

PENNSTATE



Free Computer and Technology Seminars

for Faculty and Graduate Assistants

**Summer-Fest
2004
Faculty Week
May 17-21**



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Online registration starts May 3, 2004.

<http://its.psu.edu/training/>

1. Get Required Accounts

Penn State Access Account

You must have a Penn State Access Account userid—free to faculty, staff, and students—to register and participate in any seminar.

To obtain an account, contact the Accounts Office at least one week in advance of registering by visiting their Web site at <http://aset.its.psu.edu/accounts/>, by phoning 814-865-4772, or by e-mailing accounts@psu.edu.

PASS Space

You must be able to access your Penn State Access Account Storage Space (PASS) in order to participate in our seminars.

If you have not changed your password since January 1, 2002, you may have trouble accessing your PASS space from our lab computers. Before attending a seminar, please change your current password at <https://www.work.psu.edu/>.

For information on using PASS, visit <http://aset.its.psu.edu/ait/storagespace.html>.

Web Space Accounts

You may need to have a Penn State Web space account for certain seminars. Please read the seminar descriptions on the Web when registering to see if a Web space account is required.

To obtain Web space, please see <https://www.work.psu.edu/webspace/>.

To receive future training announcements, sign up for Training News. Go to the ITS Training Services Web site, and click on the "sign up for Training News" link in the updates section of the site.

2. Register for Seminars

Point your browser to <http://its.psu.edu/training/>.

Click on "Technology Seminars" and then on the "Register for Seminars" link. Enter your Penn State Access Account userid and password to log into the registration system. Choose the "Register" button. After you've completed the registration process, you will receive follow-up registration information via e-mail.

Space is limited. If you will be unable to attend, please make your seat available to someone on the waiting list by canceling your registration on the Web at <http://its.psu.edu/training/>.

Please Be Considerate.

Register only for the number of seminars you can reasonably attend.

Don't let your seat go empty.

Give someone on the waiting list the opportunity to attend.

Cancel your registration on the Web at <http://its.psu.edu/training/>

e-mail seminars@psu.edu

or phone 814-863-9522.

Seminar Formats

Windows

These seminars will be taught on computers running the Windows operating system.

Macintosh

These seminars will be taught on computers running a Macintosh operating system.

Mac/Win

These seminars will be taught on the Windows platform in a computer lab which has both Macintosh and Windows operating systems. Applications featured in these seminars function similarly on both platforms, and participants may choose which operating system they wish to use.

Web-Based

These seminars are taught through a Web browser (Netscape or Internet Explorer, for example) and intended for all users. The computers are running Windows.

Lecture

The lecture format seminars are usually held in a conference room rather than in a computer lab. These seminars will include overviews, explanations, and demonstrations of the topic.

Seminar Locations

Seminars will be held in the ITS Student Computing Labs at University Park. Session locations are listed in this brochure and on the Web when registering. For a map of University Park, please see <http://www.campusmaps.psu.edu/>.

Seminars will be taught using the software versions that are available in the labs at the times of the seminars.

Day of Seminar

It is important to arrive at least ten to fifteen minutes before the start of the seminar. **Once the session begins, seating is not guaranteed. Some seminars will not allow for late admittance.**

You will need to know your Penn State Access Account userid and password to log onto lab workstations.

Cancellation Policy

If you cannot attend a seminar, please cancel your registration. We prefer to be notified of registration cancellations **48 hours** prior to the seminar. Cancel seminar registrations at <http://its.psu.edu/training/>, by e-mailing seminars@psu.edu, or by phoning 814-863-9522.

ITS Training Services reserves the right to cancel any seminar due to low registration. E-mail notices will be sent to each registrant if a seminar is canceled.

ITS Training Services reserves the right to cancel future registrations for participants who do not show up for three or more seminars for which they have registered.

Questions?

Contact us with questions about the seminar schedule by e-mailing seminars@psu.edu, or by phoning 814-863-9522.

This publication is available in alternative media on request.

Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please e-mail seminars@psu.edu, or call 814-863-9522 in advance of your participation or visit.

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

U.Ed. ITS04-7019

ANGEL A New Global Environment for Learning

Penn State's Course Management System

<http://cms.psu.edu/>

ANGEL: Overview

Prerequisite(s): None.

This seminar gives an overview of ANGEL and how it can be used.

- Learn what a course management system is
- Discover some features and tools
- Learn to navigate the interface
- Become aware of available support
- Learn the system requirements

Web-Based

May 17	9:00-11:00 a.m.	117 Wagner Bldg.
May 20	9:00-11:00 a.m.	117 Wagner Bldg.
May 21	1:00-3:00 p.m.	117 Wagner Bldg.

ANGEL: New Features

Prerequisite(s): None.

Discover the new features of Penn State's Course Management System, A New Global Environment for Learning (ANGEL).

- Learn how to use the new and revised features, including enhancements made to the Syllabus tab, the Lessons tab, the In Touch tab, the Tools tab, and more.

Lecture

May 17	1:00-3:00 p.m.	117 Wagner Bldg.
May 19	9:00-11:00 a.m.	117 Wagner Bldg.
May 20	1:00-3:00 p.m.	117 Wagner Bldg.

ANGEL: The Penn State Grade Book

Prerequisite(s): None.

In this seminar, participants will learn about the major features of the Penn State Grade Book, a tool developed by Penn State for inclusion into ANGEL. The majority of its features are the result of feedback from faculty. The Penn State Grade Book is a robust tool for managing student grades. It was designed to require little "tweaking" on the part of the instructors. However, instructors may manipulate the Grade Book in a number of ways, including formulas. With this Grade Book, faculty can submit grades to eLion.

- Learn how to access and utilize the Penn State Grade Book
- Learn how to define your grading style as points, percentages, or weighed percentages
- Examine how to set up and display grade information in a variety of ways
- Learn to create formulas to modify grade data
- Gain the ability to import or export grade data to a spreadsheet or text file
- Learn how to open e-Lion and pull in final grade data from the Grade Book
- Explore future planned additions to the Penn State Grade Book

Lecture

May 19	1:00-3:00 p.m.	117 Wagner Bldg.
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FMC Multimedia Services for Faculty



The Faculty Multimedia Center (FMC) has recently expanded their services to better serve faculty at Penn State.

At the FMC, you can get help with your classroom multimedia needs ...

- ▶▶ Consult with our staff on creating multimedia
- ▶▶ Record an intro audio/video for your course
- ▶▶ Scan large transparencies
- ▶▶ Output to Web, CD-R, DVD-R, and streaming video
- ▶▶ And much more!

Visit the Web site for more information, or call to schedule an appointment.

814-863-7051 • <http://tlt.its.psu.edu/fmc/>

ANGEL A New Global Environment for Learning

Penn State's Course Management System

<http://cms.psu.edu/>

ANGEL Day: A Symposium of Faculty Examples

Prerequisite(s): None.

Come to this symposium to learn about how faculty are using ANGEL. Throughout the day, faculty members will share their experiences with ANGEL and present the many ways in which they use ANGEL in teaching and learning.

Please register in advance so that a sufficient number of name tags and handouts can be provided. Registration includes the entire day of presentations, and participants are welcome to attend presentations at their convenience throughout the day. Name tags will be provided at the registration table, which will open at 8:30 a.m. in Thomas Building and remain open throughout the day. We ask that participants wear their name tags throughout the day to attend the presentations and receive lunch at Pollock Dining Commons.

For a full schedule of events and presentations, please visit <http://its.psu.edu/training/angel/>.

Lecture

May 18 9:00 a.m.-5:00 p.m. 101 Thomas Bldg.

Abbreviated Schedule of Events

9:00 to 9:15 a.m.

Greetings from Rodney A. Erickson,
Executive Vice President and Provost

9:15 to 9:55 a.m.

Opening session in 101 Thomas Building

10:00 to 11:45 a.m.

Concurrent faculty presentations in Thomas
and Wartik Buildings

Noon to 1:00 p.m.

Lunch, Pollock Dining Commons - 2nd Floor,
Pollock Commons - (Lunch will be provided
to all registered participants. Please arrive
by 12:30 p.m. to ensure seating.)

1:15 to 4:00 p.m.

Concurrent faculty presentations continue
in Thomas Building

4:15 to 5:00 p.m.

Closing session will be a "stump the
expert" period in which participants can
ask their most challenging questions. Prizes
will be awarded to participants who have a
question that "stumps" our ANGEL experts.



You've heard of Blended Learning; Now consider Blended Training.



ITS Training Services now offers Blended Training Solutions, a service to help faculty incorporate multiple training techniques into their teaching environments.

Blended training is a relatively new concept in training that is intended to complement today's growing trends toward blended learning.

Through the new Blended Training Solutions service, ITS Training Services will consult with faculty members about the technology training options, available through ITS Training Services, which they can use to help facilitate learning for their students.

Current training options include Training On Demand, free and for-fee technology seminars, Web-Based Training, and many more. Faculty members can use the knowledge they gain to make informed choices about the training opportunities that best fit their needs, and ITS Training Services will provide the appropriate training.

Blended Training Solutions services are offered based on availability. Please call 814-863-9522 to inquire about further details and availability, or visit our Web site at <http://its.psu.edu/training/blendedtraining/>.



Blended Training Solutions

Helping to provide the options that lead to the best training choices for you

Technologies for Teaching

Blended Training Solutions for Your Classroom: Integrating ITS Training Services to Promote Student Success

Prerequisite(s): None

ITS Training Services now offers a blended solution to help faculty support student learning. Faculty can use this free service to prepare students for the challenges of course work by blending hands-on learning and Web-Based Training (WBT) resources into curricula. Participants will discover the benefits of employing ANGEL to simplify the process of using WBT with students, as well as other options, including bringing in a professional to provide a hands-on technology training session, or choosing a combination of both options for a complete solution.

- Discover many free technology training opportunities which can enhance student performance
- Learn how to use the newly integrated Program Management Tool through ANGEL to provide access to online technology learning resources
- Discover how other faculty members have used blended training solutions successfully with their students
- Participate in a group discussion to brainstorm ideas for using blended training solutions to promote student learning

Lecture

May 17 1:00-2:30 p.m. 23 Willard Bldg.

Copyright in the Digital Age

Prerequisite(s): None

What is fair use in the digital age? What are the legal and ethical issues that are raised by the Digital Millennium Copyright Act recently passed by Congress? This seminar will address many of the questions most frequently asked by faculty, staff, and students who use digital resources on the Web.

- Discuss the myths about copyright
- Explore the Digital Millennium Copyright Act (DMCA)

Lecture

May 18 9:00-11:00 a.m. 141 Computer Bldg.

Creating and Testing Accessible Web Sites with Dreamweaver

Prerequisite(s): None

This hands-on seminar will review current accessibility guidelines and recommendations, including Section 508 Guidelines. It will then go through a series of exercises in Dreamweaver to show how the built-in accessibility checkers can streamline the inclusion of accessibility features. The seminar will also show some of the online accessibility checking services, including text browser simulators, color blindness checkers, and other checkers like LIFT, Cynthia Says, and Bobby.

- Learn about Section 508 Guidelines for accessibility
- Discover Dreamweaver's built-in accessibility checkers
- Examine various online accessibility checking services

Web-based

May 19 1:00-4:00 p.m. 116 Wagner Bldg.

Creating Quick & Simple Searchable Archives with FileMaker Pro

Prerequisite(s): None

With FileMaker Pro, you can search your collection of citations, bookmarks, text files, or images. You can even provide your students with a searchable online archive of learning materials without learning to program. This seminar will provide some ideas on how to organize your research or teaching materials. It will show you how to use FileMaker Pro to create your own custom searchable database archives, from simple lists of bookmarks to graphics-based archives.

- Discover ways to organize your research or teaching materials
- Learn how to create your own searchable database archives

Mac/Win

May 21 9:00 a.m-Noon 116 Wagner Bldg.

Technologies for Teaching

Customizing Web-Based Training

Prerequisite(s): Interest in instructional content delivered via the Web

In this seminar participants will learn about the customizing options available through Penn State's Web-Based Training. Participants will learn how to create a custom program through either ANGEL or Web-Based Training for their students. Participants will also learn how to work with the Web-Based Training Specialist to incorporate targeted and customized course content.

- Become familiar with customized Web-Based Training options available at Penn State
- Learn how to use the Program Management Tool (PMT) to integrate existing Web-Based Training courses into a custom program through ANGEL or Web-Based Training
- Become familiar with the process of working with the Web-Based Training specialist to develop targeted and customized course content
- Learn about third-party applications used to create original content for topics that are not available in the Web-Based Training content library

Lecture

May 21 9:00-10:30 a.m. 23 Willard Bldg.

Cyber-Plagiarism: Temptations for Students and Tactics for Teachers

Prerequisite(s): None.

This seminar is designed specifically for faculty to get an up-to-date overview of cyber-plagiarism. Learn how technology can help you if you suspect plagiarism, and learn the steps you can take to ensure the academic integrity of your students' written work.

- Examine the temptations to students who are considering plagiarism
- Analyze the current resources that encourage plagiarism
- Identify a range of tactics for teachers who wish to discourage cyber-plagiarism or to detect it

Lecture

May 19 10:30 a.m.-Noon 141 Computer Bldg.

Database Comparisons: Overview

Prerequisite(s): None.

This seminar will show you how to find the database solution which best meets your needs. The lecture will provide an overview of different database models and examine the advantages and disadvantages of each, including specific comparisons between MS Excel, MS Access, FileMaker Pro, and MS Visual FoxPro.

- Understand what to look for when choosing a database solution
- Learn basic database terminology
- Understand different database models, including flat file, hierarchical, network, relational, nested, object-oriented, and hybrid systems
- Learn about the advantages and disadvantages of each database model
- Compare MS Excel, MS Access, FileMaker Pro and MS Visual FoxPro

Lecture

May 20 9:00-10:30 a.m. 23 Willard Bldg.

Dreamweaver for Faculty

Prerequisite(s): Basic computing skills; Experience using a Web browser; A Penn State Web Space Account (see online description for details).

Macromedia Dreamweaver is a Web editor with a user-friendly graphic interface that automates many HTML coding tasks.

- Become familiar with the Dreamweaver interface
- Customize Dreamweaver to suit your needs
- Define a site for editing and management
- Create a Web page with text, graphics, tables, and other typical Web elements
- Transfer files to a remote Web server

Windows

May 20 1:00-4:00 p.m. 118 Mateer Bldg.

Technologies for Teaching

EndNote 1: Bibliographies with LIAS

Prerequisite(s): None.

EndNote software is a bibliography manager that allows you to easily develop bibliographies for any purpose and automatically format them according to journal submission or other guidelines. With EndNote you can import entries from online library services including the Penn State Library catalog (books, etc.) and Fast Track resources (journal article references, etc.) directly into your EndNote libraries.

- Learn how to create and modify an EndNote library (list of citations)
- Understand how to import data from the CAT and Fast Track databases into an EndNote library
- Learn how to insert, customize, and format citations and bibliographies in word processing documents using EndNote citation styles

Windows

May 18 1:00-4:00 p.m. 116 Wagner Bldg.

EndNote 2: Bibliographies with LIAS

Prerequisite(s): Endnote 1: Bibliographies with LIAS seminar, or equivalent knowledge.

This seminar will cover advanced data import and troubleshooting, customizing output styles in Word, and working with multiple EndNote libraries.

- Understand how EndNote filters work
- Understand how to import citations into EndNote libraries and to troubleshoot import problems
- Understand how to customize output styles and to create new types of citations, stand alone bibliographies, etc.
- Understand how to manage and move citations from one EndNote library to another

Windows

May 20 9:00-11:00 a.m. 116 Wagner Bldg.

FrontPage for Faculty

Prerequisite(s): Basic computing skills; Experience using a Web browser; A Penn State Web Space Account (see online description for details).

FrontPage is a user-friendly Web software that gives users the tools they need to create feature-rich Web pages without becoming an expert in HTML.

- Become familiar with the FrontPage interface
- Create and edit a personal Web site: apply graphics, text, and background colors
- Apply a theme to create consistency within your Web site
- Apply navigation throughout your Web page
- Publish files using the FrontPage publishing feature

Windows

May 19 1:30-4:30 p.m. 118 Mateer Bldg.

Integrating Web-Based Training into Academic Courses

Prerequisite(s): None.

The Web-Based Training (WBT) courses offered through ITS Training Services can help you prepare your students for the challenges ahead without a significant time investment on your part.

- Use the four models of integrating WBT into your course
- Create a custom curriculum and add students using the Program Management Tool
- Use the WBT site and create a Training Plan
- Navigate both WBT course interfaces
- Use the assessment functions within WBT

Web-Based

May 20 1:00-3:00 p.m. 23 Willard Bldg.

Technologies for Teaching

Multicultural Enhanced Learning for Diversity (MELD)

MELD: Brown vs. Board of Education: A Catalyst for Social Change

Prerequisite: None.

This year marks the 50th anniversary of Brown versus Board of Education, a case considered by many historians to be the single most influential civil rights ruling of the century. Most undergraduates don't have much knowledge of this case or its impact.

This session invites faculty to reflect on this landmark case. Presentations will give instructors knowledge about the case that can be applied across the curriculum. The event will allow instructors to relay key points so students will understand why Brown versus Board of Education was a catalyst for social change in the United States. Discussions and presentations during the two-hour session will include a variety of perspectives.

Lecture

May 17 9:00-11:00 a.m. 102 Thomas Bldg.

MELD: Diversifying Your Curriculum

Prerequisite: None.

Professors at Penn State know the benefits of integrating diverse perspectives into their courses, but given the workloads and schedules of typical instructors, researching multicultural materials and determining the best fit for each course can be a daunting task. This roundtable discussion will be a two-hour hands-on exchange, during which instructional designers will be available to work one-on-one with professors to discuss various ways to infuse multicultural and international perspectives into their courses.

- Discuss lecture points
- Learn about group activities
- Explore student assignments, and much more

Lecture

May 19 9:00-11:00 a.m. 207 Shields Bldg.

MELD: Setting the Cultural Stage for Students

Prerequisite: None.

First-year seminars offer a prime opportunity to broaden the perspectives of students who are not accustomed to working with people from different cultures and ethnicities. Many departments are reevaluating their freshman seminars to ensure they offer the best mix of academic and social material.

On Thursday, May 20 2004, professors from various Penn State departments will exchange ideas and information about their first-year seminars. This open exchange will be facilitated by Valerie Dudley, who recently developed a comprehensive multicultural module for the first-year seminar used in the Smeal College of Business Administration.

Lecture

May 20 9:00-11:00 a.m. 210 Thomas Bldg.

MELD: Teaching with Balance—Multicultural Best Practices

Prerequisite: None.

Many professors at Penn State are looking for ways to enrich their courses with cultural perspectives. This balanced approach to teaching spans all disciplines and is proving to help students and faculty appreciate and welcome the unique qualities in all people. This discussion features Dr. Barbara Wade and Dr. Cathleen Love, who have been recognized by the Schreyer Institute for their Best Practices in infusing cultural perspectives. They will facilitate an informal discussion intended for Penn State faculty in all disciplines.

During this two-hour open discussion, faculty will describe what motivated them to integrate new material into their courses and how these changes affected their students. Attendees will be encouraged to discuss their own ideas, success stories, or areas of concern. The session will conclude with a review of online resources designed to help faculty quickly locate and incorporate cultural and international perspectives.

Lecture

May 21 9:00-11:00 a.m. 141 Computer Bldg.

Technologies for Teaching

Penn State's ePortfolio Essentials

Prerequisite(s): None.

Web-based ePortfolios are fast becoming a very popular and powerful way to describe and demonstrate what students know and/or can do. This discussion-based session in a computer lab will review the services newly available at portfolio.psu.edu and present the issues and challenges related to including assignments involving Web publishing in the courses you teach. This 2-hour session includes a hands-on section going through the skills necessary to build an ePortfolio or post an assignment on the Web.

- Learn about the services available through portfolio.psu.edu
- Understand the issues related to including Web publishing assignments in the courses you teach, including topics such as technical support, privacy, copyright, security, and others
- Get hands-on experience creating, modifying, adding links, pictures and tables to Web pages
- Discover the limitations of design and layout of simple Web pages
- Review examples of student ePortfolios along with the criteria to evaluate them

Lecture

May 18	1:00-3:00 p.m.	118 Mateer Bldg.
May 21	1:00-3:00 p.m.	118 Mateer Bldg.

PowerPoint for the Classroom

Prerequisite(s): None.

This seminar will explore various aspects of PowerPoint features that are especially useful for classroom presentations.

- Examine the use of graphics in place of bullet points
- Learn how to use PowerPoint's animation to effectively convey your message
- Look at examples of well designed color schemes

Windows

May 19	1:00-2:30 p.m.	23 Willard Bldg.
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Photo Editing for PowerPoint and the Web

Prerequisite(s): Basic computing skills; a basic understanding of Photoshop, PowerPoint and a Web editor (FrontPage or Dreamweaver); a Penn State Web Space Account.

This seminar will show you how to manipulate, save, and insert images and backgrounds into a PowerPoint presentation and Web site using the Penn State images on the *Teaching with Technology* faculty CD.

- Use Photoshop to correct and optimize images
- Insert images and backgrounds in PowerPoint, FrontPage, and Dreamweaver
- Transfer files to a remote Web server

Windows

May 18	9:00 a.m.-Noon	116/117 Wagner Bldg.
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Visit our Web site for details.

<http://its.psu.edu/training/TOD/>

Technologies for Teaching

Photoshop: Creating and Preparing Images for the Web

Prerequisite(s): Photoshop: The Basics seminar or equivalent skills; intermediate Web development skills helpful.

Whether you use it to create images from scratch or to optimize existing images, Photoshop is a powerful tool in Web design. Sign up for this seminar to get acquainted with the Web-related features and applications in Photoshop and ImageReady.

- Explore the limitations of images on the Web
- Become familiar with different Web file formats
- Explore cross-platform/browser-safe colors
- Create transparent text, image maps, animation and rollover effects
- Slice and save images for the Web
- Learn how to optimize images for the Web
- Become familiar with the ImageReady interface

Windows

May 18 1:00-3:00 p.m. 117 Wagner Bldg.

TEACH Act: Overview

Prerequisite(s): None.

The TEACH Act (2002) provides new opportunities for faculty to use copyrighted materials in their online courses, but it also requires faculty to observe some very specific guidelines about how those materials can be accessed and by whom. This seminar will present the major recommendations for how faculty can take full advantage of the TEACH Act.

- Learn about the importance of restricting access to students enrolled in a class
- Discover ways to determine whether copyrighted materials can be used under the "fair use" guidelines
- Explore strategies for obtaining permissions to use copyrighted materials

Lecture

May 19 9:00-10:00 a.m. 141 Computer Bldg.

Web Editor Choices for Faculty

Prerequisite(s): Basic computer experience; Basic Internet use.

This lecture will concentrate on the differences between using an HTML editor and hand coding Web pages.

- Examine the difference between using an HTML editor and hand coding Web pages
- Learn about Dreamweaver, FrontPage, and the Web editing features in ANGEL
- Discuss specific features/problems with each system for Penn State use

Lecture

May 17 9:00-11:00 a.m. 23 Willard Bldg.

Writing Effective Questions to Promote Learning

Prerequisite(s): None.

Penn State has computer-based tools to facilitate asking questions, analyzing outcomes, and providing feedback. Knowing how to write questions which complement and promote your learning goals is critical to using these tools effectively. This seminar will provide easy-to-follow guidance for creating good questions of varied types, including multiple-choice, true or false, short-answer, matching, one-minute essay, and short essay, for any discipline.

- Learn how to write questions which promote your learning goals
- Learn how to determine whether questions are clear, concise, relevant, and whether or not they ask what you intend to ask

Windows

May 17 1:00-3:00 p.m. 118 Mateer Bldg.

Enhance your classes with online tutorials now available through ANGEL

Web-Based Training and ANGEL (Penn State's Course Management System) have combined to help ease your supplemental training endeavors. With the new Program Management Tool (PMT), all 1,200 technology and business and professional development courses within Web-Based Training are accessible directly from an ANGEL course—no second login is required, and students can link directly to their assigned WBT courses without entering a different Web site.

If you currently have editing privileges in an ANGEL course or group, you can add WBT course links within it using the Web-Based Training link on the Tools tab. Students can conveniently access the links to the WBT courses through the ANGEL course or group or by going to the WBT Web site and using the ANGEL Courses menu in their Training Plans. The PMT also gives instructors the ability to retrieve basic statistics and scores for users in the program.*



With the new PMT, you can ...

Assign WBT courses as part of regular course requirements.

Recommend WBT courses to provide supplemental training that is linked directly from an ANGEL course.

Recommend WBT courses to enhance student knowledge and technology skills.

Retrieve basic statistics and scores.*

Visit the Web-Based Training Web site for details at <http://wbt.psu.edu/>

*Please note that, as with any computer-based system, technical problems may occur at any time. Program managers are ultimately responsible for keeping track of their students' scores. For suggestions on alternate methods of retrieving and backing up student scores, visit the WBT Web site. WBT courses will not run effectively on the Macintosh platform.

Online registration starts May 3, 2004.

<http://its.psu.edu/training/>

ALERT!

With the exception of ANGEL handouts, printed handouts are no longer being distributed during our **FREE** seminars.

Remember: This does not apply to ANGEL seminars, in which handouts will be provided.

We will still provide seminar handouts, resources, and information via the ITS Training Services Web site.

In order to keep the cost of these seminars **FREE**, we ask that you please review the appropriate seminar information online, or, if you prefer, print the information, and bring it to the seminar with you.

We appreciate your understanding and cooperation, and we look forward to the continued opportunity to provide our **FREE** seminars to you.

Please visit the ITS Training Services Web site for details.

PENNSTATE



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23 Willard Bldg.
University Park, PA 16802

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<http://its.psu.edu/training/>