

# Getting Ready for Training...

## *Tips for Departmental Trainers*

General Government  
Train-the-Trainer Classes

October 2008

## Checklist – Recommended Computer Prep

### Desktops

- ✓ Cleanup desktop area – put in a folder until training is over
- ✓ Empty the Recycle bin
- ✓ Change the settings on the display to 1024x768 pixels
- ✓ Turn off screensaver password feature
- ✓ Put shortcuts on desktop to training instance and UPK demo area

### Internet Explorer

- ✓ Change Home Page to STEP
- ✓ Clear Cache - on Tools menu, choose Options, look for settings to clear temporary internet files

### Technical Setup

- ✓ Review the “Steps to Check Set-ups for STEP Training” document at:  
<http://step-hrms.henrico/step/ComputerSetup--2008-10-25.pdf>
- ✓ Contact Warren Bowman (IT Department 4467; [bow03](#)) if you wish IT to assist in pushing out jiniator, shortcuts, etc.

## Suggested Classroom Set-up

- ✓ Name Tents
- ✓ Make sure all PC's are logged in prior to start of class if using the same login.
- ✓ Check that the Desktop Shortcuts work.
- ✓ Log into the Test Instance with a Student UserID and password to test that there are no issues with Jiniator, pop-up blockers, screensavers, etc.
- ✓ Candy in bowls
- ✓ STEP Giveaways
- ✓ Technical Issue log for department Technology Support

## UPK...web based training tool

### SEE IT

In **"See It" mode**, the application runs itself as a presentation.

You do not need to enter any keystrokes to advance from one step to the next.

You can pause the playback at any time by clicking the PAUSE link in the bubble. Then, when you are ready, you can click the RESUME link to continue the playback. You can stop the playback at any time by clicking the CLOSE button in the bubble, or manually advance by pressing the [ENTER] key.

Exit See It! mode by pressing the ESC key.

### TRY IT

In **"Try It" mode**, the application will tell you what you to enter into each field and where to enter it. After you enter the information you will be taken to the next step.

You can control the playback in Try It! mode using the ACTIONS link that appears in the bubble.

- Next Step Advances to the next step.
- Previous Step Returns to the previous step.
- Restart Playback Returns to the first step in the topic and restarts the task.
- Close Topic Exits Try It! mode.

Exit Try It! mode by pressing the ESC key.

## Contacts for ?'s

- IT Help Desk – 501-HELP
- Departmental STEP Agents  
<http://step-hrms.henrico/step/c-a-contact.html>
- STEP Project Team

<b>DEPARTMENT:</b> <b>TRAINING CLASSROOM LOCATION:</b> <b>DATE:</b> <b>INSTRUCTOR:</b> IT HELP DESK# 501-HELP    TECH SUPPORT#				<b>Printer</b>	
<b>Station # 19</b> (PC Serial # plus Training User ID#)	<b>Station # 18</b> (PC Serial # plus Training User ID#)	<b>Station # 17</b> (PC Serial # plus Training User ID#)	<b>Station # 16</b> (PC Serial # plus Training User ID#)	<b>Station # 8</b> (PC Serial # plus Training User ID#)	<b>Station # 9</b> (PC Serial # plus Training User ID#)
<b>Station # 15</b> (PC Serial # plus Training User ID#)	<b>Station # 14</b> (PC Serial # plus Training User ID#)	<b>Station # 13</b> (PC Serial # plus Training User ID#)	<b>Station # 12</b> (PC Serial # plus Training User ID#)	<b>Station # 6</b> (PC Serial # plus Training User ID#)	<b>Station # 7</b> (PC Serial # plus Training User ID#)
<b>Station # 11</b> (PC Serial # plus Training User ID#)	<b>Station # 10</b> (PC Serial # plus Training User ID#)	<b>Projector</b>		<b>Station # 4</b> (PC Serial # plus Training User ID#)	<b>Station # 5</b> (PC Serial # plus Training User ID#)
<b>Instructor          Station # 1</b> (PC Serial # plus Training User ID#)	<b>TECHNICAL ISSUES –</b>				