

Instructions for Accessing Archived Managing Faculty Events Training – 12/17/07 and 12/19/07

PS HRMS held two sessions of Managing Faculty Events training on December 17, 2007 and December 19, 2007. These sessions were provided in an instructor-led, distance learning format through Horizon Live. The archives of these sessions are now available for your convenience. You can watch and listen to the sessions at your convenience.

The UPK Players used in the demonstration portions of this section will be available through the GeorgiaVIEW Vista course coming later in January. You will be able to go through the UPK Players at your own pace.

Managing Faculty Events Session 1 covered the following:

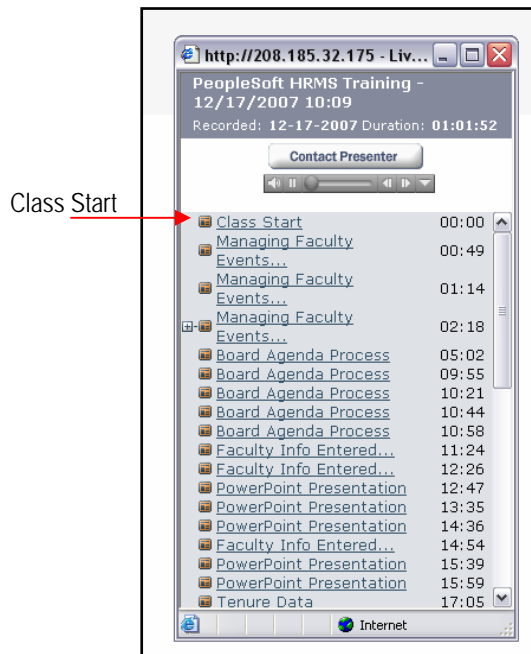
- What is Managing Faculty Events?
- Faculty Information Entered in Job Data
- Tenure Data
- Funding and Effort Reporting
- Event Tracking

Managing Faculty Events Session 2 covered the following:

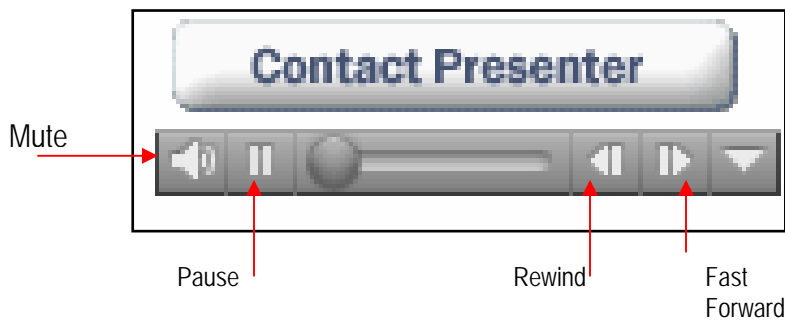
- Faculty Transactions
- Case Status Mass Update Process
- Part-Time Bulk Reappointment Process
- Populate Tenure Data Process
- MFE Reports

To view each archive:

1. Please run the Horizon Live Set-Up Wizard before viewing the archive by clicking <http://208.185.32.175/wizard/launcher.cgi?wc=qt>.
 - a. Make certain that all pop-up blockers on your computer are disabled to view this training. Things like your Yahoo and Google toolbars can also have pop-up blockers that should be disabled for this training.
2. To view the archive for MFE Session 1, go to http://208.185.32.175/launcher.cgi?room=PSHRMS_TRNG_2007_1217_1009_59.
3. To view the archive for MFE Session 2, go to http://208.185.32.175/launcher.cgi?room=PSHRMS_TRNG_2007_1219_1010_26.
4. Ensure the Room ID is **PSHRMS_TRNG**.
5. For your name, please input your institution's abbreviation, followed by your first name (i.e., ABAC_Jennifer).
6. The session will start playing immediately. To restart it, click on Class Start.



7. To control the presentation, click the appropriate button.



8. To send an email to the presenter, click the Contact Presenter button.

9. To jump to a particular point in the presentation, click the selection the control box.

10. Some items of note:

- a. There were a few audio problems when we started Session 1...the audio should start about two minutes into the session.
- b. Session 2 starts as the instructor was answering a question pertaining to a review of Session 1. No new information was missed in the recording.

