

From: Kubat, Robert A
Sent: Sunday, June 08, 2008 11:04 AM
Cc: Bilyeu, Constance A.
Subject: Follow-up message on training

AT THE REQUEST OF CONNIE BILYEU I AM SENDING AN UPDATED MESSAGE BASED ON QUESTIONS THAT THEY HAVE RECEIVED.

BOB

This is a follow up to Thursday's message regarding OnePurdue training for schedule deputies. We apologize if the first message wasn't clear.

As a schedule deputy or schedule deputy assistant, you will be enrolled in two online classes, Banner navigation (BANNAV 100) and a Banner Student functional overview (SOV 100.)

You need to complete these two online classes first, before attending the hands-on Schedule Deputy training in July. They're short, and will take only 1.5-2 hours each to complete.

After you're enrolled, you'll receive a confirming email with a message similar to the text shown at the bottom of this message. It contains instructions for finding and logging into OnePurdue's own Blackboard "institution" and beginning your training. [this is **not** the same Blackboard location in which Purdue academic courses are housed -- when you follow the link in the email message, you'll select the OnePurdue Institution]

Please give us until Wed., June 11, to enroll you in the online courses. We'll check to make sure everyone who's contacted us today is enrolled. If you haven't received an email confirmation for the two online courses by Thurs, June 12, please contact us again at onepurduetrain@purdue.edu

You'll receive **another** message from the Registrar and the OnePurdue training team when it's time to enroll for one 3.5 hour, hands-on Schedule Deputy course in July. Several sessions will be offered the weeks of July 14 and 21 to allow scheduling flexibility. Instructions for enrolling yourself will be included in the announcement you receive.

SAMPLE TRAINING CONFIRMATION EMAIL:

Welcome to OnePurdue training! We are happy to confirm your enrollment in:

BANNAV100 Banner Navigation

Self-study, Web-based, training

(Course located in Blackboard Vista)

OnePurdue offers both classroom and online courses. You will know that a course is offered online rather than in a classroom when your email confirmation does not include a room, date or time assigned to it.

Courses may not be accessible to you immediately. It usually takes about 24 hours after you are enrolled for you to be given access to an online course.

To begin your online training courses, follow the steps listed below:

- 1.) Go to the OnePurdue training Web page for an orientation to online OnePurdue courses at: www.purdue.edu/onepurdue/training Click on the link labeled "?Tips for taking an online OnePurdue course.?"
- 2.) Log onto the Blackboard Vista Learning System's "OnePurdue Institution." Go to <https://blackboard.purdue.edu> and click on the OnePurdue Institution link about halfway down the list.
- 3.) Log into Blackboard Vista using your career account login/UserID and password. (Not sure of your login? Go to the Purdue Directory page, at www.itap.purdue.edu/directory/ Type in your name and click on Search. When you get results, click the "more" button. Your login/UserID will be at the top of the information displayed.)
- 4.) After you log in, click on the course you wish to begin and get started. [Your browser may ask you to enable pop-ups from Blackboard Vista.]

Our No. 2 Tip: Don't be hard on yourself

Make sure to take your courses in sequence. Each course you take has information you need for the next course, so taking them out of sequence would make learning too difficult. The numbering system helps you determine sequence (courses in your Blackboard list don't necessarily appear in numeric order, so be alert):

XXXX100 courses: These are system navigation and overview courses explaining processes and terminology. You complete these first.

XXXX200 courses: More detailed explanations how to work in one of the OnePurdue systems. Often focused on step-by-step instructions to do transactions. Some of these courses are online, but most are hands-on, instructor-led courses.

XXXX300 (or higher) courses: Very advanced courses, such as reporting and query design.

What if...?

. You need to reschedule a classroom course? Please contact your supervisor about this right away. Your supervisor or your area's OnePurdue training coordinator are the only ones who can approve a change in your classroom course schedule.

. You just need some help? We want to help you succeed. If you have questions that aren't answered at the OnePurdue training Web page or in the list of training FAQs there, send an e-mail to oneptrain@purdue.edu or call 49-46000. (However, if the help you need is related to your computer, its software or anything technical, please contact your IT support person.)

. Need to request a special accommodation? Please contact us using this email address: onep-trng-notice-request@lists.purdue.edu Your request will be handled personally (not as a Remedy task ticket) and we will discuss your needs privately.

Enjoy!

We wish you great success in your courses and we hope you enjoy your OnePurdue training experience!

The OnePurdue Training Team
