1   Meeting Logistics

Item	Description
Date(s)	3 Days, Dates TBD
Time	9:00am – 4:00pm
Location	TBD

2   Attendees

Role	Name
Facilitator	Jeff Handa, Senior Process Consultant SunGard Higher Education Luminis™ Services
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:
    - Internet connection for Consultant's Laptop
    - Data Projector that can connect to Consultant's Laptop
    - Whiteboard and/or Flipchart, with Markers
    - 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):
    - An electronic copy should be sent to the Consultant at least one week prior to the workshop
    - 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)
- Verify Test Users were imported by Technical Consultant during the Luminis™ Platform Test Install
- Verify XP Skip has been deployed
- To use the Banner Channels for Luminis, the middle tier installation must be completed and the appropriate Banner Modules must be configured in the Banner Environment that the Luminis™ training environment is integrated with. Additionally, Luminis™ accounts must be imported from Banner that have the necessary permissions configured in Banner to use these channels.

- For performance reasons, the Luminis™ Platform does not update Targeted Content Channels immediately as they are edited and saved. For training purposes, the Luminis™Platform System Admin will need to set Targeted Content Cache value to 1.
    - While logged in as admin, run `configman -s TargetedContentChannel.cache.expiration 1`
    - Stop and restart Luminis™ using stopcp and startcp

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 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 the content from the Content Matrix

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6   Agenda

Topic	Time	Owner	Notes
Day 1: Tuesday, TBD **8:30 am – 9:00 am** Meet with project lead to set-up room, review delivery, address any concerns	30 min.	Project Lead	*Recommended Audience:* *SunGardHE Consultant and Project Lead*
Content Management Overview – Module 1 **9:30 am – 12:00 pm** - Introduction - Workshop Overview - Luminis™ Platform Demonstration - Review Content Planning Action Items - Review Content Matrix - ADA Accessibility Issues - Web Publishing Overview - HTML Basics - Luminis Specific HTML - Expression Editor - Rich Text Editor	3 hours	Content Team	*Recommended Audience:* *Staff tasked with developing content in the Luminis Platform. Maximum size should not exceed 12 participants*
Lunch: 12:00 pm – 1:00 pm	1 hour		
Targeted Announcements – Module 3 **1:00 pm – 2:00 pm** - Targeted Announcements - Campus Announcements - Personal Announcements	1 hour	Content Team	*Recommended Audience:* *Staff tasked with creating and managing Targeted Announcements. Maximum size should not exceed 12 participants.*
Targeted Announcements – Module 3 **1:00 pm – 2:00 pm** - Group Studio Administration - Course Studio Administration	2 hours	Content Team	*Recommended Audience:* *Staff tasked with creating and managing content in Group or Course Studio. Maximum size should not exceed 12 participants.*

Topic	Time	Owner	Notes
Day 2: Wednesday, TBD **8:30 am – 9:00 am** Consultant Set Up	30 min.	Content Team	

Channel Publishing – Module 4
 	
9:00 am – 12:00 pm
• 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
	3 hours	Content Team	*Recommended Audience: Staff identified as Channel Administrators and/or Channel Owners. Maximum size should not exceed 12 participants*

Lunch - 12:00 pm – 1:00 pm	1 hour		

Channel Publishing – Module 4 (Continued)
 	
1:00 pm – 3:00 pm
• Published Channels
  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
	2 hours	Content Team	*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.*

Content Development Lab **3:00 pm – 4:00 pm**	1 hour	Content Team	*Recommended Audience: Staff identified as Channel Administrators and/or Channel Owners. Maximum size should not exceed 12 participants*

Topic	Time	Owner	Notes
Day 3: Thursday, TBD **8:30 am – 9:00 am** Consultant Set Up	30 min.	Consultant	

Content System Administration – Module 5
 	
9:00 am – 12:00 pm
• 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
• Working with the Filter Manager
• Delegating/Restricting access to system activities
	3 hours	Content Team	*Recommended Audience: Staff tasked with developing content in the Luminis Platform. Maximum size should not exceed 12 participants*

Lunch - 12:00 pm – 1:00 pm	1 hour		
Content System Administration – Module 5 **1:00 pm – 2:00 pm** • Category Management • Distributed Layout Management • Customizing the UI • Managing System Alerts	1 hour	Content Team	*Recommended Audience: Core Project Team members and Content Subcommittee members*
Content Team Meeting **2:00 pm – 3:00 pm** • Review Content Administrator sessions • Identify and address outstanding issues • Finalize Channel Publishing Workflow • Discuss Next Steps • Wrap-up / Q & A	1 hour	Core Project Team	*Recommended Audience: Project Manager, Organizational Project Lead, Technical Project Lead, and other Content Team members*
Project Leadership Meeting **3:00 pm – 4:00 pm** • Review Content Administrator sessions • Review Client Action Plan • Identify and address outstanding issues • Review Production Readiness Service & Future Services Schedule • Wrap-up / Q & A	1 hour	Core Project Team	*Recommended Audience: Project Manager, Organizational Project Lead, Technical Project Lead, and other Sub-Team Leads*

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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
0.1		Jeff Handa	Draft
1.1			

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