

Appendix 2

Table 1
Performance Objectives and Assessment Instruments

Instructional Goal	Terminal Objective	Assessment Item
<p>Given an assigned PC or laptop at designated workstation which is loaded with the MarketBound database system, demonstrate reclassification of a background document (or Visitor Information Sheet, a.k.a. VIS) from new or pending status to confirmed status (Rule)</p>	<p>Given a simulated MarketBound database environment and appropriate scenarios, learner will demonstrate locating a particular VIS in New or Pending status and reclassifying it into Confirmed status (Rule)</p>	<p>Throughout the module, learners are asked to review each section through a manipulative example of a “new” incoming briefing which is given. The learners are asked to move it from New status to Confirmed status, following all steps to get to the end result. As the learners manipulate the example given, written clues appear when a correct or incorrect “move” is made.</p>
Steps in Instructional Goal	Performance Objectives	Assessment Item
<p>1. Demonstrate opening the MB database and identifying the Status view (Rule)</p>	<p>Given a simulated Lotus Notes Workspace, learner will demonstrate opening the MB database and identifying the Status view (Rule)</p>	<p>Where can one find the MarketBound icon to open the MarketBound database? A) Lotus Notes Welcome screen B) Lotus Notes Workspace C) Personal address book D) IBM Executive Briefing Center website</p> <p>Fill in the blank: To open the MarketBound database from the Lotus Notes Workspace, one must <u>double-click</u> the</p>

		<p>MarkteBound database icon.</p> <p>True or False: One can navigate to the Status view in MarketBound by clicking on the words "by Status" in the MarketBound navigation bar.</p>
1.1 Identify MB icon on Lotus Notes Workspace (CC)	Given a simulated Lotus Notes Workspace, learner will identify the MB icon (CC)	<p>Where can one find the MarketBound icon to open the MarketBound database?</p> <p>A) Lotus Notes Welcome screen B) Lotus Notes Workspace C) Personal address book D) IBM Executive Briefing Center website</p>
1.2 Execute double-clicking on MB icon (Motor Skill)	Given learner identified the MB icon, learner will execute double-clicking on the icon in order to open the MB database (Motor Skill)	<p>Fill in the blank: To open the MarketBound database from the Lotus Notes Workspace, one must <u>double-click</u> the MarkteBound database icon.</p>
1.3 Identify "by Status" view in MB navigation bar (CC)	Given learner executed double-clicking on the MB icon, learner will identify the "by Status" view located within the MB navigation bar (CC)	<p>True or False: One can navigate to the Status view in MarketBound by clicking on the words "by Status" in the MarketBound navigation bar.</p>
2. Demonstrate identifying the Visitor Information Sheet (VIS) in New or Pending Status (Rule)	Given learner successfully identified the "by Status" view on the MB navigation bar, learner will identify a particular VIS located in New status (Rule)	<p>Before a backgrounder document is moved to Confirmed Status, it is likely located under which other status?</p> <p>A) New B) Pending C) Completed D) Both A and B</p>
3. Demonstrate choosing appropriate action to take when deciding whether a shortcut should be taken	Given learner correctly identified the VIS located in New status, learner will demonstrate	<p>True or False: When moving a backgrounder document from one status to</p>

in the particular instance (Concept)	choosing the appropriate action to take when deciding whether a shortcut should be taken in the particular instance (Concept)	another, it is appropriate to take a shortcut even if editing needs to be performed within the document.
4. Demonstrate changing the VIS status from New or Pending to Confirmed status under the Actions menu (Rule)	Given learner chose correctly that a shortcut is was appropriate in the given scenario, learner will demonstrate changing the VIS status from New to Confirmed status under the Actions menu (Rule)	Fill in the blank: When moving a backgrounder document from one status to another, a shortcut can be taken by accessing the <u>Actions</u> menu.
4.1 Identify the Menu bar (CC)	Given that a shortcut will be taken to change the VIS status from New to Confirmed status, learner will identify the Menu bar (CC)	Fill in the blanks: The <u>Actions</u> menu is located on the <u>Menu</u> bar.
4.2 Identify the Actions menu (CC)	Given learner correctly identified the Menu bar, learner will identify the Actions menu (CC)	Fill in the blanks: The <u>Actions</u> menu is located on the <u>Menu</u> bar.
5. Demonstrate changing the VIS status from New or Pending to Confirmed status in the drop-down menu within the VIS (Rule)	Given a new scenario in which a shortcut is no longer appropriate, learner will demonstrate changing the status to Confirmed from the drop-down menu within the VIS (Rule)	To change the backgrounder document's status in edit mode, the drop-down menu can be found where? A) At the bottom of the backgrounder document B) In the middle of the backgrounder document C) At the top of the backgrounder document D) There is no drop-down menu in the backgrounder document
6. Demonstrate saving the VIS (Rule)	Given learner demonstrated changing the VIS status to Confirmed from the drop-down menu within the VIS, learner will demonstrate saving the VIS (Rule)	Fill in the blanks: In order to save the backgrounder document, one may click the <u>Save and Continue</u> button or the <u>Save and Close</u> button.
6.1 Execute clicking "Save and Continue" or "Save and Close" button	Given learner changed the status of the VIS to Confirmed from the drop-down menu within	Fill in the blanks: In order to save the backgrounder document, one may

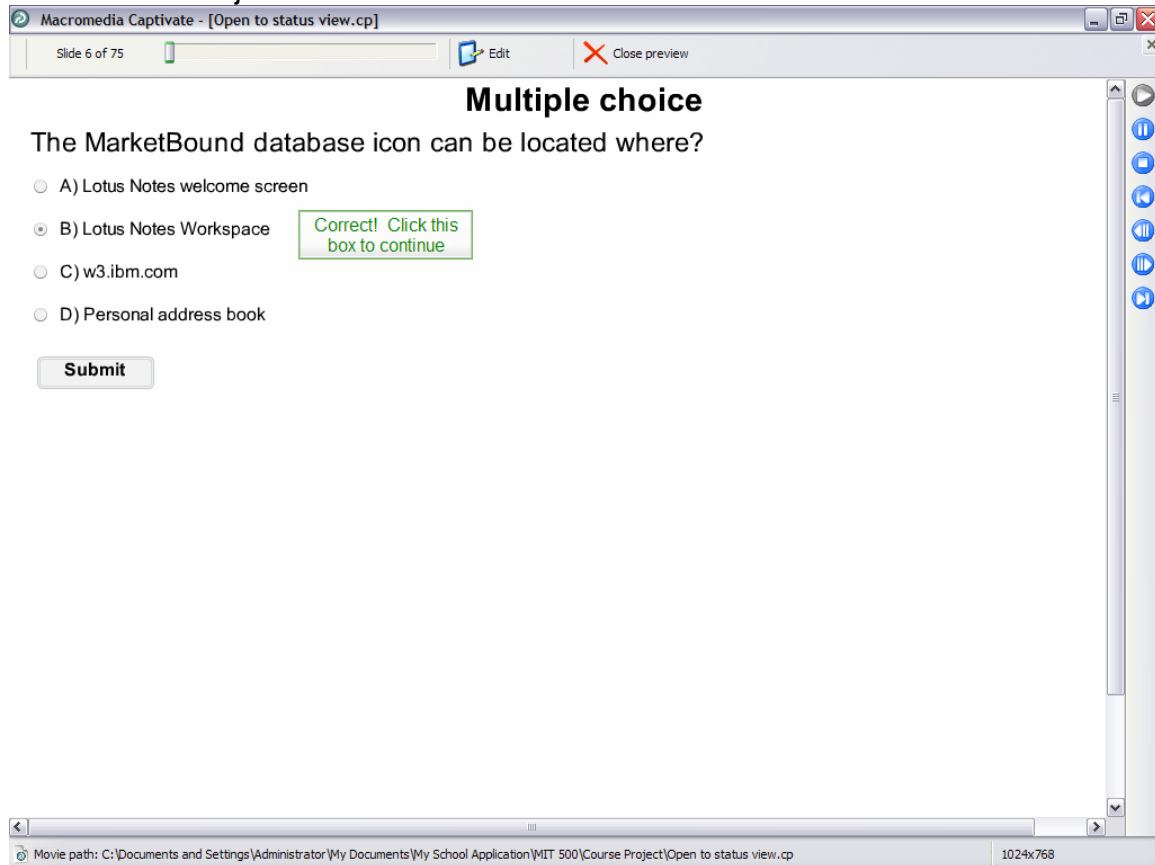
	the VIS, learner will execute clicking the “Save and Continue” or “Save and Close” button	click the <u>Save and Continue</u> button or the <u>Save and Close</u> button.
--	---	--

Table 2

Assessment Items

Pretest

1. Assesses objectives 1 and 1.1



Macromedia Captivate - [Open to status view.cp]

Slide 6 of 75

Edit Close preview

Multiple choice

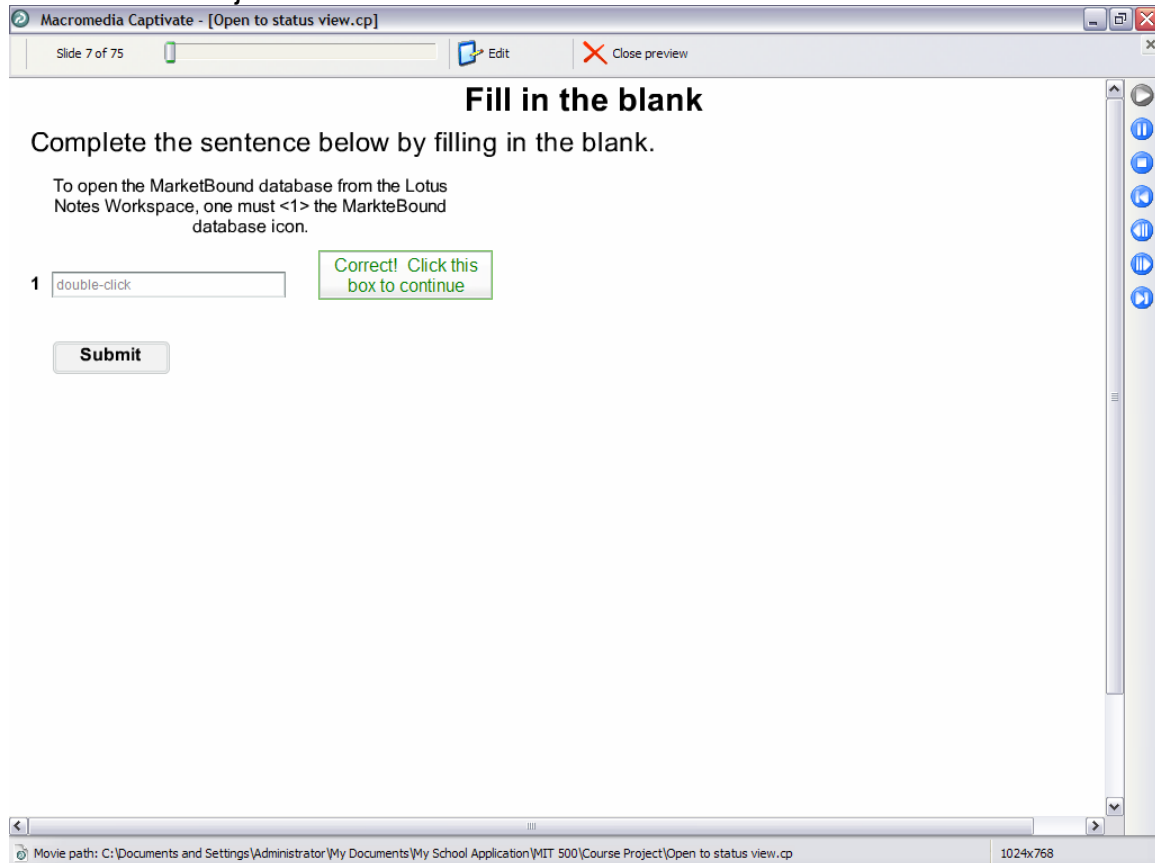
The MarketBound database icon can be located where?

- A) Lotus Notes welcome screen
- B) Lotus Notes Workspace Correct! Click this box to continue
- C) w3.ibm.com
- D) Personal address book

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

2. Assesses objectives 1 and 1.2



Macromedia Captivate - [Open to status view.cp]

Slide 7 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blank.

To open the MarketBound database from the Lotus Notes Workspace, one must <1> the MarkteBound database icon.

1 Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

3. Assesses objectives 1 and 1.3

Macromedia Captivate - [Open to status view.cp]

Slide 8 of 75

Edit Close preview

True/False

One can navigate to the Status view in MarketBound by clicking on the words "by Status" in the MarketBound navigation bar.

A) True

B) False

Submit

Correct! Click this box to continue

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

4. Assesses objective 2

Macromedia Captivate - [Open to status view.cp]

Slide 9 of 75

Edit Close preview

Multiple choice

Before a background document is moved to Confirmed Status, it is likely located under which other status?

A) New

B) Pending

C) Completed

D) Both A and B

Submit

Correct - Click to continue

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

5. Assesses objective 3

Macromedia Captivate - [Open to status view.cp]

Slide 10 of 75

Edit Close preview

True/False

When moving a backgrounder document from one status to another, it is appropriate to take a shortcut even if editing needs to be performed within the document.

A) True

B) False

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

6. Assesses objective 4

Macromedia Captivate - [Open to status view.cp]

Slide 11 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blank.

When moving a backgrounder document from one status to another, a shortcut can be taken by accessing the <1> menu.

1 Actions

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

7. Assesses objectives 4.1 and 4.2

Macromedia Captivate - [Open to status view.cp]

Slide 12 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blanks.

The <1> menu is located on the <2> bar.

1 Actions

2 Menu

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

8. Assesses objective 5

Macromedia Captivate - [Open to status view.cp]

Slide 13 of 75

Edit Close preview

Multiple choice

To change the background document's status in edit mode, the drop-down menu can be found where?

A) At the bottom of the document

B) In the middle of the document

C) At the top of the document

D) There is no drop-down menu located within the document

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

9. Assesses objectives 6 and 6.1

Macromedia Captivate - [Open to status view.cp]

Slide 14 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blanks.

In order to save the backgrounder document, one may click the <1> button or the <2> button.

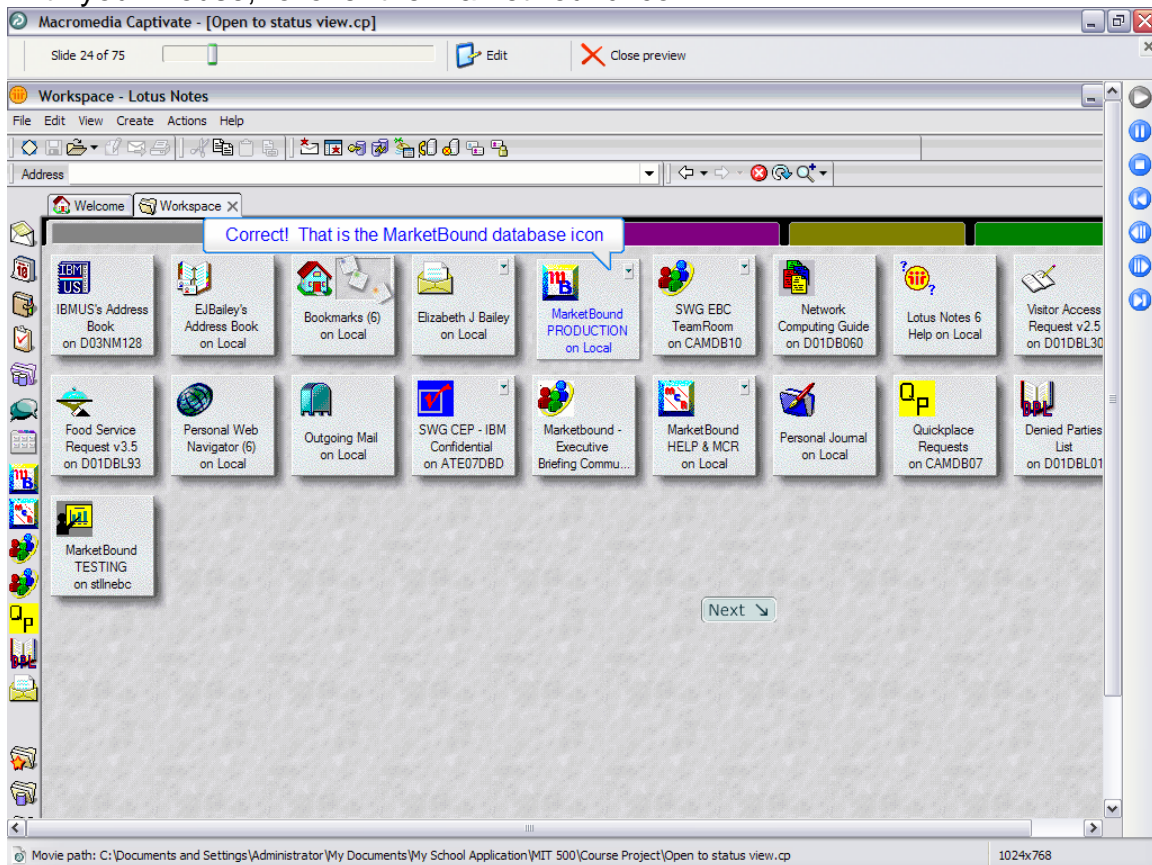
1 Correct! Click this box to continue

2

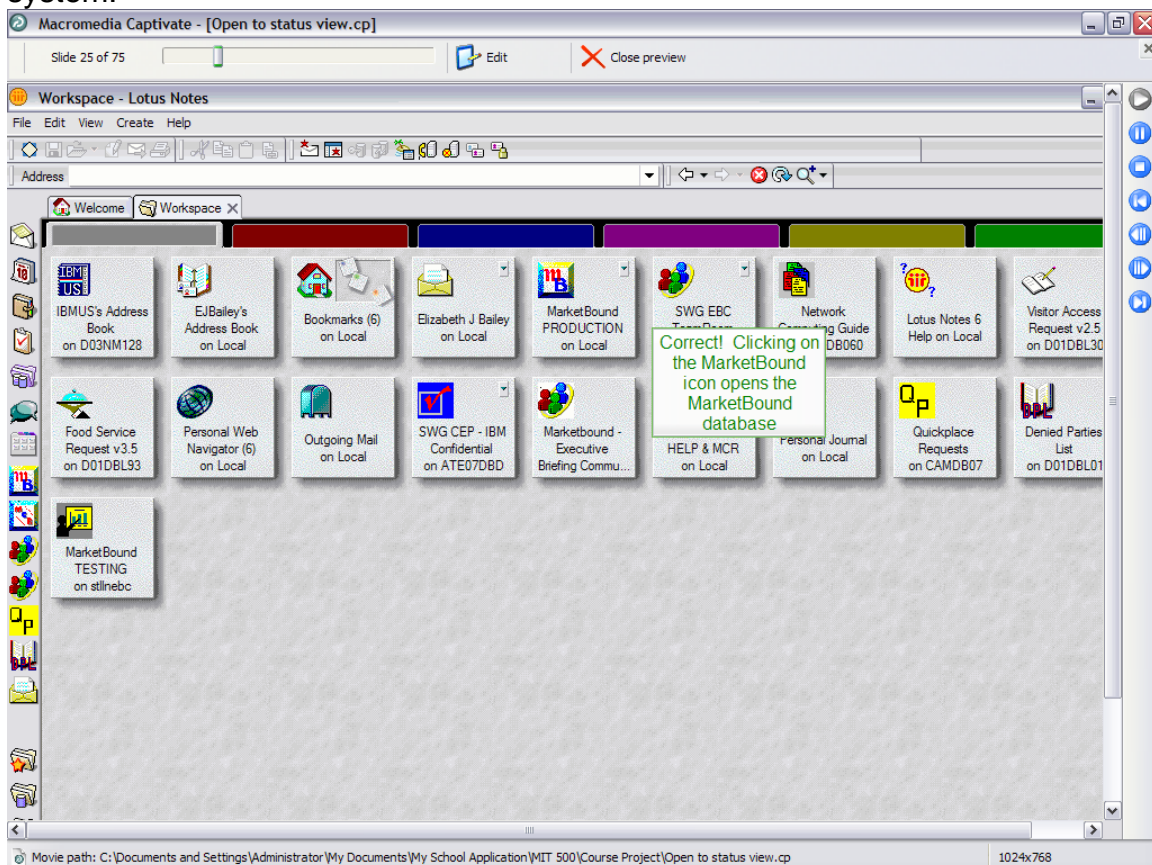
Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

Section 1 Assessment – Assesses Terminal Objective

With your mouse, rollover the MarketBound icon.



Double-click on the MarketBound icon to open the MarketBound database system.



Click in the appropriate space to open the Status view.

Macromedia Captivate - [Open to status view.cp]

Slide 26 of 75

Return to Banner Page

IBM MarketBound

SWG-Austin

by Status

by Manager

by Coordinator

by Client

by Period

by Country

Flat View

Calendar

Speakers

Reports

Search

Links

Help & MCR Database

Archive Database

Open MB Teamroom

Welcome to the MarketBound System

Please pick a center on the left to begin...

Current Alerts (Sunday, December 11)

Latest MB Enhancements/Fixes:

- MCR 2625 -- Display customized comments to Evaluation Summary documents
- MCR 2725 -- Made briefing calendar activity show as "Public" to authorized staff
- MCR 2752 -- Fixed mandatory field issue in GOE section
- MCR 2797 -- Removed Exceptions Clause in Revenue section
- MCR 2799 -- Added EMEA Northeast & EMEA Southwest to list of Countries in the Client Info Section
- MCR 2802 -- Fixed "AgendaNew" display issue in By Date view
- MCR 2803 -- Fixed Multi-day events display issue in By Status View
- MCR 2807 -- Added 2006 to the Briefing Center Request Form Drop Down
- MCR 2810 -- Changed center names for Boeblingen SG and SWG

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

With your mouse, rollover the document titled "Sample" under New status.

Macromedia Captivate - [Open to status view.cp]

Slide 27 of 75

Return to Banner Page

IBM MarketBound

SWG-Austin

by Status

by Manager

by Coordinator

by Client

by Period

by Country

Flat View

Calendar

Speakers

Reports

Search

Links

Help & MCR Database

Archive Database

Open MB Teamroom

Add New Briefing

Add New MCB Event

Forward

Expand All

Collapse All

Form	Acct Exec	BC Contact	Created	Modified
New				
2006				
03/01/2006				
Sample	Elizabeth Bailey		12/11/2005	12/11/2005 05:45:48 PM
Confirmed				
2006				
Agenda	Schleicher, Kla Blair Drenner		12/07/2005	12/07/2005 03:21:57 PM
Agenda	Schleicher, Kla Blair Drenner		12/08/2005	12/08/2005 09:18:46 AM
02/22/2006				
ITM Customer Advisory Council				
Backgrounder	Newbum, Heat Barbara Barker		12/02/2005	12/05/2005 12:14:34 PM
Agenda	Newbum, Heat Barbara Barker		12/05/2005	12/05/2005 12:15:19 PM
04/05/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/09/2005	11/14/2005 11:43:46 AM
04/06/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/21/2005	11/21/2005 03:35:42 PM
05/08/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:12 PM
05/09/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:49 PM
05/10/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 02:00:17 PM
2005				

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Section 2 Assessment -- Assesses Terminal Objective

Always remember to ask yourself if any editing needs to be done within the document before proceeding with a shortcut.

Macromedia Captivate - [Open to status view.cp]

Slide 42 of 75

MarketBound - Lotus Notes

File Edit View Create Actions Help

Address

Welcome Workspace X

IBM MarketBound

Return to Banner Page

SWG-Austin

Briefings

- by Status
- by Manager
- by Coordinator
- by Client
- by Period
- by Country
- Flat View

Calendar

Speakers

Reports

Search

Links

- Help & MCR Database
- Archive Database
- Open MB Teamroom

BC Contact Created Modified

Pending

- 2006
- 03/01/2006
- Sample

Confirmed

- 2006
- 02/14/2006
- Deutsche Bank
- Backgrounder: Schleicher, Kai Blair Drenner 12/07/2005 12/07/2005 03:21:57 PM
- Agenda: Schleicher, Kai Blair Drenner 12/08/2005 12/08/2005 09:18:46 AM
- 02/22/2006
- ITM Customer Advisory Council
- Backgrounder: Newburn, Heat Barbara Barker 12/02/2005 12/05/2005 12:14:34 PM
- Agenda: Newburn, Heat Barbara Barker 12/05/2005 12/05/2005 12:15:19 PM
- 04/05/2006
- Parker Hannifin
- Backgrounder: Meyer, Karl E. Cynthia Davis 11/07/2005 11/17/2005 12:56:07 PM
- Agenda: Meyer, Karl E. Cynthia Davis 11/09/2005 11/14/2005 11:43:46 AM
- 04/06/2006
- Parker Hannifin
- Backgrounder: Meyer, Karl E. Cynthia Davis 11/07/2005 11/17/2005 12:56:07 PM
- Agenda: Meyer, Karl E. Cynthia Davis 11/21/2005 11/21/2005 03:35:42 PM
- 05/08/2006
- Central EMEA Austin Briefing
- Backgrounder: Scheidel, Peter Andres Ferraro 12/01/2005 12/05/2005 01:58:17 PM
- Agenda: Scheidel, Peter Andres Ferraro 12/05/2005 12/05/2005 01:59:12 PM
- 05/09/2006
- Central EMEA Austin Briefing
- Backgrounder: Scheidel, Peter Andres Ferraro 12/01/2005 12/05/2005 01:58:17 PM
- Agenda: Scheidel, Peter Andres Ferraro 12/05/2005 12/05/2005 01:59:49 PM

Callout box: Is a shortcut appropriate? Ask yourself if any other editing needs to be performed on the backgrounder document at this time.

If no, then a shortcut is appropriate.

If yes, then the backgrounder needs to be opened for editing.

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

Double-click on the "Sample" backgrounder in order to open it.

Macromedia Captivate - [Open to status view.cp]

Slide 43 of 75

MarketBound

Add New Briefing Add New MCB Event Forward Expand All Collapse All

Form AcctExec BC Contact Created Modified

Backgrounder Elizabeth Bailey 12/11/2005 12/11/2005 09:34:49 PM

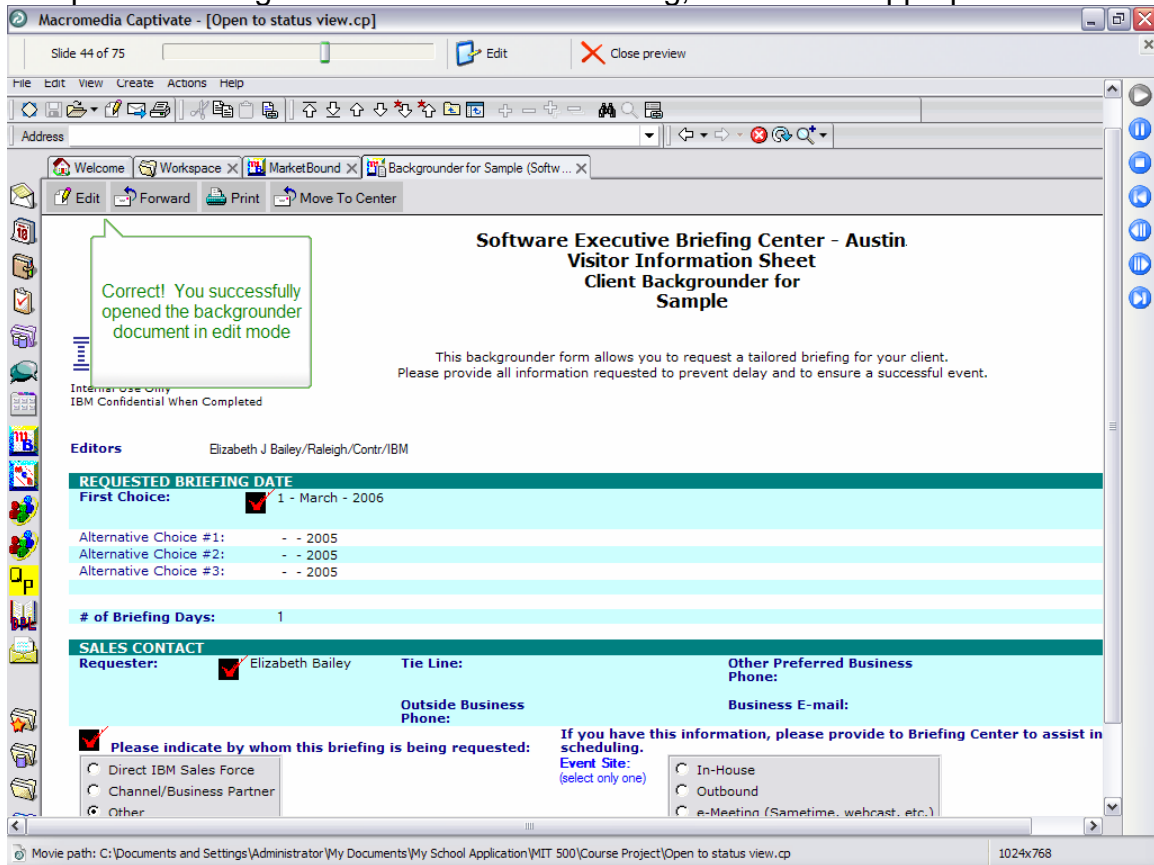
Confirmed

- 2006
- 02/14/2006
- Deutsche Bank
- Backgrounder: Schleicher, Kai Blair Drenner 12/07/2005 12/07/2005 03:21:57 PM
- Agenda: Schleicher, Kai Blair Drenner 12/08/2005 12/08/2005 09:18:46 AM
- 02/22/2006
- ITM Customer Advisory Council
- Backgrounder: Newburn, Heat Barbara Barker 12/02/2005 12/05/2005 12:14:34 PM
- Agenda: Newburn, Heat Barbara Barker 12/05/2005 12/05/2005 12:15:19 PM
- 04/05/2006
- Parker Hannifin
- Backgrounder: Meyer, Karl E. Cynthia Davis 11/07/2005 11/17/2005 12:56:07 PM
- Agenda: Meyer, Karl E. Cynthia Davis 11/09/2005 11/14/2005 11:43:46 AM
- 04/06/2006
- Parker Hannifin
- Backgrounder: Meyer, Karl E. Cynthia Davis 11/07/2005 11/17/2005 12:56:07 PM
- Agenda: Meyer, Karl E. Cynthia Davis 11/21/2005 11/21/2005 03:35:42 PM
- 05/08/2006
- Central EMEA Austin Briefing
- Backgrounder: Scheidel, Peter Andres Ferraro 12/01/2005 12/05/2005 01:58:17 PM
- Agenda: Scheidel, Peter Andres Ferraro 12/05/2005 12/05/2005 01:59:12 PM
- 05/09/2006
- Central EMEA Austin Briefing
- Backgrounder: Scheidel, Peter Andres Ferraro 12/01/2005 12/05/2005 01:58:17 PM
- Agenda: Scheidel, Peter Andres Ferraro 12/05/2005 12/05/2005 01:59:49 PM

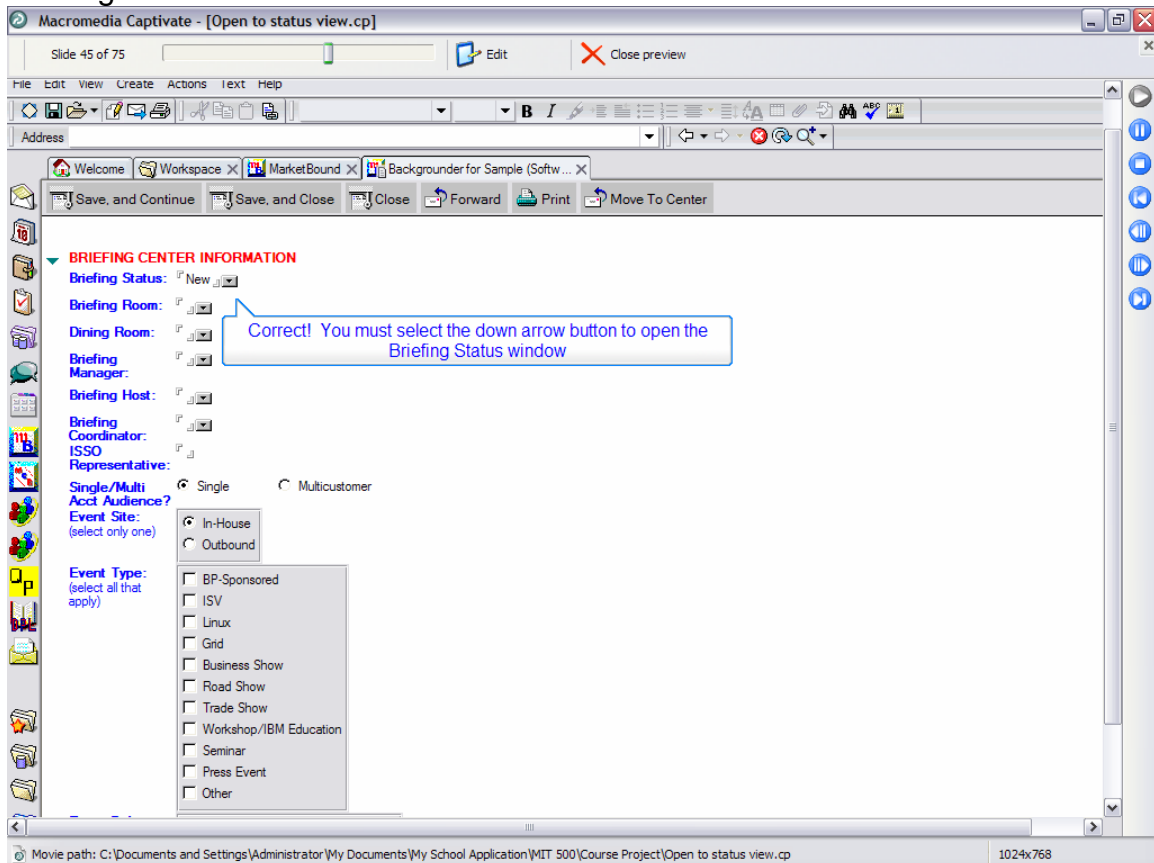
Callout box: Correct! You have successfully opened the backgrounder

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

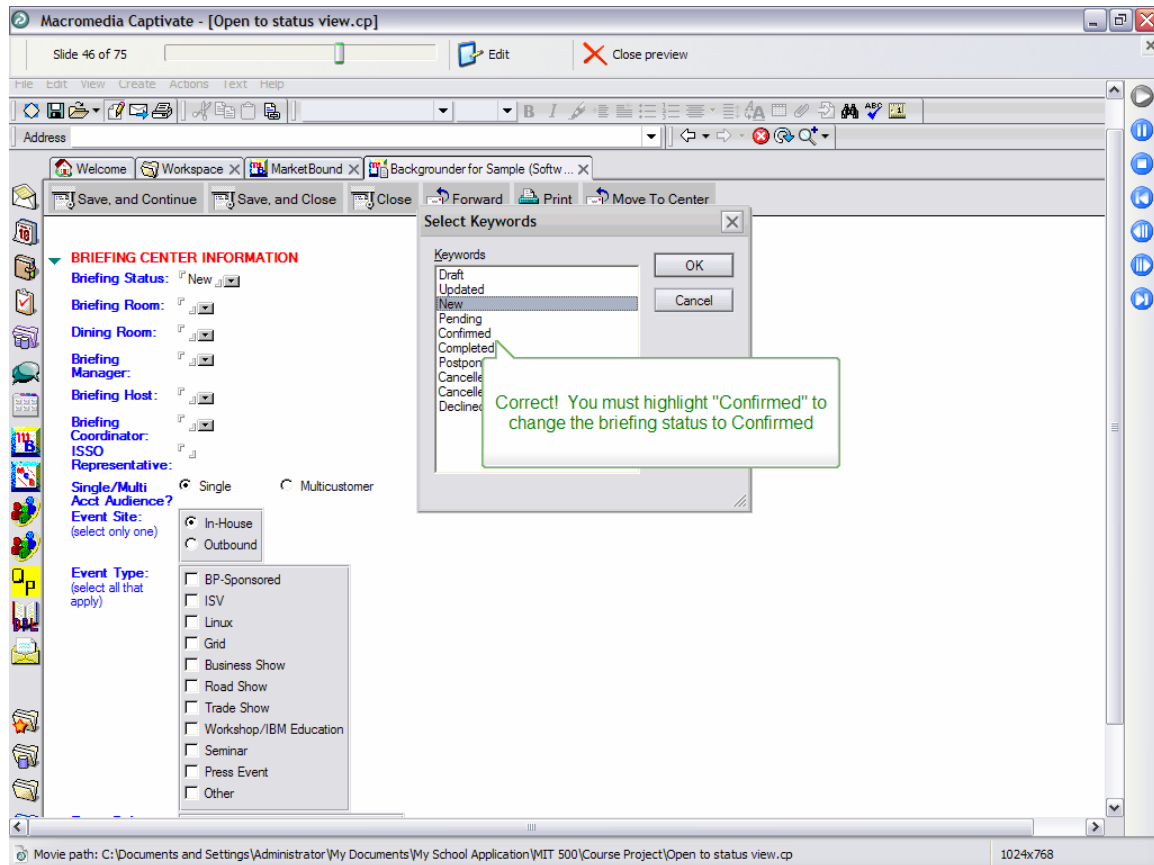
To open the backgrounder document for editing, click on the appropriate button.



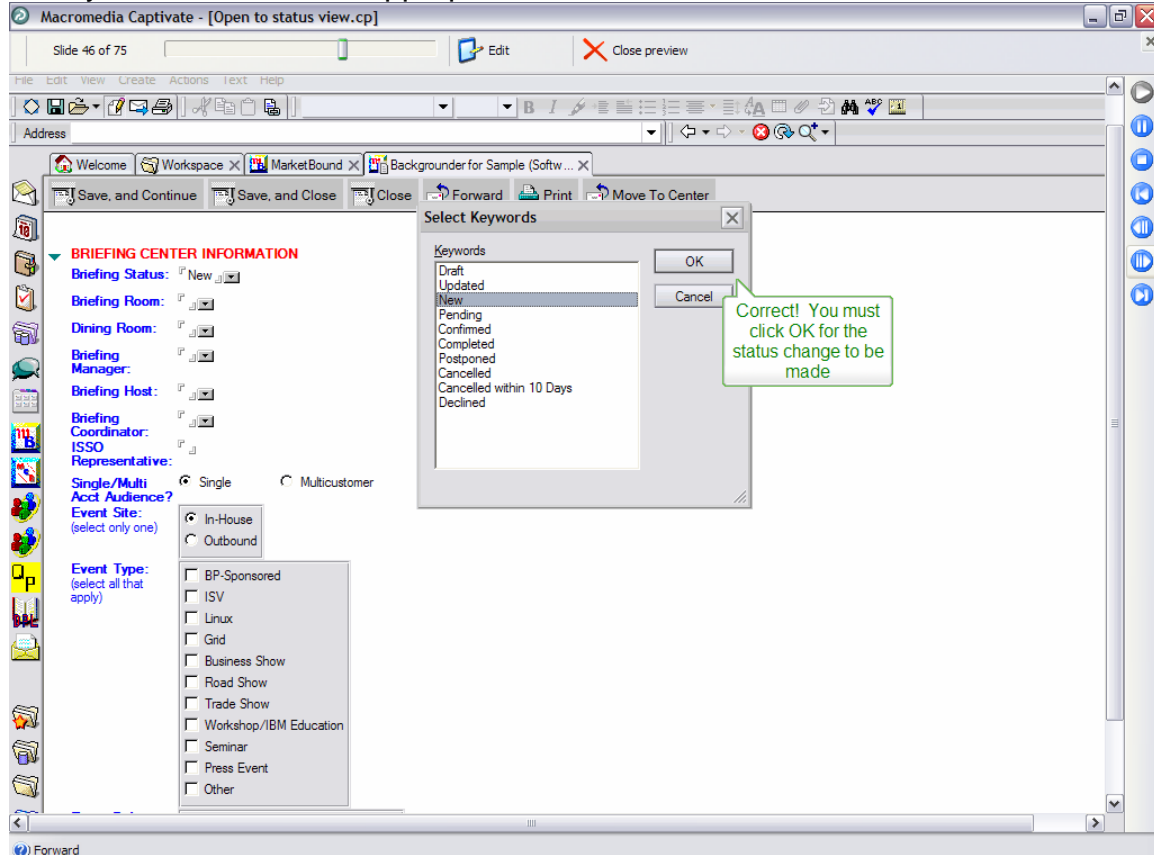
After scrolling down to the Briefing Center Information section of the backgrounder, rollover with your mouse the appropriate button to open the Briefing Status window.



Next, please click the appropriate selection for moving the backgrounder to Confirmed status.



After you have made the appropriate selection, click OK.



Please click the appropriate button to save and close the document.

The screenshot shows the Macromedia Captivate software interface. At the top, the title bar reads "Macromedia Captivate - [Open to status view.cp]". Below the title bar, there is a slide progress indicator showing "Slide 47 of 75" and buttons for "Edit" and "Close preview". The main menu includes "File", "Edit", "View", "Create", "Actions", "Text", and "Help". A toolbar contains various icons for editing and navigation. A callout box with a green border and text says: "Correct! Clicking the 'Save and Close' button saves your changes and closes the document". Below the callout, there are buttons for "Save, and Continue", "Save, and Close", "Close", "Forward", "Print", and "Move To Center". The main content area displays a form titled "BRIEFING CENTER INFORMATION" with the following fields and options:

- Briefing Status:** Confirmed
- Briefing Room:** [Dropdown]
- Dining Room:** [Dropdown]
- Briefing Manager:** [Dropdown]
- Briefing Host:** [Dropdown]
- Briefing Coordinator:** [Dropdown]
- ISSO Representative:** [Dropdown]
- Single/Multi Acct Audience?** Single (selected) / Multicustomer
- Event Site:** In-House (selected) / Outbound
- Event Type:** (select all that apply)
 - BP-Sponsored
 - ISV
 - Linux
 - Grid
 - Business Show
 - Road Show
 - Trade Show
 - Workshop/IBM Education
 - Seminar
 - Press Event
 - Other

At the bottom of the interface, there is a "Stop (Back to Editor)" button.

Section 3 Assessment -- Assesses Terminal Objective

Click in the spot where a checkmark is placed to select the backgrounder for the shortcut.

Macromedia Captivate - [Open to status view.cp]

Slide 59 of 75

File Edit View Create Actions Help

Address

MarketBound

Return to Banner Page

SWG-Austin

Briefings

- by Status
- by Manager
- by Coordinator
- by Client
- by Period
- by Country
- Flat View

Calendar

Speakers

Reports

Search

Links

- Help & MCR Database
- Archive Database
- Open MB Teamroom

Correct! Place a checkmark to the left of the backgrounder document in order to select it for the shortcut

	Form	Acct Exec	BC Contact	Created	Modified
▼ New					
▼ 2006					
▼ 03/01/2006					
▼ Sample	<input checked="" type="checkbox"/>	Elizabeth Bailey		12/11/2005	12/11/2005 11:16:23 PM
▼ Confirmed					
▼ 2006					
▼ 02/14/2006					
▼ Deutsche Bank					
Backgrounder		Schleicher, Kai Blair Drenner		12/07/2005	12/07/2005 03:21:57 PM
Agenda		Schleicher, Kai Blair Drenner		12/08/2005	12/08/2005 09:18:46 AM
▼ 02/22/2006					
▼ ITM Customer Advisory Council					
Backgrounder		Newbum, Heat Barbara Barker		12/02/2005	12/05/2005 12:14:34 PM
Agenda		Newbum, Heat Barbara Barker		12/05/2005	12/05/2005 12:15:19 PM
▼ 04/05/2006					
▼ Parker Hannifin					
Backgrounder		Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda		Meyer, Karl E. Cynthia Davis		11/09/2005	11/14/2005 11:43:46 AM
▼ 04/06/2006					
▼ Parker Hannifin					
Backgrounder		Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda		Meyer, Karl E. Cynthia Davis		11/21/2005	11/21/2005 03:35:42 PM
▼ 05/08/2006					
▼ Central EMEA Austin Briefing					
Backgrounder		Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda		Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:12 PM
▼ 05/09/2006					
▼ Central EMEA Austin Briefing					
Backgrounder		Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda		Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:49 PM
▼ 05/10/2006					
▼ Central EMEA Austin Briefing					

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Using your mouse, rollover the Menu bar.

Macromedia Captivate - [Open to status view.cp]

Slide 60 of 75

File Edit View Create Actions Help

Address

MarketBound

Return to Banner Page

SWG-Austin

Briefings

- by Status
- by Manager
- by Coordinator
- by Client
- by Period
- by Country
- Flat View

Calendar

Speakers

Reports

Search

Links

- Help & MCR Database
- Archive Database
- Open MB Teamroom

Correct! The Menu bar is near the top of the screen

	Form	Acct Exec	BC Contact	Created	Modified
▼ New					
▼ 2006					
▼ 03/01/2006					
▼ Sample	<input checked="" type="checkbox"/>	Elizabeth Bailey		12/11/2005	12/11/2005 11:16:23 PM
▼ Confirmed					
▼ 2006					
▼ 02/14/2006					
▼ Deutsche Bank					
Backgrounder		Schleicher, Kai Blair Drenner		12/07/2005	12/07/2005 03:21:57 PM
Agenda		Schleicher, Kai Blair Drenner		12/08/2005	12/08/2005 09:18:46 AM
▼ 02/22/2006					
▼ ITM Customer Advisory Council					
Backgrounder		Newbum, Heat Barbara Barker		12/02/2005	12/05/2005 12:14:34 PM
Agenda		Newbum, Heat Barbara Barker		12/05/2005	12/05/2005 12:15:19 PM
▼ 04/05/2006					
▼ Parker Hannifin					
Backgrounder		Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda		Meyer, Karl E. Cynthia Davis		11/09/2005	11/14/2005 11:43:46 AM
▼ 04/06/2006					
▼ Parker Hannifin					
Backgrounder		Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda		Meyer, Karl E. Cynthia Davis		11/21/2005	11/21/2005 03:35:42 PM
▼ 05/08/2006					
▼ Central EMEA Austin Briefing					
Backgrounder		Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda		Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:12 PM
▼ 05/09/2006					
▼ Central EMEA Austin Briefing					
Backgrounder		Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda		Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:49 PM
▼ 05/10/2006					
▼ Central EMEA Austin Briefing					

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Click the spot to take you to the Actions menu.

Macromedia Captivate - [Open to status view.cp]

Slide 60 of 75

MarketBound - Lotus Notes

File Edit View Create Actions Help

Address

Correct! Click on the Actions button to open the Actions menu

IBM MarketBound

Return to Banner Page

SWG-Austin

Briefings

- by Status
- by Manager
- by Coordinator
- by Client
- by Period
- by Country
- Flat View

Calendar

Speakers

Reports

Search

Links

- Help & MCR Database
- Archive Database
- Open MB Teamroom

Form	Acct Exec	BC Contact	Created	Modified
New				
2006				
03/01/2006				
Sample				
Backgrounder	Elizabeth Bailey		12/11/2005	12/11/2005 11:18:23 PM
Confirmed				
2006				
02/14/2006				
Deutsche Bank				
Backgrounder	Schleicher, Kai Blair Drenner		12/07/2005	12/07/2005 03:21:57 PM
Agenda	Schleicher, Kai Blair Drenner		12/08/2005	12/08/2005 09:18:46 AM
02/22/2006				
ITM Customer Advisory Council				
Backgrounder	Newbum, Heat Barbara Barker		12/02/2005	12/05/2005 12:14:34 PM
Agenda	Newbum, Heat Barbara Barker		12/05/2005	12/05/2005 12:15:19 PM
04/05/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/09/2005	11/14/2005 11:43:46 AM
04/06/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/21/2005	11/21/2005 03:35:42 PM
05/08/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:12 PM
05/09/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:49 PM

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Click on the selection which opens the briefing status window.

Macromedia Captivate - [Open to status view.cp]

Slide 61 of 75

MarketBound - Lotus Notes

File Edit View Create Actions Help

Address

Correct! Click on "Change Briefing Status" to open the Briefing Status window

IBM MarketBound

Return to Banner Page

SWG-Austin

Briefings

- by Status
- by Manager
- by Coordinator
- by Client
- by Period
- by Country
- Flat View

Calendar

Speakers

Reports

Search

Links

- Help & MCR Database
- Archive Database
- Open MB Teamroom

1. Change Briefing Status

2. Export Data

3. Add Agenda to Personal Calendar

4. Relink Documents

5. Change Briefing Date

6. Move selected docs to another center

7. Reset ISSO Program Number and Set Admin

ExportViewTotals

Other...

Add New Briefing

Add New MCB Event

Forward

Expand All

Collapse All

Lock Document

Unlock Document

View Options

Retrieve Entire Document

Form	Acct Exec	BC Contact	Created	Modified
New				
2006				
03/01/2006				
Sample				
Backgrounder	Elizabeth Bailey		12/11/2005	12/11/2005 11:18:23 PM
Confirmed				
2006				
02/14/2006				
Deutsche Bank				
Backgrounder	Schleicher, Kai Blair Drenner		12/07/2005	12/07/2005 03:21:57 PM
Agenda	Schleicher, Kai Blair Drenner		12/08/2005	12/08/2005 09:18:46 AM
02/22/2006				
ITM Customer Advisory Council				
Backgrounder	Newbum, Heat Barbara Barker		12/02/2005	12/05/2005 12:14:34 PM
Agenda	Newbum, Heat Barbara Barker		12/05/2005	12/05/2005 12:15:19 PM
04/05/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/09/2005	11/14/2005 11:43:46 AM
04/06/2006				
Parker Hannifin				
Backgrounder	Meyer, Karl E. Cynthia Davis		11/07/2005	11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis		11/21/2005	11/21/2005 03:35:42 PM
05/08/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:12 PM
05/09/2006				
Central EMEA Austin Briefing				
Backgrounder	Scheidel, Peter Andres Ferraro		12/01/2005	12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro		12/05/2005	12/05/2005 01:59:49 PM

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

With your mouse, rollover the selection to move the backgrounder status to Confirmed.

Macromedia Captivate - [Open to status view.cp]

Slide 62 of 75

MarketBound - Lotus Notes

Address

MarketBound

Change Briefing Status

Select New Briefing Status

- Draft
- New
- Pending
- Confirmed
- Completed
- Postponed
- Cancelled
- Cancelled within 10 Days
- Declined

Correct! Select "Confirmed" to change the backgrounder status to Confirmed

Contact	Created	Modified
	12/11/2005	12/11/2005 11:16:23 PM
Drenner	12/07/2005	12/07/2005 03:21:57 PM
Drenner	12/08/2005	12/08/2005 09:18:46 AM
▼ 02/22/2006		
▼ ITM Customer Advisory Council		
Backgrounder	Newbum, Heat Barbara Barker	12/02/2005 12/05/2005 12:14:34 PM
Agenda	Newbum, Heat Barbara Barker	12/05/2005 12:05/2005 12:15:19 PM
▼ 04/05/2006		
▼ Parker Hannifin		
Backgrounder	Meyer, Karl E. Cynthia Davis	11/07/2005 11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis	11/09/2005 11/14/2005 11:43:46 AM
▼ 04/06/2006		
▼ Parker Hannifin		
Backgrounder	Meyer, Karl E. Cynthia Davis	11/07/2005 11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis	11/21/2005 11/21/2005 03:35:42 PM
▼ 05/08/2006		
▼ Central EMEA Austin Briefing		
Backgrounder	Scheidel, Peter Andres Ferraro	12/01/2005 12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro	12/05/2005 12/05/2005 01:59:12 PM
▼ 05/09/2006		
▼ Central EMEA Austin Briefing		
Backgrounder	Scheidel, Peter Andres Ferraro	12/01/2005 12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro	12/05/2005 12/05/2005 01:59:49 PM

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Click OK.

Macromedia Captivate - [Open to status view.cp]

Slide 62 of 75

MarketBound - Lotus Notes

Address

MarketBound

Change Briefing Status

Select New Briefing Status

- Draft
- New
- Pending
- Confirmed
- Completed
- Postponed
- Cancelled
- Cancelled within 10 Days
- Declined

Correct! Click OK for the status change to be made

Contact	Created	Modified
	12/11/2005	12/11/2005 11:16:23 PM
Drenner	12/07/2005	12/07/2005 03:21:57 PM
Drenner	12/08/2005	12/08/2005 09:18:46 AM
▼ 02/22/2006		
▼ ITM Customer Advisory Council		
Backgrounder	Newbum, Heat Barbara Barker	12/02/2005 12/05/2005 12:14:34 PM
Agenda	Newbum, Heat Barbara Barker	12/05/2005 12:05/2005 12:15:19 PM
▼ 04/05/2006		
▼ Parker Hannifin		
Backgrounder	Meyer, Karl E. Cynthia Davis	11/07/2005 11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis	11/09/2005 11/14/2005 11:43:46 AM
▼ 04/06/2006		
▼ Parker Hannifin		
Backgrounder	Meyer, Karl E. Cynthia Davis	11/07/2005 11/17/2005 12:56:07 PM
Agenda	Meyer, Karl E. Cynthia Davis	11/21/2005 11/21/2005 03:35:42 PM
▼ 05/08/2006		
▼ Central EMEA Austin Briefing		
Backgrounder	Scheidel, Peter Andres Ferraro	12/01/2005 12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro	12/05/2005 12/05/2005 01:59:12 PM
▼ 05/09/2006		
▼ Central EMEA Austin Briefing		
Backgrounder	Scheidel, Peter Andres Ferraro	12/01/2005 12/05/2005 01:58:17 PM
Agenda	Scheidel, Peter Andres Ferraro	12/05/2005 12/05/2005 01:59:49 PM

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp

1024x768

Post Test

1. Assesses objectives 1 and 1.1

Macromedia Captivate - [Open to status view.cp]

Slide 6 of 75

Edit Close preview

Multiple choice

The MarketBound database icon can be located where?

- A) Lotus Notes welcome screen
- B) Lotus Notes Workspace
- C) w3.ibm.com
- D) Personal address book

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

2. Assesses objectives 1 and 1.2

Macromedia Captivate - [Open to status view.cp]

Slide 7 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blank.

To open the MarketBound database from the Lotus Notes Workspace, one must <1> the MarkeBound database icon.

1

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

3. Assesses objectives 1 and 1.3

Macromedia Captivate - [Open to status view.cp]

Slide 8 of 75

Edit Close preview

True/False

One can navigate to the Status view in MarketBound by clicking on the words "by Status" in the MarketBound navigation bar.

A) True Correct! Click this box to continue

B) False

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

4. Assesses objective 2

Macromedia Captivate - [Open to status view.cp]

Slide 9 of 75

Edit Close preview

Multiple choice

Before a background document is moved to Confirmed Status, it is likely located under which other status?

A) New

B) Pending Correct - Click to continue

C) Completed

D) Both A and B

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

5. Assesses objective 3

Macromedia Captivate - [Open to status view.cp]

Slide 10 of 75

Edit Close preview

True/False

When moving a backgrounder document from one status to another, it is appropriate to take a shortcut even if editing needs to be performed within the document.

A) True

B) False

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

6. Assesses objective 4

Macromedia Captivate - [Open to status view.cp]

Slide 11 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blank.

When moving a backgrounder document from one status to another, a shortcut can be taken by accessing the <1> menu.

1 Actions

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

7. Assesses objectives 4.1 and 4.2

Macromedia Captivate - [Open to status view.cp]

Slide 12 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blanks.

The <1> menu is located on the <2> bar.

1 Actions

2 Menu

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

8. Assesses objective 5

Macromedia Captivate - [Open to status view.cp]

Slide 13 of 75

Edit Close preview

Multiple choice

To change the background document's status in edit mode, the drop-down menu can be found where?

A) At the bottom of the document

B) In the middle of the document

C) At the top of the document

D) There is no drop-down menu located within the document

Correct! Click this box to continue

Submit

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768

9. Assesses objectives 6 and 6.1

Macromedia Captivate - [Open to status view.cp]

Slide 14 of 75

Edit Close preview

Fill in the blank

Complete the sentence below by filling in the blanks.

In order to save the backgrounder document, one may click the <1> button or the <2> button.

1 Correct! Click this box to continue

2

Movie path: C:\Documents and Settings\Administrator\My Documents\My School Application\MIT 500\Course Project\Open to status view.cp 1024x768