

Service Reference Sheet for any member of ITS Training Services for use when representing the unit to an external group

Scheduled Training

Fall, Spring, Summer Scheduled Sessions

- Hundreds of popular, low-cost technology topics for staff, faculty, and students
- Offered throughout fall, spring, and summer academic semesters
- Registration opens at the beginning of each semester
- Go to <http://its.psu.edu/training> & click on “Register for Training”
- Online catalog at shows available courses without having to log in
- Go to <http://its.psu.edu/training> & click on “Browse Training”
- Join the Training News list for registration opening announcements and announcements of upcoming technology learning opportunities

Additional info for presenter reference

- Primary audience is staff
- Cost for 4-hour, hands-on session usually ranges \$30-\$50

Winter-Fest, Summer-Fest

- One week of classes between the academic semesters
- Free topics geared toward faculty & instructors / technologies that can enhance teaching & learning

Fall Break, Spring Break Training Sessions

- Classes offered during breaks in the academic schedule
- Free topics geared toward graduate students

Additional info for presenter reference

- These sessions are referred to, internally only, as the “break-fests”

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Group training upon request (Training On Demand)

TOD for staff at all campuses

- Hands-on sessions can be brought to groups of 5 or more for the cost of the normally scheduled session (\$30 to \$50 per participant)
- Free topics are offered at no cost to groups of 10 or more
- TOD is typically offered face-to-face but can be offered through Adobe Connect on a case-by-case basis / special requirements apply
- For complete information, visit <http://its.psu.edu/training/ondemand/>

TOD for faculty

- Free technology overviews for students in the academic classroom

Additional info for presenter reference

- *TOD is not customized training. In other words, we do not create custom courses based on customer requests. We offer only those topics that we already teach on a regularly scheduled basis. The list is available at <http://its.psu.edu/training/ondemand/topics.html>*

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Self-Paced Learning Options

Online modules and recordings

- A selection of recorded sessions and learning modules is available at <http://its.psu.edu/training/learnonline/>

Additional info for presenter reference

- *Please note that this is not a comprehensive list of Penn State's online modules or recorded sessions. It is just something extra we have to offer for those who can benefit from the selection.*

Free Handouts

- A selection of handouts and files for the free training sessions is available at <http://its.psu.edu/training/handouts/>

Additional info for presenter reference

- *Please note that this is not a comprehensive list of handouts or class files. It is just something extra we have to offer for those who can benefit from the selection*

Technology Training Community

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

- This online learning community is open for Penn State faculty, staff, and students to use at their convenience for self-paced learning and information sharing.
- Post comments to the blogs or join in forum discussions about the technologies that affect our work and lives at Penn State.

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Ways to stay up-to-date on upcoming training opportunities

RSS Feed Options

Learn about upcoming technology training opportunities through your feed reader

- Subscribe to receive technology training news and announcements or to receive updates on available training sessions in a variety of categories.
- Visit the RSS feeds page for more information at <http://its.psu.edu/training/rss/index.html>

Listserv Options

Learn about upcoming technology training opportunities via e-mail

- Training News (staff & students)
L-TRAINING-NEWS-SUBSCRIBE-REQUEST@LISTS.PSU.EDU
- Faculty Technology Training
L-FACULTY-TECHTRAINING-SUBSCRIBE-REQUEST@LISTS.PSU.EDU
- IT Pro (advanced computer topics & vendor training)
L-IT-PRO-SUBSCRIBE-REQUEST@LISTS.PSU.EDU