New Software for Skills Center ⇒ Flow Chart

Instructor/Department

- Previews software.
- Identifies how program is to be used, what level(s) of course sequence program belongs to, maximum # of users expected at any one time, and what the program is to be called on the Skills Center menu.
- Decides whether program can be made available to all FC Students or just specific courses.
- Sends program and information to ASC Director/ Skills Center staff.

ASC Director/Skills Center Staff

- Logs in software.
- Sends software to MSC.

MSC

- Determines program networkability, compatibility, and other technical issues.
- Notifies ASC Director/Skills Center staff and returns program to ASC.

ASC/Skills Center

- Determines licensing arrangements.
- Determines program costs.
- Notifies Instructor/Department/ Division.

Division (Option A -- Preferred)

- OKs purchase.
- Notifies ASC/Skills Center of budget number to charge.
- ASC/Skills Center orders program.
- ASC/SC sends program to MSC.

Division (Option B -- Alternative)

- OKs purchase.
- Orders program.
- Delivers program to ASC/Skills Center.
- ASC/SC sends program to MSC.

MSC

- Installs program on network.
- Updates Skills Center menu.
- Re-images Skills Center.
- Notifies ASC/Skills Center when program is ready to use.

ASC/Skills Center

- Notifies Division/Dept. Instructor that program is ready for use.
- Works with Instructor(s) to write needed Directions for students.

Department/Instructor

- Prepares worksheets, etc. for students and/or lab manuals.
- Assigns program to students.