**IGM Training Agenda**

**Home page**

**Most of your site consists of the Body Copy Page**

* **Are there questions on this one?**
* **Explore Left Nav, rearrange items**

**Setting up Favorites**

**Modifying The News Section**[**http://research.chicagobooth.edu/igm/news**](http://research.chicagobooth.edu/igm/news)

**Tables**

**Document Uploads**

* **Images and Documents**

**Your site does not use Tabs, Accordions or Image Carousel \*but we can show demo if you wish)**

**Publishing Pages**

**Webhelp Request, please refer to SLA**

* **Inserting and Creating Modules** (please note modules can be created using our outsourcing vendor)
* **Top Navigation**
* **Footer Navigation**
* **Rotating Images (JavaScript)**
* [**http://research.chicagobooth.edu/igm/about-us/leadership**](http://research.chicagobooth.edu/igm/about-us/leadership) **(custom page)**
* **Inserting New Pages**
* **Delete, Archiving and Renaming Pages**