

Bookstack Curriculum

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Module 1: Introduction to BookStack

Objective: Familiarise participants with the tool's layout and navigation for content management.

1. Overview of BookStack

- **What is BookStack?**
- Purpose and benefits of using BookStack for documentation.
- **Examples:** Use cases for organising policies, project documentation, and training materials. Show PATTIC before/after.

2. Navigating the Interface

- **Key Elements:** Books, Chapters, Pages.
- **Hands-on Exercise:** Explore an existing BookStack setup. Navigate between books, chapters, and pages.

3. Understanding Roles and Permissions

- Explanation of user roles (Admin, Editor, Viewer).
- **Example:** How permissions can be set to allow specific team members to edit certain books or chapters.

End of Module Exercise: Participants locate specific content, demonstrating comfort with the interface and navigation.

Module 2: Creating and Organising Content

Objective: Learn how to add, structure, and edit content within BookStack.

1. Creating Books, Chapters, and Pages

- Step-by-step guide to creating a book, adding chapters, and creating pages.
- **Hands-on Exercise:** Create a book with chapters and pages.

2. Organising Content for Accessibility

- Tips for structuring content logically for different audiences.
- **Example:** Arrange chapters to guide readers through a topic, such as “Volunteer Training.”

3. Editing and Formatting Pages

- Using text editor tools: headings, bullet points, images, and tables.
- **Hands-on Exercise:** Add an image to a page, format a list, and insert a table to practice common content editing tasks.

End of Module Exercise: Create a sample chapter and page structure that reflects an organizational need, such as team guidelines or a policy handbook.

Module 3: Advanced Content Management

Objective: Understand additional features that enhance the usability and functionality of BookStack.

1. Tagging and Searching

- How to tag content for easy searchability.
- **Example:** Tag pages with “Policies” or “Project Reports” to categorize documents.

2. Page Revisions and Version Control

- Tracking changes and restoring previous versions.
- **Hands-on Exercise:** Make edits to a page, view revision history, and revert to an older version.

3. Linking and Organizing Information

- Adding internal links between pages for cross-referencing.
- **Example:** Link a “Resources” page to various project-specific pages.

End of Module Exercise: Participants link different sections within a document to create a cohesive, easy-to-navigate structure.

Module 4: Practical Use Cases for BookStack in the Social Sector

Objective: Explore use cases and inspire participants to apply BookStack to their work contexts.

1. Use Case 1: Knowledge Base for Team Members

- **Scenario:** A non-profit maintains a knowledge base on project strategies and resources.
- **Activity:** Structure a sample knowledge base on BookStack.

2. Use Case 2: Volunteer and Donor Documentation

- **Scenario:** Organising information for volunteers and donors, like training modules or impact stories.
- **Activity:** Create a mock “Volunteer Orientation” book.

3. Use Case 3: Collaborative Policy Development

- **Scenario:** Teams collaboratively develop policies with input from multiple stakeholders.
- **Activity:** Create a book titled “Organisational Policies” with sections for HR, Finance, and IT.

Discussion: Encourage participants to brainstorm specific BookStack applications within their organisations, discussing potential structures and content types.

Module 5: Maintenance and Best Practices

Objective: Equip participants with skills to manage and maintain content effectively over time.

1. Regular Content Review and Update

- Establishing a routine for content review.
- **Example:** Monthly updates for project pages or quarterly policy reviews.

2. Consistency in Content Formatting

- Tips for maintaining a consistent structure across pages for a cohesive look.
- **Exercise:** Apply a standard format to a page, using headings, lists, and tables as per organizational guidelines.

3. Managing User Access and Permissions

- Tips for updating permissions as teams change.
- **Example:** Grant temporary access to volunteers working on a specific project.

Final Activity: Review key takeaways and each participant shares one way they plan to apply BookStack to their work.

Conclusion and Feedback

- **Wrap-Up:** Recap the modules and emphasise the tool's adaptability.
- **Feedback Session:** Gather insights on training clarity, areas of interest, and additional support needed.