



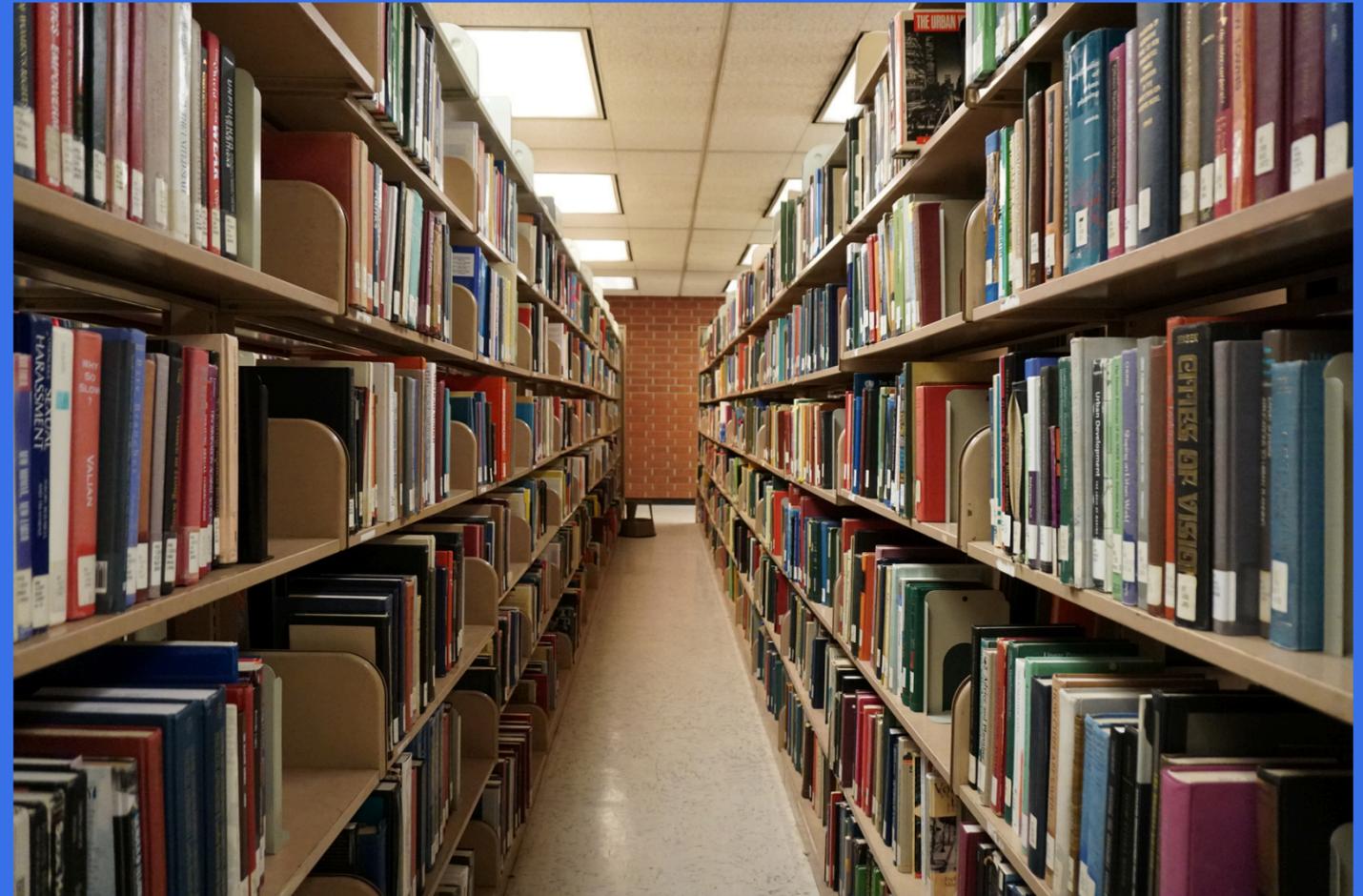
The Right At School Library is getting a new look!

A graphic of several green and yellow brushstrokes radiating from the left side of the page.

RAS Wiki Revamp

A red ribbon graphic with a dark blue outline, containing the word "Exciting!" in white, handwritten-style text.

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 efficiency 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



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](#)

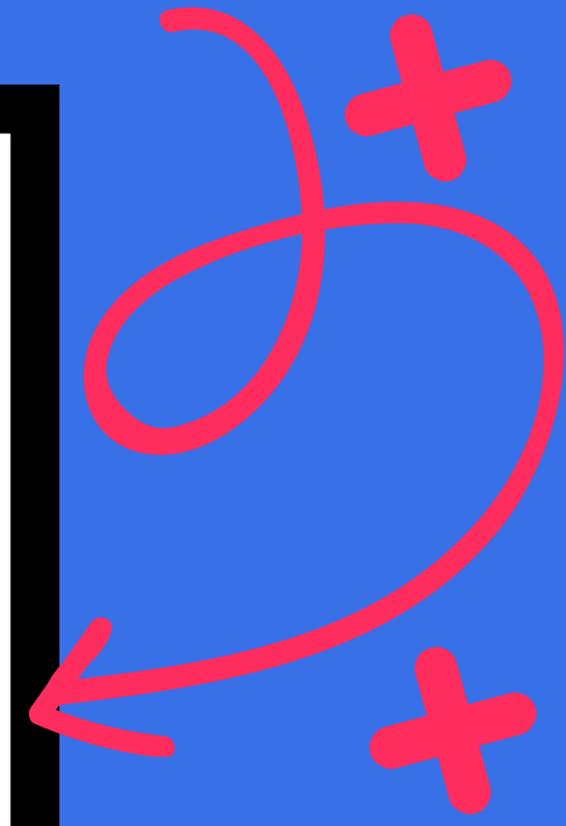
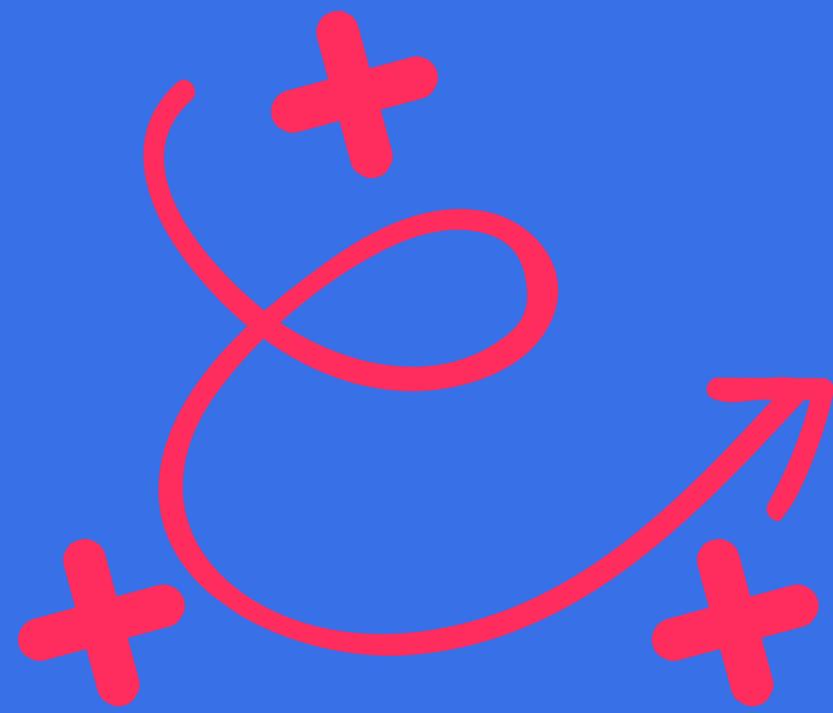
[PROGRAM MANAGERS](#)

[SPM & AREA MANAGERS](#)

[REGIONAL MANAGERS](#)

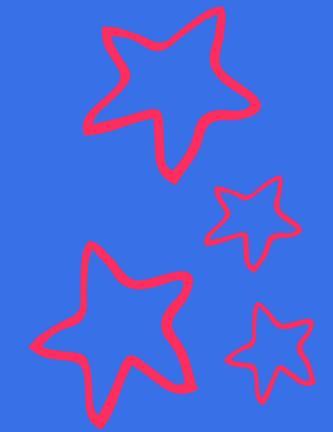
CENTRAL OFFICE

[Links to resources/guides/dashboards](#)

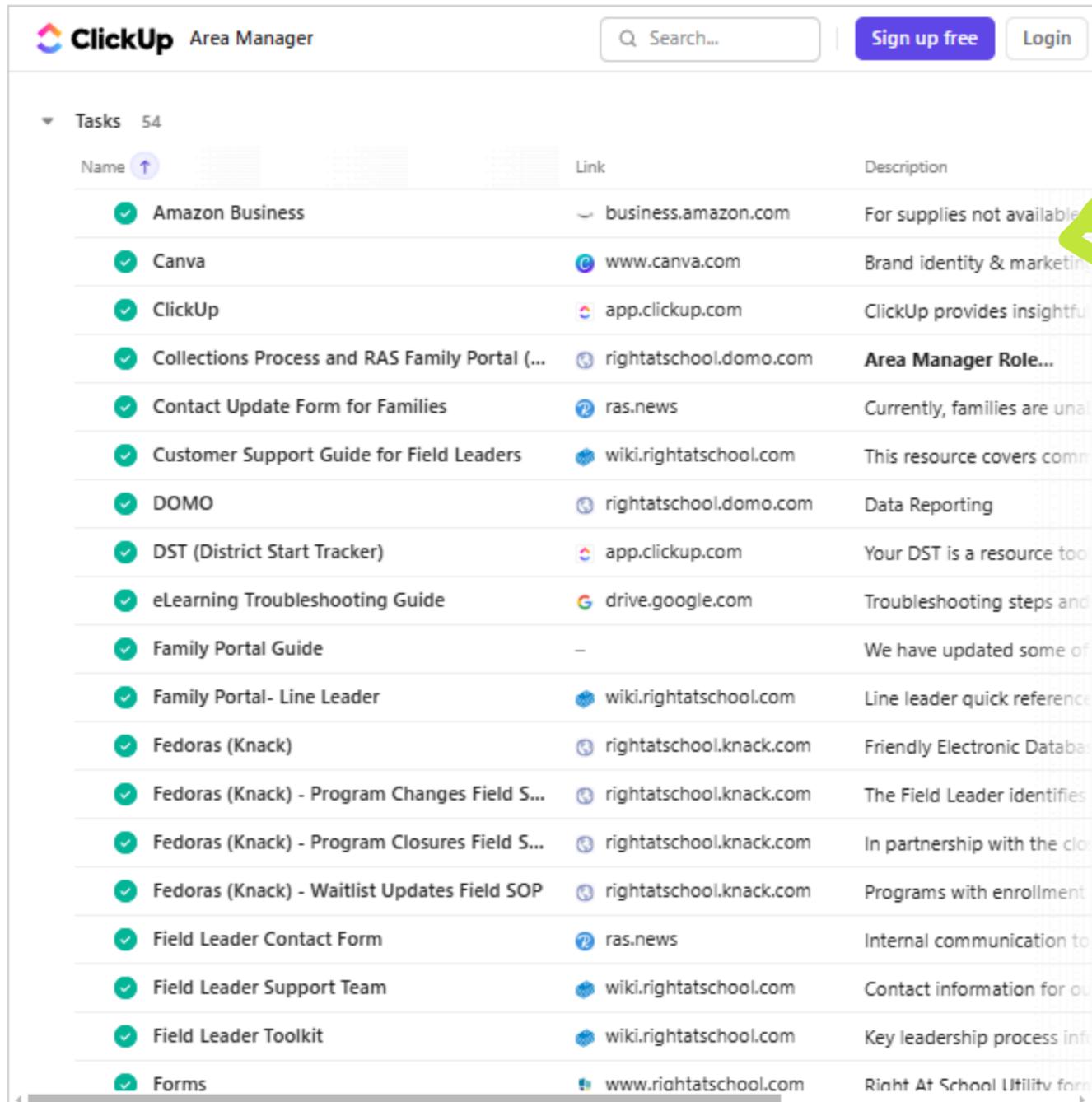




Example of the
view by role
(Roles will be
Educator, PM,
SPM/AM, RM,
(central office)



Area Managers and Senior Program Managers



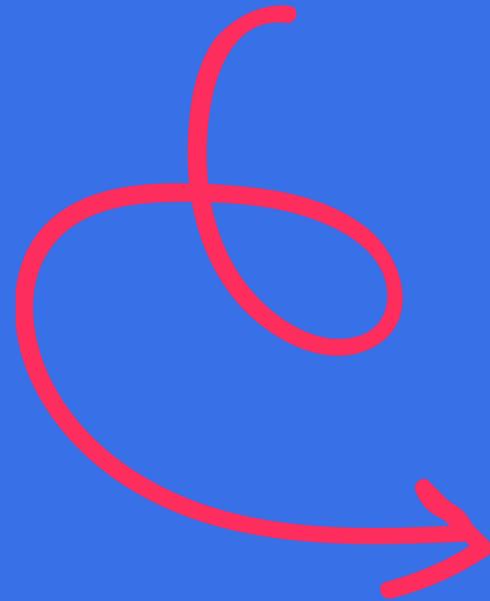
ClickUp Area Manager

Search... 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	Area Manager Role...
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.riahatschool.com	Riht 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!





Submit a field resource link

Name/Title of Resource*

Which department created this resource?*

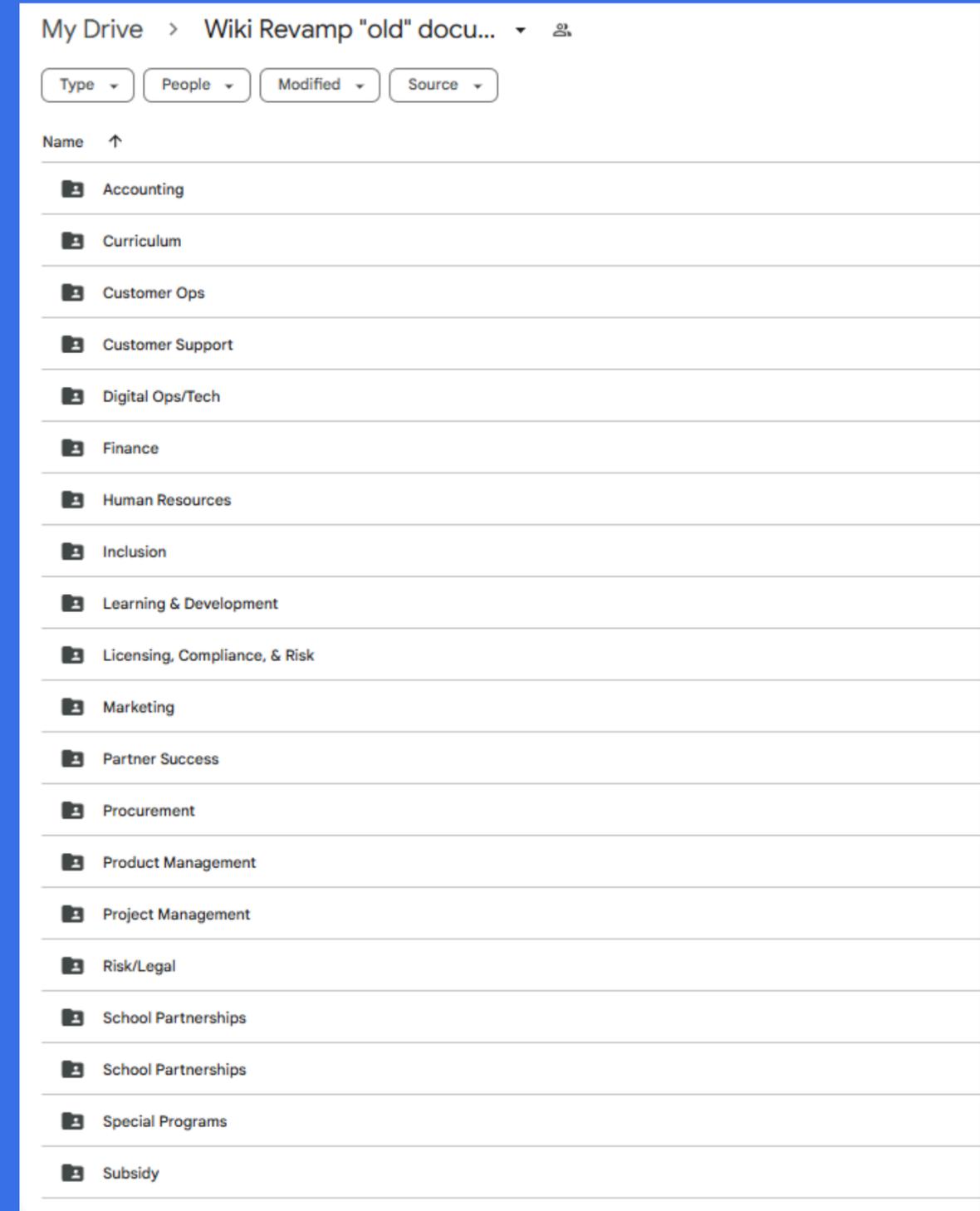
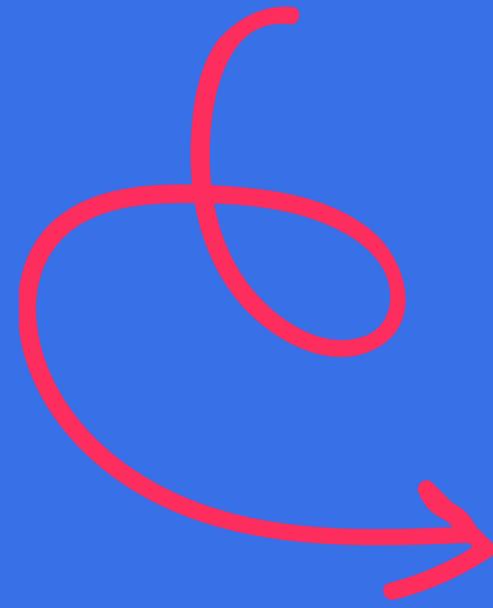
Link to Resource*

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...)*

Need to remove a doc from the Wiki?



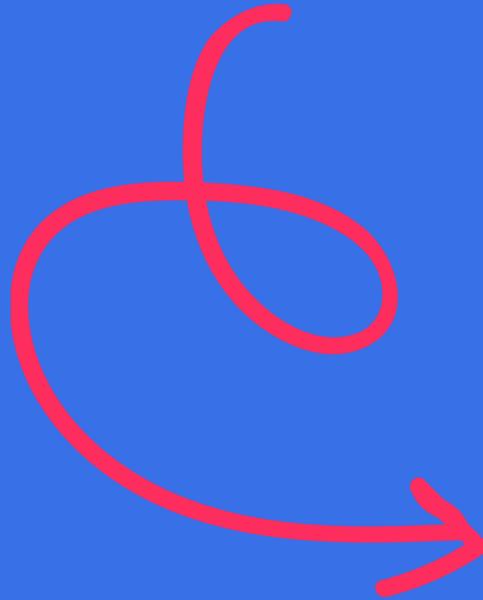
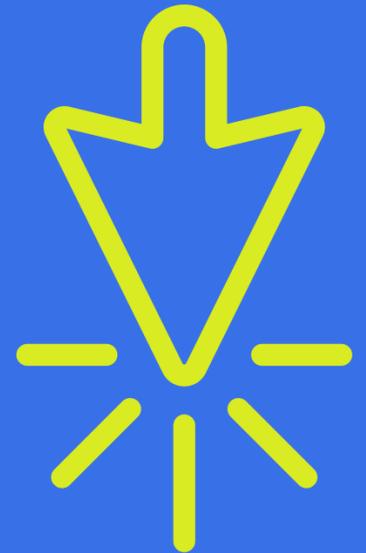
- 1 Navigate to Wiki Revamp "old" Documents on the Google Drive
- 2 Click on the folder with your department name
- 3 Create a folder on the subject matter of the doc
- 4 Save the "old" document in the folder that you created
- 5 Now, you may delete the "old" content from the Wiki

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 RightAtSchool Wiki

6 Steps | 21 seconds

Rightatschool

Step 0 of 6

Get Started →

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!!**