ITT TECHNICAL INSTITUTE

Major Key points …what students need to know

Role of Academic Support
Academic Support Coordinators (ASC's) are dedicated to student support and are equipped to handle most student concerns. Your ASC's should be your first point of contact for most questions and concerns. The toll free Academic Support line is staffed from 8:00 AM – 12:00 AM Monday through Friday, 8:00AM – 4:00 PM on Saturday, and 3:00 PM – Midnight on Sunday Eastern Time.

1. Questa navigation
2. Attendance
3. Computer settings
4. Virtual Library
5. Student Portal
6. Financial Aid
7. Registrar Information
8. Microsoft Assistance
9. Internet Explorer 7

These are the major things to cover, with details.

IMPORTANT LINKS

Course Website: http://www.distance-education.itt-tech.edu

Virtual Library http://library.itt-tech.edu/default1.asp

Course Catalog and Student Calendar http://www.itt-tech.edu/campus/download/011.pdf

Student Portal   http://studentportal.itt-tech.edu

ITT-Email   www.hotmail.com

Whom to contact with questions or concerns?

ACADEMIC SUPPORT COORDINATORS (1-877-456-7134)

- Orientation information
- Virtual Library information
- Course related information
- Instructor related information
- Attendance related information

- Login and password problems
- Course Management System Navigation
- Course Management System software bugs, etc
- Help on browser Plug-in needed to access and view
- Content launch issues (accepting cookies, browser

- Address change information   security settings, etc.)

ADMINISTRATIVE SUPPORT

Jakeisha Cozmanoff 1-877-456-7134, x 5222)

- Academic advising appointments
- Contacting your School Chair
- Contacting Associate Deans
- Contacting the Dean
- Contacting the Director of Online Programs

REGISTRAR (1-877-456-7134)

David Bolander (dbolander@itt-tech.edu)

Claire Somerville (clsomerville@itt-tech.edu)

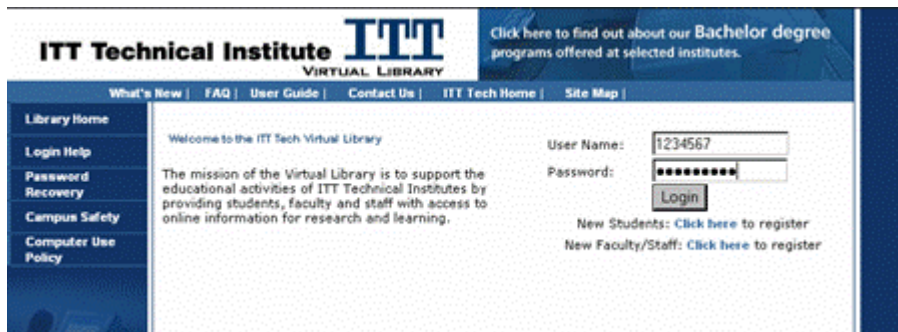- Test-out application
- Grade reports
- Transcript requests

FINANCIAL AID REPRESENTATIVES

Please dial 1-888-488-0007 and request to speak to a Financial Aid Administrator

How to Access to ITT-Online Systems.

Login Information:

 http://library.itt-tech.edu/default1.asp This link is to access the Virtual Library also located on the Course Dashboard. This requires you to set up an account by clicking on New Students *click here* to register. School Location: **Indianapolis (Online),**

www.distance-education.itt-tech.edu   This link is the Gateway to your education. You will use this link access for classes and course materials.   User ID: Student ID/Pin
                                         EX: 01234567
                                Password: **password**   this is the initial password until you have logged into Questa, then you are required to change the password.

Access to the course dashboard.

http://studentportal.itt-tech.edu **This link allows access to the Student Portal. Here you can access each of the links above as well as Career Services, Instructor Evaluation Surveys information.**
To access this site use: User ID: ex.01234567 Password: Date of Birth: 10101985 MMDDYYYY

Required Downloads
  www.Java.com

 Offline installation, typical setup.

www.Adobe.com   Flash player and Reader Solutions and products

Download Adobe Reader, Flash Player and Shockwave Player

Get Shockwave Player

If you are unable to access, the links successfully please contact Academic Support 1-877-456-7134.

Tutor Information:

Linda Bond	(Ext. 5405)	9am- 6pm	Sun-Thurs	TB184 Problem Solving and GE127 College Mathematics
Donna Brubeck	(Ext. 5407)	8am - 5pm	Mon-Fri	Writing, Composition, and Criminal Justice
Sherron French	(Ext. 5281)	5pm – 10pm	Sun-Thurs	Math I, Math II, and TB184 (if needed)
Patricia James	(Ext. 5280)	5pm – 10pm	Sun – Thurs	Accounting I and Accounting II

QUESTA TIPS AND SETTINGS

Vista/McAfee slowness issue…

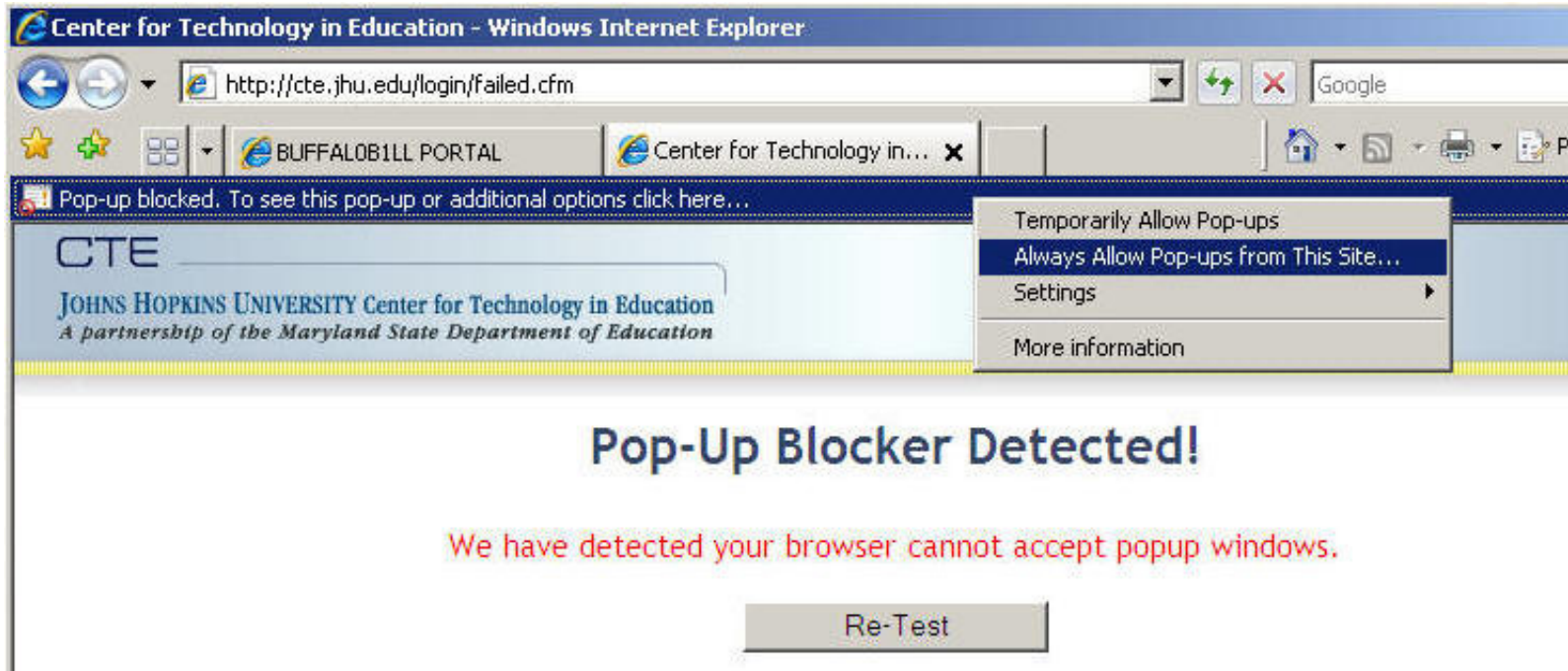1) **From the start menu, select "Run". Type the following:**

   services.msc

   This will bring up a list of applications running on the system. Scroll down and find McAfee, then double-click on "McAfee Redirect", then click on "Stop Service"

2) **In internet options, under the security tab (with Vista, IE 7), at the bottom of the window, there is an option that says, "Enable Protected Mode". You will want to make sure this box is unchecked.**

Internet Explorer Integrated Pop-Up Blocking

With the release of Microsoft's XP Service Pack 2, Pop-Up Blocking is now directly integrated into Internet Explorer (versions 6 and 7). By default, Pop-Up blocking is Enabled.
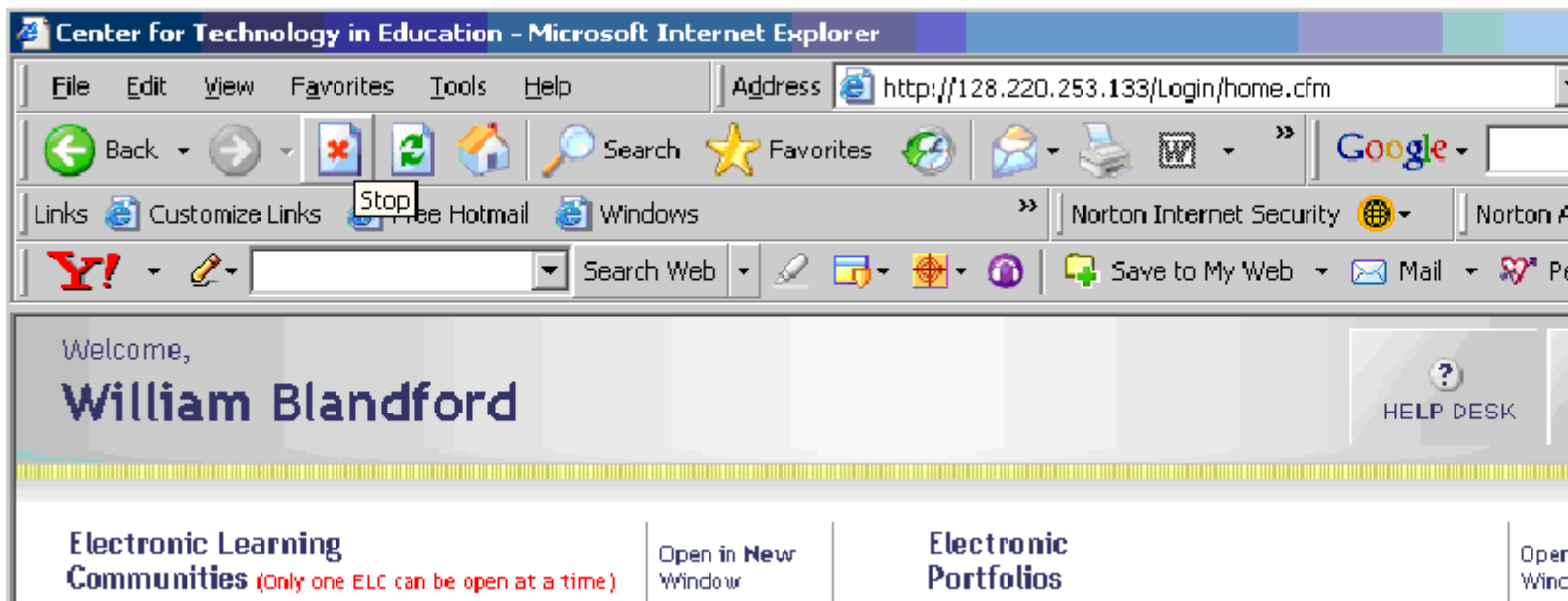
To disable click the **Pop-up Blocked** information bar at the top of your browser window. Then click **Always Allow Pop-ups from This Site** in the drop-down. Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable.

Common Toolbar Pop-Up Blockers

Listed below is some of the more popular Pop-up Blocking software Packages that run in **Internet Explorer** and the workarounds in order to disable them to use the ELC. In general, most Pop-Up Blockers will install themselves either within the browser toolbar, or within the Windows Taskbar along the bottom right corner. Instructions with screenshots on how to disable Yahoo, Google, MSN, AOL, Viewpoint, AIM, & PopUpCop Toolbars, and Pop-Up Stopper are listed below.
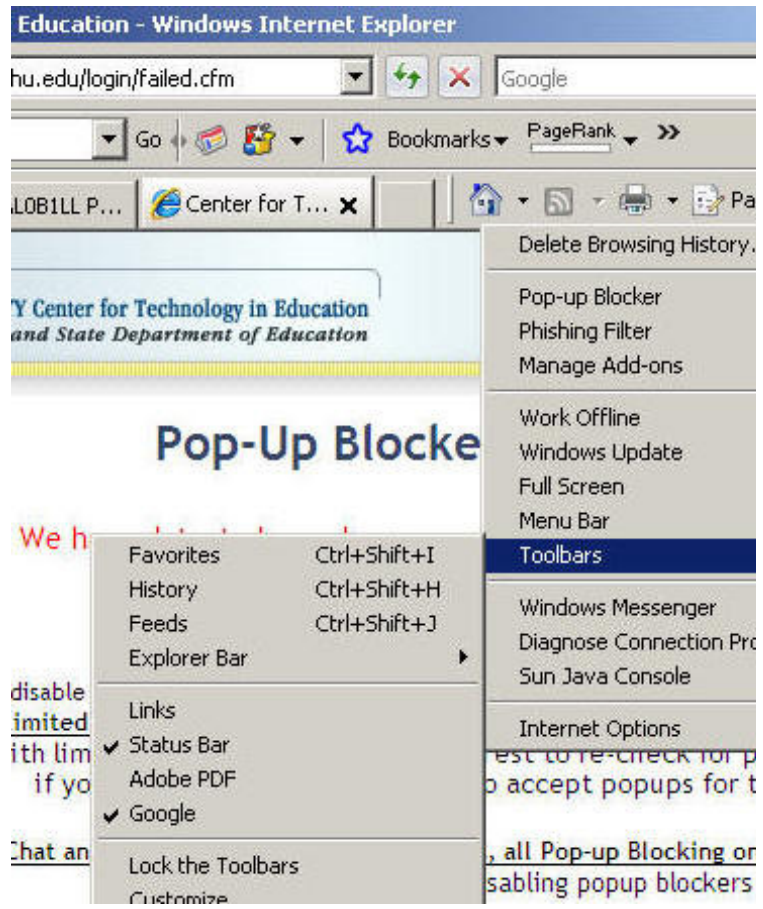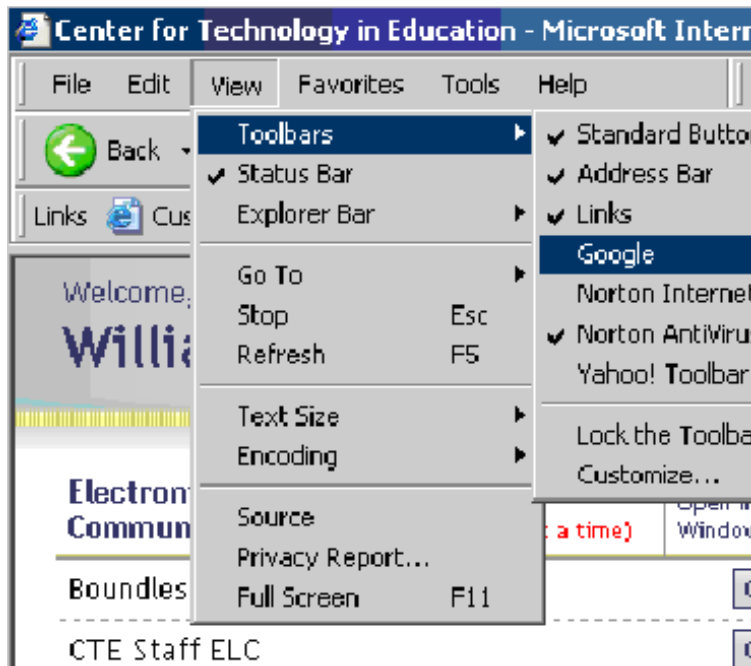
To find out if you have Toolbar Pop-Up Blockers like Yahoo, Google, MSN, AOL, Viewpoint, AIM, & PopUpCop you can look at the area between the Address Bar (where you type a web address or URL) and the web page content. In the screenshot below you can identify Google, Norton Internet Security, and, Yahoo (**Y!**) Toolbars.
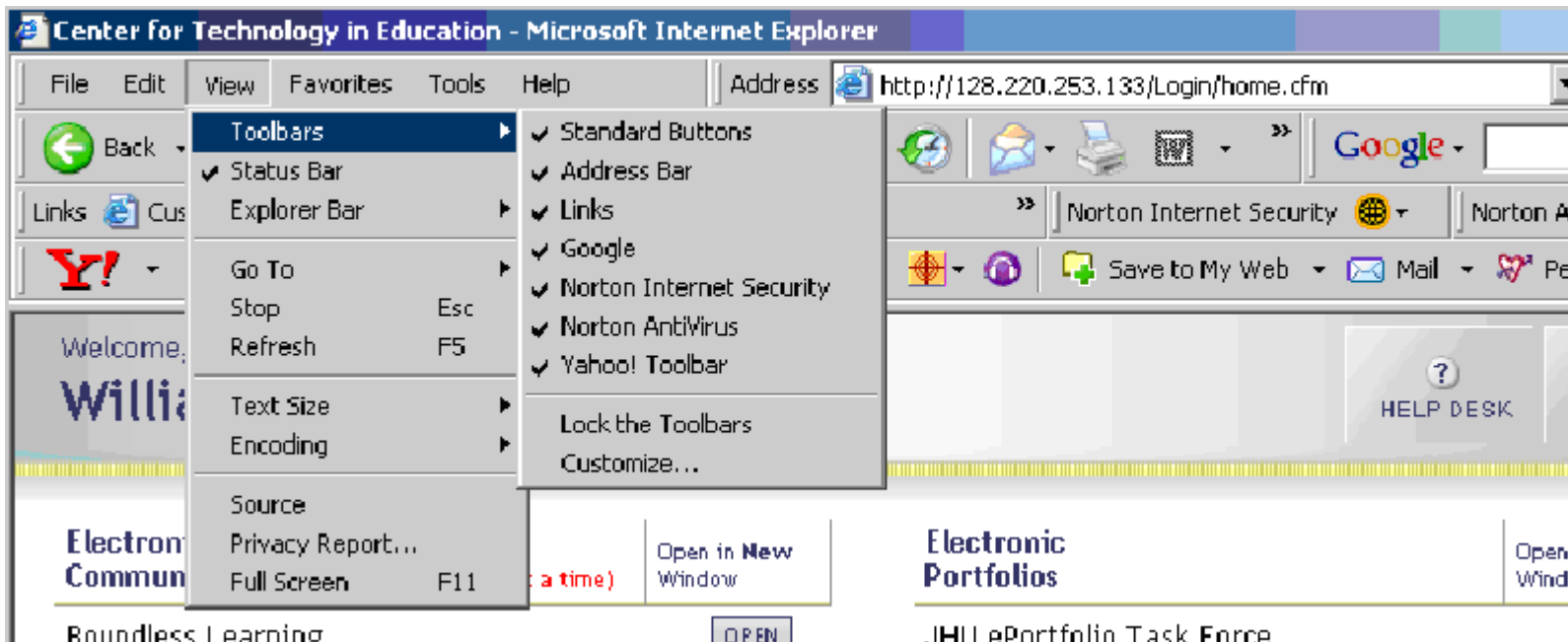
Sometimes Toolbars can be hidden from your view, but still block Pop-ups. To see all of the Toolbars available in Internet Explorer 6 and **click View>Toolbars**. In the left screenshot below, you can see that Google, Norton Internet Security, and Yahoo Toolbars are installed but are **unchecked** and **hidden to users**. To see all of the Toolbars available in Internet Explorer 7 and **Tools>Toolbars**. In the right screenshot below, you can see that the Google toolbar is installed, checked, and **visible to users**.

Internet Explorer 6 Toolbars   **Internet Explorer 7 Toolbars**
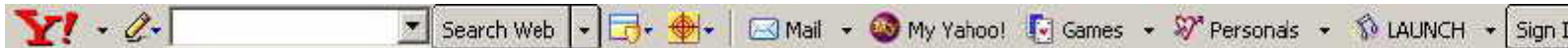
In order to disable their popup blocking functionality you will first need to **click on and check each unchecked Toolbar in the Toolbars Menu**. When you are finished, you are View>Toolbars Menu will look similar to the screenshot below.

Once you are able to view all of your browser's toolbars, you can begin disabling Pop-up Blocking. Matching up your Toolbars with the screenshots below and follow the instructions for disabling.
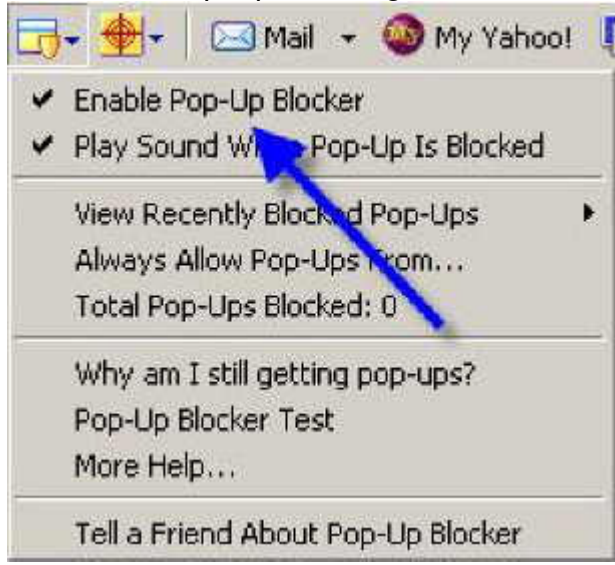
Yahoo Toolbar

Probably the most popular toolbar, this program allows several other functions besides Pop-Up Blocking. Listed below is how the bar will appear within IE:

The following icon is the Pop-Up Blocker:

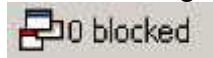To disable Pop-Up Blocking, Click on the Down arrow to bring up the Menu:

Uncheck the entry Enable Pop-Up Blocker. Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable. Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.

Google Toolbar

Google has their own brand of toolbar that is very similar to Yahoo's. It offers other features on top of Pop-Up blocking, and looks like the following:

The following icon is the Pop-Up Blocker:

Clicking on the icon so that it changes to reflect that Pop-Ups are allowed will allow the user to use Chat and Instant Messaging in the ELC

MSN Toolbar

MSN Toolbar is the latest of the toolbars, but is starting to gain popularity. As with Yahoo and Google Toolbars, it allows other features on top of Pop-Up Blocking. Below is the MSN Toolbar:

The following icon is the Pop-Up Blocker:

To disable Pop-Up Blocking, Click on the Down arrow to the right of the text to bring up the Menu:

Click on Allow Pop-ups. Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable.   Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.

AOL Toolbar

AOL Toolbar is another fairly new toolbar from one of the big Online Providers. Like the others, this Toolbar offers multiple features, and appears in the browser as follows:

The following icon is the Pop-Up Blocker:

To allow Pop-ups to appear, merely click on the icon. You should now see the following:

Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable. Once you have logged out of the ELC, you can click the icon again to re-enable your Pop-Up Blocker.
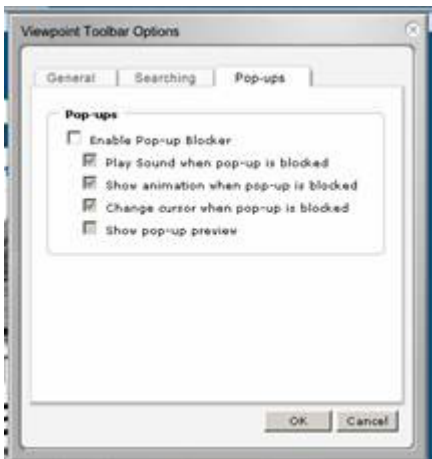
Viewpoint Toolbar

Viewpoint Toolbar is often inadvertently installed along with Viewpoint Player, media player software. This Toolbar provides search functionality and shows snapshots of search results' pages.

Clicking on the word **Viewpoint** on the right end of the Toolbar will open the drop-down list shown below.
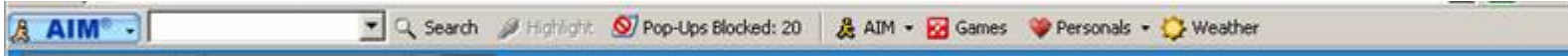

Clicking on the **Options Menu** in the drop-down list will open the "Viewpoint Toolbar Options" shown below. To disable Pop-up Blocking **choose the Pop-ups Tab** and **uncheck the Enable Pop-up Blocker** box. Then **click the OK button**.

Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable. Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.
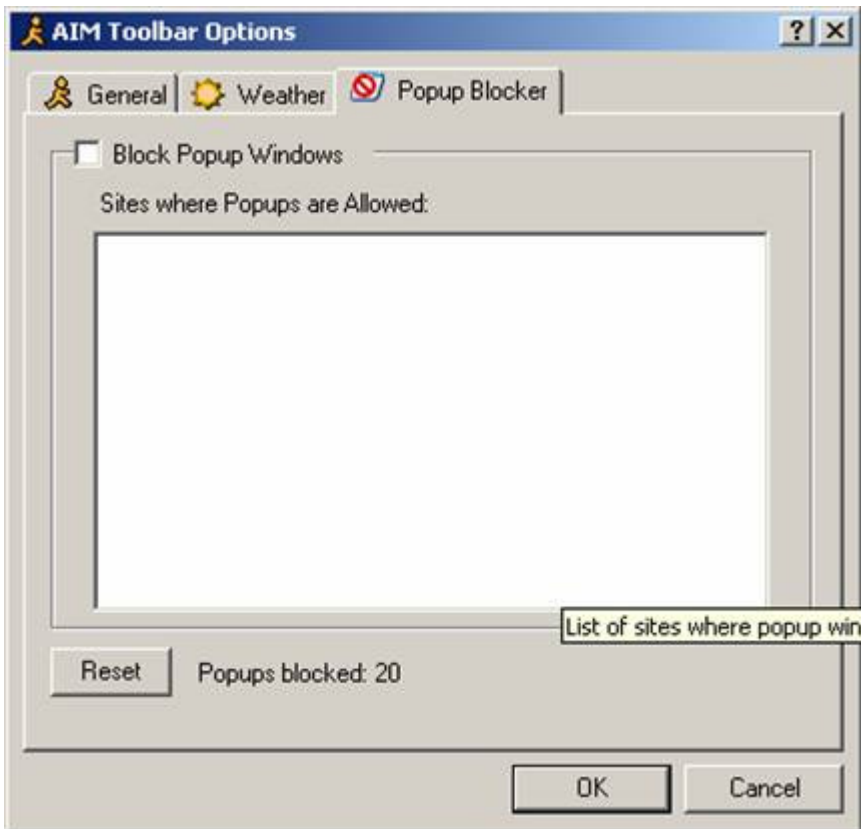
AIM Toolbar

AIM Toolbar is often inadvertently installed along with AOL Instant Messenger, instant messaging software. This Toolbar provides search functionality and interacts with AOL Instant Messenger.

Clicking on the **AIM** button on the left end of the Toolbar will open the drop-down list shown below.

Clicking on the **Toolbar Options** in the drop-down list will open the "AIM Toolbar Options" shown below. To disable Pop-up Blocking **choose the Popup Blocker Tab** and **uncheck the Block Popup Windows** box. Then **click the OK button**.

Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you

have more Pop-Up Blockers to identify and disable. Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.

PopUpCop

Another popular Pop-Up Blocker, this software is also designed solely for preventing Pop-Ups. It installs the following toolbar within the browser:

PopUpCop ◉ ▾ _____⌡ ○ »

To disable Pop-Up Blocking, click on the arrow to the right of the badge and a menu will appear with a list of options:

PopUpCop ◉ ▾ _____⌡ ○ »

Disable PopUpCop

Customize PopUpCop...

Allow popups from this site...
Block popups from this site...
Show me that last popup...
Show me recently suppressed popups...

Flash movies   ▸
Disable Windows Messenger Service

Go to PopUpCop.com
Tell a friend about PopUpCop!

Check for update...
Request technical support...

Register PopUpCop...

Help...
About PopUpCop...

Uninstall PopUpCop

Click on Disable PopUpCop. Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker

Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable. Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.

Pop-Up Stopper

One of the more popular Pop-Up Blockers available, this software is designed solely for preventing Pop-Ups. It will install an icon in the lower right corner of your Start Menu Toolbar

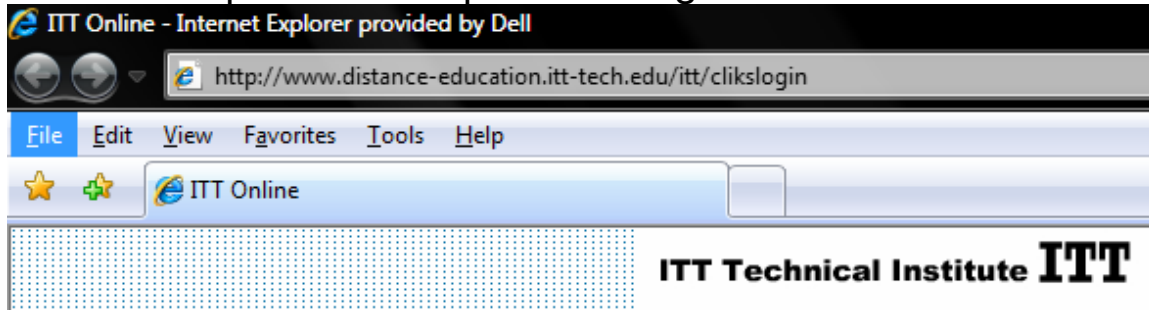The following icon is the Pop-Up Blocker:

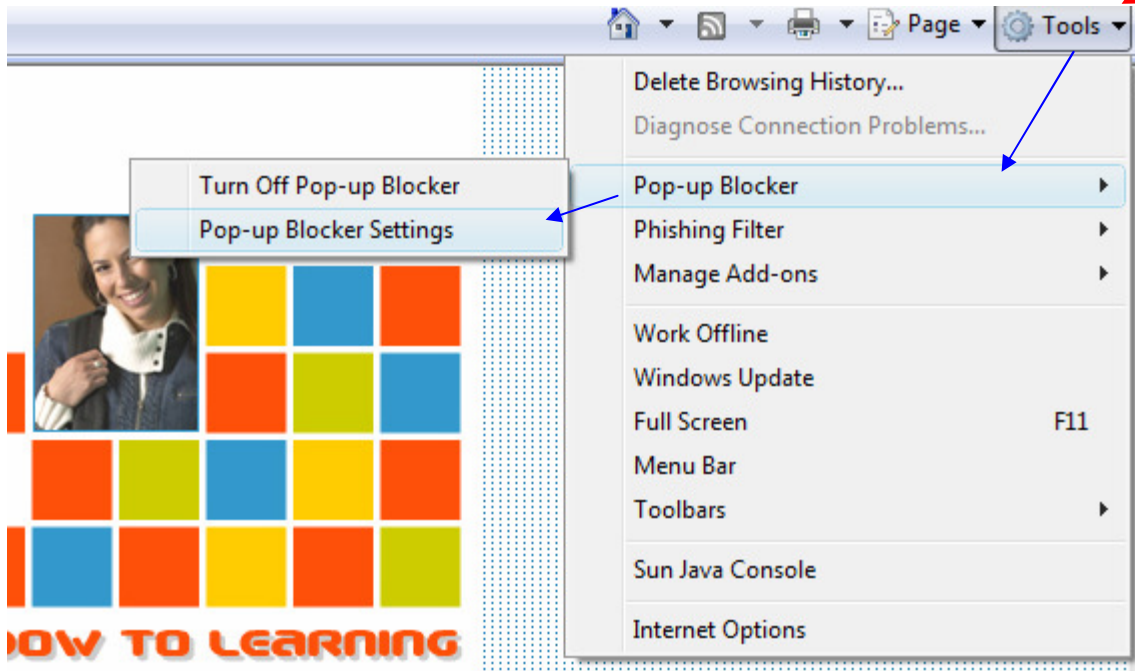To disable Pop-Up Blocking, right-click on the icon and a Pop-Up menu will appear with a list of options:

Uncheck the option Block pop-up ad windows. Next, click the RETEST button on the Pop-Up Blocker Detected Page. If the "Welcome" screen appears, you have disabled all Pop-Up Blockers. If the "Pop-Up Blocker Detected!" page reappears, then you have more Pop-Up Blockers to identify and disable.

Once you have logged out of the ELC, you can go back in and recheck the entry to re-enable your Pop-Up Blocker.
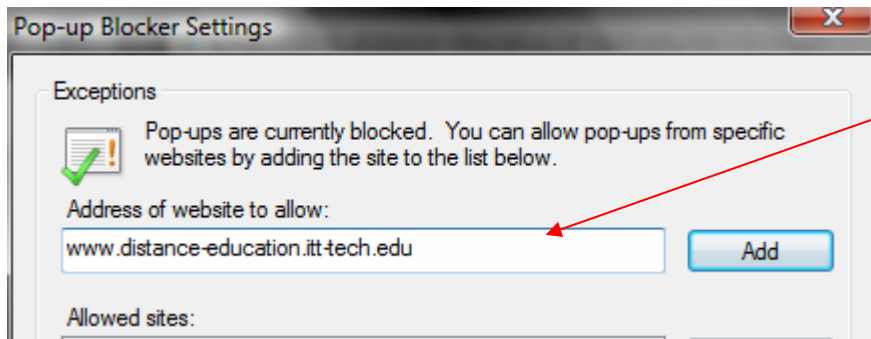
Internet Explorer 7 computer settings

Click on **Tools** tab, go to **Pop up Blocker**, and then click on **pop up blocker settings**.
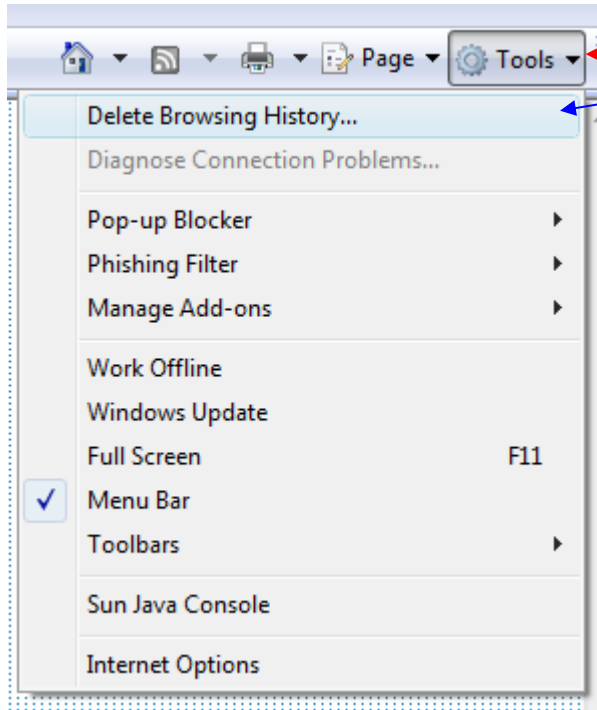

Click tools upper right hand corner, pop up blocker and then pop up blocker settings

Type **www.distance.education.itt-tech.edu** in Address of website to allow.
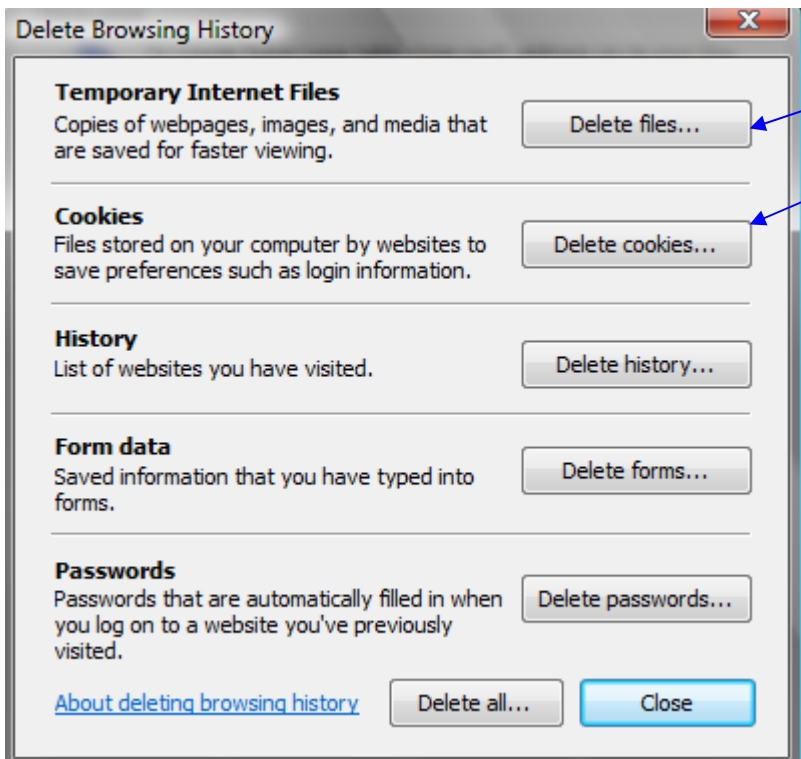

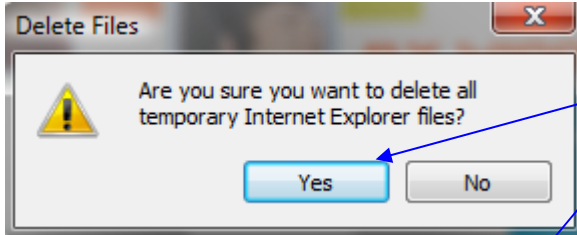This allows pop up windows to appear.

Delete cookies and **Temporary Internet files** to ensure available disk space to support Online program.
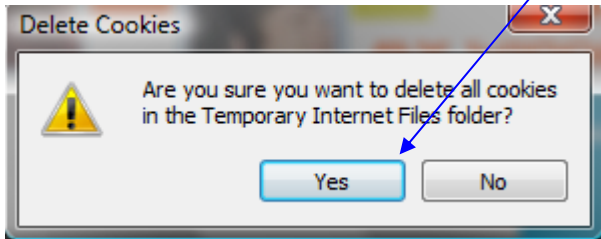

From tools tab, click here to access tabs for deleting cookies and temporary files.

Click here, delete files, and delete cookies. This will free disk space.

Delete Files

Are you sure you want to delete all temporary Internet Explorer files?

Yes   No

Click yes to complete, deleting files, and deleting cookies.

Delete Cookies

Are you sure you want to delete all cookies in the Temporary Internet Files folder?

Yes   No

Microsoft Assistance

Excel Worksheet Basics

- Basic terminology
- Entering and Editing Data
- Using automatic features
- Using Functions
- Using Equations
- Calculating Percent and Using Absolute Cell Reference

- Standard Toolbar
- Formatting Toolbar
- Drawing Toolbar
- Customizing Toolbars
- Using menu items part 1 (File, Edit, and View menus) PC
- Using menu items part 1 (File, Edit, and View menus)

Excel Worksheet Basics Excel X for Macintosh

- Basic terminology
- Entering and Editing Data
- Using automatic features
- Using Functions
- Using Equations
- Calculating Percent and Using Absolute Cell Reference

Creating and Designing Single Use Spreadsheets

- Calculating sales tax on a purchase
- Calculating the cost of a trip by car
- temperature converter
- calculate the price of pizza per square inch

Macintosh

- Using menu items part 2 (Insert, Format, and Tools menus) PC
- Using menu items part 2 (Insert, Format, and Tools menus) Macintosh
- Using Keyboard Shortcuts in Microsoft Excel PC/Windows version
- Using Keyboard Shortcuts in Microsoft Excel Macintosh version

- Using Microsoft Excel to perform classroom tasks

Internet4Classrooms forms and templates in .xls format

- Graph paper - Excel files with small, medium, and large grids.
- Pre-Reading Clock - establishing vocabulary readiness
- Quadrille paper - Excel files with small, medium and large grids, every fifth line is darker
- Venn Diagram - two circle, three circle, and instructions to make your own

- Analyzing Classroom Data - a simple survey

Advanced Topics

- Using Excel to Create a Chart or Graph
- Using Excel as a grade book
- Using Mail Merge
- Using Mail Merge - Office 2002
- Fostering Literacy with Excel
- Recording a simple macro
- Create a chart using pictures for the bars or columns
- Create an interactive crossword puzzle
- Create a concept map using Excel
- Use an Excel worksheet to create a matching activity
- Make a Scatter Plot with Excel

- Using PowerPoint to animate an Excel Chart: Office 2002, Office 2000, or Macintosh X
- Using a Radar chart to analyze data
- Make a Custom List
- Use Excel to Import Data from the Internet
- Using Conditional Formatting
- Use Excel to Write a Branching Story
- Writing Mad-Libs with Excel
- Make a Review Quiz using Drop-down menus and Conditional Formatting
- Modifying Excel Charts

Using Excel to Make Graphic Organizers

- Make a Number Line
- Make Time Line
- Make a Venn Diagram
- Make a Web
- Make a Coordinate Plane
- Make a Hundreds chart
- Make a Ten Frame

Sample Graphic Organizers

- Number Line
- Time Line
- Coordinate plane - 4 Quadrants
- Template for making Webs
- Ten Frame
- Hundreds Chart
- Moon Phase Worksheet
- Moon Phases - Drag to Position
- Record the Daily Weather

Sample Workbooks to Download

- Fahrenheit to Celsius temperature converter
- M & M Spreadsheet
- Pizza Calculator - calculate the price per square inch
- Using Protection
- Using a Macro to Clear Student Responses in a Quiz
- Mad-Libs with Excel
- Jeopardy Template See a web page
- Sign In Sheet
- Physics Crossword Puzzle
- Nursery Rhyme Crossword Puzzle
- Four Square Puzzle puzzles

- Trip Calculator - How much will a car trip cost?
- Fostering Literacy Using Excel
- What would I weigh on...?
- Twenty Four Hours of Temperature Data
- about this template.
- Earthquake Project (8.4 mB)
- Drop Down
- as a template.
- Sample concept maps
- How do I spend my time?

Workbooks designed by others, shared with permission

- Review Bingo - This workbook was written by Robert Griffith, an Oak Ridge, TN teacher. Teachers enter short answers in 30 blocks and print 32 bingo cards (4 to a sheet on 8 sheets). Distribute the bingo cards to your class and begin the review. **Thanks Robert! Caution: Because of the way that Excel handles dates, you must enclose any dates used in the bingo game in quotation marks!** posted on 3/13/06

The links below are not i4c modules, but they are great sources of information
Links verified 3/12/06

1. Almost Everything You Need for Using Spreadsheets in the Classroom - Excel Basic quizzes online along with illustrations of various uses of a spreadsheet for the classroom. Great links to find other Excel information on the Internet.
2. Better Excel Solutions - This web site contains everything you need to know about Microsoft Excel. Their stated hope is that their web site helps you to get the most from your Microsoft Office applications.
3. Classrooms that Excel Resources - Guides, Tutorials, Applications and Lesson Plans
4. DataPig Technologies Excel Training - Flash movies that guide you through many lessons on specific Excel how to topics
5. Excel In the Classroom: What's the hype? - a tutorial from Teach-Nology
6. Excel Internet Library - quite a few how-to modules, from basics to advanced
7. Excel Training - handouts and video lessons
8. Excel Used in Classroom Activities - Numerous activities listed with examples on usage of Excel in the classroom.
9. Excel-lent Middle School Math Lessons! Can a computer program motivate math students weary of "drill and kill"? Teachers all over the country use Microsoft Excel in ways that excite students about the power of math in everyday life. (a good article from Education World)
10. The Excelets Page - Excelets are Applets made with Excel instead of Java
11. To Excel in the Classroom is Elementary - an excellent resource produced by Kathy Adkins, Instructional Technology Specialist for Forsyth County Schools, GA
12. Graphing Ideas for the Classroom - topics to use collecting information to make a graph
13. **Import Data with Excel** - several suggested sources
    1. Comparing average monthly temperature maximums - use two or three locations to create a radar chart.
    2. The most common chemical elements in the earth's crust - this would make a nice pie chart
    3. Population Density - persons per square kilometer - suggestion: make a bar chart or column chart

4. [Weather Underground](#) - Weather Underground has an avalanche of raw data. Go to any city and scroll down to the History and Almanac section. In the Detailed History and Climate section select a date. Very complete data is available as far back as 1996.
5. [World Population Clock](#) - projection by the U.S. Bureau of the Census

14. [Integrating Spreadsheets in the Classroom](#) - ideas and lists of links
15. [Interactive Excel](#) - from the Interactive Excel Project at Northwestern University's Collaboratory [many files to download]
16. Jeopardy - [Another example of using Excel to make a Jeopardy review game](#) - (author unknown)
17. [Keyboard shortcuts to use with MS Excel](#) - posted by Pearson Software Consulting Services
18. [Microsoft Excel: Tips and Tutorials using spreadsheets](#) - Don't let the name fool you. There is nothing stupid about these Excel tutorials from MIStupid.com
19. [North Canton City Schools Excel Activities](#) - Collection of activities to download and use in your classroom.
20. Office Tips for Teachers from Microsoft
    1. [Create a Timeline in Microsoft Excel](#)
    2. [Download a sample Timeline and Crossword puzzle](#) clues by Nancy Slonneger, Technology Integration Specialist
21. [Spreadsheet Resources](#) - standards, lessons, and resources
22. [Using MS Excel in the Classroom](#) - Fusion: Educators Integrating Technology
23. [Using Spreadsheets as an integrated part of a Literature lesson.](#) - Here is an example of how spreadsheets enter into everyday literature lessons. This lesson uses Shel Silverstein's poem Hungry Mungry.

Student Calendar			
	2007	2008*	2009*
Classes Resume After Winter Break	January 2	January 7	January 5
Presidents' Day**	February 19	February 18	February 16
Winter Quarter Ends	March 4	March 9	March 8
Spring Break**	March 5-11	-------------	March 9-15
Spring Quarter Begins	March 12	March 10	March 16
Memorial Day**	May 28	May 26	May 25
Spring Quarter Ends	June 3	June 8	June 7
Summer Break**	June 4-10	June 9-15	June 8-14
Summer Quarter Begins	June 11	June 16	June 15
Independence Day**	July 4	July 4	July 3-4
Summer Quarter Ends	September 2	September 7	September 6
Fall Break**	September 3-9	---	---
Labor Day**	September 3	September 1	September 7
Fall Quarter Begins	September 10	September 8	September 7
Thanksgiving**	November 22-23	November 27-28	November 26-27
Fall Quarter Ends	December 2	November 30	November 29
Winter Quarter Begins	December 3	December 1	November 30
Winter Break**	December 24, 2007 - January 6, 2008	December 22, 2008 - January 4, 2009	December 21, 2009 - January 3, 2010

*Tentative Dates **No classes