

Agenda

ITA Meeting – RowdySpace Basic Training

April 4, 2008

Purpose:

To familiarize staff members with the basic functions of the RowdySpace application.

Attendees: ITAs, OIT Staff, RowdySpace trainers

Location: Business Building 3.02.06 Instruction Lab

Date and Time: April 4, 2008 1:30pm – 2:30pm

Agenda Items	Details	Time Allotted
Introduction to RowdySpace	<ul style="list-style-type: none">○ What is it?○ Functions○ Benefits○ Application	5 Minutes
Basic Tasks in RowdySpace	<ul style="list-style-type: none">○ Log in○ Create directory○ Upload file○ Sharing○ Tickets vs. Links○ Bookmarks○ Search	25 Minutes
Collaboration Tools	<ul style="list-style-type: none">○ Versioning○ Logging○ Subscriptions○ Workflow	15 Minutes
Conclusion	<ul style="list-style-type: none">○ Summary of Tasks and Tools	5 Minutes
Q & A		10 Minutes