



**Sample Training Outline**

**On-Site Training Outline**

**Hands-on Activities**

* Use DirectEdit link to log into page
	+ Log in as a level 6 user with an approver enforced

	Login - DirectEdit: Video: 9:08
	<https://support.omniupdate.com/learn-ou-campus/interface/index.html#loggingin>

	Overview: The DirectEdit link is a link on every page that you can click on to log into OU Campus. When you log in with the DirectEdit link, you immediately see the [edit mode](https://support.omniupdate.com/learn-ou-campus/pages-files/edit/index.html) of the page with the link you used to log in.

	DirectEdit link for Grossmont and Cuyamaca is the copyright in the footer of every page
* Quick tour of the interface

Video: <https://vimeo.com/160636971>
9:04 minutes
	+ Global Navigation Bar + Breadcrumb
	<https://support.omniupdate.com/learn-ou-campus/interface/index.html>
	+ Page Actions Toolbar
	+ Quick Search
	Video: 2:55 minutes
	https://support.omniupdate.com/learn-ou-campus/interface/global-search.html
* Enter a page’s editable region using JustEdit
Edit page: <https://support.omniupdate.com/learn-ou-campus/pages-files/edit/index.html>
* Discuss basic WYSIWYG functions
Editing content with WYSIWYG editor - Video: 11:58
<https://vimeo.com/161858090>
	+ Basic text formatting
	+ Headings
	+ Spellcheck
	+ Addling links to demonstrate Dependency Manager

	Dependency Manager:
	<https://support.omniupdate.com/learn-ou-campus/pages-files/manage/dependency-manager.html>

		- Dependency Tag Info Gadget:
		<https://support.omniupdate.com/learn-ou-campus/gadgets/dependency-tag-info.html>
		Video: 6::10:

		Interior link

		Insert/edit links

		<https://support.omniupdate.com/learn-ou-campus/pages-files/edit/wysiwyg/insert-edit-link.html>
		- External Link
		- Link to sample document/file
	+ Adding images – dependency manager again!
	+ Snippets
		- Show off some of the pre-made snippets
	+ Assets
		- Demonstrate adding an asset to a page
	+ Demo keyboard shortcuts
* Save and exit the region
* Page Properties tab
	+ Discuss Page Parameters
	+ Reminders
* Versions
	+ Create a backup
	+ Compare versions
	+ Revert
* Page check
* Send the page for approval
* Discuss some useful gadgets
	+ Checked-Out Content
	+ Snippets/Images
	+ Others

**---BREAK TIME---**

* Quick Recap of the first part of training
* Check in for Q&A
* Log in as the approver for my level 6 user
* End up on the dashboard
	+ Show dashboard gadgets
	+ Show Workflow screen
* Navigate to page sent for approval
	+ Publish and approve page
	+ Mention declining a page, scheduling publishes
* Creating new pages
	+ Create a page using standard “interior page” template
	+ Highlight other page layout options (landing page, other special interior pages) if desired
* Navigation
	+ How navigation is edited
	+ Publishing \_nav.inc files
	+ Demonstration of nesting navigation
* Creating new sections
* Uploading files
	+ Making new empty folders
	+ Discuss best practices for where files need to be uploaded
		- Images?
		- Documents?
	+ Show image editor
* Miscellaneous topics
	+ Other files, such as \_props
	+ General best practices you want me to cover?
	+ End-user guide Add-On
* Final Q&A and wrap-up