Gradekeeper

Gradekeeper is a new and easy to use grade book software that is now available to our faculty at Eastern Campus.

With this software you can record grades and attendance for the entire school year. You can add students, assignments, and scores to your grade book by just clicking and typing. Gradekeeper is beneficial, saving you time by managing your grade book more efficiently. It gives a variety of grading options and generates helpful reports.

Gradekeeper is available in the Academic Excellence Center (E3-3300). For more information on how you can gain access to this new software, contact the Eastern Campus Academic Training Specialist, Ashok Singh, at 216-987-2447 or by email at ashok.singh@tri-c.edu.
"Good morning – How are you? Fine I hope. I am doing wonderful today and you know what—today is going to be a good day." That is the type of greeting most people will receive with a huge smile from Office Assistant, Dawn Williams. Dawn’s warm smile, mischievous actions, and positive attitude has added much to the staff of the Technology Learning Center, LRC and Library.

Dawn has been with the college since January, 2003. She started as a part-time staff assistant and then became a temporary full-time staff assistant. When the opportunity presented itself for a full time position, she was selected as a full-time Office Assistant for the TLC/LRC/Library. Dawn admitted that she had never worked any place where a management team supported her ideas and supported her to be successful.

One thing that attracts most people to Dawn is her cheery attitude. We wanted to know what contributes to her positive and can-do attitude. Dawn stated “simply being determined to prove negative persons that they are wrong.” She told us that her last name wasn’t Williams for nothing because if there is “a Will to do” then “Will”iams can do it!

Many feel that Dawn’s presence has added much to the morale of the TLC/LRC and Library areas.

Dawn has already made positive contributions to the college. One contribution is the implementation of the newsletter that you are now reading. She is the managing editor of the TLC Communicator and has already received rave reviews regarding the newsletter. Dawn stated “doing the newsletter has allowed me to show my creativity. I put a lot of my heart, soul and tears into it.” One of Dawn’s favorite features of the newsletter is the employee spotlight. She says that “it allows you to be nosy (ha ha) about your fellow employees and helps you to get to know them better.” Dawn also likes to use the “Joke of the Day” feature in order to keep it light and positive. She has also designed and implemented an awards and incentive program for our support staff. She was instrumental in implementing our “First Annual Hat Day” and just recently “Wacky Tie Day”.

Looking to the future, Dawn plans to advance her career and to continue to provide good customer service for the College. We asked Dawn did she have any words of wisdom she would like to offer her readers and she said “never waste time thinking about the things you should have done but be more diligent about planning a better and positive future.” Good advice!

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**Did You Know…?**

Did you know that you can use a scanner in the TLC to scan your old 35mm slides, save or burn them to a disk and then have them printed out at your favorite photo shop?

We have 2 PC scanners, stations # 75 & 76, one of them can be used for scanning 35mm slides in addition to flat pictures, 3 dimensional objects and more. Both of the PC scanners have TextBridge, a software program used for scanning text into a Wordpad document. There are instructions for using the PC scanners, whether you want to convert text or scan a picture. It’s easy to use; however, if you need assistance, a tutor or a TLC representative can help. We also have one Mac scanner. It is recommended that you know how to use the software programs loaded on the Mac before using the scanner since we currently do not provide instructions.
“Getting to Know You” Luncheon

On Thursday, October 14, 2004 we had our first of many “Brown Bag” luncheons. The purpose of this luncheon was to get to know our staff better. Everyone was asked to bring in their favorite lunch and enjoy the host and the company of their co-workers. Our mystery host, Terry Hancock, taught us all about the wonderful world of classical music. We learned that he plays the clarinet and has an awe-inspiring opera trained voice! We also learned that he had the opportunity to perform in professional recordings. This luncheon was a complete success! The Library/LRC/TLC staff are all looking forward to our next “Brown Bag” luncheon. In the future, each luncheon will be hosted by a different staff member who will demonstrate and talk to us about what their special interests or hobbies are. Below are just a few comments from our staff about our first luncheon:

“I had no idea Terry is so talented and musically oriented. Bravo! Bravo!”

“Just knowing that Mr. Hancock has many talents from instruments to voice is great.”

“Terry did a great job! The luncheon was fun and a good way to learn the lesser known facts about the boss!”

Wacky Tie Day!

Wacky Tie Day was held on Thursday, October 21, 2004. The staff wore ties, from silly to sophisticated, as another morale booster for the Library, LRC, and TLC departments.

The customers also were involved by voting on one of three categories: wackiest, tackiest, or most colorful tie.

With a “tie” of votes, Linda Starling and Terry Lee were both the winners of the wackiest tie. Jennifer Jackson, was our tackiest tie winner and Olivia Cartwright was the winner of the most colorful tie.

The staff eagerly awaits our next fun event!
Make a style statement with worksheet tabs

If you have a workbook with loads of worksheets and you’re having trouble remembering which one is which, you can customize the little tab at the bottom of each worksheet to identify it in a special way, with a color.

To color one sheet

1. Right-click the tab you want to color, and then click **Tab Color** on the shortcut menu.

Go wild.

To color all sheets in the workbook

1. Right-click any worksheet tab, and then click **Select All Sheets** on the shortcut menu.

2. Right-click the tab again, and then click **Tab Color** on the shortcut menu.

Again, go wild.

**TLC/Library Hours of Operation**

The Technology Learning Center and Library are open on the following days:

Monday—Thursday  Friday
8 a.m.—10 p.m.    8 a.m.—5 p.m.

Saturday
8 a.m.—4 p.m.

Sunday—Closed

**Special Thanks To The Following Who’ve Helped Make This Issue of The TLC Communicator Possible:**

Terry Hancox—Library/LRC/TLC
Jackie Pulliam—TLC
Cindy Silver—TLC
Nikhil Chand—TLC
Ashok Singh—TLC

We’d like to hear your comments on our newsletter. If there’s something special you’d like to add to our next issue, please contact Dawn J. Williams, office assistant, at 216-987-2121 or by email, Dawn.Williams@tri-c.edu.