Wellesley College Web Based Training Rollout 2000-2001

Element K Licensing Info
- 3000 Standard licenses for all students, faculty and staff.
- 100 Professional licenses for IS staff, departmental technical staff and certain faculty.

Summer 2000 - Testing, pilot and preparing for rollout
- Make senior staff and HR aware of web training opportunities and benefit to employees.
- Choose influential individuals and departments as testers.
- Ensure that standard computer set-up in labs and offices matches requirements for software installation and use. Document installation and upgrade procedures.
- Prepare standard information handouts including enrollment instructions. Users approved for professional license receive secret key orally or via e-mail.
- Create web pages with Wellesley-specific info about web-based training, in time for use by pilot groups.
- Offer hands-on classes for Information Services, departmental technical staff and IS student employees. Provide information handouts and encourage starting early so that they will be prepared to help others.
- Invite managers and department heads to a sneak preview. Send information handouts and announce URL of training web pages.
- Hand-pick faculty using technology in classes for pilot (e.g. Quantitative Reasoning). Send them information handouts and meet with some individually.
- Send information handouts to Dean of the College for presentation at orientation for new faculty.

Roll-Out – Late August throughout first semester 2000
- Include information handouts in First-year packets.
- Offer weekly demos in September - open to all.
- Provide stacks of information handouts in public labs for one week at start of school. (Labs are available to Wellesley community only.)
- Post notices on electronic conferences with link to web-based training pages.
- Place tent cards in lounges and dining areas.
- Hang signs in dorms and posters in computer labs.
- Place icon on desktop of all public lab and dorm computers, linking web-based training pages.
- Mention web-based training in all IS classes, new user orientations and demos.
- Mail letter and information sheet to all students, faculty and staff in September.
- Give short demo at Administrative Council in September.
- Offer hands-on session for academic administrative assistants in October. Prepare them to assist faculty.
- Authorize licenses for trustees. Provide packets for trustees at talk given by Information Services VP.
- Give second presentation and usage report for Administrative Council in November.
- Post on electronic conferences “Home for the Holidays” info in November, emphasizing ability to train at home.
- Hand out free Element K mouse pads in public labs in December.
- Send mailing in December to all students and faculty with “Home for the Holidays” information.

Ongoing marketing and administration
- Enlist help of other organizations in marketing web-based training to students – First-year mentors, academic departments.
- Recognize importance of word-of-mouth in reaching students. IS student staff, helpdesk and public lab staff can help spread the word by showing this as a solution in context and in time of need.
- Ask Center for Work and Service to recommend training to juniors and seniors seeking to improve resume and job skills.
- Prepare to have tutors in Learning and Teaching center push web-based training in the spring.
- Provide times for staff to train in public labs (away from office, phones).
- Compile aggregate data on usage to determine success of marketing to different groups.