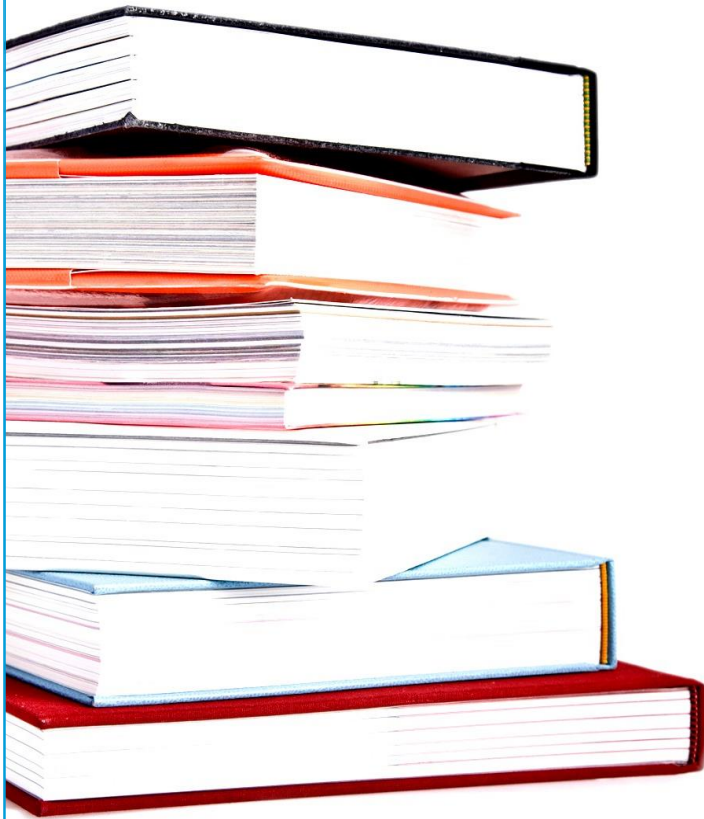




# Software Skills 2013 Intern Manual



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## INTRODUCTION

Welcome to the Keewatin Academy of Information Technology!

Partnering with Keewatin Career Development Corporation (KCDC), First Nations & Inuit Youth Employment Strategy. 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 Microsoft Office 2010 training, thus preparing for the Microsoft Office Certification Exam

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 administration, or apply it to another area of study.

Welcome to the program, and good luck!

**Brenda LaRocque-Hill** Lead Instructor

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## INTERN REGISTRATION

### INTERN FORMS

(Copies of forms are found on the KAIT website)

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. 2013)
5. 20xx Saskatchewan Personal Tax Credit Return TD1SK (where xx is the current year, ie. 2013)

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, an 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“ **until an email request to change the password is made by the intern** using their new kait.ca email address. Please send all password change requests to *brenda.hill@kait.ca*,

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.



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## INTERN REGISTRATION

### MOODLE

Currently, KAIT.ca is using a 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 networking 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.

## GENERAL INFORMATION

### INSTRUCTORS

Brenda LaRocque-Hill

- Lead Instructor
- brenda.hill@kcdc.ca
- 1-866-966-5232

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

### ATTENDANCE POLICY

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



- Sign into Breeze
- 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 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 Friday bi-weekly of each month, each intern will receive a copy of his/her timesheet to verify and submit to your Supervisor, then the supervisor will email it to Brenda at [timesheets@kait.ca](mailto:timesheets@kait.ca) the **same day**.

If the finance office does not receive the intern's timesheets by this date, **the intern may not get paid**.

### PAY ROLL

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

Pay cheques will only be 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 Compose link (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. 4), click on the “Browse” button on the bottom grey area and then Upload the document or file.

This will open a choose file dialog box (Fig. 5) 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 Upload button.

If you successfully attach the file, it will show up in the grey area (Fig. 6) as attached. You may now click the “Send” button to send this e-mail.

### MAILING LISTS

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

**skills@kait.ca**—this mailing list is for notices to interns enrolled in the Software Skills Training course.

**skillsworksheets@kait.ca**—Submit assignments to this email for the Software Skills Training course.

**timesheets@kait.ca**—where you submit your timesheet for the Software Skills Training course.

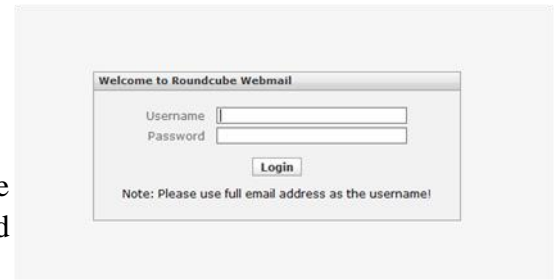


Fig. 1

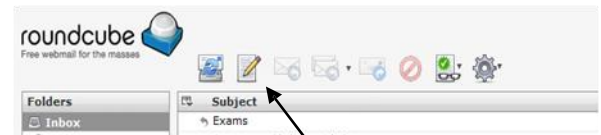


Fig. 2

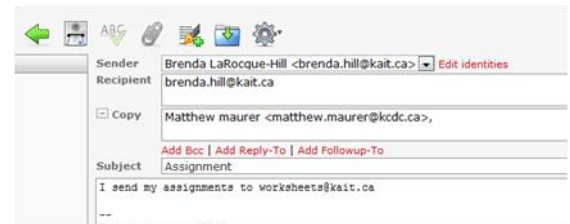


Fig. 3

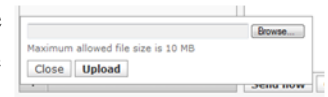


Fig. 4

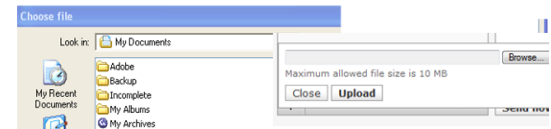


Fig. 5



Fig. 6



## GENERAL INFORMATION

### 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.

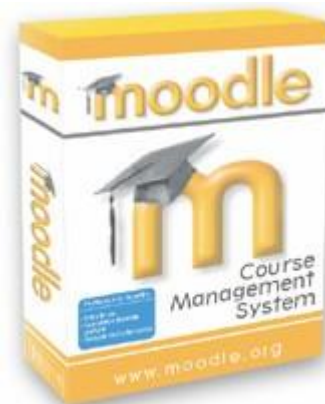
Moodle also acts as a social networking site for interns with forms specific to each course, chat rooms, and personal profiles. While the KAIT Moodle functions somewhat like other social networking sites, interns need to remember this site is still considered a professional setting.

To access Moodle, use the following URL:

<http://www.kait.ca/>

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.



 A screenshot of the Moodle login page for Keewatin Academy of Information Technology. The page features a dark header with the academy's name and a navigation menu on the left. The main content area includes a login form with fields for 'Username:' and 'Password:', a 'Login' button, and a 'Lost password?' link. Below the login form is a calendar for November 2013. The page also displays a 'Main Menu' with links to site news, about us, intern resources, and contact information. A 'Calendar' widget shows the current date as the 26th of November.
 

Keewatin Academy of Information Technology

Keewatin Academy of Information Technology (KAIT) is excited to offer KAIT Services which provides training and resources for each unique organization. KAIT also provides CISCO ITE technical distance training through online digital learning tools. With the support of Aboriginal Affairs and Northern Development Canada (AANDC) - First Nations & Inuit Youth Employment Strategy - SKILLS Link Program, KAIT provides skills development opportunities for young people at the community level by preparing them for the CompTIA A+ Certification.

**NEW A+ Training begins on September 3, 2013 till March 31, 2014**

Facebook  
Twitter

**Available Courses**

MS Office 2010  
Teacher: Sharon Angus

This course covers the Microsoft MOS Objectives in each of the Office applications. It will also cover any additional

you are not logged in. (Login)

English (en)

Username:

Password:

Login

Lost password?

**Calendar**

November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## GENERAL INFORMATION

For the week of **Nov 25th – 29th, 2013** will be your time with your site supervisor to get acquainted with your work duties in your community and set up of computer and your workspace.

**Monday, Dec 2nd, 2013 at 10am MANDATORY Telephone Conference –**

**Please call: 1-866-296-5646**

**Pass code: 493810#**

Tuesday, Dec 3<sup>rd</sup>, 2013 at 11am - **Login to <http://kait.adobeconnect.com/skills> (login information on Page #11 on this manual)**

Once you are setup in your workspace, please go to the [www.kait.ca](http://www.kait.ca) website and **download the Microsoft Office 2010 software**, but you will need to email me to get your product key for the software, please note that this is one time install so ensure that your computer is working properly and virus free, call me or email with any questions.

## GENERAL INFORMATION

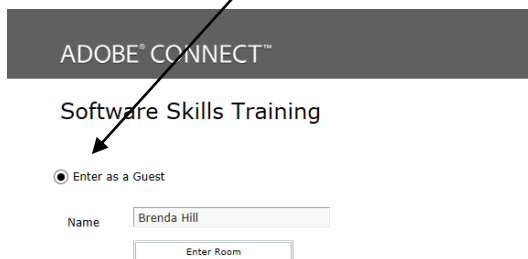
### MACROMEDIA BREEZE

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

To log into Breeze site to watch and listen (and participate using the chat module) in real time, type the following into the browser window:

<http://kait.adobeconnect.com/skills>

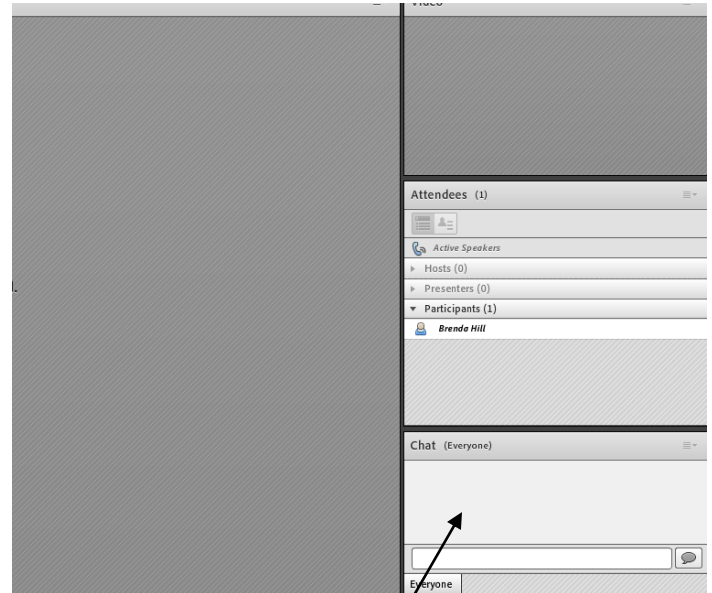
Once there, the intern will “Enter as a Guest.” Then the intern enters his/her name into the provided field and click the “Enter as a Guest” button.



ADOBE® CONNECT™  
Software Skills Training

Enter as a Guest

Name



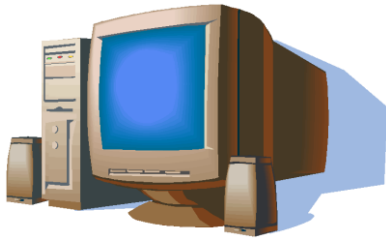
This is where you enter your questions during the lecture

# LECTURE ATTENDANCE

## LECTURES ON ADOBE CONNECT - BREEZE

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 11am 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.

The screenshot shows the website header with the title "Keewatin Academy of Information Technology" and a background image of a forest. Below the header is a navigation menu with items like "Site news", "About Us", "Intern Resources", "KAIT Services", "Contact Us", "Cisco NetAcad", "KAIT Email", and "ITE Lecture". There is also a "Login" section with fields for "Username" (containing "admin") and "Password", and a "Login" button. A "Calendar" section shows the month of November 2013. The main content area features the KAIT logo and a news item about "NEW A+ Training begins on September 3, 2013 till March 31, 2014". Below this is a section titled "Available Courses" with a listing for "MS Office 2010" taught by Sharon Angus and Brenda LaRocque-Hill. An arrow points to this course listing.

Course to enroll in!!

## 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. All assignments must be done in a Word document or WordPad document and e-mailed to **skillsworksheets@kait.ca**. This is to cut down on faxing and paper costs.

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

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.

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 assessment will be scheduled for the following day.

## FINAL NOTE

### IMPORTANT

Upon completion or withdrawal from the course, all interns **will be required** to submit a **Youth Evaluation form** 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.

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

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Brenda LaRocque-Hill

Lead Instructor

