

The Right At School Library is getting a new look!



# RAS Wiki Revamp



Exciting!



## **Streamline Communication**

Enhance internal communication by establishing a single, organized repository for key documents

## **Simplify Onboarding**

Ensure a smoother onboarding process for in-field partners, making it easier for them to access necessary resources and intergrate into the team effectively

## **Increase Collaboration**

Foster transparency & collaboration among teams, assuring everyone has access to the same information (role dependent)

## **Align with Strategic Goals**

Help RAS align activities with strategic objectives, improving overall effeciency and effectiveness



Why the Revamp?

## **Improve Field & CO Connection**

Strengthen the communication link between field staff and the CO to ensure seamless information flow

# The NEW and IMPROVED Wiki Home Page View



The screenshot shows the RAS Wiki Home Page. At the top is a banner with the 'RIGHT AT SCHOOL' logo, the text 'Welcome to the RAS Wiki', and a photo of a smiling child. Below the banner is a welcome message: 'Looking for information? You are in the right place! Welcome to the RAS (Right At School) WIKI! First, make sure to log-in at the top right!'. This is followed by a blue box with the text 'IMPORTANT ANNOUNCEMENTS & URGENT CENTRAL OFFICE COMMUNICATION'. Below this is a section titled 'In the WIKI (also known as the Right At School library) you can review your:' followed by a bulleted list of links: 'Electronic RAS padfolio (the Right Way to Right Club)', '2025 Road Maps', 'Meet Our Team- Central Office', and 'RAS Store'. The bottom section is titled 'S.A.G.E (Self Assisted Guidance & Expertise)' with the subtitle 'Assistance at your fingertips to your most frequently Asked Questions'. It contains four green buttons: 'EDUCATORS', 'PROGRAM MANAGERS', 'SPM & AREA MANAGERS', and 'REGIONAL MANAGERS'. At the very bottom is a blue button labeled 'CENTRAL OFFICE' with the text 'Links to resources/guides/dashboards'.

**RIGHT AT SCHOOL** Welcome to the RAS Wiki

Looking for information? You are in the right place! Welcome to the RAS (Right At School) WIKI! First, make sure to log-in at the top right!

**IMPORTANT ANNOUNCEMENTS  
& URGENT CENTRAL OFFICE COMMUNICATION**

In the WIKI (also known as the Right At School library) you can review your:

- [Electronic RAS padfolio \(the Right Way to Right Club\)](#)
- [2025 Road Maps](#)
- [Meet Our Team- Central Office](#)
- [RAS Store](#)

**S.A.G.E**  
(Self Assisted Guidance & Expertise)  
Assistance at your fingertips to your most frequently Asked Questions

[EDUCATORS](#) [PROGRAM MANAGERS](#)

[SPM & AREA MANAGERS](#) [REGIONAL MANAGERS](#)

**CENTRAL OFFICE**  
[Links to resources/guides/dashboards](#)



Example of the  
view by role  
(Roles will be  
Educator, PM,  
SPM/AM, RM,  
(central office)

## Area Managers and Senior Program Managers

ClickUp Area Manager  [Sign up free](#) [Login](#)

Tasks 54

Name	Link	Description
✓ Amazon Business	business.amazon.com	For supplies not available
✓ Canva	www.canva.com	Brand identity & marketing
✓ ClickUp	app.clickup.com	ClickUp provides insightfu
✓ Collections Process and RAS Family Portal (...)	rightatschool.domo.com	<b>Area Manager Role...</b>
✓ Contact Update Form for Families	ras.news	Currently, families are una
✓ Customer Support Guide for Field Leaders	wiki.rightatschool.com	This resource covers comm
✓ DOMO	rightatschool.domo.com	Data Reporting
✓ DST (District Start Tracker)	app.clickup.com	Your DST is a resource too
✓ eLearning Troubleshooting Guide	drive.google.com	Troubleshooting steps and
✓ Family Portal Guide	—	We have updated some of
✓ Family Portal- Line Leader	wiki.rightatschool.com	Line leader quick reference
✓ Fedoras (Knack)	rightatschool.knack.com	Friendly Electronic Databa
✓ Fedoras (Knack) - Program Changes Field S...	rightatschool.knack.com	The Field Leader identifies
✓ Fedoras (Knack) - Program Closures Field S...	rightatschool.knack.com	In partnership with the clo
✓ Fedoras (Knack) - Waitlist Updates Field SOP	rightatschool.knack.com	Programs with enrollment
✓ Field Leader Contact Form	ras.news	Internal communication to
✓ Field Leader Support Team	wiki.rightatschool.com	Contact information for ou
✓ Field Leader Toolkit	wiki.rightatschool.com	Key leadership process inf
✓ Forms	www.rightatschool.com	Right At School Utility form


# How to add your department's doc to the Wiki role page:



Navigate to [Submit a Field Resource Link](#) form, use the link from where your doc “lives” (The Drive, SalesForce, ClickUp, The Wiki, paste the link into the section titled “Link to Resource”, fill out the rest of the required information, click “Submit”. EASY PEASY!

**NOTE: A form cannot be submitted unless all information is completed!**

A screenshot of a web form titled "Submit a field resource link". The form has a white background and a blue header bar with a logo. It contains several input fields and a submit button. The fields are: "Name/Title of Resource\*" (text input), "Which department created this resource?\*" (dropdown menu), "Link to Resource\*" (text input), "Resource Description\*" (text input), "Submitted By (enter your name)\*" (text input with a user icon), and "Select the Role(s) for who should have access to this resource. (IE: Program Manager, Area Manager, etc...)\*" (dropdown menu). A large blue "Submit" button is at the bottom.



## Submit a field resource link

Name/Title of Resource\*

Which department created this resource?\*

Link to Resource\*

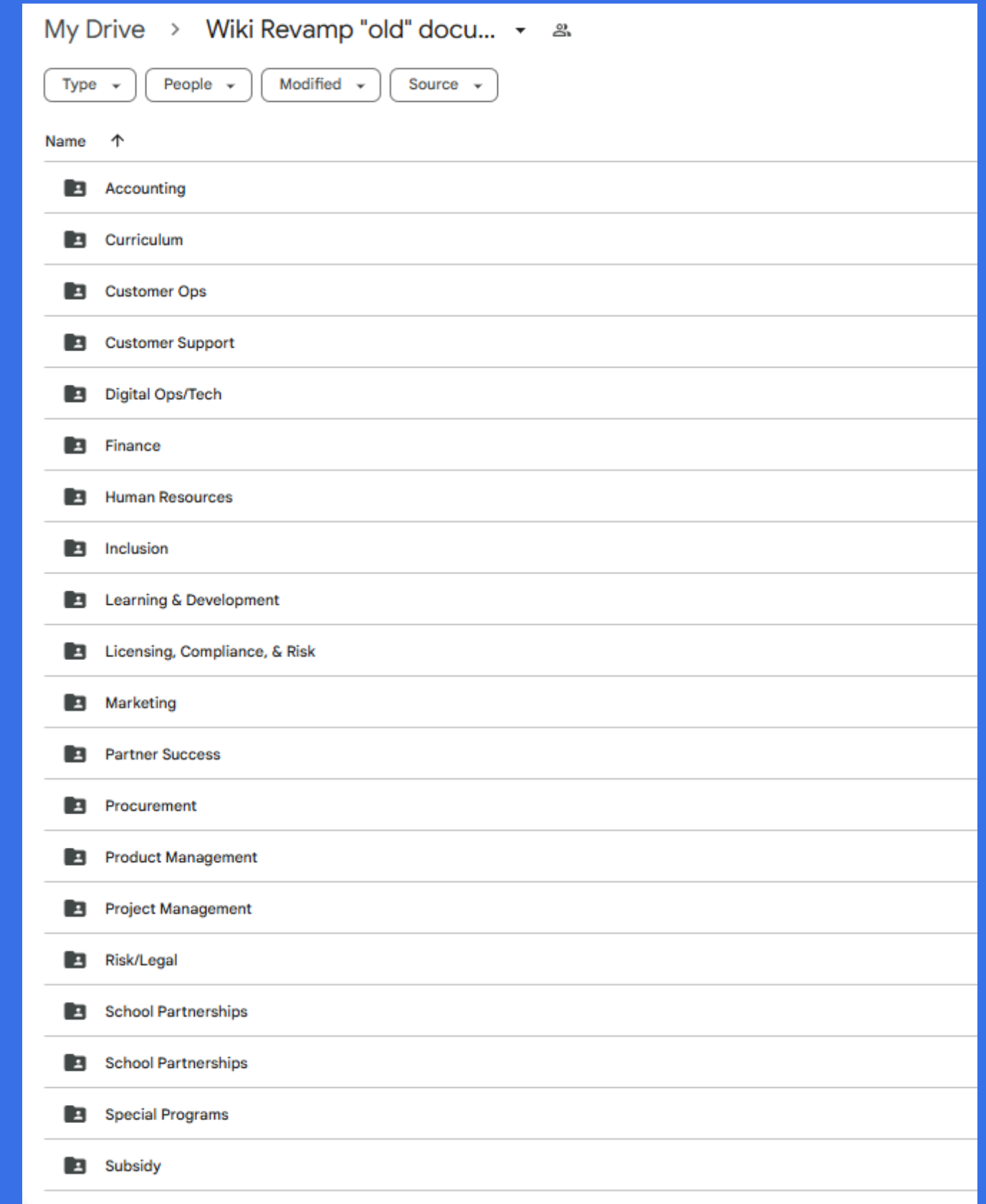
Resource Description\*

Submitted By (enter your name)\*

Select the Role(s) for who should have access to this resource. (IE: Program Manager, Area Manager, etc...)\*

**Submit**

# Need to remove a doc from the Wiki?



- 1 Navigate to Wiki Revamp "old" Documents on the Google Drive
- 2 Click on the folder with your department name
- 3 Create a folder on the subject matter of the doc
- 4 Save the "old" document in the folder that you created
- 5 Now, you may delete the "old" content from the Wiki

**We save these documents as guided by our Legal Department in case RAS is asked by an outside agency to produce a doc that was used within a certain time period containing specific information.**

Now that we saved our “old” docs in the appropriate folder, we can delete the “old” doc from the Wiki

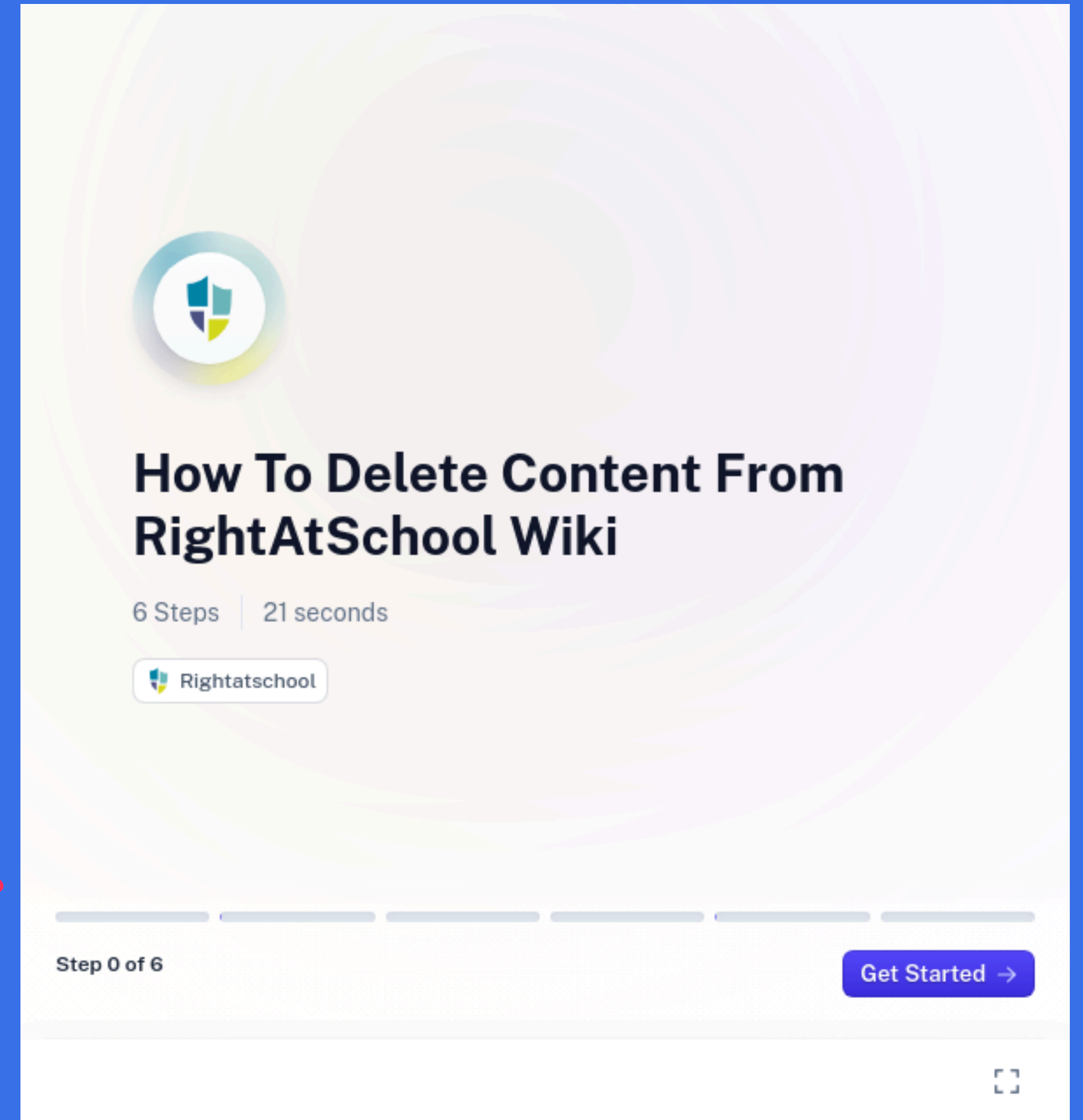
LET'S GO!

Here's a scribe showing you how to delete content from the Right At School Wiki:



### How To Delete Content From the Right At School Wiki

**REMINDER:** We save these documents as guided by our Legal Department in case RAS is asked by an outside agency to produce a doc that was used within a certain time period containing specific information.



# Naming Convention that **MUST** be used

**IN THIS ORDER!**

This allows for the search engine to easily find what a person types into the search bar!

- 1 Document Description
- 2 Department Name
- 3 Search engine optimization word
- 4 Volume number of the document
- 5 System name of where the doc lives
- 6 Date the document was created



**EXAMPLE: Family Portal Family FAQs\_Learning & Development\_LineLeader\_V2\_Wiki\_10/20/24**





# Questions???

Reach out to:



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**For doing your part in the  
Wiki Revamp!!**