

MUS 716 – How to #1

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Technology I Have: Create a set of "How To" instructions for yourself and your colleagues or your students, e.g. "How to scan music with Finale 2010" (See below). When we first learn a technology or when we seldom use technology, it is easy to forget even simple procedures. Short instruction sheets can be invaluable time-savers for you and your students. Test by asking someone else to follow your directions. For worthy topics, consider the technology you have, the technology you use in your classroom, as well as your project, your presentation or any of our class assignments. Place your instructions into the D2L Dropbox. (you will eventually create 3 of these.)

To set up a trip in Charms Office Assistant

Click Financials menu

Select Trips from the list

Enter a Trip name and base cost

Click Create New Trip

Once the trip is created, it will appear in the list below

To add optional extra charges or discounts for a trip, click the shopping cart next to the trip name

Enter the extra charge or discount and the charge or discount amount

Click "Add Option"

To assign students or chaperones to the trip, click the global icon next to the trip name

Click the radio button next to your default trip for the year.

Done!