

Tech Training Café

A Newsletter from Information Resources Training Services

Fall 2007

What's Brewin'

New on Our Plate	Page 1
Community Buzz	Page 2
MS Office 2007	Page 3
Guest Instructor Series Blossoms	Page 4
Blended Learning.....	Page 5
Win a Free Breakfast ...	Page 5
Reading Corner	Page 6



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Dear Rowan Community,

As many of you have come to expect, Information Resources Training Services brings many new offerings this fall for the continued technology development of the faculty, staff and administrators.

To aid Rowan in its transition to MS Office 2007 software (page 3), IR Training Services is hosting live demonstration sessions throughout the fall, and a wealth of resources are now available at the IR Online Training Center at www.rowan.edu/irtraining

I am delighted in the number of individuals who took the challenge to upgrade their software this summer (page 2) and provide candid feedback to help shape the transition. This was our first pilot group formed specifically to address a software implementation and proved to be an invaluable experience.

Due to popular demand, I am pleased to present four new guest instructor sessions (page 4) facilitated by technology leaders at Rowan. Sessions include podcasting, RU website, TEC classrooms, and the use of a tablet PC. And if you missed a session last year, handouts, presentations and videos are now available at the IR Online Training Center.

We want to hear from you and are sweetening the incentive! Enter for a chance to win a free breakfast (page 5) for you and your colleagues when you complete the online class evaluation after attending each training session.

Sincerely,

Susan O. Hersh

New on Our Plate

- MS Office 2007 Demo
- Podcasting: What you need to get started
- A Guided tour: What's new with the Rowan University website
- TEC Classroom Showcase
- Innovations in Teaching Using Technology: Exploration of the tablet PC



Community Buzz

We think the best way to meet your technical training needs is to listen to you! IR Training Services works diligently to engage the campus community in candid discussion.

MS Office 2007 Pilot Group Results

Anticipating the campus-wide upgrade to MS Office 2007 for PC users, beginning on October 31, Information Resources Training Services formed an 8-week live pilot group focusing on MS Office 2007. The first of its kind for the training unit, twenty-three brave participants upgraded their software from MS Office 2003 to MS Office 2007 and communicated challenges, created solutions, and made recommendations during live meetings and online discussions via WebCT.

Suggestions made:

- Faculty, staff, and administrators will need to be cognizant of the learning curve for individuals to transition to the new software because of the significant amount of changes.

- Clear and frequent communication regarding the software upgrade will be necessary.
- Schedule live demonstration sessions discussing the transition and the top 10 changes.
- Create a known incompatibility document.
- Recommended future pilot groups for software implementation.
- Continue to use discussion boards in future pilot groups, but for supplemental purposes only.

Challenges encountered:

- Slowness and freezing experienced the first week after the upgrade.

- Incompatibility with Macintosh Word 2004 converter tool.
- Some individuals on campus did not want to download converter tool because they didn't understand the ease of download.

For the complete MS Office 2007 Results summary, visit: <http://www.rowan.edu/toolbox/training/feedbackforum/>

Thank you to those individuals who participated in our summer-long MS office 2007 Pilot Group. Our fall 2007 and summer 2008 programming will largely be based on your feedback.

2007 Classroom Evaluation Highlights

Classroom evaluations from July 2006—June 2007 report a high level of satisfaction with the training program. Overall,

- 89% would recommend the session to a colleague.
- Over 75% indicated rated the session was highly valuable.
- 97% noted the session was conducive to his/her learning style.

- 93% noted the facilitator was very knowledgeable of the topic and 88% indicated he/she delivered content in a highly concise manner.
- 90% note the facilitator was highly skilled at creating an environment conducive to learning.

Enter for a chance to win a free breakfast for you and your colleagues. See pg 5 for details.

Full details available at

<http://www.rowan.edu/toolbox/training/about/>

Total attendees: 737
Total evaluations: 153
Response rate: 21%

New “tricks” in Microsoft Office 2007 make it more of a “treat”



New Interactive Guide allows you to perform a task as you would in MS Office 2003 and then demonstrates how to do it in 2007.

The campus will begin upgrading all PC users to Microsoft Office 2007 starting October 31, 2007.

We’re taking the guesswork out of making changes to your software by offering MS Office 2007 Demo sessions. These sessions will give participants an opportunity to view key differences between MS Office 2003 and MS Office 2007. Details on the new ribbon, compatibility concerns, and PC installation will be provided. Individuals will not have access to a computer.

Our already robust training resources are now even meatier with a wealth of MS Office 2007 resources. Links to helpful sites, online training, recommended readings, and quick reference handouts for each software program have been added. And more resources are on the way!

Training Resources

MS Office 2007 Demo
90-minute live session reviews key changes to the software.

Quick Reference Cards and Handouts
Training resources pertaining to MS Office 2007 are available via the IR Online Training Center.

CustomGuide Online Training
Provides 100+ hours of interactive online training.

Recommended Reading
Purchase a book that meets our standards of excellence.

Self-Directed Learning
Attend a *Direct Your Learning* session to work independently.

Transition At-a-Glance

SEPT	Install compatibility pack <i>Estimated Time: 3 min</i>
OCT	All TEC classrooms and computer labs updated with compatibility pack. MS Office 2007 demo sessions begin.
NOV/DEC	Begin install MS Office 2007 <i>Estimated Time: 60 min</i> Visit training resources at www.rowan.edu/irtraining Contact support desk at support@rowan.edu or x4400 with questions
JAN '08	New PCs delivered with MS Office 2007 software.
JUN '08	TEC classrooms and lab computers transitioned to MS Office 2007 throughout the summer.
SEPT '08	Replacement-cycle PCs delivered with MS Office 2007 software.



2nd Annual Open House

We invite you to explore our services, enjoy light refreshments, and compete for prizes. All faculty, staff, and administration welcome.

Date: Tuesday, October 30, 2007
Time: 10:00 am—2:00 pm
Location: Memorial Hall, Training Room A

Admits One

Registration not required



Participants at Beyond Brown and Gold hear of the legend that the University's colors come from brown-eyed Susan's that grew in the orchard near the campus.



Download the Rowan University Style Guide at <http://www.rowan.edu/graphicstandards>

Guest Instructor Series Blossoms

University Publications was a crowd-pleaser at the recent guest instructor session *Beyond Brown and Gold: Rowan University Graphic Standards*.

Lori Marshall, Dan Murphy, and Kat Riepe presented a light-hearted, yet informative workshop on how to present the Rowan logo and the University's seal with confidence. They discussed their "Less is more" design philosophy providing tips for creating more legible, clutter-free documents. Participants were invited to review dozens of sample items from brochures to memorabilia and were presented with their very own "Less is more" cowbell to rock-out in their own Saturday Night Live skit.

Session highlights include:

- Go easy on the clip art
- Don't mix clip art styles
- Use photos whenever possible
- Use whitespace
- Recommended fonts include Hoefler Text & Gotham

Space is limited. Save your seat for an upcoming session at www.rowan.edu/irtraining

Podcasting: What you need to get started
September 19 – 10:00–11:00 am
October 18 – 1:00–2:00 pm

A Guided Tour: What's New with the Rowan website
October 2 – 2:00 -3:00 pm

TEC Classroom Showcase
November 1 – 10:00-11:30 am

Innovations in Teaching Using Technology : Exploration of the tablet PC
November 14 – 10:00-11:00 am

Videos Now Available!

If you missed one of our popular Guest Instructor sessions last semester, videos including full audio are available at www.rowan.edu/irtraining

Guest instructor session Beyond Brown and Gold draws a full house.



IR Training Services Adopts Blended Learning

Live, in-person training sessions are useful, but are not always the best approach to learning for a variety of reasons.

Participants can be hesitant to ask questions for fear of being judged or reluctant to slow down the rest of the group. Others have different learning styles that require independent study to best grasp the material. For others on campus, the problem is simple: they just do not have the time to get away from their office to dedicate time to learning.

IR Training Services is cognizant of these challenges, which is why we've worked over the last several years to adopt a blended learning approach to our training programming.

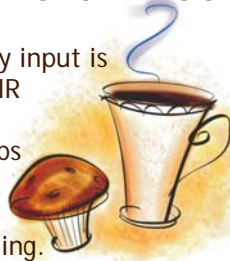
Blended learning allows the participant to learn over time, using a variety of methods, rather than solely gathering new information, provided by one instructor, in one day. Learning activities include live classroom trainings, online sessions, lessons on DVD or CD, audio recordings, videos, selected readings, instruction manuals, observation and more. The benefit is that the learner has more control over their learning because he/she can choose the learning method and the time commitment.

We've added a wealth of new resources to the IR Online Training Center over the summer. Check it out at www.rowan.edu/irtraining

- 1 Live class
- 2 One-on-one clinics
- 3 Custom-made videos
- 4 Online training
- 5 Custom-made handouts
- 6 Recommended reading
- 7 Informative websites

A Sweet Reward: Free Breakfast!

Campus community input is very important to IR Training Services. Your feedback helps us design relevant and rewarding training programming.



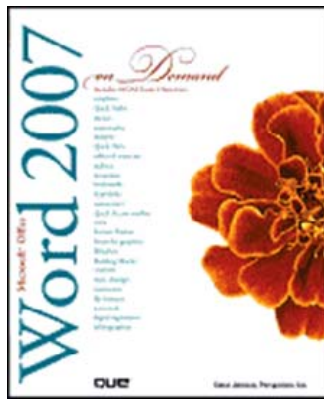
If you've been to one of our training sessions, and haven't already given your feedback, visit the IR Online Training Center at www.rowan.edu/irtraining to complete a brief online survey (under 10 minutes) regarding your learning experience.

Want to win a free breakfast?

It's easy! Simply attend one of our sessions, fill out our survey and include your first and last name. You'll be automatically entered to win breakfast for you, and up to 16 people in your office, delivered by the IR Training Services team! The winner will be announced in December. If you choose to complete the survey anonymously, we appreciate your input but won't be able to acknowledge you as a breakfast winner.

Information Resources staff is not eligible.

Reading Corner



MS Word 2007 - On Demand
 Author: Steve Johnson
 ISBN: 978-0-7897-3644-4

An innovative series perfect for new users or those upgrading to MS Word 2007. Clear and easy to understand, this series tagline is, "For those who would rather be shown how than told how." Each chapter has screen shots of tasks with sidebars that include numbered steps, a "Did You Know" section with additional tips and "See Also" which refers you to related information. Use of real-world examples help the reader to understand how to put the task to use. Example files needed to complete project tasks can be found at Perspection, Inc., a website that provides software training, written by the author, who has written over 35 books on computer software and has worked for Apple Computer and Microsoft.
 Visit: www.perspection.com



<http://www.rowan.edu/irtraining>



Plain & Simple - MS Outlook 2007
 Author: Jim Boyce
 ISBN: 07356-2294-9

A basic guide to Outlook 2007, this publication offers great step-by-step instructions with screen shots in full color. Covers how to set up your email account, how to read and receive emails, manage tasks, schedule appointments, work with your contacts, manage tasks, utilize instant messaging, and other common tasks.



Visual Learner

Explicit pictures and brief step-by-step instructions

Hands-On Learner

Establish relevance and use real-life examples

Detailed Learner

Thorough, well-written instructions that are organized

Recommended Reading

Every six months IR Training Services reviews published training materials and gives our "stamp of approval" to those that meet our standards of excellence. The Campbell Library is committed to making many of these selections available to the campus.

For a complete list of resources, visit <http://www.rowan.edu/toolbox/training/Reading>

To suggest a recommended reading, please e-mail irtraining@rowan.edu

