

E-Sponder Training

1. E-Sponder Basic Training is offered to all users and is recommended for a beginner E-Sponder user. The course provides a brief overview of E-Sponder, its navigation, structure, access, security capabilities and how to add content to an E-Sponder site.
2. E-Sponder User Manager - Intermediate Training is offered to users that will be responsible for creating sites and managing the end-users of the site. Users are taught:
 - How to create a site using the site creator tool
 - How to build a site manually
 - The E-Sponder registration process
 - E-Sponder access rights
 - How to use the User Management tool
 - How to create Groups for granting access

E-Sponder Basic Training is a prerequisite to the E-Sponder User Manager - Intermediate Training.

3. E-Sponder Alerts Messaging Training is designed for users that will be sending out Alert Messages. Users are taught how to use the Alerts function to quickly and efficiently send important, time-sensitive messages to numerous individuals at the same time. Users will not be given the authority to use the Alerts function until they have completed this training. E-Sponder Basic Training is a prerequisite to the E-Sponder Alerts Messaging Training.
4. The E-Sponder Train-the-Trainer class is intended for users interested in teaching and supporting E-Sponder in their local area. Users must have Basic and User Management E-Sponder skills. Attendees will be taught 'How to teach E-Sponder training'. E-Sponder Basic Training and E-Sponder User Manager - Intermediate Training are a prerequisite to the E-Sponder Train-the-Trainer course.