**Outline for Comms training day.**

* *How to be given editing right to a section of the website: ask the comms team.*
  + We would like to keep a register of who is responsible for editing which sections of the website, so do let us know who will be listed in your team / theme, or group as the main editor (and make sure your team, theme or group knows who it is as well!)
* Ask one of the comms team!
* *How to upload a file*
* *How to upload an image*
* *Basic editing – how to edit written content on an existing webpage or cover page*
* *Changing the image on a page*
* *Changing the layout of a cover page*
  + *Overview of tiles types and editing them*
* *Portlets – when a webpage doesn’t look like you expect.*

*Vanessa – looking after qual courses - coming up to publishing new programme*