



**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](Video:%20%202:55%20minuteshttps://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