ESS Tools Training Catalog

CONTENTS

ATLASSIAN TRAININGS

Confluence Essentials

Introduction to essential Confluence features and functionality such as:

- Creating and organizing a space
- Creating pages from scratch & using templates
- Editing pages
- Collaborating with other users
- Working with images and files
- Working with macros

Advanced Confluence

Learn best practices to increase usability of your Confluence space, help your team function more efficiently, and enhance content with macros. Topics include:

- Implement Confluence standardization practices:
  - Standard space templates
  - Standard naming conventions
  - Page labels
  - Page hierarchy
  - Making organization a habit
- Work with macros:
  - Button
  - Anchor
  - Tabs
  - Section & Column
  - Scroll ImageMap
  - Jira

Edit in Office

Collaborative document editing in Confluence. Topics include:

- Adding an attachment to a Confluence page
- Opening the attachment in Office & making edits
- Saving the attachment in Confluence once edits are made
- Displaying attachments for editing embedded directly on a Confluence page

Jira Essentials

A closer in-depth look at essential Jira topics including:

- QualityNet Jira Overview Refresher
- Requesting & Managing Jira Projects
- Working in Jira
- Reporting & Monitoring Status through Dashboards
- Getting Help
- Q&A

Note: Jira Essentials training (or equivalent knowledge) is a prerequisite and should be completed prior to attending Jira Admin training.

Jira Admin

Expand Jira administration knowledge with a look at:

- Project settings
- Permissions
- Configuring boards
- Enriching Issues
- Setting up sprints
- Searching
- JQL Filters, and Reports and Dashboards

Becoming 508 Compliant in Atlassian

How to work toward making your QualityNet Confluence content and Jira attachments 508 compliant. Learn:

- The importance of making your content 508 compliant
- How to make images, colors, and videos in Confluence 508 accessible
- How to make Jira attachments 508 accessible

SLACK TRAININGS

Slack 101 Essentials

A hands-on, interactive Slack Essentials Training session to get beginner users set up and moving like a pro in QualityNet Slack. If you're new to Slack or just feeling like you could use a little more instruction on how to navigate easily and knowledgeably, then Slack Essentials Training is for you.

Note: You must have QualityNet Slack downloaded and available on your computer! Refer to the QualityNet Slack Confluence Getting Started page for instructions.

Slack Huddles

Learn the many features of Huddles. Features covered include:
- Ways to begin a Huddle
- Inviting participants
- Navigating between three views
- Backgrounds and themes
- Huddle threads and topics
- Screen sharing nuances
- Captions

Slack Workflows

A hands-on, interactive session for more advanced QualityNet Slack users. Learn how to build workflows using:
- Triggers
- Adding Steps
- Buttons & Variables
- Custom Icons
- Collaborators

ESS TOOLS
UNIVERSITY

QUALITYNET LUCID TRAININGS:

All Lucid training is on demand. Click the Lucidspark and Lucidchart Slides/Recordings tabs to view.

QUALITYNET SURVEYMONKEY TRAININGS:

All SurveyMonkey training is on demand. Click the SurveyMonkey Slides/Recordings tab to view.