

ping msstate.edu

ping \Ping\ *n*: 1. a message sent by a computer to confirm connectivity with remote systems.
2. a monthly newsletter sent by Information Technology Services to stay connected with the Mississippi State University user community.

NOVEMBER 2001

INSIDE...

Workshop Information

Check the enclosed calendar for a workshop that is right for you. If you don't see a class that meets your needs, let us know. We will customize training for a group or department.

See the November
Calendar on Page 2
for all Scheduled
Workshops

A publication of
User Services, a unit of
Information Technology
Services,
Mike Rackley, Head

Configuring Web Browsers to Support WebCT

WebCT supports the use of either Netscape or Internet Explorer, but only at specific version numbers. If you are running an unsupported browser version, your WebCT performance will be significantly affected. The supported versions are:

- Netscape 4.5x and higher (except 6.x)
- Internet Explorer 5 and higher (except IE 5.5 service pack 1 and 6.x)

The newly installed machines in Library Computer Commons and Butler Computer Lab browsers are a supported version of Internet Explorer 5.

WebCT has an automated test page to confirm support status of the browser. ITS recommends that users conduct this test, prior to working in or taking quizzes/tests in the WebCT environment. Go to wyw.webct.com/webct_tune_up.html (Note: wyw is correct for this url) to confirm your browser status.

After determining if the browser is supported, then it must be configured for WebCT. A factsheet detailing how to set up the browser on computer is located at www.its.msstate.edu/documents/webct_factsheets.html.



Register for workshops online: www.its.msstate.edu/us/training

If no Internet access, call 325-0631

Visit our Web site: www.its.msstate.edu

Scheduled Workshops

Register online: www.its.msstate.edu/us/training

User Services

NOVEMBER

Monday Tuesday Wednesday Thursday Friday

			1 Banner: Navigation & Financial Query 8:30 a.m. - Noon	2
5	6 Banner: Payroll 10:00 a.m. - Noon Intro to Microsoft Access 2000 1:30 p.m. - 5:00 p.m.	7 Intro to GroupWise 8:30 a.m. - Noon	8 Intro to Microsoft Word 2000 8:30 a.m. - Noon	9
12	13 Banner: Requisitions 8:30 a.m. - 4:00 p.m. Intro to Microsoft PowerPoint 2000 1:30 p.m.-5:00 p.m.	14 Banner: Requisitions 8:30 a.m. - 4:00 p.m. Intro to Dreamweaver 8:30 a.m. - Noon Interactive Video 1:30 p.m.- 5:00 p.m.	15 Intro to WebCT 1:30 p.m. - 5:00 p.m. Microsoft Access II 8:30 a.m. - Noon	16
19	20	21	22	23
26	27 Banner: Invoice Processing 8:30 a.m. - 3:00 p.m.	28 Banner: Invoice Processing 8:30 a.m. - Noon	29 Banner: Electronic Approvals 10:00 a.m. - Noon	30

Workshop labs are usually located in McArthur Hall.

Some workshops may be located in various interactive classrooms on campus.

Please note specific room locations in workshop descriptions.

WEB DEVELOPMENT

Introduction to WebCT

WebCT is a course management system designed to facilitate development and delivery of online instruction. In this workshop, participants will be introduced to six WebCT elements: file management, content delivery, assessments, student management, communication tools, and customization. Participants will build a simple course complete with a short quiz. Additionally, participants will learn how to use and view WebCT as a student. *Prerequisite: Windows or Macintosh proficiency.* **November 15, 1:30 p.m. - 5:00 p.m.**

Introduction to Dreamweaver 4 Dreamweaver 4 is a powerful tool for Web site development. Participants will be introduced to the interface of Dreamweaver 4 including the document window, objects panels and property inspector. Participants will create a course Web site starting with site definition and including the latest features of tables, HTML styles, lists, inserting Flash text, creating a form, uploading to the server and much more. *Prerequisite: Windows or Macintosh proficiency.* **November 14, 8:30 a.m. - Noon**

PRODUCTIVITY

Introduction to Microsoft Access 2000 Microsoft Access is a relational database manager. This introductory class will begin by examining the Access interface. Participants will learn to create and work with tables, including data entry and working with records. Also, participants will create and work with forms, queries, reports, and wizards. Users will become familiar with associated terminology. *Prerequisite: Windows or Macintosh proficiency.* **November 6, 1:30 p.m. - 5:00 p.m.**

Microsoft Access 2000 II Microsoft Access is a powerful tool to organize, manipulate and present data. In-depth coverage of queries and reports, combined with investigation of working in design view and creating advanced forms, such as the Master Switchboard, will allow participants in this workshop to accomplish enhanced data analysis and reporting. Topics will also include importing and exporting various file types, Excel pivot tables and generating macros. *Prerequisite: Introduction to Microsoft Access 97 or equivalent experience.* **November 15, 8:30 a.m. - Noon**

Introduction to Microsoft PowerPoint 2000 In this introductory workshop, participants will become familiar with Microsoft PowerPoint, an electronic presentation application. Participants will learn to create PowerPoint Presentations and to use the slide editor and tools to format slides. Topics will include formatting text, creating and formatting charts, importing clipart and other images, manipulating images, and adding animation and sound. *Prerequisite: Windows or Macintosh proficiency.* **November 13, 1:30 p.m. - 5:00 p.m.**

Introduction to Microsoft Word 2000 In this introductory workshop, participants will become familiar with Microsoft Word, a word processing application. Participants will learn to use the Word display and tools to format simple documents. Topics will include creating and formatting text, creating and formatting tables, importing clipart and other images, manipulating images in the document, and performing a mail merge. *Prerequisite: Windows or Macintosh proficiency.* **November 8, 8:30 a.m.-Noon**

Introduction to Novell GroupWise 5.5 This workshop includes all the essentials for handling E-mail, appointment, and calendar needs using Novell GroupWise, a groupware application. Participants will learn to send and receive messages and create personal folders and appointments. Other topics will include setting calendar alarms and managing personal address books. *Prerequisites: An active GroupWise account with password, Windows or Macintosh proficiency.* **November 7, 8:30 a.m.- Noon**

BANNER

Banner Navigation and Financial Query This workshop is designed for users with little or no previous Banner experience. Participants will learn how Banner is used at MSU, basic Banner form structure, and basic navigation skills. The class covers some of the financial query forms useful for viewing account balances and financial transactions, tracking, and purchasing activity for a department.

Prerequisite: Banner account.

November 1, 8:30 a.m. - Noon

****Banner Payroll Time Entry*** This workshop covers the steps required to process semi-monthly payroll for a department's employees. Participants will key a sample payroll with examples for keying different earn codes. Participants will also print the voucher reports necessary to complete the payroll process. *Prerequisite: Completion of Banner Navigation and Financial Query class.*

November 6, 10:00 a.m. - Noon

**Offered Bi-Monthly*

Banner Requisitions This is a two-day workshop designed to introduce you to the process of creating requisitions online in Banner. The class includes an overview of the purchasing process and the role of requisitions in the MSU purchasing cycle. Participants will create requisitions online, track purchasing documents, and approve requisitions in Banner. The target audience is departmental employees who are involved in the purchasing process.

Prerequisite: Completion of Banner Navigation and Financial Query class.

November 13 & 14 (a two-day class), 8:30 a.m. - 4:00 p.m. both days

Banner Invoice Processing This workshop will discuss the steps required to process vendor invoices for payment – both direct pay invoices and regular invoices against purchase orders. Trainees will process vendor invoices online in Banner and perform queries associated with the purchasing process. The target audience is departmental employees who are involved in the purchasing process. *Prerequisite: Completion of Banner Requisition class.*

November 27 & 28 (a two-day class), 8:30 a.m. - 3:00 p.m. (day 1), 8:30 a.m. - Noon (day 2)

Banner Electronic Approvals of Online Job Labor Redistributions This workshop will discuss the steps required to key redistributions and approve them in Banner. Participants will key redistributions for a sample set of employees, approve redistributions, and perform various queries associated with redistributions. The target audience is departmental employees (data entry and approvers) who are involved in the redistribution process.

Prerequisite: Completion of Banner Navigation and Financial Query class or Banner proficiency.

November 29, 10:00 a.m. - Noon

INTERACTIVE VIDEO

Interactive Video This special intensive session (combining the introductory and advanced workshops) is designed to help faculty members learn how to teach in an interactive video classroom environment at MSU. Topics include equipment operation, design components for interactive video, presenting a positive image on-camera, and designing visuals and graphics for interactive video. Prior experience with interactive video is not needed for this workshop. Participants are asked to bring visuals (overheads, handouts, or pictures) from a class they teach.

November 14, 1:30 p.m. - 5:00 p.m., Allen Hall 255, MSU Meridian Room 03