

Faculty Seminars in Research and Instructional Technology

MAY 6-7, 2014

IT SERVICES OFFERS TWO DAYS OF NO-COST TECHNOLOGY TRAINING.

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

- Morning sessions run from 8:30 to 11:30 a.m. each day.
- Afternoon sessions run from 1:30 to 4:30 p.m. each day.
- Choose from one to four sessions over the two-day period.

Enroll Online

Go to facultyenroll.msu.edu for information on how to enroll for these sessions. Classes fill up fast so enroll early! Deadline is **May 2, 2014.**

MICHIGAN STATE
UNIVERSITY

IT Services

TUESDAY, MAY 6, SESSIONS

FULL DAY

Dreamweaver

Learn to create web pages with the most versatile web management tool available. This class covers setting up a new website, creating and formatting simple web pages, and working with links and images.

216 Bessey Hall

MORNING SESSIONS

Adobe Connect & Presenter

Adobe Presenter will help you enhance your PowerPoint presentations and make them more interactive by incorporating audio, video, and Flash movies. In addition, learn how to conduct online meetings and lectures with Adobe Acrobat Connect Pro.

Library Basement Instruction Room

Desire2Learn Introduction

This course will provide attendees with an overview of the key features and components of the D2L learning environment. Included will be instruction on activating courses, creating and managing modules and topics, dropboxes, discussion forums, quizzes/surveys, managing classlists, and using course tools.

12 Olds Hall

EndNote

A basic introduction to EndNote and EndNote Web. Learn how to import references from MSU's online catalog and article databases, format citations and bibliographies in a Word document, use EndNote Web to create groups and share references with other users. Previous experience searching article databases available from MSU Libraries is highly recommended.

Library Beaumont Instruction Room

Excel 2013 Level 1

Learn to use Excel spreadsheets to post and manipulate data, create charts and graphs, and use formulas.

210 Computer Center

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.

415 Computer Center

Introduction to High Performance Computing at MSU

This workshop teaches you how to get started with the High Performance Computing Center (HPCC). Topics include connecting, working with files, navigating the command line, accessing available software, testing and running programs, writing scripts, and submitting and monitoring jobs.

403 Computer Center

LaTeX

LaTeX is a versatile alternative to word processing, which is widely used in professional publishing. This session will provide an overview of the LaTeX document preparation system, including how it works and how it compares to word processing software. *Starts at 9:30 a.m.*

109 Olds Hall

Printing and Publishing Opportunities at MSU Libraries

Learn about publishing options at MSU Libraries, from the print and electronic course packs of the Course Materials Program, to book printing through the Espresso Book Machine (EBM). Which service is a better fit for your course projects and teaching materials? Participants will see a live demonstration of the EBM and learn the basics of formatting their files for use with the machine. Copyright and licensing concerns will also be addressed. Limited to 20 participants. Participants are encouraged to bring their own laptop.

Library North Conference Room

Virtual Collaboration Tools

This course is intended for faculty and staff who want to use virtual collaboration tools that are available on campus. Topics include Zoom, Skype, Kaltura MediaSpace, and FileDepot. Zoom is a tool for video and audio conferencing. Skype allows for IMing 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 within and beyond MSU.

217 Bessey

Zotero: Citation Management 2.0

This session will provide a comprehensive introduction to Zotero, a free citation management tool. Learn how to import and manage references from Library e-resources and the web, share resources with others, and format references for use with Microsoft Word. This class will teach the Zotero Firefox browser-based tool. Previous experience searching article databases available from the MSU Libraries is recommended. Participants must bring their own laptop with the latest version of Firefox installed. *Starts at 9:00 a.m.*

Library Reference Instruction Room

AFTERNOON SESSIONS

Data Management for Research

Learn about practical, MSU-specific support and infrastructure for managing, archiving, and sharing research data. Understand the changing research landscape and the shift to data-intensive and highly-collaborative research projects. Learn to comply with the National Science Foundation (NSF) policies requiring submission of a Data Management Plan. *Starts at 2:00 p.m.*

109 Olds Hall

Desire2Learn Advanced Features

This course is intended for D2L users who want to use additional system features beyond what is covered in the Introduction and other specialized classes. Topics include Course Customization, Competencies & Objectives, Checklists, Intelligent Agents, and various reporting capabilities.

Library Basement Instruction Room

Desire2Learn Gradebook

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

Library Beaumont Instruction Room

Desire2Learn Introduction

See Tuesday a.m. class description.

12 Olds Hall

Eli Review

Eli Review helps instructors put peer learning to work in small and large classrooms and provides the data to show that students are on task, engaged, and learning. Learn how Eli can help you coordinate and evaluate peer learning in online and blended classrooms to save time and focus group work on high-priority learning goals.

211 Bessey Hall

Excel 2013 Level 2

This session will work with large worksheets, workbooks, advanced formatting, and offer additional tips and consulting.

210 Computer Center

Fundamentals of Online Teaching - Part 1 of 2

Explore techniques to alter your instruction to replace a portion of in-class seat time with out-of-class learning. Participants must bring their own laptop. *Enrollment in this day's session automatically enrolls you in the second session on Wednesday.*

112 Bessey Hall

Introduction to Geographic Information Systems

This introduction to Geographic Information Systems (GIS) will emphasize the free online software and tools accessible to all campus researchers. Profiled in the class will be ArcGIS Online, a cloud-based GIS content management system that provides the infrastructure to create maps, design applications, and share information. At the end of this workshop, attendees will have a basic understanding of how GIS works and how to transfer, discover, and create geographic data.

219 Geography Building



Google at MSU: Calendar & Sites

Use Google Sites to build, share, and collaborate on websites. Explore the features of the Google Calendar to set appointments and create shared calendars for seminars and conference rooms.

415 Computer Center

Advanced Topics in HPCC: Making Your Research Go Faster

During this workshop, those already familiar with the HPCC systems will be shown advanced techniques on how to use the systems more effectively.

403 Computer Center

LON-CAPA 2.11 Overview

This overview will explore course management and content creation in the new version of LON-CAPA in use by MSU faculty since January. Although highly randomized online homework and online/bubblesheet exams are a core strength of LON-CAPA, the system also offers a comprehensive suite of tools to manage a course including: syllabus, discussion, groups, portfolios, surveys, practice, calendar, grades, and section management. LON-CAPA is integrated into the MSU environment with automated enrollment, access to student photos, and Single Sign On authentication.

217 Bessey Hall

WEDNESDAY, MAY 7, SESSIONS

FULL DAY

Photoshop

Explore the Photoshop workspace and learn about image modes, selections, and shape tools, as well as layers, text, and filters.

210 Computer Center

MORNING SESSIONS

Camtasia Studio 8

Learn how to use this video tool from TechSmith. This introduction will allow you to create, edit, and post videos including in PowerPoint slides.

216 Bessey Hall

Desire2Learn Advanced Features

See Tuesday p.m. class description.

415 Computer Center

Desire2Learn Assessments

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

Library Basement Instruction Room

Desire2Learn Introduction

See Tuesday a.m. class description.

12 Olds Hall

iClickers as Teaching Tools

This session will introduce you to the pedagogy, benefit, and ease of use to adopt iClickers in your classroom. iClickers allow for real-time management and assessment of student understanding. iClicker also integrates fully with Desire2Learn for easy gradebook management. This user-friendly technology enables instructors to interact dynamically with students through question-and-answer polling, and accurately records results to improve learning outcomes.

217 Bessey Hall

Library Boot Camp

Learn how to take advantage of the MSU Libraries' extensive online resources and special faculty services to support teaching, research, and outreach. **Starts at 9:30 a.m.**

Library Beaumont Instruction Room

Managing, Sharing and Moving Big Data

This workshop will demonstrate how the High Performance Computing Center (HPCC) and MSU resources can be used to store data securely and how this data can be shared with researchers at MSU or collaborators at other institutions. Learn how to set up and use shared research spaces on the HPCC, 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.

403 Computer Center

What's Wrong With My Course Documents? Make Them Accessible!

Make sure that your syllabus meets WCAG 2.0. This workshop will focus on the course syllabus and how to make sure it is accessible. The knowledge gained from the hands-on exercises will allow you to continue this process on your other course documents (Word, PowerPoint, PDFs, etc.).

211 Bessey Hall

AFTERNOON SESSIONS

Camtasia Studio 8

See Wednesday a.m. session description.

216 Bessey Hall

Desire2Learn Assessments

See Wednesday a.m. class description.

12 Olds Hall

Desire2Learn ePortfolio

The D2L ePortfolio is a user-centered application for storing, organizing, reflecting on, and sharing items that represent the individual learner. This course explains how to create the items that can be included within the ePortfolio, including artifacts, collections, and presentations, and explains how to share.

415 Computer Center

Desire2Learn Gradebook

See Tuesday a.m. class description.

Library Basement Instruction Room

Fundamentals of Online Teaching - 2 of 2 (Continuation of Tuesday p.m. class.)

112 Bessey Hall

Literature & Information Management Tools

Discover emerging technologies and unique features of library resources that can help organize and manage research and information gathering more effectively, and help students to develop research strategies.

Library Beaumont Instruction Room

What's Wrong With My Course Documents? Make Them Accessible!

See Wednesday a.m. class description.

211 Bessey Hall

Mendeley

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

Library Reference Instruction Room

LON-CAPA 2.11 Overview

See Tuesday p.m. session description.

217 Bessey Hall

The Emotional Wellness Check In

Designed to teach how to "check in" on your "emotional health status."

109 Olds Hall

Enrollment information at facultyenroll.msu.edu

Tuesday, May 6

Lunch in the Union Ballroom, 12:00-1:15 p.m.

Desire2Learn 10.3: Here is what to expect

Full Day Session (8:30-4:30)

Dreamweaver

Morning Session (8:30-11:30 a.m.)

Afternoon Session (1:30-4:30 p.m.)

Adobe Connect & Presenter	Data Management for Research (<i>Starts at 2 p.m.</i>)
Desire2Learn: Introduction	Desire2Learn: Advanced Features
EndNote	Desire2Learn: Gradebook
Excel 2013 Level 1	Desire2Learn: Introduction
Google at MSU: Drive and Docs	Eli Review
Introduction to HPCC	Excel 2013 Level 2
LaTeX (<i>Starts at 9:30 a.m.</i>)	Fundamentals of Online Teaching - Part 1 (<i>2-day session</i>)
Printing and Publishing Opportunities at MSU Libraries	Google at MSU: Calendar and Sites
Virtual Collaboration Tools	Advanced Topics in HPCC: Making Your Research Go Faster
Zotero: Citation Management 2.0 (<i>Starts at 9 a.m.</i>)	Introduction to Geographic Information Systems
	LON-CAPA 2.11 Overview

Wednesday, May 7

Lunch in the Union Ballroom, 12:00-1:15 p.m.

Teaching with Social Media

Full Day Session (8:30-4:30)

Photoshop

Morning Session (8:30-11:30 a.m.)

Afternoon Session (1:30-4:30 p.m.)

Camtasia Studio 8	Camtasia Studio 8
Desire2Learn: Assessments	Desire2Learn: Assessments
Desire2Learn: Advanced Features	Desire2Learn: Gradebook
Desire2Learn: Introduction	Desire2Learn: ePortfolio
iClickers as Teaching Tools	Fundamentals of Online Teaching - Part 2 (<i>Continued from Tuesday</i>)
Library Bootcamp (<i>Starts at 9:30 a.m.</i>)	Literature and Information Management Tools
What's Wrong With My Course Documents? Make Them Accessible!	LON-CAPA 2.11 Overview
Managing, Sharing and Moving Big Data	What's Wrong With My Course Documents? Make Them Accessible!
	Mendeley
	The Emotional Wellness Check In



Lunch Presentations

All participants are invited to attend the lunch presentations on instructional technology on both days. Lunches are 12:00-1:15 p.m. each day in the Union Ballroom.

Lunch on Tuesday, May 6

Desire2Learn 10.3: Here is what to expect

Lunch on Wednesday, May 7

Using Social Media in the Classroom Panel

Where to Enroll

Go to **facultyenroll.msu.edu** for information on how to enroll for these sessions.

Classes fill up fast so enroll early.
Enrollment deadline is **May 2**.

For more information, contact:

Severin Grabski

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(517) 432-2922

For help with enrollment, contact:

IT Services Support

itserve@msu.edu

(517) 884-3000

IT Services offers an extensive set of courses throughout the year. Learn more at **tech.msu.edu/training**.