LATTC LEARNING COMMUNITY FACULTY/STUDENT TECHNOLOGY MANUAL

Created by
Alicia I. Rodriquez-Estrada, Title V Instructional Technology Specialist

@ONE training materials adapted with permission from @ONE, http://one.fhda.edu, April 2003

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How To Post Grades Online

1) NOTES: Only the instructor of record will be granted access to posting grades online. At this time, administrators, department chairs or anyone other than the instructor of record will be denied access to posting grades for a class that is not theirs.

2) Go to: http://marlin.laccd.edu/district/grants_and_programs/instructors.htm

3) Click on "assign grades to students."

4) Enter your DEC User ID (In most cases, this is the first 6 letters of your last name, or fewer letters if your entire last name is less than six letters, followed by your first initial and, if you have one, your middle initial. – Example: the DEC User ID for John Q. Public would be PUBLICJQ.

5) Click on the blue “OK” button (pressing “Enter” or the “Return Key” will NOT work!)

6) Enter your DEC Password - If you are a current DEC user, you already have a password that will also work for this purpose.
- If you are NOT a current, authorized DEC user, use your employee number for your DEC password.
- If neither of the options above allows you to continue, contact Management Information Systems (MIS) in A102, ext. 437, to obtain an Information System Access Request and Agreement form.

7) Click on the blue “OK to proceed to the instructor menu” button.

8) On the next available screen, follow the instructions to select the College, Year, and Semester of the class for which you want to submit grades.

9) Click on the blue “OK” button.

10) Enter the specific section number of the class containing the student(s), and the sequence option to display the student information.

11) Click the blue “OK" button to submit the request.

12) The next screen you see should be your students and directions on how to post grades. You must enter a grade for every student in the class for the process to work. If you want to give a student an incomplete, you need to enter "I" in the grade column and enter a default letter grade in the second column. When you have given every student a grade, click on the OK button at the bottom of the page.

13) After a few seconds, the computer will return with the results of your submission. It will list all of the students in your class along with the grades you wanted to give them. Or it will tell you what errors you need to correct. Once you have succeeded in giving

all students their grades, there will be directions to PRINT the page, SIGN it and submit it to the registration office. You can staple that printed form to the normal grade sheet and submit them together to Registration. Do not bubble in the normal grade form if you submit grades electronically.

14) You may then chose to view another course roster or exclude students, or submit grades for another class or exit the system.

How To Access Class Rosters Online

1) NOTES: Only the instructor of record will be granted access to a class roster online. At this time, administrators, department chairs or anyone other than the instructor of record will be denied access to class rosters online.

2) Double-click on either Internet Explorer or Netscape icon from your Windows Desktop.

3) Go to: http://marlin.laccd.edu/district/grants_and_programs/instructors.htm

4) Follow the instructions listed to click on the "Instructor System" button

5) Enter your DEC User ID (In most cases, this is the first 6 letters of your last name, or fewer letters if your entire last name is less than six letters, followed by your first initial and, if you have one, your middle initial. – Example: the DEC User ID for John Q. Public would be PUBLICJQ.

6) Click on the blue "OK" button (pressing "Enter" or the "Return Key" will NOT work!)

7) Enter your DEC Password - If you are a current DEC user, you already have a password that will also work for this purpose.
- If you are NOT a current, authorized DEC user, use your employee number for your DEC password.
- If neither of the options above allows you to continue, contact Management Information Systems (MIS) in A102, ext. 437, to obtain an Information System Access Request and Agreement form.

8) Click on the blue "OK to proceed to the instructor menu" button.

9) On the next available screen, follow the instructions to select the College, Year, and Semester of the class roster you desire.

10) Click on the blue "View Roster" button.

11) Enter the specific section number of the roster you wish to view and, if desired, a sequence option to display the requested information.

12) Click the blue "OK to submit the request" button.

13) The next screen you see should be your requested roster. You may click on the "Print" button to print out a hard copy.

How To Exclude Students Online

1) NOTES: Only the instructor of record will be granted access to exclude students online. At this time, administrators, department chairs or anyone other than the instructor of record will be denied access to exclude students online in classes other than their own. Also, you will only be allowed to exclude students if you do so within the normal time frame allowed each semester and for your specific class.

2) Go to: http://marlin.laccd.edu/district/grants_and_programs/instructors.htm

3) Click on the "Exclude Students from classes" link.

4) Enter your DEC User ID (In most cases, this is the first 6 letters of your last name, or fewer letters if your entire last name is less than six letters, followed by your first initial and, if you have one, your middle initial. – Example: the DEC User ID for John Q. Public would be PUBLICJQ.

5) Click on the blue “OK” button (pressing “Enter” or the “Return Key” will NOT work!)

6) Enter your DEC Password - If you are a current DEC user, you already have a password that will also work for this purpose.
- If you are NOT a current, authorized DEC user, use your employee number for your DEC password.
- If neither of the options above allows you to continue, contact Management Information Systems (MIS) in A102, ext. 437, to obtain an Information System Access Request and Agreement form.

7) Click on the blue “OK to proceed to the instructor menu” button.

8) On the next available screen, follow the instructions to select the College, Year, and Semester of the class containing the student(s) you want to exclude.

9) Click on the blue “Exclude” button.

10) Enter the specific section number of the class containing the student(s), and the sequence option to display the student information.

11) Click the blue “OK" button to submit the request.

12) The next screen you see should be your students and directions on how to exclude them. You must enter the date of exclusion EXACTLY as it shows at the top. You can exclude as many students as you want at the same time. When you have entered the dates for all of the students you want to exclude, you need to click on the "OK" button at the bottom of the page.

13) After a few seconds, the computer will return with the results of your submission. It will list all of the students you wanted to drop with a **SUCCESSFUL** status next to their name or it will tell you what mistakes you need to correct before the process can conclude. If you were successful, it gives directions to PRINT the page, SIGN IT, and submit it to the Registration Office. It is very important to our campus audit process that you submit that paper in a timely manner.

14) You may then chose to view another course roster or exclude students from another class or exit the system

Creating & Publishing Your Homepage Using Netscape Composer

To Create the index.html file

1. Create a folder on the floppy disk and name it your first name. This folder will be used to assemble your Web Site files.

2. You will be using a clip art image during this exercise. The proper procedure is to locate the image prior to using it. Browse through the Clipart folder (the Trainer will tell you where the folder is located) and choose one of the images to decorate your home page. Copy that image from the Clipart folder to your Web Site folder on the floppy disk.

   Now you are ready to work on the file.
3. Open Netscape Composer and, if necessary, click the NEW button  to get a blank page.

4. Use Save As from the File menu to save the blank page in your Web Site folder on the floppy disk. Use the file name **index.html**

5. It's time to give your page a title. Windows users will automatically be given an opportunity to title the page at this time. To title the page using a Macintosh, choose Page Title from the Format Menu. You should use the title Home Page to describe the function of this initial page. The title will be displayed when the page is accessed on the Web.

To Create a Table That Can be Used to Control Text and Image Spacing

1. Click the TABLE button.  A dialog box will appear. This dialog box is used to set the table's properties. For now you will use the defaults. Later on you can experiment with changing them if you wish. The default settings are:

   1 Row and 2 Columns; Border Line Width = 1 pixel
   Spacing between Cells = 1 pixel; Padding within Cells = 1 pixel
   Table Alignment = Left; Table Width = 100% of window
   Equal Column Widths

2. Click the OK button to accept the defaults. You will see an outline of the empty table on the page.

To Insert Text into a Table Cell

1. Click to place the insertion point in the first cell (row 1, column 1) and type the following in that cell. Use the RETURN (ENTER) key to move from one line to the other. Note how the table cell changes size to accommodate what you type.

Your Name
Your Academic Department
Your College's Name
Name of the City where your College is located

2. Change the appearance of the text as you please by using the Format menu. Another way to format text in Netscape Composer is to use the drop down list of pre-set paragraph styles on the left side of the tool bar.

There are six different heading styles ranging in size from Heading 6 (the smallest) to Heading 1 (the largest). The other styles shown in the drop down list are either self-explanatory or their effect can be found in Netscape Communicator's Help section under "Paragraph Styles".

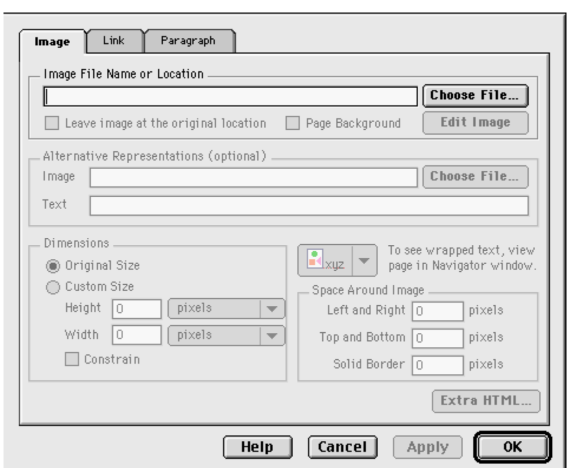
You can control the color of the text by clicking the color button on the toolbar of the Macintosh  or by using the drop down Font Color list on the Windows machine.

Use the Horizontal Line button to insert a divider line anywhere in the text.

To Insert a Graphic Image

1. Click to place the insertion point in the second cell (row 1, column 2) in preparation for inserting the image you previously selected.

2. Click the IMAGE button  The Image Properties dialog box will be displayed.



3. Click the Choose Files button. The Choose Image File dialog box will be displayed.

4. Locate and select the filename for the desired image. (It will be in your site folder.)

5. Click the Open button. The Image Properties dialog box will reappear. You will use this dialog box at this time to specify text that will appear while the image is being loaded. The specified text would also be displayed if, for any reason, the image cannot be displayed to a user.

6. Specify alternate text as follows:

   Windows Users -
   a. Click the ALT TEXT/LOW RES. button to bring up the Alternate Image Properties dialog box. The insertion point should be blinking in the Alternate Text box.
   b. Type: Home Page Image
   c. Click the OK button

   Macintosh Users -
   a. Click to set the insertion point in the Text box of the Alternative Representations section of the dialog box.
   b. Type: Home Page Image

7. The other options in the Image Properties Dialog Box will not be used at this time. Most of them are self explanatory, with the possible exception of the xyz Text Alignment buttons 

(drop down menus on the Macintosh). Those buttons control how the image will appear relative to any adjacent text.

8. Click the OK button on the Image Properties dialog box to complete the image insertion procedure.

9. Save the file.

To Change the Size of the Image

It may be that the image you selected is too small (or too large) to fit into the available space. If so, you can change its size (in Netscape Composer) as follows.

1. Click to select the image.

2. Click the Image button on the toolbar to bring up the Image Properties dialog box.

The Dimensions section of the dialog box shows the current size of the image.

3. On the Macintosh, click the Custom Size option (not necessary on Windows). You have two resizing options - you can either resize the image keeping its original proportions, or you can skew it out of proportion. To maintain the proportions, click to put a check mark in the Constrain box and then change the pixel size for either dimension. The other dimension will also change to maintain the original proportions. To skew the image, remove the check mark from the Constrain box and change the pixel size for either or both dimensions.

To Complete the Text for Your Home Page

1. Click to place the insertion point immediately below the table and type the current term on the first line, your course schedule on the following lines, with information about how to contact you on the final lines. Your typing may look something like this:

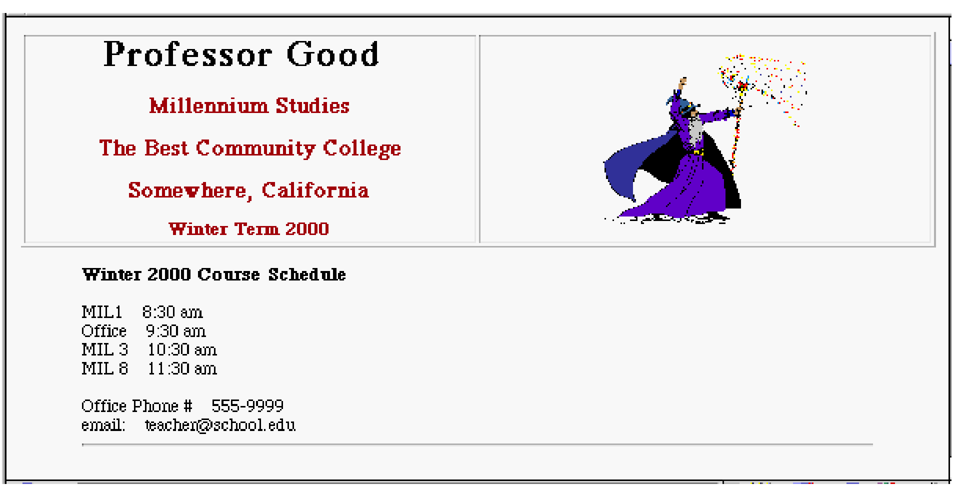
   Winter 2000 Course Schedule

MIL1	8:30 am
Office	9:30 am
MIL 3	10:30 am
MIL 8	11:30 am

Office Phone:	123-555-9999
Email:	teacher@school.edu

2. Format the course schedule as you please.

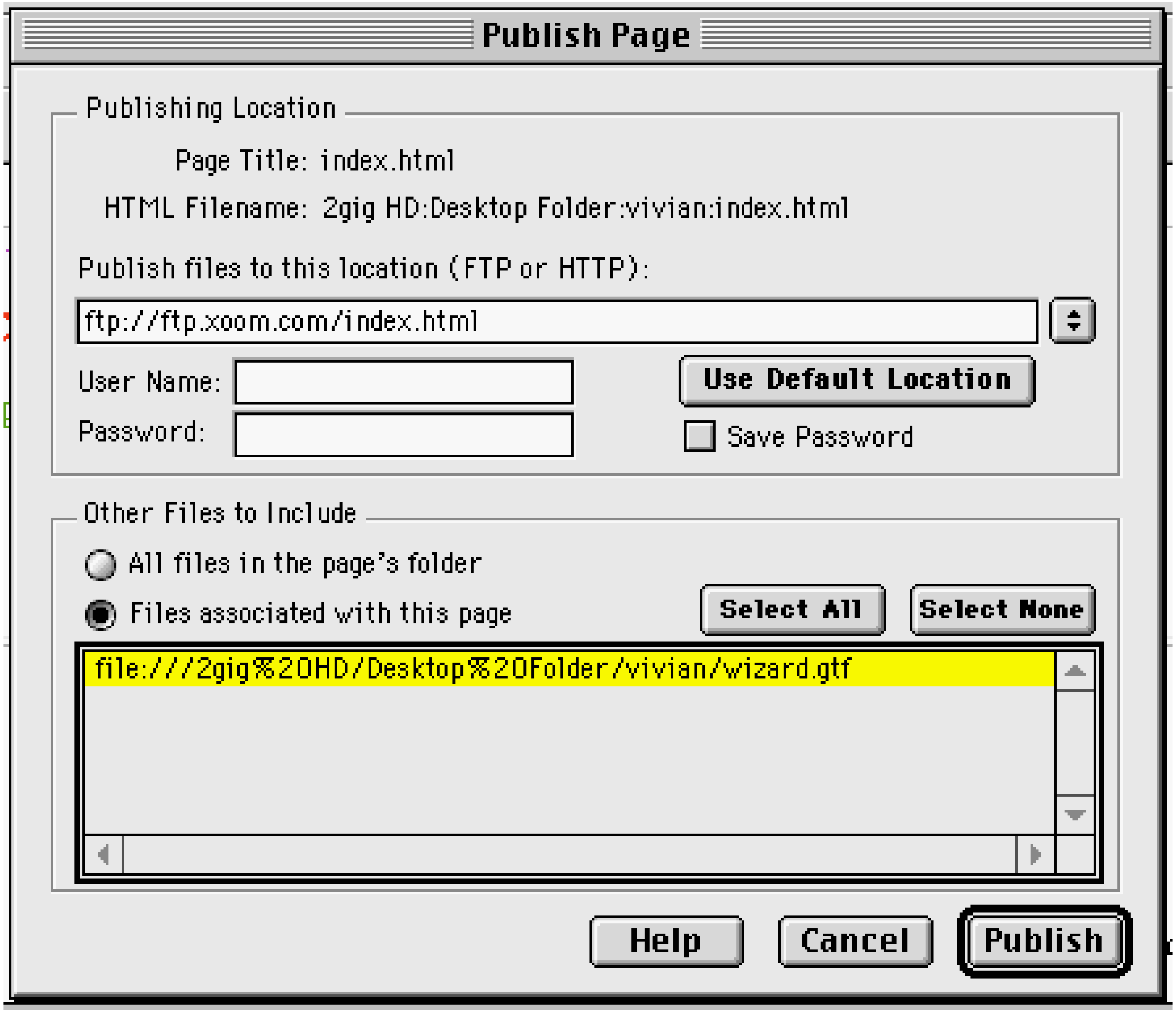
3. When you have the appearance of the text to your liking, save the file; but do not close it. Your screen might look something like this.



To Publish the file to a Web Server

1. You must be connected to an Internet Service Provider and the **index.html** file must be open in the Netscape Composer window.

2. Click the PUBLISH button. The Publish Page Dialog Box appears.



3. Fill in the location, username and password in the dialog box.

4. Click the "All files in page's folder" radio button.

5. Click the Select All button.

6. Click the Publish button (Macintosh) or the OK button (Windows).

7. Windows users: If you see a Security dialog box, click the Continue button.

8. You should soon see a message that your file was uploaded successfully.

9. Close the Netscape Composer window.

To View Your Website

1. Close and/or minimize all windows.

2. Open Netscape Communicator.
3. Type the URL for your homepage into the address window.

Your new web page should soon be displayed

Communication Styles

- Students and faculty must be aware of different communication styles
- Instructor must set the tone for email messages
- Let students know at the beginning of class your policies regarding response time
- Use "clues" to help convey the meaning of your messages
- Clues refer to emoticons and acronyms

Emoticons

:-) or :) Smiley (most common)
;-) or ;) Wink
:-o or : o Gasp
:-(or : (Unhappiness

Acronyms

BTW: By the way
IMO: In my opinion
IMHO: In my humble opinion
FAQ: Frequently asked questions
FYI: For your information
ROTFL: Rolling on the floor laughing
LOL: Laughing out loud
F2F: Face to face

Providing Feedback

- Students like the instant feedback they are able to receive when using online tools to communicate
- Instructors must set up their standards for responding to email

- Turn-around time
- Different response time for different types of questions?
- What are the standards for students?

Setting Up a Yahoo! Groups Account

For your hands-on listserv, bulletin board, and chat activities, you will be using Yahoo! Groups, a popular site acquired in June 2000 by Yahoo! Your trainer has set up a Yahoo! Groups site for your course.

HINT: If using this resource in your own classroom, you may want your students to initiate the subscription process themselves. We found it more efficient to obtain participants' email addresses and register them ourselves; this is the procedure used below.

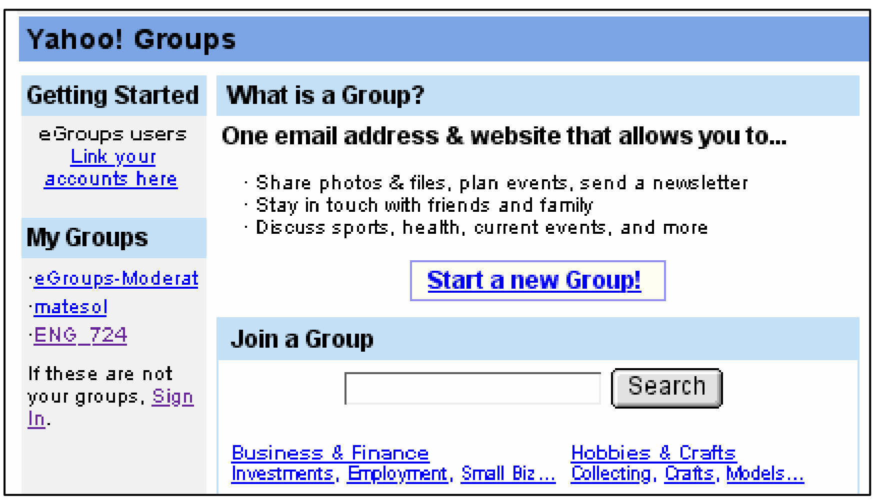
Trainer Tip:

If you are using participants' existing Yahoo! Mail account s (i.e. not dummy training accounts), note that your

Prior to class time:

1. Obtain and have handy the email addresses for all participants/students.

NOTE: In a training session, you may wish to set up dummy Yahoo email accounts using generic names (Student 1, Student 2, etc.). Participants can use those dummy accounts during the course.



2. Go to the Yahoo! Groups website at

   http://groups.yahoo.com/

3. Sign up for membership in Yahoo! Groups. (NOTE: If you already have a Yahoo! Mail account, you simply need to follow the link under "Getting Started." Follow the instructions there.)

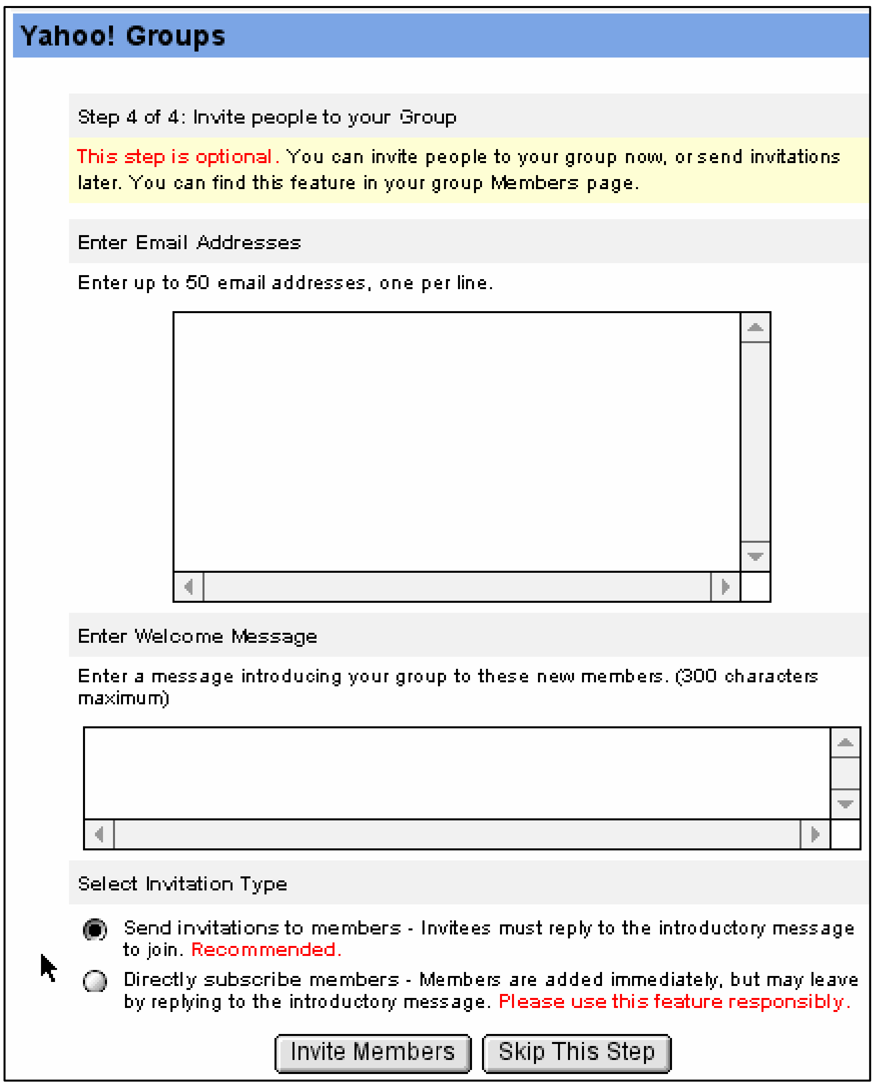
NOTE:

At publication time, Yahoo! Groups had just taken over Yahoo! Groups, and changed the registration process. This may change again, so be aware that some of these

4. Go to your email account and check your mail. You will receive a confirmation from Yahoo! Groups, which contains an authorization number. Follow the Yahoo! Groups directions and complete your registration using that authorization number.

5. Once your authorization is complete, go to: **http://groups.yahoo.com**. Click the **Start a Group** button to create a new group. You will need to give your group a unique name and supply some information about the group. We suggest that you restrict this site for your members only.

6. The last step of registration asks you to register participants and create a Welcome Message which



appears in their invitations:

7. Use the email addresses of the participants/students to subscribe them to the group, and check the second radio button to directly subscribe members. Using this approach can save class management time.

NOTE: The default method of sending invitations requires potential users to respond to the invitations before membership becomes active.

8. When you are through, a congratulatory screen will appear confirming the information about your group, including its web address (for chat and bulletin board) and posting address (for listserv).

   Print this page for future reference.

Participants will each receive a welcome message, which will include the name of the group, any personalized note you included, and instructions for using Yahoo! Groups.

Using PowerPoint

This tutorial is unlike the others you have seen in class. The PowerPoint tutorial will be text based. To get the most out of this tutorial it is best to run PowerPoint, so that you can experiment with the concepts that are mentioned in the tutorial.

Find and open PowerPoint.

When the **Tip of the day** dialog box appears,
Read it and click on the **OK** button.

The following **PowerPoint** dialog box should appear, asking you how you want to create your new presentation.

Here is a brief description of the options under the **Create a New Presentation Using** title.

* **AutoContent Wizard**- takes you through the creation of a simple presentation step by step.

* **Pick a Look Wizard**- this wizard helps you make choices on how your presentation will look.

* **Template**- PowerPoint provides 160 templates that you can choose from. The templates are created by professional artists and offer design choices in black and white as well as in color.

* **Blank Presentation**- this option allows you to select slides and format them individually.

Select **Blank Presentation** and click on the **OK** button.

In the **New Slide** dialog box select the **Title Slide** option.

Your screen should look as follows:

This is your title slide you can enter the title and sub-title here. Note that if your toolbars are not visible, choose **Toolbars** from the **View** menu and make your selections.

Experiment with your title slide by entering in text, changing the color of the text, changing the font size etc.

Now that you have been introduced to a slide, it is time to learn about PowerPoint's different ***Views***.

Next Topic: Understanding PowerPoint Views
Main Menu

Screen Layout

The Power Point screen layout in **Normal View**:

Views

Power Point gives you four screen layouts for constructing your presentation in addition to the Slide Show. You can select the page view by clicking the buttons just above the formatting toolbar and the bottom of the page.

Normal View
This screen is split into three sections showing the presentation outline on the left, the slide in the main window, and notes at the bottom.

Slide View
The slide view displays each slide on the screen and is helpful for adding images, formatting text, and adding background styles.

Outline View
The presentation outline is displayed on the majority of the screen with small windows for the slide and notes. This view is recommended for editing text.

Slide Sorter View
A small image of each slide is displayed in Slide Sorter view. Slides can easily be ordered and sorted from this screen.

Click the **Slide Show** button to view the full-screen slide show.

Insert a New Slide

Follow these steps to insert a new slide into the presentation:

* In the Outline window, select the slide you want the new slide to appear after by clicking the slide's number.
* Select **Insert|New Slide** from the menu bar or click the new slide button on the standard toolbar.
* Choose the page layout from the window and press **OK**.

Applying a Design Template

To add a design template or changing the existing one, selection **Format|Design Template** from the menu bar. Select the template and click **Apply**.

Changing Slide Layouts

To change the layout template of the slide select **Format|Slide Layout** from the menu bar. Select one of the layout thumbnail images and click **Apply**.

Reordering Slides

To reorder a slide in **Slide Sorter View**, simply click on the slide you wish to move and drag it to the new location. In **Normal** or **Outline View**, click the slide icon beside the number of the slide you want to move and drag the icon to a new location.

Hide Slides

If you do not want a slide to appear during the slide show, but do not want to delete the slide as it may be used later, the slide can be hidden by selecting **Slide Show|Hide Slide** from the menu bar. To add the slide back to the slide show, select **Slide Show|Hide Slide** again.

Create a Custom Slide Show

The Custom Slide Show feature allows you to select the slides you want to display in the slide show if not all the slides should be used.

* Select **Slide Show|Custom Slide Show** from the menu bar.
* Click the **New...** button in the **Custom Shows** window.
* In the **Define Custom Show** window, type a name for the slide in the **Slide show name** field.
* Add slides to the custom show by highlighting them in the **Slides in presentation** window and clicking the **Add >>** button. Those slides will then appear in the **Slides in custom show** window.
* To remove slides from the custom show, highlight their names in the **Slides in custom show** window and click the **Remove** button.
* To reorder slides in the custom show, highlight the slide that should be moved and click the up and down arrows to change its order in the show.
* Click **OK** when finished.
* Click the **Show** button on the Custom Shows window to preview the custom slide show and click **Close** to exit.

Edit a Custom Slide Show

* Select **Slide Show|Custom Slide Show** from the menu bar.
* Edit the show by highlighting the name in the **Custom shows** box and clicking the **Edit...** button.
* To delete a show, highlight the name and click **Remove**.
* Create a copy of a show by clicking the **Copy** button. The copy can then be renamed by clicking the **Edit...** button.
* Click the **Show** button to preview the custom slide show and click **Close** to exit.

Bulleted Lists on Design Templates

Bulleted lists allow you to clearly display the main points of your presentation on slides. The text boxes on design templates already include bulleted lists. Click the place holder on the slide to begin adding text and press the **ENTER** key to return to the next line and add a new bulleted item. To go to the next line without adding another bullet, hold down the **SHIFT** key while pressing **ENTER**.

Bulleted List from a Text Box

If you are not creating a bulleted list from an existing placeholder on a design template, or if you would like to add an additional bulleted list, follow these steps to create a new list:

* In slide view, create a text box by selecting **Insert|Text Box** from the menu bar.
* "Draw" the text box on the slide by holding down the left mouse button while you move the mouse until the box is the size you want it.
* Choose **Format|Bullets and Numbering** from the menu bar.
* Change the **Size** of the bullet by changing the percentage in relation to the text.
* Choose a color for the bullet from the **Color** menu. Click **More Colors** for a larger selection.
* Select one of the seven bullet types shown and click **OK**.

- OR -

Click the **Picture** button to view the **Picture Bullet** window. Select one of the bullets and click **OK**.

- OR -

Click the **Character** button to select any character from the fonts on the computer. Select a symbol font such as Wingdings or Webdings from the **Bullets from** drop-down menu for the best selection of icons. Click on the characters in the grid to see them larger. Click **OK** when you have chosen the bullet you want to use.

* Click **OK** on the **Bullets and Numbering** window and use the same methods described in the "Bulleted Lists on Design Templates" to enter text into the bulleted list.

Bulleted Lists and New Slides from an Outline

In **Normal** or **Outline** view, text can easily be entered in the outline window and new slides are automatically added. Follow the steps below to become familiar with adding slide content in outline view:

* Next to the **Slide 1** icon, type the title of the slide. The text you type beside the slide icons will be the large-type titles on each slide.
* Press **ENTER** to type the next line. This will automatically create a new slide. To create a bulleted list for the first slide, press the **TAB** key or click the **demote** button on the **More Buttons** menu accessible by clicking the "triple arrow" button at the end of the formatting toolbar.

- OR -

Press **ALT+SHIFT+Right Arrow** to demote the selection to a bulleted list item.

* Continue entering text for the bulleted list, pressing **ENTER** at the end of each line to create a new bullet.
* Create a multilevel list by executing the demote action again to create a bulleted sublist. Press the **promote** button on the **More Buttons** menu or press **ALT+SHIFT+Left Arrow** to return to the original list.
* Create a new slide by executing the **promote** action until a new slide icon appears.
* Continue creating new slides and bulleted lists by using the demote and promote actions until the presentation is completed. Use the formatting instructions below to format the lists.

If there is more than one bulleted list on the slide, the lists will be designated by numbers enclosed in black boxes. The example below shows the slide created from the outline on the left. The bulleted list on the left side of the slide is labeled list "1" on the outline and the list on the right is labeled list "2". When typing the outline, begin typing in the new list by pressing **CTRL+ENTER**. In this example, **CTRL+ENTER** was pressed after typing "Access".

Numbered List

Follow these steps to create a numbered list:

* Create a text box.
* With the text box selected, choose **Format|Bullets and Numbering** from the menu bar.
* Click the **Numbered** tab at the top of the Bullets and Numbering window.

* Change the size of the numbers by changing the percentage in relation to the text.
* Choose a color for the numbers from the **Color** menu. Click **More Colors** for a larger selection.
* Change the **Start at** value if the numbers should not begin with 1.

* Select one of the seven list types shown and click **OK**.

Resizing a Text Box

Select a text box by clicking on it with the mouse. A border with nine handles will appear around the text box. The four handles on the corners will resize the length and the width of the box at once while the handles on the sides will resize only in one direction. Click one of the handles and drag it with the mouse. Release the mouse button when it is the size you want it to be. Move the text box by clicking and dragging the thick, dotted border with the mouse.

Text Box Properties

Change the colors, borders, and backgrounds of a text box from the **Format AutoShape** dialog box.

* Activate the textbox by clicking on it and select **Format|Colors and Lines** from the menu bar.
* Under the **Colors and Lines tab**, select a **Fill** color that will fill the background of the text box. Check the **Semitransparent** box if you want the slide background to show through the color.
* Select a **Line** color that will surround the box as well as a **Style** or **Weight** for the thickness of the line and a **Dashed** property if the line should not be solid.
* Click the **Text Box tab**.
* Change the **Text anchor point** to reposition the text within the text box.
* Set **Internal margins** to the distance the text should be to the text box edges.
* Click **OK** to add the changes to the text box.

Delete a Text Box

To delete a text box from a template, simply click the border of the text box and press the **DELETE** key on the keyboard.

Adding Notes

From **Normal View**, notes can be added to the slide. These notes will not be seen on your presentation, but they can be printed out on paper along with the slide the notes refer to by selecting **Print What: Notes Pages** on the Print menu.

Video

To add a video to your presentation select **Insert|Movies and Sounds|Movie from File** or to insert an animation from Microsoft's gallery choose **Insert|Movies and Sounds|Movie from Gallery**. Select the video file and click **OK**.

Audio

To add sound to your presentation select **Insert|Movies and Sounds|Sound from Gallery** or **Sound from File**. Select a sound file and click **OK**.