

NDUS ConnectND Training and Documentation Plan

Audience	What Information Provided	Media	Who Develops & Delivers
Individuals Students/Faculty/Staff Accessing Information	Awareness What is ConnectND and Its Major Benefits Implementation Process / Teams Overall Connect ND Project Updates ConnectND Portal	Online - ConnectND web page Each campus has its own team ConnectND IVN Session URL to be announced	Jean Ostrom-Blonigen – Ongoing Bob Jansen ⁽¹⁾ – Ongoing Ongoing Second Thursday Each Month James Ross – Ongoing
Getting Started	General PeopleSoft Navigation Notes Demo on How to navigate Hardware Requirements Supported Software (IE, MS Office)	WebEx/Online-ConnectND web page WebEx/Online-ConnectND web page Online-ConnectND web page Online-ConnectND web page	Rose Keeley - Nov. Rose Keeley - Nov. John Underwood - Done John Underwood - Oct.
Distributed Administration Department Staff/Faculty	Everything above MS Office (Excel & Word) IE Browser Macro/Letter Generation Docs Content Training Documents (Living/Changing)	WebEx/Online-ConnectND web page WebEx/Online-ConnectND web page WebEx/Online-ConnectND web page WebEx/Online-ConnectND web page	HECN Trainers ⁽²⁾ - Nov. HECN Trainers ⁽²⁾ - Nov. Chad Gilbertson ⁽³⁾ - Nov. CND Project Teams ⁽⁴⁾
	Student Admin – Documents Student Admin – Hands-on Training Student Admin – Monthly NDUS Update Sessions Student Admin – Navigating Introduction	Online-ConnectND web page links Online/Hands-on with WebEx ConnectND IVN Session http://www.nodak.edu/connectnd/modules.php?op=modload&name=News&file=article&sid=594&mode=thread&order=0&thold=0	Scott Mahar’s Group ⁽⁵⁾ – March Scott’s Group – March Scott’s Group – Fourth Thursday/Month Scott’s Group – ConnectND web page <u>Student and faculty portal sections</u> <u>sampled</u> section of web page – Now
	Finance – Documents Finance – Hands on Training Finance – Monthly NDUS Update Sessions Finance – Navigating Overview	Online-ConnectND web page links Online/Hands-on with WebEx ConnectND IVN Session http://www.psknowledgecenter.com/af/peoplesoft/my/preclass.html	Mick Pytlik’s Group – June Mick’s Group – June Mick’s Group – First Thursday/Month PeopleSoft 8.4 Pre-Class Navigation Tutorial – Online Version – Now
	Human Resources – Documents Human Resources – Hands on Training Human Resources – Monthly NDUS Update Sessions Human Resources - Navigating Overview	Online-ConnectND web page links Online/Hands-on with WebEx ConnectND IVN Session http://www.psknowledgecenter.com/af/peoplesoft/my/preclass.html	Teri Thorsen’s Group – June Teri’s Group – June Teri’s Group – Third Thursday/Month PeopleSoft 8.0 Pre-Class Navigation Tutorial – Online Version – Now
	Security Access & Responsibility (FERPA / HIPPA / GLB / Others)	To be determined	To be determined - Dec.
Expert Users Across Multiple Departments	On going Project Content	CND Project Teams	CND Project Teams

(1) Awareness for general ConnectND constituents provided by the NDUS Common Information Services Communications Coordinator is the first step to training as well. Demonstrations of PeopleSoft both online and for group participation using WebEx. It will require project staff time and Project Managers for information.

- (2) C. J. Johnson and Rose Keeley will head the NDUS ConnectND Microcomputer Training assisted by Loran Olsen and Maria Saucedo. This will also include the assistance of a ConnectND Training Representative and PC Support Technician and a backup person from each campus. These positions have been accepted for all 11 campuses and the NDUS office and they are members of the CND-TRAINING@listserv.nodak.edu list. Most training will be delivered via WebEx meetings. The training will also be available in HTML, PDF and a WebEx recording published on the NDUS ConnectND Training and Documentation link from the ConnectND web page.
- (3) Macro/Letter Generation: Chad Gilbertson will train PC Support Technicians and ConnectND Training Representative on all 11 campuses on how to install and setup already created custom macros and templates for letter generation from files downloaded from PeopleSoft. WebEx session 11/25/2003 at 1:30.
- (4) Each Project Manager and/or Project Team(s) will publish their own content documents on their own web site in PDF and HTML format and if possible a WebEx recording. The link from their subject (Finance, Human Resources, Student Administration) on the ConnectND page will be to their Table of Contents page with links to each document they develop, maintain, and deliver. Craig Cerkowski and Rose Keeley will assist in developing this process.
- (5) The Student Administration trainers are Charles Fjeld, Tricia Campbell and Paula Kurtz.

11/15/2003 Rose Keeley: NDUS ConnectND Training and Documentation