ITE 2013-2014
Intern Manual

INTRODUCTION

Welcome to the Keewatin Academy of Information Technology!

Partnering with Keewatin Career Development Corporation (KCDC), First Nations & Inuit Youth Employment Strategy, Cisco Networking Academy and various government agencies, Keewatin Academy of Information Technology (KAIT) offers quality training to Aboriginal people residing in their own First Nations communities. By utilizing high speed internet connections and a computer, interns are able to remain in their own communities and still obtain quality computer training.

Our program offers Cisco certified courses including the A+ certification exam preparation course Information Technology Essentials: PC Hardware & Software (ITE1), and CCNA Discovery (CCNA D1).

ITE1: PC Hardware & Software

The goal of this course is to assist interns in developing the skills necessary to provide basic customer support. Upon successful completion of the ITE1 course, interns will receive a certificate of completion from Cisco, and the opportunity to take the A+ Certification Exam. A+ Certification is a great asset for interns hoping to make a career in the IT industry as a Level 1 Help Desk Technician.

CCNA Discovery 1: Networking for Home and Small Businesses

The Cisco CCNA Discovery curriculum helps students prepare for entry-level career opportunities, continuing education, and globally recognized Cisco certifications. CCNA Discovery teaches networking concepts within the context of environments ranging from small office and home office (SOHO) networks to more complex enterprise and theoretical networking models.

This program is a paid internship, and as such, the interns will be working in conjunction with their host agency to obtain hands on experience to aide their progress in learning these new skills. Using these skills, interns can obtain employment in the IT industry, or apply it to another area of study.

Welcome to the program, and good luck!

Brenda LaRocque-Hill
Lead Instructor

Sharon Angus
Instructor

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INTERN REGISTRATION

INTERN FORMS

(Copies of forms are found on the KAIT website—www.kait.ca click on Intern Resources)

The following forms are needed from each intern 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. 2012)

5. 20xx Saskatchewan Personal Tax Credit Return TD1SK (where xx is the current year, ie. 2012)

6. KAIT Student Contract 2013– 2014

Also required for direct payment purposes are the intern's **Banking Information** (Branch #, Transit #, and Account #). We may also require the bank's institution number. Banking information may be obtained from the intern's banking institution.

If this information is not received, interns 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. More information on timesheet and pay schedules can be found in the General Information section.

We will require a copy of your **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).

EMAIL ACCOUNT

Every intern enrolled in the IT courses will receive an email from KAIT. This email account will be used by the instructors and interns to communicate any questions or announcements regarding the course material and lectures.

In order to receive an email account, we will require your forms to be sent in with your first name and last name clearly printed. Each intern's email will follow the *firstname.lastname* format. For example, a intern with the name John Smith will receive the email *john.smith@kait.ca* as their intern email. This will ensure that all interns have access to email and can easily send information and receive notices from their instructors.

Every intern will be assigned a temporary password of 'temp'. Upon logging in for the first time, interns must change their password. *Once the password has been changed, interns become responsible for remembering their own passwords.*

Interns can access the email website by going to **http://mail.kait.ca/** and logging in. A **tutorial** on accessing intern email is provided on page 8 of the manual. Please check your email regularly as correspondence and notifications go out daily.

INTERN REGISTRATION

MOODLE

Currently, KAIT.ca is using an Content Management System called Moodle to deliver our educational content. Moodle is an easy way to access your course materials, communicate with other interns in a secure social net-working style environment. For more information on how to use Moodle, please read the Moodle section in this manual.
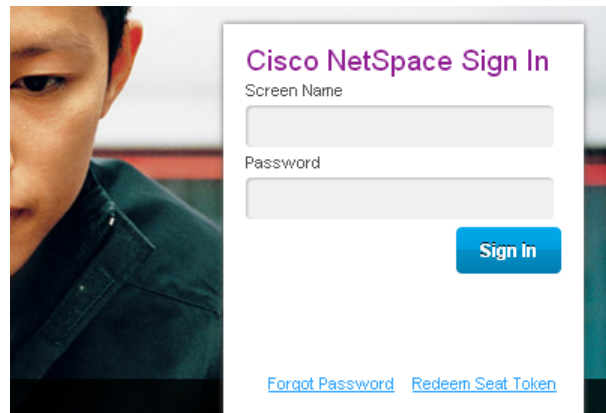
Interns will require a username and password to access the site. Usernames follow the same standard as the emails with the intern's first name and last name (i.e. firstname.lastname); passwords will be set to "temp". Upon first signing into the site, interns **will be required** to reset their password. One a password has been re-set, it will be up to the intern to remember their passwords.

CISCO NETWORK ACADEMY

Each new intern is provided with temporary user name and password for the CISCO Network Academy website, which can be accessed at:

http://www.netacad.com/

This website is designed to be utilized as the 'textbook' for the course, as all the modules are available here for viewing online. Unfortunately the materials are not made for offline viewing or printing as it functions an interactive textbook.

Once enrolled in the course by the instructor, interns will receive their temporary CISCO username and password in their KAIT e-mail. Once the intern has received their temporary username and password, they should go to **http://www.netacad.com/** and sign in using the log in on **RIGHT** side of the page.

After signing in to the website using the temporary username and password, interns will be asked to accept a Terms and License Agreement. Once accepted, interns must fill out a full form for personal information and to complete the set up for their personal username and password. After successfully completing this page, the username and password setup here will be the interns' new username and password. Please remember this for future access to this site and future courses with KAIT.

GENERAL INFORMATION

INSTRUCTORS

Brenda LaRocque-Hill

- Lead Instructor
- brenda.hill@kait.ca
- 1-306-240-6769 Cell

Sharon Angus

- Instructor
- sharon.angus@kait.ca
- 1-306-441-5415 Cell

If you have any questions regarding course material, please do not hesitate to contact your instructor via email, texting, or phone.

ATTENDANCE POLICY

Interns are expected to sign in **daily**. This can be handled one of several ways:

- Sign into Adobe Connect
- Email the instructor (email addresses listed above)
- Call the instructor (number listed above)

All interns must check in by 9am and again at 1pm . If an intern fails to check in at the appointed times, a five day process begins until the intern calls in on their own or is dismissed from the program altogether:

1. The first day, the instructor will call the intern to verify the intern's attendance, or non-attendance;

2. The second day, the instructor will email/call the intern's supervisor to alert the supervisor of this intern's failure to sign in for attendance;

3. The third day, the instructor will not call to remind the intern or their supervisor. If the intern fails to call in by the fifth day of the process, they will be dismissed from the program altogether.

As this program moves quite quickly, if an intern is absent for more than three days, they will be dismissed from the program.

GENERAL INFORMATION

TIMESHEETS

Timesheets will be tracked by the instructors to ensure accurate and reliable accounting. Please refer to page 6 for more information on the Attendance Policy.

On the Fridays bi-weekly of each month, your timesheet is due (First One Due on September 13, 2013)! Both you (Youth Intern) and Supervisor must sign timesheet and then scan & email to timesheets@kait.ca.

If we do not receive the intern's timesheets by the end of the day biweekly Fridays, **the intern may not get paid until the next pay period, so please speak with supervisor to ensure you are able to get a signature on the timesheet when they need to be submitted!**

PAY ROLL

Payday is bi-weekly on Friday's. (First Payday is on September 20, 2013) If the Friday is a holiday, pay cheques will be deposited or mailed on the preceding day (Thursday).

Paycheques will only deposited if the proper banking information has been provided by the intern. Interns may submit their banking information by faxing or mailing a void cheque or by faxing a clearly printed and completed bank form as provided by the intern's financial institution.

GENERAL INFORMATION

KAIT EMAIL

All interns will receive a KAIT.ca email. The username will follow the firstname.lastname format.

This monitored email is specifically for interns and is used by the instructors to send and receive assignments, documents, and information directly from the interns.

To log into the email, please visit the following URL: **(see Fig. 1)**

http://mail.kait.ca/

1. Interns will then be required to type in their username which is their e-mail address. **ex. john.smith@kait.ca**

2. This is where the password is typed in. If this is the first time logging in, the password will be 'temp'

3. After steps 1 and 2 have been completed, click the Login button.

To send an email, click on the 'Compse +" icon **(Fig. 2).** Once the compose email page has loaded, enter addresses in the **To:** field, and if necessary, in the **CC:** or **BCC:** fields **(Fig. 3)** as well. 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.

To add an attachment **(Fig. 3),** click on the "paperclip" icon at the top grey area above the message body..

This will open a choose file dialog box **(Fig. 4)** where the file must be located on the computer hard drive or external memory source (i.e. a flash drive or floppy disk). Once located, select the file and click the Open button, then click 'Upload'

If you successfully attach the file, it will appear in the grey area to the right of the message body **(Fig. 5)** as attached. You may now click the "Send" button to send this e-mail.
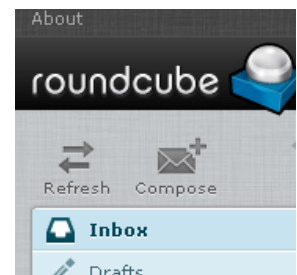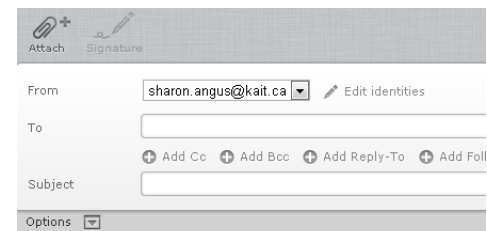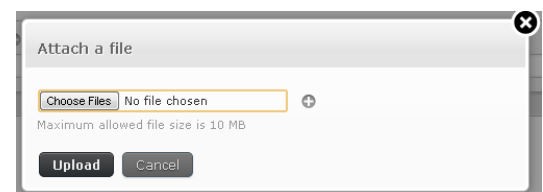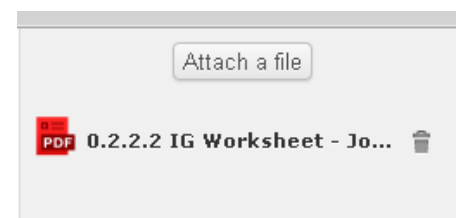

Fig.1

Fig. 2

Fig. 3

Fig. 4

Fig. 5

GENERAL INFORMATION

MAILING LISTS

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

> **iteinterns@kait.ca**—this mailing list is to send out quick notices to all interns. Usually notices regarding the day's lecture are sent here as well as reminders.

> **ite1@kait.ca**—this mailing list is for notices to interns enrolled in the ITE1 course.

> **ccna1@kait.ca**—this mailing list is for the notices to interns enrolled in the CCNA D1 course.

MOODLE

As previously mentioned, Moodle is an educational Course Management System (CMS). Moodle has many features that enable the interns to effectively communicate with their instructors and fellow interns allowing for a virtual classroom experience.

All reading materials, forms, and downloadable material available to interns will be accessible on the Moodle site on the Downloads page of the site.   Also available are links to lecture recordings, daily announcements, and a calendar specific to each course.

Moodle also acts as a social networking site for interns with forms specific to each course, chat rooms, and personal profiles. While the KAIT Moodle functions somewhat like other social networking sites, interns need to remember this site is still considered a professional setting.

To access Moodle, use the following URL:

<p style="text-align:center">http://www.kait.ca/</p>

Please bookmark this site as interns should access it daily for up-to-date information on courses and course events.

To log in to Moodle, please visit the above link and sign in on the right side of the page. As previously mentioned, usernames will follow the *firstname.lastname* format. The first time logging in, the password will be "temp". Once logged in for the first time, interns will be required to change their password.
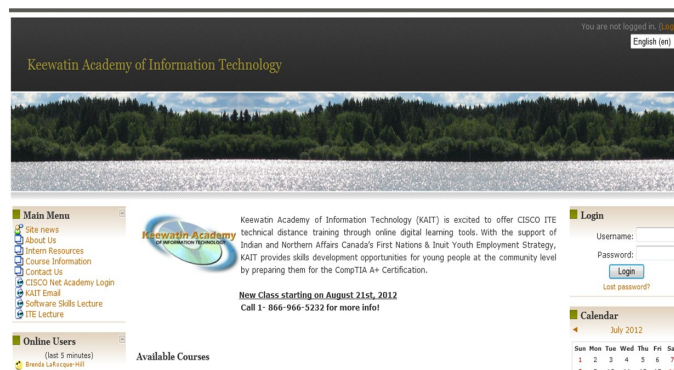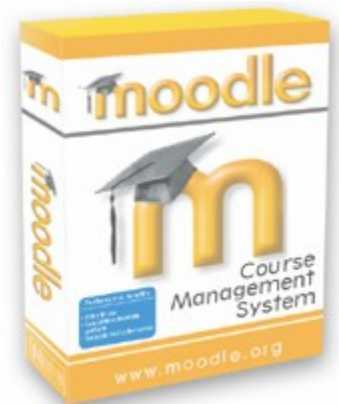
GENERAL INFORMATION

CISCO NETWORKING ACADEMY

The CISCO Networking Academy Website is used to view the ITE1 curriculum including the online textbook and assessments (exams). Also located on this site are intern gradebooks where progress can be tracked.

To access the materials online, interns must click on the course they are enrolled in, which can be found under the LEARN section of their main page **(Fig. 1)**. This will bring up any course materials the intern may have access to on the CISCO Network Academy website. Click on the course of which course materials you wish to access. The class page should open to the course material available front and center. Click on "Launch Course" **(Fig. 2)**.

Once the intern has clicked on the link of the correct Version number of the course, a table of contents for the course will pop up in a new browser window.

Alternatively, the intern may click on the "Pages" link in the left side navigation of course materials. From there, the intern should be able to choose which chapter they wish to review.

Once the module has been selected, another screen will pop up displaying the introduction for that module. Located on the below the main text of the screen **(Fig. 3)** are navigational links to navigate Forward and Backward through the course content. It is a good idea to become well-acquainted with these features. To the left of the screen **(Fig. 4)** is access to the Index of modules.
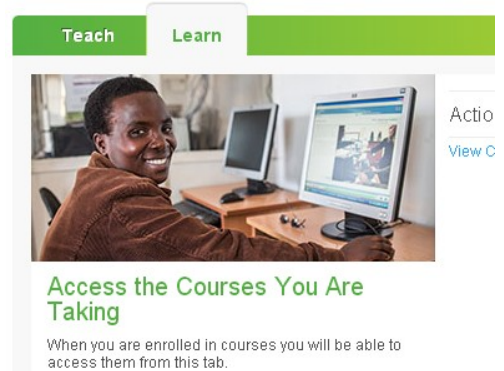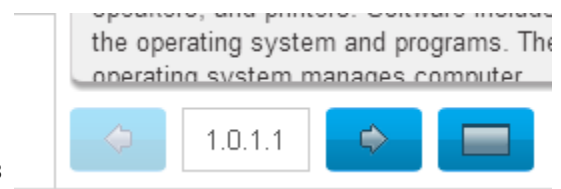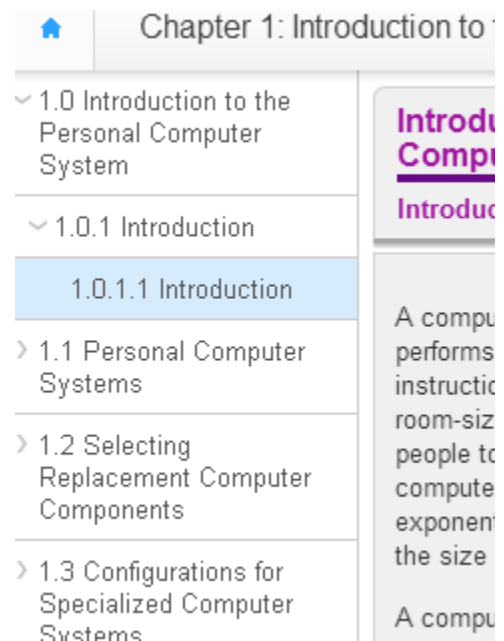
Fig. 1

Fig. 2

Fig. 3

Fig. 3

GENERAL INFORMATION

ADOBE CONNECT

Lectures in real time can be accessed by Adobe Connect, will also be recorded if for some reason, the intern has missed the lecture.

http://kait.adobeconnect.com/ite

Once there, the intern will "Enter as a Guest."   Then the intern enters his/her name into the provided field and click the "Enter Room" button. (NO NICKNAMES PLEASE!)

The site is utilized to watch, listen, and participate in real time using the chat module on the right of the screen or the participation icon at the top of the screen.
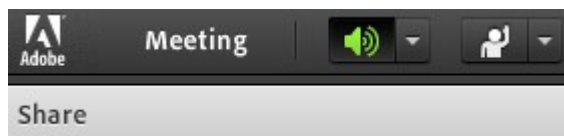
LECTURE ATTENDANCE

LECTURES ON ADOBE CONNECT

During lectures, interns are able to ask questions via chat, and the instructor will get the question answered!

Lecture Schedules will be sent out via e-mail to all interns, as well as posted on KAIT Website. Usually the lectures follow the same time schedule.

From Tuesday to Thursday, morning lectures begin at 9am Saskatchewan time.

Study Days (when scheduled) are dedicated to **tutorial** time where interns 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. A schedule will be sent out to all interns! Also, check out the calendar on the www.kait.ca website, as this will be updated with the main schedule!

ASSIGNMENTS & ASSESSMENTS

ASSIGNMENTS

Assignments MUST be handed in on the due date given. If an intern is having trouble with the work assigned, they must identify this through e-mail or on tutorial days so the instructor can cover the areas that require extra explanation. Extra resources can also be identified, but only if the instructor knows if it is required. <u>All assignments must be done in a Word document or Wordpad document and e-mailed to **worksheets@kait.ca**. This is to cut down on faxing and paper costs.</u>

Feedback and corrections will also be e-mailed back to the intern in a timely fashion.

Not all Labs are required to be done because of lack of software and hardware resources. Instructors will identify these labs. If an intern requires any hardware, please let the instructors know as soon as possible and hopefully, it can be acquired from programs such as Computers For Schools (CFS).

All assignments must be handed in, as they are worth a substantial part of the final grade. If late mark will reflect your late assignment

Interns who complete and hand in their assignments and labs tend to do better overall than those who do not.

ASSESSMENTS

Once all lectures for a module are complete, the exam will be scheduled for the following day. (i.e. If the module lecture is complete on a Thursday, the exam will be scheduled for Friday.) Exams will be activated by 8:30am (CST) that morning and run until 2:30pm (CST) that same day. This means interns must activate the exam anytime in-between that 6 hours to be able to write it.

Once an exam has been activated, interns will have 1 hour to complete the exam. Interns will have a full 3 hours to complete the Final Exam.

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 committing 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. <u>Only 2 activations will be allowed per exam</u>! STUDY HARD!

1st activation	70%
2nd activation	80%

To access an activated exam, log in to the CISCO Network Academy website. Once logged in to the Course page, you can access activated exams on the "Assignments" page. The link can be found in the course navigation to the left. In that list, a link labelled "Take Assessment" can be found. Click this link to enter all available exam activations.

FINAL NOTE

IMPORTANT

Upon completion or withdrawal from the course, all interns **will be required** to submit an **Youth Evaluation form (this will be sent to you via email)** in order to receive their final pay-check and vacation pay. This documentation is essential for the funding we receive to host these training programs. They are a required portion on behalf of all participating interns in order for us to submit our final reports.

This important form will be sent to you via email at the end of the program or if you are withdrawn!

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

Brenda LaRocque-Hill   *Sharon Angus*

Brenda LaRocque-Hill   Sharon Angus

Lead Instructor   Instructor

306-240-6769 Cell   306-441-5415 Cell