Faculty Seminars in Research & Instructional Technology

IT SERVICES OFFERS TWO DAYS OF NO-COST TECHNOLOGY TRAINING

The training workshops support faculty, academic staff, and graduate assistants in their teaching and research roles by providing instruction on a variety of tools.

DECEMBER 16 and 17, 2014

- Morning sessions: 8:30-11:30 a.m.
- Afternoon sessions: 1:30- 4:30 p.m.
- Choose from one to four sessions

Enroll by December 12 at facultyenroll.msu.edu

MICHIGAN STATE UNIVERSITY | IT Services

COURSE DESCRIPTIONS & TIMES

Adobe Connect and Presenter
Enhance your PowerPoint presentations and make them interactive by incorporating audio, video, and Flash movies. In addition, learn how to conduct online meetings and lectures.

Camtasia Studio 8
Learn how to use this video tool to create, edit, and post videos that can include PowerPoint slides.

CourseWeaver
Learn more about LON-CAPA's CourseWeaver. Although highly randomized online homework and exams are LON-CAPA's core strengths, the system also offers a comprehensive suite of tools to manage a course including: syllabus, discussion, groups, portfolios, surveys, practice, calendar, grades, section management, proctoring, and clicker integration.

Data Management Research
Learn about practical, MSU-specific support and infrastructure for managing, archiving, and sharing research data. Learn to comply with funding policies such as those from the National Science Foundation (NSF), National Institutes of Health (NIH), and National Endowment for the Humanities (NEH) which requires submission of a Data Management Research Plan.

Desire2Learn Advanced Features
Learn about course customization, competencies and objectives, checklists, intelligent agents, and various reporting capabilities.

Desire2Learn Assessments
This course includes quizzes, self-assessments, surveys, and dropboxes. It will cover how to create items, access submission and statistical information, and how to grade these items.

Desire2Learn Gradebook
This course includes using the gradebook setup wizard, managing grades and creating new grade items, entering grades, and using grading schemes. It also includes information on grading rubrics.

Desire2Learn Introduction
Learn to activate courses, create and manage modules and topics, dropboxes, discussion forums, quizzes and surveys, manage classlists, use course tools, and more with D2L.

Digital Archiving 101
Did you know that some of the documentation created for your courses and for administrative purposes may have historical value? Learn how to identify, create, and care for your digital files for eventual transfer to University Archives and Historical Collections.

Dreamweaver
This is a full day class that covers setting up a new website, creating and formatting simple web pages, and working with links and images.

EndNote
Learn how to import references from MSU's online catalog and article databases and format citations and bibliographies in Word. Create groups and share references with other users. Previous experience searching article databases available from MSU Libraries is highly recommended.

Excel 2013: Level 1
Learn to use Excel spreadsheets to post and manipulate data, create charts and graphs, and use formulas.

Excel 2013: Level 2
This session will work with large worksheets, workbooks, advanced formatting, and offer additional tips and consulting for a more advanced understanding of Excel.

Fundamentals of Online Teaching
Explore techniques to alter your instruction to replace a portion of in-class seat time with out-of-class learning. This is a full day class. Participants must bring their own laptop.

Tuesday, December 16, Class Sessions

Time	Class	Building
All Day	Photoshop CS5	216 Bessey Hall
8:30-11:30 a.m.	Adobe Connect and Presenter	Library Basement Instruction Room
	Desire2Learn Introduction	12 Olds Hall
	EndNote	Library Beaumont Instruction Room
	Excel 2013: Level 1	210 Computer Center
	Google at MSU: Drive and Docs	415 Computer Center
	HPCC Introduction: High Performance Computing at MSU	211 Bessey Hall
	Mendeley	Library Reference Instruction Room
	Snagit Image and Video Screen Capture	403 Computer Center
	Virtual Collaboration Tools	217 Bessey Hall
1:30-4:30 p.m.	Desire2Learn Advanced Features	Library Beaumont Instruction Room
	Desire2Learn Gradebook	Library Basement Instruction Room
	Desire2Learn Introduction	12 Olds Hall
	Excel 2013: Level 2	210 Computer Center
	Google at MSU: Calendar and Sites	415 Computer Center
	HPCC Advanced: Making Research Go Faster	211 Bessey Hall
	iClickers as Teaching Tools	217 Bessey Hall
	Zotero: Citation Management	Library Reference Instruction Room
2:00-4:30 p.m.	Data Management for Research	112 Bessey Hall

COURSE DESCRIPTIONS & TIMES

Google at MSU: Calendar and Sites
Learn to use Google Sites to build, share, and collaborate on websites. Explore the features of the Google Calendar to set appointments and create shared calendars.

Google at MSU: Drive and Docs
Learn to use Google Docs to build, share, and collaborate on documents, presentations, spreadsheets, and forms. Learn how to apply the collaborative features with both students and colleagues.

HPCC Advanced: Making Research Go Faster
Those already familiar with the High Performance Computing Center (HPCC) systems will be shown advanced techniques on how to use the systems more effectively.

HPCC Introduction: High Performance Computing at MSU
Topics include connecting, working with files, navigating the command line, accessing available software, testing and running programs, writing scripts, submitting and monitoring jobs.

iClickers as Teaching Tools
iClickers enable instructors to interact dynamically with students through question-and-answer polling, and accurately record results to improve learning outcomes. iClickers also integrate with Desire2Learn.

Introduction to Geographic Information Systems
This class emphasizes the free online software and tools accessible to all campus researchers. ArcGIS Online, a cloud-based GIS content management system, can create maps, design applications, and share information. Learn how to transfer, discover, and create geographic data.

Is Your Course Syllabus Accessible?
Ensure your syllabus meets the Web Content Accessibility Guideline Standard (WCAG) 2.0. The knowledge gained from the hands-on exercises will enable you to make online course documents (Word, PowerPoint, PDFs, etc.) accessible.

Managing, Sharing, and Moving Big Data
Learn how HPCC and MSU resources can be shared and used to store data securely. Also learn how to transfer moderate-sized files using FileDepot and large datasets (greater than 900 MB) using Globus, a web-based system for fast data transfer and syncing.

Mendeley
Learn how to manage and organize references, create and share annotations, collaborate with others, and discover new content in areas of interest. Bring your own laptop with the Mendeley Desktop already installed by visiting **libguides.lib.msu.edu/ mendeley**. Previous experience searching article databases at the MSU Libraries is recommended.

Photoshop CS5
Learn about image modes, selections, shape tools, layers, text, and filters in this full day class about Photoshop.

Snagit Image and Video Screen Capture
This workshop covers how to capture images and record screen videos with Snagit 12.0. The first part of the class establishes a baseline for everyday use of Snagit. Next, attendees learn some of Snagit's more advanced functionality such as custom capture modes, setting up hotkeys, advanced sharing options, and time-saving tips and tricks.

Virtual Collaboration Tools
Learn about Zoom, Skype, Kaltura MediaSpace, and FileDepot. Zoom is a tool for video and audio conferencing. Skype allows for instant messaging and face-to-face meetings. Kaltura MediaSpace is a cloud-based service for uploading and sharing media. FileDepot is a tool for securely transferring files.

Zotero: Citation Management
Zotero is a free citation management tool. Learn how to import and manage references from Library e-resources and the web, share resources, and format references for Microsoft Word. Bring a laptop with the latest version of Firefox (taught on this browser) installed. Previous experience searching article databases at the MSU Libraries is recommended.

Wednesday, December 17, Class Sessions

Time	Class	Building
All Day	Dreamweaver	210 Computer Center
	Fundamentals of Online Teaching	112 Bessey Hall
8:30-11:30 a.m.	Camtasia Studio 8	415 Computer Center
	Desire2Learn Advanced Features	Library Beaumont Instruction Room
	Desire2Learn Assessment	Library Basement Instruction Room
	Desire2Learn Introduction	12 Olds Hall
	iClickers as Teaching Tools	217 Bessey Hall
	Introduction to Geographic Information Systems	219 Geography
	Is Your Course Syllabus Accessible?	403 Computer Center
	Managing, Sharing, and Moving Big Data	211 Bessey Hall
1:30-4:30 p.m.	Camtasia Studio 8	415 Computer Center
	CourseWeaver	217 Bessey Hall
	Desire2Learn Assessment	12 Olds Hall
	Desire2Learn Gradebook	Library Basement Instruction Room
	Desire2Learn Introduction	Library Beaumont Instruction Room
	Digital Archiving 101	211 Bessey Hall
	Is Your Course Syllabus Accessible?	403 Computer Center

Lunch & Presentations: Sign up!
All participants are invited to attend the free lunch and presentation both days from 12:00-1:15 p.m. in the Union Ballroom. Reserve your lunch by signing up online at ebs.msu.edu.

Lunch on Tuesday, December 16
Accessibility-WCAG 2.0 Guidelines

Lunch on Wednesday, December 17
Joanna C. Young, CIO and Vice President of Informational Technology

Enroll Today
1. Visit ebs.msu.edu and click *EBS Portal Login* (Mac users-displays better with Firefox).
2. Login with your MSU NetID and password.
3. Click on *ESS* tab.
4. Click on *Training Opportunities* quick link (in the Professional Development section).
5. Click on "Technology Training by IT Services" under *Course Catalog* on the left side.
6. Click on "Faculty Seminars" from the list under *Assigned Subject Area*.
7. Select and click on the desired course, and choose the desired class.
8. Click *Book this course*. If a class is full, select *Book on Waitlist*. If space becomes available, you will receive an email and automatically be moved into the class.
9. Success! displays at the top of the page.
10. Click the *Training Home* link to view the class in *My Training Activities*.

If you have questions about enrollment, call IT Services Support at (517) 884-3000.

D2L Help-On-The-Go
Do you have questions about D2L? Instructional designers are available to help **both days from 11:30 a.m.-1:30p.m. in the Union Ballroom.**