

ASSIST Transfer Channel

The Official Newsletter of ASSIST



5th Edition - October 2006

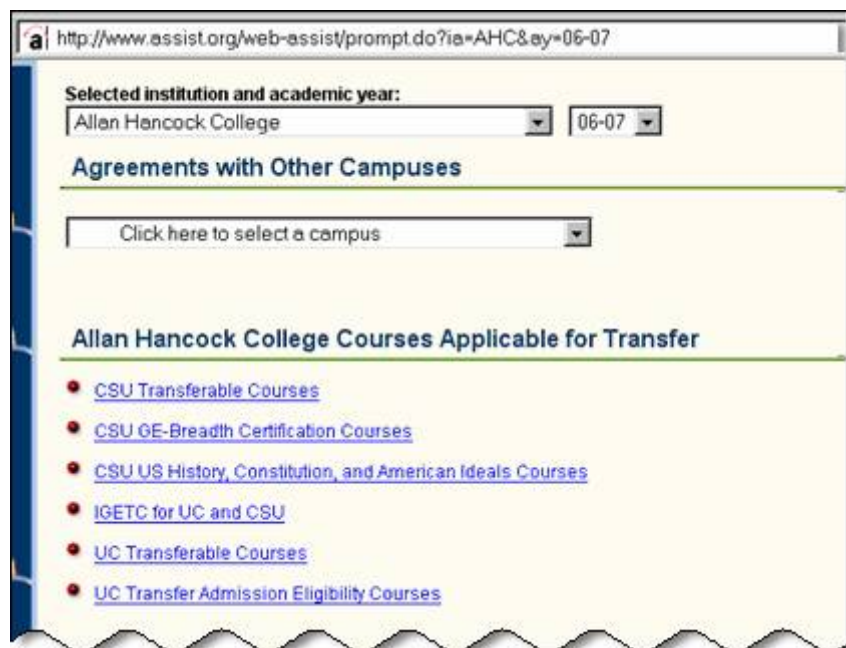
Quick Access to the Reports You Use Most

As simple as ASSIST is to use, there are some things you can do to make it even easier and faster to get to the information you use everyday. By using Favorites or Bookmarks, and Desktop Shortcuts, you can go directly from your computer desktop to a current report in ASSIST with only one or two clicks.

Bookmarks

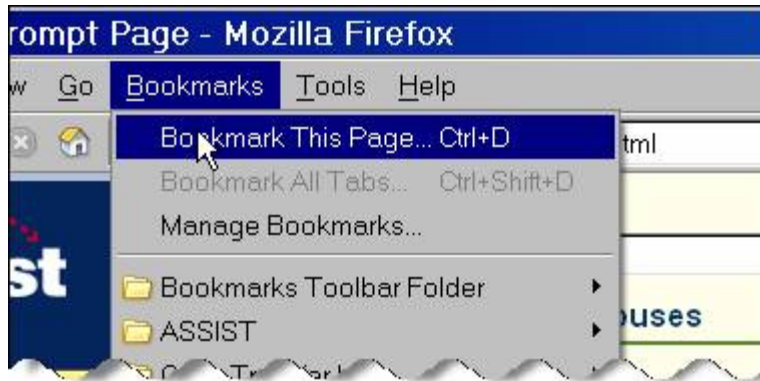
You probably already use Favorites or Bookmarks in your Web browser. They're called Favorites in Internet Explorer and Bookmarks in Firefox, Netscape, Safari, Camino, Opera and every other browser I can think of. I'll call them Bookmarks. Select your bookmark to the home page of the ASSIST Web site. Here's the real time saver - you can also set Bookmarks to pages beyond the first page of ASSIST.

Let's use Alan Hancock College to go through some examples. Choose Alan Hancock College on the Home page of ASSIST.

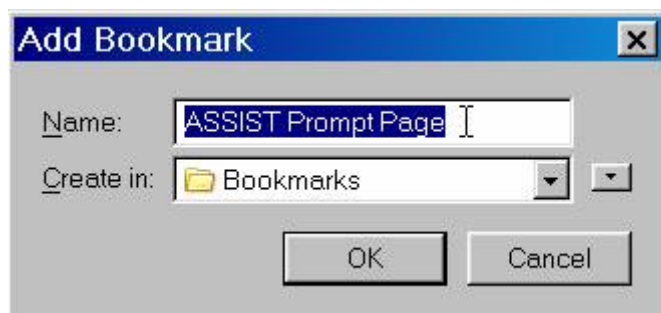


Use the Bookmarks menu in your browser to Bookmark this page:





Bookmarks may not have the most meaningful names,



but you can rename Bookmarks so they make sense to you and you can organize them in your browser to make them easy to locate.

If you frequently use the list of IGETC courses, you might click **[IGETC for UC and CSU](#)** and then set a Bookmark:



If you frequently use the IGETC list for All Areas, set a Bookmark directly to this report page:

http://www.assist.org/web-assist/report.do?agreement=tca&reportPath=REPORT_2&reportScript=Rep2

Print This Report Change Report or Institution

IGETC Course List by Area
Allan Hancock College (06-07)

Course	Title	Units	Other Area	Date Apprvd	Date Rvvd
AREA 1 - ENGLISH COMMUNICATION					
CSU - 3 courses required, one each from Group A, B and C.					
UC - 2 courses required, one each from Group A and B.					
1A - English Composition					
1 course, 3 semester, 4-5 quarter units.					
* ENGL 101	Freshman Composition: Exposition (Formerly 3 unit(s) prior to F06)	4	8A	F91 F91	F93
1B - Critical Thinking - English Composition					
1 course, 3 semester, 4-5 quarter units.					

You can follow the same process for any of the reports in ASSIST, including articulation agreements between two institutions. You might frequently look at the articulation between your college and a particular university:

Selected institution and academic year:

Agreements with Other Campuses

To:

By Major

By Department at:
 OR

For General Education Breadth

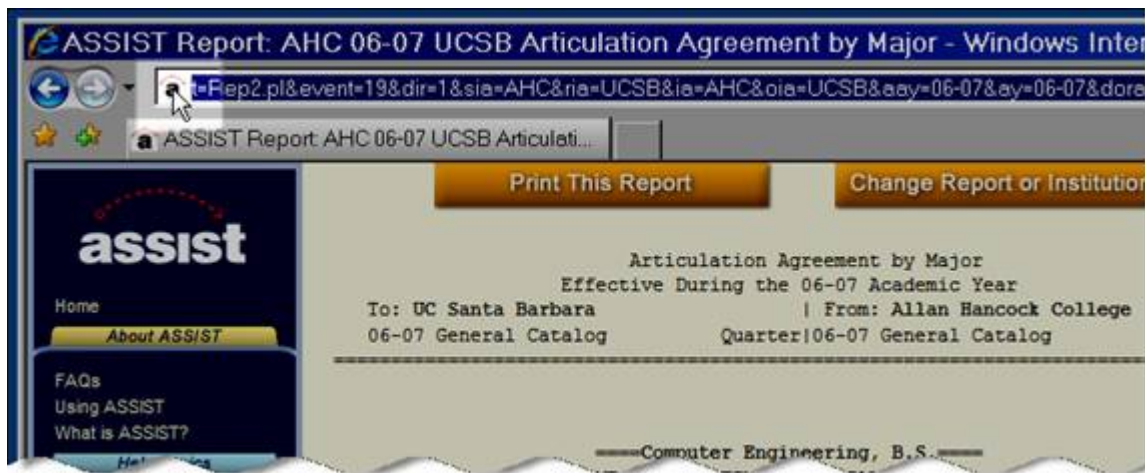
Setting a Bookmark to this prompt page lets you bypass previous prompting pages and immediately choose a major, department, or GE.

Setting a bookmark to an ASSIST report is a better choice than downloading a pdf to your local computer. A pdf is a static document and won't be updated if information changes mid-year. When you use a Bookmark to a frequently-used report, it saves you a few steps and each time you open the report it will use the most recent information. Remember that the Bookmark is for a specific academic year, so each year you will need to create new Bookmarks or edit the old ones.

Desktop Shortcuts

Desktop Shortcuts are another great way to save time and mouse clicks. These are icons on your computer desktop that will open your default Web browser and go directly to a location. To create a Desktop Shortcut:

1. Reduce the size of your browser window so you can see some of the desktop.
2. Click and hold the mouse button down on the icon at the far left of the Location field. This selects the entire URL.



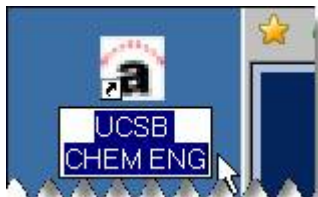
3. While still holding down the mouse button, drag the icon to your computer Desktop.



4. Release the mouse button and you'll have a Shortcut on your desktop directly to the ASSIST report. Depending on your browser configuration, you can even have a spiffy ASSIST logo for the icon!



After you've created the Shortcut, you can rename it.



You can also create several Shortcuts and keep them in a folder on your Desktop.

With just a few steps you can give yourself immediate access to the ASSIST reports you use the most and guarantee that you'll always be getting the most current information available.