

1. Agenda

Documents: [CP-4 DAY.DOCX](#)

2. Housing Choice Voucher

Documents: [CALENDARPROBLEM.PNG](#)

3. Other Department Stuff

My stuff is important and needs to be on this agenda

Documents: [LMS EDITING NOTES.PDF](#)



Onsite Training Schedule

Client: Example 4 Day Schedule

Day One

Time	Topic	Attendance
	System Setup	
9:00 am - 9:30 am	Site Tools: User/Group Administration	Admin
9:30 am - 10:00 am	Permissions: Modules/Categories/Pages	Admin
10:00 am - 11:00 am	Introduction of Website	Admin
11:00 am - 12:00 pm	Intro to Pages	Admin
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:30 pm	Intro to Website: Creating Practice Pages	
2:30 pm - 3:00 pm	Content Widgets	
3:00 pm - 4:00 pm	Module Widgets Editor/Info Advanced	

Day Two

Time	Topic	Attendance
9:00 am - 9:30 am	Document Center	
9:30 am - 10:00 am	Archive Center	
10:00 am - 10:30 am	Notify Me	
10:30 am - 11:00 am	News Flash	
11:00 am - 12:00 pm	Calendar	
Lunch 12:00 - 1:00	Lunch	
1:00 pm - 1:30 pm	Alert Center	
1:30 pm - 3:00 pm	FAQ's, Quick Links, Photo Gallery	
3:00 pm - 4:00 pm	Forms Center	

Day Three

Time	Topic	Attendance
9:00 am - 9:30 am	Agenda Center	
9:30 am - 10:30 am	Request Tracker	
10:30 am - 11:30 am	Jobs and Bids	
11:30 am - 12:00 pm	Practice Site Questions--	
12:00 pm - 1:00 pm	Lunch	
1:00 pm - 2:00 pm	Facilities/Reservations	
2:00 pm - 4:00 pm	Staff Directory/Q&A/Work Groups	



CIVICPLUS
HELPING COMMUNITIES ENGAGE & INTERACT

Onsite Training Schedule

Day 4 Implementation

Time	Topic	Attendance
9:00 am - 10:30 am	Review Q & A/ Admin sessions	Sys Admins/Everyone
10:30 am - 4:00 pm	Work Groups	Everyone

The page at oh-lucasmha
Violation of UNIQUE KEY const
'UQ_LayoutContentCollections_
ngCopy'. Cannot insert duplica
'dbo.LayoutContentCollections'
(0, 1397, 1).
The statement has been termin

LMS Editing Notes

1. The font of the Course text do not match the LMS font. Some fonts are serif and some are san serif, i.e. on page one—the note at the bottom is san serif but the rest of the test on the page is not. Gives the 'feeling' of being kind of disjointed. Also, most of the fonts on the CP website are san serif.

2. What is a Module?

Changed the word displays to maintains... (The Civic Plus Government Content Management System displays information in two places.)

Rationale: It displays the information on pages but aggregates or collects it in Modules as the two examples following the statement point out.

3. "You can access any module" Added "that you have permission for".

4. Complete List of Modules—Check the list. There may be a couple that do not show up on the list such as Activities which does show up in the list online.

5. Step One—Pick Your Category

Second line..."you must pick which Category you are wanting to....changed 'are wanting to' to 'you want to'.

6. Changed the sentence to focus on the user and not the writer..."If I go up to the module drop down" was change to "If YOU go up to the module drop down...same sentence "the first thing I would see..." changed to the first thing you will see...".

7. "Some of our modules" changed to "Some modules".

8. Common Field, Start/End Date:

Second paragraph abruptly ends at word stay. Added "active until the status is manually changed."

Issue:

Knowledge Assessment: Using Modules. I did not take the test at all. I turned off the computer before logging off the site. It scored me anyhow. It gave me a passing score of 66.67%.

9. Switching to Live Edit

"While managing modules is conducted *in* the Administrative side of the site, managing pages is conducted on the front side of the site - the same...Change to "While managing modules is conducted **on** the Administrative side of the site, managing pages is conducted on the front side of the site - the same..."

