

NSO Web Administrators Workshop 2019

AGENDA (Rev. 5)

<i>Dates</i>	9 – 13 September 2019
<i>Location</i>	SPC HQ, Noumea, New Caledonia

<i>Room</i>	ICT Meeting room
<i>Participation</i>	On invitation

Day 1 - Monday

08:00 – 08:30	Registration and Administration
08:30 – 09:00	1- Introduction <ul style="list-style-type: none"> • Presenters: Stan & Billy • Round of table • Web admin survey January 2019 results
09:00 – 10:00	2- Principles of statistics dissemination on the web <ul style="list-style-type: none"> • Success factors to build a website • What users expect • Dissemination channels Keeping your website up-to-date
10:00 – 10:15	<i>Break</i>
10:15 – 12:00	3- Planning and Design your website <ul style="list-style-type: none"> • Looking at some examples on the web • Statistical website features round-up • Steps for planning your website • Define your purpose and goals

13:00 – 14:15	4- Building your website with Wordpress (an introduction) <ul style="list-style-type: none"> • What is Wordpress • Customize and Extend Wordpress • Understanding types of content • Wordpress administration
14:15– 14:30	<i>Break</i>
14:30 – 16:30	5- Wordpress configuration : Setting up your website <ul style="list-style-type: none"> • User management • General settings • Theme basic options and customizations

Day 2 - Tuesday

08:00 – 09:30	6- Content Structure <ul style="list-style-type: none"> • Main pages • Basic Taxonomy • Navigation (menus)
09:30 – 09:45	<i>Break</i>
09:45 – 10:45	7- Page editing <ul style="list-style-type: none"> • Page options • Publishing options
10:45 – 11:15	8- The Gutenberg Editor (basics)
11:15 – 12:00	9- Divi Page builder (basics)
13:00 – 16:30	Practical work <ul style="list-style-type: none"> • Goals & Features • Site map

Day 3 - Wednesday

08:00 – 09:30	10- Post writing <ul style="list-style-type: none"> • Writing posts • Sticky posts
09:30 – 10:00	<i>Break - Morning tea</i>
10:00 – 11:00	11- Document library <ul style="list-style-type: none"> • WP File Download plugin configuration • Folders structure and Files upload • Document library page • Include a file in a post • Include a folder in a page
11:00 – 12:00	12- Data tables and charts <ul style="list-style-type: none"> • wpDataTable plugin • Create tables manually • Create tables from Excel Sheets • Generate charts
13:00 – 16:30	Practical work <ul style="list-style-type: none"> • Goals & Features • Site map

Days 4 - Thursday

08:00 – 12:00	Practical work <ul style="list-style-type: none">• Site configuration• Design• Home page layout
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13:00 – 16:30	Practical work <ul style="list-style-type: none">• Document Library• Data Tables
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Days 5 - Friday

08:00 – 09:00	13- Contact forms <ul style="list-style-type: none">• Principles• The Contact Form plugin by Supsysics
09:00 – 12:00	Practical Work <ul style="list-style-type: none">• Content Editing

13:00 – 15:00	Practical Work <ul style="list-style-type: none">• Content Editing
15:00 – 16:00	Conclusion <ul style="list-style-type: none">• Q & A• Sharing, testing and launching