

August 4, 2016

## TRAINING & DEVELOPMENT

The Office of Human Resources is committed to the professional development of Youngstown State University employees. The goal is to ensure that University personnel are provided with skills and procedural knowledge necessary to conduct University business in an effective and efficient manner.

HR provides hands-on computer training and professional development year-round for University employees. Please see the "Current Schedule" links on the [Training and Development website](#). Explore our self-help instruction guides and videos resources online. Information specific to Faculty is listed on the second page.

We are continuing to expand our options for professional development.

### Resources

- Banner
- Compliance Training
  - United Educators
- Effective Administrator Series
- Learning for University Leaders
- Outlook Web App (Office 365)
- Password Self-Service
- Productivity Software
- Search Committee Training
- Starfish
- Web Focus
- Web Leave Reporting
- Web Time Entry
- YMES

### Contact me:

Rosalyn Donaldson  
Manager, Training and Development  
Office of Human Resources  
(330) 941-1529

## Documentation

### [Part-time Faculty Manual](#)

Please read the Part-time Faculty Manual for details of classroom obligations; employee benefits and helpful resources for teaching success.

### My YSU Portal

- [Using YSU Password Self-Service](#)
- [How to Register for Your Parking Permit Online](#)
- [Update your Directory Information](#)
- [Academic Overview in Banner Self Service](#)
- [How to See Your Roster and Enter Final Grades](#)

### Blackboard

- [Blackboard Learning Management System, self-help](#)
- [Blackboard Course Creation](#)

### Mediasite

- [Getting Started with Mediasite](#)

### Microsoft

- [Getting Started with Office 365](#)
- [Getting Started with Microsoft Office Professional Plus](#)

### Starfish

- [How to Take Attendance in Starfish](#)
- [Complete a Progress Survey in Starfish](#)
- [Starfish Quick Reference](#)

### YSU Mass Email System (YMES)

- [YSU Mass Email System \(YMES\)](#)

### Forms

- [Employee Authorization to Change Personal Data](#)

### Important Websites

- [Accessible Electronic and Information Technology](#)
- [Distance Education](#)
- [Faculty Development](#)
- [Office of Human Resources](#)
- [Tech Desk, Self-Help Documents](#)
- [Training & Development](#)