

Notes

Onboarding Checklist

Housekeeping -[Onboarding App & Resource Access](#)

Hi! Welcome to the Community Team! Below are some resources you will need to become familiar with. Look over these items and if you have any questions we will be going over them later.

- [Community Team Org Chart & Roles](#)
  - [Slack Channels](#)
  - [Remote Guidelines](#)
- [Canvas Documentation](#) confluence
  - This is Canvas-team specific, but some things apply to the CAT team as well.
- [Documentation Style Guide](#)
- [TL;DR Style Guide Tips](#)

Here are some things you may need to reference when working on projects.

General Things to Bookmark:

- [Time Off Request Form](#)
- [ScreenSteps](#) (software for updating documentation)
  - You'll need to accept the invite that was emailed to you
  - I'd recommend bookmarking SS and downloading the [SS app](#)
  - [Overview: How to Use ScreenSteps](#)
- [INST-Community](#) shared Google Drive
- Subscribe to calendars:
  - [Community Team calendar](#)
  - Canvas updates
  - Instructure calendar

LMS Things to Bookmark:

- [ClickUp](#)
- [Documentation Kanban Board](#) (Doc update requests from Support)
- [2022 Updates\\_English Canvas Guides - Doc Team](#) spreadsheet
- [Master - Canvas Guides \(Internal Use Only\)](#) spreadsheet
- [Source File Info \(Master\)](#) spreadsheet

- Over the next week you will be meeting with different members to get a tour of the Llamas team.

## Tour of the team

- Overview of the Community- *Team Lead (Day 1)*
  - Ideas
  - Question Forums
  - Products
    - CAT
    - LMS
    - Impact
    - Mobile
  - Release notes
  - Guides
  - Roadmap
  - Translations
- Community-Khoros Tour-*Moose Team*
  - Ideas/Question Forum
  - General Duties and processes
  - Account Settings
  - What can/can't you do as an Admin?
  - Feedback buttons- how they link to click up
  - Sandboxes-Dependent on role
- LMS Release Notes- *Release Specialist*
  - Deploy Vs Release
  - Location of notes in the Community
  - Release Slack Channels
    - Comm-releases
    - Comm-Canvas-product

- [Instructure Weekly Highlights Blog](#)
  
- Screensteps- *Doc specialist*
  - Download the App
  - Proper annotation presets applied
  - Review [Overview: How to Use ScreenSteps](#)
  - Live tour of screensteps/shadow
  - Screensteps course
    - Navigation
    - Search bar
    - Editing an article
    - Updating an article
      - Annotations and notes
    - Save as draft and how to make a comment
  
- Style Guide- *Doc Specialist*
  - Review [Documentation Style Guide](#) and TL;DR Style Guide Tips
  - [Watch PD Recordings](#)
  - [Review process](#)
  - Shadow Doc Specialist
  
- Click up- *llama team member*
  - Point system
  - Sprints
  - Tags/Labels
  - [Click up Presentation](#)
  - Backlog
  - Tour of Click up LMS boards
  - Live tour of Click up

- New Article Creation- *Doc Specialist*
  - Walk through making a new article.
    - Talk through the process and changes together.
  
- Cat Team/Impact Tour
  - Meet with Cat Team
  - Meet with Impact
  - Overview of other products
  
- New Employees to instructure\*
  - Work with the training team on product training?
  - Explore and complete steps in Guides- Team lead assign specifics
    - Global Navigation
    - New Quizzes
    - Assignments
    - Rich Content Editor
    - Feature Options
    - Gradebook
    - Permissions/User Roles
    - Outcomes
  
- Sprints/Sprint Points -Team Lead
  - Overview of a sprint
  - Sprint expectations
  - Sprint point rubric review

For retro meeting

-show click up board

-Feedback on checklists

Team lead reflection card

- Team members can add feedback
- Onboarder feedback