Content Publishing Training

About this training

- Designed for everyone with advanced content authoring and WYSIWYG permissions (or OC Power Publishers, OC System Administrators and OC Site Managers)
- Step by step introduction to OpenCities with a focus on learning how to navigate the platform.
- Once you have a baseline understanding of the platform, we'll introduce advanced content authoring features, examples from client and demo sites, use cases and best practice tips to make your content accessible.
- After the training, we will send you a recording of the training session to download and save on an internal drive for future reference. The recording will be roughly 2 hours long. If there is a specific topic covered in the session that you find interesting, we recommend recording the rough timestamp of this topic. Since there is no better way to learn than learn by doing, we recommend following the video and trying out each functionality introduced as a take home task. You can create test content in a training folder in your OpenCities admin, or in Point Russell's Play environment.

Before the training

- The training is run remotely on Microsoft Teams. To ensure the training runs smoothly, each attendee should have their own PC with a connected headset. Additionally, attending the training session with dual monitors works best to follow the trainer's demonstrations.
- You're more than welcome to hold the training session in a conference room on a projector/big screen. Having individual PCs allows all attendees to participate in the hands-on activities and headsets ensure that you can join in on the conversation and ask questions with clear audio.
- Think of a council event and an online service that you have on your current site
  - Save an image that best represents this event and service on your computer
  - Have any details of the event and service handy like an existing page on your current website

Agenda

- Welcome to OpenCities

- What is an OpenCities Module and Content Type?

- Introducing Point Russell and its homepage components

- Introducing OpenCities admin - the editing side of OpenCities

- The OpenCities admin dashboard

- The Files Area: How to upload and reupload images and files to use on pages

- The site tree and how it maps to main navigation on the site

- Basic structure of any page and content type

- The WYSIWYG editor and key content editing functionalities

- Creating hyperlinks using the Hyperlink Manager

- Managing admin settings of a page (making a page searchable, scheduling, changing content types)

- Enabling page feedback forms and page subscriptions forms

- Checking linked content

- Versioning in OpenCities and checking page history

- Similarities and differences between content types

- Listing pages in OpenCities: OC Landing Pages vs. OC Module Interface

- Q & A

And if time permits, your trainer can demonstrate...

- Create document libraries with OC Document

- Present minutes and agendas with OC Meeting

- Creating a content list in the WYSIWYG editor based on content labels and content types

- Creating an custom map based on content labels and content types

- Creating a calendar based on content labels or content types

- Creating an image gallery

- Creating a page level rotating banner