



Regardless of what group you are a part of, regardless of whether you use Blackboard or not...


Crowder Staff Development (Blackboard Site)

has something for you!

In an effort to reach all employees at Crowder College with training materials, we have a Blackboard site dedicated to employee training. It's called "Crowder Staff Development". This site will be used to post training information and communication with employees. With the site we hope to

- Reduce the amount of printed papers (that can easily be lost).
- Send emails to employees through Blackboard to the email address you list in Personal Information.
- Make information available to employees at all locations.

Developers and "instructors" of this Blackboard site include: Dr. Herb Schade, Dr. Nicole Striegel, Amy Rand, Brenda Caruthers, Judy Ireland, Melissa Smith, Helen Hale, Christy Manning, Colleen Holland, Mary Largent, Carolyn Strauch, Debra Brown, Rhonda Helm and Mike Jernigan.

 **It's important that you keep your email address (whatever you choose) current in Blackboard so that the emails will reach you. All of the "instructors" in Crowder Staff Development will be able to send emails via the email feature in Blackboard.**

Login Information for Various Programs

Crowder Network Computer (New Microsoft Network)

- Employees: Username=**firstnamelastname**; Initial Password = **Crowder ID number** (Required to change on first login.)
- Students: Username=**Crowder ID number**; Initial Password = lastname(lowercase)+2digit birth month+2digit birth year (Example: **smith0691**) Required to change on first login.
- Employees & Students: New passwords must be 7 characters long and have at least 3 of these: Upper case, Lower case, Number, or Special Character.

Crowder Email (Outlook)

- Web Version=same login information as Crowder Network
 - <http://www.crowder.edu> click on Web Email (top right corner) There is also a link to email on the "My Crowder" portal pages.
- Office Version=no additional login needed after logging in to the Crowder Network
 - Click Start>Programs>Microsoft Office>>Microsoft Office Outlook 2007

"My Crowder"- JICS Portal at Crowder College

- Login to <http://my.crowder.edu/ics> .
- Faculty & students: Username = Crowder ID number; If it's your first time to login, click "**I forgot my password**". A password will be sent to the email address that is listed for you in Jenzabar. Use that to login. Then click on Personal Info and the Password tab to change your password for future use.

Blackboard

- Direct link to Blackboard = <http://crowder.blackboard.com> (You can also click the Blackboard login on the Crowder webpage, but keep the direct link in case the Crowder website is down.)
- Employees & Students: Username=**Crowder ID number**; Initial Password=**Crowder ID number** **Upon 1st login, please click on Personal Information (tools box on left of 1st screen) and Change Password. Also check Personal Information for accuracy and enter the email address you want to use.**

TK-20 (Course evaluations, assessment tracking, etc.)

- Login to <http://crowder.tk20.com> .
- Faculty & Students: Username=Crowder ID number; initial password = Crowder ID number. Upon 1st login, you will be prompted to answer some questions to change your password. From then on use the new password. If you forget your password, email EdTech@crowder.edu . Be sure to include your name and Crowder ID number as part of your request for help.

Employee Technology Tip Sheet

Plato (New for Fall 2011)

Used in COMM 80, ELI31, ELI35, LOC40, LOC50 & LOC90 Classes

Login information for Instructors & Students:

- Login to <http://ple.platoweb.com> .
- Account Number = cc213; Username=**Crowder ID number**; Password=Crowder ID number + two digit birth month+last two digits of the birth year (NO SPACES). **Example: 123451192**

Additional Information for Blackboard, Plato, TK20, and Web Email can be found in Crowder Staff Development.

Also in Crowder Staff Development you'll find see buttons on the left menu corresponding with the employee groups. Click the menu button and you'll find links to information that fits your group.

You will also see a menu button called "Basic Information". All of the contents of Crowder Staff Development can be found there. Some of the topics included are shown below. **These may change from time to time.**

- **Academic Calendars**
- **Academic Resource Center Information**
- **Blackboard Information & Training Materials**
- **Board Policy Information**
- **Bookstore Information**
- **Camtasia Studio, Screencast & You Tube**
- **Classroom Management**
- **Crowder Values**
- **Directory of Employees**
- **Disabilities Services**
- **Division Chairs & Subject Areas**
- **Email at Crowder College**
- **Ethical Literacy**
- **FERPA Training Note**
- **Human Resources Information**
- **Library Information**
- **Makeup Testing Information**
- **"My Crowder"—the JICS Portal at Crowder College**
- **Neosho Campus Office Hours**
- **Office 2007 Training (Including training for MS Outlook—our new email program)**
- **Plato**
- **Quality Assessment & Learning**
- **Rosters Information**
- **Servant Leadership Statement**
- **SMART Classroom Equipment Information**
- **SMARTTHINKING (Online Tutoring Program) Information**
- **Student Abilities**
- **Student Handbook Information**
- **TK20-Course Evaluations, Surveys, Tracking Competencies & More**
- **Video Training Sessions**

Also in Crowder Staff Development you'll find Announcements, Who To Contact, and Web Links to sites of interest.

Crowder Staff Development will continually change as additional information is added. Please check it often. If you have ideas for items that would be good to add to Crowder Staff Development (for the benefit of all), please send that suggestion to EdTech@crowder.edu .