

# July 2017 PolicyStat Learning Center Education Schedule



## Education

To register, click the session title or visit <http://learn.policystat.com/lceducation/>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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2	3	4 	5 <a href="#">Introductory PolicyStat Education</a>	6 <a href="#">Acknowledgments</a> <a href="#">Collaboration and Commenting</a>	7	8
9	10	11 <a href="#">Approver Focused</a>  <b>*NEW*</b> <a href="#">Writing Policies Right</a>	12	13 <a href="#">Editor 101: Basics</a>  <a href="#">Editor 201: Advanced</a>	14	15
16	17	18 <a href="#">Site Admin 101: 3 Pillars of PolicyStat</a>	19	20 <a href="#">Site Admin 201: Policy Management</a>  <a href="#">Site Admin 301: Reports</a>	21	22
23	24	25	26 <a href="#">PolicyStat Monthly Feature Review</a>	27	28	29

Webinar Title	Description
<b>Introductory PolicyStat Education</b>	This 60 minute session replicates the Introductory PolicyStat Education session for new clients, though this session uses a generic site. Some material may be more relevant for specific assigned roles than for others.
<a href="#">COURSE HANDOUT</a>	
<b>**NEW**</b>	
<b>Writing Policies Right</b>	Many policy writers are generally unfamiliar with the standards and norms for writing policy or procedural documents. Some content may be pre-determined by regulatory standards, but following general best practices and structure can make policy and procedural documents more effective and easier to read, especially online.
COURSE HANDOUT	This 60-minute session covers suggested best practices for writing your policies "right".
<b>Editor 101: Basics</b>	This 30-minute session addresses basic functions of the PolicyStat Editor including policy properties, formatting basics, inserting images and attachments, copying and pasting text, and find/replace.
<a href="#">COURSE HANDOUT</a>	
<b>Editor 201: Advanced</b>	This 30-minute session addresses advanced functions of the PolicyStat Editor including lists, tables, hyperlinks, and advanced formatting options.
<a href="#">COURSE HANDOUT</a>	

<p><b>Comments and Collaboration</b></p>	<p>PolicyStat brings the ability to collaborate and discuss policies with colleagues internal to the system, seeking to avoid the lengthy email chain.</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This 30 minute session addresses how to comment on documents pending for approval and how to collaborate with other PolicyStat users who may not be part of the Approval Workflow.</p>
<p><b>Acknowledgments</b></p>	<p>This 30-minute session addresses how to use and understand the Acknowledgments feature in PolicyStat. Assigning and viewing acknowledgments by user and/or policy is limited to users with <a href="#">Policy Area Manager</a> and <a href="#">Site Administrator</a> permissions.</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This 30-minute training is directed primarily towards <a href="#">Approvers</a> who only use the PolicyStat Editor tool to add or delete text. <a href="#">Approvers</a> (or <a href="#">Owners</a>) who make more detailed changes should register for the <a href="#">Editor 101</a> or <a href="#">Editor 201</a> sessions.</p>
<p><b>Approver Focused</b></p>	<p>This 30-minute session is directed to users with <a href="#">Site Administrator</a> permissions. The topics addressed are the three key "pillars" from which an general understanding of PolicyStat is founded: User Roles, Policy Areas, and Approval Workflows.</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This session discusses the basic concepts of each pillar, and the role Site Administrators play in creating and managing each of them.</p>
<p><b>Site Administrator 101: 3 Pillars of PolicyStat</b></p>	<p>This 30-minute session is directed to users with <a href="#">Site Administrator</a> permissions.</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This session addresses the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions.</p>
<p><b>Site Administrator 201: Policy Management</b></p>	<p>This 30-minute session is directed to users with <a href="#">Site Administrator</a> permissions.</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This session addresses the advanced reporting capabilities available to Site Administrators.</p>
<p><b>Site Administrator 301: Reports</b></p>	<p>This 30-minute session is a chance to overview new features we have launched this month and a preview for next month. It's also your chance to provide us with feedback: What did you like? What did you not? What else would you like to see?</p>
<p><a href="#">COURSE HANDOUT</a></p>	<p>This 30-minute session is a chance to overview new features we have launched this month and a preview for next month. It's also your chance to provide us with feedback: What did you like? What did you not? What else would you like to see?</p>
<p><b>PolicyStat Monthly Feature Review</b></p>	<p><a href="#">PolicyStat Newswire</a></p>