

# Extension Personnel Download Guide for Group Instruction Content

**extOL**  
*UT Extension Online Learning*

**SharePoint™**  
*UTIA Technology Services*

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

If you wish to complete the online certification as an in-service and receive HR128 credit for doing so, please follow the instructions in Extension publication W186, “Extension Personnel Online & On-Site User’s Guide for PSEP Programs.”

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## Extension Personnel Download Guide for Group Instruction Content

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## Introduction

The SharePoint™ site named “PSEP” is used as an online resource center by UT Extension agents for quick access to all materials relating to PSEP program delivery. All information needed for your successful downloading of group instruction SharePoint 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 SharePoint site named “PSEP” 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 (the PSEP program materials have been made “download compatible” by resources with UT Extension Online Learning). The advantages to this delivery system are as follows:

- Agents can download recently updated training presentations from the SharePoint 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

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 Personnel Download Program Content

Let's cover how Extension personnel will download material from the PSEP SharePoint site.

Step	Task	✓
1	<p><u>Logging into SharePoint</u></p> <ul style="list-style-type: none"> <li>▪ Go to PSEP SharePoint site at: <a href="http://utia.tennessee.edu/epp/PSEP/">http://utia.tennessee.edu/epp/PSEP/</a></li> <li>▪ Enter your Net ID with "utk\" preceding your username. For example, "jsmith" would be entered as "utk\jsmith"</li> <li>▪ Enter your Net ID password and click the "OK" button.</li> </ul>	
2	<p><u>Preparing your Presentation Computer</u></p> <ul style="list-style-type: none"> <li>▪ Familiarize yourself with the SharePoint site by viewing the <b>Introduction</b> presentation.</li> <li>▪ Read the <b>Necessary Downloads for Group Presentations</b> section.</li> <li>▪ Follow the instructions and click on each link to download the software needed to access and present the group instruction content.</li> <li>▪ View the <b>How to Set Up Your PC</b> presentation and make any necessary adjustments to your computer system.</li> </ul>	
3	<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>▪ Find the document library under <b>Documents</b> located in the left-hand navigation pane that is labeled with the name of the program you are required to present to your clientele.</li> <li>▪ The program material to download can be found in the folders listed. Open these folders by clicking on them to view the downloadable content links for each program.</li> <li>▪ Click on the links for the Pre- and Post-Tests (if available). The tests will open in your browser window after you select "Read Only" and "OK."</li> <li>▪ 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. Click the Printer icon to print copies of the pre- and post-tests.</li> <li>▪ Find the content download link for the presentation component of the program in the 02 folder. 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 and click Save.</li> </ul>	

Step	Task	✓
4	<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: “[program 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>	
5	<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 2: 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>	
6	<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 instructions found in the “how-to-use-this-download.txt” file to present.</li> <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 SharePoint site to download all needed software (see Step 2 above). Make sure your</li> </ul>	

Step	Task	✓
	<p>presentation computer has a working CD-ROM drive and is loaded with an up-to-date Internet browser.</p> <ul style="list-style-type: none"> <li>▪ <b>SPECIAL NOTE:</b> The multimedia-based presentations that make up the PA and CA 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.</li> </ul>	

## 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
- What is expected from you in regard 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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