

25 Live Training Participants

Training course topic	Foothill	De Anza	ETS	Total headcount	Explanation why and where we may need this
Managing 25 Live data and security	2 Denise Perez Shawna Aced	2 Kim Te Mi Chang	3 Jerrick Woo Erwin Widiarta Kevin Metcalf	7	This training session is more of a security administrator functions; we probably need no more than one at each college
Configuring 25 Live	2 Denise Perez Shawna Aced	2 Kim Te Mi Chang	3 Jerrick Woo Erwin Widiarta Kevin Metcalf	7	This session is a baseline functionality training for staff to understand application functionality and baseline customization
Configuring Web publishing	2 Denise Perez Bradley Creamer	2 Kim Te Alex Harrell	3 Jerrick Woo Erwin Widiarta Kevin Metcalf	7	This session is to configure and publish the events to the web calendar; normally this will involve the webmaster of both colleges from the marketing department.
25 Live user training	5 Denise Perez Shawna Aced Kay Thornton Andrew LaManque Susan Traynor	3 Kim Te Mi Chang Tony Arellano	3 Jerrick Woo Erwin Widiarta Kevin Metcalf	11	This session is the end user training of navigation of the system, event creation, report generation, and task management. This training is for the functional users operating the system in each department.