

Colleague Reporting: Research Fundamentals College Staff Training Offered in Partnership with Ellucian

Target Audience:	The target audience for this class includes anyone interested in researching files and fields in Colleague including power users, institutional researchers, and IT staff.
Date:	August 23, 2018
Register by Date:	August 21, 2018
Delivery Method	via Webinar
Time:	9:30 a.m. – 4:30 p.m. Log in 15 minutes before class start time.
Facilitator(s):	Tim Pearson Ellucian Instructor
Prerequisites:	None

Course Description:

This session guides participants through various tools and techniques used to research files and fields in Colleague allowing users to build queries, write rules, and development programs while providing Ellucian recommended best practices for research.

Advanced Preparation:

Prior to class:

- Access the class documentation, if available, published on the NCLOR at <http://explorethelor.org>.

- Have access and logon credentials to <https://clients.datatel.com>
- Access to a Colleague environment because participants will use their own test or education account during this training.
- Basic knowledge of Colleague navigation.

Course Objectives:

After completing this session, participants will be able to:

- Describe why research is important and define critical terminology.
- Identify notable forms used for researching in Colleague.
- Locate metadata using Envision processes.
- Utilize Tech Doc Online for researching files and fields.

Directions for Joining the Webinar:

Join the webinar session by using the meeting link and telephone bridge information provided to you via email.

A limited number of phone lines are available for the call; therefore, all participants from one institution should meet in the same room with a speakerphone, computer with Internet access, and a projection unit to display the presentation. **Contact your college's IT Department Help Desk if you need assistance.**

Course Evaluation:

Thank you for attending this training class. The goal of the College User Support Team is to provide the best possible training solutions for the Community College System. You can help us continually improve our training sessions by completing the evaluation for this class. At the conclusion of this class, you will receive an email at the email address you submitted during registration. This email will include a link to our training evaluation. Please complete this evaluation within ten days of receipt. Your input provides our team with valuable feedback about our services.