Portal Administrator Training

Day 1

Getting Started with Liferay
Installing the Liferay Bundle
Familiarizing Yourself With Liferay's User Interface

Fundamental Liferay Concepts
Displaying Content Using Sites
Managing Users Through Organizations and User Groups

Managing Permissions through Roles
What Are Roles?
Creating and Using Roles Effectively
Delegating Permissions Using Teams

Basic Page Management
Site Navigation
Creating and Managing Pages
Setting Page Permissions
Site and Page Templates

Introduction to Liferay's Asset Framework
What is an Asset?
Available Assets in Liferay Out of the Box
Adding Metadata Using Tags and Categories

Basic Web Content
Basic Web Content Creation
Placing and Displaying Content

Day 2

Managing Documents and Media
Creating Documents in Liferay
Storing Files and Folders
Adding Metadata to Documents

Encouraging Collaboration in Liferay
Understanding the Tools Used for Collaborating
Managing the Tools Used for Collaboration

Enhancing Networking and Collaboration
Measuring User Participation
Enabling Users to Connect with One Another
Integrating Other Social Networks

Connecting to External Sources
Embedding Web Sites
Publishing RSS Feeds
Day 1

The first day begins with an introduction to Liferay, explaining what Liferay Portal is, what it does, and what makes Liferay Portal an ideal choice for running your web site. You will be introduced to the concepts of Users, Organizations, Sites, User Groups and Teams. You will see how all of these work together to enable you to design your web site in the most efficient way. After this, you will have the opportunity to examine in detail how a typical corporation might implement Liferay to run its corporate Intranet.

You will then be introduced to Liferay's user interface, which is a foundation for the rest of the course. From there, you will have the opportunity to install Liferay yourself. It is this installation of Liferay that will be used for the rest of the course. After this, you'll jump right into portal administration. You will learn how to add users, roles, user groups, organizations, sites and teams. Role scopes will be explained, including the difference between portal roles, organization roles, site roles, and teams. Additionally, you will be provided with the tools necessary to determine when it is appropriate to use sites and when you should use organizations.

The course then moves on to Liferay's collaboration features. You will learn how to create and administer a blogging site on Liferay Portal, allowing all of your users to create blogs if they wish. You will also learn how to use other tool such as the Wiki portlet to set up Wiki pages for your site. You will learn how to use the Calendar portlet to collaborate on time-based events and to send notifications. Next, you will see how to create and administer Message Boards, complete with email notifications, permissions, customized ranks, banned users, and more. You will also look at permissions and how they can be applied to these tools.

The first day ends with a look at Liferay's Web Content Management System. You will learn what assets are in Liferay and how you can use metadata to group them. You will then learn everything there is to learn about creating and managing pages within Liferay Portal. You'll be able to change the look and feel by selecting themes, define custom permissions on pages, import and export pages, set virtual hosts, change layouts, and more. After this, you will learn all of the different ways you can display your content, from laying out pages, page navigation, and more.

Day 2

Detailed Account
The second day of the course will begin with a focus on document and media management. You will learn how to use the Documents and Media portlets to store assets that can be used in web content or that can be viewed and downloaded by users. You'll be able to configure Liferay's Image Gallery portlet to upload multiple images for display, and you'll examine how the permissions system works with the Document Library. After this, we will take a look at Liferay's Social Suite. This will include Liferay's social options out of the box, as well as a suite of portlets that can be used to encourage social collaboration as well as networking in your portal. We round out our web content discussion by demonstrating Liferay's web content utility portlets, such as the RSS portlet, the Iframe portlet, the web proxy portlet, and more.

You will see how you can use these portlets to pull data from other sites to enhance the content on your web site. We will also examine how to use tags and categories within the portal and how they can be used to aggregate different kinds of content together. You will learn how to use the Asset Publisher portlet to publish all kinds of content to your site by topic regardless of whether it is web content, a message board post, a wiki article, or anything else as well as related assets together using the related assets feature.

After this, you will look at some more business features in Liferay such as how to extend data in certain portal entities using Custom fields, Workflow, and using Dynamic Data Lists for gathering and analyzing data. You will learn how to use Custom Fields to extend the data that is gathered by default in Liferay. You will also install the Kaleo workflow plugin and configure a workflow for users in various roles to create, review, and publish content. Lastly, you will learn how to use Dynamic Data Lists to create data sheets and gather information.

Finally, when you are finished, you will be a Liferay Portal Administrator, with all the expertise you need to design a web site powered by Liferay Portal.

Training Notes:
A Hands-On Approach
Liferay training is guided by the expertise of experienced Liferay trainers. You will benefit from their hands-on approach to enabling you to learn the material effectively and quickly. Through the many exercises interspersed throughout the course, you will learn to perform all of the functions yourself, which maximizes your ability to learn everything. Your trainer will be there to guide you all the way to success.

Prerequisites
The Liferay Portal Administrator course is our entry level course, and so there are no prerequisites.