



# California Community College

## Datatel User Group

### New Members Guide to 3CDUG

Welcome to the California Community Colleges Datatel User's Group, or better known as 3CDUG. Because your institution uses software from Datatel, and you are part of the California Community College system, you are an automatic member of 3CDUG.

#### **Our purpose is:**

- To provide a forum to discuss/share issues related to the implementation, use, documentation, training, and enhancement of Datatel's products.
- To develop partnerships and resource sharing.
- To share knowledge.
- To explore commonality among colleges.
- To develop advocacy to both the California Community College Chancellor's Office and Datatel, Inc.

#### **Where to get Information:**

Our website is <http://www.yccd.edu/3cdug> . Some areas of our website require you to login. Your login is the same login you use at the Datatel website. If you don't yet have a login, you can sign up at: <https://www.datatel.com/registration.cfm> or follow the links from <http://www.datatel.com> .

We also have a listserv where you can post questions (and answers!) to other 3CDUG institutions. To sign up for general 3CDUG listserv discussion, send an email to: [skimball@elcamino.edu](mailto:skimball@elcamino.edu). This information can also be found on our website under the "Contact Us" link.

#### **User Group Conferences:**

The group is called a USERS group because ALL users of the software are welcome and encouraged to participate. Conferences are usually scheduled in the summer and the fall. 3CDUG also has a session at the national DUG conference in the spring. At each conference, sessions are offered for users grouped together into what we call 'tracks'. These tracks are where you can get together with other institution's members and share information. Don't feel intimidated because you're new – we were all there once! You may think this is just for technical staff, but it's not. Technical users have a track of their own. All users are welcome to attend and participate in any session in any track.



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### The Buddy System!

Would you like a buddy to help you with the “in”s and “out”s of the conference? Just check the First Time Attendee’s box when you register. You will be matched up with a volunteer buddy from the area of interest you selected...

### Helpful TIPS!

- **Be Assertive:** Introduce yourself to anybody and everybody! Take your business cards and pass them out generously!
- **Identify your cohorts:** Get business cards (contact information) from the other institution’s users in your area of interest! You can learn so much just from one-on-one discussions!
- **Participate:** Don’t be afraid to join in discussions! You may have a fresh idea! Remember, the more you put into a conference, the more you will get out of it.
- **Ask Questions:** Don’t be afraid to ask questions, just like in school, there are no stupid questions; someone else is likely wondering the same thing.
- **HAVE FUN!** You’ll return to work with great ideas you can’t wait to test!

### Who Can Present Sessions?

Anyone!!! Even YOU! Don’t be shy! Start out by helping with a session or facilitating a round table on a topic of your choice. We’ve all heard it, “I could never get up in front of a group”, but we’ve all seen those same people do just that! Surprise yourself! Your track leaders and other members will be glad to help you.

Not yet ready? Be sure to let your track leaders know about any ideas you have or topics you’d like to see presented. You can email the entire 3CDUG board or individual track leaders with your suggestions. All their email addresses are on the website (a great place to explore!).