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J. Foster  
University of Newcastle  
M. Isaacs  
University of Glasgow  
M. Prior  
connect.com.au Pty Ltd  
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## Catalogue of Network Training Materials

Produced as a collaborative effort by the Joint IETF/TERENA(RARE)  
Network Training Materials - Working Group (TRAINMAT)

### Status of this Memo

This memo provides information for the Internet community. This memo does not specify an Internet standard of any kind. Distribution of this memo is unlimited.

### Abstract

The purpose of this document is to provide a catalogue of quality Network Training Materials for use by Internet trainers in training their users. By providing such a collection of pointers to useful resources, it is hoped that trainers will be relieved of much of the load of producing current training materials.

### Table of Contents

1.	Introduction . . . . .	2
2.	How the information was collected . . . . .	3
3.	What is covered? . . . . .	3
4.	Updating information . . . . .	4
5.	Network Training Materials . . . . .	4
	Internet Passport: NorthWestNet's Guide to Our World Online .	5
	The Net: User Guidelines and Netiquette . . . . .	6
	Emily Postnews Answers Your Questions on Netiquette . . . . .	7
	Surfing the Internet . . . . .	8
	A Guide to Electronic Mail . . . . .	9
	Course Notes and Exercises: Networked Information Services 1:	
	Janet . . . . .	10
	SURFnet Guide 94/95 . . . . .	11
	A Cruise of the Internet . . . . .	12
	Information Sources: the Internet and Computer-Mediated . . .	
	Communication . . . . .	14
	The Whole Internet User's Guide and Catalogue (2nd ed.) . . .	15
	Network Training Pack . . . . .	16
	Janet Hunt . . . . .	17

An Introduction to Using the Internet at St. Louis University School of Law . . . . .	18
"Where to Start" for New Internet Users . . . . .	19
Introduction to the Internet II . . . . .	20
Internet Hunt . . . . .	21
LIBCAT . . . . .	22
A Guide To Internet/Bitnet v.2.0 . . . . .	23
Network Services on Janet and Internet: A Lunch Time seminar for Library Staff . . . . .	24
SOSIG Documentation and Training Materials . . . . .	25
University of Washington Internet training . . . . .	26
Global Quest Video . . . . .	27
Introducing the Internet: A Trainer's Workshop. . . . .	28
All About Internet FTP: Learning and Teaching to Transfer Files on the Internet. . . . .	29
The Computer Chronicles . . . . .	30
The Video Guide to the Internet . . . . .	31
INTERNET, The Video Tape . . . . .	32
Crossing the Internet Threshold, 2nd ed. . . . .	33
Charm Net's Learning Page: Books, Tutorials, Hint sheets . . . . .	34
Internet Training and Tutorials . . . . .	35
Internet Resources . . . . .	36
Network Training Materials Gopher (trainmat) . . . . .	37
Computers: Internet: Beginner's Guides . . . . .	38
Internet Web Text . . . . .	39
Using KULEuvenNet and Internet . . . . .	40
TONIC: The Online Netskills Interactive Tutorial . . . . .	41
6. Acknowledgements . . . . .	42
7. Security Considerations . . . . .	42
8. Authors' Addresses . . . . .	43
Appendix A: Network Training Material Template . . . . .	44
Appendix B: Notes on completing the TrainMat template . . . . .	45
Appendix C: Summary of Related Mailing Lists . . . . .	54

## 1. Introduction

As the range of information and services on the Internet expands, so does the potential user population. Given the significant investment in the network and the various networked information and data services, it is essential that the broad spectrum of potential users are made aware of these services. In particular they require training in using these facilities and in making effective use of the tools available for searching for and retrieving information available on the global network.

The rapid expansion of the user base has made it difficult for network trainers to keep up with the demand for training. Librarians, Computing Service staff and subject-based Network Support staff all have a vital role to play in training users. Easy access to quality network training materials and the pooling of resources will help spread the load.

The purpose of this document is to provide a catalogue of quality Network Training Materials for use by Internet trainers. By providing such a collection of pointers to useful resources, it is hoped that trainers will be relieved of much of the load of producing current training materials. The intention is to make this a "living document". It will be held on-line so that each section may be updated separately as appropriate.

## 2. How the information was collected

The information contained in this report was collected over the network by volunteers from the Trainmat Working Group from the contacts for each network training resource using the Trainmat template (see Appendix A). The contents of this template had been discussed by the Trainmat WG at its meetings and on the mailing list. The decision on whether or not to include an item was made by the members of the working group.

## 3. What is covered?

This catalogue covers network training materials. These are categorised as follows:

**Presentation Material:** including OHP masters, speaker's hand-outs and speaker's notes

**Workshop Exercises:** including workshop hand-outs as well as detailed instructions for undertaking hands-on exercises

**Self-Paced Material:** including online tutorials

Some material such as selected User Guides, Resource Guides and Trainer Guides are of particular use to trainers and have been included as appropriate. The resource lists included are those assembled for training purposes and those frequently used or referred to in training.

Special Online Collections of training materials are now available and a selection of these is included.

The full list of Categories used is:

- User Guides
- Resource Guides
- Trainer Guides
- Presentation Material
- Workshop Exercises
- Self-Paced Material
- Online Collections

#### 4. Updating information

The catalogue is available online. As this will be more up to date than the RFC version, the online version should be used as the basis for any updates. The WWW version of the document provides a mechanism, through an HTML form, to send updates (and new material) to the maintainers of this catalogue.

To access the document online you may use the World Wide Web using:

- <http://www.trainmat.ietf.org/catalogue.html>
- <http://www.trainmat.ietf.org/template.html>

Updates to the catalogue are welcome and can be made by either completing a template and sending it to "catalogue@connect.com.au" or (preferably) by using the HTML form on the World Wide Web

- <http://www.trainmat.ietf.org/form.html>

The new and revised entries are reviewed by a small international editorial board made up of TRAINMAT volunteers. The updating of the catalogue is done on a best effort basis and is subject to review.

#### 5. Network Training Materials

This section contains the completed templates of network training material, as received by the publication date of this document. The online versions of this document may have more up to date material. The material falls into the following broad categories (see also section 3):

- User Guides
- Resource Guides
- Trainer Guides
- Presentation material
- Workshop exercises
- Self-paced material
- On-Line Collections

Template-Type: Trainmat

Handle: 2

Category: User Guides

Country: US - United States

Title: Internet Passport: NorthWestNet's Guide to Our World Online

Author-Name: NorthWestNet

Author-Email:

Organization-Name: NorthWestNet

Organization-Address: 15400 SE 30th Place, Suite 202 Bellevue, WA 98007

Audience-Level: Beginner

Language: EN - English

Keywords: Internet; Network services; OPACs, databases; Usenet News; electronic mail, WWW, gopher, ftp, archie, telnet, WAIS, directory services, electronic publications, information provision, security, health care, K-12, supercomputing.

Description: Step-by-step manual, covering the current tools and resources of the Internet with explanations by information professionals and experienced Internet trainers.

Contact-Name:

Contact-Address:

Contact-Phone: +1 206-562-3000

Contact-Email: passport@nwnet.net

Latest-Revision-Date: January 1995

Cost: US 29.95

Access-Type: www

URL: <URL:http://www.nwnet.net/passport>

Access-Type: printed guide

Publisher-Name: Prentice Hall

Publisher-Address:

Publisher-Phone:

Size: 667 pp.

Reference: ISBN 0-13-194200-X

Notes: Information on ordering is available from:

<http://www.nwnet.net/homepage/abtpassport/passhome.html>

Record-Last-Verified-Date: October, 1995

Record-Last-Modified-Date: October, 1995

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 7

Category: User Guides

Country: US - United States

Title: The Net: User Guidelines and Netiquette

Author-Name: Rinaldi, Arlene H.

Author-Email: rinaldi@acc.fau.edu

Organization-Name: Information Resource Management, Florida Atlantic  
University, USA

Organization-Address:

Audience-Level: Beginner

Language: EN - English

Language: DE - German

Language: IT - Italian

Language: ES - Spanish

Language: FR - French

Language: PT - Portuguese

Language: JA - Japanese

Keywords: netiquette; network applications; Usenet; ethics

Description: Guide to responsible practice in making use of network  
services. Gives guidelines in areas of telnet, ftp, e-mail,  
Listserv groups, mailing lists, Usenet, plus "The Ten  
Commandments for Computer Ethics."

Contact-Name: Rinaldi, Arlene

Contact-Address:

Contact-Phone:

Contact-Email: rinaldi@acc.fau.edu

Latest-Revision-Date: January 1996

Cost: free

Access-Type: www

URL: <URL:http://www.fau.edu/rinaldi/netiquette.html>

Notes: The translated versions may not necessarily have the same  
'Latest-Version' date as the original.

Record-Last-Verified-Date: February 1996

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Wright, Emma F.

Record-Last-Modified-Email: Emma.Wright@newcastle.ac.uk

Template-Type: Trainmat

Handle: 8

Category: User Guides

Country: US - United States

Title: Emily Postnews Answers Your Questions on Netiquette

Author-Name: Templeton, Brad

Author-Email: brad@clarinet.com

Organization-Name:

Organization-Address:

Audience-Level: Intermediate

Language: EN - English

Language: DE - German

Language: FR - French

Keywords: advice, netiquette, satire

Description: Lessons about network etiquette through advice on good practice, heavily laden with irony.

Contact-Name: Templeton, Brad

Contact-Address:

Contact-Phone:

Contact-Email: brad@clarinet.com

Latest-Revision-Date: May 1995

Cost: free

Access-Type: ftp

URL: <URL:ftp://pit-manager.mit.edu/pub/usenet-by-group/news.answers/news/emily-postnews/part1>

Notes:

Record-Last-Verified-Date: February 1996

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Wright, Emma F.

Record-Last-Modified-Email: Emma.Wright@newcastle.ac.uk

Template-Type: Trainmat

Handle: 10

Category: User Guides

Country: US - United States

Title: Surfing the Internet

Author-Name: Polly, Jean Armour

Author-Email:

Organization-Name: Net-mom.com

Organization-Address: Net-mom.com 4146 Barker Hill Rd. Jamesville NY  
13078

Audience-Level: Beginner

Language: EN - English

Keywords:

Description: Overview of the Internet with somewhat of a focus on education. Includes projects underway and various kinds of services, including bulletin board systems, databases, OPACS, listservs, and muses. Gives contacts for getting connected and discusses common Internet tools. Magazine article, which is included in the ftp file, is a non-technical introduction to the Internet without the specific information given in the ftp file.

Contact-Name: Polly, Jean Armour

Contact-Address: Net-mom.com  
4146 Barker Hill Rd.  
Jamesville  
NY 13078

Contact-Phone: +1 315-469-8670

Contact-Email: polly@well.com

Latest-Revision-Date: May 1993

Cost: free

Access-Type: ftp

URL: <URL:ftp://nysernet.org/pub/resources/guides/surfing.2.0.3.txt>

File-Size: 60 K

Access-Type: journal article

Publisher-Name: Wilson Library Bulletin

Publisher-Address:

Publisher-Phone:

Size: 2 pp.

Reference: v. 66 no. 10, pp. 38-39

Notes:

Record-Last-Verified-Date: February 1996

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Shepstone, Jon

Record-Last-Modified-Email: J.P.Shepstone@newcastle.ac.uk



Template-Type: Trainmat

Handle: 14

Category: User Guides

Country: GB - Great Britain

Title: A Guide to Electronic Mail

Author-Name: Brack, Verity

Author-Email: V.Brack@sheffield.ac.uk

Organization-Name: Academic Computing Services Dept, University of Sheffield

Organization-Address: Sheffield S10 2TN, UK

Audience-Level: Intermediate

Language: EN - English

Keywords: e-mail; Janet; gateways; names; addresses; networks

Description: Details of using e-mail from Sheffield to other sites and networks, including sending files by e-mail. Section on use of gateways. Some site-specific information.

Contact-Name: Brack, Verity

Contact-Address: Academic Computing Services  
University of Sheffield  
Sheffield S10 2TN

Contact-Phone: +44 114 282 4253

Contact-Email: V.Brack@sheffield.ac.uk

Latest-Revision-Date: October 1994

Cost: free

Access-Type: email

Access-Email: V.Brack@sheffield.ac.uk

File-Size: 222,744 bytes

Content-Type: Word for Windows

Email-Command: send a message to Verity Brack asking for ppnotesmail2

Access-Type: printed booklet

Publisher-Name: ACS, University of Sheffield

Publisher-Address:

Publisher-Phone:

Size: 39 pages, A4

Reference: Mail2

Notes:

Record-Last-Verified-Date: October 94

Record-Last-Modified-Date: October 94

Record-Last-Modified-Name: Brack, Verity

Record-Last-Modified-Email: V.Brack@sheffield.ac.uk

Template-Type: Trainmat

Handle: 58

Category: Self-paced Material

Country: GB - Great Britain

Title: Course Notes and Exercises: Networked Information Services 1:  
Janet

Author-Name: Brack, Verity

Author-Email: V.Brack@sheffield.ac.uk

Organization-Name: Academic Computing Services, University of Sheffield

Organization-Address: Sheffield S10 2TN, UK

Audience-Level: Beginner

Language: EN - English

Keywords: Janet; use; bulletin boards; information services

Description: Notes and exercises covering the use of information  
services on Janet. Includes using the NISS gateway, the NISS and  
BUBL bulletin boards, Janet News, OPACs and the X.500 directory  
service.

Contact-Name: Brack, Verity

Contact-Address: Academic Computing Services  
University of Sheffield  
Sheffield S10 2TN

Contact-Phone: +44 114 282 4253

Contact-Email: V.Brack@sheffield.ac.uk

Latest-Revision-Date: September 1994

Cost: free for non-commercial use

Access-Type: email

Access-Email: V.Brack@sheffield.ac.uk

File-Size: 140,870 bytes

Content-Type: Word for Windows

Email-Command: send a message to Verity Brack asking for

Access-Type: booklet

Publisher-Name: Academic Computing Services, University of Sheffield

Publisher-Address: Sheffield S10 2TN

Publisher-Phone:

Size: 8 pages, A4

Reference: CN-Comms1

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Brack, Verity

Record-Last-Modified-Email: V.Brack@sheffield.ac.uk

Template-Type: Trainmat

Handle: 61

Category: User Guides

Country: NL - Netherlands

Title: SURFnet Guide 94/95

Author-Name: Geerlings, Ben; Heijne, Maria; Stals, Bert

Author-Email:

Organization-Name: SURFnet BV

Organization-Address: Utrecht

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: Comprehensive guide to services accessible via SURFnet complete with access details. Explains in non-technical language about networks, e-mail, remote login, file transfer, bulletin boards, remote job entry, electronic conferencing, etc.

Contact-Name: Geerlings, Ben

Contact-Address: SURFnet BV

P0 Box 19035

3501 DA Utrecht

The Netherlands

Contact-Phone: +31 30 310290

Contact-Email: info@SURFnet.nl

Latest-Revision-Date: 1994

Cost: free

Access-Type: ftp

URL: <URL:ftp://ftp.nic.SURFnet.nl/surfnet/publications/guide/>

File-Size: 329 K

Access-Type: book

Publisher-Name: SURFnet bv

Publisher-Address: SURFnet BV

P0 Box 19035

3501 DA Utrecht

The Netherlands

Publisher-Phone: +31 30 310290

Size: 265 pp.

Reference: ISBN 90-74719-01-5

Notes: Special contributions: Janneke Abbema, Xander Jansen, Pien Verhorst Available in Dutch and English, and in ascii, Word Perfect, and postscript formats.

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 64

Category: User Guides

Country: US - United States

Title: A Cruise of the Internet

Author-Name: Burdick, Steve

Author-Email:

Organization-Name: Merit Network Inc.

Organization-Address: Ann Arbor, Mich.

Audience-Level: Beginner

Language: EN - English

Keywords: basic introduction internet

Description: Merit's "Cruise of the Internet" is a computer-based tutorial for new as well as experienced Internet "navigators." The Cruise will introduce you to Internet resources as diverse as supercomputing, minorities, multimedia, and even cooking. It will also provide information about the tools needed to access those resources.

Contact-Name: Ward, Jo Ann

Contact-Address: Merit Network Inc.

Information Services

2901 Hubbard

Pod G

Ann Arbor

MI 48105

Contact-Phone:

Contact-Email: [cruise2feedback@merit.edu](mailto:cruise2feedback@merit.edu)

Latest-Revision-Date: 1992

Cost: free (US\$10 for diskette version)

Access-Type: ftp

URL: <URL:<ftp://nic.merit.edu/internet/resources/cruise.dos/>>

File-Size: approx. 1.5 MB

Requirements: This tutorial will run on any IBM-DOS or DOS-compatible computer which is equipped to display 256 colors at an aspect ratio of 640 x 480. To run the Cruise tutorial you will need - An IBM-DOS or DOS-compatible computer - XGA- or XGA-compatible adapter set to display 256 colors at 640 x 480 - Microsoft Windows(TM) version 3.1 running in enhanced mode - Approximately 1.5 MB of disk space - 2 MB RAM minimum

Access-Type: ftp

URL: <URL:ftp://nic.merit.edu/internet/resources/cruise.mac/>

File-Size: approx. 1.5 MB

Requirements: This tutorial will run on any color Macintosh which is capable of displaying 256 colors. To run the Cruise tutorial you will need - A Macintosh II, LC or Quadra series computer - 8-bit color and any color monitor (12" minimum) - System 6.05 or 7.x - Approximately 3 MB of disk space - 4 MB RAM is recommended

Access-Type: disk

Publisher-Name: Merit Network, Inc., Information Services

Publisher-Address: 2901 Hubbard, Pod G Ann Arbor, MI 48105

Publisher-Phone:

Publisher-Email: cruise2feedback@merit.edu

Size: (1.44MB HD diskette only)

Notes:

Record-Last-Verified-Date: Never

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Mann, Dawn

Record-Last-Modified-Email: MANND@AdminA.RFERL.ORG

Template-Type: Trainmat

Handle: 68

Category: Resource Guides

Country: US - United States

Title: Information Sources: the Internet and Computer-Mediated  
Communication

Author-Name: December, John

Author-Email: decemj@rpi.edu

Organization-Name: Rensselaer Polytechnic Institute

Organization-Address: Troy, New York, USA

Audience-Level: Intermediate

Language: EN - English

Keywords: Computer mediated networked communication information

Description: The work's purpose is "to list pointers to information  
describing the Internet, computer networks, and issues related  
to computer-mediated communication (CMC)."

Contact-Name: December, John

Contact-Address:

Contact-Phone:

Contact-Email: decemj@rpi.edu

Latest-Revision-Date: December 95. Release 4.05

Cost: Free for non commercial use

Access-Type: ftp

URL: <URL:ftp://ftp.rpi.edu/pub/communications/internet-cmc.txt>

File-Size: 230KB (approx.)

Requirements: none

Access-Type: www

URL: <URL:http://www.rpi.edu/Internet/Guides/decemj/internet-cmc.html>

Notes:

Record-Last-Verified-Date: January 1995

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Scales, Walter

Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat

Handle: 69

Category: User Guides

Country: US - United States

Title: The Whole Internet User's Guide and Catalogue (2nd ed.)

Author-Name: Krol, Ed

Author-Email: info@ora.com

Organization-Name: O'Reilly & Associates

Organization-Address: 103 Morris Street, Suite A Sebastopol, CA 95472

Audience-Level: Intermediate

Language: EN - English

Keywords: User guide, resource guide, catalog

Description: A guide for both new and experienced users of the Internet. Utilities such as email, News, ftp are discussed along with some of the newer tools such as WWW, gopher and archie. A good resource section is provided as well.

Contact-Name: info@ora.com

Contact-Address:

Contact-Phone: +1 707 829 0515 or (800) 998-9938

Contact-Email: info@ora.com

Latest-Revision-Date: April 1994

Cost: Commercial

Access-Type: book

Publisher-Name: O'Reilly & Associates

Publisher-Address: 103 Morris Street, Suite A Sebastopol, CA 95472

Publisher-Phone: +1 707 829 0515 or (800) 998-9938

Publisher-Email: info@ora.com

Size: 572 pages

Reference: ISBN 1-56592-063-5

Notes:

Record-Last-Verified-Date: September 94

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Scales, Walter

Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat

Handle: 70

Category: Presentation Material

Country: GB - Great Britain

Title: Network Training Pack

Author-Name: Network Training Materials Project

Author-Email: mmi@dcsl.gla.ac.uk

Organization-Name: University of Newcastle

Organization-Address: Newcastle upon Tyne NE1 7RU UK

Audience-Level: Beginner/Intermediate

Language: EN - English

Keywords: networks, network training, networked information, network services

Description: A mix'n match set of generic training materials comprising presentations with notes, workshop exercises, handout sheets, etc. Intended to be taken and adapted by trainers in their local training programmes.

Contact-Name: Foster, Jill

Contact-Address: Computing Service

University of Newcastle

Newcastle upon Tyne NE1 7RU

Contact-Phone: +44 191 222 8080

Contact-Email: jill.foster@ncl.ac.uk

Latest-Revision-Date:

Cost: Free for non commercial use

Access-Type: ftp

URL: <URL:ftp://ftp.ncl.ac.uk/pub/network-training/trainpack/>

Requirements: Presentation files for PC Windows or Apple Mac require Microsoft PowerPoint or PowerPoint Viewer to run. Viewer is available free on this server.

Access-Type: gopher

URL: <URL:gopher://trainmat.ncl.ac.uk:7070/11/NetTrainPack/>

Requirements: Presentation files for PC Windows or Apple Mac require Microsoft PowerPoint or PowerPoint Viewer to run. Viewer is available free on this server.

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk



Template-Type: Trainmat  
Handle: 71  
Category: Workshop Exercises  
Country: GB - Great Britain  
Title: Janet Hunt  
Author-Name: Daniels, Graham  
Author-Email: lbx001@coventry.ac.uk  
Organization-Name: Bulletin Board for Libraries  
Organization-Address: University of Bath, Bath, UK  
Audience-Level: Intermediate  
Language: EN - English  
Keywords: JANET, Internet, quiz  
Description: Set of quizzes with answers  
Contact-Name: Daniels, Graham  
Contact-Address:  
Contact-Phone:  
Contact-Email: lbx001@coventry.ac.uk  
Latest-Revision-Date:  
Cost: Free

Access-Type: gopher  
URL: <URL:gopher://bubl.bath.ac.uk:7070/11/BUBL\_Main\_Menu/K/K02/K02A>

Notes:  
Record-Last-Verified-Date: January 96  
Record-Last-Modified-Date: January 96  
Record-Last-Modified-Name: Isaacs, Margaret  
Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 73

Category: User Guides

Country: US - United States

Title: An Introduction to Using the Internet at St. Louis University  
School of Law

Author-Name: Milles, Jim

Author-Email: millesjg@sluvca.slu.edu

Organization-Name: St Louis University School of Law Library

Organization-Address: St Louis, Missouri, USA

Audience-Level: Intermediate

Language: EN - English

Keywords: VAX, Pine, Email, telnet, ftp, kermit, Gopher

Description: Largely a local document, but has detailed descriptions of  
Pine and VAX mail systems. Also acts as a resource guide for  
legal information and e-mail lists.

Contact-Name: Milles, Jim

Contact-Address:

Contact-Phone:

Contact-Email: millesjg@sluvca.slu.edu

Latest-Revision-Date: May 94

Cost: Unknown

Access-Type: ftp

URL: <URL:ftp://lawlib.slu.edu/pub/millesjg/interlaw.exe>

File-Size: 138186

Requirements: Self-extracting archive to a WP file

Notes:

Record-Last-Verified-Date: February 1996

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Scales, Walter

Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat  
Handle: 74  
Category: Resource Guides  
Country: US - United States  
Title: "Where to Start" for New Internet Users  
Author-Name: Milles, Jim  
Author-Email: millesjg@sluvca.slu.edu  
Organization-Name: Saint Louis University School of Law Library  
Organization-Address: St Louis, Missouri, USA  
Audience-Level: Intermediate  
Language: EN - English  
Keywords: Bibliography, Internet  
Description: An annotated bibliography of books and ftp documents.  
Arranged by category of potential user.  
Contact-Name: Milles, Jim  
Contact-Address:  
Contact-Phone:  
Contact-Email: millesjg@sluvca.slu.edu  
Latest-Revision-Date: May 94  
Cost: Free

Access-Type: email  
Access-Email: listserv@ubvm.cc.buffalo.edu  
File-Size: 18095  
Content-Type: Text  
Email-Command: get newusers faq nettrain f=mail

Access-Type: ftp  
URL: <URL:ftp://lawlib.slu.edu/newusers.faq>  
File-Size: 18095

Access-Type: www  
URL: <URL:http://lawlib.slu.edu/newusers.htm>

Notes:  
Record-Last-Verified-Date: February 1996  
Record-Last-Modified-Date: February 1996  
Record-Last-Modified-Name: Scales, Walter  
Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat

Handle: 75

Category: Self-paced Material

Country: US - United States

Title: Introduction to the Internet II

Author-Name:

Author-Email:

Organization-Name: Globewide Network Academy

Organization-Address: Texas, USA

Audience-Level: Beginner

Language: EN - English

Keywords: Distance education, on-line courses, catalog, M00, Internet

Description: Online Internet course

Contact-Name:

Contact-Address:

Contact-Phone:

Contact-Email:

Latest-Revision-Date:

Cost: Free

Access-Type: www

URL: <URL:http://uu-gna.mit.edu:8001/uu-gna/text/internet/welcome.html>

Notes: Although this course is free, some Globewide Network Academy services are charged for, for example membership.

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Scales, Walter

Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat  
Handle: 76  
Category: Workshop Exercises  
Country: US - United States  
Title: Internet Hunt  
Author-Name: Gates, Rick  
Author-Email: rgates@locust.cic.net  
Organization-Name: University of Arizona  
Organization-Address: 1515E 1st Street, Tucson, Arizona, USA  
Audience-Level: Advanced  
Language: EN - English  
Keywords: quiz, Internet  
Description: Monthly quiz for individuals or teams, with useful archive  
(ceased April 1995)  
Contact-Name: Gates, Rick  
Contact-Address: Student and Lecturer  
                  hool of Information Resources  
                  University of Arizona  
                  1515E 1st St  
                  Tucson AZ  
Contact-Phone: +1 602 621-3958  
Contact-Email: rgates@locust.cic.net  
Latest-Revision-Date:  
Cost: Free

Access-Type: ftp  
URL: <URL:ftp://ftp.cic.net/pub/hunt>

Access-Type: gopher  
URL: <URL:gopher://gopher.cic.net:2000/11/hunt>

Access-Type: www  
URL: <URL:http://www.hunt.org/>

Notes:  
Record-Last-Verified-Date: January 1996  
Record-Last-Modified-Date: February 1996  
Record-Last-Modified-Name: Scales, Walter  
Record-Last-Modified-Email: Walter.Scales@newcastle.ac.uk

Template-Type: Trainmat

Handle: 78

Category: Resource Guides

Country: US - United States

Title: LIBCAT

Author-Name: Noonan, Dana

Author-Email: noonan@msus1.msus.edu

Organization-Name: Minnesota State University

Organization-Address: Minnesota

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: Describes library-related resources available via the Internet, such as online catalogs, library gophers, WWW servers, special collections, databases and bibliographies, discussion lists, etc. Links to many services.

Contact-Name: Noonan, Dana

Contact-Address:

Contact-Phone:

Contact-Email:

Latest-Revision-Date: January 1995

Cost: Free

Access-Type: www

URL: <URL:http://www.metronet.lib.mn.us/lc/lc1.html>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 79

Category: Resource Guides

Country: US - United States

Title: A Guide To Internet/Bitnet v.2.0

Author-Name: Noonan, Dana

Author-Email: noonan@msus1.msus.edu

Organization-Name: Minnesota State University

Organization-Address: Minnesota

Audience-Level:

Language: EN - English

Keywords: Telnet, ftp, Electronic Journals, Newsletters.

Description: A comprehensive overview of network resources.

Overwhelmingly North American bias. Covers e-mail lists, Usenet and library catalogs well, but has comparatively little detail about gopher, WWW etc. Early sections aimed at VAX users only. Good bibliography.

Contact-Name: Noonan, Dana

Contact-Address:

Contact-Phone:

Contact-Email:

Latest-Revision-Date: June 1995

Cost: Free

Access-Type: www

URL: <URL:http://www.metronet.lib.mn.us/guide/guide.html>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: February 1996

Record-Last-Modified-Name: Wright, Emma F.

Record-Last-Modified-Email: Emma.Wright@newcastle.ac.uk

Template-Type: Trainmat

Handle: 81

Category: Presentation Material

Country: GB - Great Britain

Title: Network Services on Janet and Internet: A Lunch Time seminar for Library Staff

Author-Name: Munroe, George & Kirkpatrick, Diana

Author-Email: G.Munroe@qub.ac.uk

Organization-Name: Queens University

Organization-Address: Belfast

Audience-Level: Intermediate

Language: EN - English

Keywords: JANET, Host connection, Email, File transfer, Clients and Servers, Gopher, WAIS, WWW.

Description: Seminar on Janet & the Internet

Contact-Name: Munroe, George

Contact-Address: Queens University Computer Centre  
Belfast BT7 1NN  
Northern Ireland

Contact-Phone:

Contact-Email: G.Munroe@Queens-Belfast.ac.uk

Latest-Revision-Date: March 1994

Cost: Free

Access-Type: www

URL: <URL:http://boris.qub.ac.uk/george/library/>

Notes:

Record-Last-Verified-Date: January 1996

Record-Last-Modified-Date: January 1996

Record-Last-Modified-Name: Hiom, Debra

Record-Last-Modified-Email: D.Hiom@bristol.ac.uk



Template-Type: Trainmat

Handle: 85

Category: On-Line Collections

Country: GB - Great Britain

Title: SOSIG Documentation and Training Materials

Author-Name: Huxley, Lesly & Ferguson, Nicky

Author-Email: lesly.huxley@bristol.ac.uk

Organization-Name: Centre for Computing in the Social Sciences

Organization-Address: University of Bristol, 8 Woodland Road, Bristol  
BS8 1TN

Audience-Level: Beginner/Intermediate

Language: EN - English

Keywords: Internet, Social science, Social Science Information Gateway  
(SOSIG), WWW, Telnet, Lynx, Information services, Netscape,  
Mailbase, NISS, Mailbase, Library Catalogue, Nameflow, BUBL.

Description: Collection of training and documentation specifically for  
social scientists.

Contact-Name: Huxley, Lesly

Contact-Address:

Contact-Phone: +44 117 928 8472

Contact-Email: lesly.huxley@bristol.ac.uk

Latest-Revision-Date: January 1996

Cost: Free

Access-Type: www

URL: <URL:http://sosig.ac.uk/training/training.html>

Access-Type: ftp

URL: <URL:ftp://sosig.ac/pub/sosig/doc>

Notes:

Record-Last-Verified-Date: January 1996

Record-Last-Modified-Date: January 1996

Record-Last-Modified-Name: Wright, Emma F.

Record-Last-Modified-Email: Emma.Wright@newcastle.ac.uk

Template-Type: Trainmat

Handle: 87

Category: Presentation material

Country: US - United States

Title: University of Washington Internet training

Author-Name: Larsson, Laura

Author-Email: larsson@u.washington.edu

Organization-Name: University of Washington

Organization-Address: Seattle, Washington, USA

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: A series of presentation graphics about the Internet,  
including material for trainers on Internet training

Contact-Name: Larsson, Laura

Contact-Address:

Contact-Phone:

Contact-Email: larsson@u.washington.edu

Latest-Revision-Date: 1994

Cost: Free

Access-Type: gopher

URL: <URL:gopher://nisp.ncl.ac.uk:7070/11/OtherMat/GeneralTrainMats/  
Washington/>

Requirements: Presentation files for PC Windows or Apple Mac require  
Microsoft PowerPoint or PowerPoint Viewer to run.

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Kessler, Gary

Record-Last-Modified-Email: kumquat@hill.com

Template-Type: Trainmat  
Handle: 90  
Category: User Guides  
Country: US - United States  
Title: Global Quest Video  
Author-Name: Sellers, Jennifer  
Author-Email: sellers@lupine.nsi.nasa.gov  
Organization-Name: NASA - K-12 Internet Initiative  
Organization-Address: US  
Audience-Level: Beginner  
Language: EN - English  
Keywords:  
Description: Video on benefits to schools on using the internet  
Contact-Name: Sellers, Jennifer  
Contact-Address:  
Contact-Phone:  
Contact-Email:  
Latest-Revision-Date:  
Cost: Commercial

Access-Type: video  
Publisher-Name: NASA  
Publisher-Address:  
Publisher-Phone:  
Publisher-Email: sellers@lupine.nsi.nasa.gov  
Size:

Notes:  
Record-Last-Verified-Date: Never  
Record-Last-Modified-Date: January 96  
Record-Last-Modified-Name: Dunlop, Angela  
Record-Last-Modified-Email: AT.Dunlop@ulster.ac.uk

Template-Type: Trainmat

Handle: 91

Category: Trainer Guides

Country: US - United States

Title: Introducing the Internet: A Trainer's Workshop.

Author-Name: Jaffe, Lee D.

Author-Email:

Organization-Name:

Organization-Address:

Audience-Level: Advanced

Language: EN - English

Keywords:

Description: "A good starting point for Internet trainers in developing their presentations... looking for support to use to develop their own materials. Plus version has the added feature of Powerpoint diskettes for PC Windows and MAC." (Anonymous review)

Contact-Name:

Contact-Address:

Contact-Phone:

Contact-Email:

Latest-Revision-Date: 1994

Cost: Commercial

Access-Type: book

Publisher-Name: Library Solutions Press

Publisher-Address: 2137 Oregon St., Berkeley, CA 94705

Publisher-Phone: +1 510-841-2636

Publisher-Email: sales@library-solutions.com

Size: 92 Pages + Disks

Reference: ISBN 1-882208-05-6

Notes: Internet Workshop Series Number 1 Supplement to Crossing the Internet Threshold. Information about book available at <http://www.internet-is.com/library/introduc.html>.

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: April 1996

Record-Last-Modified-Name: Prior, Mark

Record-Last-Modified-Email: mrp@connect.com.au

Template-Type: Trainmat

Handle: 92

Category: Trainer Guides

Country: US - United States

Title: All About Internet FTP: Learning and Teaching to Transfer Files  
on the Internet.

Author-Name: Robison, David F. W.

Author-Email:

Organization-Name:

Organization-Address:

Audience-Level: Advanced

Language: EN - English

Keywords:

Description: "A solid work demystifying file transfer protocol (FTP). A  
good starting point for Internet trainers in developing their  
presentations. Plus version has the added feature of Powerpoint  
diskettes for PC Windows and MAC." (Anonymous review)

Contact-Name:

Contact-Address:

Contact-Phone:

Contact-Email:

Latest-Revision-Date: 1994

Cost: Commercial

Access-Type: book

Publisher-Name: Library Solutions Press

Publisher-Address: 2137 Oregon St., Berkeley, CA 94705

Publisher-Phone: +1 510-841-2636

Publisher-Email: sales@library-solutions.com

Size: 90 Pages + Disks

Reference: ISBN: 1-882208-06-4

Notes: Internet Workshop Series Number 2 Supplement to Crossing the  
Internet Threshold. Information about book available from:  
<http://www.internet-is.com/library/ftp.html>

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: April 1996

Record-Last-Modified-Name: Prior, Mark

Record-Last-Modified-Email: mrp@connect.com.au

Template-Type: Trainmat

Handle: 93

Category: User Guides

Country: US - United States

Title: The Computer Chronicles

Author-Name:

Author-Email:

Organization-Name: Station WITF-TV

Organization-Address:

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: "The reporter (it is produced by a TV station) interviews Brendan Kehoe, Howard Rheingold, Carl Malamud, and some other individuals. Short visits are made to NASA, ARPA, and a couple other sites. A few examples of Internet resources are briefly shown (getting a file with ftp, using MOSAIC, using gopher). It moves at a brisk pace and makes a nice, quick intro to the Internet." (Reviewed by Vicki Pengelly, pengelly@selway.umd.edu)

Contact-Name: Andrews, Donna

Contact-Address: Harrisburg  
Pa

Contact-Phone: +1-800-366-9483 or +1-717-236-6000

Contact-Email:

Latest-Revision-Date:

Cost: Commercial

Access-Type: video

Publisher-Name: Station WITF-TV

Publisher-Address:

Publisher-Phone:

Size: 25 minutes

Notes: US\$37.50

Record-Last-Verified-Date: January 1996

Record-Last-Modified-Date: October 94

Record-Last-Modified-Name: Anagnostelis, Betsy

Record-Last-Modified-Email: betsy@rfhsm.ac.uk

Template-Type: Trainmat

Handle: 94

Category: User Guides

Country: US - United States

Title: The Video Guide to the Internet

Author-Name:

Author-Email:

Organization-Name: Visual Edge Productions

Organization-Address: 2750 Highview Ave., Altadena, Ca. 91001

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: "It uses lively graphic examples, and a sense of humor while giving demonstrations and explanations on all the major Internet tools: e-mail, listserv lists, newsgroups, telnet, ftp,archie, gopher, veronica, WAIS and the world wide web with Mosaic." (Anonymous review)

Contact-Name:

Contact-Address: Visual Edge Productions  
2750 Highview Ave.  
Altadena  
Ca. 91001

Contact-Phone: +1-818-797-4638

Contact-Email:

Latest-Revision-Date:

Cost: Commercial

Access-Type: video

Publisher-Name: Visual Edge Productions

Publisher-Address: 2750 Highview Ave., Altadena, Ca. 91001

Publisher-Phone: +1-818-797-4638

Size: 45 minutes

Notes: The tape costs \$19.95 + \$3.50 shipping + \$1.65 tax if you live in California

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Anagnostelis, Betsy

Record-Last-Modified-Email: betsy@rfhsm.ac.uk

Template-Type: Trainmat

Handle: 95

Category: User Guides

Country: US - United States

Title: INTERNET, The Video Tape

Author-Name:

Author-Email:

Organization-Name: New Technologies, Inc.

Organization-Address: Suite 903, One East Chase Street, Baltimore, MD  
212 02

Audience-Level: Intermediate

Language: EN - English

Keywords:

Description: "This tape serves as an introduction to the Internet and its numerous benefits... The tape starts off by briefly introducing the history behind this network of networks, and immediately proceeds to the tools most readily available on this network. Each networking tool is followed by a real demonstration right on your TV screen." (Anonymous review)

Contact-Name:

Contact-Address: New Technologies Inc.  
Suite 903  
One East Chase Street  
Baltimore  
MD 21202

Contact-Phone: +1-410-659-0959

Contact-Email: nti@superhighway.com

Latest-Revision-Date:

Cost: Commercial

Access-Type: video

Publisher-Name: New Technologies, Inc.

Publisher-Address: Suite 903, One East Chase Street, Baltimore, MD 21202

Publisher-Phone: +1-410-659-0959

Publisher-Email: nti@superhighway.com

Size: 80 minutes

Notes: Media format: VHS; system: NTSC; \$64.95 (video tape, booklet, support), \$5.00 (shipping in the USA, international rates vary), 5% tax for Maryland residents

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Anagnostelis, Betsy

Record-Last-Modified-Email: betsy@rfhsm.ac.uk



Template-Type: Trainmat  
Handle: 98  
Category: Trainer Guides  
Country: US - United States  
Title: Crossing the Internet Threshold, 2nd ed.  
Author-Name: Tennant,Roy; Ober,John; Lipow, Anne  
Author-Email:  
Organization-Name:  
Organization-Address:  
Audience-Level: Intermediate.  
Language: EN - English  
Keywords: Internet training; Networking  
Description: Introduction to basics of networking, oriented to interests  
of information professionals. Includes practice exercises.  
Contact-Name:  
Contact-Address:  
Contact-Phone:  
Contact-Email:  
Latest-Revision-Date: 1995  
Cost: US\$45

Access-Type: book  
Publisher-Name: Library Solutions Press  
Publisher-Address: 1100 Industrial Road Suite 9 San Carlos CA 94070  
Publisher-Phone:  
Size: 169pp.  
Reference: ISBN 1-882208-07-2

Notes: Intended as an introductory resource for beginners and a guide  
for trainers. Further information available from:  
<http://199.182.58.44/crossing.html>  
Record-Last-Verified-Date: January 96  
Record-Last-Modified-Date: January 96  
Record-Last-Modified-Name: Isaacs, Margaret  
Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 102

Category: On-line Collections

Country: US - United States

Title: Charm Net's Learning Page: Books, Tutorials, Hint sheets

Author-Name:

Author-Email:

Organization-Name: Charm Net Inc.

Organization-Address: Maryland, U.S.A.

Audience-Level: Intermediate

Language: EN

Keywords: Internet, Internet guides, Internet training, E-mail, Usenet,  
WWW, Unix, IRC, Resource lists

Description: A collection of pointers to Internet training documents and  
guides.

Contact-Name:

Contact-Address: 2228 East Lombard Street  
Baltimore  
MD 21231

Contact-Phone: +1 410 558-3900

Contact-Email:

Latest-Revision-Date:

Cost: Free

Access-Type: www

URL: <URL:http://www.charm.net/learning.html>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 103

Category: On-line collections

Country: US - United States

Title: Internet Training and Tutorials

Author-Name:

Author-Email:

Organization-Name: Library of Congress

Organization-Address: Washington, DC

Audience-Level: Intermediate

Language: EN

Keywords: Internet, Internet training, Internet tutorials, Commercial training

Description: A collection of links to Internet training documents and course material, including commercial courses.

Contact-Name:

Contact-Address:

Contact-Phone:

Contact-Email: lcweb@loc.gov

Latest-Revision-Date: August 95

Cost: Free

Access-Type: www

URL: <URL:http://lcweb.loc.gov/global/internet/training.html>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 104

Category: On-line collections

Country: CA - Canada

Title: Internet Resources

Author-Name: Enns, Neil

Author-Email: ennsnr@brandonu.ca

Organization-Name: Brandon University

Organization-Address:

Audience-Level: Intermediate

Language: EN

Keywords: Internet, Internet training, Internet guides, Resource lists,  
FTP archives, Gophers sites, USENET Newsgroups, Mailing lists,  
Internet drafts RFCs and FAQs, Search engines

Description: A collection of pointers to resources useful to Internet  
trainers and end-users.

Contact-Name: Enns, Neil

Contact-Address:

Contact-Phone:

Contact-Email: ennsnr@brandonu.ca

Latest-Revision-Date: March 1995

Cost: Free

Access-Type: www

URL: <URL:http://www.brandonu.ca/~ennsnr/Resources/>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 105

Category: On-line collections

Country: GB - Great Britain

Title: Network Training Materials Gopher (trainmat)

Author-Name:

Author-Email:

Organization-Name: University of Newcastle

Organization-Address: University of Newcastle, Newcastle upon Tyne, NE1 7RU, UK

Audience-Level: Intermediate

Language: EN

Keywords: Internet, Internet training, Internet guides, Resource lists, Internet bibliography, Network Training Pack, Internet trainers

Description: Links to a collection of training and training-related resources, including the Network Training Pack, and other material to support Internet training. Set up as part of the Network Training Materials Project (ended September 1995).

Contact-Name: Foster, Jill

Contact-Address: Computing Service  
University of Newcastle  
Newcastle upon Tyne NE1 7RU  
UK

Contact-Phone: +44 191 222 8080

Contact-Email: jill.foster@ncl.ac.uk

Latest-Revision-Date: July 1995

Cost: Free

Access-Type: gopher

URL: <URL:gopher://trainmat.ncl.ac.uk:7070>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 106

Category: On-line collections

Country: US - United States

Title: Computers: Internet: Beginner's Guides

Author-Name:

Author-Email:

Organization-Name: Yahoo

Organization-Address:

Audience-Level: Beginner

Language: EN

Keywords: Internet, Internet guides, Beginners, Internet training,  
Configuration, E-mail, Netiquette, glossary, learning, newbie

Description: A collection of links to Internet guides for beginners

Contact-Name:

Contact-Address:

Contact-Phone:

Contact-Email: admin@yahoo.com

Latest-Revision-Date:

Cost:

Access-Type: www

URL: <URL:http://www.yahoo.com/yahoo/Computers/Internet/  
Beginner\_s\_Guides/>

Notes:

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 107

Category: On-line collections

Country: US - United States

Title: Internet Web Text

Author-Name: December, John

Author-Email: decemj@rpi.edu

Organization-Name: Rensselaer Polytechnic Institute

Organization-Address:

Audience-Level: Intermediate

Language: EN

Keywords: Internet, Internet guides, Internet training, Searching,  
Resource lists

Description: A collection of links to Internet guides, reference  
materials, browsing and exploring and searching tools, and  
information about connecting with people

Contact-Name: December, John

Contact-Address:

Contact-Phone:

Contact-Email: decemj@rpi.edu

Latest-Revision-Date:

Cost: Free

Access-Type: www

URL: <URL:http://www.rpi.edu/Internet/Guides/decemj/about.html>

Notes: December: "I created Internet Web Text for a course in  
Computer-Mediated Communication at Rensselaer Polytechnic  
Institute that I helped teach in the spring of 1994. My goal was  
to create an interface students could use to familiarize  
themselves with the Internet, how to use it, how to find  
information, and how to connect with people."

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Isaacs, Margaret

Record-Last-Modified-Email: mmi@dcsl.gla.ac.uk

Template-Type: Trainmat

Handle: 108

Category: User Guides

Country: BE - Belgium

Title: Using KULeuvenNet and Internet

Author-Name: Van Uytven, Herman

Author-Email: Herman.VanUytven@cc.kuleuven.ac.be

Organization-Name: Computing Centre K.U.Leuven

Organization-Address: De Croylaan 52a B-3001 Heverlee-Leuven Belgium

Audience-Level: Advanced

Language: EN - English

Keywords: KULeuvenNet network usage, Internet guides, resources

Description: Guide describing how to use the Internet. Available via PostScript and HTTP. Contains a lot of key links, links are regularly checked using a web robot. Contains a lot of search tools behind the course

Contact-Name: Van Uytven, Herman

Contact-Address:

Contact-Phone: +32 16 322225

Contact-Email: Herman.VanUytven@cc.kuleuven.ac.be

Latest-Revision-Date: Tue 20 Jul 1995

Cost: Free for non commercial use

Access-Type: email

Access-Email: listserv@cc1.kuleuven.ac.be

Email-Command: subscribe kulnetgd FirstName LastName

Access-Type: ftp

URL: <URL:ftp://cc5.kuleuven.ac.be/pub/cursus/ic.ps>

File-Size: 472K

Access-Type: www

URL: <URL:http://www.kuleuven.ac.be/~systhvu/ic/ic.html>

Notes: Mailing list only used to advise interested parties of updates.

Record-Last-Verified-Date: January 96

Record-Last-Modified-Date: January 96

Record-Last-Modified-Name: Van Uytven, Herman

Record-Last-Modified-Email: Herman.VanUytven@cc.kuleuven.ac.be



Template-Type: Trainmat

Handle: 109

Category: Self-paced Material

Country: GB - Great Britain

Title: TONIC: The Online Netskills Interactive Tutorial

Author-Name: Isaacs, Margaret; Netskills

Author-Email:

Organization-Name: Netskills, University of Newcastle

Organization-Address: University of Newcastle, Newcastle upon Tyne, NE1 7RU, UK

Audience-Level: Beginner

Language: EN - English

Keywords:

Description: TONIC is an easy to understand, World Wide Web-based structured course, offering step-by-step, practical guidance on major Internet topics. The course as a whole is intended for beginners to networking who have some familiarity with computers.

Contact-Name: Foster, Jill

Contact-Address: Computing Service  
University of Newcastle  
Newcastle upon Tyne NE1 7RU  
UK

Contact-Phone: +44 191 222 5000

Contact-Email: netskills-admin@netskills.ac.uk

Latest-Revision-Date: April 1996

Cost: Free for non commercial use

Access-Type: WWW

URL: <URL:http://www.netskills.ac.uk/TONIC>

Notes: This tutorial was originally produced as "Internet for Everyone" as part of the UK Network Training Materials Project. It has been revised and updated as part of the UK Netskills programme.

Record-Last-Verified-Date: April 96

Record-Last-Modified-Date: April 96

Record-Last-Modified-Name: Foster, Jill

Record-Last-Modified-Email: Jill.Foster@newcastle.ac.uk

## 6. Acknowledgements

This document was very much a collaborative effort of the members of the Trainmat WG and was initially based on the catalogue of network training resources put together by Margaret Isaacs in December 1992 as part of an initial study for the UK Mailbase ITTI Network Training Materials Project.

Special thanks are due to the following contributors who took the time to submit or update the templates contained in this document.

Adams, Phil  
Anagnostelis, Betsy  
Brack, Verity  
Ciolek, T. Matthew  
Dunlop, Angela  
Foster, Jill  
Hamilton, Deborah  
Hiom, Debra  
Isaacs, Margaret  
Kessler, Gary  
Kramer, Stefan  
Mann, Dawn  
Norman, Frank  
Prior, Mark  
Salamon, Andras  
Scales, Walter  
Sellers, Jennifer  
Shepstone, Jon  
Teskey, Patrick  
Van Uytven, Herman  
Ward, Carol  
Wright, Emma F.

Mark Prior made the catalogue available as a WWW document and made provision for updates to be submitted via a web form.

Prior to submission of the final draft version of this catalogue, each template was checked, standardised and updated by Margaret Isaacs. Emma Wright, Walter Scales and Jon Shepstone, of the Netskills Team, also contacted each Resource's Contact or Author (where possible).

## 7. Security Considerations

Security issues are not discussed in this document.

## 8. Authors' Addresses

Jill Foster  
Mailbase and Netskills  
University Computing Service  
University of Newcastle  
Claremont Road  
Newcastle upon Tyne  
NE1 7RU  
UK

Phone: +44 191 222 8250  
Fax: +44 191 222 5001  
EMail: Jill.Foster@newcastle.ac.uk

Margaret Isaacs  
Network Training Materials Project  
Department of Computing Science  
University of Glasgow  
Glasgow G12 8QQ  
UK

Phone: +44 141 330 5314  
Fax: +44 141 330 4913  
EMail: mmi@dc.s.gla.ac.uk

Mark Prior  
connect.com.au pty ltd  
c/o AAP Telecommunications  
Level 1, 45 Pirie Street  
Adelaide SA 5000  
AUSTRALIA

Phone: +61 8 8203 2088  
EMail: mrp@connect.com.au

**Appendix A: Catalogue of Network Training Material Template**

Template-Type: Trainmat  
Handle:  
Category:  
Country:  
Title:  
Author-Name:  
Author-Email:  
Organization-Name:  
Organization-Address:  
Audience-Level:  
Language:  
Keywords:  
Description:  
Contact-Name:  
Contact-Address:  
Contact-Phone:  
Contact-Email:  
Latest-Revision-Date:  
Cost:

**Additional information for document accessible via E-Mail**

Access-Type: [email]  
Access-Email:  
File-Size:  
Content-Type:  
Email-Command:

**Additional information for network accessible document**

Access-Type: [ftp, gopher, WWW, etc.]  
URL:  
LoginID:  
Password:  
File-Size:  
Content-Type:  
Requirements:

**Additional information for document available off-line**

Access-Type: [book, article, video, disk]  
Publisher-Name:  
Publisher-Address:  
Publisher-Phone:  
Publisher-Email:  
Size:

**Reference:****Entry verification information****Notes:****Record-Last-Verified-Date:****Record-Last-Modified-Date:****Record-Last-Modified-Name:****Record-Last-Modified-Email:**

In the additional information sections omit any data elements where no data exists.

**Appendix B: Notes on completing the TrainMat template****1. Selecting a new resource for inclusion**

When considering a new resource for inclusion in the Trainmat Catalogue, you will need to ask a few questions to decide whether or not it should be included.

**1.1 Does the item belong in a Training Materials Catalogue?**

This catalogue covers network training materials, including self teaching materials, and other resources which facilitate and support training.

A generous interpretation of what constitutes 'training materials' is appropriate. (See also the note 3.2 on 'Category'.) Training can be thought of as 'seeking to change behaviour', and if a document does try to do that, then it can be considered for inclusion in this catalogue. A document that leads the reader through sample exercises may come into this category, but a reference card listing the commands to use does not. Appropriate resource lists to include are lists assembled for training purposes and lists frequently used or referred to in training.

As this is an international catalogue it is generally not appropriate to include material for specific services or networks. That said, some national or regional network training material is of sufficient generality to be considered for inclusion.

**1.2 Is the content reasonably up-to-date and worth including?**

It is intended that the catalogue contains a selection of quality training materials, not a comprehensive list of everything available. Some degree of 'quality control' is needed on the entries. You will need to decide whether the item is still relevant and reasonably up-

to-date. Anything which is two or more years old requires careful scrutiny.

### 1.3 Is it easily available?

Is there an established mechanism for obtaining it? This doesn't mean it has to be free.

## 2. Submitting a new or revised template

The template for inputting new entries to the catalogue is given in Appendix A. The preferred method of inputting new or updated information is via an HTML form accessible via the following URL:

<http://www.trainmat.ietf.org/form.html>

You will need to use a Web browser with forms capability. Input should be quite straightforward. There are drop-down menus to help with input to some fields.

Alternatively, completed templates may be emailed to:

[catalogue@connect.com.au](mailto:catalogue@connect.com.au)

This mailing list is a small closed 'review' group for deciding whether or not an item should be included in the catalogue.

Please note that when you enter a new template you will be listed as the person responsible for the entry.

The same procedures may be used by the person responsible for an entry, to update an existing entry.

## 3. Notes on completing the various fields of the template

The intention is to keep each entry reasonably short (and preferably not more than one page in length). Descriptions and other long fields should therefore be kept to a reasonable length. Note that fields continued on the next line should be indented by at least one white space

Each completed template is auto-allocated a "handle" to uniquely identify it.

### 3.1 Handle

A unique identifier for the material at this source. This field is usually automatically generated and need not be entered when creating a new entry from the template.

### 3.2 Category

"Category" should be selected from the following set:

- User Guides
- Resource Guides
- Trainer Guides
- Presentation material
- Workshop Exercises
- Self-Paced material
- On-Line Collections

Only user guides that are particularly useful in training should be included.

Appropriate resource lists to include are lists assembled for training purposes and lists frequently used or referred to in training.

Presentation material would include OHP masters, speaker's hand-outs and speaker's notes.

Workshop exercises would include workshop hand-outs as well as detailed instructions for undertaking hands-on exercises.

Self-Paced material would include online tutorials.

Online Collections are useful lists of training materials.

### 3.3 Country

The ISO two letter country code followed by the English words should be used. For example:

- US - United States
- AU - Australia

A full list of these codes is available from:

<ftp://mcsun.eu.net/documents/iso/ISO-3166>

### 3.4 Title

This should be a short title for the item (90 characters or less). Longer titles may be included in the "Description" field.

### 3.5 Author-Name

The name of the Author of the item should be ordered with the significant portion (for searching/sorting) first. For example:

Isaacs, Margaret M.

### 3.6 Author-Email

The email address of the author (if available) in RFC 822 format. For example:

Jill.Foster@newcastle.ac.uk

mrp@connect.com.au

### 3.7 Organization-Name

The name of the organization to which the author belongs.

### 3.8 Organization-Address

The address of the organization to which the author belongs. In general, this is the full postal address of the organization.

### 3.9 Audience-Level

This is the level of the intended "audience" for the materials. This is one of:

Beginner|Intermediate|Advanced



### 3.10 Language

The language in which the item is written. This is the ISO 639 two letter code, followed by the english word for the language. For example:

EN - English

E0 - Esperanto

A full list of these codes is available from:

<ftp://mcsun.eu.net/documents/iso/ISO-639>

### 3.11 Keywords

A small set of keywords for the item.

### 3.12 Description

A description of the item giving, where possible, its scope and intended audience. This could be an abstract. If a short form of the title was entered under "Title:", the long form of the title should be included here. Fields continued on the next line should be indented by at least one white space.

### 3.13 Contact-Name

Name of the person who is the contact person for this item. (See also note 3.5)

### 3.14 Contact-Address

Full postal address of the contact person.

### 3.15 Contact-Phone

Telephone number of the contact person. This should be given in international format (ITU-T Recommendation E.123), for example:

+44 171 732 8011

### 3.16 Contact-Email

The email address of the contact person (if available) in RFC 822 format. (See note 3.6)

### 3.17 Latest-Revision-Date

The date the item's content was last revised. This should be in the form: Month year, for example:

September 1993

### 3.18 Cost

This should be one of the following:

Free  
Free for non-commercial use  
Cost Recovery  
Commercial  
Unknown

### 3.19 Access Type

Access type is one of:

email  
ftp  
gopher  
WWW  
book  
article  
video  
disk  
other (specify)

One or more of the access type sub-sections should be completed giving details of how to access the item.

### 3.20 Access-Email

Additional information for a document accessible via Email. This is the email address of the mail server serving the item. It must be in RFC 822 format, for example:

listserv@bitnic.educom.edu

### 3.21 Email-Command

This is the command sent via email to retrieve the item. For example:

SENDME BITNET INTRO

### 3.22 URL

Additional information for a network accessible document. A URL (Uniform Resource Locator) is a standard way of describing its location and access method. This has been defined by the IETF. The easiest way of describing a URL is by a few examples:

`http://www.trainmat.ietf.org/Catalogue`

`gopher://trainmat.ncl.ac.uk/99/NetGuides/GuidesInfoServ/ap-zz3`

Note that when a URL spans more than one line, a space should be used as the continuation character.

### 3.23 LoginID

For ftp access, this is the Login ID required if not anonymous.

### 3.24 Password

The password required for non anonymous ftp access to the item.

### 3.25 File-Size

The size of the item in kilobytes or pages. For example:

`24k`  
`6pp`

### 3.26 Content-Type

The type or format of the item. The appropriate MIME content type should be used, for example:

`text/plain`  
`text/richtext`  
`application/msword`  
`application/postscript`  
`application/zip`

A full list of these types is available from:

`ftp://ftp.isi.edu/in-notes/iana/assignments/media-types`

### 3.27 Requirements

Short description of the additional requirements for using/viewing this item. For example, a CBL learning package might run only on a PC with a specific configuration.

### 3.28 Publisher-Name

Additional information for a document available off-line. The name of the publisher. (See also note 3.5)

### 3.29 Publisher-Address

The full postal address of the publisher.

### 3.30 Publisher-Phone

The telephone number of the publisher. (See also note 3.15)

### 3.31 Publisher-Email

The email address of the publisher (if available) in RFC 822 format. (See note 3.6)

### 3.32 Size

Size of the publication in pages. For example, 230pp.

### 3.33 Reference

The bibliographic reference of the publication, i.e. the ISBN for books or ISSN for serials.

### 3.34 Notes

This is additional information related to the entry and the verification information.

### 3.35 Record-Last-Verified-Date

The date the item's contents were last verified. See note 3.16 on the date format.

### 3.36 Record-Last-Modified-Date

The date this catalogue entry was last changed or modified. (See note 3.17 on the date format.) This item is added automatically when using the form on the World Wide Web.

**3.37 Record-Last-Modified-Name**

Name of the person last modifying the entry. (See also note 3.5)

**3.38 Record-Last-Modified-Email**

The email address of the person last modifying the entry (if available) in RFC 822 format. (See note 3.6)

**3.39 Additional information sections**

In the additional information sections above, omit any data elements where no data exists.

**Appendix C: A Summary of Related Mailing Lists**

**Mailinglist-Name:** NETTRAIN  
**Address:** NETTRAIN@UBVM.CC.BUFFALO.EDU  
**Administration:** Auto subscriptions to:  
LISTSERV@UBVM.CC.BUFFALO.EDU  
"subscribe NETTRAIN firstname lastname"

**Human Admin to:**  
MILLESJG@SLUVCA.SLU.EDU  
**Description:** Discussion list for librarians, computer support personnel, and all those who are involved in teaching others how to use Bitnet and Internet. Topics for discussion include such areas as: how to divide responsibility for teaching internetwork use; methods of teaching and resources used; and policies on access (faculty, student, staff) to the networks. NETTRAIN will also serve as a clearinghouse for Bitnet and Internet training materials developed in a variety of contexts and for a variety of needs. NETTRAIN is, therefore, intended for experienced users of Bitnet and Internet, \*not\* for beginners looking for help with basic questions.  
**Archive:** Normal "LISTSERV" monthly archive available via email.

**Mailinglist-Name:** Network-training-tf: TERENA(RARE) ISUS Network Training Task Force  
**Address:** Network-training-tf@mailbase.ac.uk  
**Administration:** Auto subscriptions to:  
mailbase@mailbase.ac.uk  
"subscribe network-training-tf firstname lastname"

**Human Admin to:**  
network-training-tf-request@mailbase.ac.uk  
**Description:** Working list for the TERENA(RARE) ISUS task force on Network Training.  
**Archives:** <http://www.mailbase.ac.uk/lists-k-o/network-training-tf/archive.html>  
Normal Mailbase monthly archives available via email

**Mailinglist-Name:** USWG: IETF User Services WG mailing list  
**Address:** uswg@isi.edu  
**Administration:** uswg-request@isi.edu  
**Description:** General discussion list for the IETF User Services Working Group. The Network Training Materials Working Group reports to this group.  
**Archive:** Unknown

Mailinglist-Name: WG-ISUS: TERENA(RARE) ISUS Working Group

Address: wg-isus@rare.nl

Administration: Auto subscriptions to:

mailserver@rare.nl

"subscribe wg-isus firstname lastname"

Human Admin to:

wg-isus-request@rare.nl

Description: General discussion list for the whole TERENA(RARE) ISUS (Information Services and User Support) Working Group. The Network Training task Force reports to this group.

Archive: gopher://gopher.rare.nl/11/lists/wg-isus/archives

ftp://rare.nl/11/lists/wg-isus/archives

http://www.terena.nl/terena/working-groups/wg-isus/hypermail

Normal Mailserver monthly archives available via email