



A Technology Newsletter for Extension Specialists

Extension Technology and Computer Services, UMC
22 Heinkel Building, Columbia, MO 65211 573-882-2096

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Computer Training via TCRCs

by Bill McFarland

ETCS held the second computer training class by Interactive Television utilizing the TCRCs, April 27. Krisite Sapp, ETCS Training Coordinator, presented a 2 hour program to 71 participants, plus site facilitators. As Kristie presented the material the students could watch her on TV and also see her computer screen on the projected screen (see photo). We are able to project the presenter's computer screen to each TCRC ITV room via a computer connected to our network running NetMeeting. This technique is necessary when the remote students need to see clearly the presenter's computer screen.



Computer Training by ITV, Mineral Area TCRC, Park Hills (photo by Bob Nash)

By all indications this training method may be equally as effective as face to face heads-up computer training. Some of our sites provided their respective groups with computer training rooms where the students could do the exercises assigned in the materials presented earlier on TV. During this lab time, Kristie was available from her desk for a NetMeeting call to help with trouble spots.

We believe this has been a good experience and as you can see from the training schedule in this issue, we are planning more ITV computer training.

Getting CBT Installed and Running on Your Machine

by Kristie Sapp

There has been some confusion on how to install and use CBT. I hope the following detailed instructions will help you to better implement and use CBT System Courses on your local machine.



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ETCS Summer Hours:
Monday - Friday
7:30 a.m. - 4:00 p.m.
May 10 - August 13, 1999

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Lincoln University,
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& Local University Extension
Councils Cooperating

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1. Open Internet Explorer or Netscape Navigator
2. Go to <http://UOEShare.ext.missouri.edu/CBT>
3. This is the home page for CBT. If this is the first time you've ever tried to use CBT, left click on "Getting Started with CBT" and it will take you to the next step.
4. Scroll down this page until you get to the part of the screen that reads Download the CBT Player. Right click on the Windows 95/98/NT.
5. Select "Save Target As..."
6. In the Save in: box change this to read (C:) (To change directories, left click on the  at the end of the Save in: box and (C:) will be one of the choices.)



7. To create the *cbtdwn* folder, left click on the "New Folder Icon" and type *cbtdwn* and press enter.
8. Double click on the new *cbtdwn* folder. (This will change you to this folder.)
9. Left click on the Save Button. Your screen should look like this.
10. It will look like some "files" are floating across your screen. This will take a little bit so be patient while the file finishes downloading.
11. Close your browser. (Internet Explorer or Netscape)
12. Double Click on the "My Computer" Icon
13. Double Click on the (C:)
14. Double Click on the "cbtdwn" Folder
15. Double Click on the file name *dyncli32* (this should be the only file in this folder.) This is an install file and will start to install on its own after you Double Click on the file. You will be prompted with the question, "This will install the CBT Campus 32 Bit. Do you wish to continue?" Left click on the Yes button.
16. Left Click on the Next button when prompted, Left click on the Yes button, Left Click on Next, (will install some pieces), Left Click on Next, Left Click on Next, Installs some stuff and then Left Click on Finish.
17. Close all programs on your machine and restart your computer so that the install of the player will take effect.
18. Reload your browser (Internet Explorer or Netscape Navigator) and change the following settings:



Netscape Navigator users should do the following:

1. Choose **Edit - Preferences**.
2. Click the plus sign beside the **Advanced** category to expand its sub-categories.
3. Click the **Cache** category.
4. Click the **Every time** radio button.
5. Click **OK**.

Microsoft Internet Explorer users should do the following:

1. Choose **View - Internet Options**.
2. Click the **General** tab.
3. Click the **Settings** button in the Temporary Internet Files panel of the dialog.
4. Click the **Every visit to the page** radio button.
5. Click **OK** to close this dialog and **OK** to exit the options dialog.

19. Left Click on "Login to the Classroom Menu" that will take you to the Login Screen. (You might find it useful to bookmark this page to make it easy



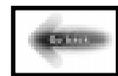
- to access in the future because now that everything is set up, this will be your best starting point.)
20. CBT is a "self-registering" classroom setting. You will need to key in a Student ID and Password to this screen. I suggest that you use your current network ID as Student ID and password so that you do not have to remember a new one. For example, my student ID would be SappK. Once you have keyed in your Student ID and Password, left click on the OK button. (Remember that this ID is case sensitive and you will need to remember that for future entry into the CBT Classroom.)

NOTE: DO NOT select the skip button. You will be able to access the courses this way but will NOT receive any credit for taking the classes and will not receive Lego® Certificates for passing test scores. You must register and login to receive credit.

21. The first time you register you will need to give CBT more information and will be prompted with the following.



If this is the first time you have ever accessed the CBT Classroom, left click on "Register". (If you have registered before and get this screen, left Click on "Go back". Enter your Student ID and password again. Remember the Student ID is case sensitive.)



22. Key in the appropriate responses in the blanks and then left click on OK. This will take you to the Classroom and a list of the available courses.



23. Left Click on any of the titles you wish to take and it will begin to download. Be patient - it might take a little while to download at first. Read the pages as they come up and take the course at your own pace.

You can minimize the CBT Classroom window at anytime if you need to take care of a client in person, answer the phone, or work on something else for a while. Simply go back to it when time permits.

NOTE: It is very important that if you have registered before and are prompted with the “You have entered an unregistered Student ID”, you go back and try to login again. Remember the ID is case sensitive and you may have keyed a lowercase letter where you needed an uppercase letter. If you think you have typed the correct user name and password please, **DO NOT** register again. Contact me by e-mail at ETCS@missouri.edu or phone at 573-882-2096 and I will look up your Student ID and password. If you choose to register again, you will not know what courses you have taken and what ones you have not. This information is stored with your Student ID and password and if you use multiple Student ID’s this will be impossible to keep track of.

Joe Lear Joins ETCS

By Bill McFarland

We are excited to announce that Joe Lear has recently joined ETCS as Network Support Specialist. Joe will be working with John Myers and John Grissom to

maintain the statewide network and assist staff with networking issues.

Many of you know that Joe was Regional Information Technology Specialist and before that Agricultural Engineering Specialist in the Northwest Region before joining ETCS in May of this year. His 13 years of experience in the field should be helpful to him as he performs his new duties at ETCS. All expectations are high.

Joe is presently in the middle of locating a house in Columbia and is traveling between St Joseph and Columbia on the weekends.

Joe has a bachelor of science and master of science degree in Agricultural Mechanization (Applied Agricultural Engineering Technology) from the University of Missouri-Columbia. Joe starting using computers before DOS (Almost before the wheel in computer years!) while working for USDA.

Joe enjoys hunting, fishing, woodworking, and relaxing with his wife Lori when not working or reading about computers.



Outlook Tips

It has been discovered, by Steve Williams, Human Environmental Sciences computer specialist, that we can speed up some Outlook responses by a simply click. Your Outlook will start up faster, and may do some other things faster with this change. This applies ONLY to those users in the Extension NT domain (like all the county offices).

If you are a user in the Extension NT domain, you will want to make this change. After opening Outlook:

1. Click on Tools
2. Click on Services
3. Highlight Microsoft Exchange Server, and click the Properties button
4. Click the Advanced tab
5. Go to the Logon network security box and click on the down arrow to pull down the options
6. Click on None.
7. Click on OK, and another OK.

Close Outlook and open it again and see if there is a significant speed up in getting started. You will still need to enter your email account and password as always. You should notice no difference in Outlook, except a possible speed up, especially on opening.

UOE Statewide Network Completed

By John Grissom

ETCS is pleased to announce that Phase 3 of the connectivity project is complete. This means that every county office is connected to the Internet via 56 KB dedicated lines. The Network Neighborhood now shows more than 700 computers on-line in the Extension network. E-mail, the Web, and file sharing for every desktop without modems are the standard. According to the last National Extension Technology Conference, only 3 other states have such an infrastructure in place. Missouri is among the first to provide this integrated connectivity with universal login from any Extension office.

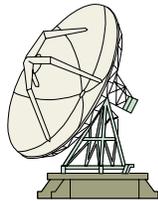
Now that the initial infrastructure is in place, we can focus our attention on investigating ways of utilizing this resource. Some of the ideas that we are testing focus on improved communication with desktop conferencing packages such as Microsoft’s NetMeeting, as well as remote helpdesk capabilities

and automated software update distribution with Microsoft's SMS package. In the coming weeks, we will visit the counties with file servers in order to upgrade memory and apply Y2K compliant software to the file server computers.

We are always interested in addressing your programmatic needs for which the network can serve. Send us your ideas, extend your thinking, the network is at your desktop.

New Satellite Contact

By Bill McFarland



Jim Ashlock began working May 10, 1999, as the University Extension satellite contact. Jim replaces David VanSickle as the contact for any questions and problems related to satellite dishes, technical difficulties, etc. You can contact Jim at 573-882-3321. Jim is employed by Academic Support Center (ASC) and University Extension contracts with ASC for his assistance with the UE satellite program. He can also be contacted via email, in your Outlook directory under James W. Ashlock.

Training Schedule

by Kristie Sapp

The following training sessions have been scheduled for the next few months. Classes will be held in 22 Heinkel Building. Locations for ITV trainings are as

Extension Technology & Computer Services
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<http://etcs.ext.missouri.edu>

follows: Poplar Bluff TCRC, Delta Center, Tri-Lakes @ Reeds Spring TCRC, Kirksville TCRC, Nevada Telecenter, Mexico TCRC, Mineral Area TCRC, Univeristy of Mo.-Rolla, and Northwest Mo. State University, Maryville. I will post detailed course outlines on each of the following courses on our website in the training section <http://etcs.ext.missouri.edu>

June

- 15th - **Intermediate PowerPoint** - 8:30 a.m. to 12:00 noon
- 15th - **Intermediate Word** - 1:30 p.m. to 4:00 p.m.
- 16th - **Making the Most of Windows 95** - 9:00 a.m. to 3:00 p.m.
- 25th - **Using & Installing CBT** - 1:00 p.m. to 3:00 p.m.

July

- 13th - **ITV Converting Files: WP to Word, Freelance to PowerPoint, Lotus to Excel** - 9:00 a.m. to 11:30 a.m.
- 21st - **Making the Most of Windows 95** - 9:00 a.m. to 3:00 p.m.
- 27th - **Advanced Word** - 9:00 a.m. to 3:00 p.m.
- 28th - **Publisher 98** - 9:00 a.m. to 3:00 p.m.
- 29th - **Advanced PowerPoint** - 9:00 a.m. to 3:00 p.m.

August

- 5th - **Advanced Word** - 9:00 a.m. to 3:00 p.m.
- 6th - **Advanced PowerPoint** - 9:00 a.m. to 3:00 p.m.

September

- 21st - **ITV for My Mail List** - 9:00 a.m. to 11:30 a.m.

To sign-up for one of these sessions, contact ETCS by telephone at 573-882-2096 or send an e-mail to ETCS@missouri.edu.

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Inner Circuits Mailing List Corrections/Additions - Send an email message to ETCS or call 573-882-2096 to correct an address, add someone to or delete someone from the mailing list.