IT Training
Student Handbook

Knowledge &
Career
Development
Network

Student Registration

Student Forms (Copies of forms are found in Appendix A)

The following forms are needed from each student to ensure they are registered into the program and to properly receive funding payments on scheduled paydays.

1. Employee Data Sheet
2. Supervisor Data Sheet
3. Exemption of an Indian's Employment Income
4. 20xx Personal Tax Credit Return **TD1** (where xx is the current year, ie. 2007)
5. 20xx Saskatchewan Personal Tax Credit Return TD1SK (where xx is the current year, ie. 2007)
6. First Nations SChoolnet Youth Initiative—Participant Information Form (PIF)

Also required for direct payment purposes are:

1. Banking Information (Branch #, Transit #, and Account #) - may also require institution #.

If this information is not received, students will receive their pay check in the regular mail system. It will NOT be mailed out in advance of the pay date, rather it will be sent ON the pay day.

If you are Status Indian and are working on reserve we will require a copy of:

1. Status/Treaty Card

This will provide us with proof of status so income tax will not be deducted from pay-checks. Until a copy of this card is received, taxes will be deducted. Please also note that other deductions are made from pay-checks (EI & CPP).

E-mail Account Registration

In order to receive an e-mail account, we will require your forms to be sent in with your first name and last name clearly printed. Every student enrolled in the IT courses will receive an e-mail from KCDC. Each student's e-mail follows the *firstname.lastname@fnsacademy.ca* format. For example, the student John Smith will receive the e-mail *john.smith@fnsacademy.ca* as their student e-mail. This will ensure that all students have access to e-mail and can easily send information and receive notices from their instructors. Every student will be assigned a temporary password of '**temp**' until they login to their e-mail for the first time and send us an e-mail requesting to change their password to whatever they wish. Please send all password change requests to *nick.daigneault@kcdc.ca* or *sharon.angus@kcdc.ca.* You can access the e-mail website by going to *http://webmail.fnsacademy.ca* and entering in your information there. A **tutorial** on how to quickly use this e-mail is provided later in this handbook. Please check your e-mail regularly as correspondence and notifications go out daily.

Registration for the CISCO Network Academy Website

Each new student is provided with temporary user name and password for the CISCO Network Academy website. This website can be accessed at **http://cisco.netacad.net**. This website will be the 'textbook' for the course. All the modules are available here for viewing online. Unfortunately the materials are not made for offline viewing or printing as it is an interactive textbook. You will receive your temporary CISCO username and password in your e-mail once you are setup so please be sure to check your e-mail. Once you receive your temporary username and password, you should go to **cisco.netacad.net** and login using the **RIGHT** side of the page.

After you sign in to the website using your temporary username and password, you will be asked to accept a Terms and License Agreement. Also, after you accept the Terms and Agreements you will be asked to then fill out a full form asking for your personal information and set up your own personal username and password. After successfully completing this page, the username and password you setup here will be your new username and password. Please remember this for future access to this page and future courses with KCDC.

3

General Information

Timesheet Procedures

All students are required to fill out timesheets WITH descriptions. These timesheets will then be handed in on the **11th** and **26th** of each month. If this date lands on a holiday or weekend, then the timesheets are due on the day previous or the Friday before the weekend. Please take the time to fill out timesheets properly as it becomes a slow process for the KCDC Accountants and training staff to be making adjustments for the student. If you are unsure of how to properly fill out a timesheet, please see the examples (**Appendix B**) or call one of the instructors for guidance.

1. Timesheets need to be signed and dated by the Youth AND the Youth Supervisor.
2. Timely submissions of Timesheets are required in order for Youth to receive pay-checks. Pay-dates are on the **15th** and the **end** of each month. Just because timesheets are submitted on the 11th and 26th, these are not the pay dates. If pay periods land on a week-end or holiday, pay checks will be issued on the Friday prior to the weekend, or the day previous to the holiday.
3. Example: Start date is December 4th, 2006 (Track time from the 4th to the 8th). Submit your timesheet on December 11th. Pay-check will be issued on December 15th, 2006.
4. Every student has a maximum of 7.5 hours per day; KCDC does not pay for overtime or sick time. This also means you are allowed to work beyond lecture time and complete tasks for your supervisor as they see fit and still count those as working hours.
5. If timesheets are not submitted on the due date, you can expect to receive your pay-check on the next pay period.   Timely submissions of timesheets is taken seriously with KCDC.
6. Your next pay period would be December 11th to December 15th because the course will not start again until January 2nd. This means that you will not be working from the 15th to the 29th of December. Students who work with technical departments in Tribal Councils or Band offices who wish to continue working over the holidays will require a memo from their supervisor addressed to KCDC for consideration.
7. Please ensure that you fully understand these timesheet procedures as there are **no exceptions** to these procedures. If you have any questions, please call the toll-free line @ 1-866-966-5232

Mailing Lists

Two Mailing Lists have been set up to ensure that notifications sent out can be received by everyone.

ittraining@fnsacademy.ca—this list is for students and supervisors. Any important notifications will be sent here to keep supervisors in the loop regarding progress of the course and any changes in programming.

students@fnsacademy.ca– this mailing list is to send out quick notices to students. Usually notices regarding the day's lecture are sent here as well as reminders.

Lectures on the Video Conferencing Units (VCUs)

Students who have Video Conferencing Units are required to sign on daily to the video conferencing bridge to notify us that they are present at their workplace. Lecture attendance is recorded daily. If you cannot sign in for technical reasons, please call in and inform the front desk or call us to help you troubleshoot your unit.

Lecture schedules will be e-mailed but usually follow the same time schedule.

From Monday to Thursday, morning lectures usually begin at:
ITE1: 11am (Saskatchewan) / 10 am (Alberta)
ITE2: 3pm (Saskatchewan) / 2 pm (Alberta)

Study Days are dedicated to **tutorial** time where students can ask questions regarding their assignments or labs. They can also use this time to study or catch up on work. Lecture schedules usually put exam dates on the following day. Please consult the Lecture Schedules for exact dates.

Students Who Do Not Have a Video Conferencing Unit (VCU)

Those students who are participating in the course but do not have a video conferencing unit will be required to phone in to notify us that they are present in their work location. Lecture schedules will be different for these students who wish to participate in lectures using the Macromedia Breeze platform. If students wish to view the lectures as they are in session on the video conferencing units, they must log onto the Bridge website and click 'Watch' in the proper conference.

A VCU is not required to view these VC sessions. All they require is a browser with Quicktime and Java installed on the computer system. A tutorial on how to access these "Streaming" videos is found later in this handbook.

For those who wish to attend and participate in lectures through Macromedia Breeze can please identify themselves by e-mailing us and we will send the documentation to set this up.

Video Conferencing Etiquette

Please ensure when logging on to the conference on the Bridge that your sound is **muted.** This is a simple courtesy for everyone joining the conference.

Also ensure that your sound is muted during lectures so as to not interrupt the audio flow.

If you are unable to attend a lecture, please let us know by calling in or informing us on the video conferencing unit and logging out. Do not leave the unit on if you are not going to be at your workstation.

Assignments and Labs

Assignments MUST be handed in on the due date given. If a student is having trouble with the work assigned, they must identify this through e-mail or on tutorial days so we can cover the areas that require extra explanation. Extra resources can also be identified but we need to know if it is required.   We asks that all assignments be done in a Word document or Wordpad document and e-mailed to **worksheets@fnsacademy.ca**. This will cut down on faxing and paper costs. Feedback will also be e-mailed back to the student in a timely fashion.

Not all Labs are required to be done because of lack of software and hardware resources. We will identify these labs. If you require any hardware, please let us know and we will see if we can acquire some from programs such as Computers For Schools (CFS).

Assessments / Exams

Once a module lecture is complete, the exam will be schedule for 2 days after. If the module lecture is complete on a Thursday, the exam will be scheduled for Monday. Exams will be activated for 8:30am (CST) that morning and run until 2:30pm (CST) that same day. This means you must activate the exam anytime in-between that 6 hours to be able to write it.

In the past exams were reactivated when requested, but to ensure the quality of the exams, we will only reactivate for special reasons (illness, death in the family, etc.). Although exams are open book, we recommend that you try to write the exam without looking back at your materials as to not rely on looking back to your materials all the time. The Final Exam will not be open book so it would be best to rely on putting the materials to memory.

The passing mark for all exams (including the final) is 70%. If you do not achieve a passing mark, the second activation will have a higher passing grade. This will also be true for each subsequent activation. Each activation will increase by 5% until a maximum for 5 activations is achieved.

1st activation   **70%**
2nd activation   75%
3rd activation   **80%**
4th activation   85%
5th and final activation   **90%**

To access an activated exam, log in to the CISCO Network Academy website. Once you login, you will see a list of link locations on the front page of the website. In that list you will see "Take Assessment" as a link. Click this to enter all your exam activations.

Edit Class Information
Assessment Home
Take Assessment ←
Gradebook
Roster
View Class Information

Using Online Tools

Using E-mail

To access your KCDC mail account online, open a web browser and type:

http://webmail.fnsacademy.ca   or   **http://mail.fnsacademy.ca**

into your address bar.

This will bring you to the FNS Academy Webmail login page.

1.   This is where you type in your username which is your e-mail address.
       ex. john.smith@fnsacademy.ca
2.   This is where you type in your password. If this is your first time logging in, it should be set to 'temp'
3.   After you finish steps 1 and 2, click this Login button to get into your e-mail

4. This is the screen you should see if you successfully log in.

Using E-mail cont'd

5. Click on the 'Compose' link to send an e-mail. Once here you can put e-mail addresses in the To: field as well as the CC: or BCC: fields. CC will send a copy of the e-mail to that address. People in the BCC field will also receive a copy of the e-mail address, but the senders in To: and CC: will be unable to see the addresses that were inputted in the BCC: field.
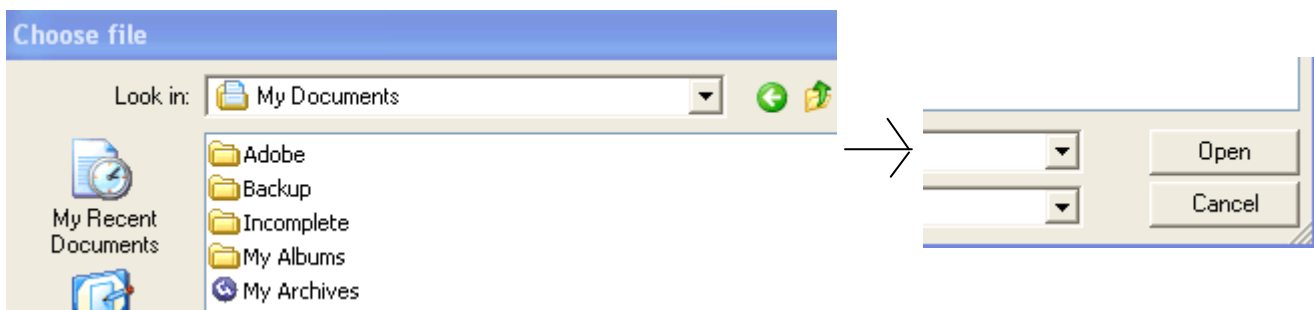

6. To add an attachment, click on the "Browse" button on the bottom grey area with Attach in the title.

7. This will open a choose file dialog box where you must search for the file you wish to attach and click the Open button.

8. If you successfully attach the file, it will show up in this grey area as attached. You may now click the "Send" button to send this e-mail.

8

Using Websites
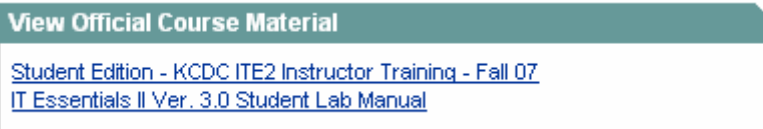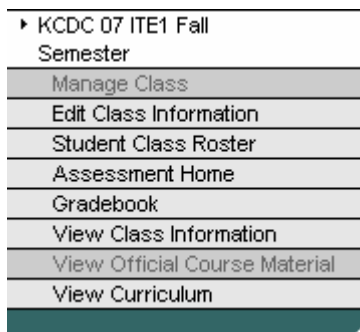
1.   CISCO Network Academy Website—http://cisco.netacad.net

This website is used to view the ITE1 and ITE2 curriculum. This website is where you would go to view the online textbook as well as take assessments (exams). You can also view your personal gradebook here to track your progress through the course.
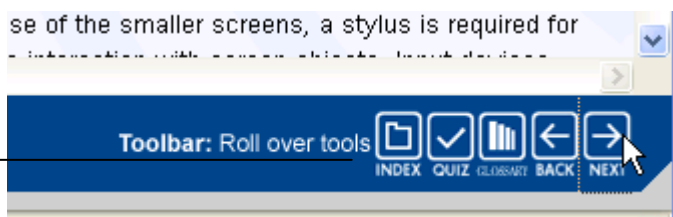
To access your materials online, click on the course you are enrolled in, which can be found on the left side of your screen.   This will bring up any materials you have access to on the CISCO Network Academy website. Scroll down to "View Official Course Material" and click on the link provided.

▸ KCDC 07 ITE1 Fall
Semester
Manage Class
Edit Class Information
Student Class Roster
Assessment Home
Gradebook
View Class Information
View Official Course Material
View Curriculum

View Official Course Material

Student Edition - KCDC ITE2 Instructor Training - Fall 07
IT Essentials II Ver. 3.0 Student Lab Manual

Once you click on the link of the right Version number of the course you want to access, it will pop up a new page with a drop-down menu of all the modules available. Click on the drop-down menu to see a list of all the modules. Click on the proper module to see its contents.
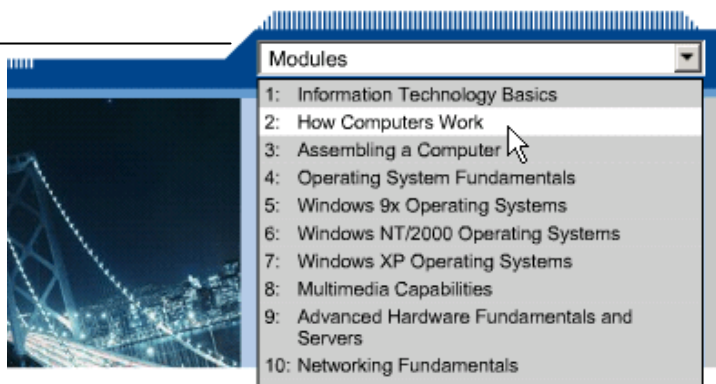
After you choose a module, another screen will pop up displaying the introduction to that module. You can then use the navigational buttons on the bottom-right of the page to navigate Forward, Backward and also to access the Index to the module, take a practice quiz (not the exam), or access the glossary to look up any words or acronyms that require further explanation.

Modules
1: Information Technology Basics
2: How Computers Work
3: Assembling a Computer
4: Operating System Fundamentals
5: Windows 9x Operating Systems
6: Windows NT/2000 Operating Systems
7: Windows XP Operating Systems
8: Multimedia Capabilities
9: Advanced Hardware Fundamentals and
     Servers
10: Networking Fundamentals

se of the smaller screens, a stylus is required for

Toolbar: Roll over tools

INDEX QUIZ GLOSSARY BACK NEXT

Using Websites cont'd

2.   FNS Academy Website—http://www.fnsacademy.ca/moodle/

This website is mainly used as an **additional** resource. Here you can read mini-lessons on the materials you've just read. It may also be used as a study guide when reviewing notes for your module exam or even the final exam. You can also find all Labs and Assignments available for download in Microsoft Word Format (.doc).   You will need Microsoft Office or Open Office in-stalled in order to view the worksheets and labs in this format.
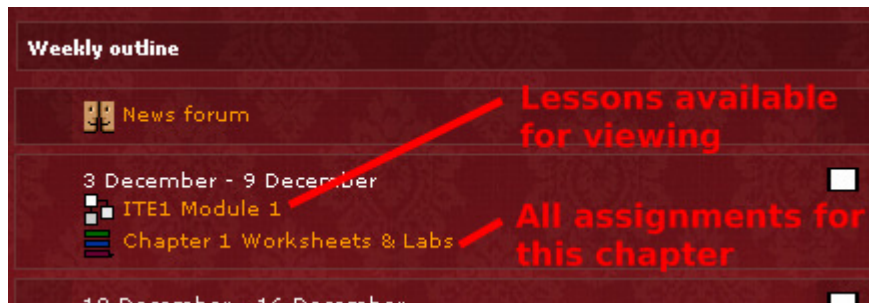
Submit your assignments and labs through e-mail.

Using Streaming

Even though you do not have a Video Conference Unit (VCU), you can still log into our Breeze site to watch and listen to the lecture in real time. You will also be able to ask questions using the chat window module. To access Breeze, type
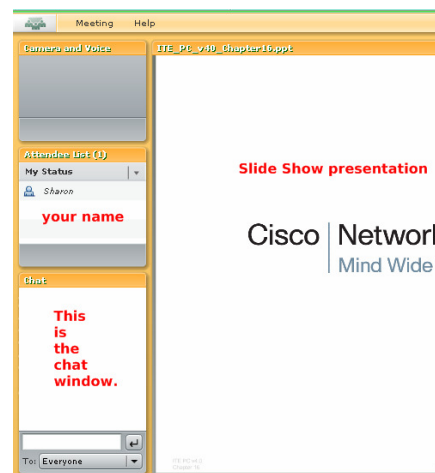
http://breeze.edcentre.ca/ite1/
OR
http://breeze.edcentre.ca/ite2/

into your browser window (depending on which class you are enrolled in). Once there, you will "Enter as a Guest" and type your name into the provided field and click the "Enter Room" button.

Using Streaming

Links to previously recorded lectures will be made available to students on the Moodle site as they become available. Or you may enter one of the following links into your browser address bar:

http://ipvcr.kcdc.ca/recording_list.html?folder=7
(for ITE1)
OR
http://ipvcr.kcdc.ca/recording_list.html?folder=9
(for ITE2)

Next, choose the lecture recording you wish to view and click the "Watch" link.
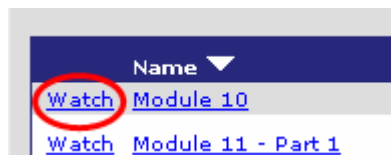
Once you have clicked on the link, choose your media player. Windows Media Player should suffice. Click on the "Start streaming" button.
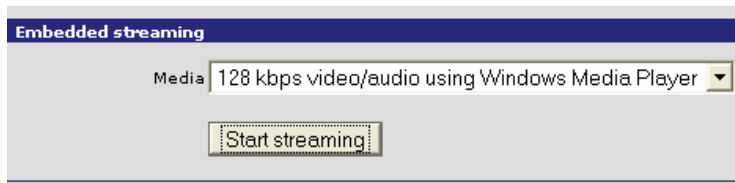
If you are having trouble setting up this interface, please call us to assist you in setting this up.

IMPORTANT STUDENT NOTE:

If a student is withdrawn from the course or the course has come to an end, all students will be required to submit a FNS-YI Youth Final Report (Survey form) if they wish to receive their final pay-check and vacation pay. This documentation as well as the Participant Information Form (PIF) are essential for the funding we receive to host these training programs and are a required portion on behalf of all participating students to submit to help us submit our final report.

Thank you for your participation in this course. Good luck in your studies!

_____   _____
Nick Daigneault   Sharon Angus
Lead Instructor   Assistant Instructor