From: Larry Valenzuela
Sent: Tuesday, February 23, 2010 4:50 PM
To: All Users
Subject: TTC Newsletter - March 2010

Good Afternoon to all Faculty and Staff,

Attached is the **Technology Training Center Newsletter for the Month of March 2010** and **software outline handouts** of what I plan to cover in <u>Adobe Acrobat 9.0 Professional, Microsoft Access 2007 and Easy Grade Pro</u>. I also added a VMware Success Story to the newsletter, for more information read the newsletter.

I welcome all faculty and staff to my trainings. <u>Please click on the link below to fill out the registration form to reserve your spot</u>. Space is limited to 8 seats.

[Click here](#) – to Register for the trainings
[Click Here](#) - to see a list of scheduled trainings being offered for the month of March 2010.

Trainings will be held in the Technology Training Center (Room 1704) and handouts will be provided in the trainings.
Below is a list of trainings that are going to be offered in the month of March 2010:

Class	Date	Capacity
Adobe Acrobat 9.0 Prof - Basic Level	Wednesday March 10, 2010 from 09:00 AM to 10:30 AM	8
Adobe Acrobat 9.0 - Inter.Level	Friday March 12, 2010 from 10:00 AM to 11:30 AM	8
Easy Grade Pro	Tuesday March 16, 2010 from 11:00 AM to 12:00 PM	8
Microsoft Access 2007 - Basic	Wednesday March 17, 2010 from 10:00 AM to 11:30 AM	8
Easy Grade Pro	Thursday March 18, 2010 from 01:30 PM to 02:30 PM	8
Adobe Acrobat 9.0 - Adv.	Friday March 19, 2010 from 10:00 AM to 11:30 AM	8
Microsoft Access 2007 - Inter.	Tuesday March 23, 2010 from 02:00 PM to 03:30 PM	8
Easy Grade Pro	Tuesday March 15, 2011 from 10:00 AM to 11:00 AM	8

If you cannot make it to the scheduled trainings, please contact me at Ext. 6189 to schedule an individual appointment.

Thank you for your attention to this request.

Larry Valenzuela
Technology Center Technician
Imperial Valley College
Human Resources
(760) 355-6189

"Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed" -- *Booker T. Washington*

Consider the environment. Please don't print an e-mail unless you really need it.

Technology Training Center: Room 1704

Easy Grade Pro
Training Level Outline Draft

Easy Grade Pro

Basic Level

1. How do I import my classroom rosters from WebSTAR into Easy Grade Pro?
2. How do I modify my calendar settings to take attendance?
3. How do I configure the attendance categories (Absence, Tardy, etc) to take attendance?
4. How do I add or delete a student? How do I add another class into my grade book?
5. How do I add or delete assignments to my Easy Grade Pro? How do I modify the grading scale?
6. How do I save a copy of my grade book?
7. How do I print out a student progress report, classroom report, attendance report, or assignment report?
8. How do I preview my student or classroom reports before printing them?

Intermediate Level

1. How do I copy class data such as all assignments into another class?
2. How do I lock my grade book with a teacher password?
3. How do preview my reports in landscape or portrait mode format?
4. How do I modify a student's name or record?
5. How do I modify a class name?
6. How do I do I add a new column to show ID, Total Points Possible, and Overall Grade?
7. How do I take roll call in the seating tab section? How can I print out a single student report?

Advanced Level

1. How can I add student passwords to each student? How do I create reports for students with passwords?
2. How do I configure my main page options?
3. How can I create a new folder and add my HTML Easy Grade Pro files onto my website?
4. How can I copy and paste my Student reports in HTML onto my web user account?
5. How can I preview the student progress report on the website?
6. How do I test my existing student progress reports on my website?

If there is a question that you would like me to address in the **Easy Grade Pro** Trainings, please add your questions to this list and forward the word document to my e-mail address larry.valenzuela@imperial.edu, so that I can address them in the trainings.
Thank you for your attention to this request.
Sincerely,
Larry Valenzuela
Technology Center Technician

Technology Training Center: Room 1704

Adobe Acrobat 9.0 - Professional
Training Level Outline Draft

Adobe Acrobat 9.0 - Professional

Basic Level

1. How do I open or move around the PDF file document? How do I zoom in or out of the PDF document?
2. How do I save a PDF file? How do I convert a Word, Excel or PowerPoint document into a PDF file?
3. How do I do I merge files into a single PDF file?
4. How do I add a bookmark to my PDF file, rename bookmark, delete bookmark?
5. How do I use the Text Tools that allow me to highlight, underline or cross out text in a PDF document?
6. How do I insert pages, extract pages, replace page, and delete PDF files within a document?
7. How do I print my PDF files? How do I print multiple pages per sheet?
8. How do I enable the touch up text tool to type inside my PDF document?

Intermediate Level

1. How do I password protect my PDF file document? How do I attach a file in a PDF document?
2. How do I add or remove a color background in a PDF document?
3. How do I crop, rotate pages, and spilt PDF documents? How do I enable the typewriter to type in the PDF file?
4. How do I change the page layout (portrait or landscape) in my PDF file document?
5. How do I insert a page number, header or footer, and date and time?
6. How do I reduce the file size to make it compatible with other versions of Acrobat?
7. How do I review the navigation panel buttons? How do I see my PDF file in full screen mode?

Advanced Level

1. How do I create a portfolio to insert text, images, and add files such as PNG, JPEG, PDF, HTML, etc. ?
2. How do edit and navigate through the portfolio, view file details, preview selected files?
3. How do I add a layout, header, logo, specify file details, and save a portfolio?
4. How do I add or delete a sticky note to a PDF file?
5. How do I add Sticky Notes or Stamps to my PDF documents?
6. How do I add an action item such as (Open a web link, play a sound, in page properties in my PDF file?
7. How do I add a video tool in my PDF file? How do I create a form using Adobe LifeCycle Designer?

If there is a question that you would like me to address in the **Adobe Acrobat 9.0 - Professional** Trainings, please e-mail me larry.valenzuela@imperial.edu, so that I can address your questions in the trainings.
Thank you for your attention to this request.
Sincerely,
Larry Valenzuela
Technology Center Technician

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

Technology Training Center Newsletter - March 2010

Microsoft Access 2007, Easy Grade Pro, and Adobe Acrobat 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
Technology Center Technician
Human Resources
(760) 355-6189

VMware Success Story

The Business Division is currently utilizing VMware Workstation 7.0 virtualization technology this Spring 2010 semester in a 30 workstation computer lab (Room 1705).

We would like to thank Javier Gutierrez for installing the VMware Workstation 7.0 software and cloning the lab to automate the process to save time to assist Rick Castrapel to teach the Linux instructional technology class smoothly this spring 2010 semester.

This is how VMware is being utilized on campus effectively to support the instructional technology at IVC.

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 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.

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 and much more! Handouts will be provided.

Microsoft Access 2007—Faculty & Staff will learn how to create a database table, add fields in design view, configure data types, sort data, extract data, edit records (rows) or edit columns (fields), work with other existing databases that include queries, forms, and reports. Database examples include: Add a custom calculated fields to a report, format reports, and compile a list of academic reports. Handouts will be provided.

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

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
Adobe Acrobat 9.0 Prof - Basic Level	Wednesday March 10, 2010 from 09:00 AM to 10:30 AM	8
Adobe Acrobat 9.0 - Inter.Level	Friday March 12, 2010 from 10:00 AM to 11:30 AM	8
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Easy Grade Pro	Tuesday March 15, 2011 from 10:00 AM to 11:00 AM	8

Technology Training Center Newsletter— May 2008

Larry Valenzuela
Technology Center Technician
Imperial Valley College
380 Aten Rd.
Imperial, CA 92251
(760) 355-6189

Website: http://cms.imperial.edu/index.php?pid=122

**Trainings in Website CMS 2008,
Internet Explorer 7.0 & Easy Grade Pro !**

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.**

∗ **How do I register for the workshops? Log into the Help Desk online**

http://www2.imperial.edu/customer40/helpdesk.htm

**New Website CMS 2008
Workshops Basic, Intermediate and Adv.**
Learn how to access your website, input content into sub pages, edit page content, format tables, add hyperlinks and upload attachments, pictures on your website and much more!
Handouts will be provided.
Location: Room 1601
5/20/08–2 pm—3:30 pm (Basic.)
5/20/08—4 pm—5:30 pm (Intermediate.)
5/22/08—9 am—10:30 am (Basic.)
5/22/08—5 pm—6:30 pm (Intermediate.)
5/23/08—10 am—11:30 am (Advanced)

Internet Explorer 7.0 (Basic Level)
Learn how to create new tabs in this web browser, disable pop-ups, delete browsing history files, etc. Furthermore, you will learn how to add favorites and organize your list and much more!
Handouts will be provided.
Location: Room 1601
5/7/08—9 am—10:30 am (Basic)
5/7/08—2 pm—3:30 pm (Basic)
5/9/08–-10 am—11:30 am (Basic)

Easy Grade Pro Workshop
Learn how to do grades, keep track of students grades, attendance, homework assignments, and print out classroom or student progress reports.
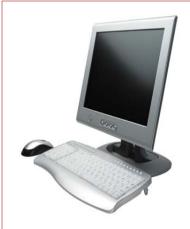**Handouts will be provided.**
Location: Room 1601
4/26/08—4 pm—5:30 pm
4/27/08—9 am—10:30 am
4/28/08—2 pm—3:30 pm
4/29/08—1 pm—2:30 pm

**Technology Trainings
Coming Soon in June 2008:**

∗ **WebSTAR Trainings**

∗ **Easy Grade Pro**

∗ **Adobe Acrobat**

∗ **Website CMS 2008**

∗ **Microsoft Outlook 2007**

The Technology Training Center is located in room 1601, and has laptops or multimedia projector equipment 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. Thank You.

For more information on a list of equipment that can be checked out:
http://www.ivchost.net/index.php?pid=421

Here is the Equipment Request Form that you can fill out online:
http://www.ivchost.net/index.php?pid=1564