

## General description

**Liceo Malpighi** is one of the most valued secondary schools in **Bologna (Italy)**.

As responsible for internal organization, I've started using tw for **internal communication** and **knowledge sharing**. We'll extend tw use as an **extranet**, families communication and students knowledge sharing.

So at the moment we are using tw for:

- internal notices
- circulars issue
- school calendar
- internal and external regulations
- standards and modules
- class weekly planning and teacher weekly planning
- internal marketing
- teacher follow up

I've committed some **internal teams** to investigate:

- the use of wiki pages as a way for collaborative work on a specific topic
- the classification of documents, suitable for teacher ownership (eg a filegallery for each teacher/class\_level) and student utilization (eg category for class/topic)
- the use of tw as internet website (in order to avoid the duplication of content)

What is my key issue with tw now? I need to manage a complete set of user data:

- name, surname, address, internal role, ...
- if he is a teacher, type of employment, subjects, email ...
- if he is a student, class, date of birth, parents, certifications, ...
- if he is a parent, link with the student/s, cellular phone, email
- if he is an external contact, the event when I got in contact whit

Roughly speaking, I need the basis of "Contact Management", where a contact is a whatever person who got in contact with me.

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How to start with tw in a secondary school

(in my experience)