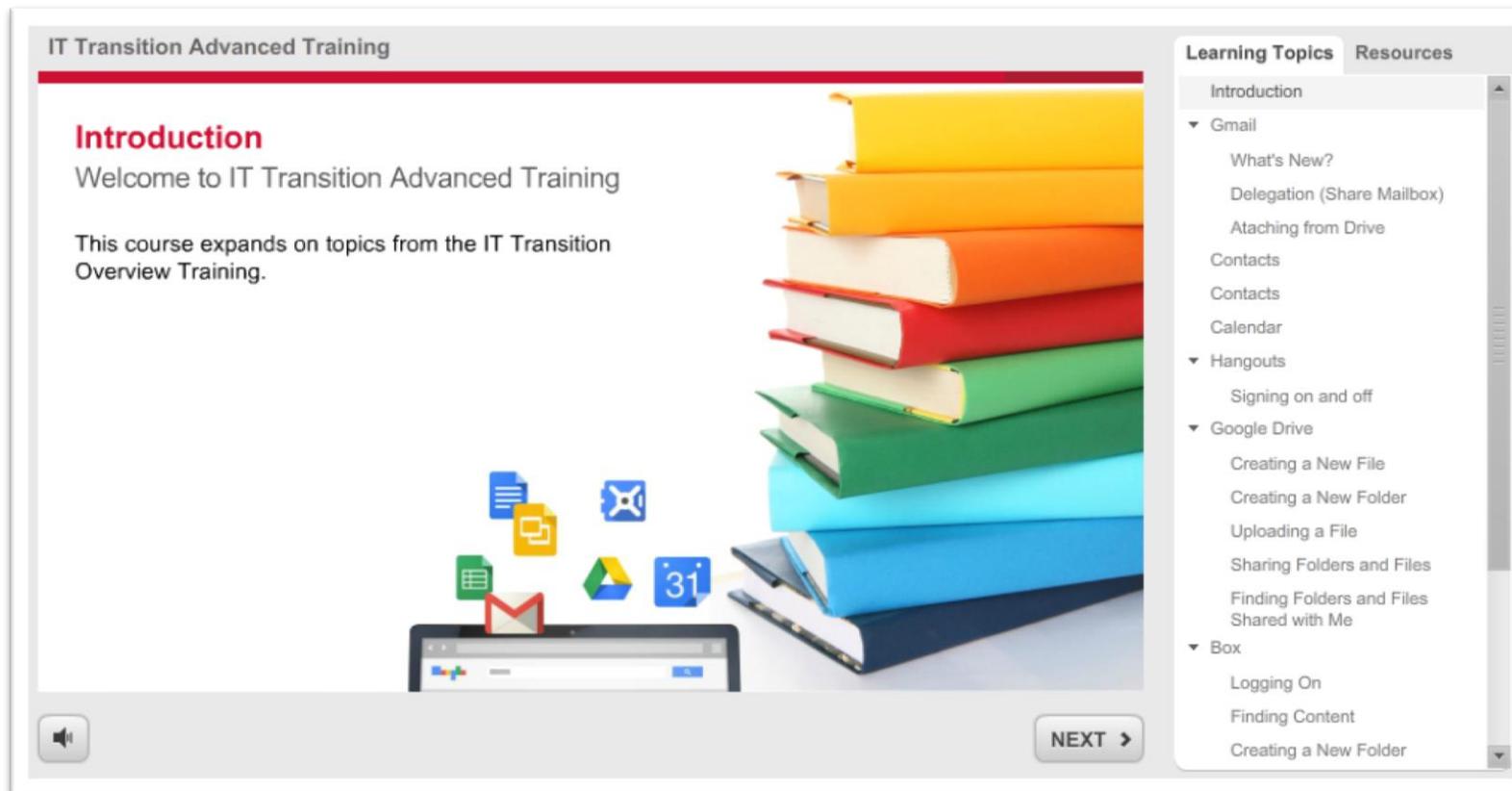


Computer Based Training (CBT) Sample Work

Important Note: Typically, Articulate Studio would be used to publish these slides into a format suitable for web or LMS eLearning, similar to the image shown below. Here, it has been published as a PDF file for the purpose of portability as a sample work. The full contents of the training follows.



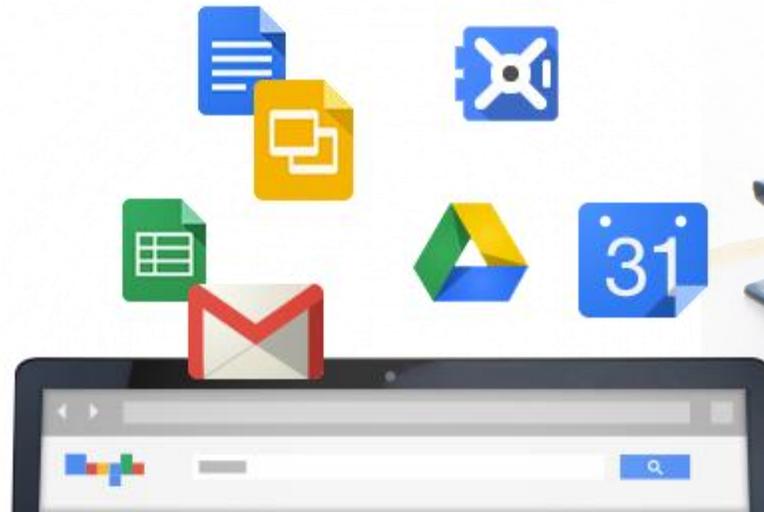
The screenshot displays an eLearning interface titled "IT Transition Advanced Training". The main content area features a red header bar, followed by the word "Introduction" in red, and the text "Welcome to IT Transition Advanced Training". Below this, it states "This course expands on topics from the IT Transition Overview Training." The background of the main area shows a stack of colorful books and various application icons (Gmail, Google Drive, etc.) on a laptop screen. At the bottom left, there is a speaker icon, and at the bottom right, a "NEXT >" button. On the right side, there is a sidebar with two tabs: "Learning Topics" and "Resources". The "Learning Topics" tab is active, showing a list of topics: Introduction, Gmail (with sub-topics: What's New?, Delegation (Share Mailbox), Attaching from Drive), Contacts, Calendar, Hangouts (with sub-topics: Signing on and off), Google Drive (with sub-topics: Creating a New File, Creating a New Folder, Uploading a File, Sharing Folders and Files, Finding Folders and Files Shared with Me), and Box (with sub-topics: Logging On, Finding Content, Creating a New Folder).

Look of this training when published for use in LMS.

Introduction

Welcome to IT Transition Advanced Training

This course expands on topics from the IT Transition Overview Training.



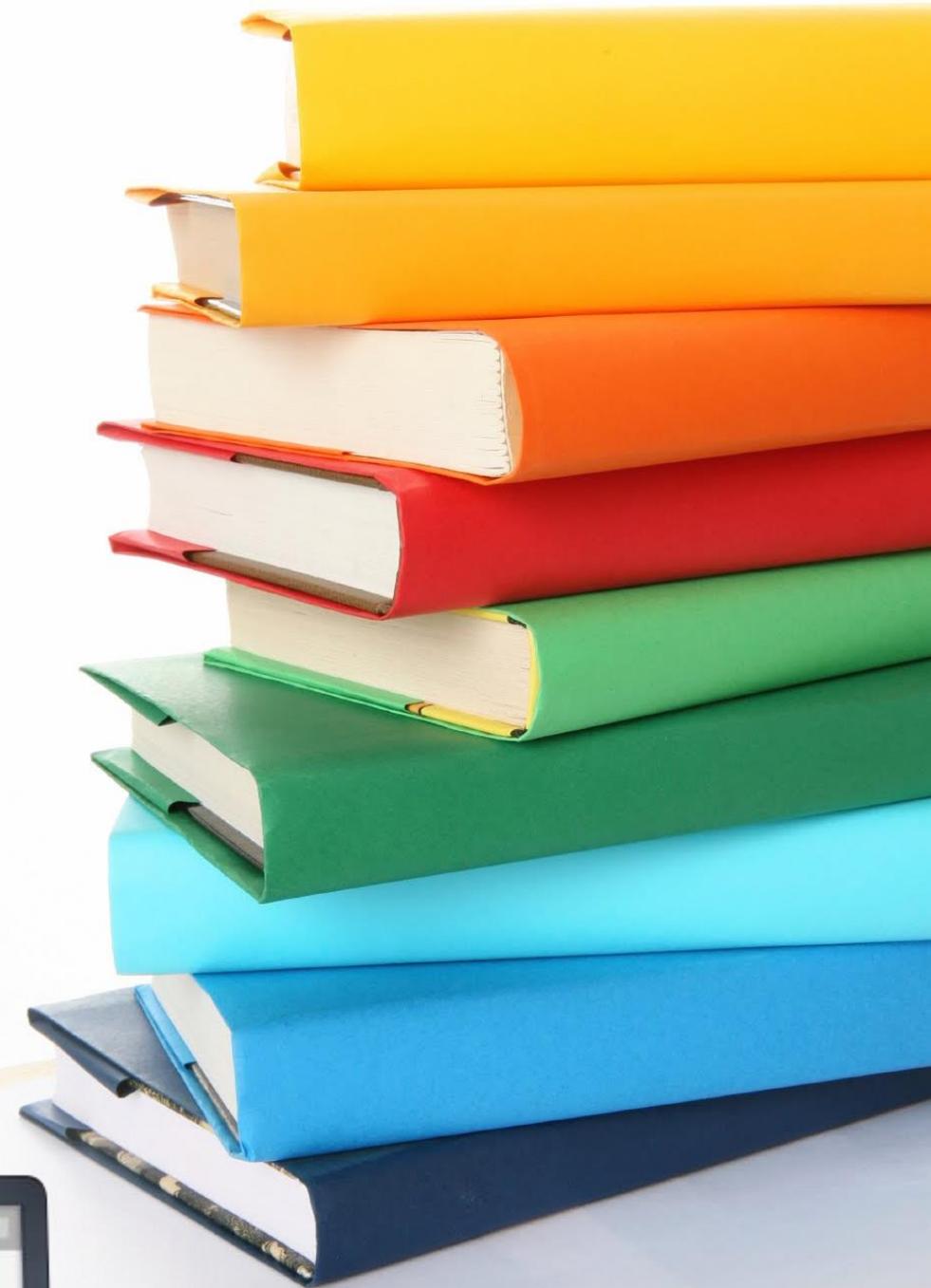
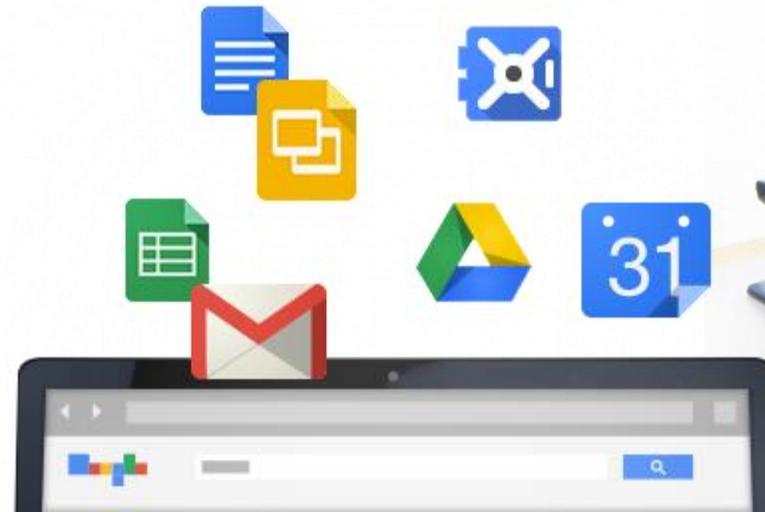
Introduction

Responsibilities and Expectations

You are responsible for the success of your IT Transition.

To ensure a successful transition:

- Utilize the information and tools provided
- Gain a firm understanding of the activities requiring completion

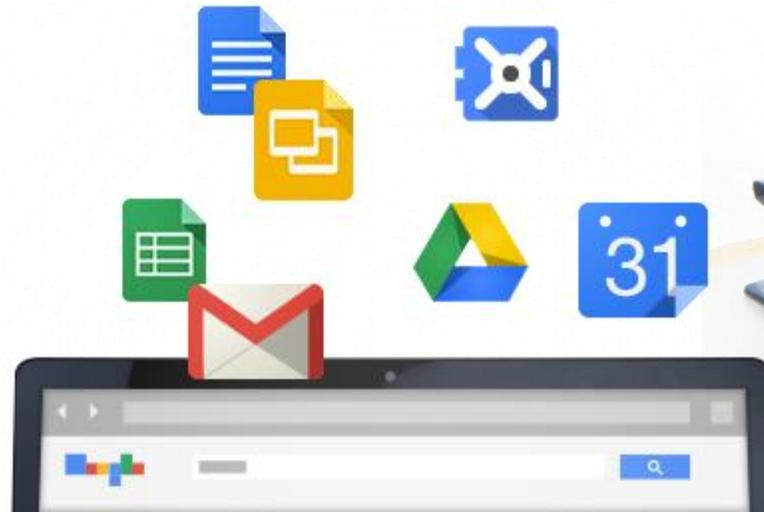


Introduction

Course Overview

This training will take approximately one hour to complete.
During this training you will learn about:

- Gmail
- Contacts
- Calendar
- Hangouts
- Google Drive
- Box



Gmail

Lesson Introduction

This lesson covers advanced topics in communication with Google Mail (Gmail), including:

- Creating rules (filters)
- Categorizing emails (labels)
- Setting up delegation (shared mailbox)
- Using Google Drive for email attachments

If you are not familiar with Gmail's navigation and basic user interactions, watch the video, [Google Apps - Mail](#).



Advanced Training for Google Mail

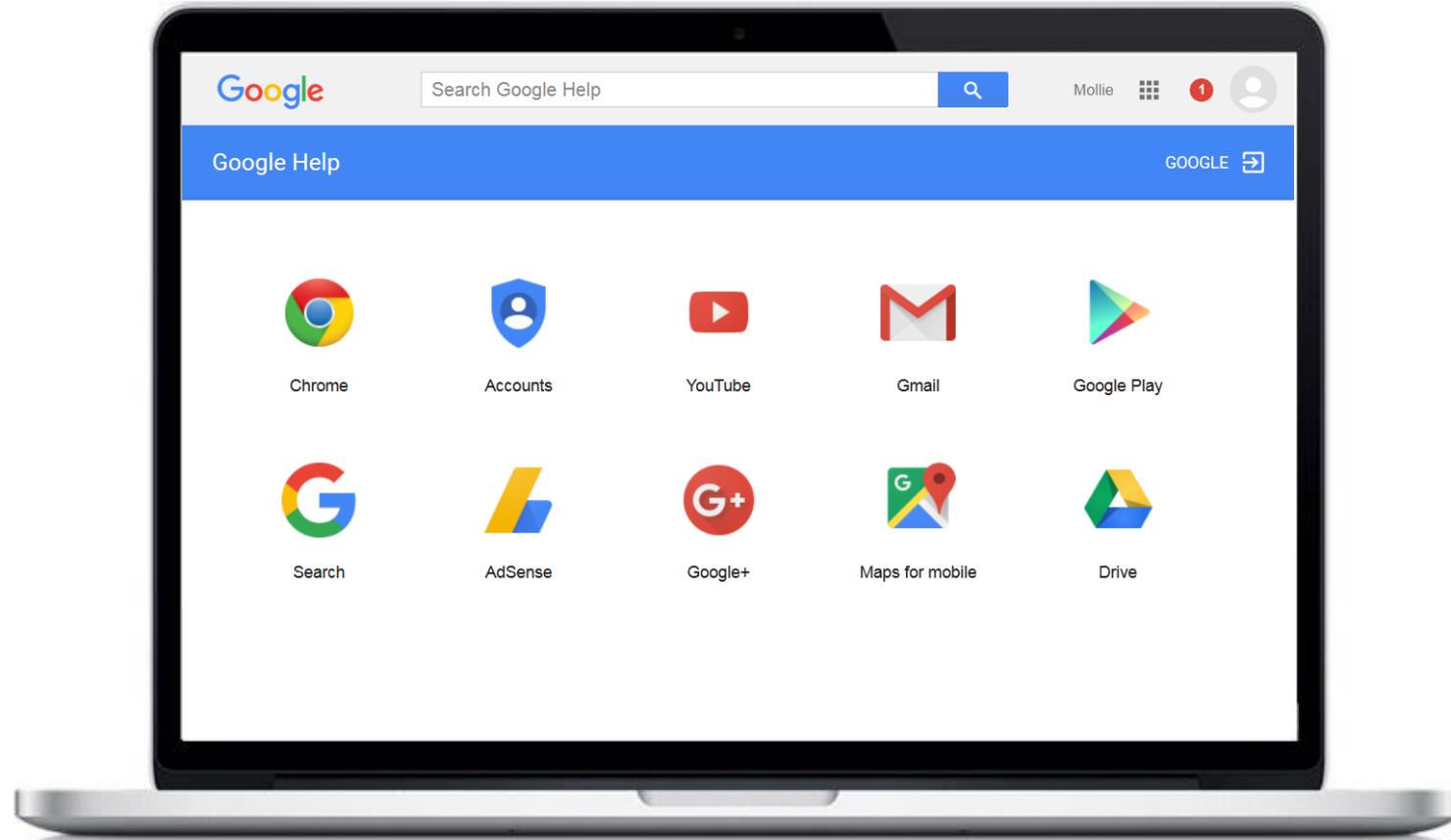
(VIDEO HERE)

Gmail

More on Labels and Categorizing Emails

For more information, see Google Help:

- [Organize with labels and filters](#)
- [Using Filters](#)



Gmail

Delegation (Share Mailbox)

You can delegate access to your Gmail to another person so they can read, send, and delete messages on your behalf.

Click **Next** to get started with delegation.

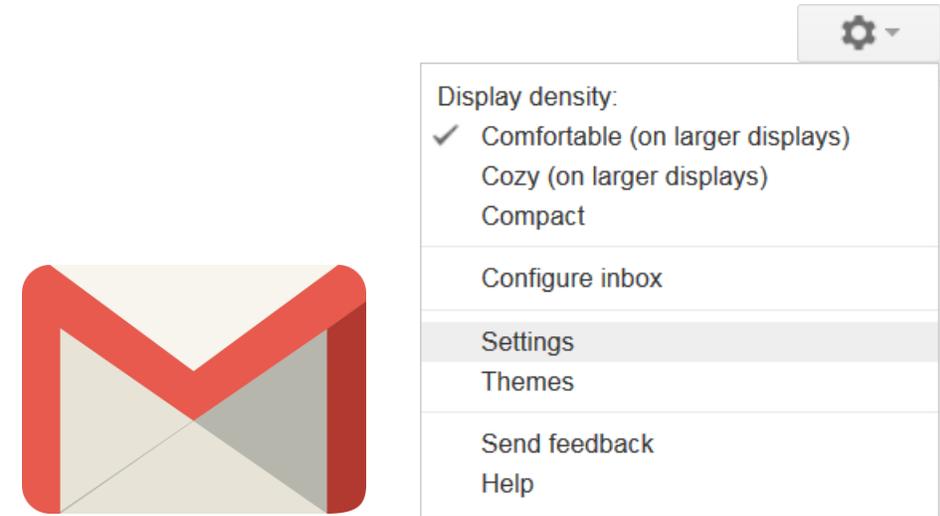


Gmail

Adding a Delegate

Follow these steps to add a delegate:

1. Open **Gmail**.
2. Click the gear icon  and click **Settings**.
3. Click **Accounts and Import** and then **Add another account**.
4. Enter the email address to which you want to delegate mailbox access. Click **Next Step** and then **Send email to grant access**.
5. An email will be sent the account owner and they must click **Accept** to gain delegate access to your account.



Grant access to your account: [Add another account](#)

Grant access to your account

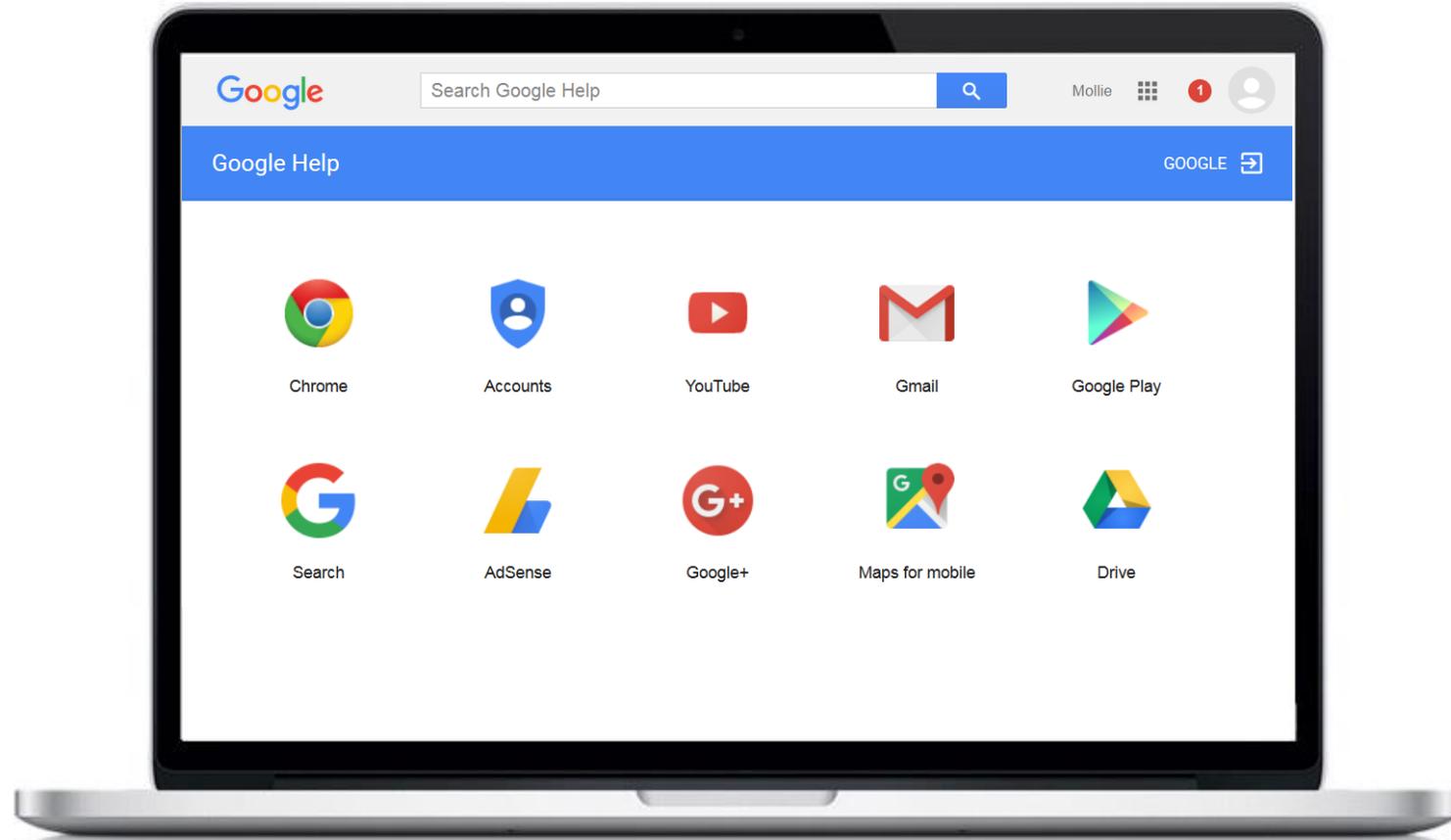
Specify a Google Account holder to access your account.
This person will be able to sign in to your account to read, delete and send mail on your behalf. They will not be able to change your account settings or your password.

Email address:

Gmail

More on Gmail Delegation

For more information, see Google Help, [Set up Mail Delegation](#) (see video on page).

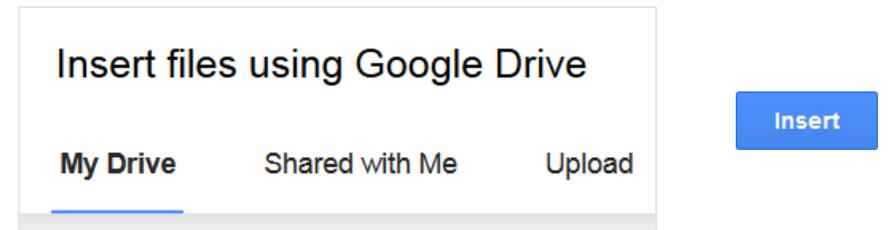
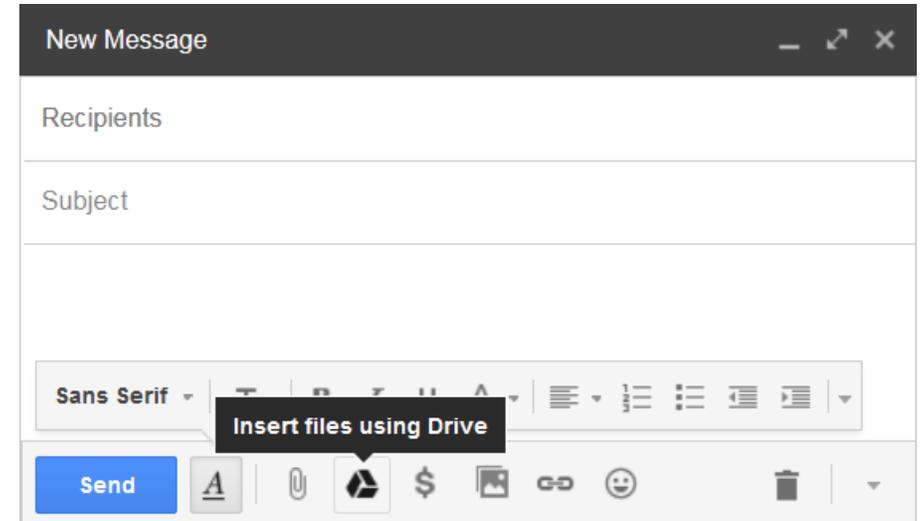


Gmail

Attaching a Document in Drive to an Email

You can attach documents from Google Drive to your emails. Follow these steps to attach a document in Drive to an email:

1. In the email composition screen, click the **Google Drive** icon  .
2. Click **My Drive** and select the file you want to attach.
3. Click **Insert**.
4. The attachment will be added to your email. Complete and send your email as usual.

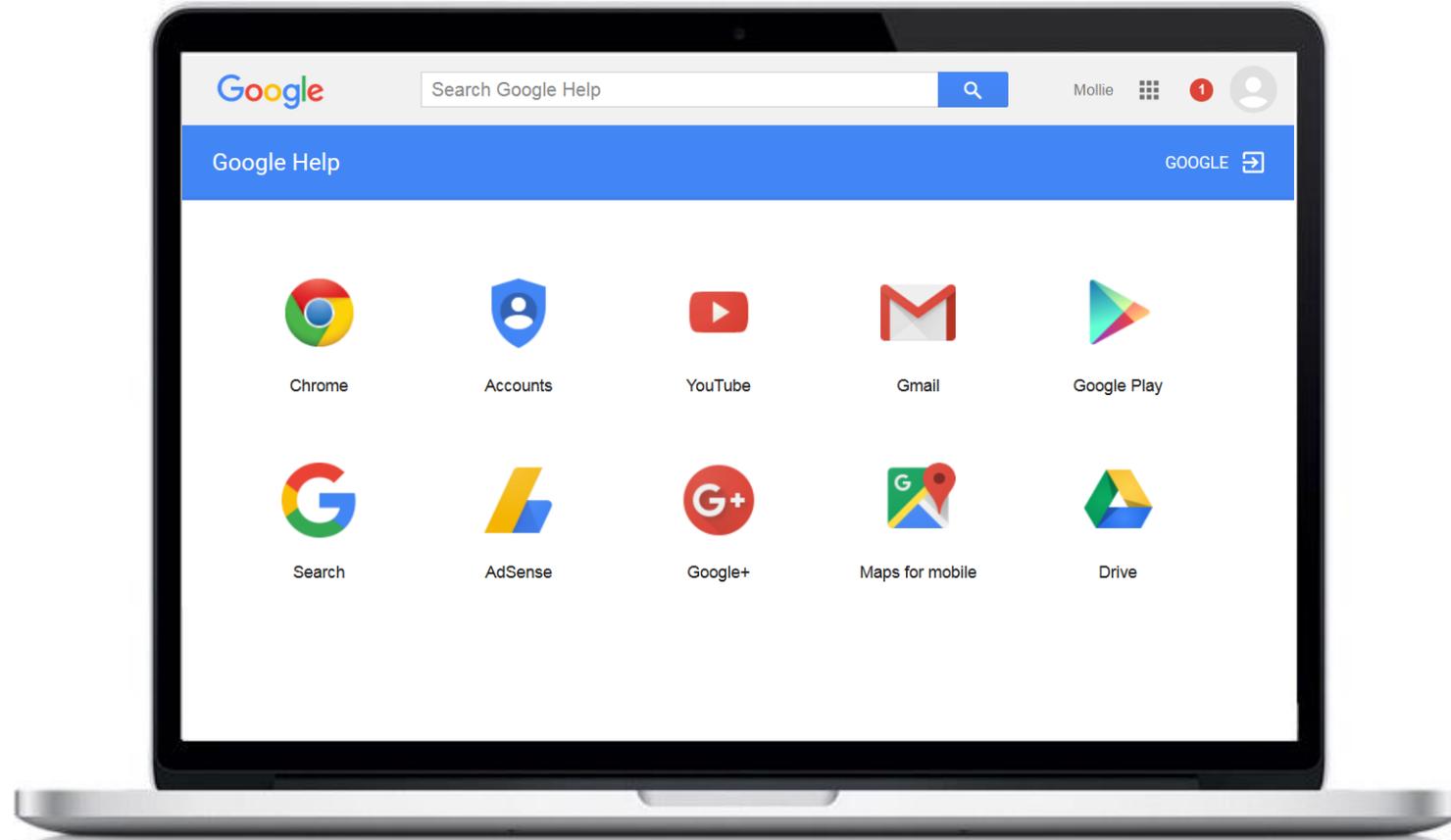


Gmail

More on Attaching Documents in Drive

For more information, see Google Help:

- [Google Drive Help Center](#)
- [Share with others in Drive, Docs, Sheets, and Slides](#) (Video)



Contacts

Lesson Introduction

This lesson covers advanced topics in Google Contacts, including:

- Creating groups (personal distribution lists)
- Adding and removing contacts from groups
- Public Distribution Lists (PDLs)



Advanced Training for Google Contacts

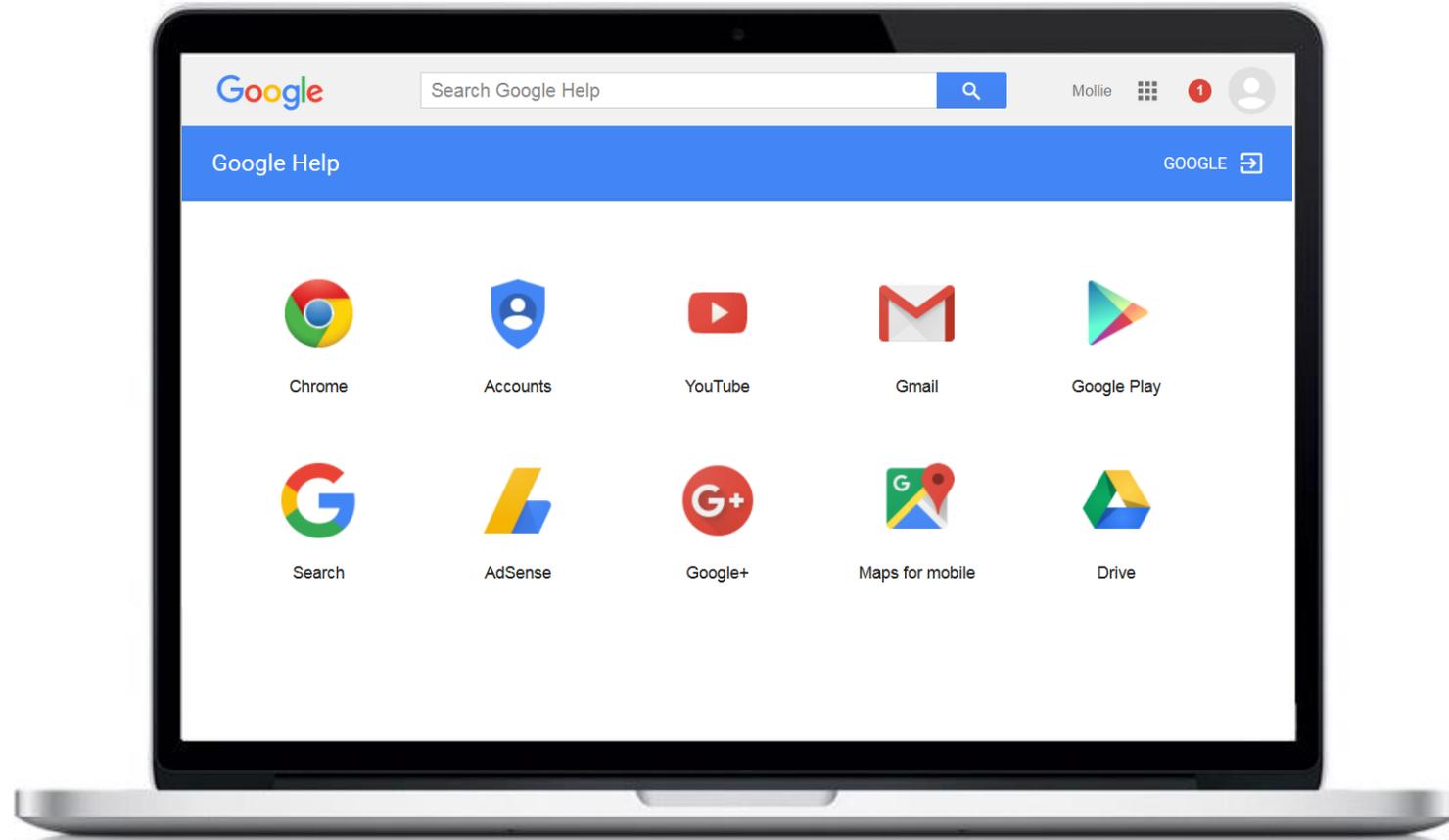
(VIDEO HERE)

Contacts

More on Contacts

For more information, see:

- Google Help, [Contact groups](#)
- Video, [Google Apps – Contacts](#)



Calendar

Lesson Introduction

This lesson covers advanced topics in calendaring with Google Calendar, including the following:

- Setting up delegation
- Creating meetings
- Using Google Drive for Calendar attachments



Advanced Training

for Google Calendar

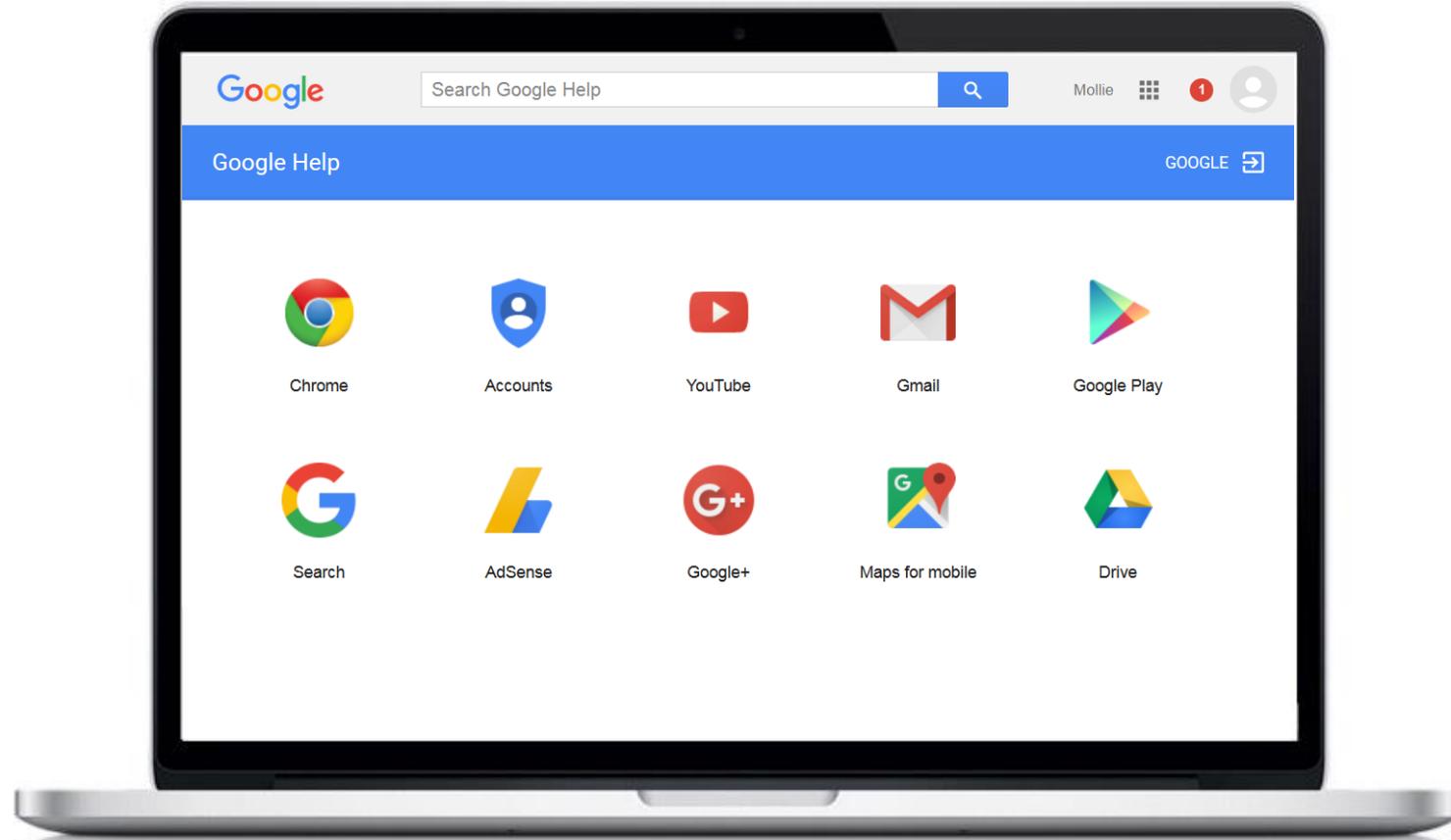
(VIDEO HERE)

Calendar

More on Calendar

For more information, see:

- Google Help, [Delegate calendar access](#)
- Google Help, [Ways to create an event](#)
- Google Help, [Create a recurring event](#)
- Video, [Google Apps - Clendar](#)



Hangouts

Lesson Introduction

With Hangouts, you can send and receive messages and make video calls with one person or with a group of people. This lesson covers:

- Installation
- Signing on or off
- Mobile access
- Using Hangouts

Google
Hangouts



Advanced Training

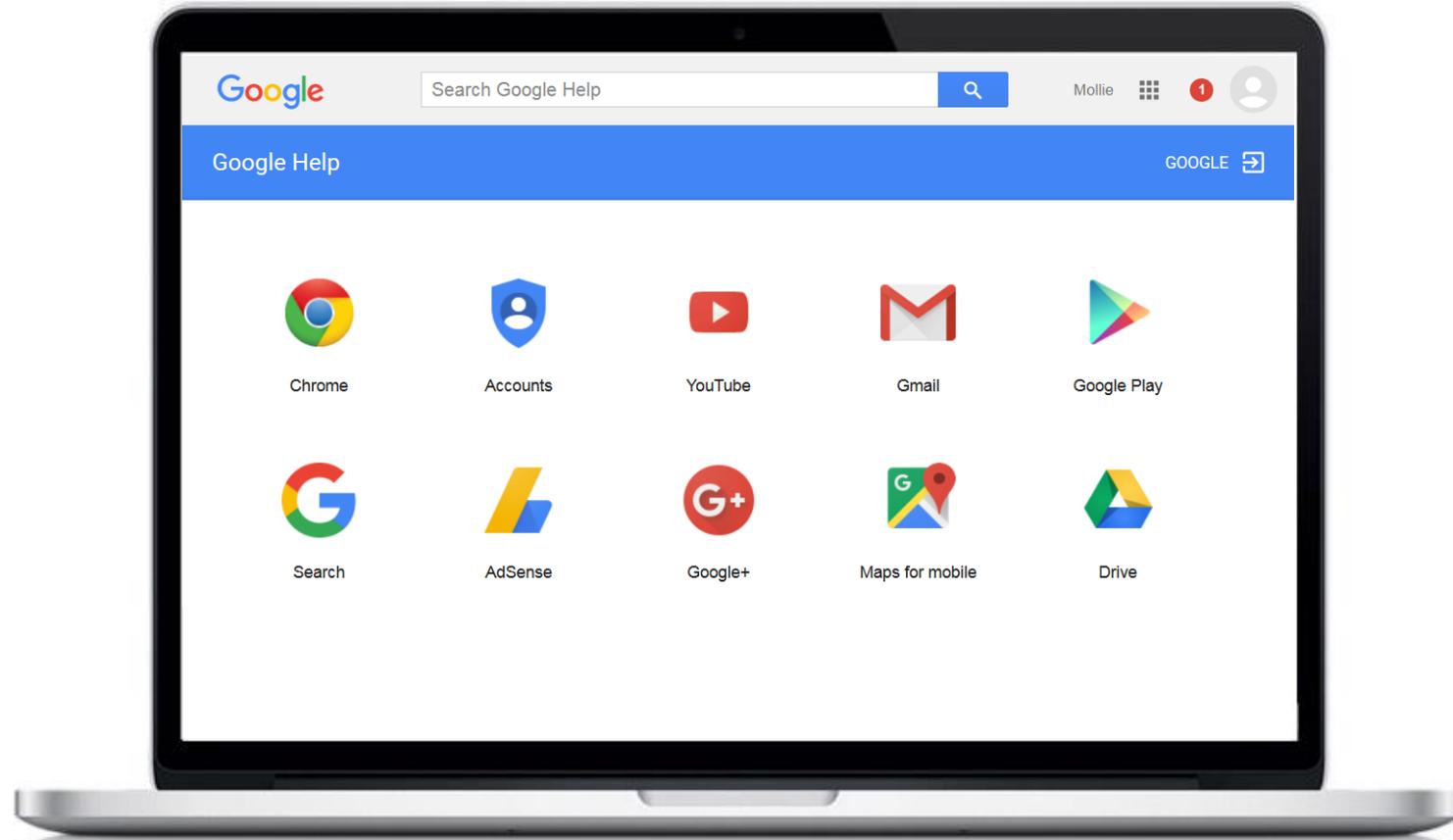
for Google Hangouts

(VIDEO HERE)

Hangouts

More on Hangouts

For more information, see Google Help, [Get started with Hangouts](#).



Google Drive

Lesson Introduction

Google Drive allows you to create, upload and share files and folders. You can quickly invite others with a Google account to view, download and collaborate in real-time. This lesson covers the following action for files and folders within Drive:

- Creating
- Uploading
- Sharing
- Finding shared with me



Google Drive

Creating a New File

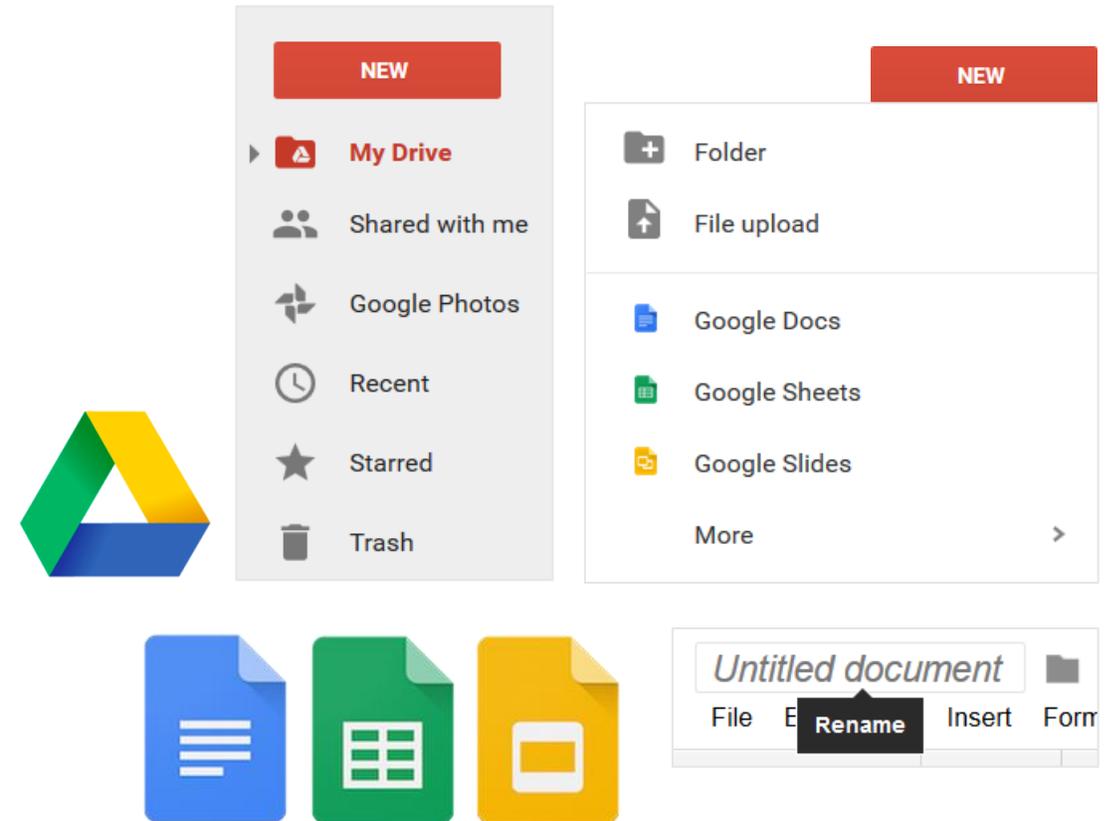
Follow these steps to create a new file in Drive:

1. Open **Drive**.
2. Click **NEW**.
3. Select one of the following:
 - **Google Docs** (word processing)
 - **Google Sheets** (spreadsheets)
 - **Google Slides** (presentations)

The new document opens in a new tab.

4. Click in the **Untitled document** box and type a name for the file.

Your changes are automatically saved to Drive as you work.

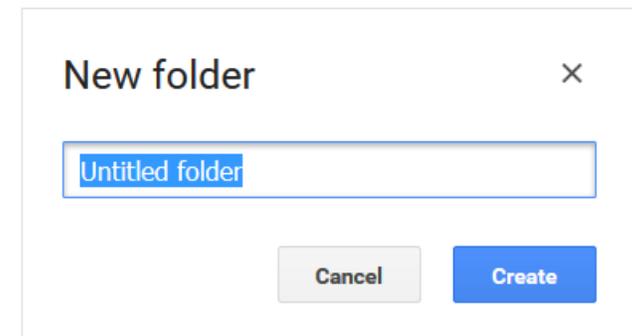
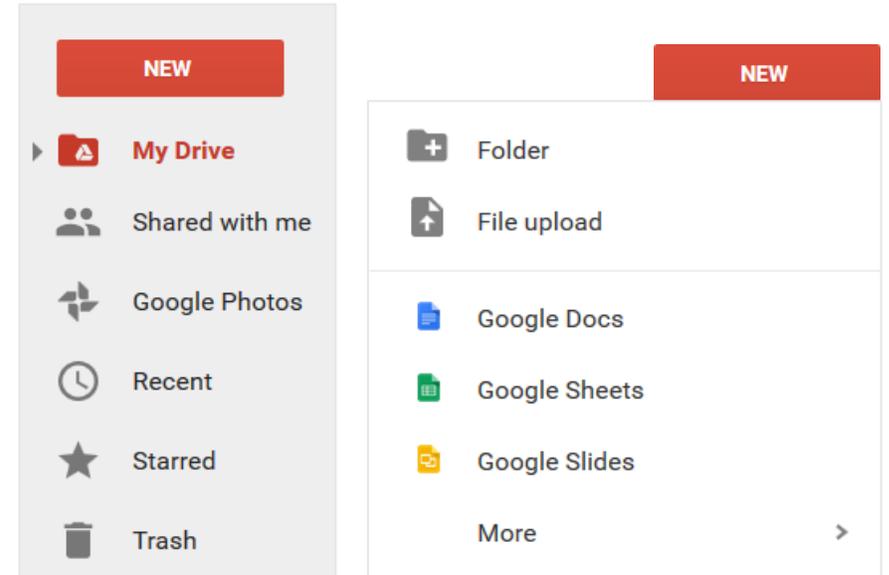


Google Drive

Creating a New Folder

Follow these steps to create a new folder in Drive:

1. Open **Drive**.
2. Click **NEW** and select **Folder**.
3. Type a name for the new folder.
4. Click **Create**. The new folder is added to Drive.



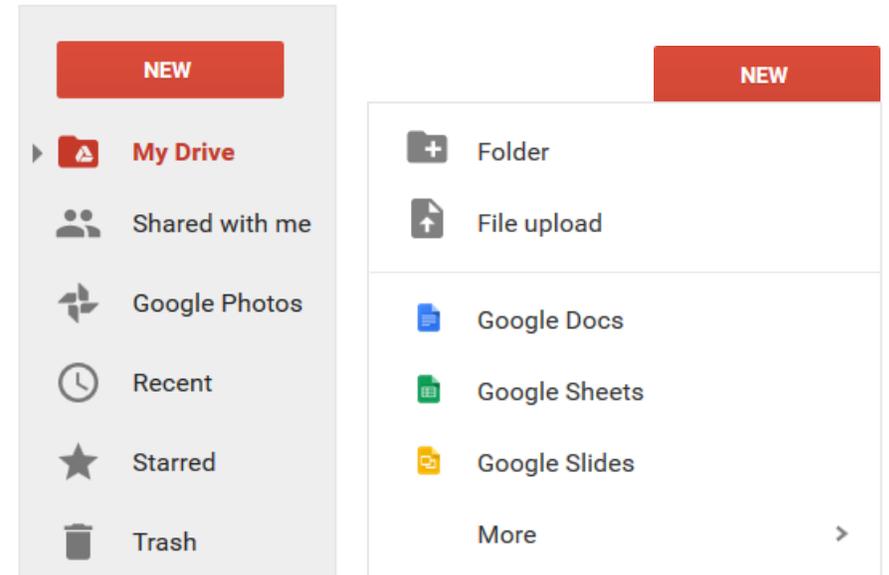
Google Drive

Uploading a File

If you're using Chrome, you can drag a file or folder from your desktop into Google Drive. The folder, all subfolders, and files will start uploading right away.

If you're using a different browser, follow these steps to upload a document from your computer:

1. Open **Drive**.
2. Click **NEW** and select **File upload**.
3. Browse to the file you want to upload.
4. Click Open. The file is uploaded to Drive.



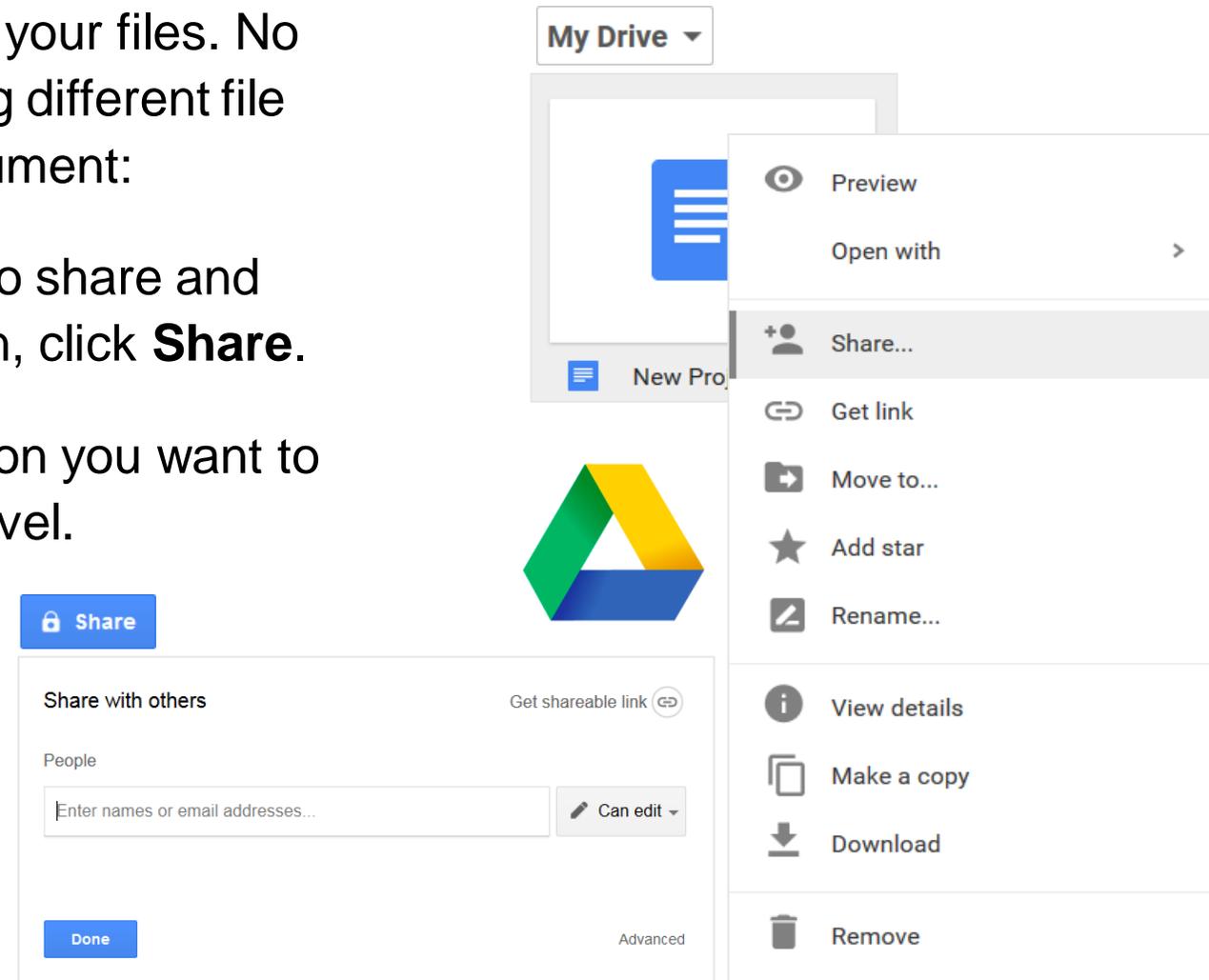
Google Drive

Sharing Folders and Files

Drive lets you perform real-time collaboration on your files. No need to send attachments or spend time merging different file versions. Follow the steps below to share a document:

1. From **My Drive**, right click the file you want to share and select **Share**. Alternatively, with the file open, click **Share**.
2. Enter the name or email address of the person you want to share the file with and select a permission level.
3. Click **Done**.

An invitation to collaborate on the file is automatically sent to the recipient.

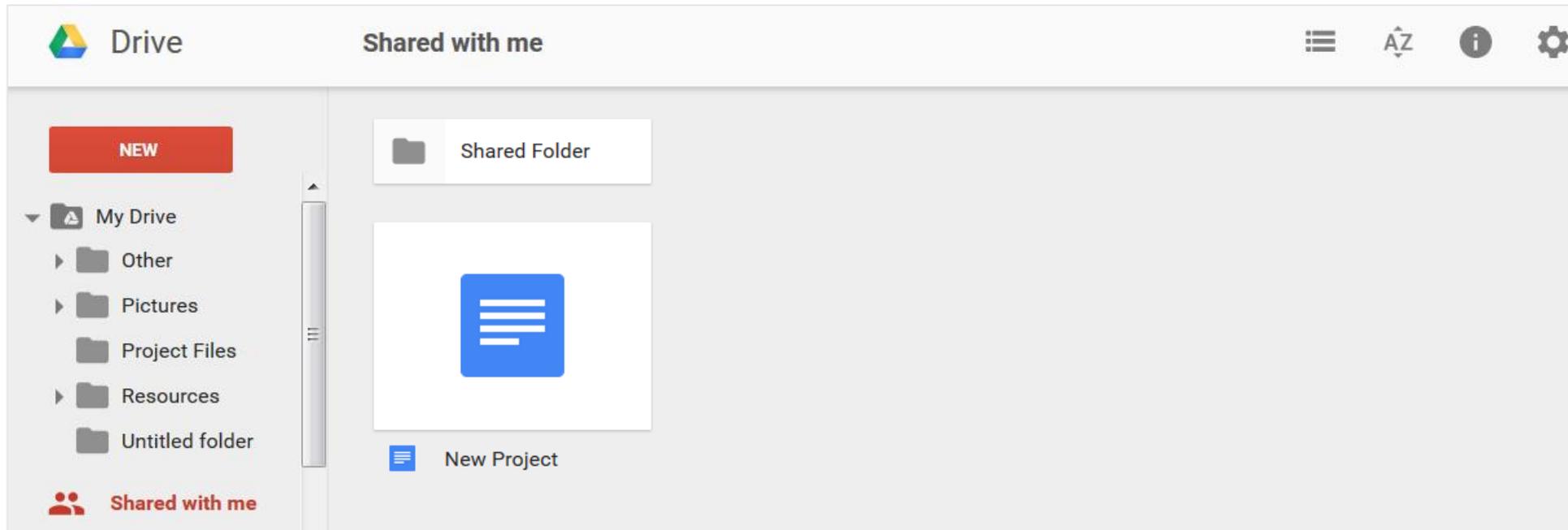


Drive

Finding Folders and Files Shared with Me

Whenever you are invited to collaborate on a file, the file is automatically added to your Shared with me view in Drive.

To see folders and files that are shared with you, click **Shared with me**.

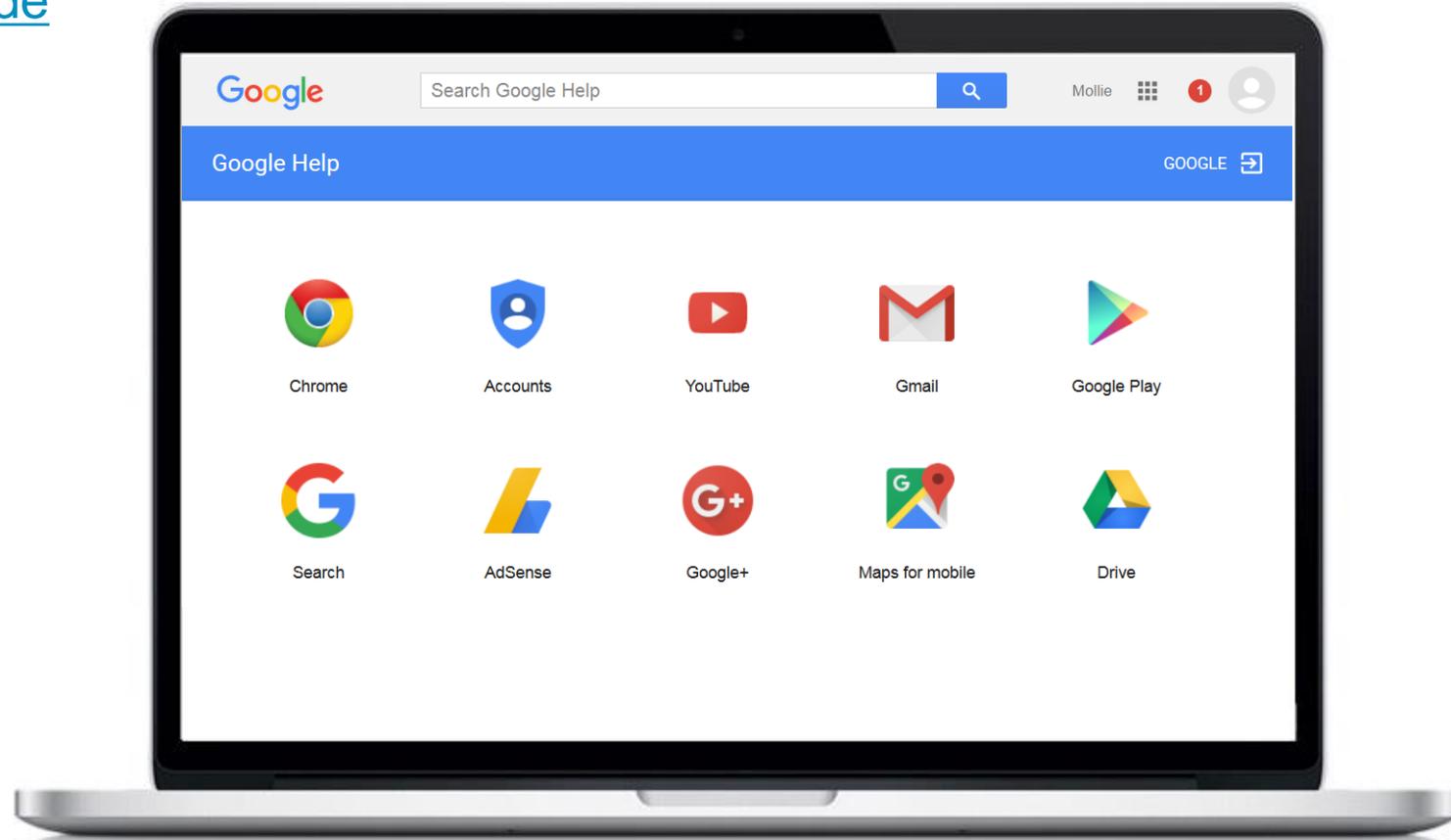


Google Drive

More on Drive

For more information, see:

- Google Help, [Google Drive Help Center](#).
- [Box and Google Drive Quick Start Guide \(pdf\)](#).



Box

Lesson Introduction

Box is a cloud storage provider that synchronizes with the Google Drive app, allowing easy access on multiple devices. This lesson covers:

- Logging in
- Finding content
- Creating new files and folders
- Editing files and folders
- Locking files
- Viewing or reverting past document versions



Box

Logging On

Follow these steps to log into Box.

1. To log on, go to aperture.okta.com and log on using your Okta login information.
2. Click **Box**.
3. A few slides will appear giving you a tour of Box.

The Box features you'll use most are easily accessible from the main page. The next slides will discuss how to use the tools for searching, sharing, editing and syncing in Box.

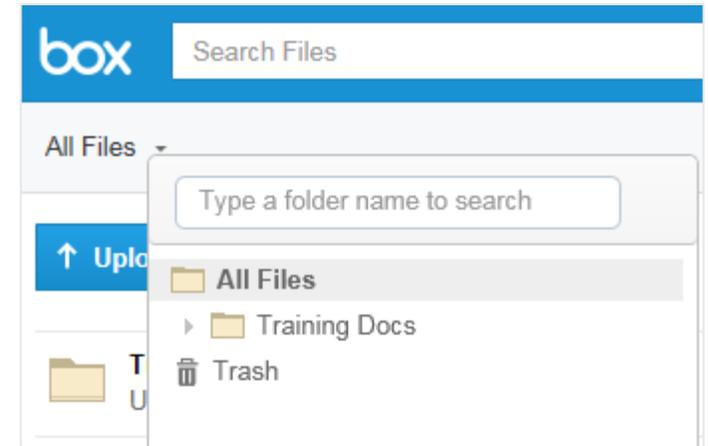


Box

Finding Content

Use these techniques to find your content in Box:

- To see all your files and folders, click the down arrow next to **All Files**. All your files and folders are displayed in a list. On your initial session, this list may be empty.
- To search for a file or folder, type a keyword in the **search box**. Box will perform a real-time filter showing the search results.
- To search for files in a specific folder, click the folder and then type a keyword in the search box.

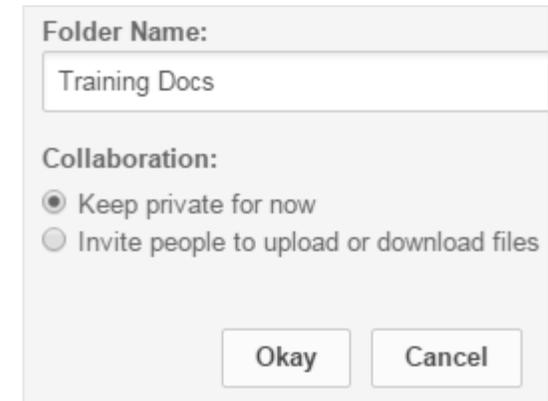
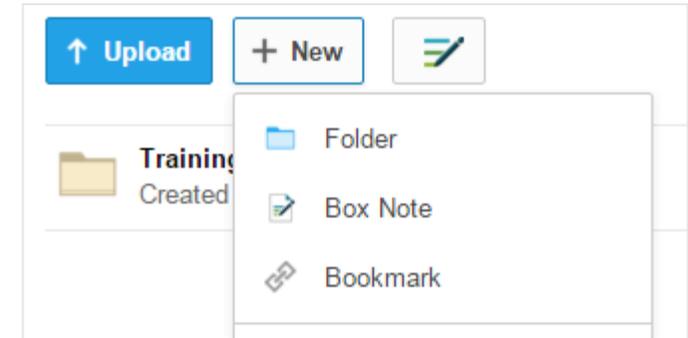


Box

Creating a New Folder

Follow these steps to create a new folder in Box:

1. Click **New** and select **Folder**.
2. In the Create a new Folder window, type a folder name, select private or public.
3. Click **Okay**.

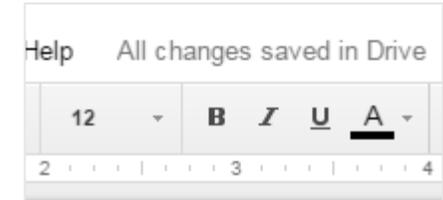
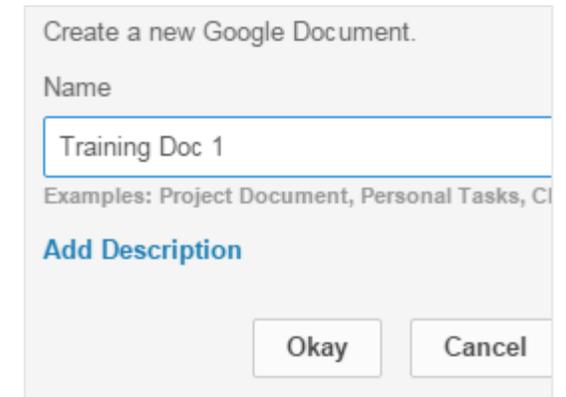
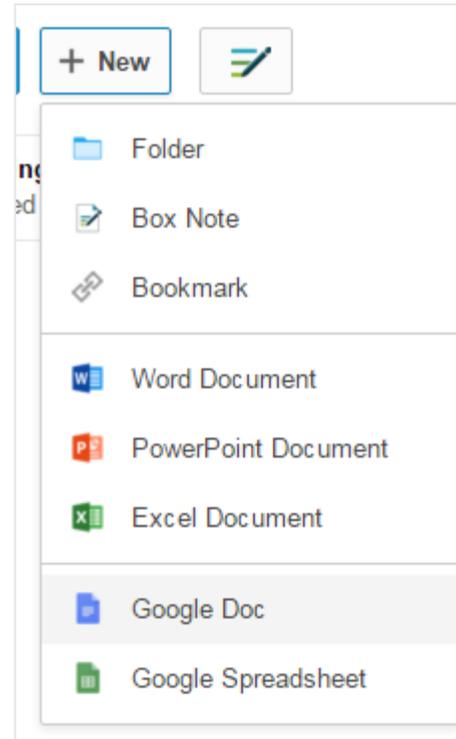
A screenshot of the 'Create a new Folder' dialog box. It has a light gray background. At the top, it says 'Folder Name:' followed by a text input field containing 'Training Docs'. Below that, it says 'Collaboration:' followed by two radio button options: 'Keep private for now' (which is selected) and 'Invite people to upload or download files'. At the bottom right, there are two buttons: 'Okay' and 'Cancel'.

Box

Creating a New File

Follow these steps to create a new file in Box:

1. Click **New** and select **Google Doc**.
2. Type a document name, then click **Okay**.
3. Click **Allow**. A blank document opens.
4. When you're finished editing, close the document browser window. The new document will appear in your file list on Box.

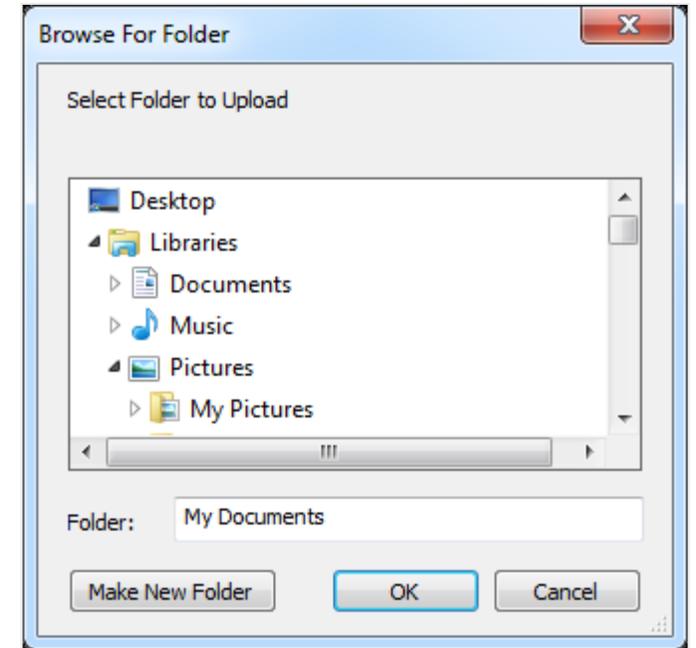
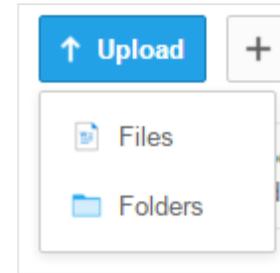


Box

Uploading a File or Folder

Follow these steps to upload a file or folder to Box:

1. Click **Upload** and then select **Files** or **Folders**.
2. Browse to the file or folder you want to upload, then click **OK**.
3. The file or folder will upload and appear in your list on Box.

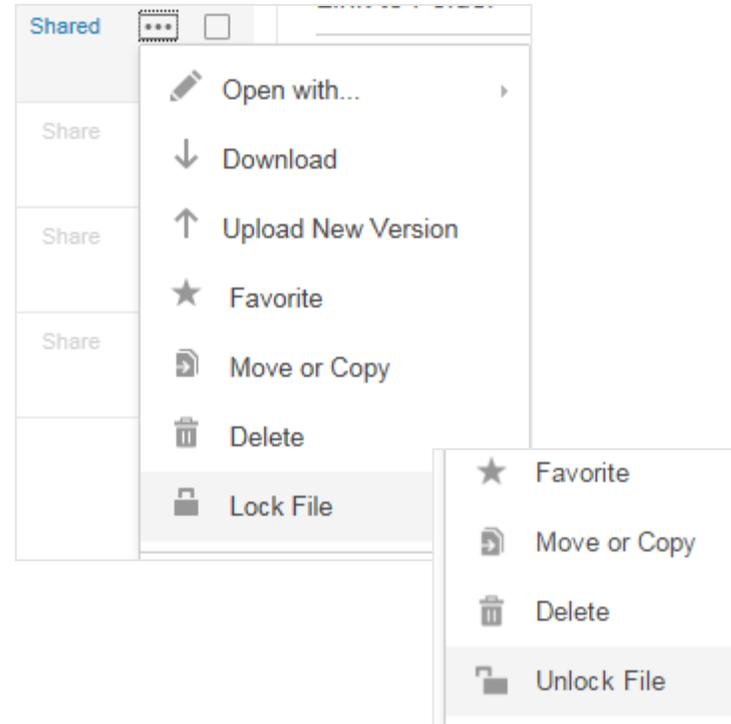


Box

Locking a Document

You may want to lock a document that you are working on if that document has several collaborators. This will ensure that only one person at a time can work on the document. Follow these steps to lock a document in Box:

1. Locate a file that you want to lock. Click the ellipses (...) and select **Lock File**.
2. At the Lock File window click **Continue**. If another user tries to edit the file they will be notified that the file is locked.
3. To unlock a file, click the ellipses (...) and select **Unlock File**.

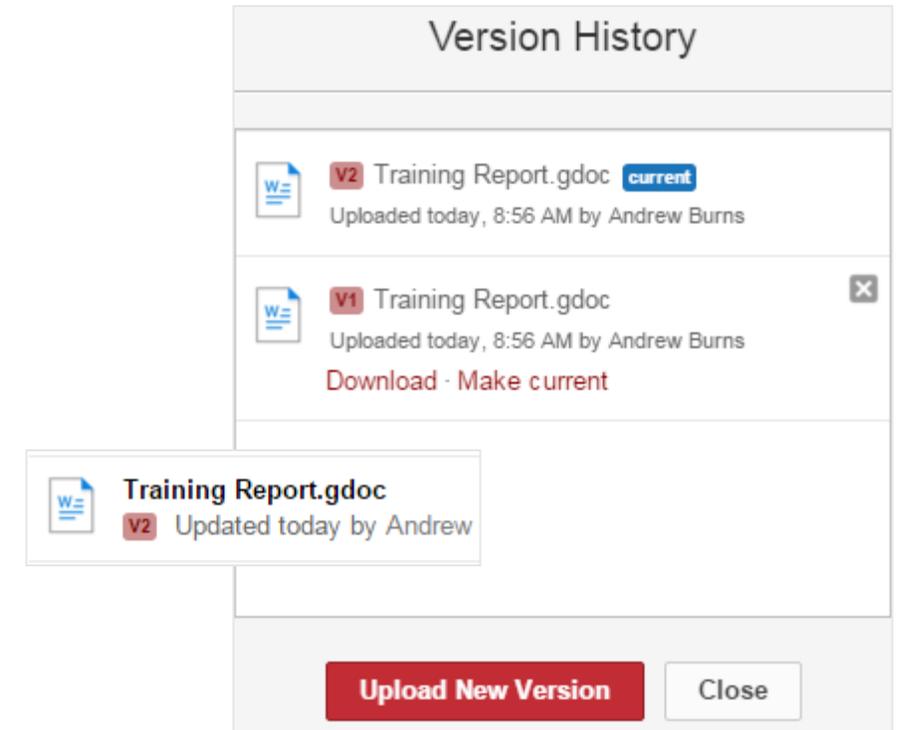


Box

Document Version Control

If a file has been edited or newer version of that file has been uploaded, it is marked with a red V1, V2, etc... for each revision. The V# represents the version of the file. Follow these steps to view or revert previous versions:

1. Click on the red **V#** under the file name. A version history box appears.
2. Scroll to the version you want to view. You can download that version (as a copy) or make it current (replace the current version with this version). You can also upload a different version to replace the older version on Box.

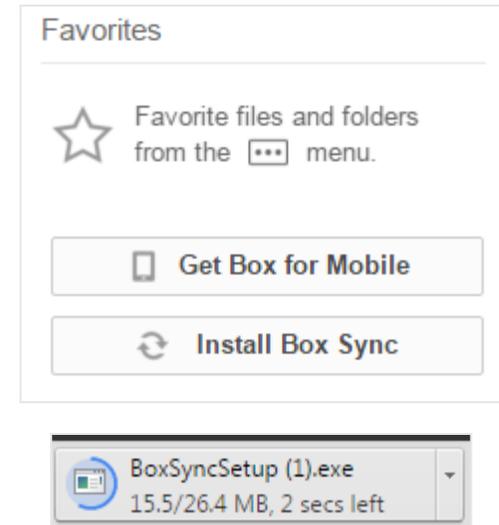


Box

Installing Box Sync

Installing Box Sync on your system allows you to sync a local file or folder to your Box account. Follow these steps to install Box Sync:

1. Click **All Files**.
2. On the right side of the screen click **Install Box Sync**.
3. An install package will download onto your system. Click the install package and follow the install wizard to install Box Sync.

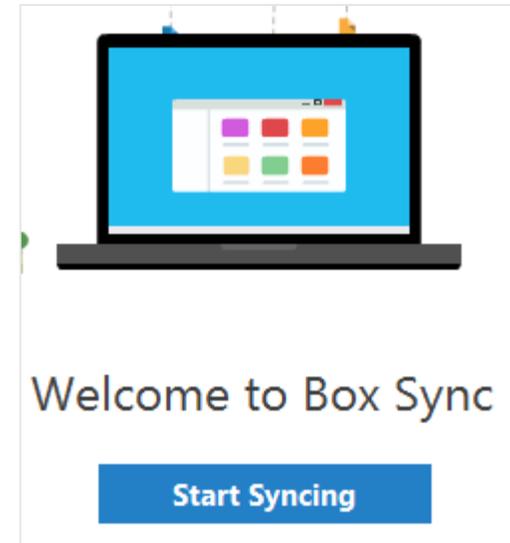


Box

Synchronizing Content with Box

Any file or folder you copy to the specified sync folder on your system will be automatically synced to your Box account. This also works for mobile devices if you've installed the Box for Mobile app. Follow these steps to run Box Sync:

1. Click the  icon in your system tray to open Box Sync.
2. Click **Start Syncing**.
3. The default folder that will sync with Box is:
C:\Users*<username>*\Box Sync.
4. Copy a file into this folder and it will automatically be added to and synced with Box.



Box

More on Box

For more information, see:

- [Box and Google Drive Quick Start Guide](#) (pdf)
- BoxHelp, [Getting Started](#)



Summary and Review

We covered advanced topics on:

- Gmail
- Contacts
- Calendar
- Hangouts
- Google Drive
- Box

Remember, you are responsible for the success of your IT transition. Use the provided information and tools, and make sure you understand your role in the transition activities.

Frequently Asked Questions (FAQs) and any emerging updates to this training will be posted on the [IT Transition Support Site](#).