

Quick Starts' Ready to Aid ALCA Users

ALCA now has additional resources to assist you in using your online community's features. These help aids are called "Quick Starts," a label which explains what they are – short explanations of how to do things.

Quick Starts provide vital information, ranging from System Administrator Options to Enrolling in a Class, Creating Resources of all types, Editing Web Pages, Filling Out Forms, or Publishing Data. Quick Starts are available to help build your site.

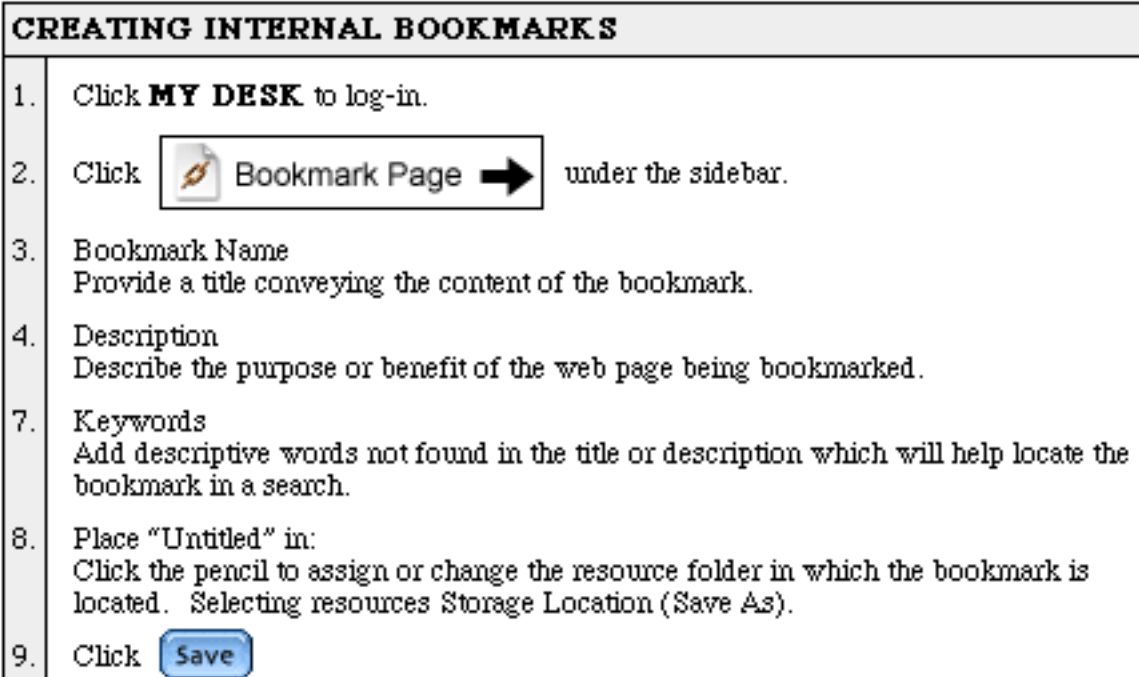
Figure 1 below is a Quick Start graphic from the Resources Quick Starts folder showing how to create an internal bookmark.

The Quick Starts are saved as graphics to allow you to add them to web pages if you so desire. As a graphic, the Quick Starts allow the addition of graphical aids such as buttons to click on.

Consider combining Quick Starts directly into Presentation or Procedure resources to illustrate particular work flows that your

community conducts often. In essence, use Quick Starts as building blocks for common tasks done by staff, students, or others in your community.

Quick Starts can be found two ways. First, you can go to the bottom of the home page located at <http://www.alcaweb.org/> and click the "ALCA Quick Starts" folder. Or, you can search for any of the Quick Starts by simply clicking on SEARCH. Then type in "Quick Starts" and check the "Other Communities" check box.



Internal Bookmark

CREATING INTERNAL BOOKMARKS




1. Click **MY DESK** to log-in.
2. Click  **Bookmark Page**  under the sidebar.
3. **Bookmark Name**
Provide a title conveying the content of the bookmark.
4. **Description**
Describe the purpose or benefit of the web page being bookmarked.
7. **Keywords**
Add descriptive words not found in the title or description which will help locate the bookmark in a search.
8. **Place "Untitled" in:**
Click the pencil to assign or change the resource folder in which the bookmark is located. Selecting resources Storage Location (*Save As*).
9. Click 

Figure1. Internal Bookmark Quick Start. There are over 47 Quick Starts available for your use.

ALCA Seeks Input from Its Community Members

In an effort to be more responsive to needs of ALCA members, Director Gary Sacket and ALCA Board members encourage you to start reading the minutes of the monthly board meetings. The board would then like for you to provide appropriate feedback on issues being addressed.

For example, on a particular agenda item, you might be aware of a helpful idea that board members may not have considered. Share the idea with the ALCA Board and they will review it (and also the feedback from others) as a standard agenda item at the next board meeting.

Review the [October ALCA Board Agenda and Minutes](#); then provide feedback at the url link below. You can also locate the ALCA Meetings home page by searching from any community for “ALCA Meetings.”



Figure2. ALCA Board Meeting. ALCA’s monthly meetings take place at Bishop McGuinness High School, a Catholic high school partner in Oklahoma City, Oklahoma. The ALCA Board represents K-12 public and private schools and higher education institutions. Director Gary Sacket is second from the right, above.

Hundreds of Images Now Available as Resources for ALCA Users

ALCA’s resources now include many interesting and even intriguing images, some in folders and presentations, while others are in single jpeg or gif format.

These images are available for use by ALCA community members. Someone might, for example, be setting up a homepage and need a particular image to display. Or a lesson might be enhanced by an image of something that could be quickly found in ALCA’s resources.

Before going to other search options, ALCA encourages its users to go to SEARCH on the ALCA site and type in the name of the image needed. For instance, if you need a picture of a sunset, you could type that word in and then click “Other Communities” so that the search would cover all the many communities’ resources.

The Dale Chihuly art was found in a search, not simply for “art,” because that would have yielded hundreds

of results. Instead, “blown glass art” was entered, and numerous images were found. To narrow the search further, “Presentation” was selected from the drop-down menu, resulting in a Dale Chihuly hand blown glass art presentation.



Figure 3. Dale Chihuly hand blown glass art.