

## KSG WEBSITE TRAINING SCHEDULE

	TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	
MORNING	8:30 AM–10:30 AM	<ul style="list-style-type: none"> <li>❖ Opening Remarks, Introduction and Official Opening</li> <li>❖ Overview of the Corporate and Campus websites</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduction to menu module on dashboard</li> <li>❖ Editing the existing menus</li> <li>❖ Linking the menus with pages.</li> <li>❖ Deleting, publishing and archiving the menus and pages connected to the menu.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduction to dashboard editor and its modules</li> <li>❖ How to add section, Rows and columns in a page.</li> <li>❖ Creating tabs for the pages.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduction to Calendar module</li> <li>❖ Uploading new calendar and its formatting.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Introduction to website files and configurations.</li> <li>❖ Introduction to website database.</li> </ul>	
	10:30 AM–11:00 AM	<b>HEALTH BREAK</b>					
	11:00 AM – 1:00 PM	<ul style="list-style-type: none"> <li>❖ Overview the Corporate and Campus websites</li> </ul>	<ul style="list-style-type: none"> <li>❖ Creating new menus and linking with external URL</li> <li>❖ Creating new menus and connecting it to the page.</li> <li>❖ Publishing menus to the public on corporate website.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Adding text, images, documents to pages</li> <li>❖ Adding a video link from YouTube to the site.</li> <li>❖ Creating a section and column for the video and its content.</li> <li>❖ Introduction to news post</li> </ul>	<ul style="list-style-type: none"> <li>❖ Adding short code for the calendar to the page and link it with the menu.</li> <li>❖ Introduction to events</li> <li>❖ Creating a new event and publishing it</li> <li>❖ Editing an existing events</li> <li>❖ Practicing on Creating events</li> <li>❖ Practicing on Creating calendar and short codes.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Q&amp;A on the General training and pending on the website.</li> <li>❖ Taking through on disability accessibility functionalities module.</li> <li>❖ Linking the social media and adding them to the sites.</li> <li>❖ Creating twitter columns on the site.</li> </ul>	
AFTERNOON	1:00 PM–2:00 PM	<b>LUNCH BREAK</b>					
	2:00 PM – 4:00 PM	<ul style="list-style-type: none"> <li>❖ Introduction to corporate dashboard for site user editors.</li> <li>❖ Introduction to corporate dashboard for super admin users.</li> <li>❖ Introduction to Dashboard and all its Modules</li> <li>❖ Introduction to Campus site dashboard.</li> <li>❖ Open Remarks</li> </ul>	<ul style="list-style-type: none"> <li>❖ Practicing on Adding new menus on the site and linking the menus.</li> <li>❖ Introduction to pages</li> <li>❖ Editing, deleting, archiving existing pages.</li> <li>❖ Introduction to Creating new pages</li> <li>❖ Open Remarks</li> </ul>	<ul style="list-style-type: none"> <li>❖ Creating news post and assigning it to the category.</li> <li>❖ Creating Categories on post module.</li> <li>❖ Practicing on Creating news post and publishing them.</li> <li>❖ Deleting, unpublishing and archiving post.</li> <li>❖ Open Remarks</li> </ul>	<ul style="list-style-type: none"> <li>❖ Adding Quick links and related links on the footer.</li> <li>❖ Adding Google pin location to the site</li> <li>❖ Adding Email to Newsletter module.</li> <li>❖ Editing website Copyright and the year.</li> <li>❖ Open Remarks</li> <li>❖ Overview of the learned sessions.</li> </ul>	<ul style="list-style-type: none"> <li>❖ Practicing on linking the social media and creating twitter page and columns</li> <li>❖ Recap on the general training</li> <li>❖ Connecting the site to the google analytics.</li> <li>❖ Showing how to manage the analytics</li> <li>❖ Closing Remarks, Recommendation and feedback.</li> </ul>	
	4:00-4.30 PM	<b>HEALTH BREAK</b>					