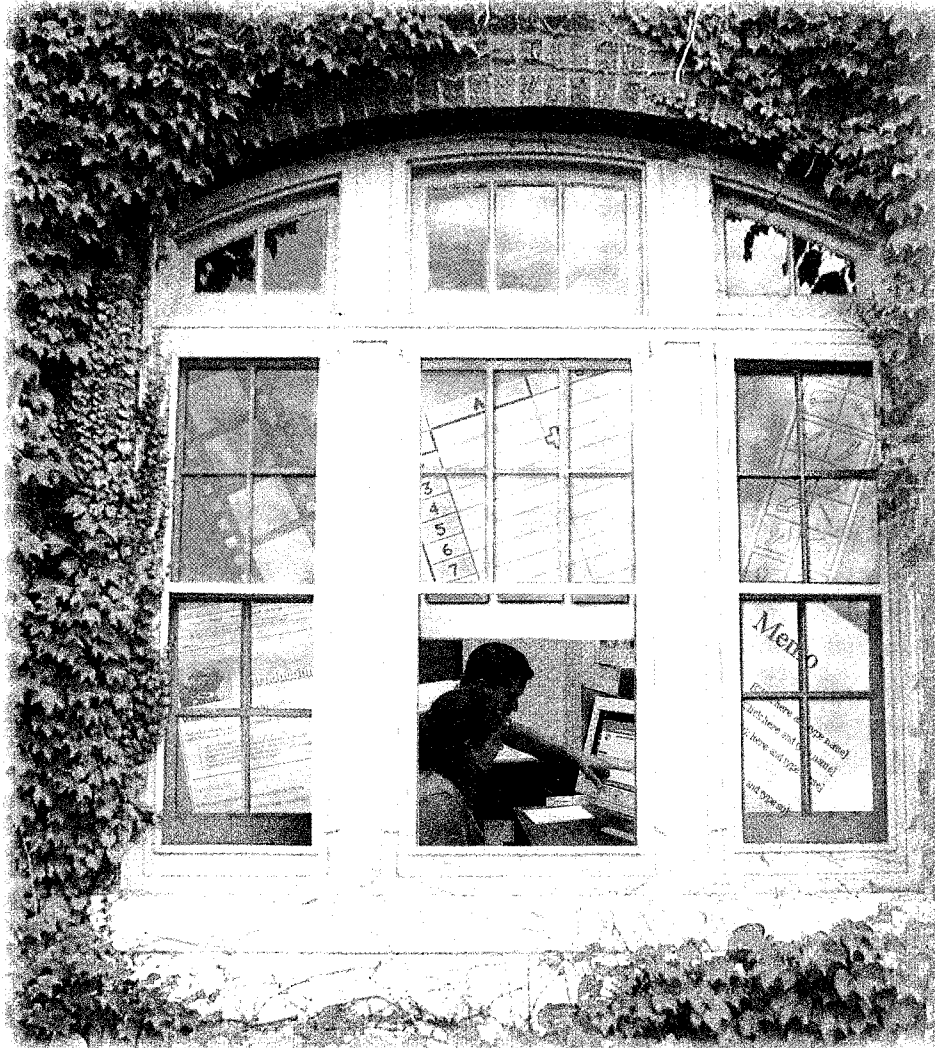




# University Technology Training Center

# Computer Training Bulletin

# Summer 2008



## Dreamweaver CS3

Inheriting a web site or starting a new one? Making the move to CSS to improve the accessibility of your pages? Need to learn XHTML to troubleshoot better? We have you covered!

- XHTML Fundamentals UPDATED!**
- Creating Basic Web Pages**
- CSS for Presentation**
- CSS for Page Layout**

## Custom Training

UTTC can customize any of our instructor-led classes to meet the specific needs of your group. Or we can partner with you to co-deliver training for your workgroup or for a wider campus audience.

E-mail [uttc@umn.edu](mailto:uttc@umn.edu) or call (612) 625-2005 to discuss your training initiatives.

**Process Mapping and Analysis Workshop**  
 A 2-day workshop delivered by the Human Resources Organizational Effectiveness Division, the Office of Service and Continuous Improvement, and the Office of Information Technology.  
 More information, page 29.

*Opening a World of Possibilities*

## Table of Contents

- Courses by Category ..... 2
- Course Descriptions..... 4
- Schedule at a Glance ..... 24
- Index ..... 28
- Registration Guidelines..... 30
- Registration Procedures..... 31
- Registration Form ..... back cover

## Contact Information

**General Information**  
 612-625-1300  
[adcofofc@umn.edu](mailto:adcofofc@umn.edu)  
[uttc.umn.edu](http://uttc.umn.edu)

**Custom Training Information**  
 612-625-2005

**Bulletin and Course Comments**  
[uttc@umn.edu](mailto:uttc@umn.edu)

# Courses by Category

## Calendaring

UMCal Orientation .....	p 17	UMCal: Basics.....	p 17
UMCal: Managing Calendars for Others .....	p 17		

## Databases

Access 2003: Basic Database Development .....	p 4	Access 2007: Advanced Database Development .....	p 4
Access 2007: Basic Database Development .....	p 4	FileMaker Pro 8: Basic Database Development .....	p 8
Relational Database Design Basics .....	p 15		

## Document Imaging

ImageNow 6: Basics.....	p 9
-------------------------	-----

## Electronic Presentations

MS Office 2007 Overview.....	p 11	MS Office 2007: Working Between Applications.....	p 11
PowerPoint 2007: Enriching Your Presentations .....	p 14	PowerPoint 2007: Presentation Basics .....	p 14
Presenter 6: On-Demand Web Presentations .....	p 15	UMConnect 6: Small Group Web Conferencing and Collaboration .....	p 18
UMConnect 6: Tools for Delivering Training on the Web .....	p 18	UMConnect and Presenter 6 Orientation .....	p 18

## Graphics

Photoshop CS3: Basics .....	p 13	Photoshop CS3: For the Designer in You .....	p 13
Photoshop CS3: Picture Perfect.....	p 13		

## Networking and Telecommunication Services

Gopher Messaging: Voicemail from the Phone or on the Web.....	p 8	Networking Basics.....	p 12
---	-----	------------------------	------

## Project Management

Visio 2007: Creating Basic Diagrams .....	p 20
---	------

## Safe Computing

Computer Security: Issues for System Administrators.....	p 5
--	-----

## Spreadsheets

Excel 2002/2003: Managing and Analyzing Data.....	p 6	Excel 2002/2003: Spreadsheet Basics .....	p 7
Excel 2007: Managing and Analyzing Data.....	p 7	Excel 2007: Spreadsheet Basics .....	p 7
MS Office 2007 Overview.....	p 11	MS Office 2007: Working Between Applications.....	p 11

## Statistics

SAS 9: Introduction to Programming Concepts .....	p 16	SAS 9: Programming I - Essentials.....	p 16
---	------	--	------

## Technology Enhanced Learning

Moodle 1.8 Instructor Orientation.....	p 9	Moodle 1.8 Student Orientation.....	p 9
Moodle 1.8: Collaboration.....	p 10	Moodle 1.8: Creating Basic Course Web Sites.....	p 10
Moodle 1.8: Grades.....	p 10	myU Portal Orientation.....	p 11
myU Portal: Group Collaboration.....	p 12	Podcasting Orientation.....	p 14
Portfolio Orientation.....	p 14	Respondus 3.5 Orientation.....	p 15
WebVista 4 Instructor Orientation.....	p 20	WebVista 4 Student Orientation.....	p 20
WebVista 4: Assessment Reports.....	p 21	WebVista 4: Assessments.....	p 21
WebVista 4: Assignments.....	p 21	WebVista 4: Content Management.....	p 22
WebVista 4: Creating Basic Course Web Sites.....	p 22	WebVista 4: Discussions, Blogs, & Journals.....	p 22
WebVista 4: Grade Book.....	p 23		

## Web Development

Designing Accessible Web Sites.....	p 5	Dreamweaver CS3: Creating Basic Web Pages.....	p 5
Dreamweaver CS3: CSS for Page Layout.....	p 6	Dreamweaver CS3: CSS for Presentation.....	p 6
HTML/XHTML: Fundamentals.....	p 8	UM Web Stats Orientation.....	p 16
UMContent Orientation.....	p 19	UMContent: Contributor Basics.....	p 19
UMContent: Site Developer Fundamentals.....	p 19	Wikis: Collaborative Content Development.....	p 23

## Web-based Communication and

myU Portal Orientation.....	p 11	myU Portal: Group Collaboration.....	p 12
NetFiles: Basics.....	p 12	Podcasting Orientation.....	p 14
Portfolio Orientation.....	p 14	Presenter 6: On-Demand Web Presentations.....	p 15
UMCal Orientation.....	p 17	UMCal: Basics.....	p 17
UMCal: Managing Calendars for Others.....	p 17	UMConnect 6: Small Group Web Conferencing and Collaboration.....	p 18
UMConnect 6: Tools for Delivering Training on the Web.....	p 18	UMConnect and Presenter 6 Orientation.....	p 18

## Word Processing

MS Office 2007 Overview.....	p 11	MS Office 2007: Working Between Applications.....	p 11
Word 2007: Working More Efficiently.....	p 23		

### Microsoft E-Learning Courses

We now offer e-learning courses from Microsoft on Office 2003 & 2007 applications and Windows end-user skills, including:

Access • Excel • FrontPage • Groove • InfoPath • Office • OneNote • Outlook • PowerPoint  
Project • SharePoint • and SharePoint 3.0Visio • Windows XP • Windows Vista • Word

for more information, see our website

**uttc.umn.edu**

and click on e-learning courses

# Course Descriptions

## In Alphabetic Order

### A

#### Access 2003: Basic Database Development

- Hands-on

This 7.5-hour course introduces the skills necessary for setting up and editing database tables and queries in Access. Relational Database Design Basics is strongly recommended before taking this course since participants will work on development of the database designed during that seminar.

Topics include: creating and editing tables • formatting fields • creating relationships • finding and filtering data • creating simple queries • adding criteria to queries • creating basic forms and reports.

This course is taught on the Windows platform using Access 2003.

**Prerequisites:** Basic familiarity with the Windows operating system. Knowledge equivalent to Relational Database Design Basics

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

AC03101	Jul 16, 17, 18	9:30am-12:00pm	Blegen Hall 90	Windows
---------	----------------	----------------	----------------	---------

#### Access 2007: Advanced Database Development

- Hands-on
- New

This 9-hour course teaches advanced database design options and additional features of Access.

Topics include: using field validation rules to evaluate database entries • enforcing unique entry values with indexes • formatting forms for usability • using multiple criteria in queries to return specific results • using action queries to create tables, append data to a table, update and delete data • adding calculation to reports • importing and exporting data.

This course is taught on the Windows platform using Access 2007.

**Prerequisites:** Knowledge equivalent to Access 2007: Basic Database Development, Relational Database Design Basics.

**Fees:** Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$230.00

AC07201	Aug 12, 13, 14	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
---------	----------------	---------------	--------------------	---------

#### Access 2007: Basic Database Development

- Hands-on

This 7.5-hour course introduces the skills necessary for setting up and editing database tables and queries in Access. Relational Database Design Basics is strongly recommended before taking this course since participants will work on development of the database designed during that seminar.

Topics include: exploring the new Access 2007 interface and features • creating and editing tables • formatting fields • creating relationships • finding and filtering data • creating simple queries • adding criteria to queries • creating basic forms and reports.

This course is taught on the Windows platform using Access 2007.

**Prerequisites:** Knowledge equivalent to Relational Database Design Basics.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

AC07101	Jun 18, 19, 20	9:30am-12:00pm	Blegen Hall 90	Windows
AC07102	Jul 29, 30, 31	1:30pm-4:00pm	Blegen Hall 90	Windows

# C

## Computer Security: Issues for System Administrators

- Seminar

This 3-hour seminar is designed for system administrators who want to learn the basic principles of computer security. Using concrete examples from multiple operating systems, participants will learn techniques for protecting servers and desktops on the University of Minnesota's network.

Topics include: reviewing University policy toward computer security • managing computer security incidents • maintaining confidentiality of data • ensuring data integrity • ensuring availability of data • assigning appropriate privileges.

This course is taught using examples from the Windows, Macintosh, and UNIX operating systems.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Basic experience with system administration.

**Fees:** No fee. Registration required.

SEC201	Jul 22	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
--------	--------	---------------	--------------------	-------------------

# D

## Designing Accessible Web Sites

- Seminar

This 1.5-hour seminar will help participants gain an understanding of how to design an accessible web site and raise their awareness of issues regarding access to the web for persons with disabilities. Given that web pages are central to the way in which business is conducted at the University, web pages must be designed as not to exclude those with disabilities. The form and format of information on a web site can either help or hinder access for people with disabilities. It is the responsibility of the web page author to present information in a way that ensures access by a diverse audience.

Topics include: Discussion understanding what a screen-reader is and how it works • avoiding web site design features and practices that hinder access for screen-reader users • following guidelines and design alternatives that make a web site more accessible.

**Prerequisites:** Familiarity with creating basic web pages.

**Fees:** No fee. Registration required.

DSIGN111	Jul 10	10:00am-11:30am	McNamara Alumni Center Rm. 180	Seminar
DSIGN112	Aug 13	1:30pm-3:00pm	Walter Library 210	Seminar

## Dreamweaver CS3: Creating Basic Web Pages

- Hands-on

This 7-hour course covers the basic skills needed to create new or update existing web sites using Dreamweaver. Participants will learn how to create a basic web page from scratch, save it as a template, and use the template to create content pages.

Topics include: creating a site structure • using tables for page layout • creating headers and footers • formatting content • working with links • adding images • creating a template from an existing page • transferring files to a web server • updating a site • following accessibility guidelines.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver CS3.

**Prerequisites:** Familiarity with using a web browser. HTML/XHTML Fundamentals is strongly recommended before taking this course since an understanding of HTML/XHTML is essential for working effectively with web pages.

**Fees:** Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

DW101	Jun 24, 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
DW102	Jul 16, 18	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
DW103	Aug 6, 7	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows

## Dreamweaver CS3: CSS for Page Layout

- Hands-on

This 7-hour class focuses on the essential skills needed to use Cascading Style Sheets (CSS) to control page layout. Participants will learn how to convert a table-based layout to a CSS layout, build multi-column layouts, and implement a printer-friendly CSS layout.

Topics include: working with positioning techniques • creating two-column and three-column layouts • working with background images • defining padding, borders, and margins • using relative measurements • working with multiple style sheets for diverse user needs • using CSS layouts to improve accessibility.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver CS3.

**Prerequisites:** Knowledge equivalent to Dreamweaver CS3: CSS for Presentation, Dreamweaver CS3: Creating Basic Web Pages.

**Fees:** Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

DW221	Aug 12, 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
-------	------------	---------------	--------------------	-------------------

## Dreamweaver CS3: CSS for Presentation

- Hands-on

This 3.5-hour course covers the skills needed to use Cascading Style Sheets (CSS) effectively to control the presentation of text on your web site. Participants will learn how to maintain consistently formatted content using CSS.

Topics include: redefining HTML tags with new attributes • defining and applying custom styles • defining styles for hyperlinks • creating internal and external style sheets • linking multiple pages to an external style sheet.

This course is taught on both the Macintosh and Windows platforms using Dreamweaver CS3.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to Dreamweaver CS3: Creating Basic Web Pages.

**Fees:** Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

DW211	Jul 23	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
-------	--------	---------------	--------------------	-------------------

# E

## Excel 2002/2003: Managing and Analyzing Data

- Hands-on

This 7-hour course will explore some of the advanced data management and analysis tools available in Excel. The course will first concentrate on working with databases, then will focus on analyzing data using Excel's pivot table feature, a very powerful tool that allows users to extract summary information from a database and further analyze its contents.

Topics include: creating and modifying databases • sorting databases • using lookup functions to automate data entry • using validation to limit data entry errors • using the data form to add and find records • using autofilter and advanced filters • using database functions • importing data from external sources and exporting data to other applications • creating and revising pivot tables • adding pivot table fields • changing a pivot table layout • creating a page field report • creating a pivot chart report.

This course is taught on the Windows platform using Excel 2003 but is also applicable to Excel 2002.

**Prerequisites:** Knowledge equivalent to Excel 2002/2003: Spreadsheet Basics.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL03301	Aug 12, 14	1:00pm-4:30pm	Blegen Hall 90	Windows
---------	------------	---------------	----------------	---------

## Excel 2002/2003: Spreadsheet Basics

- **Hands-on**

This 7-hour course covers the skills needed to create a basic spreadsheet using Excel, a Microsoft Office application. Participants will create a spreadsheet from scratch, learn to format a worksheet for legibility, and prepare a worksheet for printing. This course is intended for those who have little or no experience using electronic spreadsheets.

Topics include: entering, editing, and sorting data • writing simple formulas to produce calculations • applying basic formatting for legibility • setting up for printing • creating a simple chart.

This course is taught on the Windows platform using Excel 2003 but is also applicable to Excel 2002.

**Prerequisites:** Basic familiarity with the Windows operating system.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL03101	Jul 15, 17	1:00pm-4:30pm	Blegen Hall 90	Windows
---------	------------	---------------	----------------	---------

## Excel 2007: Managing and Analyzing Data

- **Hands-on**

This 7-hour course explores some of the advanced data management and analysis tools available in Excel. Participants will first concentrate on working with databases, then will focus on analyzing data using Excel's pivot table feature, a very powerful tool that allows users to extract summary information from a database and further analyze its contents.

Topics include: creating and modifying databases • sorting data • creating lookup functions to automate data entry • using validation to limit data entry errors • working with the data form to add and find records • using autofilter and advanced filters • working with database functions • importing and exporting data • creating and updating pivot tables • changing a pivot table layout • creating page field and pivot chart reports.

This course is taught on the Windows platform using Excel 2007.

**Prerequisites:** Knowledge equivalent to Excel 2007: Spreadsheet Basics.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL07201	Jul 23, 25	8:30am-12:00pm	Blegen Hall 90	Windows
---------	------------	----------------	----------------	---------

## Excel 2007: Spreadsheet Basics

- **Hands-on**

This 7-hour course covers the skills needed to create a basic spreadsheet using Excel 2007, a Microsoft Office application. Participants will create a spreadsheet from scratch, generate a chart, and work with simple data management tools.

This course is intended for those who have little or no experience using electronic spreadsheets. The majority of the skills learned in this class are applicable to previous versions of Excel. Those simply looking to transition to the new Excel 2007 may want to consider attending the MS Office Overview.

Topics include: exploring the new Excel 2007 interface and features • entering and editing data • sorting and filtering data • writing and editing basic formulas to produce calculations • applying basic formatting for legibility • preparing a spreadsheet for printing • creating a simple chart • collaborating with users of earlier versions of Excel.

This course is taught on the Windows platform using Excel 2007.

**Prerequisites:** Basic familiarity with the Windows operating system.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

XL07101	Jun 17, 19	1:00pm-4:30pm	Blegen Hall 90	Windows
---------	------------	---------------	----------------	---------

## F

### FileMaker Pro 8: Basic Database Development

- Hands-on

This 7.5-hour course introduces the skills necessary for creating and editing database tables and layouts to manage data in FileMaker. Relational Database Design Basics is strongly recommended before taking this course. The skills, concepts, and the database design discussed in that seminar are the foundation of this course.

Topics include: creating and editing tables • defining fields • creating relationships • creating and modifying form and report layouts • finding and omitting data • analyzing data • authoring scripts to automate tasks • discussing user interface design • maintaining databases • defining access privileges for users.

This course is taught on both the Macintosh and Windows platforms using FileMaker 8.

**Prerequisites:** Basic familiarity with the Windows operating system or Macintosh OS X. Knowledge equivalent to Relational Database Design Basics.

**Fees:** Students \$70.00 / Staff & Faculty \$115.00 / Alumni & Others \$210.00

FM101	Jun 25, 26, 27	9:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
-------	----------------	----------------	--------------------	-------------------

## G

### Gopher Messaging: Managing Voicemail from the Phone or on the Web

- On-demand online
- Custom face-to-face

This course is currently available as an online Gopher Messaging tutorial at <http://uttc.umn.edu/tutorials>

Custom face-to-face sessions can also be delivered to groups for a fee. Please call our custom training line at 612-625-2005 for more information.

Topics include: listening to voicemail messages from your telephone or on the web • recording your personal greetings • setting voicemail options such as a date and time stamp • using a Personal Assistant number to receive calls when you're not available • receiving pager or e-mail notification of new messages • using Find-me/Follow-me to route calls to you in another location • receiving faxes via your voicemail account.

This course focuses on using Gopher Messaging via a supported web browser or through the telephone.

**Prerequisites:** None.

**Fees:** The online, on-demand presentation is available at no charge. Custom face-to-face sessions can be arranged for a fee.

## H

### HTML/XHTML: Fundamentals

- Hands-on

This 3.5-hour course is an introduction to creating Web pages using XHTML (Extensible Hypertext Markup Language) and CSS (Cascading Style Sheets). While similar to HTML, XHTML better supports current best practices, encourages proper document formation, and is the supported standard at the University of Minnesota. This course is an updated version of the former HTML Basics course.

Topics include: understanding the structure of a web page • formatting documents using headings, paragraphs, lists, and tables • inserting links and images • applying style using CSS.

This course is taught on both the Macintosh and Windows platforms using plain text editors and Dreamweaver.

**Prerequisites:** Familiarity with using a web browser. Basic familiarity with the Windows or Macintosh operating system.

**Fees:** Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

HTML101	Jun 17	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
HTML102	Jul 11	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows



## ImageNow 6: Basics

- Hands-on
- New

This 3-hour course introduces ImageNow, a document storage and retrieval system available to University of Minnesota departments. ImageNow allows users to easily find, share, and store documents securely and reliably.

During class, participants will work with a variety of scanned documents under several different document processing scenarios. Those needing training on scanning documents should contact the EAD Enterprise Document Imaging staff (<http://www.umn.edu/docimage/>).

Topics include: indexing scanned documents • retrieving indexed documents • searching for documents using simple and advanced queries • viewing documents with PowerView • adding annotations to documents • routing and processing documents in workflow • performing standard tasks in WebNow, the ImageNow web interface.

This course is taught on the Windows platform using ImageNow 6.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Basic familiarity with the Windows operating system.

**Fees:** No fee. Registration required.

INOW101	Jun 10	1:30pm-4:30pm	Blegen Hall 90	Windows
INOW102	Jun 27	9:00am-12:00pm	Blegen Hall 90	Windows
INOW103	Jul 18	1:30pm-4:30pm	Blegen Hall 90	Windows
INOW105	Aug 20	1:30pm-4:30pm	Blegen Hall 90	Windows

## M

### Moodle 1.8 Instructor Orientation

- Seminar

This 1-hour seminar provides a broad overview of Moodle, an online course management system available to University of Minnesota faculty and course developers. A student-centered orientation is offered in an online, on-demand format at <http://uttc.umn.edu/tutorials>

This seminar is not a hands-on course on how to create Moodle sites. Other courses are available for learning how to use the tools discussed.

Topics include: Discussion using Moodle to deliver course content • incorporating tools for collaborative learning • getting a Moodle site • using available support and training resources.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** None.

**Fees:** No fee. Registration required.

MDL101	Jun 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
MDL102	Aug 27	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

### Moodle 1.8 Student Orientation

- On-demand online
- Custom face-to-face

This course is currently available as an online on-demand presentation at <http://uttc.umn.edu/tutorials>

Custom face-to-face sessions can also be delivered to groups for a fee. Please call our custom training line at 612-625-2005 for more information.

This 15-minute seminar introduces using Moodle sites at the University of Minnesota. It is intended for students taking courses from faculty who use Moodle for web-based learning activities and course materials.

Discussion topics include: accessing and navigating a course site • understanding types of content and activities • accessing the live demo course site • getting help from available support options.

**Prerequisites:** None.

**Fees:** The online, on-demand presentation is available at no charge. Custom face-to-face sessions can be arranged for a fee.

## Moodle 1.8: Collaboration

- Hands-on
- New

This 3.5-hour course is for University of Minnesota instructors and course developers who would like to explore collaborative uses of Moodle beyond forums and glossaries. Participants will review, create, and manage group activities, polls, public collections of users' entries, and collaboratively authored web pages (i.e., wikis).

Topics include: creating groups and working with group activities • using the Choice tool to create simple polls • using the Database tool to build publicly searchable collections of user entries • utilizing peer comment and review within the Database tool • using wikis for collaborative authoring of web pages.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Moodle 1.8.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to Moodle 1.8: Creating Basic Course Web Sites.

**Fees:** No fee. Registration required.

MDL221	Jul 30	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
--------	--------	---------------	--------------------	-------------------

## Moodle 1.8: Creating Basic Course Web Sites

- Hands-on

This 3.5-hour course is for University of Minnesota faculty and course developers who would like to learn to use Moodle to create course web sites. Participants will learn how to build a basic site containing course content and collaborative activities.

Topics include: choosing the format and initial settings for a new site • uploading basic content files • adding web links to external sites • creating content within Moodle using the built-in HTML editor • creating a peer-reviewed glossary; examining and creating various types of discussion forums • organizing content and adjusting site layout • understanding methods of enrolling students.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Moodle 1.8.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser.

**Fees:** No fee. Registration required.

MDL111	May 21	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
MDL112	Jun 25	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
MDL113	Jul 24	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
MDL114	Aug 13	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

## Moodle 1.8: Grades

- Hands-on

This 2.5-hour course is intended for University of Minnesota faculty and course designers who would like to learn about Moodle's grading features. Participants will learn how to set up and manage grades, enter and change grades for various activities, and use scales for providing non-numeric qualitative feedback.

Topics include: releasing grades • using categories for managing and calculating grade items • setting up curves and weighted grading • creating custom scales for feedback • entering and editing grades • allowing students to grade individual activities • exporting grade data to Excel.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access Moodle 1.8.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to Moodle 1.8: Creating Basic Course Web Sites.

**Fees:** No fee. Registration required.

MDL211	Jul 17	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
--------	--------	---------------	--------------------	-------------------

## MS Office 2007 Overview

- **Hands-on**

This 3-hour course will introduce participants to the new interface and features of Word, Excel and PowerPoint in Microsoft Office 2007. Participants will work with files from all three applications to explore enhancements to the Office system. Participants are invited to bring their own files to class for experimentation. This course is intended for users who have familiarity with at least one of the covered applications.

Much of what is covered in this course is also covered in an online, on-demand presentation at <http://uttc.umn.edu/tutorials>

Topics include: working with the new Office 2007 interface • finding the tools you want • understanding the new XML file type • collaborating with users of earlier versions of Office • saving to PDF • using the galleries and Live Preview to quickly apply formats • using SmartArt to visually enhance text • using conditional formatting to quickly highlight data trends and changes • using table formats to manipulate large sets of data more easily • finding resources for more information.

This course is taught on the Windows platform using Word, PowerPoint, and Excel 2007.

**Prerequisites:** Basic knowledge of the Windows operating system.

**Fees:** Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

OFC07101	Jun 12	1:30pm-4:30pm	Blegen Hall 90	Windows
----------	--------	---------------	----------------	---------

## MS Office 2007: Working Between Applications

- **Hands-on**

This 3.5-hour course will introduce participants to the powerful integration capabilities of Word, Excel and PowerPoint. Participants will use the strengths of each application to simplify the creation and management of consistently styled documents and presentations. During this course, participants will incorporate charts and data from Excel into an annual report created with Word, and then turn that report into a PowerPoint presentation. Participants will also prepare a list with Excel's database features that can then be used with Word to merge customized letters and a directory.

Topics include: linking and embedding Excel spreadsheet data and charts into Word and PowerPoint • updating linked objects • converting a Word table into an Excel table to use Excel's data management features • importing text from Word to create a PowerPoint presentation • using built-in themes to provide a consistent look across document types.

This course is taught on the Windows platform using Word, PowerPoint, and Excel 2007.

**Prerequisites:** Basic knowledge of the Windows operating system. MS Office 2007 Overview

**Fees:** Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00

OFC07201	Aug 1	1:00pm-4:30pm	Blegen Hall 90	Windows
----------	-------	---------------	----------------	---------

## myU Portal Orientation

- **Seminar**

This 1-hour seminar introduces the myU web portal for University of Minnesota faculty, staff, and students. myU is a customizable web site where you'll see information and announcements specific to your role at the University. myU can be viewed at <http://www.myu.umn.edu>

Much of what is covered in this course is also covered in an online, on-demand presentation at <http://uttc.umn.edu/tutorials>

Topics include: Discussion customizing myU for personal interests • sharing materials with others at the University or with the general public • using myU for online discussions and polls.

**Prerequisites:** None.

**Fees:** No fee. Registration required.

PTLSM101	Jun 18	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
----------	--------	---------------	--------------------	---------

## myU Portal: Group Collaboration

- Hands-on

This 2-hour course is intended for University of Minnesota staff, faculty, and students who are interested in using myU, the online portal of the University of Minnesota, for group collaboration. This introduction will focus on understanding permissions while creating a simple site.

Topics include: adding and editing customized content • creating and using groups for permissions and notifications • setting access permissions for content • uploading and organizing files.

This course is taught on the Windows platform using a web browser to access myU but is also applicable to the Macintosh platform.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

PTLWS111	Jul 8	1:30pm-3:30pm	Eddy Hall Annex 54	Windows
----------	-------	---------------	--------------------	---------

## N

## NetFiles: Basics

- Hands-on

This 2.5-hour course is intended for University of Minnesota faculty, staff, and students who would like to explore the basics of using NetFiles. NetFiles is the University's secure file storage and collaboration service.

Much of what is covered in this course is also covered in an online, on-demand presentation at <http://uttc.umn.edu/tutorials>

Topics include: sharing files with individuals or groups of users at the University • sharing files securely with non-University users through tickets • sharing files with the public • setting access permissions for shared files • using versioning to track changes to files • using logging to check who has accessed your files and when.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access NetFiles.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

NF111	Jun 19	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
NF112	Jul 23	9:30am-12:00pm	Walter Library 210	Macintosh/Windows

## Networking Basics

- Seminar

This 2-hour seminar introduces participants to basic networking concepts. It is intended for anyone using a computer connected to the University of Minnesota network. Participants will gain a better understanding of basic network issues on campus.

Topics include: Discussion understanding the basic concepts of network protocols and addressing • understanding how computers and other devices are connected to a network • connecting your computer to the campus network • reporting network problems.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Basic familiarity with the Windows or Macintosh operating system.**

**Fees: No fee. Registration required.**

NET101	Aug 21	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
--------	--------	---------------	--------------------	---------

# P

## Photoshop CS3: Basics

- **Hands-on**

This 7-hour course introduces the basic tools and concepts of Photoshop. Participants will learn techniques to manipulate images and text, and create composite graphics.

Topics include: working with selections and combining images • using filters and layer effects • manipulating text • correcting and adjusting color • saving graphics for print or display.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS3.

**Prerequisites:** Basic familiarity with the Windows or Macintosh operating system.

**Fees:** Students \$80.00 / Staff & Faculty \$125.00 / Alumni & Others \$220.00

PSHOP101	Jun 18, 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
PSHOP102	Jul 30, Aug 1	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

## Photoshop CS3: For the Designer in You

- **Hands-on**

This 3.5-hour course covers basic design concepts and advanced Photoshop techniques. Take your skills one step further and learn to design unique graphics by creating a brochure using textures, vector shapes, and silhouettes.

Topics include: using vector shapes for true geometric forms • working with advanced object selection techniques • using the color replacement tool • creating a shape silhouette from a colored photograph • using advanced blending techniques to create textures • working with advanced text manipulation • managing layers.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS3.

**Prerequisites:** Knowledge equivalent to Photoshop CS3: Basics.

**Fees:** Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

PSHOP221	Aug 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
----------	--------	---------------	--------------------	-------------------

## Photoshop CS3: Picture Perfect

- **Hands-on**

This 3.5 hour class covers advanced techniques for transforming digital photographs to look their best using Photoshop. Make your subjects 'pop' into view with increased contrast. Retouch faces by making eyes sparkle, whitening teeth, and adding a soft glow to skin. Convert color photos into striking black and white images. Correct common problems such as colorcast, digital noise and a subject in shadow.

Topics include: working with layer masks and adjustment layers to retouch photographs and swap subjects • improving tonal values by using levels and curves • using multiple photographs to create collages • creating a PDF slideshow; taking 'snap shots' with the History palette to track transformations • creating actions for your favorite techniques to save time; using Bridge to preview and organize photographs • resizing and formatting corrected photographs for a multitude of uses.

This course is taught on both the Macintosh and Windows platforms using Photoshop CS3.

**Prerequisites:** Knowledge equivalent to Photoshop CS3: Basics.

**Fees:** Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others \$135.00

PSHOP201	Aug 21	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
----------	--------	---------------	--------------------	-------------------

## Podcasting Orientation

- Seminar

This 1-hour seminar provides an overview of podcasting, an emerging technology that allows the user to subscribe to radio-style audio broadcasts and play them back whenever they want. The orientation will also cover some of the methods for podcasting audio and how this might be applicable for education.

Topics include: Discussion subscribing to podcasts • managing podcast subscriptions • developing podcasts.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

POD101	Jun 26	10:00am-11:00am	Eddy Hall Annex 64	Seminar
POD102	Aug 13	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

## Portfolio Orientation

- Seminar

This 1-hour seminar introduces Portfolio and its features. Portfolio is a web-based tool for storing and sharing academic and professional information and is available to all University of Minnesota students, staff, and faculty. Additional information about Portfolio can be found at <http://portfolio.umn.edu>

Topics include: Discussion entering and uploading data to document educational accomplishments, career goals, skills development, professional practices, special recognitions, and personal interests • selectively sharing information with others inside and outside the University of Minnesota • viewing information others have shared with you • using Portfolio for academic advising.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

PF101	Jul 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
-------	--------	---------------	--------------------	---------

## PowerPoint 2007: Enriching Your Presentations

- Hands-on

This 6-hour course explores creating more dynamic, engaging PowerPoint presentations by incorporating graphics, special effects, video, and audio.

Topics include: inserting and modifying graphics • creating a custom design theme for a branded look • using transitions between slides • animating individual slide elements • hyperlinking to web sites and other presentations • inserting audio and video.

This course is taught on the Windows platform using PowerPoint 2007.

**Prerequisites: Knowledge equivalent to PowerPoint 2007: Presentation Basics.**

**Fees: Students \$65.00 / Staff & Faculty \$105.00 / Alumni & Others \$190.00**

PP07201	Jul 22, 24	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
---------	------------	---------------	--------------------	---------

## PowerPoint 2007: Presentation Basics

- Hands-on

This 3.5-hour course will get participants started creating electronic presentations using PowerPoint 2007, a Microsoft Office application. Participants will learn to create a presentation from scratch, incorporate visual elements, and deliver it to others.

The majority of the skills learned in this class are applicable to previous versions of PowerPoint. Those simply looking to transition to the new PowerPoint 2007 may want to consider attending the MS Office Overview.

Topics include: creating and working with basic presentations • applying design themes for a consistent look • inserting graphics • using SmartArt to visually enhance text • printing handouts and notes • running a slide show • collaborating with users of earlier versions of PowerPoint.

This course is taught on the Windows platform using PowerPoint 2007.

**Prerequisites: Basic familiarity with the Windows operating system.**

**Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00**

PP07101	Jun 19	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
---------	--------	---------------	--------------------	---------

## Presenter 6: On-Demand Web Presentations

- **Hands-on**

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using Presenter 6 to create and publish multimedia PowerPoint presentations on the web.

Topics include: creating online presentations using the Presenter 6 add-in for PowerPoint • working with audio to add narration • uploading and publishing presentations on the UMConnect server • embedding quizzes and surveys • designing presentations for effective online delivery.

This course is taught on the Windows platform using Presenter 6 and PowerPoint 2003.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll • is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor • and has a tenure-track appointment.

**Prerequisites: Good working knowledge of the Windows operating system. Basic familiarity with PowerPoint.**

**Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A**

PRSR111	Jun 25	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
---------	--------	---------------	--------------------	---------

## R

### Relational Database Design Basics

- **Seminar**

This 3-hour seminar introduces the concepts used to create and maintain relational database systems.

Topics include: Discussion understanding the concepts of flat file databases vs. relational databases • understanding relational database terminology • creating relationships • designing a relational database system • refining and testing database system designs.

**Prerequisites: None.**

**Fees: Students \$30.00 / Staff & Faculty \$45.00 / Alumni & Others \$75.00**

DB101	Jun 17	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
DB102	Jul 9	9:00am-12:00pm	Eddy Hall Annex 64	Seminar

### Respondus 3.5 Orientation

- **Seminar**

This 1-hour seminar provides an overview of Respondus, a tool available to University of Minnesota faculty and course designers who use WebVista or Moodle for online quizzes. Respondus allows instructors to create quiz questions offline as a text file, which can later be imported into WebVista or Moodle.

Topics include: Discussion understanding supported uses of Respondus • installing Respondus • exploring Respondus options • formatting a file of questions for importing into Respondus • publishing to WebVista with Respondus • importing a Respondus QTI file into Moodle.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Familiarity with using a web browser. Knowledge equivalent to either of the following WebVista 4: Creating Basic Course Web Sites, Moodle 1.8: Creating Basic Course Web Sites**

**Fees: No fee. Registration required.**

RO101	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
-------	--------	---------------	--------------------	---------

# S

## SAS 9: Introduction to Programming Concepts

- **Hands-on**

This 8-hour course explores how to plan and write simple SAS programs to solve common data analysis problems, and provides practice running and debugging those programs in an interactive SAS session. This is the first course in our SAS Programming series, which continues with SAS: Programming I - Essentials.

Topics include: understanding data processing concepts • learning the concepts of SAS programming • reading a raw data file with the DATA Step • navigating the SAS Windowing Environment • creating a list report with a PROC Step • creating a variable with the DATA Step • performing conditional logic with the DATA Step • creating statistical reports with PROC Steps • understanding librefs and the libname statement.

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at <http://www.umn.edu/software>

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Basic familiarity with the Windows operating system.

**Fees:** Students \$75.00 / Staff & Faculty \$135.00 / Alumni & Others N/A

SAS101	Jul 22, 24	1:00pm-5:00pm	Blegen Hall 90	Windows
--------	------------	---------------	----------------	---------

## SAS 9: Programming I - Essentials

- **Hands-on**

This 10.5-hour course explores writing SAS programs to accomplish typical data-processing tasks. This is the second course in our SAS Programming series, and builds on the concepts and skills presented in SAS: Introduction to Programming Concepts.

Topics include: reading raw data files and SAS data sets • writing results to SAS data sets • subsetting data • combining multiple SAS data sets • creating SAS variables and recoding data • creating listing and summary reports.

This course uses training materials from SAS Institute and is taught on the Windows platform using SAS 9. Much of the content is also relevant to other versions of SAS software. SAS software is available through the ADCS Software License Program at <http://www.umn.edu/software>

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Knowledge equivalent to SAS 9: Introduction to Programming Concepts

**Fees:** Students \$85.00 / Staff & Faculty \$180.00 / Alumni & Others N/A

SAS201	Aug 5, 6, 7	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
--------	-------------	---------------	--------------------	---------

# U

## UM Web Stats Orientation

- **Seminar**

This 1-hour seminar explores tracking and analyzing web site traffic using UM Web Stats. It is intended for University of Minnesota web developers interested in gathering information about their web site visitors to help make design choices.

Topics include: Discussion finding out how many users are visiting a site • getting information on the browsers visitors are using • tracking how visitors move through a site • obtaining geographic information about site visitors • filtering logs to track the links visitors use to get to a site.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** None.

**Fees:** No fee. Registration required.

UMWS101	Jun 25	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
---------	--------	---------------	--------------------	---------



## UMCal Orientation

- On-demand online
- Custom face-to-face

This course is currently available as an online on-demand presentation at <http://uttc.umn.edu/tutorials>

Custom face-to-face sessions can also be delivered to groups for a fee. Please call our custom training line at 612-625-2005 for more information.

The material presented in this orientation is also included in the corresponding hands-on basics course.

Topics include: using UMCal as a personal calendar • scheduling meetings with other users • creating a to-do (task) list • using available support and training resources • obtaining conversion and synch tools.

This course focuses on using the Oracle desktop clients to access UMCal.

**Prerequisites: None.**

**Fees: The online, on-demand presentation is available at no charge. Custom face-to-face sessions can be arranged for a fee.**

## UMCal: Basics

- Hands-on

This 2.5-hour course is intended for University of Minnesota staff and faculty who would like to learn the basics of UMCal, the University's Oracle-based calendaring system now available campus wide. UMCal facilitates collaboration among individuals and departments by providing a common calendaring system.

Topics include: entering and modifying meetings and other calendar items • maintaining a to-do (task) list • customizing access (proxy rights) to your calendar • proposing and responding to meeting invitations • creating groups for easier scheduling • booking resources such as rooms and equipment.

This course is taught on both the Macintosh and Windows platforms using the Oracle desktop clients to access UMCal.

Registration in this course is limited to University of Minnesota staff and faculty. This hands-on course includes the material presented in the corresponding orientation.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

UC111	Jul 9	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
-------	-------	---------------	--------------------	-------------------

## UMCal: Managing Calendars for Others

- Hands-on

This 1.5-hour course is intended for University of Minnesota administrators who manage calendars for others using UMCal, the University's Oracle-based calendaring system now available campus wide. UMCal facilitates collaboration among individuals and departments by providing a common calendaring system.

Topics include: maintaining calendars for others • managing access (proxy) rights • creating and managing calendars for resources such as rooms and equipment • scheduling meetings with multiple invitees.

This course is taught on both the Macintosh and Windows platforms using the Oracle desktop clients to access UMCal.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Knowledge equivalent to UMCal: Basics**

**Fees: No fee. Registration required.**

UC211	Aug 7	1:30pm-3:00pm	Walter Library 210	Macintosh/Windows
-------	-------	---------------	--------------------	-------------------

## UMConnect 6: Small Group Web Conferencing and Collaboration

- Hands-on

This 3-hour course is intended for University of Minnesota staff and faculty who are interested in using UMConnect 6 for web conferencing and collaboration.

Topics include: participating in a web conference • creating and managing web conferences • inviting participants • displaying content such as graphics and presentations • broadcasting audio and video • interacting using text chat and whiteboard tools • gathering real-time feedback through polls.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access UMConnect 6.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll • is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor • and has a tenure-track appointment.

**Prerequisites:** Familiarity with using a web browser.

**Fees:** Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A

CNCT121	Jul 16	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## UMConnect 6: Tools for Delivering Training on the Web

- Hands-on

This 3-hour course is intended for University of Minnesota staff and faculty interested in using UMConnect for delivering training via the web. Participants will learn how to use UMConnect to create and manage self-paced, live online, or blended training environments.

Topics include: creating training programs and adding learners • incorporating Presenter presentations, Captivate simulations, and live or recorded UMConnect meetings • creating customized learning experiences with branching and sequencing • setting prerequisites and test-outs for training content • tracking learners' progress using available reports; sending automated notifications and reminders to learners.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access UMConnect 6. For sections taught in a multi-platform lab, you must specify a platform choice (Macintosh or Windows) when you register. If your preferred platform is full, you may want to consider registering for the alternate platform.

Registration in this course is limited to University of Minnesota participants. The DMC will waive the fee for any faculty member who meets the following three criteria: is paid through the University of Minnesota payroll • is in classification 9401 Professor, 9402 Associate Professor, 9403 Assistant Professor, 9404 Instructor, or 9410 Regents Professor • and has a tenure-track appointment.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to Presenter 6: On-Demand Web Presentations.

**Fees:** Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others N/A

CNCT221	Aug 6	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	-------	---------------	--------------------	-------------------

## UMConnect and Presenter 6 Orientation

- Seminar

This 1-hour seminar explores some of the capabilities of UMConnect and Presenter 6. It is intended for University of Minnesota staff and faculty interested in an overview of publishing PowerPoint presentations on the web as well as conducting online meetings.

Topics include: Discussion publishing a PowerPoint presentation on the web • adding narration to a presentation • including a quiz or survey in a presentation • tracking quiz or survey results (using SCORM) • participating in an online meeting • using meeting tools for chat, polling, sharing content, etc. • getting support and hands-on training.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** None.

**Fees:** No fee. Registration required.

CNPR101	Jun 11	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
CNPR102	Aug 26	10:00am-11:00am	Eddy Hall Annex 64	Seminar

## UMContent Orientation

- Seminar

This 1-hour seminar provides a broad overview of UMContent, a web-based content management system available to University of Minnesota departments and colleges. UMContent gives web site developers tools for building and maintaining sites as well as a central repository for managing content.

Topics include: Discussion exploring the advantages of using a content management system • using Site Studio Designer to build UMContent web sites • contributing content via web-based forms, native documents, and WebDAV • getting support and hands-on training.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: None.**

**Fees: No fee. Registration required.**

WCMS101	Jun 19	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
---------	--------	---------------	--------------------	---------

## UMContent: Contributor Basics

- Hands-on

This 2.5-hour course covers the basic skills needed to add content to a web site created with UMContent, a web-based content management system available to University of Minnesota departments and colleges. UMContent makes it easy for site contributors to add and edit content without requiring technical skill in web development.

Topics include: editing existing pages • formatting text • working with images • adding external and local links • adding new pages.

This course is taught on the Windows platform using Internet Explorer to access UMContent.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Familiarity with using a Web browser. Participants are encouraged to attend a UMContent Orientation prior to taking this course.**

**Fees: Students \$65.00 / Staff & Faculty \$65.00 / Alumni & Others N/A**

WCMS111	Jun 26	9:30am-12:00pm	Blegen Hall 90	Windows
WCMS112	Aug 13	1:30pm-4:00pm	Blegen Hall 90	Windows

## UMContent: Site Developer Fundamentals

- Hands-on

This 9-hour course covers the skills needed to build a UMContent web site using Site Studio Designer. UMContent is a web-based content management system available to University of Minnesota departments and colleges. This course is intended for those who are already experienced creating basic web pages and have a good working knowledge of HTML/XHTML.

Topics include: creating a home page layout • working with images • creating and using fragments for reusable content • setting up contribution regions • working with secondary pages and replaceable content • adding hyperlinks • using static and dynamic lists • using object property forms and validation scripts.

This course is taught on the Windows platform using Site Studio Designer.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Good working knowledge of HTML/XHTML code. Participants are encouraged to attend a UMContent Orientation prior to taking this course.**

**Fees: Students \$135.00 / Staff & Faculty \$135.00 / Alumni & Others N/A**

WCMS201	Jul 8, 9, 10	1:30pm-4:30pm	Blegen Hall 90	Windows
---------	--------------	---------------	----------------	---------

## V

### Visio 2007: Creating Basic Diagrams

- Hands-on

This 6-hour course explores basic uses of Visio, Microsoft's tool for creating visual diagrams. Participants will learn the skills necessary to create common diagrams such as process maps, mind maps, physical diagrams, and organizational charts.

Topics include: working with stencils • inserting and connecting shapes • inserting text • saving and printing diagrams • sharing diagrams with others • creating templates.

This course is taught on the Windows platform using Visio Professional 2007.

**Prerequisites:** Basic familiarity with the Windows operating system.

**Fees:** Students \$75.00 / Staff & Faculty \$115.00 / Alumni & Others \$200.00

VIS101	Jul 8, 10	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
--------	-----------	---------------	--------------------	---------

## W

### WebVista 4 Instructor Orientation

- Seminar

This 1.25-hour seminar provides a broad overview of WebVista 4, the newest version of the WebCT Vista online course management system available to University of Minnesota faculty and developers.

This seminar is not a hands-on course on how to create course web sites with WebVista. Other courses are available for learning how to use many of the tools discussed.

A student-centered orientation is offered in an online, on-demand format at <http://uttc.umn.edu/tutorials>

Topics include: Discussion reviewing features available in WebVista • exploring tools for delivering content such as a syllabus or lecture notes • exploring interactive tools for communication and assessment • getting started using WebVista • using available support and training resources.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** None.

**Fees:** No fee. Registration required.

VTA4101	Jun 18	10:10am-11:25am	Eddy Hall Annex 64	Seminar
VTA4102	Aug 26	1:30pm-2:45pm	Eddy Hall Annex 64	Seminar

### WebVista 4 Student Orientation

- On-demand online
- Custom face-to-face

This course is currently available as an online on-demand presentation at <http://uttc.umn.edu/tutorials>

Custom face-to-face sessions can also be delivered to groups for a fee. Please call our custom training line at 612-625-2005 for more information.

This 1-hour seminar introduces using WebVista sites at the University of Minnesota. It is intended for students taking courses from faculty who use WebVista for web-based learning activities and course materials.

Discussion Topics Include: configuring your web browser to access WebVista • logging in with the correct ID and password • navigating a course site • troubleshooting common problems • getting help from available support options.

**Prerequisites:** None.

**Fees:** The online, on-demand presentation is available at no charge. Custom face-to-face sessions can be arranged for a fee.

## WebVista 4: Assessment Reports

- Online

As an instructor teaching with WebVista, are you looking for a summary of student responses to quiz questions? Or a statistical analysis of overall quiz results? Do you need to compare the performance of different groups on a quiz? This mini-course may be all you need to start harvesting rich data from WebVista's built-in assessment reports.

Topics include: creating different types of assessment reports • viewing question statistics for individuals and groups • managing performance report pages • downloading quiz and survey reports.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Basic familiarity with WebVista's quiz and survey tools.

**Fees:** No fee. Registration required.

VTA4001	Aug 13	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## WebVista 4: Assessments

- Hands-on

This 3-hour course is intended for University of Minnesota faculty and course designers who would like to use WebVista for online assessments in their course web sites. Participants will learn how to create and modify quizzes; work with different question types; review, reset, and reply to submission attempts; and examine performance reports.

Topics include: creating and editing questions • managing questions with the question database • incorporating customized question feedback • working with question sets • creating and releasing quizzes • releasing quiz scores and assessment statistics to students • linking quizzes to organizer pages and learning modules • altering quiz content and updating scores • viewing submissions and giving feedback to students • changing scores and resetting attempts • reviewing performance reports.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to WebVista 4: Creating Basic Course Web Sites

**Fees:** No fee. Registration required.

VTA4231	Jun 12	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## WebVista 4: Assignments

- Hands-on

This 3-hour course is intended for University of Minnesota faculty and course designers who would like to use WebVista for online assignments in their course web sites. Participants will learn how to create individual and group assignments that can be submitted as text, as a file, or as a web site. Participants will also learn how to publish assignments for peer review.

Topics include: creating and releasing assignments to individuals or groups of students • attaching instructions to assignments • providing communication tools for group work • submitting assignments as text, as a file, or as a web site • reviewing submissions and entering comments • using grading forms with assignments • returning submitted work for revisions or with an assigned grade • publishing assignments for peer review and class feedback • linking assignments to organizer pages and learning modules.

This course is taught on both the Macintosh and Windows platforms using a supported Web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to WebVista 4: Creating Basic Course Web Sites

**Fees:** No fee. Registration required.

VTA4241	Jul 29	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## WebVista 4: Content Management

- Hands-on

This 3-hour course is intended for University of Minnesota faculty and course designers who would like to explore methods of organizing and delivering course content and activities in WebVista. Participants will learn how to build learning modules to create structured learning paths.

Topics include: uploading and managing content files • building a basic learning module • organizing the content of a learning module • adding links to discussions, assignments, and assessments • setting options for the table of contents • customizing the Action menu • selectively releasing learning modules to students • exporting and importing learning modules • using the Media Library to add a glossary of terms.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to WebVista 4: Creating Basic Course Web Sites

**Fees:** No fee. Registration required.

VTA4211	Jul 9	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	-------	---------------	--------------------	-------------------

## WebVista 4: Creating Basic Course Web Sites

- Hands-on

This 3.5-hour course is for University of Minnesota faculty and course designers who would like to learn about using WebVista for creating course web sites. Participants will learn how to build a basic site containing a syllabus, content pages, links to other web sites, discussion topics, and announcements.

An online, on-demand overview of WebVista 4 is available at <https://umconnect.umn.edu/webvista4features> for experienced WebVista 3 users making the switch to WebVista 4.

Topics include: requesting a WebVista site • logging into WebVista • customizing the home page • uploading a syllabus file • organizing and uploading content files • adding links to external content • adding discussion topics and announcements • selectively releasing content to students • working with basic features of the grade book • making changes to site structure and content pages.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser.

**Fees:** No fee. Registration required.

VTA4121	May 22	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
VTA4122	Jun 25	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
VTA4123	Jul 24	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
VTA4124	Aug 28	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

## WebVista 4: Discussions, Blogs, & Journals

- Hands-on

This 3-hour course is intended for University of Minnesota faculty and course designers who would like to explore WebVista's discussions tool. Participants will create, participate in, and manage threaded discussions, class blogs, and journals.

Topics include: creating threaded, class blog, and journal discussion topics • organizing discussion topics in categories • managing discussion messages • grading discussion postings • creating grading forms for discussions • using peer review in discussions.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites:** Familiarity with using a web browser. Knowledge equivalent to WebVista 4: Creating Basic Course Web Sites.

**Fees:** No fee. Registration required.

VTA4221	Aug 7	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	-------	---------------	--------------------	-------------------

## WebVista 4: Grade Book

- **Hands-on**

This 3-hour course is for University of Minnesota faculty and course designers who would like to learn more about WebVista's grade book features. Participants will learn how to use the grade book to manage access to their sites, as well as how to customize and work with data in the grade book.

Topics include: adding and removing grade book members • granting or denying site access to grade book members • entering and editing data in the grade book • adding new columns of data to the grade book • working with calculated columns and letter grades • releasing grade book data to students • exporting and importing grade book data to/from a spreadsheet.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access WebVista 4.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Familiarity with using a web browser. Knowledge equivalent to WebVista 4: Creating Basic Course Web Sites.**

**Fees: No fee. Registration required.**

VTA4251	Jul 31	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## Wikis: Collaborative Content Development

- **Hands-on**

This 3.5-hour course covers the basics of using the University of Minnesota's UMWiki. A wiki is a web site that allows users to directly edit and collaborate on content quickly and easily.

Topics include: understanding the advantages of wikis • exploring good wiki design • structuring content into Wiki Topics • using wiki shorthand for text formatting • controlling access to a Wiki Web • requesting a new Wiki Web.

This course is taught on both the Macintosh and Windows platforms using a supported web browser to access the UMWiki.

Registration in this course is limited to University of Minnesota students, staff, and faculty.

**Prerequisites: Familiarity with using a web browser.**

**Fees: Students \$60.00 / Staff & Faculty \$75.00 / Alumni & Others N/A**

WIKI101	Jul 23	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
---------	--------	---------------	--------------------	-------------------

## Word 2007: Working More Efficiently

- **Hands-on**

This 3.5-hour course covers the skills needed to efficiently create and format professional-looking documents using Word 2007, a Microsoft Office application. This course is intended for both new and experienced Word users. Whether you are creating complex documents or simple memos, this course will help you work smarter, not harder.

Topics include: exploring the new Word 2007 interface and features • formatting documents quickly and efficiently using styles • using Live Preview to view format changes on the fly • keeping frequently used text blocks readily available with Quick Parts • setting preferences so that Word works for you • collaborating with users of earlier versions of Word.

This course is taught on the Windows platform using Word 2007.

**Prerequisites: Good working knowledge of the Windows operating system.**

**Fees: Students \$50.00 / Staff & Faculty \$65.00 / Alumni & Others \$125.00**

WD07101	Jul 15	1:00pm-4:30pm	Eddy Hall Annex 62	Windows
---------	--------	---------------	--------------------	---------

# Schedule at a Glance

## Course Sections Starting the Week of May 19-23

<b>Moodle 1.8: Creating Basic Course Web Sites</b> MDL111	May 21	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows
<b>WebVista 4: Creating Basic Course Web Sites</b> VTA4121	May 22	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

## Course Sections Starting the Week of June 9-13

<b>ImageNow 6: Basics</b> INOW101	Jun 10	1:30pm-4:30pm	Blegen Hall 90	Windows
<b>UMConnect and Presenter 6 Orientation</b> CNPR101	Jun 11	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>MS Office 2007 Overview</b> OFC07101	Jun 12	1:30pm-4:30pm	Blegen Hall 90	Windows
<b>WebVista 4: Assessments</b> VTA4231	Jun 12	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

## Course Sections Starting the Week of June 16-20

<b>Relational Database Design Basics</b> DB101	Jun 17	1:30pm-4:30pm	Eddy Hall Annex 64	Seminar
<b>HTML/XHTML: Fundamentals</b> HTML101	Jun 17	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Excel 2007: Spreadsheet Basics</b> XL07101	Jun 17, 19	1:00pm-4:30pm	Blegen Hall 90	Windows
<b>Photoshop CS3: Basics</b> PSHOP101	Jun 18, 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>myU Portal Orientation</b> PTLSM101	Jun 18	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>WebVista 4 Instructor Orientation</b> VTA4101	Jun 18	10:10am-11:25am	Eddy Hall Annex 64	Seminar
<b>Access 2007: Basic Database Development</b> AC07101	Jun 18, 19, 20	9:30am-12:00pm	Blegen Hall 90	Windows
<b>NetFiles: Basics</b> NF111	Jun 19	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
<b>PowerPoint 2007: Presentation Basics</b> PP07101	Jun 19	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
<b>UMContent Orientation</b> WCMS101	Jun 19	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar



## Course Sections Starting the Week of June 23-27

<b>Dreamweaver CS3: Creating Basic Web Pages</b> DW101 Jun 24, 26	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Moodle 1.8 Instructor Orientation</b> MDL101 Jun 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>FileMaker Pro 8: Basic Database Development</b> FM101 Jun 25, 26, 27	9:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Moodle 1.8: Creating Basic Course Web Sites</b> MDL112 Jun 25	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
<b>UM Web Stats Orientation</b> UMWS101 Jun 25	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>Presenter 6: On-Demand Web Presentations</b> PRSR111 Jun 25	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
<b>WebVista 4: Creating Basic Course Web Sites</b> VTA4122 Jun 25	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
<b>Podcasting Orientation</b> POD101 Jun 26	10:00am-11:00am	Eddy Hall Annex 64	Seminar
<b>UMContent: Contributor Basics</b> WCMS111 Jun 26	9:30am-12:00pm	Blegen Hall 90	Windows
<b>ImageNow 6: Basics</b> INOW102 Jun 27	9:00am-12:00pm	Blegen Hall 90	Windows

## Course Sections Starting the Week of July 7-11

<b>myU Portal: Group Collaboration</b> PTLWS111 Jul 8	1:30pm-3:30pm	Eddy Hall Annex 54	Windows
<b>Visio 2007: Creating Basic Diagrams</b> VIS101 Jul 8, 10	1:30pm-4:30pm	Eddy Hall Annex 62	Windows
<b>UMContent: Site Developer Fundamentals</b> WCMS201 Jul 8, 9, 10	1:30pm-4:30pm	Blegen Hall 90	Windows
<b>Relational Database Design Basics</b> DB102 Jul 9	9:00am-12:00pm	Eddy Hall Annex 64	Seminar
<b>UMCal: Basics</b> UC111 Jul 9	1:30pm-4:00pm	Walter Library 210	Macintosh/Windows
<b>WebVista 4: Content Management</b> VTA4211 Jul 9	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Designing Accessible Web Sites</b> DSIGN111 Jul 10	10:00am-11:30am	McNamara Alumni Center Rm. 180	Seminar
<b>HTML/XHTML: Fundamentals</b> HTML102 Jul 11	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows

### Course Sections Starting the Week of July 14-18

<b>Excel 2002/2003: Spreadsheet Basics</b> XL03101	Jul 15, 17	1:00pm-4:30pm	Blegen Hall 90	Windows
<b>Word 2007: Working More Efficiently</b> WD07101	Jul 15	1:00pm-4:30pm	Eddy Hall Annex 62	Windows
<b>Access 2003: Basic Database Development</b> AC03101	Jul 16, 17, 18	9:30am-12:00pm	Blegen Hall 90	Windows
<b>Dreamweaver CS3: Creating Basic Web Pages</b> DW102	Jul 16, 18	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
<b>UMConnect 6: Small Group Web Conferencing and Collaboration</b> CNCT121	Jul 16	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Moodle 1.8: Grades</b> MDL211	Jul 17	1:30pm-4:00pm	Eddy Hall Annex 62	Macintosh/Windows
<b>ImageNow 6: Basics</b> INOW103	Jul 18	1:30pm-4:30pm	Blegen Hall 90	Windows

### Course Sections Starting the Week of July 21-25

<b>SAS 9: Introduction to Programming Concepts</b> SAS101	Jul 22, 24	1:00pm-5:00pm	Blegen Hall 90	Windows
<b>Computer Security: Issues for System Administrators</b> SEC201	Jul 22	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>PowerPoint 2007: Enriching Your Presentations</b> PP07201	Jul 22, 24	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
<b>Dreamweaver CS3: CSS for Presentation</b> DW211	Jul 23	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Wikis: Collaborative Content Development</b> WIK1101	Jul 23	1:00pm-4:30pm	Walter Library 210	Macintosh/Windows
<b>NetFiles: Basics</b> NF112	Jul 23	9:30am-12:00pm	Walter Library 210	Macintosh/Windows
<b>Excel 2007: Managing and Analyzing Data</b> XL07201	Jul 23, 25	8:30am-12:00pm	Blegen Hall 90	Windows
<b>Portfolio Orientation</b> PF101	Jul 24	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>Moodle 1.8: Creating Basic Course Web Sites</b> MDL113	Jul 24	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>WebVista 4: Creating Basic Course Web Sites</b> VTA4123	Jul 24	8:30am-12:00pm	Blegen Hall 90	Macintosh/Windows

### Course Sections Starting the Week of July 28-August 1

<b>WebVista 4: Assignments</b> VTA4241	Jul 29	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Access 2007: Basic Database Development</b> AC07102	Jul 29, 30, 31	1:30pm-4:00pm	Blegen Hall 90	Windows
<b>Photoshop CS3: Basics</b> PSHOP102	Jul 30, Aug 1	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Moodle 1.8: Collaboration</b> MDL221	Jul 30	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>WebVista 4: Grade Book</b> VTA4251	Jul 31	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>MS Office 2007: Working Between Applications</b> OFC07201	Aug 1	1:00pm-4:30pm	Blegen Hall 90	Windows

### Course Sections Starting the Week of August 4-8

<b>SAS 9: Programming I - Essentials</b>				
SAS201	Aug 5, 6, 7	1:00pm-4:30pm	Eddy Hall Annex 54	Windows
<b>Dreamweaver CS3: Creating Basic Web Pages</b>				
DW103	Aug 6, 7	1:00pm-4:30pm	Blegen Hall 90	Macintosh/Windows
<b>UMConnect 6: Tools for Delivering Training on the Web</b>				
CNCT221	Aug 6	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>UMCal: Managing Calendars for Others</b>				
UC211	Aug 7	1:30pm-3:00pm	Walter Library 210	Macintosh/Windows
<b>WebVista 4: Discussions, Blogs, &amp; Journals</b>				
VTA4221	Aug 7	1:30pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

### Course Sections Starting the Week of August 11-15

<b>Excel 2002/2003: Managing and Analyzing Data</b>				
XL03301	Aug 12, 14	1:00pm-4:30pm	Blegen Hall 90	Windows
<b>Dreamweaver CS3: CSS for Page Layout</b>				
DW221	Aug 12, 14	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Access 2007: Advanced Database Development</b>				
AC07201	Aug 12, 13, 14	1:30pm-4:30pm	Eddy Hall Annex 54	Windows
<b>Designing Accessible Web Sites</b>				
DSIGN112	Aug 13	1:30pm-3:00pm	Walter Library 210	Seminar
<b>Podcasting Orientation</b>				
POD102	Aug 13	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>UMContent: Contributor Basics</b>				
WCMS112	Aug 13	1:30pm-4:00pm	Blegen Hall 90	Windows
<b>WebVista 4: Assessment Reports</b>				
VTA4001	Aug 13	1:30pm-3:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Moodle 1.8: Creating Basic Course Web Sites</b>				
MDL114	Aug 13	8:30am-12:00pm	Eddy Hall Annex 62	Macintosh/Windows
<b>Respondus 3.5 Orientation</b>				
RO101	Aug 15	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar

### Course Sections Starting the Week of August 18-22

<b>Photoshop CS3: For the Designer in You</b>				
PSHOP221	Aug 19	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows
<b>ImageNow 6: Basics</b>				
INOW105	Aug 20	1:30pm-4:30pm	Blegen Hall 90	Windows
<b>Networking Basics</b>				
NET101	Aug 21	1:30pm-3:30pm	Eddy Hall Annex 64	Seminar
<b>Photoshop CS3: Picture Perfect</b>				
PSHOP201	Aug 21	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

### Course Sections Starting the Week of August 25-29

<b>WebVista 4 Instructor Orientation</b>				
VTA4102	Aug 26	1:30pm-2:45pm	Eddy Hall Annex 64	Seminar
<b>UMConnect and Presenter 6 Orientation</b>				
CNPR102	Aug 26	10:00am-11:00am	Eddy Hall Annex 64	Seminar
<b>Moodle 1.8 Instructor Orientation</b>				
MDL102	Aug 27	1:30pm-2:30pm	Eddy Hall Annex 64	Seminar
<b>WebVista 4: Creating Basic Course Web Sites</b>				
VTA4124	Aug 28	1:00pm-4:30pm	Eddy Hall Annex 62	Macintosh/Windows

# Index

Access 2003: Basic Database Development .....	p 4	Portfolio Orientation .....	p 14
Access 2007: Advanced Database Development .....	p 4	PowerPoint 2007: Enriching Your Presentations .....	p 14
Access 2007: Basic Database Development .....	p 4	PowerPoint 2007: Presentation Basics .....	p 14
Computer Security: Issues for System Administrators.....	p 5	Presenter 6: On-Demand Web Presentations .....	p 15
Designing Accessible Web Sites.....	p 5	Relational Database Design Basics .....	p 15
Dreamweaver CS3: Creating Basic Web Pages.....	p 5	Respondus 3.5 Orientation.....	p 15
Dreamweaver CS3: CSS for Page Layout.....	p 6	SAS 9: Introduction to Programming Concepts .....	p 16
Dreamweaver CS3: CSS for Presentation.....	p 6	SAS 9: Programming I - Essentials .....	p 16
Excel 2002/2003: Managing and Analyzing Data .....	p 6	UM Web Stats Orientation .....	p 16
Excel 2002/2003: Spreadsheet Basics .....	p 7	UMCal Orientation .....	p 17
Excel 2007: Managing and Analyzing Data.....	p 7	UMCal: Basics .....	p 17
Excel 2007: Spreadsheet Basics .....	p 7	UMCal: Managing Calendars for Others .....	p 17
FileMaker Pro 8: Basic Database Development .....	p 8	UMConnect 6: Small Group Web Conferencing and Collaboration ..	p 18
Gopher Messaging: Voicemail from the Phone or on the Web.....	p 8	UMConnect 6: Tools for Delivering Training on the Web .....	p 18
HTML/XHTML: Fundamentals .....	p 8	UMConnect and Presenter 6 Orientation .....	p 18
ImageNow 6: Basics.....	p 9	UMContent Orientation.....	p 19
Moodle 1.8 Instructor Orientation.....	p 9	UMContent: Contributor Basics.....	p 19
Moodle 1.8 Student Orientation.....	p 9	UMContent: Site Developer Fundamentals .....	p 19
Moodle 1.8: Collaboration.....	p 10	Visio 2007: Creating Basic Diagrams .....	p 20
Moodle 1.8: Creating Basic Course Web Sites .....	p 10	WebVista 4 Instructor Orientation .....	p 20
Moodle 1.8: Grades .....	p 10	WebVista 4 Student Orientation .....	p 20
MS Office 2007 Overview .....	p 11	WebVista 4: Assessment Reports.....	p 21
MS Office 2007: Working Between Applications .....	p 11	WebVista 4: Assessments .....	p 21
myU Portal Orientation .....	p 11	WebVista 4: Assignments .....	p 21
myU Portal: Group Collaboration .....	p 12	WebVista 4: Content Management.....	p 22
NetFiles: Basics .....	p 12	WebVista 4: Creating Basic Course Web Sites .....	p 22
Networking Basics .....	p 12	WebVista 4: Discussions, Blogs, & Journals .....	p 22
Photoshop CS3: Basics .....	p 13	WebVista 4: Grade Book.....	p 23
Photoshop CS3: For the Designer in You .....	p 13	Wikis: Collaborative Content Development .....	p 23
Photoshop CS3: Picture Perfect.....	p 13	Word 2007: Working More Efficiently.....	p 23
Podcasting Orientation .....	p 14		

# Process Mapping and Analysis 2-Day Workshop

The Human Resources Organizational Effectiveness Division,  
the Office of Service and Continuous Improvement,  
and the Office of Information Technology are partnering to deliver a  
2-day process mapping and analysis workshop.

**Dates and Locations:**  
July 29, 215 Donhowe, 9:00-4:00  
August 5, 90 Blegen, 9:00-4:00  
1 hour lunch break  
(lunch not provided)

**Cost to participants: \$75**

**For more information and to register,**  
go to [hrss.umn.edu](http://hrss.umn.edu) and click on the  
following links:

Training Registration/History  
Organizational Effectiveness  
Professional Development

## Day 1

### Introduction to Process Mapping

An overview of benefits and methods for process mapping, participants will gain the following skills:

- Define process mapping/workflow and its role in organizational planning
- Identify at least three purposes for creating process maps
- Assess a business activity to determine whether process mapping would be useful
- Describe the major steps in creating a process map
- Understand the human relationships involved in successful mapping efforts

### Process Mapping Fundamentals

Focusing on tools and techniques for creating effective and useful process maps, participants will be able to:

- Develop a SIPOC illustration and analysis
- Create a process map for key services they deliver to faculty, students or staff
- Read and assess a process map to identify strengths and opportunities
- Complete a qualitative process analysis
- Identify 'quick wins' to immediately improve service delivery

## Day 2

### Visio 2007 – Creating Process Maps

An introduction to Visio, a standard software program used in creating process maps, participants will be able to:

- Describe how Visio is used in creating process maps
- Understand the most effective ways to format, display, and share process maps
- Apply Visio templates and diagrams to enhance process mapping
- Use Visio to create maps quickly and efficiently

**Only need hands-on Visio  
training? UTTC's 6-hour  
course is also still available.  
Details on page 18.**

### Facilitation Techniques for Process Mapping

Learn tips for facilitating effective process mapping and analysis sessions. Working with the human factors is an essential part of creating process maps. Facilitators need strong team management skills, especially since they often do not supervise the members of their teams. This session will enhance participants' abilities to:

- Facilitate process mapping sessions
- Provide support to a project team
- Understand and manage team dynamics
- Q & A and problem solving discussion

## Other Training Options

### Self-Paced Training

UTTC has online, self-paced learning materials in a variety of formats, including narrated presentations and interactive tutorials. You can also use your University ID to borrow from our self-paced video and CD-ROM tutorials.

### Live Online Training

Some UTTC courses are available with a live web option, so you can stay at the comfort of your desk and still ask an instructor any questions you have. Look for the Live Web Option logo throughout this bulletin.

### Custom Training

UTTC can customize any of our current short course offerings to meet the specific needs of your group. And in some cases, we can design a completely new course.

### General Information

612-625-1300  
adcsofc@umn.edu  
uttc.umn.edu

### Custom Training

612-625-2005

### Course Comments

uttc@umn.edu

## Registration Guidelines

### General Guidelines

**Registration is closed 2 working days prior to class. Courses without sufficient interest may be cancelled 5 working days prior to class.**

Please complete one form for each person wishing to register. The form is on the back cover of this bulletin and also on our website at <http://uttc.umn.edu>. Forms may be photocopied.

Classes are filled in the order registrations are received. Registrations by mail and fax are processed at the end of the day they are received. Many classes fill quickly. To avoid disappointment, register early. If a class is full, please ask to be put on a waiting list. We will try to offer more sections if there is sufficient interest.

Registration for all courses is handled by ADCS in 190 Shepherd Labs, 100 Union St. S.E., on the East Bank of the University of Minnesota, phone 612-625-1300, web <http://uttc.umn.edu>, e-mail [adcsofc@umn.edu](mailto:adcsofc@umn.edu).

### Prerequisites

Please note the prerequisites for classes you plan to take. Instructors will not slow down classes to accommodate students who have not mastered the stated prerequisites.

### Cancellation and Refund Policy

If you cannot attend class, you must notify ADCS at <http://uttc.umn.edu/training/cancellation> or via e-mail at [adcsofc@umn.edu](mailto:adcsofc@umn.edu), by telephone at 612-625-1300, or in person in 190 Shepherd Labs. We need to hear from you so we can contact people on our waiting lists. Alternatively, you may send someone in your place.

**Cancellations received more than two (2) business days before the start of class are eligible for a refund minus a \$10 processing fee. Cancellations received fewer than two (2) business days before class are not eligible for a refund. If we must cancel a class for any reason, we will refund your registration fee in full.**

# Registration Procedures

## To Register On Line

### Submit your registration form

Go to [uttcc.umn.edu](http://uttcc.umn.edu) and locate your class. Select the "enroll" button at the bottom of the course description. You will need to log in with your Internet ID and password. If you do not have an Internet ID, you may create a guest account by clicking the "Create a new guest account" button on the login screen.

### Send us your payment

Payment must be received by the due date on the Held Seat Confirmation page to finalize your registration. **If your payment is not received on time, your space will be given to another student.** Submit your CUFSS number on the registration form; *or* bring in your cash, check, MasterCard, Visa, or Discover card, to ADCS; *or* mail in your check to ADCS.

### Look for your confirmation

Your registration will be confirmed by e-mail. You are not officially registered until you have received a confirmation.

## To Register by Fax

### Submit your registration form

Fax your completed registration form (located on the back of this bulletin) to 612-625-6817.

### Send us your payment

Payment must be received within five business days of faxed registration to finalize your registration. If your class starts within five business days of your faxed registration, payment is due immediately. **If your payment is not received on time, your space will be given to another student.** Include your CUFSS number on the registration form; bring in your cash, check, MasterCard, Visa, or Discover card, to ADCS; *or* mail in your check to ADCS.

### Look for your confirmation

Your registration will be confirmed by e-mail. You are not officially registered until you have received a confirmation.

## How to Reach Us

Phone: 612-625-1300

Fax: 612-625-6817

Web: [uttcc.umn.edu](http://uttcc.umn.edu)

### Campus Address\*

Short Course Registration  
ADCS  
190 Shepherd Labs

### Mail Address\*

Short Course Registration  
ADCS  
190 Shepherd Labs  
100 Union St. SE  
Minneapolis, MN 55455-0421

## To Register by Mail

### Submit your registration form

Mail your registration form and payment to ADCS at the address below. Please include an email address or U.S. mail return address so we can send your confirmation notice to you.

### Send us your payment

Please include your CUFSS number or check with your registration form. **Payment must accompany your registration.**

### Look for your confirmation

Your registration will be confirmed by e-mail or U.S. mail. You are not officially registered until you have received a confirmation.

## To Register in Person

### Submit your registration form

Register at the ADCS office, 190 Shepherd Labs, Monday through Friday, 8 a.m. to 4 p.m.

### Bring us your payment

Pay with cash, check, MasterCard, Visa or Discover in our office. **Payment must accompany your registration.**

### Keep your confirmation

You will receive a confirmation at the time of registration. Please retain this confirmation as proof of your registration.

# Academic and Distributed Computing Services

University of Minnesota  
 Room 190, Shepherd Labs  
 100 Union Street SE  
 Minneapolis, MN 55455-0421

Karen Klinkenberg  
 Library University Archives  
 218 AnderLi  
 7921

## Academic & Distributed Computing Services Short Course Registration

Name		Department	
University Internet ID (x.500)		Address (campus address preferred)	
Preferred E-mail Address		City	State Zip
University Affiliation: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Alumni and Others		Home Phone	Work Phone

*Please note: Some classes require previous experience. Before registering for a course, please check its description in the Computer Training Bulletin for any prerequisites. Instructors assume that all registrants meet the stated prerequisites.*

Class Code	Class Title	Date & Time	Platform*	Fees	Ofc Use

\* Platform: If you're registering for a course that is taught in a multi-platform lab, you must specify your preferred platform: Mac or Win.

Total Fees: \$

<b>Office Use Only</b>	Reg. By:	Date:	Payment Due:
Payment Method:	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check <input type="checkbox"/> CUFS

Payment Enclosed  
 Check # \_\_\_\_\_  
 or  
 CUFS \_\_\_\_\_