

Site Administrator Training



Introduction to eChalk for Site Administrators

Agenda – Full Day

- I. Introduction and Welcome (10 mins)
- II. Site Planning and Best Practices (50 mins)
- III. System Introduction: Logging In, Dashboard, Personal Tools (20 mins)
- IV. Content Management (45 mins)
- V. Site Configuration (60 mins)

LUNCH

- VI. Site Configuration Cont... (90 mins)
- VII. Membership and Privileges (30 mins)
- VIII. Classes (10 mins)
- IX. Group Management (10 mins)
- X. Review & Wrap-Up (15 mins)

At the conclusion of this session, participants will be able to:

- Use the Site Configuration and Content Management tools to create a home page and sub pages for their new eChalk site.
- Create classes and groups with public pages and navigate Learn.
- Navigate the eChalk Help Center to find resources.