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Additional Web Maintainer Workshops for February

Web Team

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ADDITIONAL WEB MAINTAINER WORKSHOPS FOR FEBRUARY

Posted on 2/2/2017 4:11:37 PM

The **Web Team** has added two additional training sessions for **web maintainers** on the following dates in February. Basic Web Training will be offered on Wednesday, February 15, and Pages and Layouts Web Training will be offered on Friday, February 17.

Space is limited, and **advance registration is required**. Please register using the **[Web Training Workshop Registration Form](#)**.

Please make every effort to arrive on time, as it will be difficult to catch up those who arrive late to the workshops.

Training	Date	Time	Location
<u>Pages and Layouts Web Training (for converted sites)</u>	Tuesday, February 7	9:30-11:30 a.m.	Delaney Hall, Room G41*
<u>Pages and Layouts Web Training (for converted sites)</u>	Thursday, February 9	1:30-3:30 p.m.	Delaney Hall, Room G41*
<u>Basic Web Training: Editing Content</u>	Wednesday, February 15	9:30-11:45 a.m.	Delaney Hall, Room G41*
<u>Basic Web Training: Editing Content</u>	Thursday, February 16	9:30-11:45 a.m.	Delaney Hall, Room G41*
<u>Pages and Layouts Web Training (for converted sites)</u>	Friday, February 17	9:30-11:45 a.m.	Delaney Hall, Room G41*

*Room G41 is in the IT Support Center's Computer Lab, Delaney Hall.

WHY ATTEND TRAINING?

Basic Web Training: Editing Content will familiarize maintainers with the CMS. You'll learn how to find, access, and edit your content and put it through workflow, the process for getting your content published. You will learn how to post news and events on your department website—and how to get them into *IUP Daily* and the *Beak*. Also covered is adding links to pages on and off the IUP website, inserting photos and video to your news posts, and how to display news posts from other department's news feeds.

Pages and Layouts Web Training will show web maintainers how to adjust and add to the layout of an existing webpage on a converted IUP website, how to make a new web page (page layout) and a new section on your site, and how to work with collections. Website navigation and the IUP menu system will also be discussed.

These training sessions are for maintainers of department and office websites within **www.iup.edu**. *Make sure that your web editing privileges have been requested before you register for a training session.* For a web maintainer to be added, one of the existing department/office website approvers should send a request to **web-team@iup.edu**, or **[file an ihelp ticket](#)**. Here is an up-to-date list of **[IUP web maintainers](#)**.

Please know your IUP user name and password at the time you arrive for training. Because there is much to cover during the training sessions, we aim to start on time. *If you arrive late, you may have difficulty catching up and completing the workshop objectives.*

If you have questions, please contact **web-team@iup.edu**.

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Office Hours
Monday through Friday
8:00 a.m.-12:00 p.m.
1:00 p.m.-4:30 p.m.

