



## 2024 Back-to-School Campus Web Editor Training

### ALL WEB EDITORS:

We have new websites! In August 2024, we'll be hosting trainings on the new Finalsite Composer platform. This new user training is **required for all web editors (both new and returning)**. The training consists of:

- 1) An online web accessibility training,  
AND
- 2) An in-person, hands-on training.

### 1) ONLINE WEB ACCESSIBILITY TRAINING (30 minutes)

In May, the 24-25 campus web editors will receive an email with a link and login credentials to access the online training on Web Accessibility. Complete the training at your own pace prior to the in-person training. Upon completion, Finalsite will email you a certificate. Forward that email to [websiteupdates@cfisd.net](mailto:websiteupdates@cfisd.net) in order to receive 1 hour of PD credit.

### 2) IN-PERSON "FINALSITE COMPOSER" TRAINING (6 hours)

The in-person training is offered on five different days, from 8:30 a.m. to 3:30 p.m. This time includes a 1-hour lunch, breaks, and practice time. Upon completion of the in-person training, participants will receive 7 hours of PD credit.

Registration is available online in [CFPGS \(Cypress Fairbanks Professional Growth System\)](#). Search for:

- Course # 21796 - *Campus Web Editor NEW USER Training (Finalsite)*

Register early to the session of your choice and add it to your calendar. We will send a reminder prior to the class with details. For registration assistance, email [websiteupdates@cfisd.net](mailto:websiteupdates@cfisd.net).

Choose ONE Training Session:				
DATE	TIME	LOCATION	SECTION #	REQUIREMENTS
Thursday, August 1	8:30 a.m. - 3:30 p.m. Includes 1-hour lunch break	MHAB 11440 Matzke Rd. Cypress, TX 77429	#56836	Must bring your own laptop and charger. A mouse is recommended.
Friday, August 2		MHAB 11440 Matzke Rd. Cypress, TX 77429	#56837	
Monday, August 5		MHAB 11440 Matzke Rd. Cypress, TX 77429	#56838	
Tuesday, August 6		Cy-Fair HS 22602 Northwest Fwy. Cypress, TX 77429	#56839	
Wednesday, August 7		Cy-Fair HS 22602 Northwest Fwy. Cypress, TX 77429	#56840	

**QUESTIONS?** See the FAQs on the next page. For specific concerns, call 281-807-8943 or email [websiteupdates@cfisd.net](mailto:websiteupdates@cfisd.net).

## FREQUENTLY ASKED QUESTIONS

### **Do I have to attend this training? I've already been trained and am proficient at updating my website.**

Yes, all 24-25 campus web editors—both new and returning—must attend this training. We are launching a new platform that is significantly different from what we are currently using. Access to your new website will be provided at the training.

### **I cannot attend during any of the designated training days. What should I do?**

Let us know and we'll notify you when additional training sessions are scheduled (possibly in October). Check with your principal if another staff member from your campus is able to attend.

### **Can I send a new person from my campus to be trained?**

Yes, send us their name so we can update our roster and have them register for one of the in-person training sessions.

### **I will be "off contract" on the training date I selected. Is that okay?**

Before the training, obtain permission from your principal to attend off-contract training.

### **The in-person training session I want is full. What should I do?**

Register for the waitlist of the session you want. If seats open, those on the waitlist will be immediately added to the class, on a first come basis. In case your preferred session remains full, register for an alternate session.

### **What do I need to bring to the in-person training?**

You must bring your own laptop and charger cable. We recommend bringing a mouse. You will have time to edit your campus website, so you may also bring content that you need to update (photos, newsletters, announcements, flyers, etc.).

### **Will there be a lunch break?**

There will be a 1-hour break to have lunch on your own. The MHAB has a cafe with a seating area. You may bring a packed lunch that does not require refrigeration or microwaving. There are also a few restaurants in the area.

### **How many PD credit hours will I receive?**

We recognize that the time you dedicate to the course goes beyond the "classroom time." For the Online Web Accessibility Training (approximately 30 minutes of classroom time), you will receive 1 hour of PD credit. For the In-Person Finalsite Composer Training (approximately 6 hours of classroom time), you will receive 7 hours of PD credit.

### **Will I receive "On Contract" or "Off Contract" credit?**

When you register, you will be able to select "On Contract" or "Off Contract" credit. Should you need to change the credit type after registration, email us.

### **Do I have to register in CFPGS for the Web Accessibility portion of the training to get credit for it?**

No, if you are in our 24-25 roster, you will receive an email with a link and login credentials. If you don't receive the email by May 22, let us know. After you complete the online training, you will automatically receive an email confirming your completion. Forward that email to us and we will enter the credit on CFPGS.