

**Confluence Boot Camp**

**Course Number:** CFL-100
**Duration:** 2 days

**Overview**

This Introduction to Confluence training teaches attendees the basics of Atlassian Confluence and how to use it to create content and collaborate with co-workers. Attendees also learn best practices of this highly customizable tool.

**Prerequisites**

No prior experience is presumed.

**Materials**

All students receive comprehensive courseware.

**Software Needed on Each Student PC**

Accelebrate can provide a remote lab environment for this class.  All attendees should have computers with Internet access and a modern web browser (ideally Chrome).

**Objectives**

All attendees will:

* Navigate inside of Confluence’s hierarchical environment
* Create, edit, and format documents in Confluence
* Create or modify content using embedded formatting tools
* Work collaboratively with co-workers inside of Confluence
* Use Confluence’s social network features such as like, share, and comment
* Link documents to content inside and outside of the Confluence environment
* Use macros to create robust content
* Work with macros and add-ons – create, edit, and sort data in tables
* Use and modify blueprints and templates
* Use advanced content creation tools
* Set up users and permissions
* Create and configure spaces
* Configure global settings
* Install macros and add-ons

**Outline**

* Introduction
* Confluence Background
	+ Overview
	+ Capabilities
	+ Navigation
	+ Shortcuts
* Managing your profile
* Introduction to Spaces
	+ Spaces overview
	+ Sharing & permissions
	+ Space tools
* Managing a personal space
	+ Creating (drafts/publishing)
	+ Editing
	+ Page properties
	+ Sharing & Permissions
* The Nature of Collaboration
	+ Environment and context
	+ The nature of collaboration
	+ Keys to effective collaboration
	+ Roles in collaboration: Users, Managers & Admins
	+ The Confluence collaboration life cycle
* Organizing information
	+ Information Architecture
	+ Understanding adoption
	+ Best Practices
	+ Confluence examples
	+ Products, Projects & Teams
* Confluence Administration
	+ Users & Confluence
	+ Includes invitations
	+ Roles & permissions & security
	+ Creating new spaces
* Managing global spaces
	+ Global space overview
	+ Creating a global space
	+ Sharing & permissions
	+ Blueprints & templates
* Working with Pages
	+ Confluence pages as working tool & knowledge base
	+ Versioning and drafts
	+ Collaborative editing
	+ Attachments
	+ Tasks
	+ Blogs
	+ Importing & Exporting
	+ Macros
	+ Jira integration
	+ Plug-ins
	+ Dashboards
* Permissions
	+ What users can see and do
	+ Space permissions
	+ Global permissions
	+ Page permissions
* More Administration
	+ Look and Feel Adjustments
	+ Exporting and backing up spaces
	+ Archiving and deleting spaces
	+ Blueprints & templates
	+ Confluence permissions
	+ Content maintenance (update and archiving)
	+ Archived Spaces
* Developing a Confluence Framework
	+ Outline the initial implementation
	+ Outline initial minimal architecture
	+ Use existing artifacts for quick sketch
	+ Document the sketches
		- Groups
		- Permissions
		- Taxonomies
	+ Determine iteration properties
		- Hypothesis and tests
		- Iteration time frame
		- Identify evaluation metrics
		- Identify broad set of test users
		- Identify find the and where is scenarios
		- Update content/architecture based on feedback
* Conclusion