



Website: <http://www.imperial.edu/index.php?pid=122>

*Welcome back Faculty and Staff:
Technology Training Center Newsletter - September 2010*

Easy Grade Pro, Adobe Acrobat 9.0 Professional, Faculty Website 2010, Microsoft Outlook 2007 & Windows Live SkyDrive Trainings—Coming Soon!

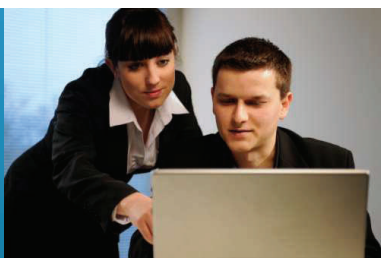
The purpose of the Technology Training Center Newsletter is to inform our faculty and staff about upcoming workshop trainings and provide resourceful information to the end user.

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

Larry Valenzuela, MPA
Human Resources
Technology Center Technician
(760) 355-6189



New! - Resourceful Technical Support Training Videos Online:

- * To view step by step videos online, visit:

<http://www.imperial.edu/index.php?pid=1056>

- * Click on link below to see video: **How do I view my current leave balances in WebSTAR?**

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



Easy Grade Pro: Faculty will learn how to import their classroom rosters from WebSTAR into Easy Grade Pro, setup the calendar, attendance, add assignments, printout classroom and attendance reports. Handouts will be provided.



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 (new), password protect files, add sticky notes or stamps, edit touch up text tool, create fill forms and much more!
Handouts will be provided.



Faculty Website 2010 Training - Learn how to log into your faculty website, add content, save web pages, preview web pages online, and upload attachments such as documents, pictures, or media files (videos, motion clips, shock wave files, you tube videos, Photo bucket slide show presentations, Slide share presentations, and much more! Handouts will be provided.



Windows Live SkyDrive Training - Learn how to receive 25 free gigabytes of online storage for free., upload office documents, pictures, and learn to open Microsoft Web Apps online to do your work online and much more! Handouts will be provided.



Microsoft Outlook 2007- 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.

Workshop Registration—Register soon to reserve a spot. Thank You!

| Class | Date | Capacity |
|---------------------------------------|--|----------|
| Easy Grade Pro - Basic Level | Thursday September 02, 2010 from 09:00 AM to 10:00 AM | 8 |
| Easy Grade Pro - Inter. Level | Friday September 03, 2010 from 02:00 PM to 03:00 PM | 8 |
| Adobe Acrobat 9.0 Pro - Basic Level | Tuesday September 07, 2010 from 02:00 PM to 03:30 PM | 8 |
| Faculty Website 2010 - Basic Level | Wednesday September 08, 2010 from 10:00 AM to 11:30 AM | 8 |
| Adobe Acrobat 9.0 Pro - Inter. Level | Thursday September 09, 2010 from 10:00 AM to 11:30 AM | 8 |
| Windows Live - Sky Drive Training | Friday September 10, 2010 from 09:00 AM to 10:30 AM | 8 |
| Faculty Website 2010 - Inter. Level | Friday September 10, 2010 from 01:30 PM to 03:00 PM | 8 |
| Microsoft Outlook 2007 - Inter. Level | Tuesday September 14, 2010 from 03:00 PM to 04:30 PM | 8 |
| Microsoft Outlook 2007 - Adv. Level | Wednesday September 15, 2010 from 09:00 AM to 10:30 AM | 8 |
| Easy Grade Pro - Adv. Level | Thursday September 16, 2010 from 02:00 PM to 03:00 PM | 8 |
| Easy Grade Pro Basic /Inter. Level | Friday September 17, 2010 from 10:00 AM to 11:00 AM | 8 |
| Faculty Website 2010 - Adv. Level | Monday September 20, 2010 from 02:00 PM to 03:30 PM | 8 |
| Faculty Website 2010 - Inter. Level | Wednesday September 22, 2010 from 09:00 AM to 10:30 AM | 8 |

How do I register for workshops that I want to attend in the Technology Training Center (Room 1704)?

1. Go to <http://ttc.imperial.edu/>
2. Click on **Register Online**
3. Here you can see what classes are being offered, the date and time

Click on one of the listed workshops below, for Example: **Banner Training – Basic Navigation Skills**

| 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 |
| Banner - Basic Navigation Skills | Friday May 07, 2010 from 10:00 AM to 11:00 AM | 8 |
| Banner - Basic Navigation Skills | Monday May 10, 2010 from 02:00 PM to 03:00 PM | 8 |
| Banner - Basic Navigation Skills | Wednesday May 12, 2010 from 10:00 AM to 11:00 AM | 8 |
| Banner - Basic Navigation Skills | Friday May 14, 2010 from 01:30 PM to 02:30 PM | 8 |
| Banner - Basic Navigation Skills | Wednesday May 19, 2010 from 02:00 PM to 03:00 PM | 8 |
| Easy Grade Pro | Friday May 21, 2010 from 02:00 PM to 03:00 PM | 8 |
| Easy Grade Pro | Monday May 24, 2010 from 09:00 AM to 10:00 AM | 8 |
| Easy Grade Pro | Wednesday May 26, 2010 from 03:00 PM to 04:00 PM | 8 |
| Easy Grade Pro | Friday May 28, 2010 from 10:00 AM to 11:00 AM | 8 |

4. Type in your First Name, Last Name, E-mail and Phone #, then click **Send Button**.

(* = required field)

USER INFORMATION

First Name: *

Last Name: *

Email: *

Confirm Email: *

Phone: *

Comments:

5. Please check the data below and confirm that everything is correct. If so, click the **SEND button**. If not, click **BACK** and make the necessary corrections. You will receive an e-mail confirmation that you have successfully registered for the workshop. Thank you.

Please check the data below and confirm that everything is correct. If so, click the SEND button. If not, click BACK and make the necessary corrections.

USER INFORMATION

First Name: larry

Last Name: valenzuela

Organization:

Address:

City:

State:

Zip:

Country: United States

Email: larry.valenzuela@imperial.edu

Phone: (760) 355-6189

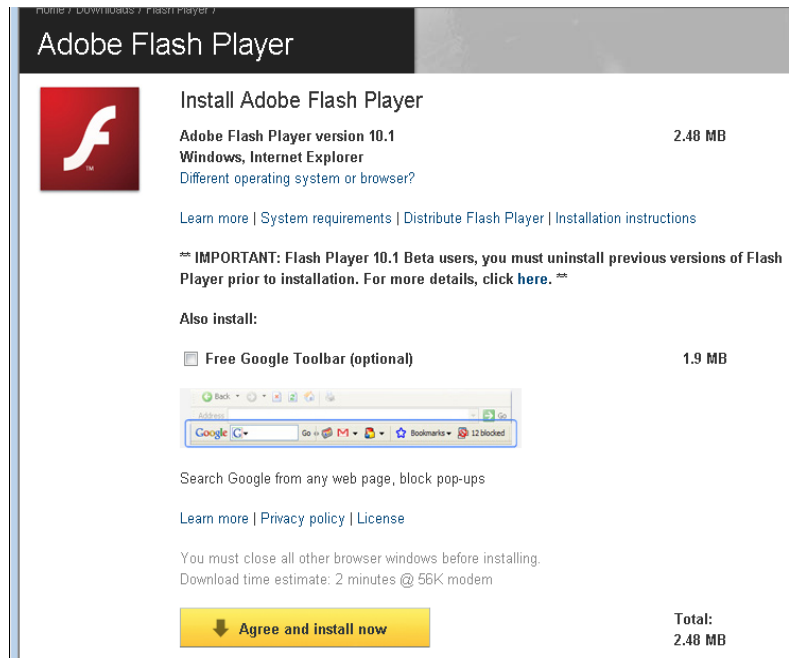
Thank you for your cooperation

Sincerely,

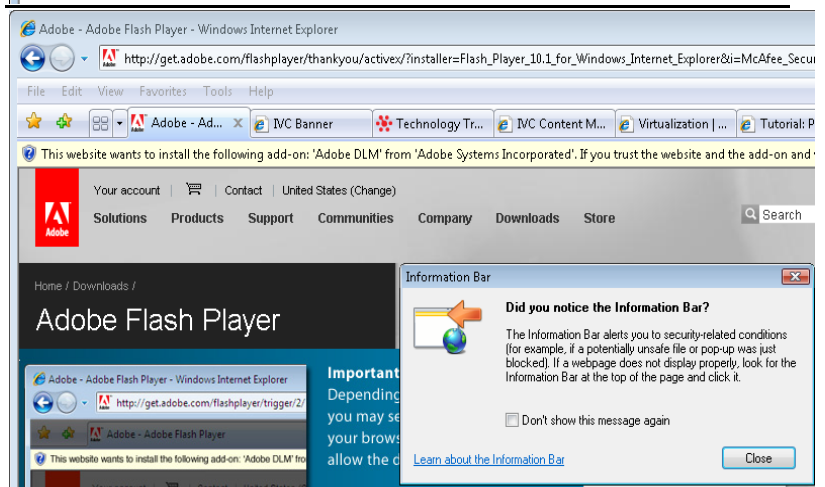
Larry Valenzuela
Technology Training Center
Human Resources
(760) 355-6189

How can I view a technical support video online that shows me step by step instructions on “How to access my IVC e-mail account online”?

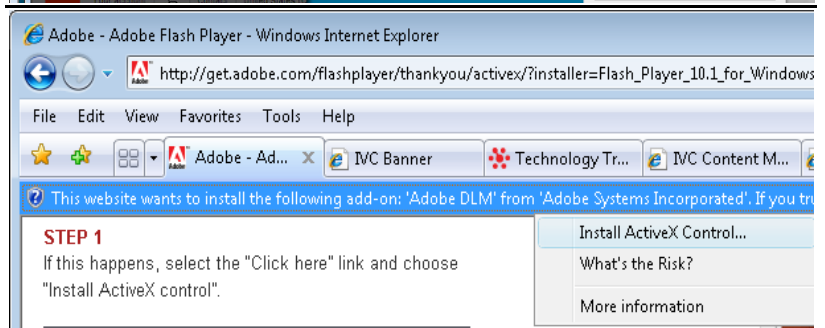
Step 1. First, you need to download the free Flash Player 10.1 version at <http://get.adobe.com/flashplayer/>, scroll to the middle with your cursor and uncheck the box (Free Google Toolbar – optional), then click Agree and Install Now.



Step 2. Second, click close on the information bar dialog box that appears.



Step 3. Position cursor on the yellow bar that says “This website wants to install the following add-on: Adobe DLM from Adobe Systems...right click- and select Install ActiveX Control.



Step 4. You may be presented with a series of User Account Control dialog boxes. For each of these, click “Continue” or “Install”, as appropriate.

Step 5. Click **Install**

Note: You will be redirected to a confirmation page once the download and installation is complete. Installation should take less than a minute with a broadband connection.

Step 6. Place a check box on “I’ve read and agree to the terms of the license agreement, then click **Install**.

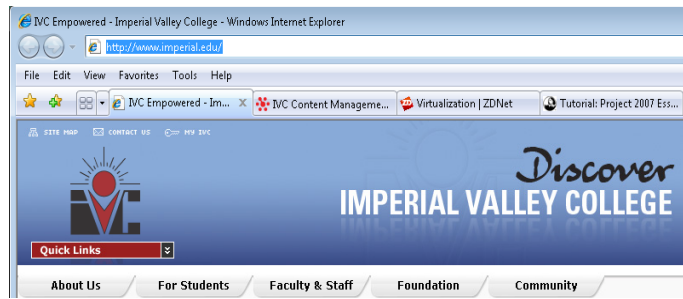
Then click **DONE**.

See screen shot on the right hand side as sample.

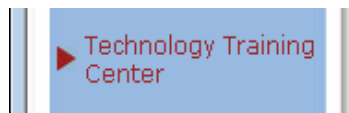
Step 7. Once you have successfully installed the Adobe Flash Player on your computer or laptop, go to your web browser and type in this web address www.imperial.edu then press enter.



Step 8. Click on the Faculty and Staff Tab.



Step 9. Scroll down and on the left hand side, click on Technology Training Center



Step 10. Scroll down and on the left hand side, click on Technical Support Videos.



Step 11. Click on the #4 Video to show you – [“How do I access my IVC e-mail account online?”](#)

Technical Support Training Videos
2010-2011

If you cannot view the online videos below, [click here](#) to download the handout (step by step with instructions) on how to install the Adobe Flash Player 10.1 version on your computer in order to view them online.

1. **New!** - [How do I view my current leave balances in WebSTAR?](#)
2. **New!** - [How do I log into WebSTAR?](#)
3. **New!** - [How do I import my classroom rosters from WebSTAR into Easy Grade Pro?](#)
4. **New!** - [How do I access my IVC e-mail account online?](#)

Step 12. Example of online video

