

Getting Started with Confluence (with Jira) - TTDV7545

Use Confluence to Create, Organize, and Discuss Work within a Team Environment;
Integrate with Jira and More

Duration: 2 Days

Skill Level: Introductory

Available Format: Instructor-Led Online ; On Public Schedule

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What You'll Learn

Overview

Boost your project management and team collaboration skills with our hands-on, interactive course, **Getting Started with Confluence (with Jira)**. Confluence, as a powerful project collaboration tool, seamlessly integrates with Jira, allowing you to create, share, and collaborate on projects in a more efficient and visually appealing way. This course will equip you with the skills to manage projects, improve workflow efficiency, and promote transparency in your organization. You will gain practical knowledge about Confluence's core features such as creating and editing pages, managing file directories, using tasks, macros, and gadgets, and differentiating between pages and blogs.

Working in a **hands-on learning environment** guided by our expert instructor, you will gain experience with Confluence's unique features like using and creating blueprints and templates, enhancing standardization and productivity in your team. The program includes a deep dive into collaborative features of Confluence and its integration with Jira, which will enhance your ability to foster a collaborative environment. Administrative aspects like managing notifications, watchers, linking to other applications, and creating various types of spaces will also be covered.

You will leave the course with the skills to apply Confluence within your existing Jira environment effectively, ready to use its collaborative tools and features to streamline workflows and boost project productivity.

Objectives

Throughout the course you will learn to:

- Master the fundamentals of Confluence, including understanding its history, navigation, and the distinction between pages and blogs.
- Gain proficiency in creating, editing, copying, moving, and deleting pages, along with managing file directories and executing advanced editing features.
- Develop the ability to use and create blueprints and templates, aiding in the standardization and productivity enhancement of your team's work.
- Understand the collaborative features of Confluence such as sharing links, commenting, mentioning, liking, and watching content to promote a culture of teamwork and collaboration in your organization.
- Learn how to effectively integrate Confluence with Jira, linking issues and filters, and using auto-links for smoother project management.
- OPTIONAL: Acquire skills in Confluence administration, including managing notifications and watchers, linking to other applications, customizing the look and feel of your workspace, and creating various types of spaces (public, private, team, etc.).

Need different skills or topics? If your team requires different topics or tools, additional skills or custom approach, this course may be further adjusted to accommodate. We offer additional Jira, Agile, DevOps, container, and other related topics that may be blended with this course for a track that best suits your needs.

Audience

This introductory-level course is ideal for project managers, team leaders, and collaboration-focused roles who are already familiar with Jira and are looking to integrate Confluence into their project workflows.

Pre-Requisites

- Understanding of Jira: As Confluence integrates seamlessly with Jira, having prior knowledge of using Jira and its functionalities would be beneficial for attendees.

- **Team Collaboration Experience:** Experience in team environments and understanding of collaboration processes would assist in grasping the collaborative features of Confluence.
- **Basic Knowledge of Project Management:** Some understanding of project management principles would be helpful, as Confluence is a project collaboration tool.
- **Experience with Content Management:** Though not mandatory, experience with managing content, such as documents or web pages, could give attendees a head start with Confluence's features around creating and managing pages.

Related Courses - Jira Training Suite

- TTDV7540 Jump Start to Jira for Administrators
- TTDV7541 Jump Start to Jira for End Users
- TTDV7543 Jump Start to Jira Portfolio / Planning with Jira Portfolio
- TTDV7544 Getting Started Jira for Team Members
- TTDV7545 Getting Started with Confluence (with Jira)
- TTDV7548 Next Level Jira (with Confluence)

Agenda

Please note that this list of topics is based on our standard course offering, evolved from typical industry uses and trends. We will work with you to tune this course and level of coverage to target the skills you need most. Course agenda, topics and labs are subject to adjust during live delivery in response to student skill level, interests and participation.

Introduction

- History
- Navigation
- Space Directory
- Shortcuts
- Pages VS Blogs

Pages

- Creating Pages
- Editing Pages
- File Directory
- Advanced Editing (Markup, Undefined links, etc.)
- Copying and Moving Pages
- Deleting Pages
- Tasks

- Macros/Gadgets
- Macro overview and use
- Using JIRA Gadgets
- Editing Existing Macros

Blueprints/Templates

- Working with Blueprints
- Creating/Using Templates

Collaboration

- Sharing Links
- Commenting
- Mentioning
- "Liking" Content
- "Watching" Content

JIRA Integration

- Linking your JIRA and Confluence Instances
- Linking Issues and Filters
- Auto Links

Administration

- Page vs Space vs System Admin
- Notifications
- Watchers
- Linking to Other Applications
- Workbox Notifications
- Look and Feel

Creating Spaces

- Public Space
- Private Space
- Team Space
- Technical Documentation
- Meeting Minutes
- Blog

For More Information

Please [contact us](#) or call 844-475-4559 toll free for more information about our training services (instructor-led, self-paced or blended), coaching and mentoring services, public course enrollment or questions, partner programs, courseware licensing options and more.