

# GCCCD Training – Ideas

Content for consideration on GCCCD website - DT

GROSSMONT  
COLLEGE



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## Resources included in this document

The training ideas presented in this document include links to the corresponding OUCampus training modules, quick start guides and/or video library.

OUCampus offers so much in the way of support it shouldn't be difficult create basic training modules on the district website. The most difficult task is limiting the amount of training so we don't overwhelm our users.

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## OUCampus FAQ's: <https://support.omniupdate.com/faq.html>

We will need to limit what we share here at first because we don't want our users to ask for additional bells and whistles while we are busy fixing stuff under the hood. Also, some of our users will have more access than others—more tools will be available to higher level users, for example. Best to limit the info here to the lowest common denominator by limiting the resources we share that are available to all. Aside from which, our advanced users will seek out more information by searching the OUCampus website.

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## A to Z Index <https://support.omniupdate.com/a-to-z-index.html>

Online tutorial examples:

- [Edit Pages](#)
- [Gadgets](#)
- [Get Started – Quick Reference Guide](#)
- Etc..

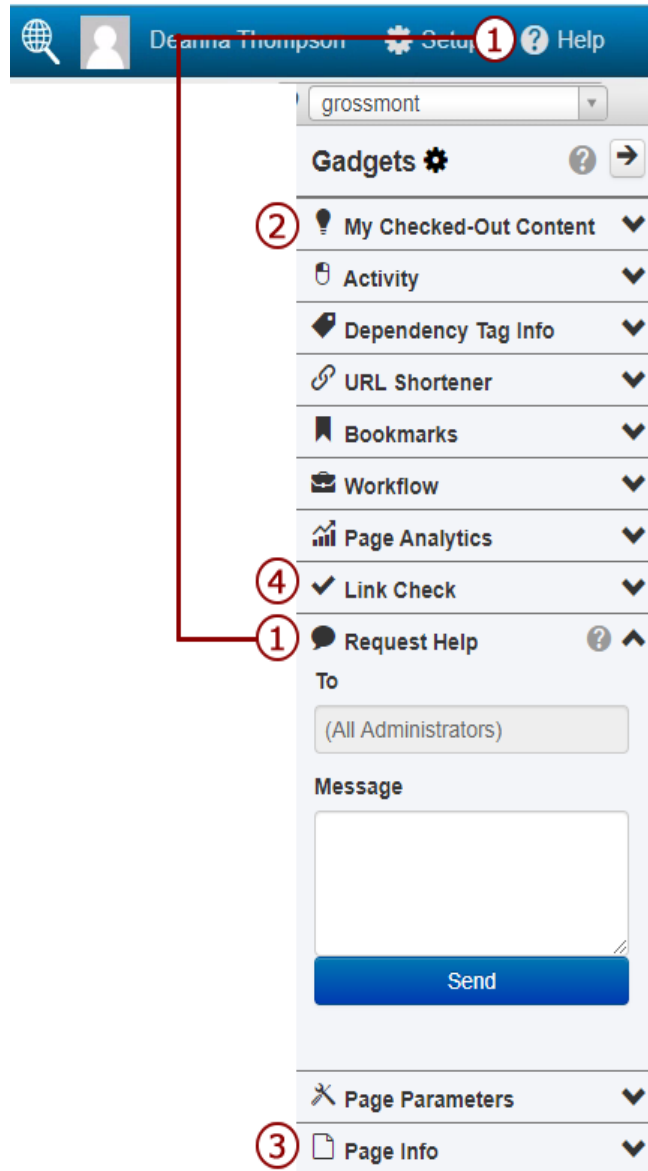
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## Online Tutorials / Quick Start Guides

OUCampus offers so much more than our previous CMS. Our users have never experienced Gadgets so tutorials outlining their usefulness is at the top of my list. I do have a preference as to the order online tutorials are created. The "request help" gadget is number 1 because it automatically sends named administrators a description of the problem including the page info they were on when they experienced the problem.

## Gadget Tutorials – By Priority

(Just my opinion)



### 1 [Request Help:](#)

Video: 5:32

**Description:** The Request Help gadget sends a message to a designated group if you are having issues. Location: Sidebar  
Available to: All user levels Use this gadget to send a message requesting help on a specific page or function. Along with the message you write, the gadget

### 2 [My Checked-Out Content Gadget:](#)

Video: 3:17

**Description:** The My Checked -Out Content gadget lists every page or file, asset, and component currently checked out to you. Location: Dashboard, Sidebar  
Available To: All user levels This gadget lists all files and content that are checked out to you.

### 3 [Page Info Gadget:](#)

Video: 5:25:

**Description:** Info Page Info Gadget The Page Info gadget shows information about a page or file that you are editing. Location: Sidebar while viewing a page or file  
Available To: All user levels The gadget shows the following information about a file: Last Saved: Date and time of the last save, and by whom.

### 4 [Link Check:](#)

Video: 5:25

**Description:** The Link Check Gadget runs a link check on a page you are viewing, identifying all broken links. Location: Sidebar while previewing or editing a page  
Available To: All user levels Click the Find Broken Links button to scan the page for any broken links.

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## Misc. Resources

- [Sample training outline](#)
- [Training Videos](#)