

UNCC – Urban Institute 2011 FALL/Winter Class Schedule

If you wish to attend, please respond by email to jodypressley@uncc.edu to reserve your slot for the classes. A response will be sent back to you confirming the class date and driving directions to UNCC.

September 6th & 7th - New User Training

September 20th & 21st - Geocode Certification- Course I

October 6th - **Elluminate Session** - Preparing for TDTIMS and TDTIMS Submission instructions

October 11th & 12th - Geocode Certification - Course II (must be maris certified **or** passed course I)

November 10th - **Elluminate Session** - System Admin/EMU

November 29th - Reports

November 30th - MS Office and TIMS

Jody Pressley

TIMS Project Leader

UNC-Charlotte Urban Institute

704-687-2763

ITRE – NCSU 2011 FALL/Winter Class Schedule

To register, email [Bonnie Sluder@ncsu.edu](mailto:Bonnie_Sluder@ncsu.edu) and in return I will email you a confirmation of the classes you sign up for.

Classes begin at 9:00 and end at 3:00. We recommend you arrive on campus at 8:30 to allow yourself enough time to come to the TIMS lab and obtain a parking pass. Do not obtain a parking pass from the information booth.

Physical Address

909 Capability Drive, Room 3404

Research Building IV

Raleigh, North Carolina 27606

September 6th & 7th – New User

September 15th – *Open Lab

October 5th **Elluminate Session** – Preparing for TDTIMS and TDTIMS Submission instructions

October 11th & 12th – Geocode Certification - Course II (must be maris certified **or** passed course I)

October 6th, 14th, 25th – *open labs for TDTIMS work

November 9th **Elluminate Session** – System Admin/EMU

November 29th – Reports

November 30th – MS Office and TIMS

*Open Labs are for set aside as a day you can come to ask questions, work on special projects or practice in areas you may need some one-on-one assistance with. If your school systems security allows it you will be able to connect to your TIMS server from our computer lab to work live on your own data. More classes will be scheduled early in 2012 !

Additional Information:

Please note there are several sessions being held via **Elluminate Live**. If you sign up for any of these sessions, you will receive a link to join the session several days prior to the scheduled date.

For those of you not familiar with Elluminate Live you can read more about it at <http://www.ncbussafety.org/illuminate.html>

Before the day of the session, please visit www.illuminate.com and click on the support tab on the left side of the page; then choose 'first time users'.

Step 1 will check to see if you have the required Java software installed. If you don't have it you will be directed to download it.

Step 2 allows you to test your connection and configure your audio.

Step 3 ***optional*** There is an orientation session you can go through that takes about 5-10 minutes that you can view if you wish.