WEB TRAINING PROGRAM 2019

START

Determine your best path using the Web Training Planner tool online. It is best to work through levels sequentially. Tick completed courses off as you go.

LEVEL 1
It is mandatory to complete one of these courses to gain access to Squiz Matrix.

- Intro to Web Content Management - CMS (Edit+)
  For most new CMS users

- Web Content Management Fast Track - CMS (Edit+)
  For experienced CMS users and fast learners

- Web Content Management for Research - CMS (Admin)
  For areas using a Research template

- Web Content Management for OMC - CMS (Admin)
  For OMC staff and other bespoke training

LEVEL 2
We strongly encourage staff to complete these packages next, so that you have a well-rounded understanding of how to plan, create and manage high-quality web content.

- Introduction to Content Planning
  Aspects to consider when creating content for the web
  - Web Accessibility Basics [available April]
  - Creating Accessible Documents [available April]
  - Web Accessibility Testing and Repairing [available June]
  - Search Engine Optimisation (SEO) Basics [available October]
  - Writing for the Western Web [available November]

- Using Siteimprove
  Our web quality monitoring tool
  - Introduction for new users
  - CMS Community Dashboard and Reports [available March]
  - Various webinars run by Siteimprove

LEVEL 3
We recommend you complete this training as you need it. Not all staff will make use of Squiz Matrix Web Forms.

- Web Forms in Squiz Matrix Edit+
  - Planning a Web Form
  - Setting Up a New Form
  - Testing a Form
  - Retrieving Submission Logs

[enhanced online content available late 2019]

END
This is the end of the defined Web Training Program. You can search Lynda.com for other, free courses-of-interest, like Google Analytics.