



professional development quicknotes

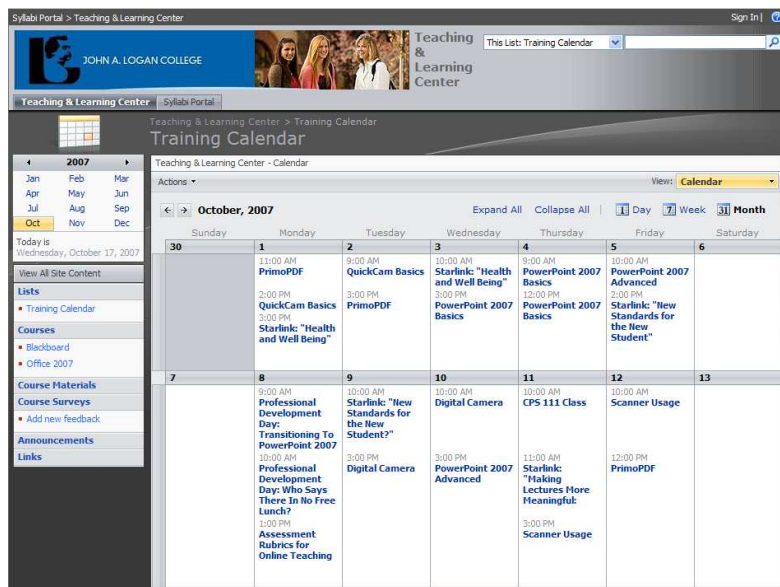
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



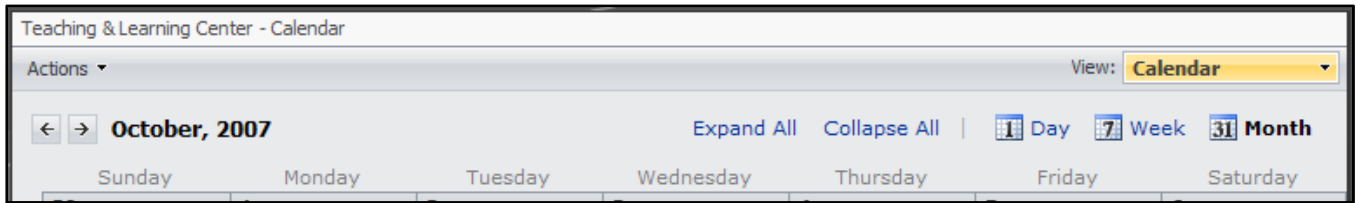
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: 'New Standards for the New Student'". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The main content is a table with the following fields:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

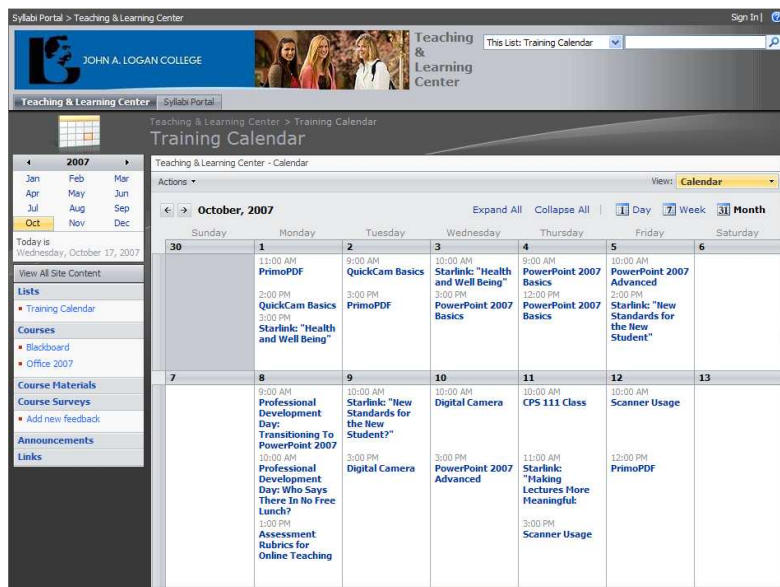
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



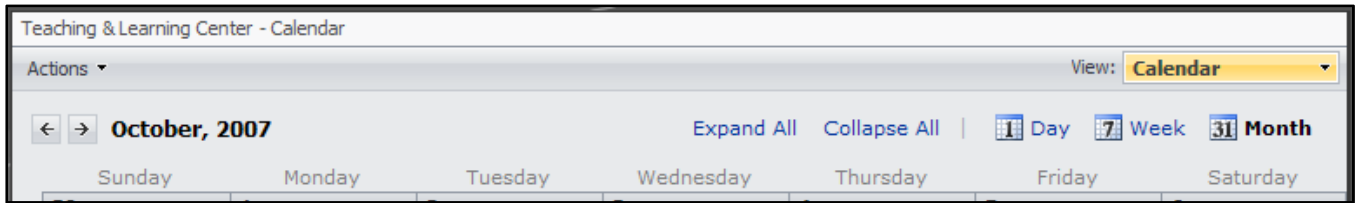
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: 'New Standards for the New Student'". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The main content is a table with the following fields:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

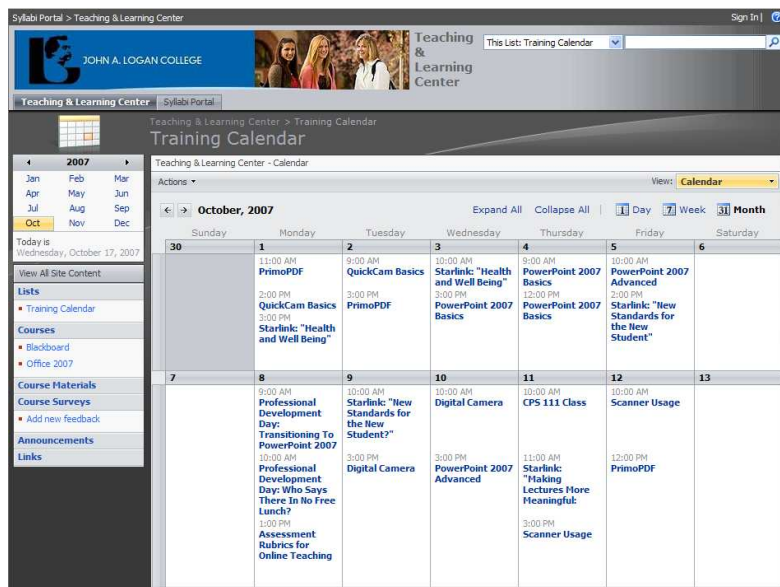
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



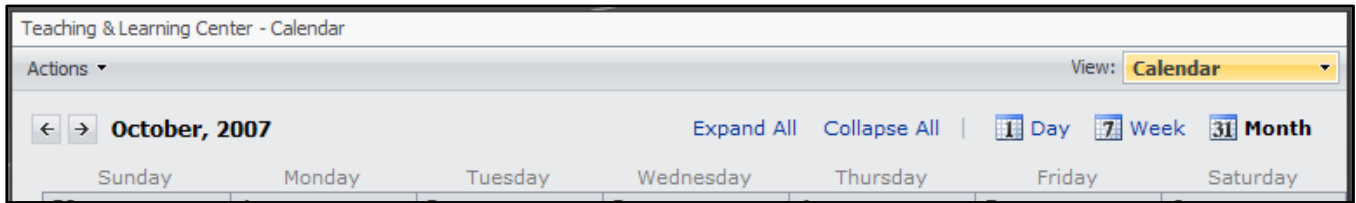
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

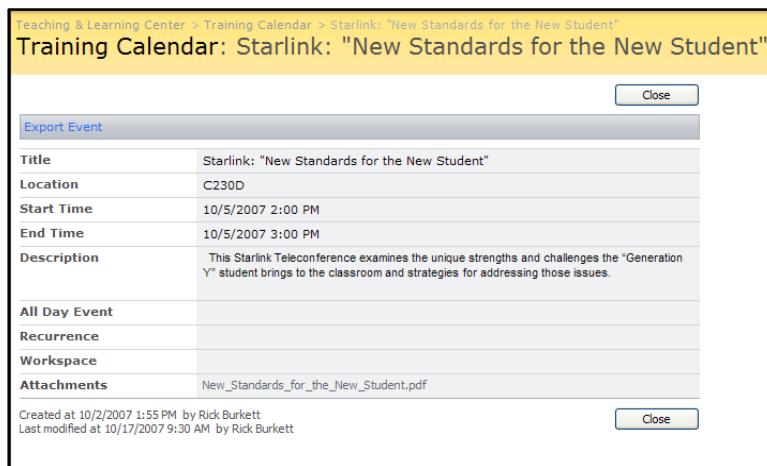
C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.



Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

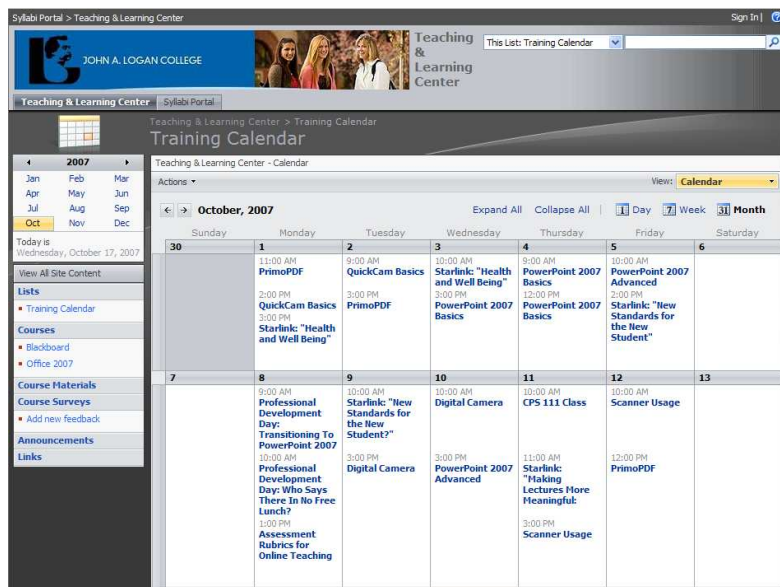
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



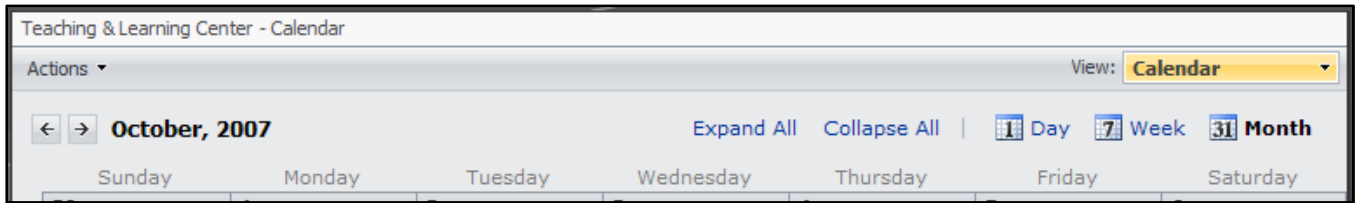
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

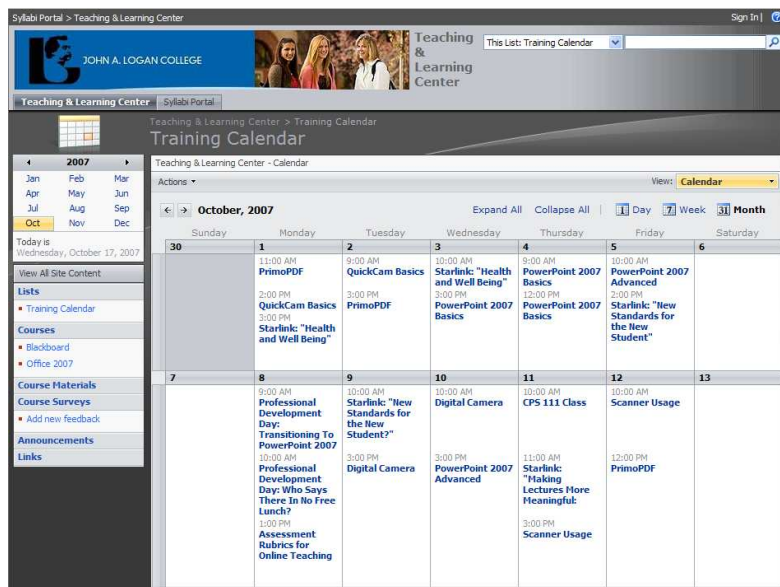
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



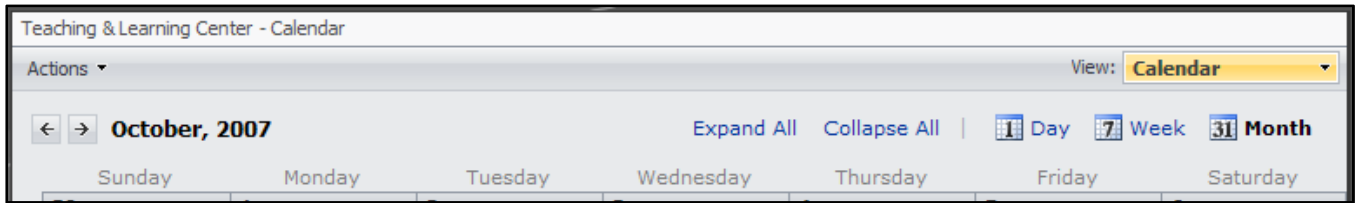
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

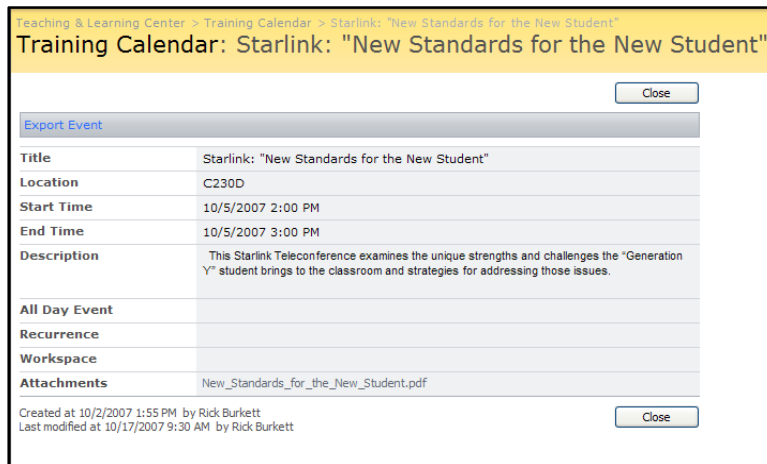
C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.



Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

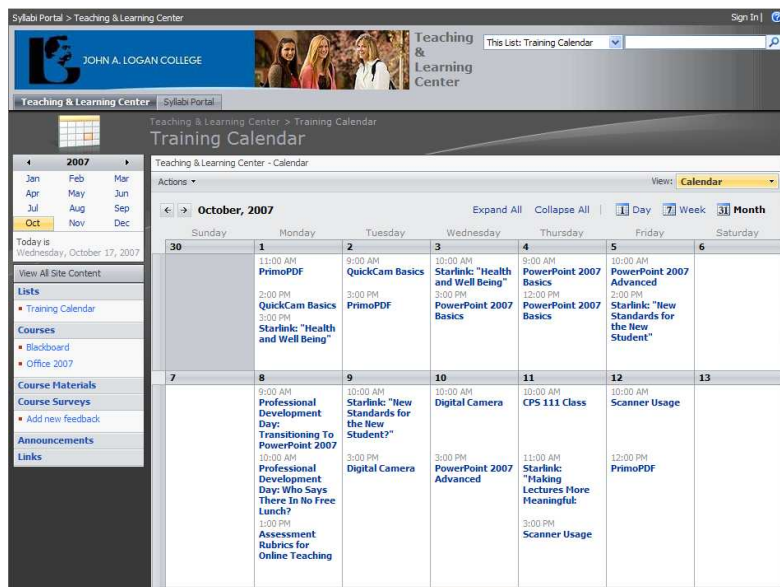
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



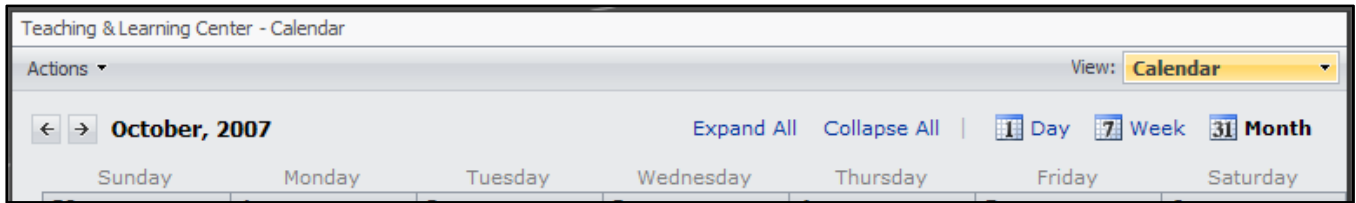
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

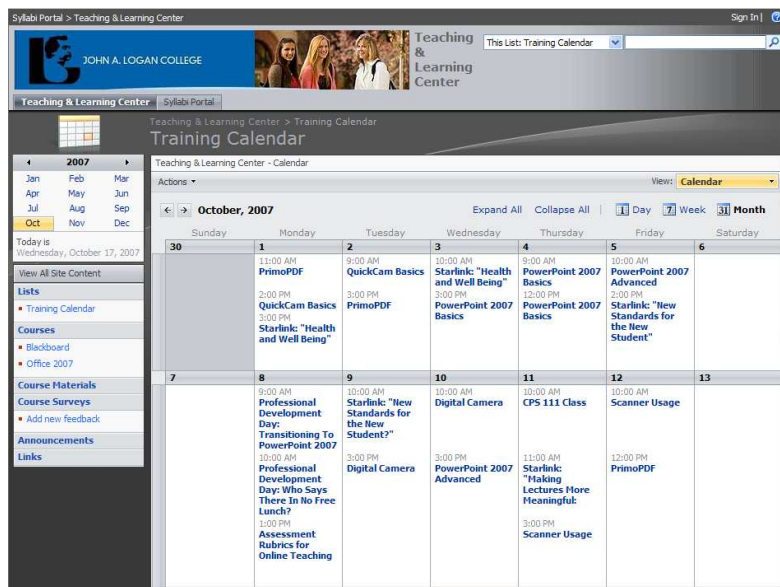
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



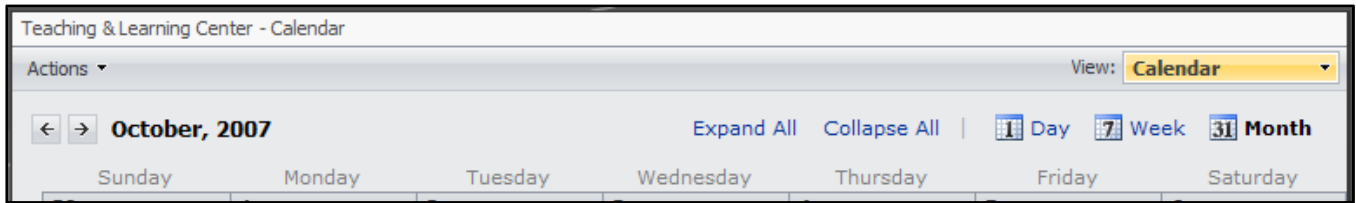
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu

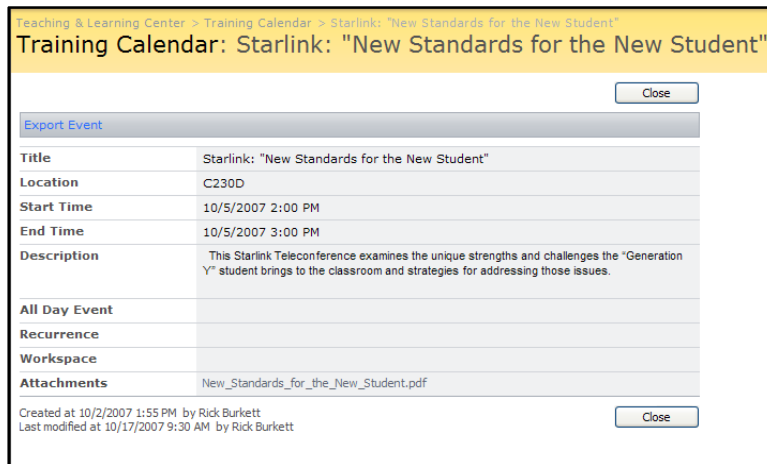


In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.



Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

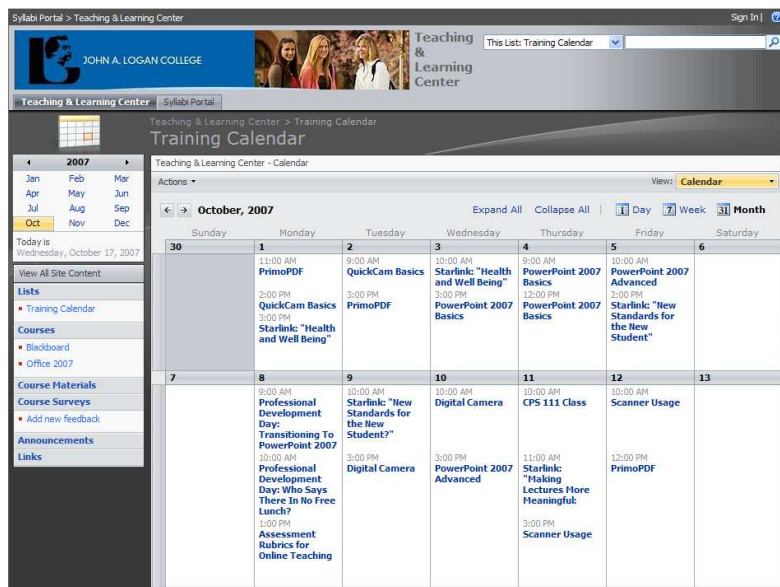
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



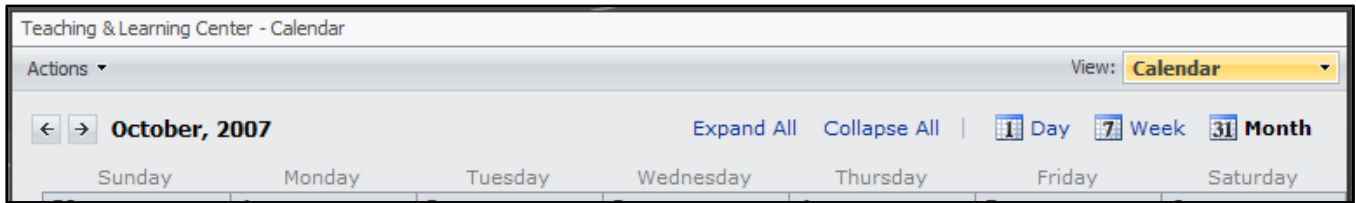
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. The view is set to "Current Events" in the top right. The events are listed in a table with the following columns: Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

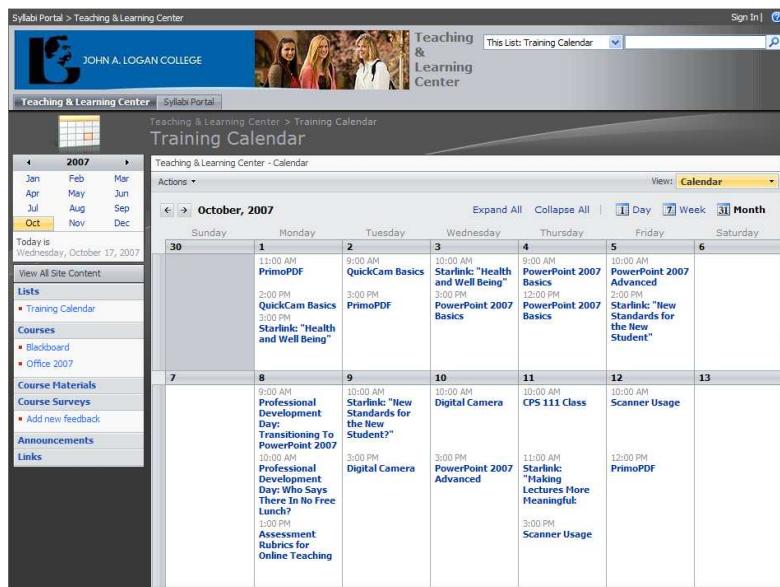
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



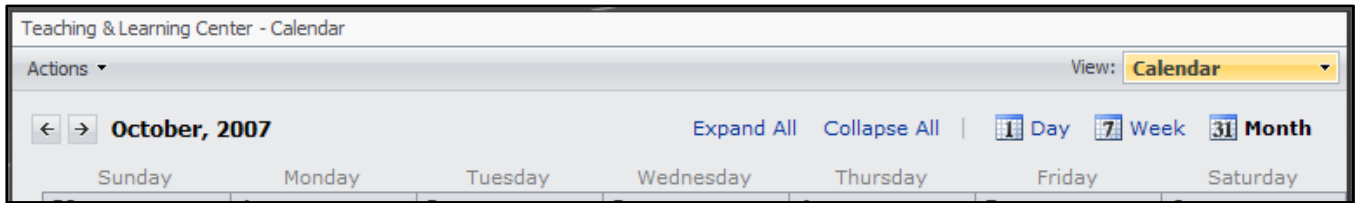
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: 'New Standards for the New Student'". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The main content is a table with the following fields:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quickenotes

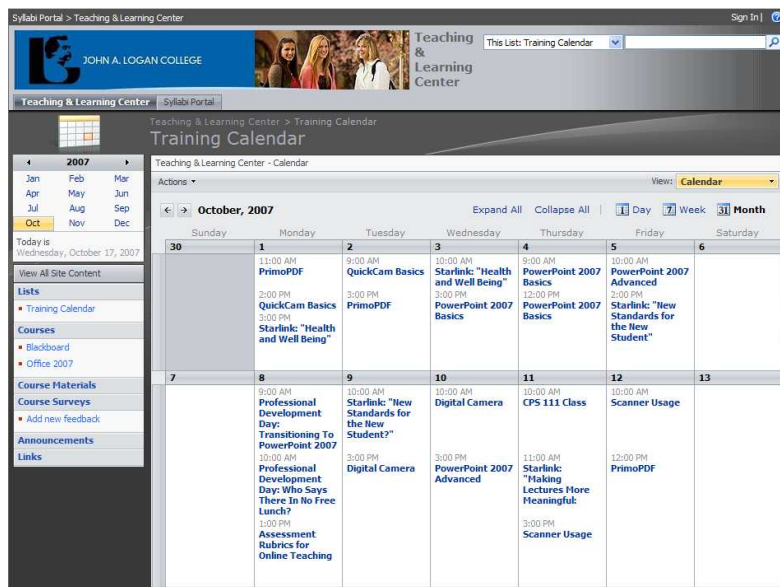
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



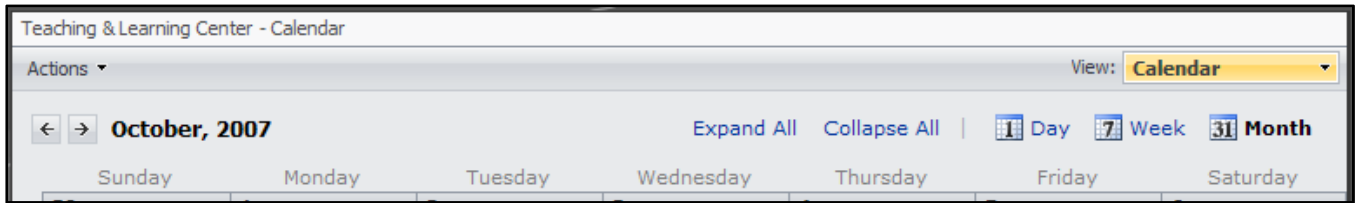
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

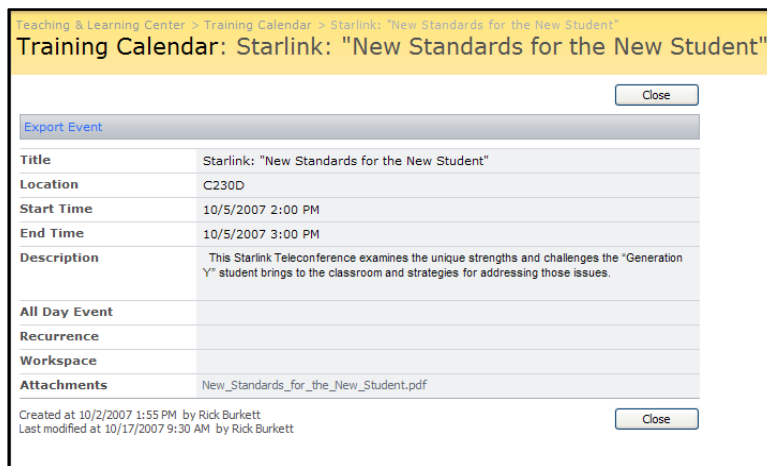
C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.



Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

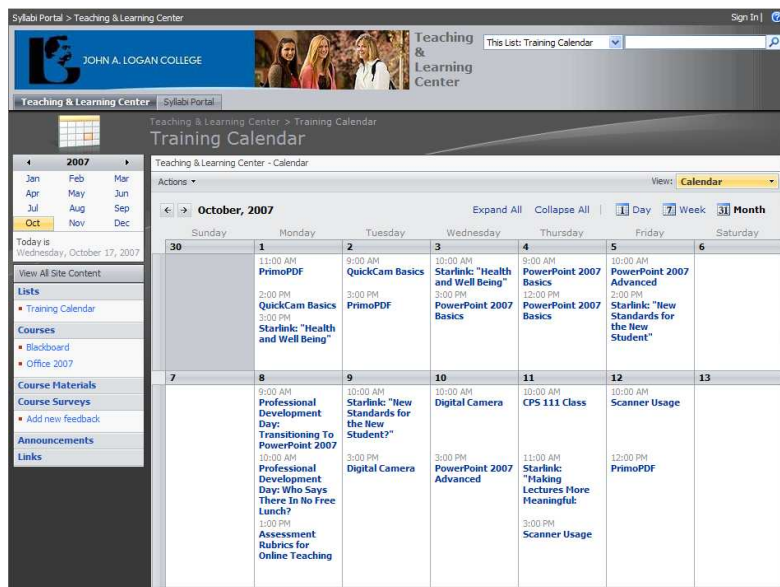
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



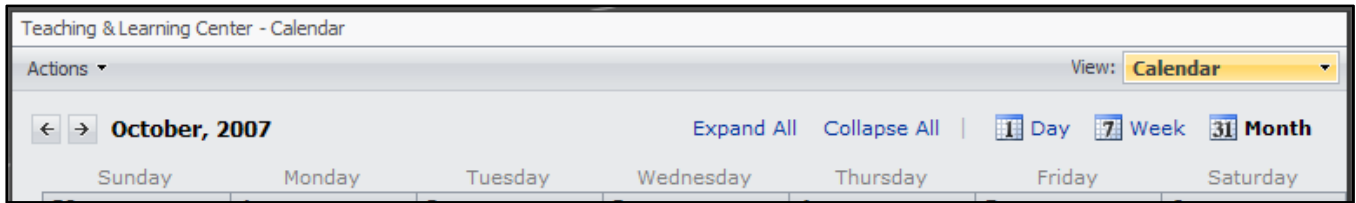
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a list of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a 'Close' button, an 'Export Event' button, and a table with event details.

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

Created at 10/2/2007 1:55 PM by Rick Burkett
Last modified at 10/17/2007 9:30 AM by Rick Burkett

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

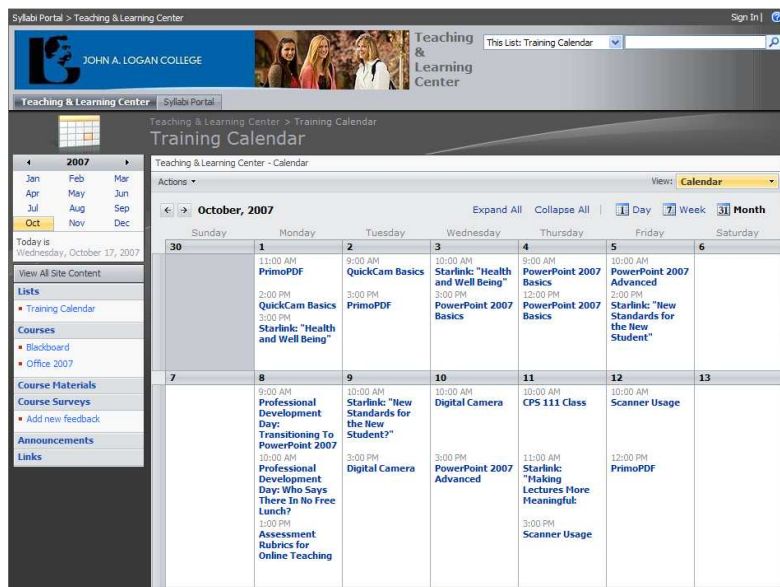
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



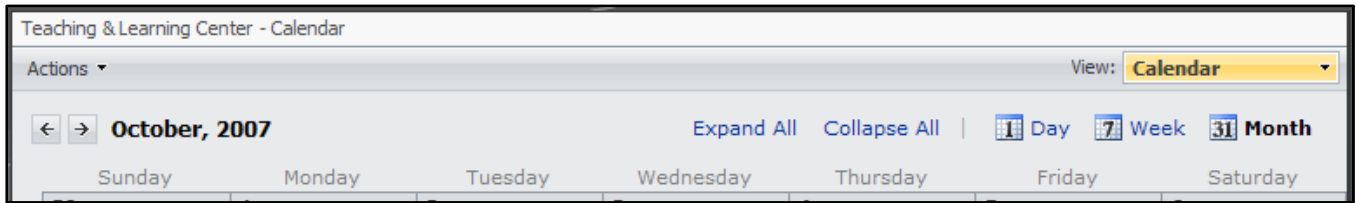
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

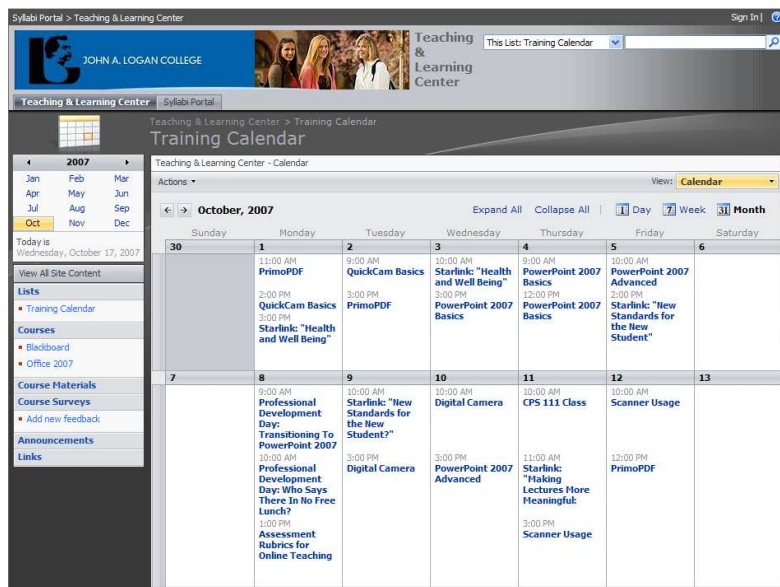
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



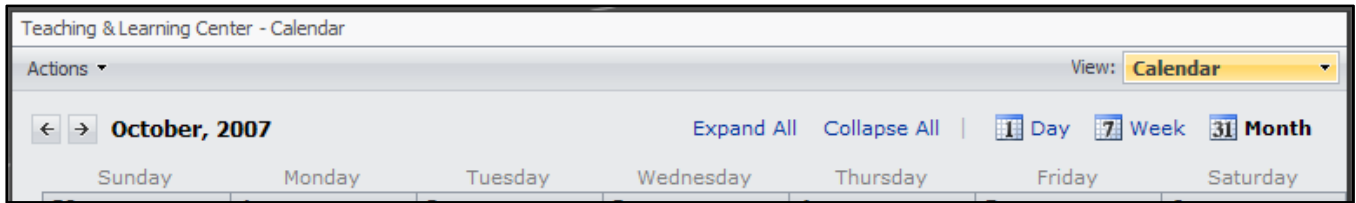
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a title bar, a 'Close' button, an 'Export Event' button, and a table of event details.

Training Calendar: Starlink: "New Standards for the New Student"	
Close	
Export Event	
Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf
Created at 10/2/2007 1:55 PM by Rick Burkett	
Last modified at 10/17/2007 9:30 AM by Rick Burkett	
Close	

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quickenotes

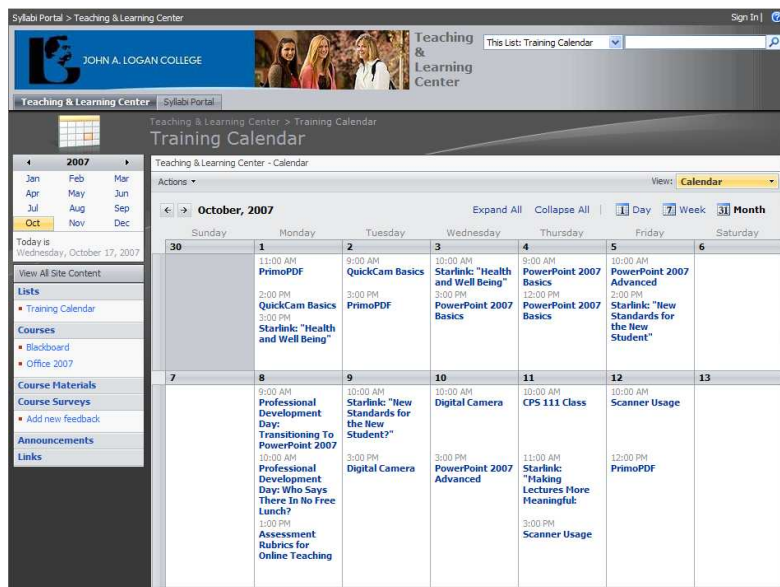
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



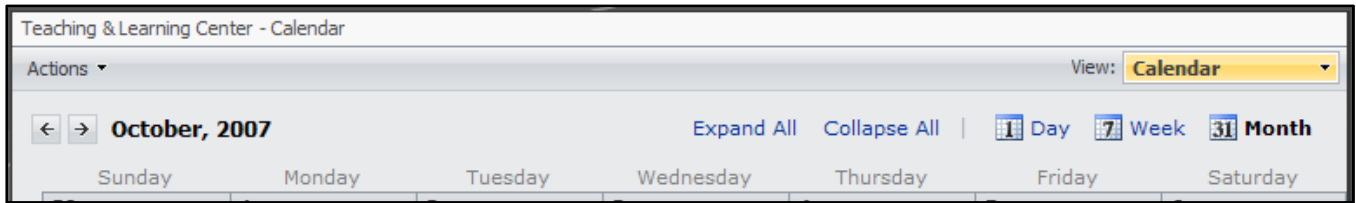
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. The page has a yellow header with the event title and a 'Close' button. Below the header is an 'Export Event' button. The main content is a table with the following details:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it shows the creation and modification dates: 'Created at 10/2/2007 1:55 PM by Rick Burkett' and 'Last modified at 10/17/2007 9:30 AM by Rick Burkett'. There is a 'Close' button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

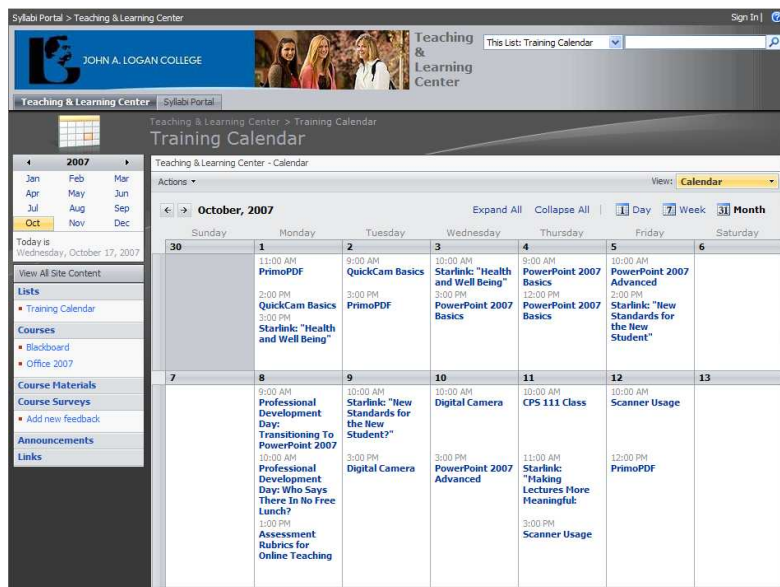
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



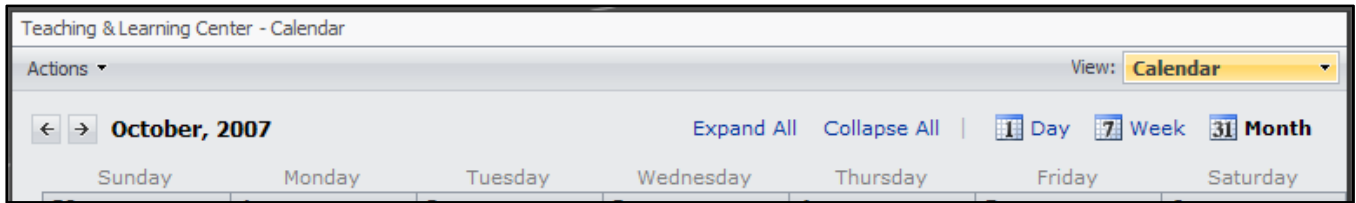
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The main content is a table with the following fields:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

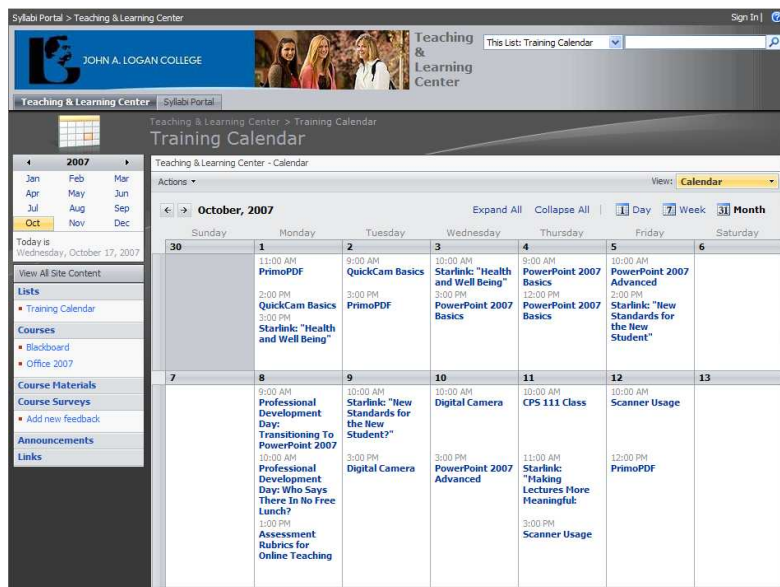
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



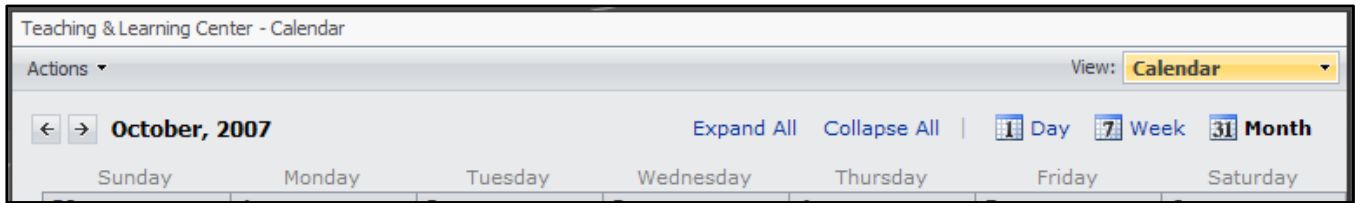
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

Teaching & Learning Center > Training Calendar > Starlink: "New Standards for the New Student"

Training Calendar: Starlink: "New Standards for the New Student"

Close

Export Event

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

Created at 10/2/2007 1:55 PM by Rick Burkett
Last modified at 10/17/2007 9:30 AM by Rick Burkett

Close

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

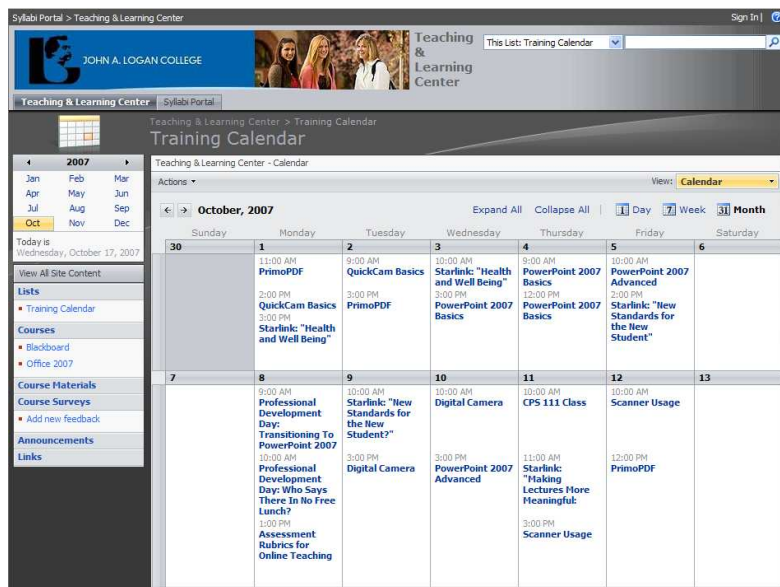
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



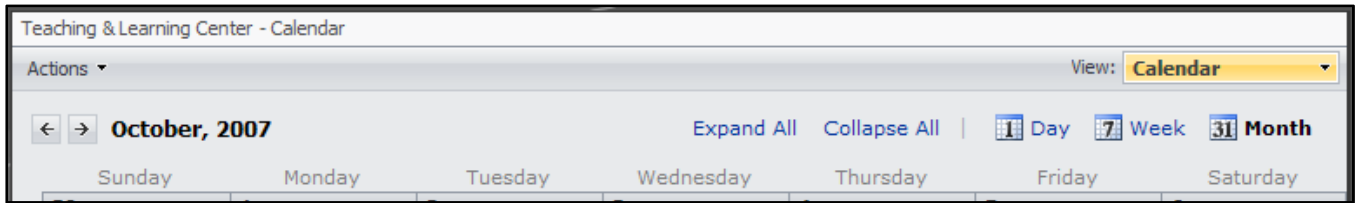
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: 'New Standards for the New Student'". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

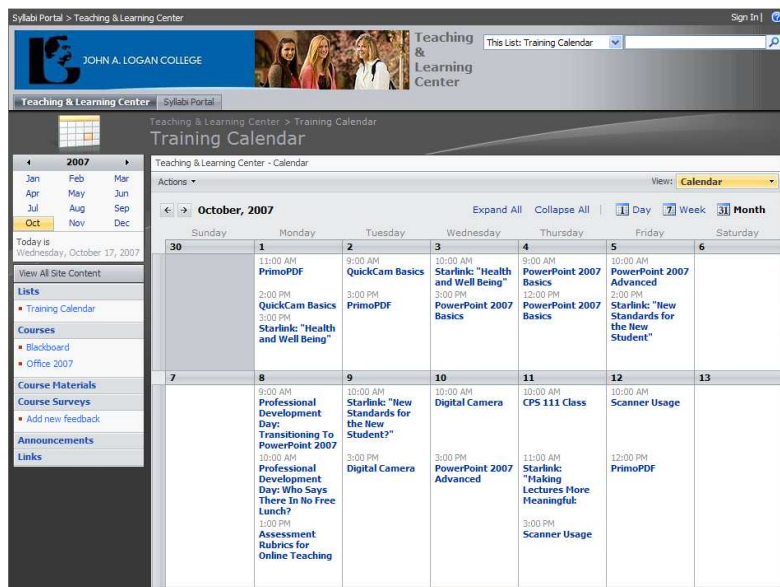
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



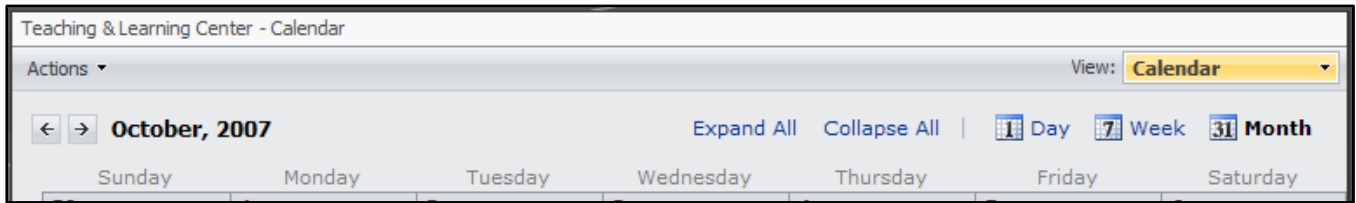
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a list of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

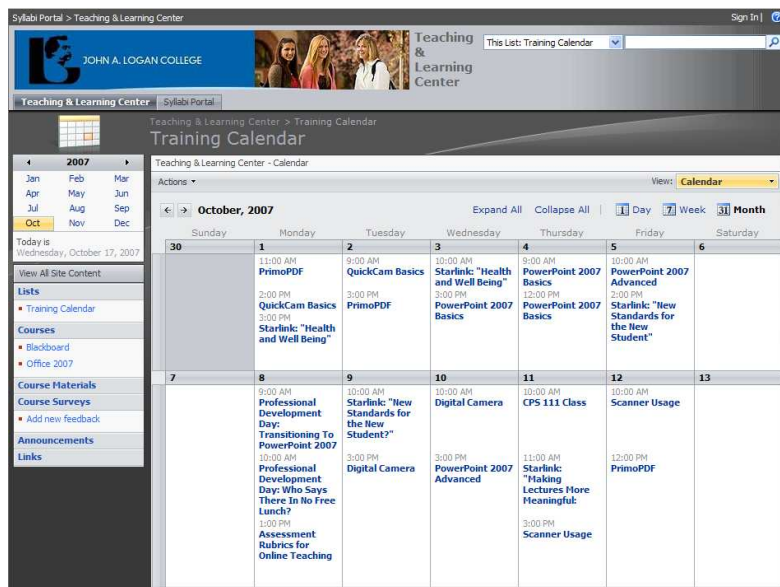
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



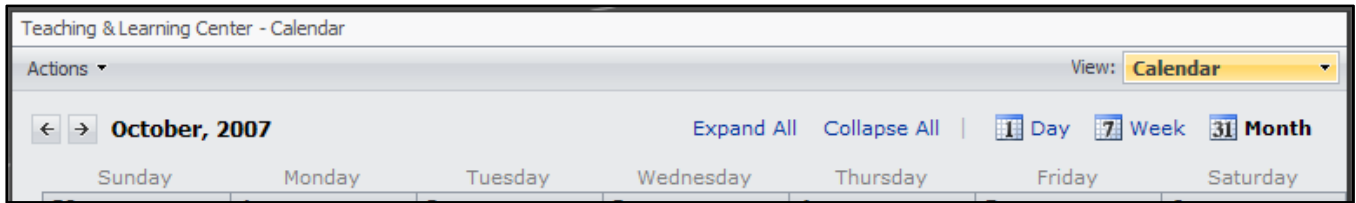
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a table of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

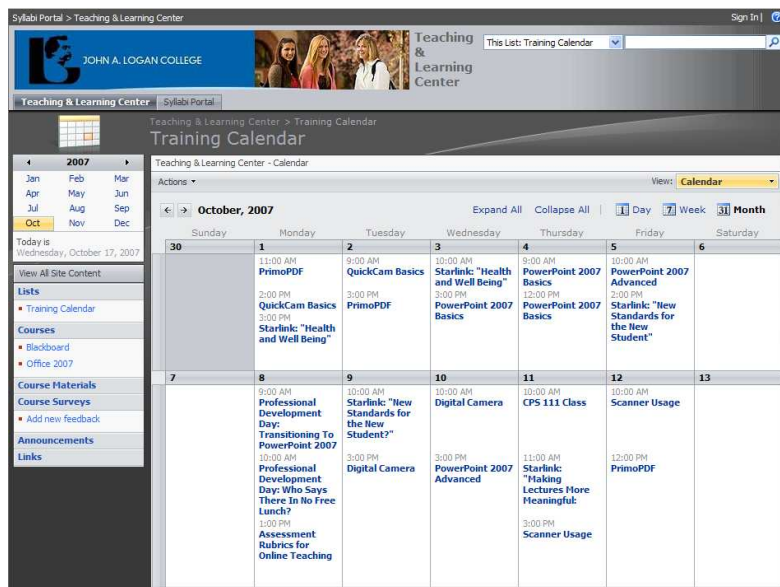
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



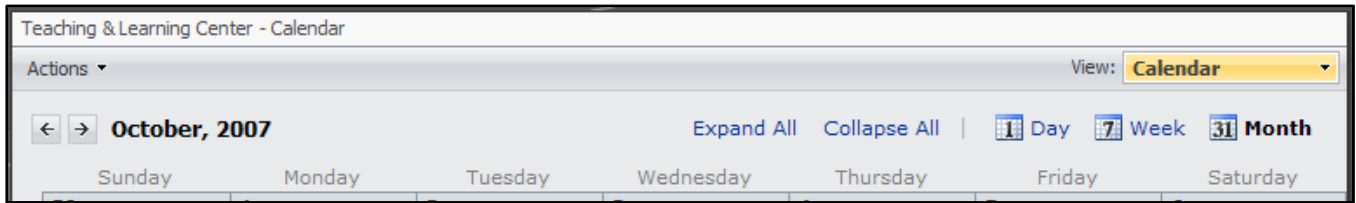
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a 'Close' button, an 'Export Event' button, and a table with event details.

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

Created at 10/2/2007 1:55 PM by Rick Burkett
Last modified at 10/17/2007 9:30 AM by Rick Burkett

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

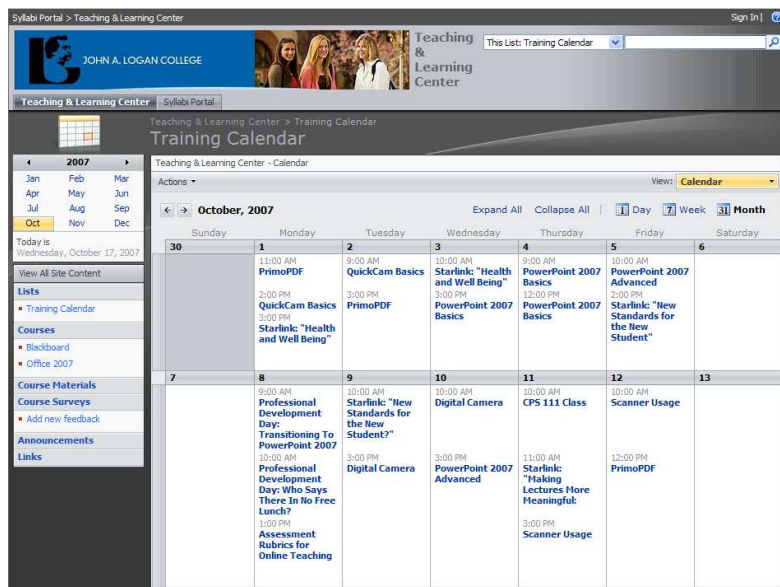
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



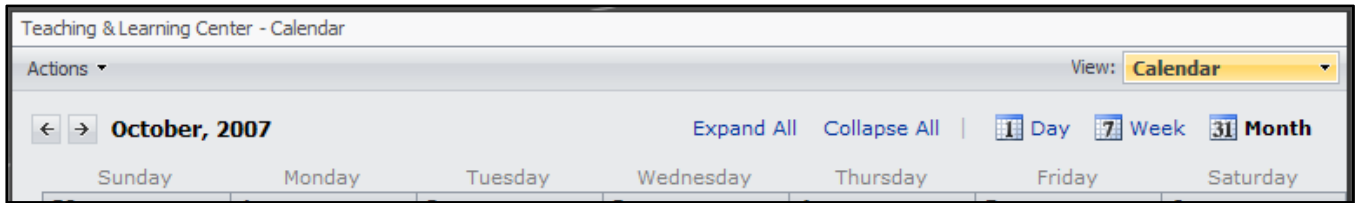
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a title bar, a 'Close' button, an 'Export Event' button, and a table of event details.

Training Calendar: Starlink: "New Standards for the New Student"	
Close	
Export Event	
Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf
Created at 10/2/2007 1:55 PM by Rick Burkett	
Last modified at 10/17/2007 9:30 AM by Rick Burkett	
Close	

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

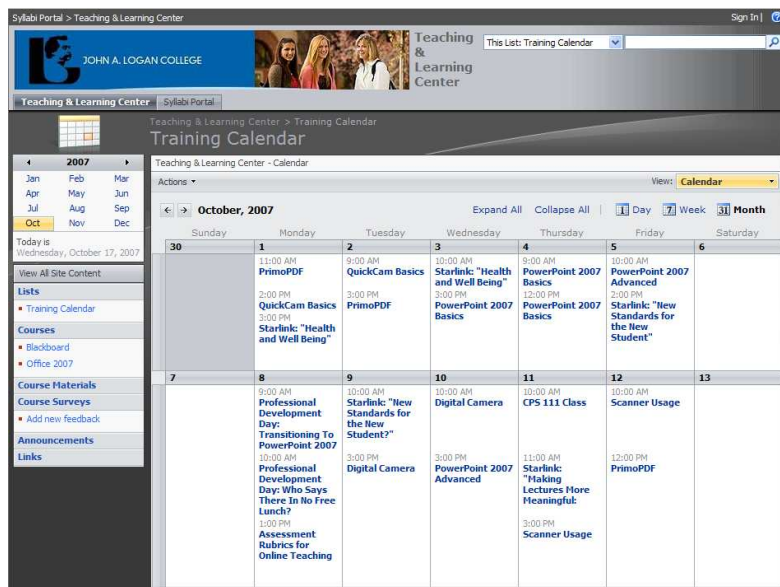
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



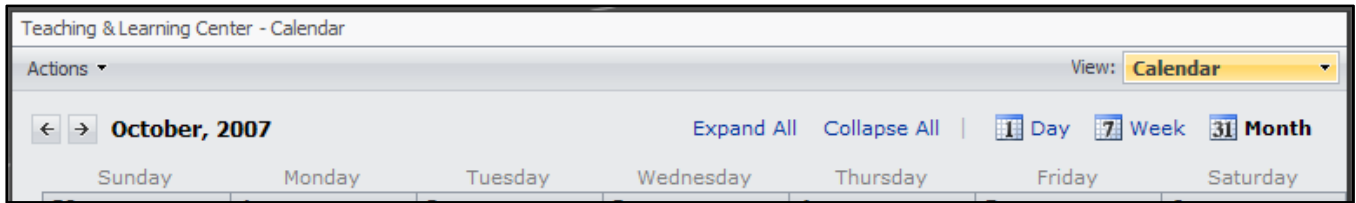
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a 'Close' button, an 'Export Event' button, and a table with event details.

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

Created at 10/2/2007 1:55 PM by Rick Burkett
Last modified at 10/17/2007 9:30 AM by Rick Burkett

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

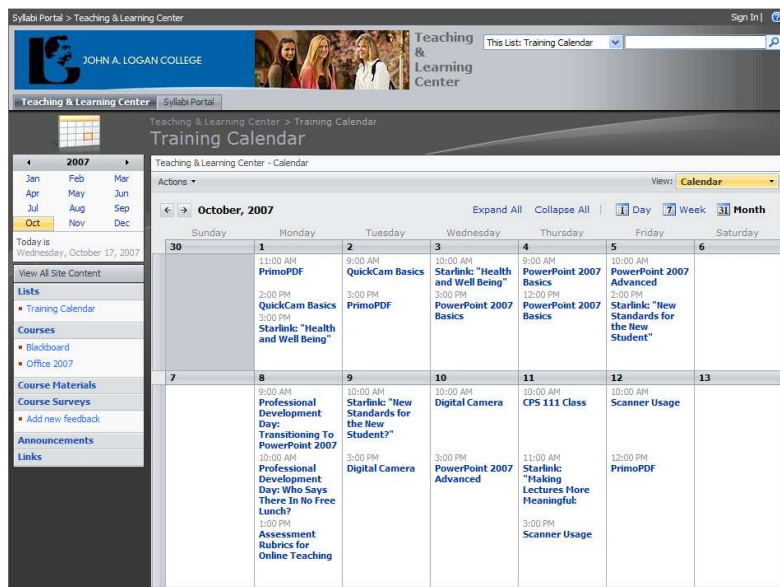
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



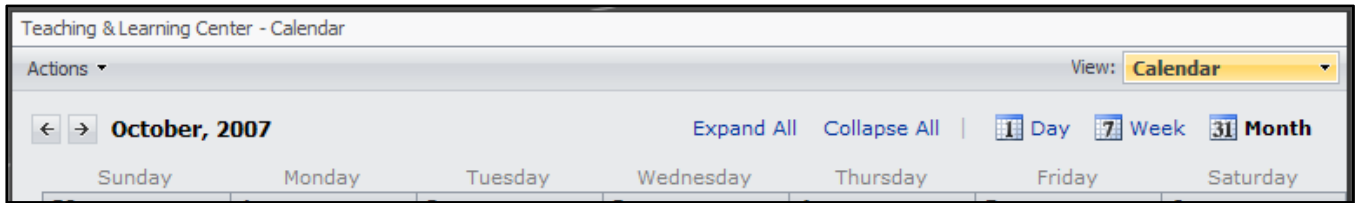
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. It displays a list of events with the following columns: Title, Location, Start Time, End Time, and All Day Event. The events listed are:

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: New Standards for the New Student". The page has a yellow header with the title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table format:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is also a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

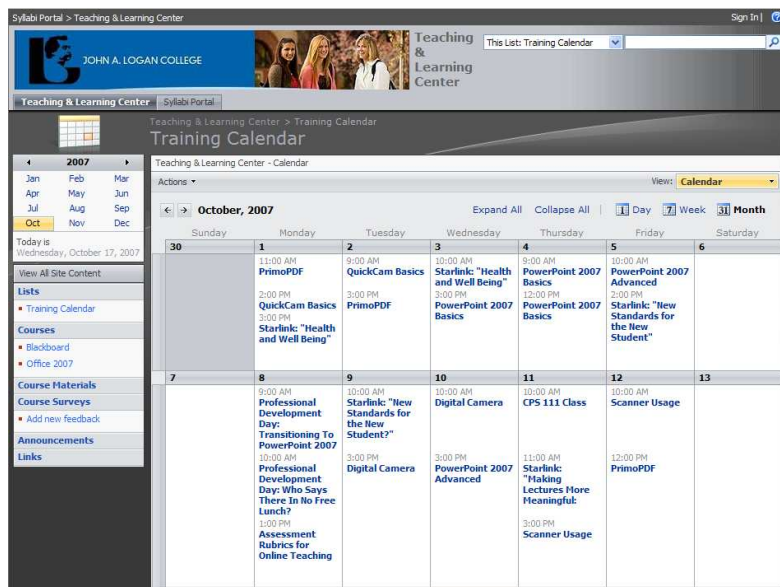
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



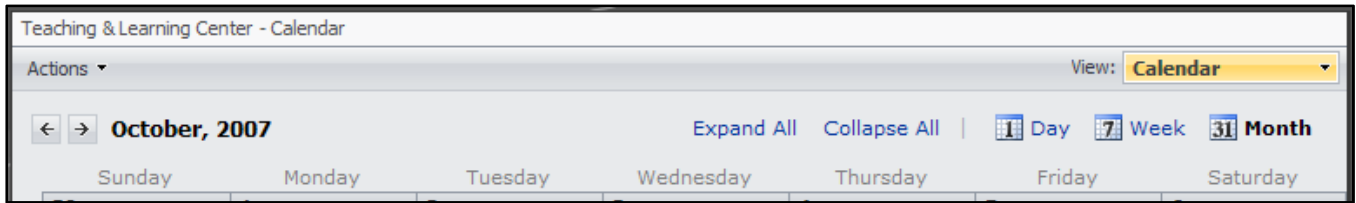
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: “All Events” and “Current Events”. The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event’s name, room location, and start and end times.

The screenshot shows the 'Current Events' view of the calendar. It displays a table of events with columns for Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event’s title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference “New Standards for the New Student?”, a PDF file is available for the session by clicking on the link provided next to “Attachments”.

The screenshot shows the event detail page for 'Starlink: New Standards for the New Student'. It includes a 'Close' button, an 'Export Event' button, and a table with event details.

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

Created at 10/2/2007 1:55 PM by Rick Burkett
Last modified at 10/17/2007 9:30 AM by Rick Burkett

Check out the portal calendar and watch for additional content to be added in the near future.



professional development quicknotes

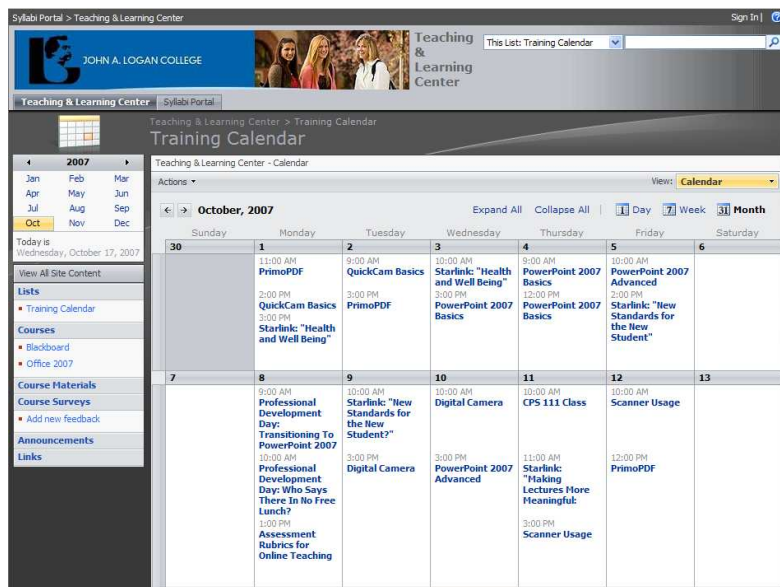
Teaching and Learning Center Portal Calendar

October 14, 2007

The TLC would like to announce the creation of our new SharePoint web portal. A SharePoint portal functions just like a website, except that it is much more robust in the types of content that can be placed on the site. First announced in the LRC *Journal*, the portal will be an ongoing project for the TLC. While we will be adding a tremendous amount of information to the portal over time, the first component we have developed is the calendar. There is a link from the TLC homepage to the calendar, or the TLC portal calendar can be accessed directly @ <http://inst.jalc.edu/TLC/Lists/Training%20Calendar/calendar.aspx>.

"Microsoft Office SharePoint Server 2007 helps your organization get more done by providing a platform for sharing information and working together in teams, communities and people-driven processes."

Microsoft.com



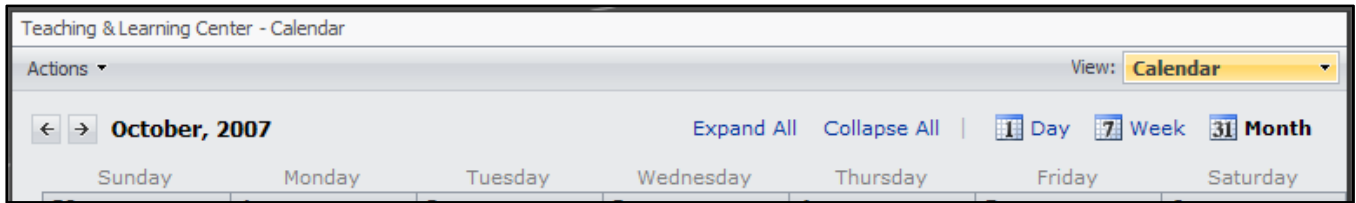
Pictured above, the calendar will serve as one more way that we can keep you informed about upcoming training sessions, lab closures, and schedule changes. While we will still post the training calendar as a PDF on our website and have paper copies available in the LRC, the calendar on the portal will be the most current place to check on upcoming training sessions and open lab times. With regard to the lab, all faculty and staff can use the TLC Lab (C230H) from 8:00 AM to 4:30 PM, as long as there is no training session occurring at that particular time. The portal calendar is available both on and off campus.



Edited by
Rick W. Burkett
Professional Development Facilitator

John A. Logan College
LRC Teaching and Learning Center

C230G
618-985-2828, ext. 8135
rickburkett@jalc.edu



In the screen capture above, the top portion of the calendar is displayed. The calendar can be set by the user to display the entire month (the default setting), or one week, or one day. Changing views only requires that users click on the appropriate icon for the view they want to display. Those links are on the right side in the illustration above. Also illustrated in the upper-right corner of the screen capture above is the pull-down menu that allows users to display the events as a list (see image below). There are two choices for displaying items as a list: "All Events" and "Current Events". The Current Events choice displays all upcoming events, beginning with the first scheduled item on the current day. The All Events choice will display all scheduled events back to August 16, 2007. Both choices will list each event's name, room location, and start and end times.

The screenshot shows the "Current Events" view of the calendar. The view is set to "Current Events" in the top right. The events are listed in a table with the following columns: Title, Location, Start Time, End Time, and All Day Event.

Title	Location	Start Time	End Time	All Day Event
Archiving Files with CDs/DVDs	C230H	10/17/2007 9:00 AM	10/17/2007 10:00 AM	
JALC Trivia	C230H	10/17/2007 10:00 AM	10/17/2007 10:30 AM	
JALC Trivia	C230H	10/17/2007 10:30 AM	10/17/2007 11:00 AM	
Advisement Training	C230H	10/17/2007 11:00 AM	10/17/2007 12:00 PM	
JALC Trivia	C230H	10/17/2007 12:00 PM	10/17/2007 12:30 PM	
JALC Trivia	C230H	10/17/2007 12:30 PM	10/17/2007 1:00 PM	
Managing Files with a USB Drive	C230H	10/17/2007 3:00 PM	10/17/2007 4:00 PM	
JALC Trivia	C230H	10/17/2007 4:00 PM	10/17/2007 4:30 PM	
JALC Trivia	C230H	10/18/2007 8:30 AM	10/18/2007 9:00 AM	
JALC Trivia	C230H	10/18/2007 9:00 AM	10/18/2007 9:30 AM	
Premier Elements Basics	C230H	10/18/2007 10:00 AM	10/18/2007 11:00 AM	
Archiving Files with CDs/DVDs	C230H	10/18/2007 12:00 PM	10/18/2007 1:00 PM	
JALC Trivia	C230H	10/18/2007 1:00 PM	10/18/2007 1:30 PM	

Details about specific events can be accessed by clicking on the actual event title in any of the three calendar views (monthly, weekly, daily) or in either of the events lists (Current Events or All Events). The event detail (see screen capture below) shows not only the event's title, location, and times, but also has places for event descriptions and attachments. In the screen capture below for the Starlink teleconference "New Standards for the New Student?", a PDF file is available for the session by clicking on the link provided next to "Attachments".

The screenshot shows the event detail page for "Starlink: 'New Standards for the New Student'". The page has a yellow header with the event title and a "Close" button. Below the header is an "Export Event" button. The event details are displayed in a table:

Title	Starlink: "New Standards for the New Student"
Location	C230D
Start Time	10/5/2007 2:00 PM
End Time	10/5/2007 3:00 PM
Description	This Starlink Teleconference examines the unique strengths and challenges the "Generation Y" student brings to the classroom and strategies for addressing those issues.
All Day Event	
Recurrence	
Workspace	
Attachments	New_Standards_for_the_New_Student.pdf

At the bottom of the page, it says "Created at 10/2/2007 1:55 PM by Rick Burkett" and "Last modified at 10/17/2007 9:30 AM by Rick Burkett". There is a "Close" button at the bottom right.

Check out the portal calendar and watch for additional content to be added in the near future.