

**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