Publish Page
23. Calendar Component
- a. Full walk through of Primary view of component
 - b. Why Categories?
 - c. Build an Event and discuss all fields
 - d. Where did it go?
24. News – Build a News Story
- a. Walk through fields after Trainee practice
 - b. Where did it go?