



USER SERVICES SUPPORT MODELS

User Services offers the following training and support services to participating institutions. To request a training, or for more information, please contact User Services at 888.278.0079 or userservices@artstor.org. Please consult User Services to customize any of these training services.

ARTSTOR OVERVIEW

Best for: All ARTstor users (library and visual resources staff, faculty, and teaching assistants)

Objectives:

- Learn about ARTstor Content
- Learn how to search, browse, and register for an account
- Learn how to create basic presentations in the Offline Image Viewer

Duration: One to two hours

Enrollment: 30+ participants

Prerequisites: None

Facility requirements: Demo computer with Internet connection and projector. No computer lab necessary

Learning Materials: Newsletter, Quickstart Guide, OIV handout, Current Collections, Forthcoming Collections, Interdisciplinary handouts

Content:

- Brief summary of collections
- Browsing by collection, geography, and classification
- Basic and Advanced Searching
- Analyzing an image with the Image Viewer tools
- Registering for an account
- Saving images into an image group
- Presenting online
- Exporting an image group into the Offline Image Viewer (OIV)
- Presenting offline with the Image Palette and Slide Sorter

INTRODUCTION TO ARTSTOR: CONTENT AND BASIC FUNCTIONS

Best for: Library and visual resources staff

Objectives:

- Learn about ARTstor content
- Learn about resources for ARTstor trainers and administrators
- Learn how to use basic tools in ARTstor (searching and browsing, saving Image Groups, presenting online, presenting offline with the Offline Image Viewer)

Duration: One to two hours

Enrollment: Up to twenty participants

Prerequisites: Basic familiarity with ARTstor content and tools recommended

Facility requirements: Demo computer with Internet connection and projector. If available, computer lab recommended

Learning Materials: Newsletter, Current Collections, Forthcoming Collections, OIV handout, Training packets I, II, IV

Content:

- Discussion of library content by collection and interdisciplinary use
- Training and self-help resources available on public website
- Basic and Advanced Searching
- Registering for an account
- Saving images into an image group
- Presenting online
- Exporting an image group into the Offline Image Viewer
- Importing a PowerPoint presentation into the Offline Image Viewer
- Presenting offline with the Image Palette and Slide Sorter

TEACHING WITH ARTSTOR: TOOLS AND FEATURES

Best for: Faculty and teaching assistants

Objectives:

- Learn how to find and add content
- Learn how to save and organize images in groups and folders
- Learn how to share work (both online and offline) with students and colleagues

Duration: Two hours

Enrollment: Up to fifteen participants

Prerequisites: Familiarity with Instructor Features recommended (Shared Folders, student work folders, Personal Collection, OIV, upload OIV slides and images into Personal Collection)

Facility requirements: Demo computer with Internet connection and projector. Computer lab required

Learning materials: Shared Folder handout, Training packets II, III, IV

Content:

- Registering for an account and upgrading to Instructor Privileges
- Using tools in the Image Viewer
- Adding local content to ARTstor (Personal Collections)
- Adding shareable comments to images (Instructor Commentary)
- Saving image groups
- Presenting, sharing, and collaborating online (Image Viewer, URL links, Print Preview, Shared Folders)
- Presenting offline with the Offline Image Viewer (Image Palette and Slide Presentations)
- Uploading slides and local images from the Offline Image Viewer into a Personal Collection

TRAIN THE TRAINER: IMMERSION SESSION

Best for: Local ARTstor administrator(s) and individuals who will train others at their institution to use ARTstor

Objectives:

- Develop campus expert(s) through an intensive, highly individualized training session
- Learn full functionality of ARTstor with four training modules
- Learn about training, teaching, and self-help resources
- Learn how ARTstor may serve individual and institutional needs with current and future features

Duration: Approximately four hours (multiple sessions available)

Enrollment: Up to five participants

Prerequisites: Familiarity with ARTstor content and features highly recommended

Facility requirements: Demo computer with Internet connection and projector. Computer lab required

Learning materials: Newsletter, Current Collections, Forthcoming Collections, Interdisciplinary handouts, OIV handout, Personal Collections handout, Training Session Setup, Training FAQs, Training packets I, II, III, IV

Content:

- Resources for trainers on public site
- Part I: Introduction
- Part II: Registered Users and Remote Access
- Part III: Instructor Features
- Part IV: Offline Image Viewer

ONLINE TRAINING: WEBEX

Best for: All ARTstor users (library and visual resources staff, faculty, and teaching assistants)

Duration: 1 hour

Enrollment: Up to 5 participants

Prerequisites: None

Facility requirements: Participant must have a computer with Internet access and a telephone

Please visit artstor.webex.com and click on the “Training Center” tab to view and register for upcoming online training sessions. To organize a customized group WebEx session, please contact User Services. We currently offer four training modules:

- Part I: Introduction
- Part II: Registered Users and Remote Access
- Part III: Instructor Features
- Part IV: Offline Image Viewer

ON DEMAND WEB TUTORIAL

Coming Soon!

PHONE AND EMAIL SUPPORT

Please contact User Services to schedule a training session, troubleshoot a problem, or ask technical and content related questions.

CONTACT AND HELP

userservices@artstor.org

Toll Free (USA only): 888.278.0079

For more information about any of these subjects, please visit our online Help index at www.artstor.org/webhelp.