



WELCOME

SCHOOL & DEPARTMENT WEBMASTERS TRAINING COURSE

Welcome to the School & Department Webmasters' Training Course. This course is intended to help you, as the specified webmaster, to edit and maintain your school or department public (Internet) website.

To our **School Webmasters**: Keep in mind that, sometimes, this is the first place that a parent may access from our district site. This is the school their child(ren) will be attending, and you are responsible for making it a place that the parent not only feels welcomed, but a place where the parent and student(s) will be looking for information pertinent to them. Please make sure that all information is current and updated on a regular basis.

To our **Department Webmasters**: Your department website is where you want to make sure valuable, updated information is posted, not only for our outside visitors, but for staff as well. You are responsible for maintaining your department website, keeping all information up-to-date and pertinent to your department.

We are here to help you do just that. If at any time you need assistance, please do not hesitate to contact us: **Susan R. Miller** (ext. 46512) or **Emily McDaniel** (ext. 46513). We will be offering group trainings throughout the year for those of you who are new to SharePoint or might need a refresher course, or perhaps those of you who are new to the school or department webmaster role. Please feel free to email us if you would like to sign up for the next SharePoint training.

Before you begin reviewing the reference sheets for SharePoint, you will need to prepare your documents in Content Collection on Blackboard for the migration. Please refer to the reference sheets for Content Collection that explain the process of organizing, downloading and uploading those documents from Blackboard to SharePoint.

Now, let's begin.....