1   Meeting Logistics

Item	Description
Date(s)	February 10-12, 2009
Time	8:30 am – 4:30 pm
Location	De Anza Campus – Studio A

2   Attendees

Role	Name
Facilitator	David Douglas SunGard Higher Education Luminis™ Services Principal Process Consultant
Other Participants	TBD (Attendees Identified by Client)
Not in Attendance	TBD

3   Preparation

- Schedule a training room to accommodate the anticipated number of participants, with a classroom layout, and the following equipment/materials:
    o   Internet connection for Consultant's Laptop
    o   Data Projector that can connect to Consultant's Laptop
    o   Whiteboard and/or Flipchart, with Markers
    o   Institutionally provided tools for web publishing (ex. FrontPage, Dreamweaver, FTP Clients, etc.) should be installed and accessible from the participants workstations
- Provide access to the institution's Luminis™ Platform test system from the training location and remotely (external to the institutional network), including an enabled account with full administrator rights for the Consultant and enabled test accounts for each Participant
- Provide access to web publishing space from participant's workstations either through a shared network drive or FTP
- Complete and validate the institutional Content Matrix (from the Content Planning workshop):
    o   An electronic copy should be sent to the Consultant at least one week prior to the workshop
    o   Workshop participants should have printed or electronic copies available during the workshop
- Provide participants a copy of the Luminis™ Platform Content Administrator Training Guide (one printed or electronic copy per Participant; provided in advance by Consultant)

4   Purpose

The Luminis™ Platform Content Administrator Training workshop is intended to familiarize individuals who will be working with content in the Luminis™ Platform with the tools and

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techniques they need to use, as well as the issues and choices involved in deciding which tool and/or technique is most appropriate for a given piece of content.

Content Administrator Training takes place over three days. Each day is broken down into one or more modules and a recommended participant list is included with each module.

5   Desired Outcomes

- Identify content administration policies and processes
- Review Luminis™ Platform content administration features and functionality:
  - Targeted Announcements
  - Group & Course Studio Administration
  - Targeted Content Channels
  - Published Channels
  - Delivered Channels
  - Distributed Layout Management
  - UI Customization
  - Filter Manager
- Develop content from the Content Matrix

6   Agenda

Day 1 - February 10, 2009

8:30 am – 9:00 am   <u>**Module 1**</u>
- Introduction
- Workshop Overview
- Luminis™ Platform Demonstration
- Review Content Planning Action Items
- Review Content Matrix
- General Web Publishing Overview
  - HTML Basics
  - Channel Publishing Workflow
  - Overview of channel building tools
- ADA Accessibility Issues
- Working with Luminis Targeted Audiences

Recommended Audience:
Staff tasked with developing content in the Luminis Platform. Maximum size should not exceed 12 participants.

9:00 am – 12:00pm	**Module 2**

- ■ Group Studio Administration
- ■ Course Studio Administration

Recommended Audience:
Staff tasked with creating and managing content in Group or Course Studio. Maximum size should not exceed 12 participants.

12:00 – 1:00pm	**Lunch**

1:00 pm – 4:30pm	**Module 3**

- ■ Targeted Content Channels
  - o Links (with/without Images & Descriptions)
  - o Free-form Text/HTML
  - o File Uploads (Images & HTML)
  - o Remote HTML Reference
  - o Remote Image Reference

Recommended Audience:
Staff identified as Channel Administrators and/or Channel Owners. Maximum size should not exceed 12 participants.

Day 2 – February 11, 2009

8:30 am – 12:00pm	**Module 3 (Continued)**

- ■ Channel Publishing
  - o Applet Channels
  - o In-line Frame Channels
  - o Image Channels
  - o RSS Channels
  - o XML Transformation Channels
  - o Review CPIP, Portlet, Custom, Web Proxy & JSP Channels

Recommended Audience:
Staff identified as Channel Administrators and/or Channel Owners. Afternoon topics are of a more technical nature. Creation of these channel types is frequently handled by a more technically-oriented group of content administrators. All participants of the morning session are encouraged to attend so they understand the capabilities of the system. Maximum size should not exceed 12 hands-on participants.

12:00 – 1:00pm	**Lunch**

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1:30 pm – 2:30 pm   <u>**Module 4**</u>
- Targeted Announcements
  - o   Campus Announcements
  - o   Personal Announcements

Recommended Audience:
Staff tasked with creating and managing Targeted Announcements. Maximum size should not exceed 12 participants.

3:00 – 4:30pm   <u>**Content Development Lab**</u>

Day 3 - February 12, 2009

8:30 – 10:00am   <u>**Module 5**</u>

- Managing Delivered Channels
  - o   My Courses
  - o   Academic Services
  - o   Groups Studio/Course Studio Channels
  - o   System Notification Channel
  - o   Bookmarks and Bookmarks+ Channels
  - o   Email Inbox Preview Channel
  - o   Calendar Channel

- Content System Administration
  - o   Working with the Filter Manager
  - o   Delegating/Restricting access to system activities

10:00 – 10:30am   <u>**Module 5 (Continued)**</u>

- Content System Administration
  - o   Distributed Layout Management
  - o   UI Customization

Recommended Audience:
Staff tasked with developing content in the Luminis Platform. Maximum size should not exceed 12 participants.

10:30 am – 12:00pm	**Project Team Wrap Up Meeting**

- Review Client Action Plan
- Discuss Next Steps
- Finalize Channel Publishing Workflow
- Review Content Administrator Training sessions
- Identify and Address Outstanding Issues
- Review Future Services Schedule
- Wrap-up

Recommended Audience:
Project Manager, Functional Project Lead, Technical Project Lead, and other key Project Team members.

12:00 pm – 1:00 pm	**Lunch**

1:00 pm – 4:30 pm	**Content Development**

- Build out test environment per Content Planning Requirements
- Other activities TBD by FHDA Project Team

7   Decisions

Decisions will be documented in the Content Administrator Training Follow-up Report.

8   Action Items

Action Items will be documented in the Content Administrator Training Follow-up Report.

9   Document History

Revision Record

Number	Date & Sections	Author	Notes
1.0	01.30.2009	David Douglas	First version of this document.
1.1			

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