TYPO3 Education

Starter box

T3EE 2018

Edition

Published by SkillDisplay, Sep 2018

Erasmus+

Congratulations on receiving your starter box

General

The content of this box allows you to jumpstart into teaching TYPO3 in your educational facility.
It provides everything you need to set up your first lectures, up to a point where your trainees are able to edit the content of a TYPO3 site themselves.

How to use this box

The sheets you find in this box are meant be used as step-by-step guide.
Pick up the sheet right behind this one: „Chapter I - Setup and first steps"
A chapter is your main starting point for lectures. It features multiple Learning Units, numbered from 1 to a maximum of 6.
Each learning unit is designed to take 30 minutes on average.
(This can vary greatly depending on the previous knowledge of your trainees and your own additional input, etc.)

How to use connectors

You might have spotted the light-blue and dark-green circles on the chapter sheet already. These are so-called connectors.
Each connector features a brand in the headline, for example:

V TYPO3 Education

This tells you who created this sheet. Connectors might be created by various members of the TYPO3 Community, or related partners and friends.

Pick up the sheet from the TYPO3 Education Committee, featuring a light-blue 1 on the right-hand side, and match it with the one on the chapter sheet:

01 01

Now you can see, which skills are related to Learning Unit 1 (light-blue circle) of the Chapter I sheet. It is easy to distinguish
Education-Connectors
from Business-Connectors.
Business connectors let you and your students meet up with professionals from the industry. Ask the SkillDisplay team for leads in your area.

SKiLLDiSPLAY

SKiLL UP

Become eligible to issue Education Verifications

Receive a free SkillDisplay Education Test account.

Contact us at
partners@skilldisplay.eu

with
Subject: Free SkillDisplay Education Membership
Your institute's logo as SVG (2:1 ratio)

and receive educational verification permissions for the following skills:
About a CMS
About TYPO3
Roles in TYPO3

as a perfect kickstart for:
verifying student skills when coaching/teaching

Congratulations on receiving your Business Professional starter box

General

The contents of this box allow you to jumpstart into cooperating with an educational facility, which teaches TYPO3.
It provides everything you need to host up to two workshop days at your premises, for getting to know tech-savvy youngsters from your own region.

How to use this box

The sheets you find in this box are meant to be used with a step-by-step guide for educators, therefore we did include it as reference.
Pick up the sheet right behind this one: „Chapter I - Setup and first steps"
A chapter is a main starting point for lectures.
It features multiple learning units, numbered from 1 to a maximum of 6.
Each learning unit can be supported by external experts (that's you!)
by providing add-on sheets with the help of connectors.

How to use connectors

You might have spotted the light-blue and dark-green circles on the chapter sheet already. These are so-called connectors.
Each connector features a brand in the headline, for example:

TYPO3 Education

This tells you who created this sheet. Connectors might be created by various members of the TYPO3 Community, or related partners and friends.

Pick up the sheet from the TYPO3 Education Committee, featuring a dark-green 2 on the right hand side, and match it with the one on the chapter sheet:

02 | 02

Now you can see, that educators are interested in finding a business-partner for showing their students how to set up their own TYPO3! It is easy to distinguish educational connectors
from business connectors.
Business connectors let you meet up with coaches and students from the education sector. Ask the SkillDisplay team for leads in your area.

SKiLLDiSPLAY

SKiLL UP

Become eligible to issue Business Verifications

Receive a free SkillDisplay Business Test account.

Contact us at
partners@skilldisplay.eu

with
Subject: Free SkillDisplay Business Membership
Your companies logo as SVG (2:1 ratio)

and receive business verification permissions for the following skills:
About a CMS
About TYPO3
Roles in TYPO3

as a perfect kickstart for:
verifying student skills when hosting a workshop
tracking in house skills of employees

TYPO3 Education

Chapter I - Setup and first steps

General

This first chapter tackles what a Content Management System (CMS) actually is, as well as setting everything up for working with the CMS.

Everyone is invited to choose their preferred setup guide for working with the system, depending on the personal level of knowledge.
Various variants are available, check out the Introduction sheet to see how our Education-Connectors work if you didn't so so already.

Expected total time
Basic: 120 minutes
Advanced: Up to 1 day

Introduction
01 What is a Content Management System and what can you do with it? **01**
What are the specifics of a CMS like TYPO3?

Setup
02 How can you register for a ready-to-use TYPO3 instance on the web? (basic) **02**
Or how can you create a local installation on your own PC? (advanced)

Tools and Roles
03 Which tasks and roles do exist for users? **03**
Are you confident with the tool needed for working as a CMS Editor?

Making yourself at home
04 How can you access the control center of the CMS? **04**
What are the most important steps to set your own user preferences?

Chapter II - Publishing content

General
The second chapter is about the basic possibilities of editing content and the fundamental concepts, which any editor should be familiar with when putting up their own articles.
Everyone is invited to choose their preferred setup guide for working with the system, depending on the personal level of knowledge.
Various variants are available, check out the introduction sheet to see how our Education-Connectors work if you didn't so already.

Expected total time
180 minutes

05 | *Getting familiar with the Back End*
After setting up TYPO3 and the own account, it's time to explore the Back End. Which sections exist and which functionalities are tied to them? | **05**

06 | *What we can put on our website and who owns it*
A good website has more than text. Images, Videos, Documents - what can you put on your website? Can you use any photo you find on the web? | **06**

07 | *How people with special needs and robots see our website*
We have to consider for whom we create our content. How can we aid people with special needs? How does our site get found in search engines? | **07**

08 | *The pages we want to show to our guests*
A website usually features more than a single page. Welcome, Contact, Imprint... How can we create our own page structure? | **08**

09 | *Managing our assets (like photos)*
How can we handle a lot of assets on our website? How do we organize them? What if we use them in multiple occurrences? | **09**

10 | *Bringing it all together*
The stage is set - everything is prepared. How can we benefit from our preparations and insert content elements (combining text with media, etc.)? | **10**

Hosting a TYPO3 setup workshop

General
This is a step-by-step checklist for inviting tech-savvy students from an educational facility to your premises in order to get to know them, introduce them to the community and help them setting up TYPO3.

1. Set the maximum number of participants.
How much space do you have? How many people will be actively supporting from your company? A good rule of thumb is a maximum of 5 students per expert from your company.

2. Setup a schedule
Example:
10:00 - 10:30 Meet & Greet
10:30 - 10:45 Introducing our company
10:45 - 11:00 Students introduce themselves
11:00 - 12:30 Hands-on: Setting up TYPO3 - how we do it in our company
12:30 - 13:30 Lunch Break
13:30 - 15:00 Expert support for setting up the students TYPO3
15:00 - 15:30 WrapUp & next Meeting (see Skill review workshop)

3. Create a checklist on what the students have to bring with them
Usually you'll want to host an „advanced" workshop for the best students in the class (how to create a TYPO3 installation on your own device).
Do all the students need own laptops? Are preinstallations required?
Try to keep the prerequisites as basic as possible. Alternatively check out one of the business connectors of a hoster or platform solution specialist in this box and use this as a basis for setting up TYPO3 in your workshop.

4. Set the workshop date & perform the workshop
If you already are cooperating with an educational facility contact your partner and schedule a meeting for the workshop. Mind that you should ideally plan the workshop at least 2 months in advance, as the educators also have to coordinate the appointment with the students. If you are not yet partner of an educational facility, contact the SkillDisplay team for leads in your area.

Have fun at the workshop and let us know about your experience!

02

You want to try out TYPO3?

**Use our free DEVELOPER plan
with a ready installed demo website.**

Even though the hosting plan is called DEVELOPER, you can use it as an editor.
The DEVELOPER plan is also ideal for testing our TYPO3 hosting without obligation.

Ready-to-use TYPO3 project

In addition to an empty TYPO3 project, our free sample project is also installed. This template can be used as a template for your own homepage. So you can log in to the website and start creating your content in TYPO3 right away. You don't have to worry about programming or similar things.

Changing the plan is possible at any time

A change of the plan is possible at any time and uncomplicated. All settings and access data remain unchanged. Thus the hosting plan can always be adapted to your requirements.

Provider change - quite simple!

You are currently with another provider and want to change to us? With our free transfer service this is very easy. Your e-mail mailboxes can also be transferred easily and securely with our mail transfer service.

TYPO3 support by our experts

Since 2002 we have specialized on TYPO3. Our customers benefit from our several years of experience in many TYPO3 projects. All of our support staff are Certified TYPO3 Integrators and thus proven TYPO3 experts. Challenge them with your questions!
With hundreds of free video instructions and tutorials on TYPO3, we are happy to share our know-how.

More information at jweiland.net/typo3-hosting.html

Have fun with TYPO3!

Hosting a TYPO3 skill review workshop

General
Chances are good, that you helped students from an educational facility near you to set up their very own TYPO3 instance. With that as a base they were able to acquire a number of TYPO3 skills over the course of a couple of lectures at your educational partner facility.

Getting recognition from professionals
The students did put a lot of work into their installation, getting familiar with the backend, considering special needs, creating pages and content.
Wouldn't it be great if they could get a verification from business professionals for everything they achieved? It would!
- Students can exactly show what they can do, and that they did prove that under the supervision of a business professional (YOU)
- If some of the students obtain official certification everyone will be able to see that YOU played a part in supporting them on the SkillDisplay platform

1. Setting up the task
You can find all the skills the students should have obtained by now via checking out the available SkillDisplay education connector sheets for chapter I and II in your box.
Then create a task involving those skills.
Example:
The students have to create an own page, which contains a teaser for a specific product.
(e.g.: a playtoy for cats). You provide them with an image under Creative Commons Attribution 4.0 International and they have to include it properly.
They have to make sure the page is accessible and search engine optimized (as Editor)
The images have to be stored in a way, so other editors can easily find/use them.

2. Confirming skills
Let the students either request a group SkillUp (Allows to grant/deny verifications for all involved skills with a single click) or single SkillUps for each involved skill (allows you to be more specific). If you are not yet able to grant business verifications on the SkillDisplay platform - contact the SkillDisplay team.

3. Schedule and host the workshop
Check the „Hosting a TYPO3 setup workshop" sheet for a reference.

Have fun at the workshop and let us know about your experience!