

# Extension Personnel Download Guide for Group Instruction Content

## **extOL** *UT Extension Online Learning*

This easy-to-follow guide is **for Extension personnel only**. It will show you (the agent, county director and specialist) how to download content available for your group instruction for PSEP PA Initial Certification, PA Recertification – and any other content to be developed by extOL for group instruction in the future.

## **Includes All Downloadable Content Developed by extOL**

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## **Extension Personnel Download Guide for Group Instruction Content**

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## **Introduction**

The Online@UT course site named “Extension Agent Group Instruction Content” is used as an online resource center by UT Extension agents. All information needed for your successful downloading of group instruction course content developed by UT Extension Online Learning (extOL) is given below.

## **Content of the Downloadable Programs**

Content for any downloadable group instruction can include computer-based multimedia presentations, pre- and post-tests, necessary forms for your clientele to complete, etc. Be sure you download all of the materials required for your group instruction.

Also confirm that your presentation computer (the computer that you will use to present the downloaded content at your county meetings) has all of the necessary software installed on it to successfully present the downloaded content to your audience. You can install this software using the provided links in the Necessary Downloads section of the site.

## **Delivery System**

The course site named “Extension Agent Group Instruction Content” is used as an online resource center by Extension agents. It gives Extension personnel the ability to download any needed program material at any time (only applicable to Extension program content that has been made “download compatible” by extOL). The advantages to this delivery system are as follows:

- Agents can download recently updated training presentations from the online course site and run the presentation in front of groups without being online.
  - Agents can also download and burn this content onto a CD-ROM or save the presentation to a thumb drive (USB Flash Drive) and take it anywhere in the county
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for a program. The laptop must have a CD-ROM drive or a USB Port, and all of the needed presentation software installed (more on this later).

**SPECIAL NOTE:** The multimedia-based presentations that make up these downloadable programs are copyrighted materials. These are NOT to be distributed on CD-ROM or other computer media to any of your clientele.

## How Extension Agents Download Program Content

First, let's cover how you, the agent, will download material from the "Extension Agent Group Instruction Content" course site.

Step	Task	✓
1	<p><u>Logging into Online@UT</u></p> <ul style="list-style-type: none"> <li>▪ Go to UTIA Web site, <a href="http://www.agriculture.utk.edu">www.agriculture.utk.edu</a> .</li> <li>▪ Click on link labeled "Online@UT" (located at top center).</li> <li>▪ Click on button labeled "Login to Online@UT" (located at upper right).</li> <li>▪ Enter your SUPER username and password and click the "Login" button.</li> </ul>	
2	<p><u>Self-enrolling in the Extension Agent Group Instruction Content course site</u></p> <ul style="list-style-type: none"> <li>▪ <b>IMPORTANT:</b> If you enrolled in the 2008 PA Recertification online course <b>prior to March 28, 2008</b> for the purpose of downloading its group instruction content, you have automatically been enrolled in the new site (<b>you can skip this Step #2</b>).</li> <li>▪ <b>If you did not download any program content prior to March 28, 2008, follow these instructions:</b></li> <li>▪ Click on the Courses tab and scroll down until you see the folder labeled "Extension Outreach Distance Education" on the right.</li> <li>▪ Click on this folder to open it. Find the course named "Extension Agent Group Instruction Content."</li> <li>▪ Click on the button labeled "Enroll" located on the far right.</li> <li>▪ Enter the passcode "psepextensionclass" and click the Submit button. <b>NOTE:</b> Do not distribute this passcode to any persons outside of Extension.</li> <li>▪ Click on the "My Institution" tab. The "Extension Agent Group Instruction Content" course should now be listed in the <b>My Courses</b> box.</li> </ul>	
3	<p><u>Preparing your Presentation Computer</u></p> <ul style="list-style-type: none"> <li>▪ Click on the course named "Extension Agent Group Instruction Content" in the My Courses box to enter the course.</li> <li>▪ Familiarize yourself with the downloads site by viewing the <b>Site Overview</b> presentation.</li> <li>▪ Click on the <b>Necessary Downloads</b> main menu item and open the folder named "Downloads Needed to View Course Content." Follow the instructions and click on each link to download the software needed to access and present the group instruction content.</li> </ul>	

Step	Task	✓
	<ul style="list-style-type: none"> <li>▪ Click on the <b>How to Set Up Your PC</b> main menu item and view the presentation. Make any necessary adjustments to your computer system.</li> <li>▪ Make sure you download any supplementary material that will be used during your group instruction (like pre- and post-test documents)</li> </ul>	
4	<p><u>Accessing the Group Instruction Downloads</u></p> <ul style="list-style-type: none"> <li>▪ <b>IMPORTANT:</b> Access the materials for your group instruction ANYTIME PRIOR to your on-site meeting (don't wait until you are at the event).</li> <li>▪ Click on the <b>Group Instruction Downloads</b> main menu item.</li> <li>▪ Find the folder labeled with the name of the program you are required to present to your clientele. Open the folder to view the downloadable content links for this program.</li> <li>▪ Find the content download link for the presentation component of the program. Click on the link for the Presentation Download to save the zipped presentation file to your hard drive. Click the Save button – NOT the Open button. Then, select a location on your computer and click Save.</li> <li>▪ Click on the links for the Pre- and Post-Tests (if available). The test will open in your browser window. To download and print copies of these tests to administer during your group instruction, click the “floppy disk” icon that appears above the document. Then, select a location on your computer and click Save.</li> </ul>	
5	<p><u>Unzipping the Presentation</u></p> <ul style="list-style-type: none"> <li>▪ Find the zipped file on your computer. The zipped folder will be named in the following way: “[course name included]_group_presentation.zip.”</li> <li>▪ <b>For Winzip™ Users:</b> Right-click on the zipped file with your mouse and select Winzip &gt; Extract to Here from the menu that appears. <b>NOTE:</b> You can have your regional IT personnel install Winzip on your computer.</li> <li>▪ <b>For All Users without Winzip™:</b> If you do not have Winzip installed, use the Windows unzip utility. Do this by right-clicking with your mouse on the zipped file and select Extract All.</li> <li>▪ The unzipped folder should appear next to the zipped version. It will look like a normal Windows file folder.</li> </ul>	
6	<p><u>Showing the Presentation</u></p> <ul style="list-style-type: none"> <li>▪ After the unzipped folder appears, open the folder by double-clicking on it. There should be a file named “how-to-use-this-download.txt” located in the folder. Open this text file and follow the written instructions to show the presentation.</li> <li>▪ If you have downloaded all of the software needed for the presentation (see Step 3: Necessary Downloads), then the presentation should begin in a browser window.</li> <li>▪ Maximize the browser window by pressing the F11 key on your keyboard. Press F11 again to access normal browser features after the presentation has ended.</li> </ul>	
7	<p><u>Special Considerations</u></p> <ul style="list-style-type: none"> <li>▪ <b>Burning a CD-ROM:</b> If you are using a different computer or laptop at the event site, you can unzip the presentation on your office computer and burn the presentation to a CD-ROM or save it to a thumb drive.</li> <li>▪ Use the CD-burning software you are most familiar with to accomplish this task! After burning, load the CD on the other computer and follow the</li> </ul>	

Step	Task	✓
	<p>instructions found in the “how-to-use-this-download.txt” file to present the content.</p> <ul style="list-style-type: none"> <li>▪ <b>Volume:</b> Make sure your computer’s Volume setting is near its maximum. For Windows users, go to Start &gt; Settings &gt; Control Panel. Then double-click on Sounds and Audio Devices. With the Volume tab selected, make sure the check box next to Mute is deselected and the slider for Device Volume is near High.</li> <li>▪ <b>Achieve adequate viewing:</b> You may also need ADDITIONAL COMPUTER SPEAKERS and an LCD PROJECTOR to achieve adequate volume and viewing for the group. Please plan ahead for larger groups!</li> <li>▪ <b>Avoid Windows Sleep Mode:</b> If your computer monitor has a sleep mode setting, you may want to set this to “Never” to avoid having your monitor shut down during your presentation. To change this, right-click with your mouse anywhere on your desktop away from a file or folder and choose Properties. This brings up the Display Properties dialog box under the Screen Saver tab. Click the Power... button. Ask your IT person about this prior to your meeting, if necessary.</li> <li>▪ <b>Using another computer:</b> If you are using a different computer at the event site, you will need administrator access on the presentation computer to download any necessary software. If you have Internet access at the event site, use the Necessary Downloads section on the course site to download all needed software (see Step 3 above). Make sure your presentation computer has a working CD-ROM drive and is loaded with an up-to-date Internet browser.</li> </ul>	

**SPECIAL NOTE:** The multimedia-based presentations that make up the PA Initial Certification and Recertification programs are copyrighted materials. These are NOT to be distributed on CD-ROM or other computer media to Private or Commercial Applicators.

## Additional Questions?

If you have any additional questions relating to PSEP content...

- How your clientele (and you) can complete the online versions of the programs
- How to deliver the on-site group instruction
- Suggested formats for your on-site group instruction
- What is expected from you in regards to enrolling clientele in the online versions
- Fee structure for some of the existing programs

...please reference the online Extension Publication W186 entitled, *Extension Personnel Online & On-Site User’s Guide for Online PSEP Courses*, located at:

<http://utextension.tennessee.edu/resources/default.htm>

## Contact Information

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