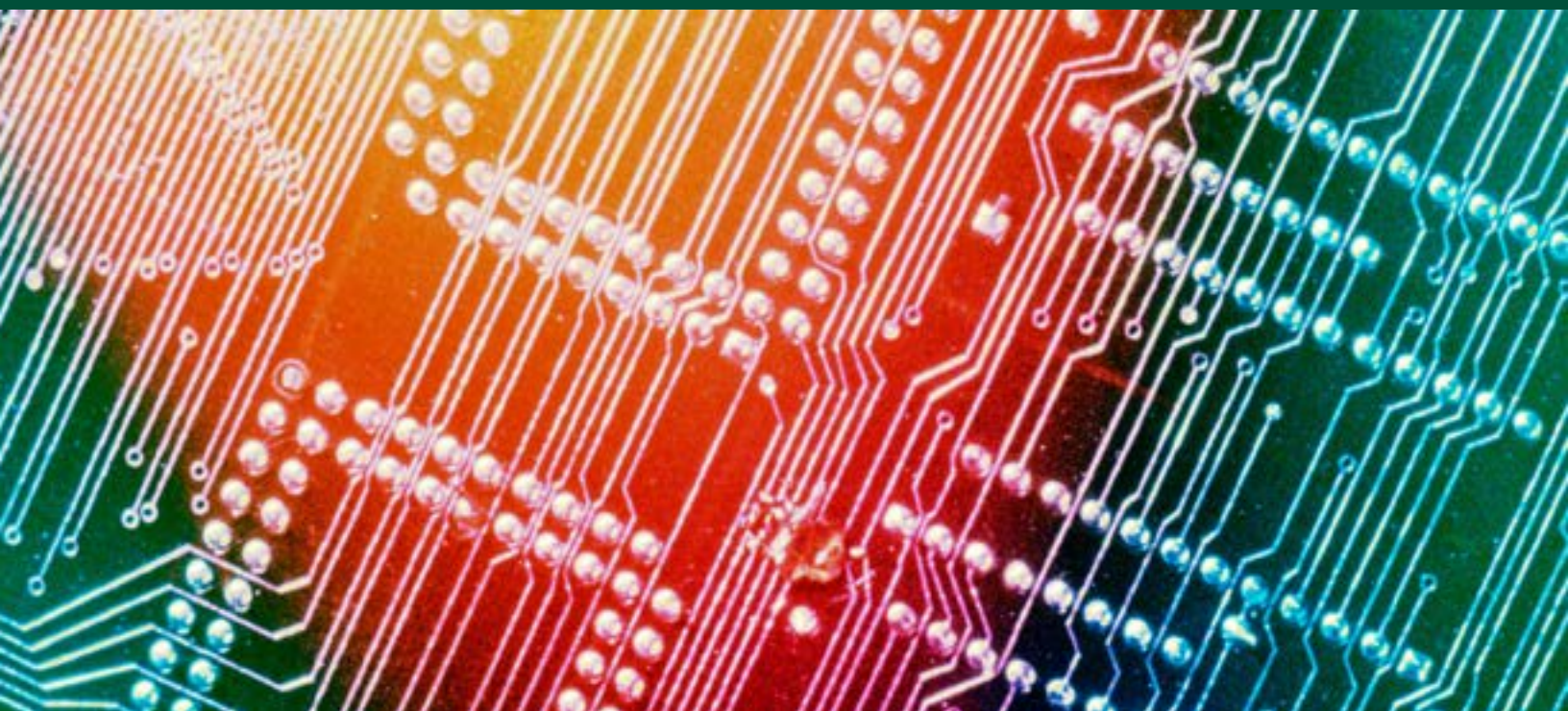# Faculty Seminars in Research & Instructional Technology

## May 12 & 13, 2015

**IT Services offers complimentary technology training.**

Morning sessions: 8:30-11:30 a.m.
Afternoon sessions: 1:30- 4:30 p.m.

**Choose up to four sessions and enroll by May 8 at facultyenroll.msu.edu**

**Adobe Connect and Presenter**
Learn to conduct online meetings and lectures, including how to create meeting spaces, add participants, and record meetings or lectures. Also learn to use the Adobe Presenter Plug-In with PowerPoint to enhance PowerPoint presentations with audio, video, and a built-in quizzing feature.

**Archiving University Records 101**
Do you have university records that need to be archived? University Archives staff will introduce you to the basics of archiving and records management for university records in a variety of formats, including electronic documents.

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

**Capturing Screen & Video**
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 to set up hotkeys, sharing options, and time-saving tips and tricks.

**CourseWeaver**
Learn 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, discussions, groups, portfolios, surveys, calendars, grades, section management, proctoring, and clicker integration.

**Desire2Learn Advanced Features**
Learn about specific D2L course features that can be used to enhance the online course experience, including course customization, competencies & objectives, checklists, intelligent agents, and various reporting capabilities. Tips on making courses accessible are also included.

**Desire2Learn Assessments**
Learn more about quizzes, dropboxes, surveys, and self-assessments, how to create them, how to access submission and statistical information, and how to grade these items. Tips on making courses accessible are also included.

**Desire2Learn Gradebook**
Learn how to set up and use the gradebook in D2L, including the steps of the gradebook setup wizard, creating and using grade schemes, creating categories and grading items, and entering grades. This course also provides information on creating rubrics. Tips on making courses accessible are also included.

**Desire2Learn Introduction**
Learn the basics of D2L, including site and course navigation, activation of courses, classlist management, creating and managing modules and topics, and introductory information about creating and using dropboxes, discussions, quizzes, and other course tools as needed and time permits. Tips on making courses accessible are also included.

**Dreamweaver CS6**
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.

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

## Tuesday, May 12 - Class Sessions

| Time | Class | Building |
|---|---|---|
| Full Day | Photoshop CS6 | 403 Computer Center |
| | *Tech-Savvy Teaching | 55 Union |
| 8:30-11:30 a.m. | Adobe Connect and Presenter | Library Basement Instruction Room |
| | Capturing Screen & Video | 216 Bessey Hall |
| | Desire2Learn Introduction | 12 Olds Hall |
| | 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 |
| | Virtual Collaboration Tools | 217 Bessey Hall |
| | Zotero: Citation Management | Library Reference Instruction Room |
| 1:30-4:30 p.m. | Desire2Learn Advanced Features | Library Basement Instruction Room |
| | Desire2Learn Gradebook | 12 Olds Hall |
| | Desire2Learn Introduction | 216 Bessey Hall |
| | EndNote | Library Beaumont Instruction Room |
| | Excel 2013: Level 2 | 210 Computer Center |
| | Mendeley | Library Reference Instruction Room |
| | Turnitin for Student Evaluations | 415 Computer Center |
| 2:00-4:30 p.m. | Research Data Management | 112 Bessey Hall |

**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, and submitting and monitoring jobs.

**Introduction to Geographic Information Systems**
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.

**Introduction to Python**
This workshop will focus on using Python to build programs and automate menial tasks. It is intended for users who have little or no programming skills. Topics include: running Python from the command line; reading data; using loops, conditionals & variables to build fuctions; and working with tabular data.

**Is Your Course Accessible?**
Ensure your content and other course materials meet the Web Content Accessibility Guideline Standard (WCAG) 2.0. The knowledge gained from the hands-on exercises will assist you in getting started to make online course documents (Word, PowerPoint, PDFs, etc.) accessible.

**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 CS6**
In this full day class about Photoshop, you will learn to use the basic features and navigate the Photoshop environment. This will include image modes for both print and web, selection and shape tools, layers, text, and filters.

**Reef Polling by iClicker**
A mobile optimized engagement system built by the company behind iClicker allows instructors and students to interact dynamically in class and offers the ability to review past session content outside the classroom. Reef Polling also works seamlessly alongside physical iClicker remotes.

**Research Data Management**
Learn about practical support and infrastructure for managing, archiving, and sharing data at MSU. Learn how to comply with data management plan policies set forth by agencies like the National Science Foundation, National Endowment for the Humanities, and the National Institutes for Health. Learn best practices for managing your data on a day to day basis and be exposed to some of the benefits of sharing data.

**Tech-Savvy Teaching: Melding In-Class and Online Pedagogies**
*Special 3-day session on May 12, 13, & 15. Space limited to 20. Applications due April 30th. Visit fod.msu.edu/spring-institute-college-teaching-and-learning.

**Turnitin for Student Evaluations**
Across types of assignments and disciplines, instructors can use Turnitin to review the originality and provide students with rich and targeted feedback on their work using drag-and drop comments, voice comments, automated grammar and writing mechanics marks, and even grade work using their own rubrics.

**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 Word. Bring a laptop with the latest version of Firefox installed. Previous experience searching article databases at the MSU Libraries is recommended.

## Wednesday, May 13 - Class Sessions

| Time | Class | Building |
|---|---|---|
| Full Day | Dreamweaver CS6 | 210 Computer Center |
| | *Tech-Savvy Teaching | 55 Union |
| 8:30-11:30 a.m. | Camtasia Studio 8 | 216 Bessey Hall |
| | Desire2Learn Assessments | 12 Olds Hall |
| | Desire2Learn Gradebook | Library Basement Instruction Room |
| | Desire2Learn Introduction | Library Beaumont Instruction Room |
| | Introduction to Python | 211 Bessey Hall |
| | Is Your Course Accessible? | 403 Computer Center |
| | Reef Polling by iClicker | 217 Bessey Hall |
| | Turnitin for Student Evaluations | 415 Computer Center |
| 1:30-4:30 p.m. | Archiving University Records 101 | 211 Bessey Hall |
| | Camtasia Studio 8 | 216 Bessey Hall |
| | CourseWeaver | 217 Bessey Hall |
| | Desire2Learn Advanced Features | Library Beaumont Instruction Room |
| | Desire2Learn Assessments | Library Basement Instruction Room |
| | Desire2Learn Introduction | 12 Olds Hall |
| | Introduction to Geographic Information Systems | 415 Computer Center |
| | Is Your Course Accessible? | 403 Computer Center |

**MICHIGAN STATE UNIVERSITY**

IT Services – Office of the CIO
Computer Center
450 Auditorium Road, Room 400
East Lansing, MI 48824

## Lunch & Presentations: Sign up!
Lunch is complimentary as well but you must sign up. The earlier, the better! Reserve your seat online at **ebs.msu.edu.** Lunch will be in the Union Ballroom from 11:45 a.m. - 1:15 p.m.

## Lunch on Tuesday, May 12
Robots for Telepresent Students in Face-to-Face Classes

## Lunch on Wednesday, May 13
Quality Matters Pilot Project

## Enroll Today
1. Visit ebs.msu.edu and click *EBS Portal Login* (Mac users-displays better with Firefox).
2. Log in 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.**