

## ***Harnessing the Energy of the GAHEA Web Web System Self-Training***

There are three documents in this package: This page, a scheduling worksheet, and an edited copy of the slides used in the live training program. This page guides you through the training process.

### **Preparatory work:**

- On an Internet-connected computer, go to <http://www.gahea.org/test/>
- Log in with your GAHEA user ID and password.
- If you have trouble logging in, please contact a trainer
- Verify that the words “Test System” appear to the right of the GAHEA seal.
  
- Make up a company name consisting of your initials and the word “Corporation,” for example, “ABC Corporation.”
- Fill in the company name on the first line of the worksheet.
- It is very important that the calendar notation substantively identify the host company of the education fair. Abbreviate the name of your company and fill in the second line. An example is “ABC Corp Marietta.”
- Fill in a date in the month after the current month.
- Fill in a time.
- Fill in a familiar address.
  
- Make up an organization name consisting of your initials and the word “Association.” Add the word “Luncheon,” for example “ABC Association Luncheon.”
- Use this to complete the “Meeting Description” line on the bottom of the worksheet.
- It is very important that the calendar notation substantively identify the event being scheduled. Abbreviate the name of your company and fill in the second line. An example is “ABC Corp Luncheon.”
- Choose a different date in the month after the current month.
- Note that “Time,” “RSVP Type” and “Special Instructions” are filled out.
- Add an address you are familiar with.

### **Training**

- Carefully review each of the training slides.
- Make database entries in the test database for each of the exercises.
- If you encounter difficulty, ask someone in your organization who has already been trained, or contact a trainer.
- When you have been through all the slides and completed each of the database exercises, notify Dawn Ramsey via email.

### **Finishing Up**

- Close your browser. This is the only way to exit the test system.
- You can return to the test system at <http://www.gahea.org/test/> to practice

### **Getting Help**

Dawn Ramsey [dramsey@spsu.edu](mailto:dramsey@spsu.edu)  
(678) 915-3714

Bob Brown [bbrown@spsu.edu](mailto:bbrown@spsu.edu)  
(678) 915-7505

## ***Harnessing the Energy of the GAHEA Web***

### **Education Fair Worksheet:**

Company Name: \_\_\_\_\_

Calendar Notation: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

### **Meeting / Event Worksheet:**

Meeting Description: \_\_\_\_\_

Calendar Notation: \_\_\_\_\_

Date: \_\_\_\_\_

Time: 10:00 to 12:20

RSVP Type: Individual

Address: \_\_\_\_\_  
\_\_\_\_\_

Special Instructions: Lunch will be served

## Harnessing the Energy of the GAHEA Web Site

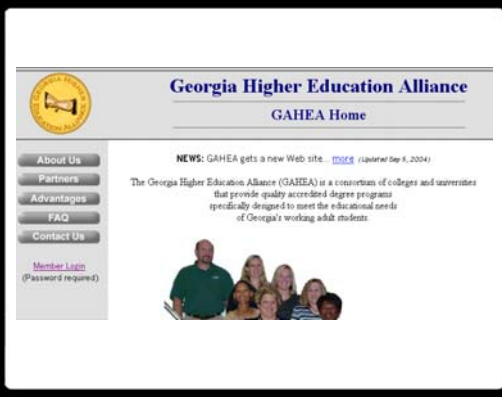
Presented by  
**The Software Center**  
At Southern Polytechnic State University  
Self-Training

## Improvements in Web Services

- You can revise, reschedule and cancel education fairs yourself
- You can add meetings and events to the calendar, and revise as necessary
- The RSVP process is automated
- The Web site can serve as a repository for documents.

## GAHEA Web Public Area

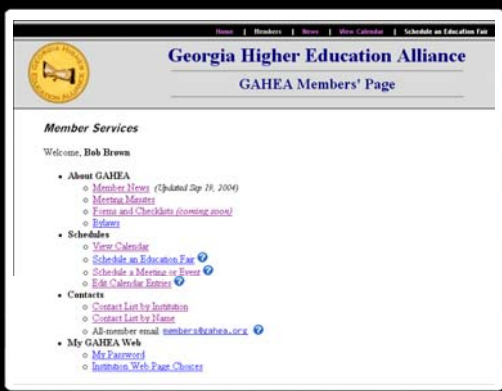
- Main page
- About Us
- Partners
- Advantages
- FAQ
- Contact



The screenshot shows the GAHEA Home page. At the top left is the GAHEA logo. The main header reads "Georgia Higher Education Alliance" and "GAHEA Home". Below the header is a navigation menu with buttons for "About Us", "Partners", "Advantages", "FAQ", and "Contact Us". A "Member Login" link is also present, with a note "(password required)". A news section states: "NEWS: GAHEA gets a new Web site. [more](#) (updated Sep 4, 2004)". Below the news is a paragraph: "The Georgia Higher Education Alliance (GAHEA) is a consortium of colleges and universities that provide quality accredited degree programs specifically designed to meet the educational needs of Georgia's working adult students." At the bottom of the page is a photograph of a group of people.

## Members-Only Area

- Accessed by user ID and password
- Initially, these are your email address
- You can (and should!) change your password
- The administrator can change your user ID
- Changing your email address does not change user ID, password.




The screenshot shows the GAHEA Members' Page. At the top is a navigation bar with links for "Home", "Members", "News", "Web Calendar", and "Schedule an Education Fair". The main header reads "Georgia Higher Education Alliance" and "GAHEA Members' Page". Below the header is a "Member Services" section. It starts with "Welcome, Bob Brown". The services are listed as follows:

- About GAHEA
  - [Member Home](#) (Updated Sep 10, 2004)
  - [Member Meeting](#)
  - [Forms and Checklists \(coming soon\)](#)
  - [FAQs](#)
- Schedules
  - [View Calendar](#)
  - [Schedule an Education Fair](#)
  - [Schedule a Meeting or Event](#)
  - [Edit Calendar Entries](#)
- Contacts
  - [Contact List by Institution](#)
  - [Contact List by Name](#)
  - All member email: [members@gahea.org](mailto:members@gahea.org)
- My GAHEA Web
  - [My Password](#)
  - [Institution Web Page Choices](#)

## Blue Buttons Give Help

- Calendar notation:  ?
- Host organization:  ?
- Host company contact:
- Contact telephone number:
- Contact email address:
- Date of fair: Sep 15 2004 ?
- Time(s) of fair:  ?



## Blue Buttons Give Help

- Calendar notation:
- Host organization:
- Host company contact:
- Contact telephone number:
- Contact email address:
- Date of fair: Sep 15
- Time(s) of fair:

**Help for Date of Fair**

You can only record one date on a calendar entry. For fairs in different locations or different days, please create separate entries.

You can record more than one time of day in the box below. Record more than one time when a fair is to be held at two or more hours on the same day and in the same location.

## The GAHEA Calendar


- Three kinds of events
  - Education Fairs
  - Limited Education Fairs
  - Meetings and other Events
- Members can add all three kinds of events
- Members can modify their own events, only

**Georgia Higher Education Alliance**  
GAHEA Members' Page

**Member Services**

Welcome, Bob Brown

- About GAHEA
  - Member News (Updated Sep 19, 2004)
  - Meeting Minutes
  - Forms and Checklists (coming soon)
  - Referrals
- Schedules
  - Time Calendar
  - Schedule an Education Fair
  - Schedule a Meeting or Event
  - Edit Calendar Entries
- Contacts
  - Contact List by Institution
  - Contact List by Name
  - All-member email: [members@gahea.org](mailto:members@gahea.org)
- My GAHEA Web
  - My Password
  - Institution Web Page Choices



**Georgia Higher Education Alliance**  
GAHEA Event Calendar

October, 2004

Education Fair   Limited Education Fair   Meeting or Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Display another month? Nov 2004 Go

Oct 14, 2004, 16:22 EDT  
Place your mouse pointer over an event link for more information or click the link for complete details.

## GAHEA E-Mail Functions

- Automatic email when the calendar is changed
- All-member email: [members@gahea.org](mailto:members@gahea.org)
  - Goes to all members
  - Must be sent from an address in the GAHEA database; your home email will not work
  - Size is limited to about 20 pages
  - For GAHEA business only
- [officers@gahea.org](mailto:officers@gahea.org)

## The Web Test System

- We can test and experiment
- Uses a test database
- “All-member” email goes only to you
- Access: <http://www.gahea.org/test/>
- Sign in with your user ID and password

## The Web Test System

Be sure you're using the test system for this!



### Member Services

Welcome, Bob Brown

- About GAHEA
  - [Member News](#) (Updated Sep 8, 2004)
  - [Bylaws](#)

## The GAHEA Calendar

Georgia Higher Education Alliance  
GAHEA Event Calendar

October, 2004

▶ Education Fair • Limited Education Fair • Meeting or Event

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		14	15			16
		▶ Education Fair ■ spsu.ed ★ Pretraining				★ Web Training

## Scheduling an Education Fair

- Substantive description in the “Calendar Notation”
- About “Limits”
  - ▶ Number
  - ▶ Degrees
  - ▶ Institutions
- Address, directions, and description are important; please complete them

## Education Fair Exercise

- Check for “Test System”
- Click “Schedule an Education Fair”
- Fill in the form from your worksheet
- Save and commit your entry
- Go to the calendar; see your entry there.
- You will receive an “all-member” email

## Edit Your Calendar Entries

Choose another month?

September, 2004

You can use this page to modify your GAHEA calendar entries. Choose an entry below and click the button for the action you want to perform. To see the details of an event, click the event link.

Date	Entry	Actions			
September 14	<a href="#">Pretraining 15:00 - 16:30</a>	<input type="button" value="Deleted"/>	<input type="button" value="Cancel"/>	<input type="button" value="Edit"/>	<input type="button" value="Copy"/>
September 16	<a href="#">Web Training 10:00 - 12:00</a>	<input type="button" value="Deleted"/>	<input type="button" value="Cancel"/>	<input type="button" value="Edit"/>	<input type="button" value="Copy"/>

## Revising an Education Fair

- Click “Edit Calendar Entries”
- Change to the next month
- Find your entry
- Click the “Edit” button
- Type “Test of revision” in the special instructions block
- Save your change
- Generates an all-member email (be careful!)

## Rescheduling an Ed Fair

- Changes the date or time, keeps everything else the same
- Find your ed fair in “Edit Calendar Entries” and click “Reschedule”
- Change the date to be two days later
- You must change the date, or the time, or both
- This generates an all-member email.

## Copying an Ed Fair Entry

- Do this when you have two identical fairs on different dates; saves labor.
- Click “Edit Calendar Entries”
- Find your fair and click “Copy”
- Make the date ten days later (may change the month)
- Save your entry; you now have two Ed Fairs
- Email is like for a new fair

## Canceling an Ed Fair

- Removes the Fair from the calendar
- Sends an all-member email
- You cannot un-cancel a Fair, so be careful.
- Find your second education fair in “Edit Calendar Entries”
- Click “Cancel”

## Meeting/Event Entries

### What is an “event?”

- Meetings
- Other “happenings” (*e.g.* Christmas party)
- *Not* education fairs

The Importance of “Calendar Notation” -- make it substantive!

## Scheduling a Meeting

- Click “Schedule a Meeting”
- You can change the contact information; you still “own” the event.
- Generally the ending date will be the same as the start date.
- Fill in the form and submit.
- Yet Another all-member email!

## Working with Meetings

- You can edit, reschedule, copy and cancel meetings.
- Changes generate all-member emails
- Find your meeting and update it to say, “Bring your own lunch” instead of promising that lunch will be provided.

## The RSVP System

- Automates collecting information about who is attending GAHEA events
- RSVP types
  - None: all are welcome; no reply needed
  - Organization: one person replies on behalf of their entire organization. (Mainly ed fairs)
  - Individual: each person replies individually; may also reply for others in your organization.
- **You** decide.

## What RSVP Does

- The RSVP system *does* enforce limits on numbers.
  - For ed fairs and other organizational RSVPs, the limit is number of organizations.
  - For individual RSVPs, the limit is number of people.
  - No limits if RSVP is “None” *even if* “Limit number” has something in it.

## RSVP Does Not...

- Enforce limits on degrees offered
- Enforce limits on institutions invited.

You must look after these yourself;  
Please do not RSVP if you don't meet the criteria.

## If You Schedule an Ed Fair...

- You *are not* automatically on the RSVP list.
- If you plan to have your organization represented, the very next thing to do after scheduling is RSVP. It's easy!

## Finding the RSVP Type

- Are you responding for yourself or your organization?
- It's on the calendar pop-up.

Directions to Exit 263 from I-75 1100 S. Marietta Parkway In main event: entrance, turn right, follow road to Lot 25. Session is in the Atrium. Exit the building, cross the street, room J-260.

RSVP type: Individual

- ▼ Responses: Southern Polytechnic State University (Brown, Bob)  
Southern Polytechnic State University (Ransey, Dawn)

RSVP

## Responding to an Event

- Open the GAHEA Calendar
- Click on today's Web Training event
- Click the RSVP button, then click OK.

- Click on the Web Training event again; now you see your own name (and others who have responded.)

## Viewing RSVP Information

- You can see who has responded using the calendar pop-up.

Directions to Exit 263 from I-75 1100 S. Marietta Parkway In main event: entrance, turn right; follow road to Lot 25. Session is in the Atrium Building across the street, room J-260.

RSVP type: Individual

▼ Responses: Southern Polytechnic State University (Brown, Bob)  
Southern Polytechnic State University (Ramsey, Dawn)

## Collapsing the RSVP List

- The “twisty” collapses and expands the RSVP list: try it!
- Good for printing event with a long list.

🔻 The “twisty” points down (expands the list)

▼ Responses: Southern Polytechnic State University (Brown, Bob)  
Southern Polytechnic State University (Dover, Ben)  
Southern Polytechnic State University (Ramsey, Dawn)

▶ The “twisty” points right (collapses the list)

▶ Responses: No responses here!

## Rescinding an RSVP

- If you find you can't come, click the event on the calendar, then click

(If there's no “Rescind” button, you aren't on the list.)

- **Caution:** Rescinding an organizational RSVP cancels the *whole organization!*

## Practice

- RSVP to your education fair
- Check the RSVP list
- Rescind your RSVP
- Check the list again
- Change your mind! RSVP again.
- Check the list
- Try the “twisty” again

## Your GAHEA Password

- You should change your password because...
- Your GAHEA account is available to anyone on the Internet.
- A strong password:
  - ▶ At least eight characters long
  - ▶ Combination of letters, digits, punctuation
  - ▶ Not a dictionary word, your dog's name, your date of birth, etc.

## Changing Your Password

- Take a moment to make up a strong password.
- Click “My Password”
- Type your new password twice
- You will have to log in again with your new password.
- This change is on *the test system only*; change on the live system when you get home.

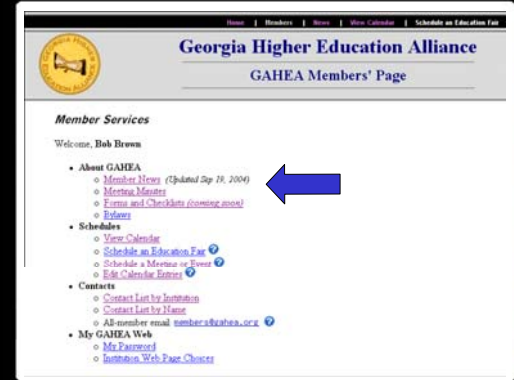
Our Members	
<a href="#">American International University</a>	<a href="#">Marion University</a>
<a href="#">Kennesaw University</a>	<a href="#">Nova Southeastern University</a>
<a href="#">Clemson University</a>	<a href="#">Caldwell University</a>
<a href="#">Central Michigan University in Atlanta</a>	<a href="#">Breakthrough College</a>
<a href="#">Clifton College and State University</a>	<a href="#">Shirley College</a>

## Institution Web Page Choices

- You can choose how your link from the GAHEA site will work.
- Choices explained under “My GAHEA Web”
- Recommended: a link to your own institution’s site.
- Changes? Let Dawn know.

## News and Documents

- Public and member news can be updated. Let Dawn know.
- Bylaws, minutes, etc. are coming to the Web site. (Bylaws are already done.)



Home | Members | News | View Calendar | Schedule an Education Fair

### Georgia Higher Education Alliance

GAHEA Members' Page

**Member Services**

Welcome, Bob Brown

- **About GAHEA**
  - [Member News](#) (Updated Sep 10, 2009) ←
  - [Minutes/Minutes](#)
  - [Forms and Checklists \(coming soon\)](#)
  - [Bylaws](#)
- **Schedules**
  - [View Calendar](#)
  - [Schedule an Education Fair](#)
  - [Schedule a Meeting or Event](#)
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  - [Contact List by Name](#)
  - All-member email: [member@ghaea.org](mailto:member@ghaea.org)
- **My GAHEA Web**
  - [My Password](#)
  - [Institution Web Page Chances](#)