Website/CMS Training & Canva Design Training (Aug. 26-30)

Website/CMS Training (*Please bring a laptop if you have one!*)
Do you want to embed pictures onto your College of Business webpages? How about organizing your content so that it expands and hides – letting users read what they want, when they want? COB Web Developer, Sireesha Puttagunta, will be reviewing all the website tools made available for COB website editors to use. These tools are fun to use, and they make it easy to keep your pages looking fresh!

New users - please attend one of the intro trainings on either Monday, 8/26, or Wednesday 8/28. Friday, 8/30, will be an open forum/Q&A where we field user-questions and assist with page updates for the entirety of the class.

Please note:
- CMS intro training is required to have access to edit pages on the website.
- You're welcome to attend more than one training session, and please bring specific examples of changes you want to make to your pages so that you can actually do your work during training.
- *Unfortunately, we will not be in a lab with available computers, so *please bring a laptop if you have one!* If you need a loaner laptop, we have two or three made available for training. Please reserve yours by emailing cobcommunications@fau.edu.

If you have any questions about CMS training, please email Sireesha at sputtagunta2016@fau.edu.

Canva Design Training:
Are you interested in quickly, and more easily, creating eye-catching visuals for social media, presentations or print collateral like flyers and postcards? Then attend one of our Canva training sessions. Canva.com is a free, graphic design tool with lots of easy-to-use templates for producing social, web, and print imagery. COB Marketing & Social Media Specialist, Jen Mullins, will lead the session. If you have any questions about Canva training, please email Jen at mullinsj@fau.edu. Prior to training, sign up for a free account here.

Training Schedule:
- Monday 8/26, Web/CMS Intro Training & SEO Basics, 1:00 – 4:00pm, OD 102
- Tuesday 8/27, Canva Design, 9:30am – 12:30pm, OD 102
- Wednesday 8/28, Web/CMS Intro Training & SEO Basics, 1:00 – 4:00pm, OD 102
- Thursday 8/29, Canva Design, 1:00 – 4:00pm, OD 102
- Friday 8/30, Web/CMS Open Forum, 9:30am – 12:30pm, OD 102