



TERRADOTTA

# Sample Training Agenda

## Day 1:

- Support Resources
- External Site
  - Site pages/navigation
  - Announcements
  - Program Brochures
- Student experience
  - Finding a program
  - Applying
  - The application page
  - Submission process
  - Application phases
- Administrator experience
  - Logging in
  - Admin home page
- Building blocks of the site
  - Locations
  - Geo-location lookup
  - Terms
  - Budget Items
  - Program parameters
  - Applicant parameters
  - Application tags
- --Break--
- System settings
  - Status aliases
  - Application layout
  - Recommendation types
- Website Admin
  - Announcements
  - Site Builder
  - Stock Layout Editor
  - Document Center
- Program Admin
  - Program Builder
  - Application cycles
  - Program Date Records
  - Program Maintenance
  - Interactive map search
- Process Admin
  - Materials
  - Questionnaires
    - Standard
    - Recommendation
    - Testimonial
  - Process Maps
  - Reminders
  - Decision Letters
  - Assessments/Learning Content Pages

## Day 2:

- Applicant Administration
  - Simple Applicant Searches
  - Advanced Applicant Searches
  - Saved Queries
  - Query Watch
  - Batch Processes
    - Email
    - Tags
    - Statuses
    - Applicant Parameters
    - Pending Recs
  - Progress Audits
  - Reports / data exports
  - Text/Excel exports
  - Report builder
    - Saved reports
    - Shared reports
  - Data Import/Export Utilities
- --Break--
- Staff and Reviewer Permissions
  - Assigning Permissions
  - Permission Groups
  - Reviewer Access
- Terra Dotta Community Library
- Other features
  - Applicant Journals
  - Alumni
  - Risk Management / Side Trips
  - Course equivalency system
  - StudioAbroad Directory
- Q&A