

## Section Editor - Advanced Session

**Objective:** To provide Section Editors with an enhanced understanding of the more advanced tools, features, and resources available to them in creating and maintaining their designated section workspace.

**Outcome:** By the end of this training you will be able to:

- Identify and select the appropriate advanced Apps for your website content
  - Add website content within those advanced Apps.
  - Set Viewing Rights on a Section and a Page
  - Share an App from one section to another
  - Delete an App from App Manager
  - Add Social Settings to Apps
  - Fix Content from the Source Code of a Content App
  - Tag and Filter Records in the Blog, Podcast or Headlines & Features App
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**Who should attend?** Site/Subsite Directors, Channel Directors, Section Editors *who have already attended the Basic Section Workspace session.*

**How many should attend?** Up to 15 attendees is the recommend number; when there are **more than 5** attendees, *a designated representative that can float around during the session to help attendees is **required**.*

**How long will online training last?** Up to 2 hours

**How should the room be set up?** A lab environment with a computer for each participant, a computer that can project onto a large screen, and a speakerphone loud enough for all participants to hear clearly. Each computer must have either Chrome or Firefox and internet access.

**How should attendees prepare for the session?** Files, images and appropriate content to transfer into the assigned section should be on a shared drive or thumb drive for use during the training session.