Appendix 4

Banner Training Sessions - Summary

   a. Total Number of Workshops: 19
      i. Requisitioner Training Workshops: 12
      ii. Approver Training Workshops: 7
   b. Total Attended Training: 130
      i. Requisitioner Training Participants: 85
      ii. Approver Training Participants: 45
   c. Participants who took both Requisitioner & Approver training: 8
   d. Unduplicated headcount: 113

2. Banner Student (2008)
   a. Number of Workshops
      i. Workshops for Counselors: 2
      ii. Workshops for Student Development staff: 2
      iii. Workshops for Student Learning deans and administrative assistants: 2
   b. Number of Attendees
      i. Number of Counselors and Student development staff attendees: 45
      ii. Number of Student Learning attendees: 22

   a. MyCOM Tutorials Developed
      i. MyCOM Quick Guide: This is a brief 3-page guide with that provides step-by-step instructions for the basic features that all faculty need to know including how to download their roster and post grades or positive attendance hours.
      ii. “How can I use MyCOM?”: This is a more comprehensive tutorial providing instructions on how to display class rosters and wait lists, submit grades or positive attendance hours, and set office hours. It also includes instructions to use “Course Studio” a feature that enables faculty to upload files and handouts (i.e. syllabus) post class announcements and send emails to all students enrolled in their class.
      iii. “Forwarding MyCOM Email”: This guide provides instructions so faculty can forward their MyCOM email to their regular College of Marin email account or any other email account they choose.
   b. MyCOM Workshops (2008)
      i. For those who wanted additional support beyond the tutorials, nine training workshops were presented the weeks of June 2 and June 9. Workshops were offered morning, afternoon, and evening hours to accommodate faculty schedules.
      ii. These sessions were repeated during fall Flex Week August 12-14.
      iii. Special workshops were created for support staff to familiarize themselves with MyCOM Faculty Portal features. Four workshops were held and 31 administrators and support staff attended.
   c. MyCOM Workshops (2010-2011)
      Six hands-on MyCOM workshops that focused on the features available in Course Studio were offered during Flex days from August 2010 through August 2011.