

VIDEO TITLE:	Introduction to Office 365 at Penn State		
OBJECTIVES:	<ol style="list-style-type: none"> 1. Describe O365 including how to access online and desktop apps 2. Identify key applications of O365 and their uses 3. Locate support and training resources for using O365 apps 		
LESSON DESCRIPTION:	Office 365 is a suite of apps that empowers you to create, collaborate, and innovate through a host of applications that can be accessed from anywhere in the world, at any time. This video introduces you to the package of applications contained within Office 365 and familiarize you with common academic and administrative uses. In addition, this video shows you how to locate important training and support resources related to the O365 applications.		
SOFTWARE USED TO DEVELOP THIS VIDEO:	Camtasia	SOFTWARE USED TO CREATE THIS SCREENCAST:	O365 at Penn State – http://office365.psu.edu

Lesson Development Milestones:

Project plan on Box - <https://psu.box.com/s/5ir4wbyw55iw4706y1pb9dlokjgv8dyt>

ROLE	OWNER	OWNER EMAIL ADDRESS	TASK	DATE COMPLETED
ITLD Instructional Designer 1	Brett Bixler	bx11@psu.edu	Create the storyboard	DD/MM/YYYY
ITLD Instructional Designer 2	Lindsey Kiraly	lek136@psu.edu	Review the storyboard	DD/MM/YYYY
ITLD Trainer	Kim Heckman	kaw160@psu.edu	Review the storyboard	DD/MM/YYYY
ITLD Leadership	Glenna Emel	gje10@psu.edu	Review, sign off on the storyboard.	DD/MM/YYYY
External Reviewer/SME	Griff Lewis	grl13@psu.edu	Review the storyboard	DD/MM/YYYY

STORYBOARD RULES FOR THE SME

1. You, the SME, should NEVER update any of the text in this document.
2. You, the SME, will provide all feedback in this document using the “Comments” feature. If you need help with this, please reach out to the “Instructional Designer 1” listed in the above table.

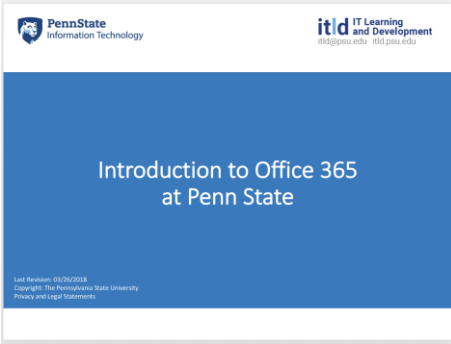
STORYBOARD SCRIPT

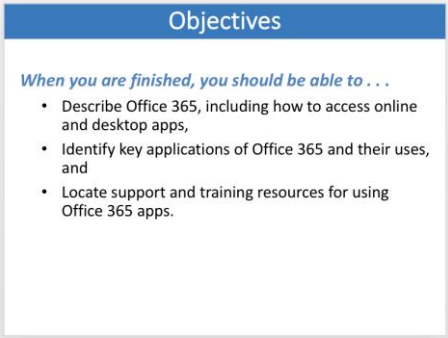
TO BE ADDED AFTER THE AUDIO SCRIPT BELOW IS APPROVED – AS IT IS THE SAME THING JUST ALL IN ONE PLACE.
ALSO – WHY IS THIS HERE? IS IT NEEDED HERE? SEEMS REDUNDENT?

STORYBOARD OUTLINE

Introduction – 2m

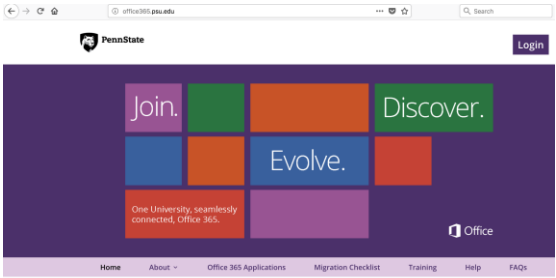
- Introduction
 - O365 Description
 - Objectives

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Hello, and welcome to Office 365 at Penn State!</p> <p>Office 365 is a suite of apps that empowers you to create, collaborate, and innovate through a host of applications that can be accessed from anywhere in the world, at any time.</p> <p>This video introduces you to the package of applications contained within Office 365.</p>			<p>Add Welcome PowerPoint slide to timeline</p>	<p>Display welcome slide</p>

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Add Objectives Power Point slide to timeline	Display Objectives slide
<p>When you're finished, you should be able to:</p> <ul style="list-style-type: none"> • Describe Office 365, including how to access online and desktop apps, • Identify key applications of Office 365 and their uses, and • Locate support and training resources for using Office 365 apps. <p>Let's get started now by looking at how you can access Office 365 at Penn State!</p>	 <p>The screenshot shows a slide with a blue header 'Objectives'. Below the header is a sub-header 'When you are finished, you should be able to . . .' followed by a bulleted list: 'Describe Office 365, including how to access online and desktop apps', 'Identify key applications of Office 365 and their uses, and', and 'Locate support and training resources for using Office 365 apps.'</p>	Show arrow pointing to each objective as it is read.		
			<p>Pause recording.</p> <p>Switch to office365.psu.edu</p> <p>Resume recording.</p>	

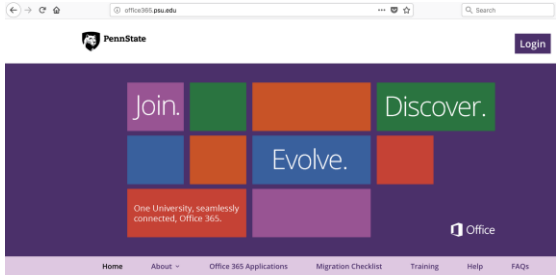
How do I Get to O365? – 1m


- How do I get O365?
 - Go to Web page through [O365 PSU website](http://office365.psu.edu): (office365.psu.edu)


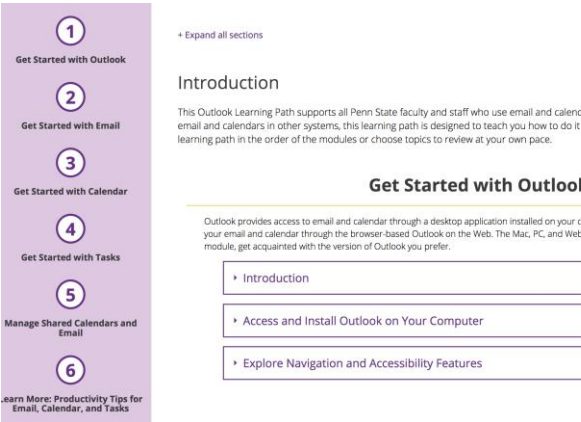
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>You access O365 via the O365 Web page at office365.psu.edu.</p> <p>From this page, you can log into O365. You could also browse the page for more information about O365, including training options and how to get help.</p>				<p>Have a web browser open – either Firefox or Chrome with office365.psu.edu open</p>
			<p>Leave a few seconds of space before starting the next section.</p>	

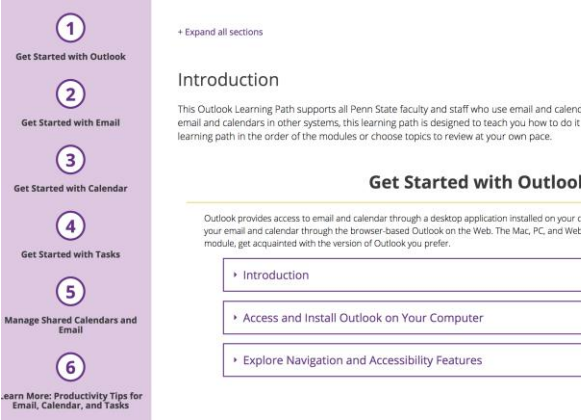
How Do I Get Training? – 2m

- How do I get training and help?
 - Show Training info
 - Show Learning Path

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>If you are a new user to Office 365, training will help you to get started quickly.</p> <p>To access training resources, click on the training link in the Navigation Bar</p>		<p>Red Box highlight of the Training link – as soon as “To access training...” audio starts.</p>		
			<p>Click on the Training link.</p>	

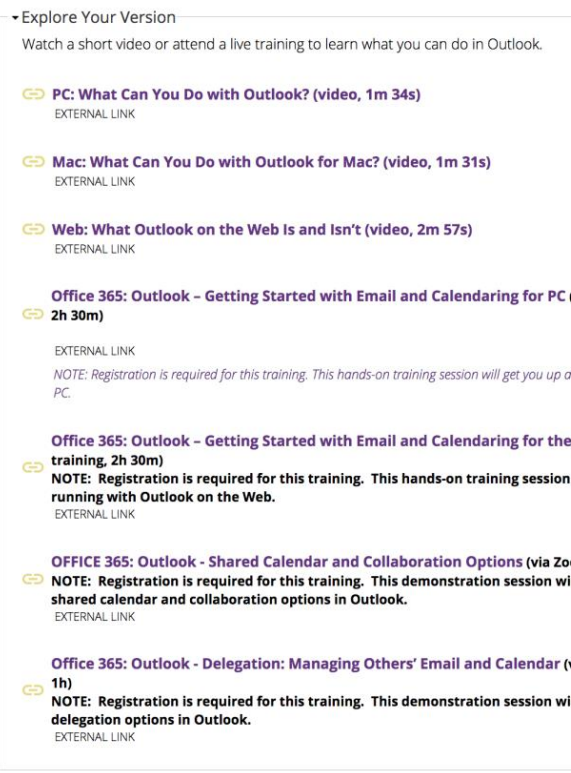
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>The O365 training page contains links to Learning paths and other resources to assist you in becoming familiar with the functionality of the Office 365 applications.</p> <p>For example, if you want training on Outlook, scroll down the page until you see the Outlook box.</p>	<p>Office 365 Training</p> <p>This Office 365 training page contains links to available resources designed to familiarize you with the function of Office 365 applications. This page will be updated as Learning Paths are developed to support Office 365 applications. If you do not find resource links, please visit the lynda.com (via lynda.psu.edu) or Microsoft video and support libraries and search for resources that meet your individual needs.</p> <p>The following live, instructor-led Office 365 training is available:</p> <p>Office 365: Overview (Vendor Training via Skype for Business)</p> <p>Outlook Live Training</p> <p>Click the appropriate links below to access the desired training resources.</p>			
	 <p>The screenshot shows a blue callout box with the Outlook icon at the top. Below the icon, the text reads: "Outlook", "Email & Calendar", "Outlook Learning Path", "Sharing & Collaboration in O365 Learning Path (using Groups in Outlook)", and "Outlook Live Training".</p>		<p>Scroll down to the Outlook box.</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Click on the available links to access the resource. Let's take a look at the Outlook Learning Path.</p>	 <p>A screenshot of the Outlook Learning Path interface. At the top is the Outlook logo. Below it, the text reads "Outlook" and "Email & Calendar". There are three main links listed: "Outlook Learning Path", "Sharing & Collaboration in O365 Learning Path (using Groups in Outlook)", and "Outlook Live Training".</p>	<p>Red Box around Outlook Learning Path link.</p>	<p>Click the Outlook Learning Path link AFTER this audio.</p>	
<p>Learning Paths have also been created for many O365 applications to make self-paced learning resources available to the Penn State community 24/7/365 in an easy to use format.</p>	 <p>A screenshot of the Outlook Learning Path introduction page. On the left is a vertical navigation menu with six items: "1 Get Started with Outlook", "2 Get Started with Email", "3 Get Started with Calendar", "4 Get Started with Tasks", "5 Manage Shared Calendars and Email", and "6 Learn More: Productivity Tips for Email, Calendar, and Tasks". The main content area shows the "Introduction" section, which states that the learning path is designed for Penn State faculty and staff. Below the text is a section titled "Get Started with Outlook" with a list of topics: "Introduction", "Access and Install Outlook on Your Computer", and "Explore Navigation and Accessibility Features".</p>			

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>On the left you can see quick links to get to a specific section of the learning path or you can open each section using the expand options.</p>		<p>Red box around Quick Links.</p>		

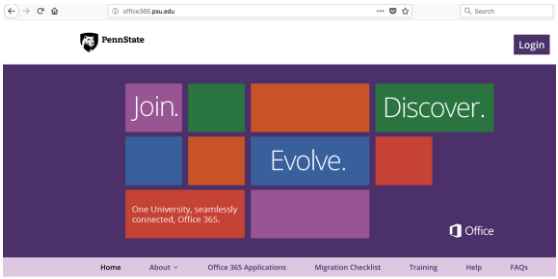

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
	<p>▾ Explore Your Version</p> <p>Watch a short video or attend a live training to learn what you can do in Outlook.</p> <p>PC: What Can You Do with Outlook? (video, 1m 34s) EXTERNAL LINK</p> <p>Mac: What Can You Do with Outlook for Mac? (video, 1m 31s) EXTERNAL LINK</p> <p>Web: What Outlook on the Web Is and Isn't (video, 2m 57s) EXTERNAL LINK</p> <p>Office 365: Outlook – Getting Started with Email and Calendaring for PC (2h 30m) EXTERNAL LINK <i>NOTE: Registration is required for this training. This hands-on training session will get you up to speed on Outlook on the PC.</i></p> <p>Office 365: Outlook – Getting Started with Email and Calendaring for the Web (training, 2h 30m) NOTE: Registration is required for this training. This hands-on training session will get you up to speed on Outlook on the Web. EXTERNAL LINK</p> <p>OFFICE 365: Outlook - Shared Calendar and Collaboration Options (via Zoom) NOTE: Registration is required for this training. This demonstration session will get you up to speed on shared calendar and collaboration options in Outlook. EXTERNAL LINK</p> <p>Office 365: Outlook - Delegation: Managing Others' Email and Calendar (training, 1h) NOTE: Registration is required for this training. This demonstration session will get you up to speed on delegation options in Outlook. EXTERNAL LINK</p>		<p>Click on Introduction.</p> <p>Click on Explore Your Version</p>	

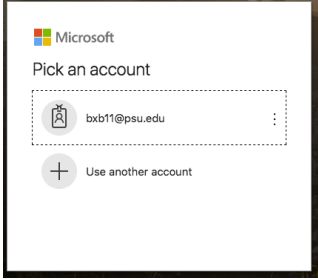
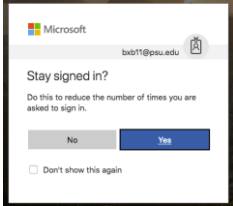

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Within each section you can see it is further broken down into tasks.</p> <p>Notice that within this task there are resources to support the PC, Mac and Web version of the Outlook application.</p>	<p>Explore Your Version</p> <p>Watch a short video or attend a live training to learn what you can do in Outlook.</p> <p>PC: What Can You Do with Outlook? (video, 1m 34s) EXTERNAL LINK</p> <p>Mac: What Can You Do with Outlook for Mac? (video, 1m 31s) EXTERNAL LINK</p> <p>Web: What Outlook on the Web Is and Isn't (video, 2m 57s) EXTERNAL LINK</p> <p>Office 365: Outlook - Getting Started with Email and Calendaring for PC (video, 2h 30m) EXTERNAL LINK <i>NOTE: Registration is required for this training. This hands-on training session will get you up and running with Outlook on the Web.</i></p> <p>Office 365: Outlook - Getting Started with Email and Calendaring for the Web (video, 2h 30m) <i>NOTE: Registration is required for this training. This hands-on training session will get you up and running with Outlook on the Web.</i> EXTERNAL LINK</p> <p>OFFICE 365: Outlook - Shared Calendar and Collaboration Options (via Zoom) (video, 1h 15m) <i>NOTE: Registration is required for this training. This demonstration session will show you how to use shared calendar and collaboration options in Outlook.</i> EXTERNAL LINK</p> <p>Office 365: Outlook - Delegation: Managing Others' Email and Calendar (video, 1h) <i>NOTE: Registration is required for this training. This demonstration session will show you how to use delegation options in Outlook.</i> EXTERNAL LINK</p>	<p>Red Box highlight on PC link, then Mac link, then Web link.</p>		

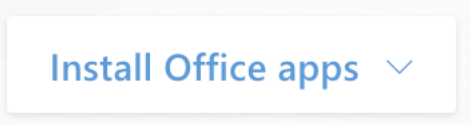
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Within the learning paths you will find videos, documentation, and at times links to live training session registrations as you see listed here.</p> <p>Let's close the learning path and return to the O365 website and look at how to login to O365 and how to download the Office Pro Plus applications to your desktop.</p>	 <p>Explore Your Version</p> <p>Watch a short video or attend a live training to learn what you can do in Outlook.</p> <ul style="list-style-type: none"> PC: What Can You Do with Outlook? (video, 1m 34s) EXTERNAL LINK Mac: What Can You Do with Outlook for Mac? (video, 1m 31s) EXTERNAL LINK Web: What Outlook on the Web Is and Isn't (video, 2m 57s) EXTERNAL LINK Office 365: Outlook - Getting Started with Email and Calendaring for PC (2h 30m) EXTERNAL LINK NOTE: Registration is required for this training. This hands-on training session will get you up and running on PC. Office 365: Outlook - Getting Started with Email and Calendaring for the training, 2h 30m NOTE: Registration is required for this training. This hands-on training session running with Outlook on the Web. EXTERNAL LINK OFFICE 365: Outlook - Shared Calendar and Collaboration Options (via Zoom) NOTE: Registration is required for this training. This demonstration session will show shared calendar and collaboration options in Outlook. EXTERNAL LINK Office 365: Outlook - Delegation: Managing Others' Email and Calendar (via Zoom) (1h) NOTE: Registration is required for this training. This demonstration session will show delegation options in Outlook. EXTERNAL LINK 	<p>Red box around Training Links.</p>		
			<p>Pause recording.</p> <p>Resume recording.</p>	<p>Switch to office365.pu.edu.</p>

Accessing O365 Online and Desktop Apps

- Log In Procedure
- How to access


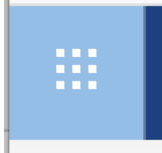
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>You can log in from the O365 Web page, or from the training page.</p> <p>To login to O365 click the Login button in the upper right.</p> <p>You will need to log in using your Penn State Access ID and password. In addition, you may be prompted to complete second factor (2FA) authentication.</p>		<p>Red Box on Login link.</p>		
			<p>Click on the Login button.</p>	
<p>Next, click the second Login button. This interim screen is in place during the implementation of O365 to let people know that they can only login after being granted access. Click the login button.</p>		<p>Red Box Highlight on Login button.</p>		

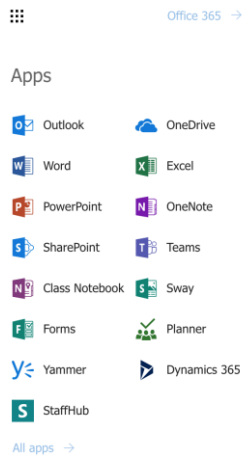
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Click the Login button.	
<p>Now, click on your Access account from the list that appears.</p> <p>If you are not logged in to Penn State systems via WebAccess, you will need to log in now. Don't forget, you'll need your two-factor authentication device to do so!</p>	 <p>A screenshot of a Microsoft account selection dialog box. The title is "Microsoft" and the subtitle is "Pick an account". There is a list of accounts with a red dashed box around the account "bxb11@psu.edu". Below the list is a plus sign icon and the text "Use another account".</p>		Click the trainer account link AFTER audio concludes.	
<p>If you see a "Stay signed In?" dialog, click Yes if you want to stay logged in for an extended period.</p>	 <p>A screenshot of a "Stay signed in?" dialog box. The title is "Microsoft" and the subtitle is "Stay signed in?". The text says "Do this to reduce the number of times you are asked to sign in." There are "No" and "Yes" buttons. At the bottom, there is a checkbox labeled "Don't show this again".</p>		Click Yes AFTER audio concludes.	
<p>You are now logged and are viewing the O365 landing page, where many of the O365 apps are listed.</p>	 <p>A screenshot of the O365 landing page. It shows a "Good afternoon" greeting, a search bar for "Search online documents", and a grid of application icons including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, Forms, Calendar, Planner, and Dynamics 365. A red box highlights the application icons.</p>	Red box highlight on applications.		


AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>If you would like to download the Office Pro Plus desktop applications, click the Install Office Apps button towards the upper right of the page.</p> <p>You can see which applications are include in the Office 2016 Suite.</p> <p>You should work with your local IT staff to install Office applications on a Penn State-owned machine, or follow the on-screen prompts for a personal machine.</p> <p>You can install the package on up to five machines.</p> <p>Once you have Office 2016 installed, you will be able to use the desktop applications it contains just as you've done in the past.</p>		<p>Red box highlight on Install Office Apps.</p>		
<p>Now let's return to the learning page.</p>				<p>Return to the office.com landing page</p>

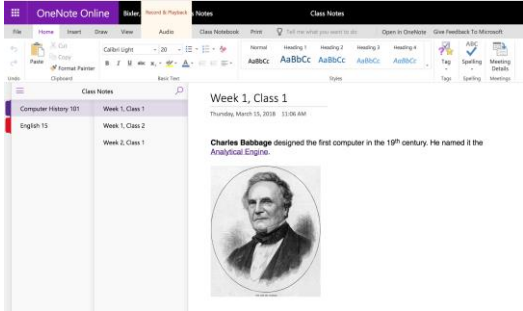
Demo of Various Applications - 14-m

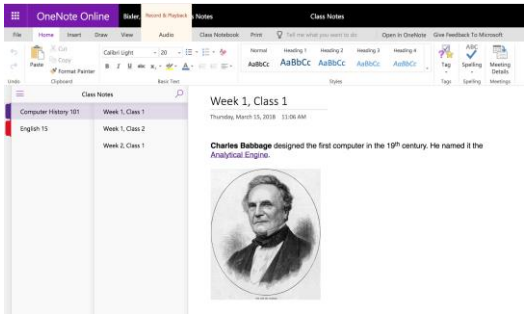
- Show waffle and demo each app listed below
 - What are the new applications & provide academic and business uses for each (3m each)
 - OneNote
 - Teams do more on this – 4-6m
 - Sway
 - Forms
 - Storage in O365 – OneDrive and SharePoint - be brief – this is where storage occurs. Central storage this package of applications uses.


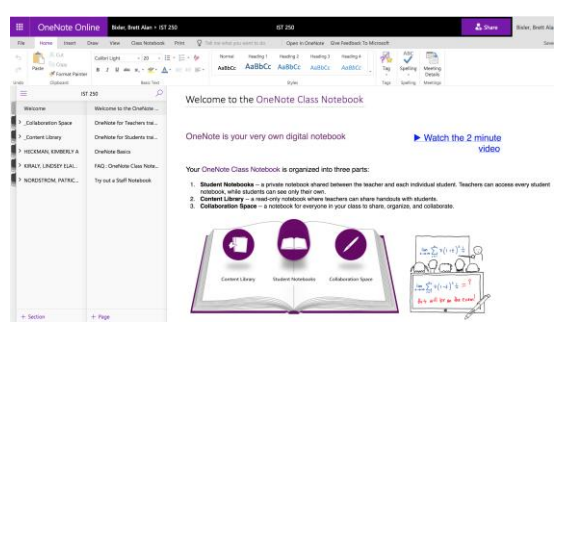
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
				
<p>You may not see all the online applications available to you on the landing page. To access all the online applications, you need to click on the App Launcher in the upper left corner of the page – also known as the Waffle due to its shape.</p>		<p>Red Box Hilight on the Waffle icon.</p>	<p>Click on the Waffle AFTER the audio concludes.</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>O365 contains many applications In this section, we'll demonstrate the online versions of the some of these applications.</p> <p>Let's take a look at OneNote.</p>			<p>Click on the OneNote icon AFTER the audio concludes.</p>	

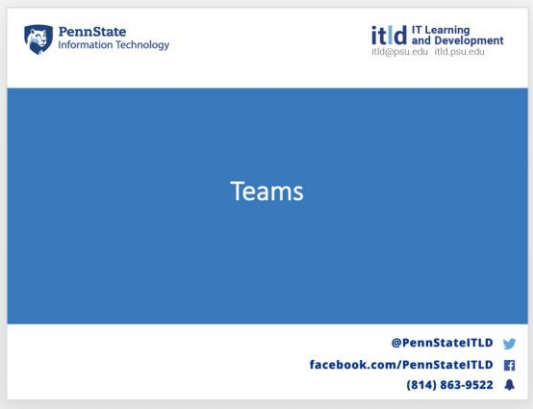
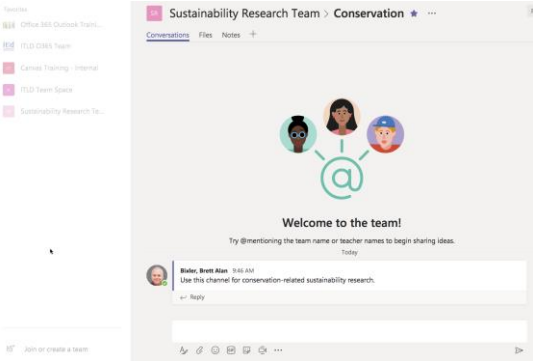
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			<p>Add OneNote slide to timeline</p>	<p>Display OneNote slide.</p>



AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>OneNote is like a digital binder you can organize by class or subject. Under each class or subject you can add as many notes as you need.</p> <p>Notebooks allow you to organize a variety of things and can be used in many settings. In an academic setting a student might use it for course notes such as this Notebook here named Class Notes. Notice that notes for a single class can be stored in sections – Here we have a Computer History 101 and English 15 section, and in each section you can have individual pages, maybe one page for each class meeting.</p>				<p>OneNote Web should be open and the Class Notes, Computer History 101 section should be open to 1st page</p>
<p>Or, you might break a course into sections that represent chapters or units of study and then use pages in a section to take notes or organize links to study materials for that topic.</p>				

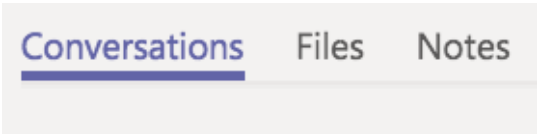
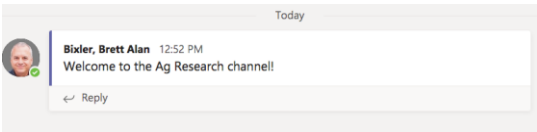
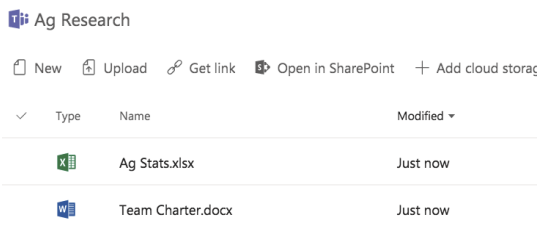
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>As this note illustrates, you can type, format text, and record audio in a note.</p>				
				<p>Scroll down the page.</p> <p>Play recorded audio.</p>
<p>You can add hyperlinks and links to videos too!</p> <p>Share your Notebooks by clicking on the Share button.</p> <p>Others can then view or edit your pages</p>		<p>Red Box Highlight on Share button AFTER audio concludes.</p>		
<p>In an administrative setting you could use a OneNote Notebook as a tool for committee work or for an internal project. This would allow you to keep your meeting notes, contacts, etc. all in a single location that</p>				

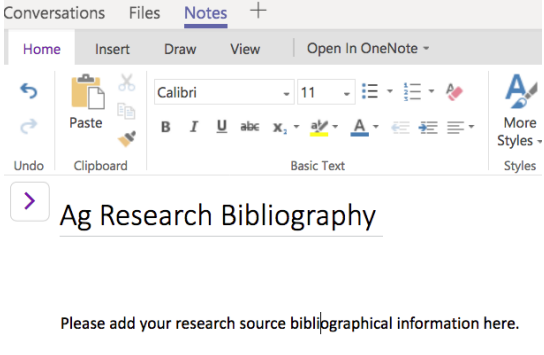
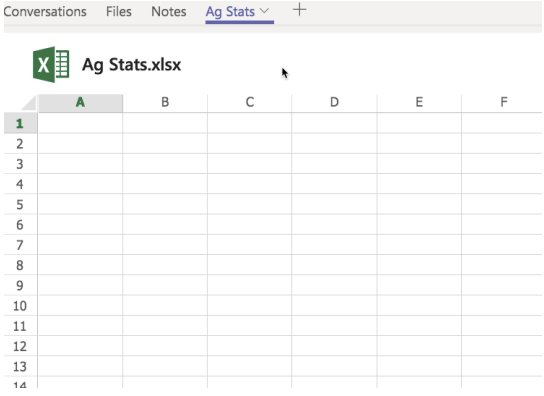
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>you can access from the web and your desktop.</p> <p>Faculty can even create a Class Notebook - a special type of Notebook – that faculty can use to share course content with students. Here is an example of a Class Notebook.</p>				
				<p>Show IST 250 class notebook</p>
<p>A newly-created Class Notebook contains examples, links, and instructions for you that you can later delete and replace with your own content.</p> <p>Class Notebooks contain:</p> <ul style="list-style-type: none"> • Student Notebooks -- a private notebook shared between the teacher and each individual student. Teachers can access 				

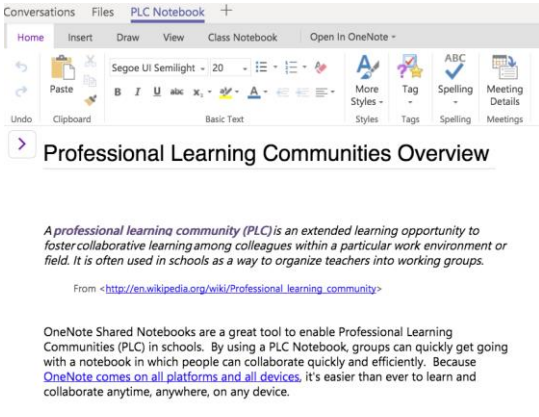
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>every student notebook, while students can see only their own.</p> <ul style="list-style-type: none"> • A Content Library -- a read-only notebook where teachers can share handouts with students, and • A Collaboration Space -- a notebook for everyone in your class to share, organize, and collaborate. 				
<p>That covers the basics of OneNote. To learn more about OneNote, please see the OneNote Learning Path, available under Training on the office365.psu.edu Web page.</p>			<p>Stop Recording</p> <p>Switch to Teams on the Web.</p> <p>Resume Recording.</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			<p>Add Teams Slide to the timeline.</p>	<p>Display Teams slide.</p>
<p>Let's take a look at Teams.</p> <p>Teams provides a place to communicate with others and share files. When you create a team, you can choose to create a Classes team, a Personal Learning Community (PLC) team, a Staff Members team, or an Anyone team.</p> <p>Here is a PLC Team created by Sustainability researchers for collaboration.</p>				<p>Open Teams on the Web before starting the video. Click on the General channel in the Sustainability Team.]</p>

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>All teams consist of channels, which are dedicated sections within a team to keep conversations organized by specific topics or projects. The General channel is created for you when you create the team.</p>			<p>Click on general channel AFTER audio concludes.</p>	
<p>You can use the General channel to share an overview of what the team wants to achieve and other high-level information that a new team member would find useful.</p> <p>You'll probably want to add additional channels to your team. This team has an Agriculture and a Conservation channel, for use by researchers specializing in those areas.</p>		<p>Red Box Highlight on Ag and Conservation Channel links.</p>		
<p>Let's look at the Agricultural channel.</p>			<p>Click on Agriculture channel AFTER audio concludes.</p>	


AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Within each channel, you have three areas, Conversations, Files, and Notes.</p>		<p>Red Box Highlight on the menu.</p>		
<p>In Conversations, you can send and receive comments to other team members. It functions like a chat space. In the General channel, a reminder about a kickoff meeting was added to the conversation.</p>		<p>Remove previous highlight.</p> <p>Red Box Highlight on the kickoff meeting message.</p>		
<p>Files is a shared storage space for collaboratively editing documents. In this team, a charter and a list of research topics was added in the General channel.</p>		<p>Remove previous highlight.</p> <p>Red Box Highlight on the Files BEFORE audio starts.</p>		

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS																																																																																																									
<p>The Notes or Notebook area uses a OneNote notebook to create and collaborate on ideas as a team.</p>	 <p>Conversations Files Notes +</p> <p>Home Insert Draw View Open In OneNote -</p> <p>Paste Calibri 11</p> <p>Undo Clipboard Basic Text More Styles -</p> <p>Ag Research Bibliography</p> <p>Please add your research source bibliographical information here.</p>	<p>Remove previous highlight.</p> <p>Red Box Highlight on Notes BEFORE audio starts.</p>																																																																																																											
<p>You can also create shortcuts to commonly-used team documents or Web sites by adding a tab to a channel.</p>	 <p>Conversations Files Notes Ag Stats +</p> <p>Ag Stats.xlsx</p> <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> </tr> </thead> <tbody> <tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		A	B	C	D	E	F	1							2							3							4							5							6							7							8							9							10							11							12							13							14							<p>Red Box Highlight on Ag Stats tab BEFORE audio starts.</p>		
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			<p>Switch to General channel. Show Notebook, opening page</p>																																																																																																										

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>You can document processes, procedures, meetings, and more with Notes. When you create a PLC Team, on the General channel you get a notebook full of starter pages designed to get your community up and running quickly.</p>	 <p>The screenshot shows the OneNote interface with a notebook titled "PLC Notebook". The page content includes a title "Professional Learning Communities Overview", a paragraph defining a PLC, a link to a Wikipedia article, and a paragraph about OneNote Shared Notebooks.</p>			
<p>Teams can be used for many, many educational team-based activities, such as ad hoc meetings, meetings with students, office hours, and even students' group projects.</p> <p>If you have student groups that needs to write a topic paper, these groups could use a similar Teams structure to the one just shown.</p> <p>On the administrative side of things, your department could use a team to organize all written materials relevant to the department, including</p>			<p>Click the General channel BEFORE audio starts.</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
policy guides and staff meeting notes.				
			Pause recording. <small>[Open https://sway.com/my before starting the video.]</small> <small>[Open https://sway.com/QWDOZ3MxwWcttcr17ref=Link&loc=play before starting the video.]</small> <small>[Show https://sway.com/Template03 - before starting the video.]</small> Resume recording.	Show https://sway.com/my

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
Let's take a look at Sway.				Display Sway slide.

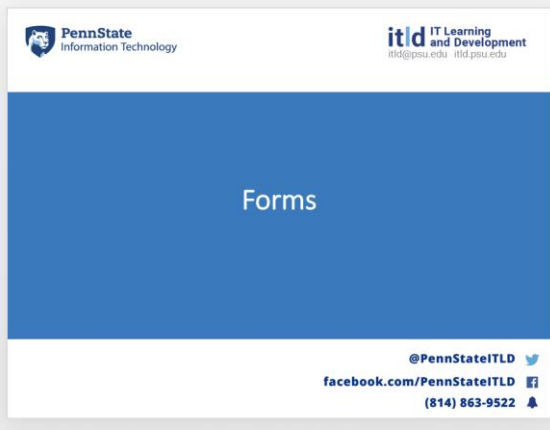
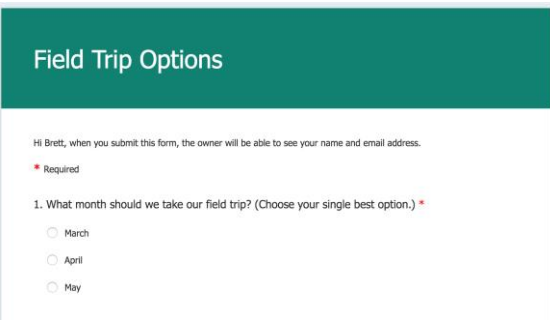
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Sway is a digital storytelling application. You can create and share interactive lessons, reports, presentations, personal stories, newsletters, work projects, and more!</p> <p>People often ask - “What is the difference between Sway and PowerPoint?”</p> <p>Well, Sway is promoted as a digital storytelling application. Sway is good for Web-like presentations that rely more on images and style. Sway is especially good at enhancing your own creativity as it provides many pre-designed backgrounds and images.</p> <p>It uses the content that you provide to make recommendations for additional information to consider.</p>				
			[]	

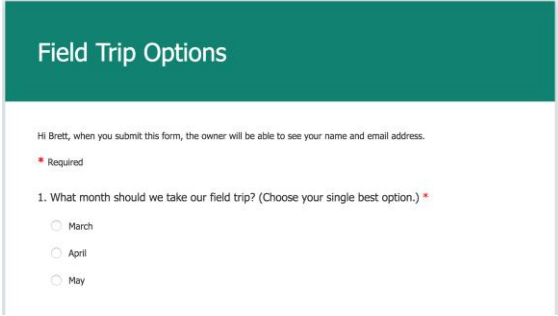
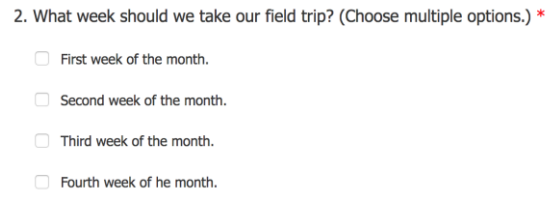

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
Here is a Sway created for use in a class on Quadratic equations.			Switch to Quadratic Equation Sway BEFORE audio starts.	
			[Click the menu icon in the lower right.]	
<p>Sways consist of a sequence of cards. On each card you can add text, graphics, animations, audio, and video. This Sway consists of an intro card and 10 content cards.</p> <p>You can set a Sway to scroll vertically or horizontally. This Sway is set to scroll up and down.</p>				
			[Click down arrow once. Pause on this card for a second. Repeat until you reach the Turning Point card.]	

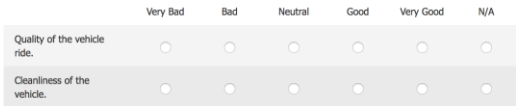

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
This author used a touch screen to write directly in this card. This is very useful for quick equation creation.				
			[Click the down arrow to Turning Point Form Interactive Activity Card.]	
Here's an interactive activity created outside of Sway and then linked to this card.				
			Click on a checkbox.	
Flash cards are also included for student practice.				
			[Click the down arrow to flash cards. Click on three of them.]	
It's easy to share a Sway with others.				

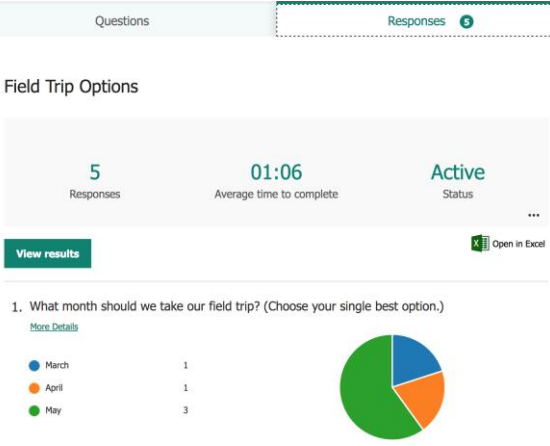
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
You can duplicate, modify, and use them, with appropriate attribution, of course!				
			<p>[Show ... Menu in upper right. Roll mouse over "Duplicate this Sway." Pause for 1 second. Move mouse pointer off to the side.]</p> <p>[Switch to https://sway.com/Template03 .</p>	
In addition to class presentations, Sway can be used for many educational activities. For example, you can easily create newsletters in Sway.				
			[Use the down arrow to move down 4 cards.]	
Instructors can use Sway to create engaging, interactive classroom materials, perhaps				

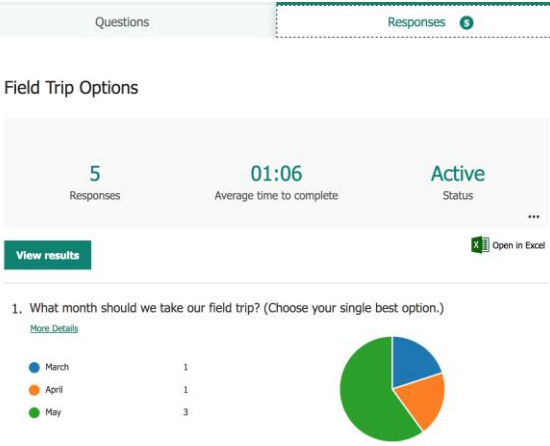

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>as part of a flipped classroom model.</p> <p>Students can also use Sway for any class presentations.</p> <p>And that's a quick overview of Sway!</p>				
			<p>Pause Recording</p> <p>[Open Forms online https://forms.office.com/Pages/ResponsePage.aspx?id=RY30fNs9iUOpwcEVUm61LvRpOgpK7FluHDEBKkHjCpURVhXUVQ5QVhNUko4TTVVTEtVWDg2V1ExVC4u] </p> <p>Resume Recording</p>	

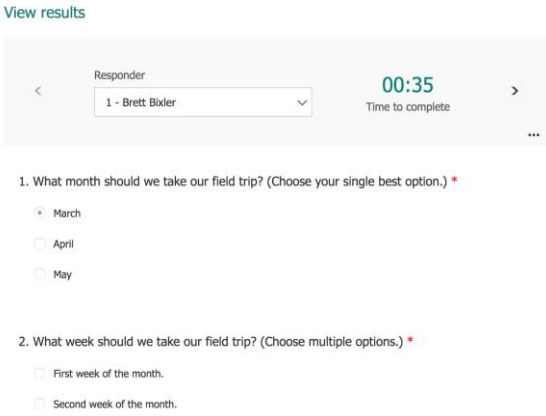
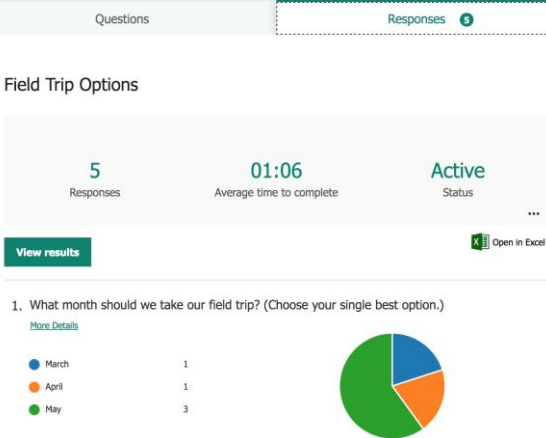
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>Forms are great for gathering information via surveys and quizzes. Forms are not currently integrated with Canvas.</p>				<p>Display Forms screen.</p>
<p>This Forms example was designed to quickly gather some basic information about an upcoming field trip. Let's take a look at the response types available in a Form.</p>			<p>Switch to Forms page.</p>	
			<p>Scroll to Q1</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>As you can see question one is an example of a single response option as indicated by a radio button. You can set any question to require an answer as well. The red asterisk indicates that this question must be answered.</p>		<p>Red Box Highlight on Q1</p>		
			<p>Scroll to Q2</p>	
<p>Questions two and three are examples of multiple selection questions, as they use checkboxes.</p>		<p>Red Box Highlight on Q2</p>		
			<p>Scroll to Q4</p>	
<p>Question four is an example of a ranking question. When you roll your mouse over a choice, you can use the up and down arrows to the right of the choice to move the response where you want.</p>		<p>Red Box Highlight on Q4</p>		

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Demonstrate moving the choices.	
			Scroll to Q5	
Question five is an example of a likert-scale question, useful for questions that have a range of responses from bad to good, less to more, and so on.	<p>5. Last year we used transportation provided by the organization. Please rate your satisfaction with this transportation. *</p> 	Red Box Highlight on Q5		
			Scroll to Q6	
Question six is open ended, used to gather text responses from the survey takers.	<p>6. Please type any additional comments you have concerning this field trip.</p> 	Red Box Highlight on Q6		
So that's a basic form. Now let's look at the form responses.			<p>[Pause Video] [Switch tab to https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3DRY30fNs9iUOpwcEVUm61Lv_RpOgpK7FluHDEBKkHjCpURVhXUVQ5QVhNUko4TTVVTEtVW</p>	


AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			<p>Dg2V1ExVC4u%26Token%3Db9c59c502a9947e9973fe741de9dfab7 , then click on the Responses Tab] [Resume Video]</p>	
<p>Forms does a great job of presenting a basic analysis of the data in a visual form.</p>	 <p>Field Trip Options</p> <p>5 Responses 01:06 Average time to complete Active Status</p> <p>View results Open in Excel</p> <p>1. What month should we take our field trip? (Choose your single best option.)</p> <p>More Details</p> <ul style="list-style-type: none"> March 1 April 1 May 3 	<p>Red Box highlight on Q1 Pie Chart.</p>		

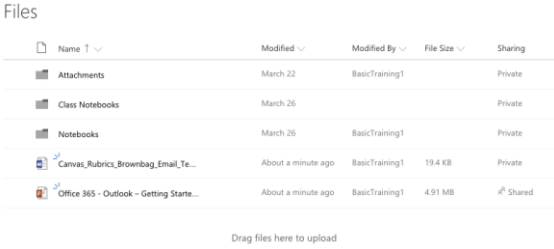
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>If you want to view numbers in a spreadsheet, you can open Excel and view your survey data numbers there.</p>	 <p>Field Trip Options</p> <p>5 Responses 01:06 Average time to complete Active Status</p> <p>View results  Open in Excel</p> <p>1. What month should we take our field trip? (Choose your single best option.)</p> <p>More Details</p> <ul style="list-style-type: none"> March 1 April 1 May 3 	<p>Red Box Highlight on Excel button.</p>		
<p>You can also view individual responses.</p>				

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			<p>Click the View Results Button. Advance from responder to responder 3 times. Click the Back button.]</p>	
<p>Forms is good for creating basic surveys.</p> <p>Forms could be used for initial data gathering in a research project, where the data is later moved into Excel or a more sophisticated data analysis application, or, if you are an instructor with student groups, you could use Forms to create an anonymous peer evaluation instrument.</p> <p>Check out Forms – it’s very easy to use!</p>				

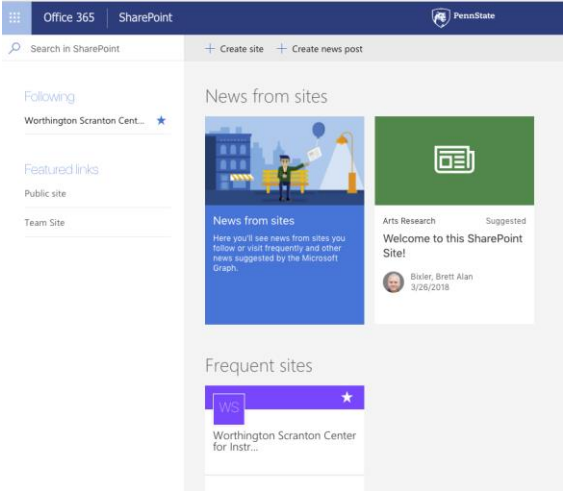
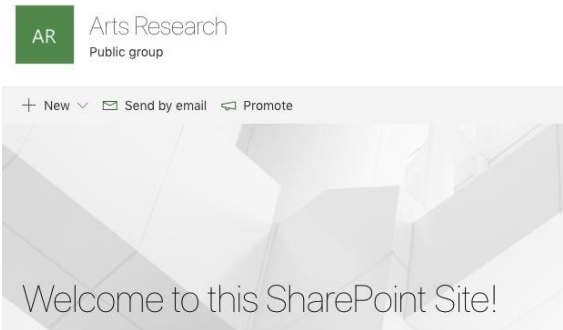
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Pause recording. Switch to https://www.office.com Resume Recording	


AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
				[Open OneDrive on the Web. Make sure you are in the Files area.] [Open SharePoint on the Web, using Training1 account. Open https://pennstateoffice365.sharepoint.com/sites/SustainabilityTeam]

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Place Storage screen in timeline.	Show Storage screen.
<p>You can store files online using OneDrive for Business and SharePoint.</p>		[Red Callout Box on both applications.]	Switch to main O365 page.	
<p>With a total of five terabytes of storage in these applications, you'll have plenty of room!</p> <p>Here's the difference between OneDrive and SharePoint:</p> <p>OneDrive is a personal storage area where you can keep private documents, or you can choose to share them with others on a case-by-case basis. SharePoint is a collaboration</p>				

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS																														
<p>tool where you can store non-personal files that you know others will need to access and possibly edit.</p> <p>Let's start with OneDrive</p>																																		
			<p>[Open OneDrive on the Web, using Training1 account]</p>																															
<p>In this OneDrive area, several folders and files were uploaded. Only the owner of the space can access them – except for the PowerPoint file. That file was shared with others. You can see what is private and what is shared by looking at the Sharing column on the right.</p>	 <p>The screenshot shows a OneDrive file list with columns for Name, Modified, Modified By, File Size, and Sharing. The files listed are:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Modified</th> <th>Modified By</th> <th>File Size</th> <th>Sharing</th> </tr> </thead> <tbody> <tr> <td>Attachments</td> <td>March 22</td> <td>BasicTraining1</td> <td></td> <td>Private</td> </tr> <tr> <td>Class Notebooks</td> <td>March 26</td> <td></td> <td></td> <td>Private</td> </tr> <tr> <td>Notebooks</td> <td>March 26</td> <td>BasicTraining1</td> <td></td> <td>Private</td> </tr> <tr> <td>Canvas_Rubrics_Brownbag_Email_Te...</td> <td>About a minute ago</td> <td>BasicTraining1</td> <td>19.4 KB</td> <td>Private</td> </tr> <tr> <td>Office 365 - Outlook - Getting State...</td> <td>About a minute ago</td> <td>BasicTraining1</td> <td>4.91 MB</td> <td>Shared</td> </tr> </tbody> </table>	Name	Modified	Modified By	File Size	Sharing	Attachments	March 22	BasicTraining1		Private	Class Notebooks	March 26			Private	Notebooks	March 26	BasicTraining1		Private	Canvas_Rubrics_Brownbag_Email_Te...	About a minute ago	BasicTraining1	19.4 KB	Private	Office 365 - Outlook - Getting State...	About a minute ago	BasicTraining1	4.91 MB	Shared			
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		<p>[Red Callout Box - the Sharing column]</p>																																

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>When a document is shared, others receive an email. Depending on the type of document and the permissions set on the document, they will be able to read and/or edit it.</p> <p>If you are an instructor, you can use OneDrive for Business to store course- or work-related files.</p> <p>Both instructors and students can share and work together on documents with students for note taking, peer reviews, or feedback, and share and work together on documents with colleagues for projects, research, or events.</p> <p>Now let's look at SharePoint.</p>		Remove previous Red Box.		
			<p>Pause the video.</p> <p>Switch to the SharePoint Tab</p>	

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			Resume the video.	
<p>SharePoint is a collaboration tool where you can store non-personal files that you know others will need to access and possibly edit. In some cases O365 will automatically store files in SharePoint. For example, if you upload a document in the Planner application, it is stored in SharePoint.</p>				
<p>This O365 Arts Research Team Site was created in SharePoint.</p> <p>Members were added to the site.</p>			Click the Arts Research site BEFORE the audio starts.	

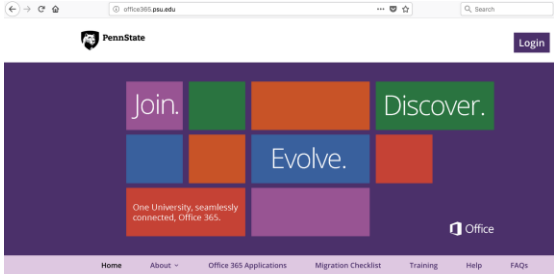
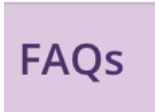
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
			[Click the members link in upper right, show it for 1 second, then hide it]	
A Documents section was added for sharing documents.				
			[Click on the Documents link.]	
<p>All members of this team can access and edit these documents.</p> <p>Two pages were added here, a Painting Research page and a Music Education page, for specialists in those areas to use.</p>				
		[Red Box Highlight – Painting Research and a Music		

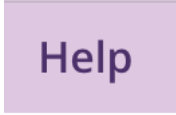
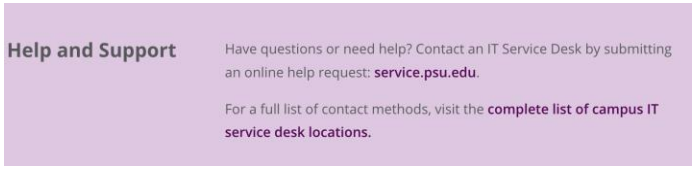
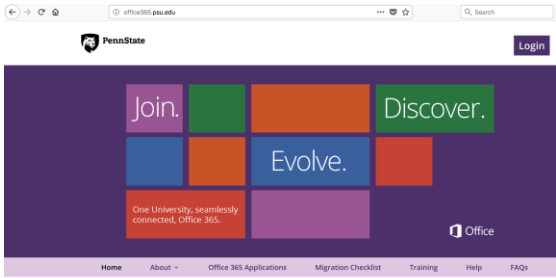
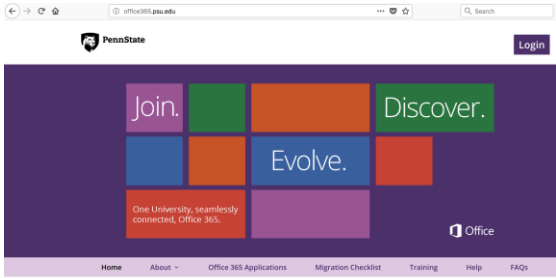
AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
		Education menu choices. Keep for one second, then remove		
<p>Instructors and students can use SharePoint Online to organize class materials, store files, and create a customized group or club site.</p> <p>Departments or Units can use SharePoint Online to organize projects or procedures.</p>				
<p>For example, here is a SharePoint site used by the Worthington-Scranton Instructional Design Center</p>			<p>Switch to https://pennstateoffice365.sharepoint.com/sites/ws-idcenter/SitePages/Home.aspx?FollowSite=1&SiteName=Worthington%20Scranton%20Center%20for%20Instructional%20Design</p> <p>AFTER the audio concludes.</p>	


AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
This site is used to post news on training and development events.			Click the Faculty Development Day link AFTER audio concludes.	
This page of information was put together using the built-in page development tools.			Click the Documents menu link AFTER audio concludes. Open FacDevFlyer18.pdf	
This site is also used to store and share documents, like this flyer.				
I hope you find great uses for OneDrive and SharePoint!				

Conclusion – 2m

- Conclusion
- Go back to O365 PSU page and show training and help

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
				Return to office365.psu.edu
Now that we have looked at a few of the O365 applications lets return to the O365 website.				
During your explorations always remember that training and help is only a click away.				
You can also access Frequently Asked Questions – or F A Qs - on the O365 Web site. Look here for answers to common questions.		Red Box highlight on FAQs menu choice.		

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
Finally, if you need help, click on the Help link on the O365 Web site.		Red Box highlight of Help menu choice.		
			Click the Help link.	
You'll see how to contact the Service Desk and submit a help request.		Red Box highlight on service.psu.edu link.		
				Return to office365.psu.edu.
This concludes this Overview of Office 365 at Penn State.				

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
<p>You should now be able to:</p> <ul style="list-style-type: none"> • Describe Office 365, including how to access online and desktop applications, • Identify key applications of Office 365 and their uses, and • Locate support and training resources for using Office 365 applications. 		<p>Show arrow pointing to each objective as it is read.</p>		<p>Show PPT Session Review Slide.</p>

AUDIO SCRIPT	VIDEO FOCUS POINT	ON-SCREEN CALLOUT	CAMTASIA RECORDING INSTRUCTIONS	CAMTASIA DEVELOPMENT INSTRUCTIONS
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