

# Equipment & "FTP Techie" Training



All Coordinators should be sure they or someone in their SDG is trained in:

- 1) **Usage of our presentation equipment** and
- 2) **FTP Techie duties** – responsible for capture of the class's digital artifacts such as questions, outlines, presentations if done on a computer, & other electronic artifacts and their storage in your SDG Folder.

Therefore,

**Equipment Training is being offered:**

- **Date:** **Tuesday, August 30, 2011**
- **Time:** **Noon - 1pm: Equipment Training**  
**1pm – 1:30pm: FTP Techie Training**
- **Location:** **Room 7**
- **Description:** <http://omnilore.org/#Equipment>



Equipment *Tip Sheets* and training charts are always linked from:

- [Training](#) or <http://omnilore.org/members/Equipment5.htm>
- Omnilore website **UserName** = **owlsrus**
- Omnilore website **Password** = **learner**

All Fall 2011 **SDG Folders** (*for class files*) have been created and are available for storing (*uploading*) initial rosters, schedules, etc.

- [SDG Folders](#) or <http://omnilore.org/members/Curriculum/SDGs/>
- **SDG Folders Tip Sheet:**  
<http://omnilore.org/members/SDGs-About/SDG-Folders-Tip-Sheet.html>
- **FileZilla FTP (Upload) Instructions:**  
<http://omnilore.org/members/SDGs-About/FileZilla-Instructions.html>



If you know how to do FTP and do not have our upload **password** (*different from "learner"*), ask Hal Hart or Dennis Goodno (or email [Webmaster@Omnilore.org](mailto:Webmaster@Omnilore.org)) and we'll give you the ftp login username & password. Of course, it will also be provided on Aug. 30.