






The purpose of the Technology Training Center Newsletter is to inform our faculty and staff about upcoming workshop trainings and provide resourceful information to the end user.

The Technology Training Center specializes in cross training IVC employees: Faculty, Adjunct Faculty and Staff in software programs for the purpose of increasing their computer literacy skills, integrate technology into the classroom, and facilitates trainings on campus to support college departments and online instructional technology. Resourceful guide handouts are provided in the trainings.

The Technology Training Center Website provides the end user resourceful information updates in Windows, Microsoft Office Applications, Adobe Acrobat Professional, Easy Grade Pro, Sophos Antivirus, Website CMS, ShoreTel Phones and Call Manager, VMware, a Monthly Newsletter and technical support tutorial videos, to assist our faculty and staff with technical support online.

 **Adobe Acrobat 9.0—Professional** Faculty & Staff will learn how to merge files into a PDF document, edit a PDF file, insert, extract, replace, and create an E-portfolio, password protect files, add sticky notes or stamps, edit touch up text tool, build or distribute a fill-in form in Adobe LifeCycler Designer, and much more! Handouts will be provided.

 **Microsoft Outlook 2007**— Faculty and staff will learn how to create rules, edit rule filters and setup appointments in calendars, add a local shared calendar with permissions. Learn how to add contacts, distribution lists, notes, tasks, and customize signature pages, and back up your e-mails. Handouts will be provided.

 **sophos anti-virus** **Sophos Anti-virus**—Faculty and staff will learn how to run updates, scan your PC or laptop for PUA's (Potentially Unwanted Applications) such as viruses, ad-ware, malware, spyware and much more! Handouts will be provided.

 **ShoreTel** **ShoreTel Call Manager Trainings:** is a easy-to-use application that provides call control integrated with both voice and e-mail messages from a Microsoft Outlook desktop interface. Faculty and Staff will learn how view history calls, Directory (to dial or send voice mail messages), record a greeting for each Call Handling mode, add phone numbers to Speed dial, transfer calls, and other features will be covered. Handouts will be provided.

For more information, on upcoming trainings in March 2011, see page 4.



All trainings will be held in the Technology Training Center (Room 1704).

- * How do I register for the workshops?

<http://ttc.imperial.edu>


- Click on **Register Online**

- Select workshop, fill out the

- * asterisk fields, then click Submit.

- * **If you cannot make it to these trainings, please contact me at (760) 355-6189 to schedule an individual appointment. Thank you.**

Larry Valenzuela
Technology Center Technician
Information Technology Department
larry.valenzuela@imperial.edu
(760) 355-6189

 **Easy Grade Pro**—Faculty and Adjunct Faculty will learn how to import their classroom rosters from WebSTAR into Easy Grade Pro, setup calendar, attendance, add assignments, create classroom and attendance reports. You will also learn how to e-mail classroom reports to your students and print out your classroom and attendance reports. Handouts will be provided.



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Update on the ATLAS Grant:

The first year's funding through the ATLAS Title V Grant of \$625,000 was made available to the District on October 1, 2010. The day we received the grant, it saved the District approximately \$236,000 in salary and benefits. The funding offset 50% of the base salaries, as well as 50% of the benefits, for three employees, which includes the project director, an academic coordinator, and an IT coordinator. In addition, it funds 75% of the base salary and benefits for a secretary to give support as we administer the grant. If we show success this first year, this same offset for salaries and benefits will continue for four more years.

On the academic side of the grant, ATLAS funding has provided professional development for faculty. A conference was held on February 8 and 9 to train 16 faculty who were selected through an application process. It is our hope that this train-the-trainers conference will be the basis for a viable professional development program at our college well into the future. The selected faculty received training in three areas: Improving learning through culturally responsive teaching; using collaboration, contextualized learning, and paired classes to improve student success; and using technology to improve student retention and success. The funding through the grant this year also provides for additional faculty training in August as well as for guest speakers to provide future forums for all our staff.

On the technical side, this year the grant funding will:

- ◆ Expand the wireless system throughout the campus; we are discussing options with vendors to implement a robust and secure wireless system.
- ◆ Provide IVC email accounts and server space for students to access software programs they need for their particular classes, save their assignments, and share their work with their instructors and classmates;
- ◆ Provide charging stations for students' mobile devices;
- ◆ Provide consultants and staff training for more efficiently using the Banner Student Module, including enrollment management and scheduling. A consultant was on campus the first week in February working with instructional and student services staff to assess our needs;
- ◆ Improve access to decision making information by providing a reporting system that gives us a way to actually extract data from Banner easily;
- ◆ Provide training to technicians on campus who will work with students and faculty to put these new systems into service.

To implement the infrastructure required for the systems listed above, a Director of Enterprise Systems has been hired. The grant will pay 100% of the salary and benefits the first two years. As required by Title V grants, the District made a commitment to maintain this position to ensure that the infrastructure provided through grant funding will continue when the funding ends. Thus, this position will gradually be picked up by the District in years three, four, and five. In this time of financial uncertainty, there is not much news that is positive. This grant funding provides certainty that we can move forward with professional development and with infrastructure that will improve the current situation for students, faculty, and staff. In addition to this year's funding, we have the opportunity to receive \$2.3 million additional funding through Year 5. It is a gift in the midst of a terrible financial crisis. The ATLAS staff intends to use the funding wisely so that it supports our mission of quality education for students.





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“For training that enhances your effectiveness and inspires your students”



What is the @One Training Institute—The @ONE Project makes it easy for California Community College faculty and staff to learn about technology that will enhance student learning and success. @ONE's programs provide training, online resources and research for free - or at a very low cost - thanks to funding from the California Community College Chancellor's Office Telecommunication and Technology Infrastructure Program (TTIP). The @One Training provides trainings in:

1. Learn at Lunch Desktop
2. Instructor-Led Online Courses
3. Self Paced Training
4. In Person Training Institutes

For more information, please visit their website:

<http://www.onefortraining.org/>

Frequently Asked Questions about the @One Institute:

<http://www.onefortraining.org/faq#Q1>

In addition, the @One Institute offers free Learn at Lunch Desktop Seminars:

Make your lunch hour productive with Learn at Lunch Desktop Seminars. Not only will you be able to make better use of technology, you'll also be able to polish up your resume with new skills. These seminars are just one hour long, starting at 12 noon, Pacific time, and are delivered via a Web browser and phone line. Registration for each seminar closes the day before, so choose as many topics as you wish, register, and mark your calendar.

Live sessions are delivered to your desktop via CCC Confer's Meet & Confer software, which uses your Web browser for visuals, and a toll-free phone call for audio. Consequently, you will need both an Internet connection and a separate phone line. If this is your first time using CCC Confer (or it has been awhile), you will need to get prepared. If you don't already have a recent copy of Java installed, **download** and install it at least a few hours before your seminar.

As reminders, you will receive log-on information by e-mail one week before and the day before the seminar. Do save this information. Then, about 10 minutes before the seminar, log on, dial in, grab your lunch, and kick back. A tip: Set onefortraining.org as a trusted sender on your spam filters. If your schedule conflicts with a seminar you'd like to attend—no problem. Register anyway. A few days after the seminar, you will receive e-mail instructions on how to access the archive 24/7. You may register for as many desktop seminars as you wish.

Upcoming Meetings in March 2011:



Technology Planning Committee—next meeting: March 10, 2011 from 1:30 pm—3 pm in the Board Room.

Banner User Group—next meeting: March 10, 2011 from 9 am—10 am in the Board Room.

Distance Education Committee—next meeting: will take place in the Arts and Letters Conference Room on March 3, 2011 from 9:00 a.m.—10:00 a.m.



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For more information on **resourceful handouts** online, please visit:
<http://www.imperial.edu/index.php?pid=122>

For more information on **resourceful videos** online, please visit:
<http://www.imperial.edu/index.php?pid=1056>

Upcoming Technology Trainings in March 2011:

Class Registration

Below is a list of all classes that are currently open for registration. Click on the class name to proceed.

Class	Date	Capacity
Easy Grade Pro 4.0 - Basic Level	Wednesday March 02, 2011 from 01:30 PM to 02:30 PM	8
Sophos Anti-Virus Training	Thursday March 03, 2011 from 09:00 AM to 10:00 AM	8
Sophos Anti-Virus Training	Friday March 04, 2011 from 10:00 AM to 11:00 AM	8
Easy Grade Pro 4.0 - Intermediate Level	Monday March 07, 2011 from 11:00 AM to 12:00 PM	8
MS Outlook 2007 Training - Basic Level	Tuesday March 08, 2011 from 09:00 AM to 10:30 AM	8
Adobe Acrobat 9.0 Pro - Basic Level	Thursday March 10, 2011 from 10:00 AM to 11:30 AM	8
Adobe Acrobat 9.0 Pro - Inter. Level	Friday March 11, 2011 from 01:00 PM to 02:30 PM	8
MS Outlook 2007 - Intermediate Level	Monday March 14, 2011 from 09:00 AM to 10:30 AM	8
Easy Grade Pro 4.0 - Intermediate Level	Tuesday March 15, 2011 from 03:00 PM to 04:00 PM	8
Sophos Anti-virus Training	Wednesday March 16, 2011 from 11:00 AM to 12:00 PM	8
ShoreTel Call Manager Trainings	Monday March 21, 2011 from 09:00 AM to 10:00 AM	8
ShoreTel Call Manager Trainings	Tuesday March 22, 2011 from 02:00 PM to 03:00 PM	8
ShoreTel Call Manager Trainings	Thursday March 24, 2011 from 10:00 AM to 11:00 AM	8

March 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	1	2 Easy Grade Pro 4.0 - ...	3 Sophos Anti-Virus Tr ...	4 Sophos Anti-Virus Tr ...	5
6	7 Easy Grade Pro 4.0 - ...	8 MS Outlook 2007 Trai ...	9	10 Adobe Acrobat 9.0 Pr ...	11 Adobe Acrobat 9.0 Pr ...	12
13	14 MS Outlook 2007 - In ...	15 Easy Grade Pro 4.0 - ...	16 Sophos Anti-Virus Tr ...	17	18	19
20	21 ShoreTel Call Manage ...	22 ShoreTel Call Manage ...	23	24 ShoreTel Call Manage ...	25	26
27	28	29	30	31	1	2



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Professional Development Event was a Success!

On January 27, 2011, Professional Development Day took place at Imperial Valley College from 9 a.m.—3 p.m.. We thank our keynote speaker Dr. Marjorie Barcomb and all of the co-presenters that shared best practices, enlightening ideas and resourceful information throughout the event. We thank our participants (Faculty, Adjunct Faculty, and staff) for taking time to attend the sessions throughout the day. Special thanks goes to our presenters and co-presenters:

IVC Presenters: Dr. Alfredo Cuellar, Allyn Leon, Barbara Nilson, Betty Kakiuchi, Kathleen Dorantes, Maria Aguirre, Victoria Holas, Dr. John C. Drew, Brian McNeece, Dixie Krimm, Dr. James Patterson, Lianna Patterson, Larry Valenzuela, Deirdre Rowley, Norma Nava, Eldon Caldwell, Kseniya Gregory, Leticia Pastrana, Ed Scheuerell, Sydney Rice, Roberta Bemis, Sergio Lopez, and Susan Moss.

ICOE Presenters: Magali Meza and Alan Phillips and special thanks to the IVC Foundation for providing lunch at the event.

Special thanks to Travis Gregory and Jessica Waddell for coordinating the event and developing a Professional Development survey to get input from participants.

Technology Training Center: Equipment available for checkout

The Technology Training Center has laptops, multimedia projector equipment, and digital camera(s) that IVC employees can reserve on a timely basis for conferences, meetings, seminars or work related purposes. Please call first for availability at (760) 355-6189.

To reserve equipment, please fill out an equipment request form online:

<http://www.imperial.edu/index.php?pid=1564>



Instructional Technology Department:

The Instructional Technology Department is located in the library in Room 1510. Faculty and staff can reserve equipment on a timely basis for classes, meetings, and other special events (Graduation, and Staff Events). To reserve equipment, please fill out Instructional Technology Equipment Request Form online:

<http://www.imperial.edu/index.php?pid=4134>



Note: Reservations must be made a minimum of 24 hours in advance.