# May 2018 PolicyStat Learning Center Education Schedule

**PolicyStat** Learning Center

## Education

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

| SUN | MON | TUESDAY | WEDNESDAY | THURSDAY | FRI | SAT |
|---|---|---|---|---|---|---|
| | | **1** | **2** | **3** | **4** | **5** |
| **6** | **7** | **8** Site Admin 101: 3 Pillars of PolicyStat | **9** | **10** Site Admin 201: Policy Management | **11** | **12** |
| **13** | **14** | **15** | **16** | **17** | **18** | **19** |
| **20** | **21** | **22** Site Admin 301: Reports | **23** | **24** | **25** | **26** |
| **27** | **28** | **29** | **30** PolicyStat Monthly Feature Review | **31** | | |

| Webinar Title | Description |
|---|---|
| Site Admin 101: 3 Pillars of Policystat  COURSE HANDOUT | This 60 minute session is directed to users with Site Administrator 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. This session discusses the basic concepts of each pillar, and the role Site Administrators play in creating and managing each of them. |
| Site Admin 201: Policy Management  COURSE HANDOUT | This 30-minute session is directed to users with Site Administrator permissions. This session addresses the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions. |
| Site Admin 301: Reports  COURSE HANDOUT | This 30-minute session is directed to users with Site Administrator permissions. This session addresses the advanced reporting capabilities available to Site Administrators. |

| Webinar Title | Description |
|---|---|
| Monthly Feature Review<br><br>POLICYSTAT NEWSWIRE | 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? |

## NOT OFFERED THIS MONTH.

| Webinar Title | Description |
|---|---|
| Introductory PolicyStat Education<br><br>VIEW RECORDING | This 60 minute session replicates the Introductory PolicyStat Education session for new clients, although this session uses a generic site. Some material may be more relevant for specific assigned roles than for others. |
| Comments and Collaboration<br><br>VIEW RECORDING | PolicyStat brings the ability to collaborate and discuss policies with colleagues internal to the system, seeking to avoid the lengthy email chain.<br><br>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. |
| Acknowledgements<br><br>VIEW RECORDING | 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 Area Manager and Site Administrator permissions. |
| Approver Focused<br><br>VIEW RECORDING | This 30-minute training is directed primarily towards Approvers who only use the PolicyStat Editor tool to add or delete text. Approvers (or Owners) who make more detailed changes should register for the Editor 101 or Editor 201 sessions. |
| Working with Word<br><br>VIEW RECORDING | This 30-minute session addresses how to export existing policies to Microsoft Word for editing and how to import them back into PolicyStat. |
| Writing Policies Right<br><br>VIEW RECORDING | 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.<br>Rooted in strategies from the Plain Language movement, this 60 minute session will discuss best practices and document structure that can make policy and procedural documents easier to read and more effective for your users. |
| Editor 101: Basics<br><br>VIEW RECORDING | 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. |
| Editor 201: Advanced<br><br>VIEW RECORDING | This 30-minute session addresses advanced functions of the PolicyStat Editor including lists, tables, hyperlinks, and advanced formatting options. |