**Sacramento City Unified School District**

# Web Administrator Training Agenda

I. Introduction

II. School Website Process

III. Sandbox Layout

IV. Getting Started

V. Navigation

BREAK: 15 MINUTES

VI. Posts
   a. Create a Post (Exercise #2)
   b. Create a Teacher Profile (Exercise #3)
   c. Create an Announcement Post (Exercise #4)
   d. Create an Event (Exercise #5)

VII. Landing Page Shortcut & Content Zone
   a. Create a Pod (Exercise #6)
   b. Edit About Science Department to Overview (Exercise #7)

VIII. Administrator Functions

IX. Advance Features Overview

X. Next Steps