CMS Training Outline

Session I: Getting Started (Mostly Demo, some Hands-on)

Documents:
Go to www.ccsf.edu/tlc/ccsfweb for links to all CMS training documents mentioned
Documents relevant to all sessions: Getting Started Guide, Training outline (this doc)

Session I: Pre-Production

Website Schedule; Optimizing Content and Content Migration; Logging in; Navigating the site;
Overview of editing process
Documents: Handy Site Organizer, Preparing Content for the New CCSF Website; Sitemaps:
Before and After
- Housekeeping: Filling out CMS Account Form; Getting logins and PWDs
  - Planning for transferring old site to new (Summarized in the Optimize your Web Site Content
    link on the TLC page above)
  - How to think about editing content: Redundant, Outdated and Trivial material
  - Making a site map
  - Copying text to text editor to strip formatting then pasting into text component
- Hands-on: Logging in; Navigating site to find your editing area.
- Demo (if time permits): Overview of editing process; practice using CCSFDEMO site.
  - Creating a new page; Choosing a template
  - Using the Sidekick and its components
  - Production: Placing content in your pages

For Next Session:
- Prep existing content in Text Edit/Notepad files and start saving images (.jpg or .gif) Refer
to the Preparing Content for the New CCSF Website, Optimize your Website and the Getting
Started Guide.
- Look at CCSF Component User Guide online at www.ccsf.edu/tlc/ccsfweb - left column.
- Practice in the "CCSF Workshop Demo" area. Log into the CMS with your User id & generic
password: ccsf1
- Login address: http://147.144.1.223:7502

Session II: Production (Demo and Hands-on)

Bring in content to practice with: Text Edit or Notepad document files, Word or pdf files to
upload, and images if needed.
Documents: Component guide, Template and Component Cheatsheets and “Images, Image
Components and locating images in the DAM”
Use CCSF Workshop Demo area to play
- Overview demo:
  - Navigating Site Admin view: Finding your area
Creating new pages and sub-pages in the CMS
Double-clicking a page to edit
The editing screen and the editing process:
  Intro to the Sidekick: Sidekick Components: Editable Text and Image boxes that compose your pages; Dragging components to template areas; Editing and OK’ing
  Overview of Components- see document Component Cheat sheet & Component User Guide
  Commonly useful components and Component sequences:
    o CCSF Title+Text+CCSF More link.
    o CCSF Link-Arrow list for resources and right-hand navigation.
  Importing content from Text Edit/Notepad into CMS components
  Templates: Overview of Templates -see examples in CCSF Workshop Demo area
  The DAM: Intro to the Digital Asset Manager (DAM) and using images. The Text-Image component.
  Hands-on practice: Work on your own pages.

Note: Saving is automatic; publishing to the web—called activation—is not (covered in session 3)

For Next Session:
  Continue site mapping and prepping existing content into Text Edit/Notepad files. Prep images according to DAM specs (in Component User Guide).
  Continue gathering content and getting OKs from those responsible in your area
  Practice in the "CCSF Workshop Demo" area

Session III: Hands-on practice; Activating Pages

Bring content to practice with: Text Editor Notepad and Word document files & images. Continue working in CCSFDemo site or actual CCSF site

Document: Activating CMS pages

Demos:
  More on images and the DAM: 3-image components; editing images to fit exact size.
  Uploading documents and images:
    o Uploading to the DAM
    o Uploading directly to a page
  The CCSF Document link
  Activating and publishing pages.

Workflow: Steps to publish/activate pages.

For prepping your own images for the CMS, attend the upcoming TLC workshop "Using Photoshop to Prepare Images for the New CCSF Website"