



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.

