

# June 2016 PolicyStat Learning Center Education Schedule



## Education

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

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Webinar Title	Description
<b>Introductory PolicyStat Education</b>  <a href="#">COURSE HANDOUT</a>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>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.</p>
<b>Approver Focused</b>  <a href="#">COURSE HANDOUT</a>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute training is directed primarily towards Approvers who only use the PolicyStat Editor tool to add or delete text. Approvers (or Document Owners) who make more detailed changes should register for the <a href="#">Editor 101</a> or <a href="#">Editor 201</a> sessions.</p>
<b>Comments and Collaboration</b>  <a href="#">COURSE HANDOUT</a>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</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>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><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</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 Owner</a> and <a href="#">Site Administrator</a> permissions.</p>
<p><b>Legacy Editor 101: Basics</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses basic functions of the <b>legacy</b> PolicyStat Editor. If you are unsure which version of the Editor your site uses, <a href="#">see here</a>.</p>
<p><b>Enhanced Editor 101: Basics</b></p> <p>COURSE HANDOUT</p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses basic functions of the <b>enhanced</b> PolicyStat Editor. If you are unsure as to which version of the Editor your site uses, <a href="#">see here</a>.</p>
<p><b>Legacy Editor 201: Advanced</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses advanced functions of the <b>legacy</b> PolicyStat Editor. If you are unsure as to which version of the Editor your site uses, <a href="#">see here</a>.</p>
<p><b>Enhanced Editor 201: Advanced</b></p> <p>COURSE HANDOUT</p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses advanced functions of the <b>enhanced</b> PolicyStat Editor. If you are unsure as to which version of the Editor your site uses, <a href="#">see here</a>.</p>
<p><b>Working with Word</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses how to export existing policies to Microsoft Word for editing and how to import them back into PolicyStat.</p>
<p><b>Site Administrator 101: 3 Pillars of PolicyStat</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 60 minute session discusses the three key "pillars" on which an understanding of PolicyStat is founded: User Roles, Policy Areas, and Approval Workflows.</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 201: Policy Management</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session covers the role Site Administrators play in managing policies and the additional capabilities they are provided with their permissions.</p>
<p><b>Site Administrator 301: Reports</b></p> <p><a href="#">COURSE HANDOUT</a></p>	<p>Learning Center Education sessions are open to any PolicyStat customers to attend, but some topics may prove more relevant for users with elevated privileges.</p> <p>This 30 minute session addresses the reporting capabilities available to Site Administrators within PolicyStat.</p>