CITL

January 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12 2-3pm **Online Orientation**	13
16	17 6-7pm **Online Orientation** *Spring Semester Begins*	18	19	20
23	24 12:30-1:30pm **Moodle: Forum Discussion** A.Rakowski	25 12:30-1:30pm **Moodle: Attendance Tool** A.Rakowski	26 2:45-3:45pm **Moodle: Assignment Activities** A.Rakowski 12:30-2:00pm **Moodle: Respondus to Create Exam** B.Margolies	27
30 12:30-1:30pm **Web Enhance Your Course** A.Rakowski 1:45-3:15pm **Excel Basics** A.Verno	31 12:30-1:30pm **Moodle: Interactive Lesson Tool** M. Pongracz			

Note: *Please go to www.bergen.edu/citlworkshops for registration and a more up to date schedule of workshops.*

CITL

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 2:45-3:45pm **PDF Read Them!** **Write Them!** B. Madden	2 12:30-1:30pm **Multisensory Approaches** **to Teaching** E. Fitzgerald	3 12:30-1:30pm **Moodle: Glossary Tool** A.Rakowski
6 12:30-1:45pm **Involve Me and I will** **Learn** C. Friedlander	7 12:30-2pm **Excel Basics** A.Verno	8 2:45-3:45pm **Virtual Meeting** J. Goss	9 12:30-1:30PM **Copyright and Fair Use** Y.Pak,K. McGivern & D.Marks	10 12:30-2:30pm **PowerPoint Basics** A.Rakowski
13 11-12pm **Outlook Tips and Tricks** B. Margolies	14 12:30-2pm **Excel Charts** A.Verno	15 12:30-1:30pm **Community College** **Students** G.Fernandez 3-4pm **Moodle: Turnitin** **Feedback Studio** I.Bucchino & M.Crosby	16 2-3pm **SOTL: Getting Started** C. Miele and A. Kaur	17
20	21 12:30-1:45pm **Active Student** **Engagement** M.Krieger	22 12:30-1:30pm **Diverse Students and** **Instructional Strategies** B.D'Sa	23 10-11:30am **Excel Charts** A. Verno 1-1:30pm **Remind-101** B. Freud and L.Carmona	24
27 12:30-2:30pm **PowerPoint Animation** A.Rakowski	28 10:30-12:00pm **Moodle: Grade Book** B.Margolies			

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CITL

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1 12:30-1:30pm **Creative Commons & OER** J. Dalrymple, J. Liu & D. Marks 3:00-4:00pm **Institutional Research Reports** G.Fernandez	**2** 12:30-1:30pm **Institutional Research Reports** G.Fernandez 3:30-4:30pm **Facebook for Collaborative Research** B.Margolies	**3**
6 12:30-1:45pm **Creating Screen Reader-Accessible Documents** C. Friedlander	**7** 12:30-2pm **Excel Functions** A.Verno	**8** 10-11AM **Publisher I** E. Vandalovsky	**9** 12:30-1:30pm **NJVID and Library Videos/Media** K. McGivern and D. Marks	**10**
13 -----------------------	**14** -----------------------	**15** ----SPRING BREAK-----	**16** -----------------------	**17** -----------------------
20 10-11am **PDF Read Them! Write Them**! B.Madden	**21** 12:30-1:45pm **Building a Positive Classroom** M.Krieger	**22** 12:30-1:30pm **Creative and Critical Thinking** B.D'Sa	**23** 1:00-1:30pm **Remind 101** B. Freud and L. Carmona	**24**
27 12:30-2pm **Excel Functions** A.Verno	**28** 4-5pm **Transferring Ownership of Learning** J. Bandman	**29** **CITL SHOWCASE** **12-2PM**	**30** 12:30-1:30pm **Community College Students** G.Fernandez 2-3pm **SOTL: Planning Projects** C. Miele and A. Kaur	**31**

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CITL

April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3 2:45-4:15pm **Moodle: Grade Book** B.Margolies	4 **Professional Day of Development**	5	6 2-3pm **SOTL: Electronic Databases** K. Hossain, D. Marks	7
10 12:30-1:45pm **Designing Universal Tests** C.Friedlander	11 10-11am **Moodle: Readspeaker Gives a Voice to your e-Materials** C. Rockafellow	12 10-11am **File and Folder Management** A.Rakowski	13	14
17	18 12:30-2:00pm **Moodle: Grade Book** B.Margolies	19 2-3pm **MAC Basics** A.Rakowski	20 10-11am **OneNote** A.Rakowski	21
24	25 2:00-3:00pm **WebEnhance Your Course** A.Rakowski	26 10-11AM **Publisher II** E. Vandalovsky	27 12:30-1:30pm **Gamification: Creating a Review Game** E. Vandalovsky	28
May 1	2 12:30-1:45pm **The Equitable Classroom** M. Krieger	3	4 **Save the Date!** **CITL Summer Institute – May 15th and May 16th**	5

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Active Student Engagement Tuesday, February 21, 2017, 12:30PM
This workshop will demonstrate instructional strategies for engaging and motivating diverse students. Participants will develop a sample lesson related to their discipline, which incorporates one or more of these strategies. This will be followed by discussion and evaluation of the proposed strategy. 75 min.

Building a Positive Classroom Experience Tuesday, March 21, 2017, 12:30PM
This workshop will focus on Syllabus as the most effective classroom management tool. Participants will discuss the benefits of clear written descriptions for course assignments and the value using of rubrics. 75 min.

Community College Students, Wednesday, February 15, 2017, 12:30PM and Thursday, March 30, 2017, 12:30PM
Brown bag lunch series to discuss reasons students come to college and the benefits of attending a community college. Bring your lunch. Coffee and cookies will be provided. Session#1 on 2/15/17 will go over on *Why Go to College?* and Session#2 on 3/30/17 will go over *What is the Value of the Community College?* 60 min.

Copyright and Fair Use Thursday, February 9, 2017, 12:30PM
This presentation will go over how to appropriately use articles and other copyrighted materials in your classroom using our Reserve system, Moodle, and distribution in class. Presenters will discuss how to secure copyright clearance and use the legal guide for copyrighted materials. 60 min.

Creating Screen Reader-Accessible Documents Monday, March 6, 2017, 12:30PM
This hands-on workshop will explore how screen readers provide students with blindness, low vision, and learning disabilities access to their academic materials and how such assistive technology interacts with different subject matter, such as math expressions and illustrations. Participants are encouraged to bring digital copies of their own academic materials. 75 min.

Creative and Critical Thinking Wednesday, March 22, 2017, 12:30PM
How to create thinkers as opposed to students who simply recall information? Learn the use of Bloom's Taxonomy as a rubric to create and assess student's assignment to determine progress from lower level of recall to higher level of thinking. 60 min.

Creative Commons and OER Wednesday, March 1, 2017, 12:30PM
This presentation will go over what is Creative Commons and OER, and how it is being incorporated in our classes. There will be a discussion on the benefits of OER, how licensing is obtained and how OER materials support instruction for faculty and students. 60 min.

Designing Universal Tests Monday, April 10, 2017, 12:30PM
Studies show that 50% of the community college student population is comprised of students with documented disabilities. In this workshop, faculty will learn how easy it is to universally design their testing materials to better accommodate all types of learners, including students using assistive technology and/or are navigating learning disabilities. 75 min.

Diverse Students and Instructional Strategies Wednesday, February 22, 2017, 12:30PM
In this session, instructional strategies will be presented to incorporate diversity in the classroom. Learn how to present content in ways where students from different cultural backgrounds experience curriculum from diverse sources to build meaningful connections. 60 min.

Excel Basics Monday, January 30, 2017, 1:45PM and Tuesday, February 7, 2017, 12:30PM
Learn to create, edit and save Excel workbooks, also known as spreadsheets. Create formulas and simple functions to do calculations. Format numbers as currency, percent, and negatives. Learn necessary features to get correct answers to calculations. Do quick printing. 90 min.

Excel Charts Tuesday, February 14, 2017, 12:30PM and Thursday, February 23, 2017, 10:00AM
Learn to create and format charts (also known as graphs) in Excel. Charts plot data in a worksheet and can be created on the same sheet as the worksheet or on their own sheets. Learn when to use different types of charts and how to make them look good. Print charts, either with the worksheet or on their own sheets. 90 min.

Excel Functions Tuesday, March 7, 2017, 12:30PM and Monday, March 27, 2017, 12:30PM
Have a quick review of simple functions, then learn more advanced ones. Use multiple ranges of cells in a function. Get acquainted with the IF function, a very powerful tool that allows you to do different things based on certain conditions. 90 min.

Facebook for Collaborative Research, Thursday, March 2, 2017, 3:30PM
This session will demonstrate use of Facebook in genealogy research to preserve, organize, annotate and share artifacts. It will go over how to generate collaborative discussions with researchers worldwide and maintain privacy by restricting access. 60 min.

File & Folder Management Wednesday, April 12, 2017, 10:00AM
Learn how to create and organize your folders and files as well as copy, move, rename, delete and find your files. 60 min.

Gamification: Creating a Review Game Thursday, April 27, 2017, 12:30PM
Attendees will be shown different options of creating a game to review for an exam. It is suggested that they bring in material that they could use to create the game, that way they can begin to create a review game during that session that can be used in class. Prerequisite: Basic knowledge of PowerPoint and the Internet. 60 min.

Institutional Research Reports, Wednesday, March 1, 2017, 3:00PM and Thursday, March 2, 2017 12:30PM
Come and learn about where you can find information about our students, classes and other institutional data. 60 min.

Involve Me and I Will Learn Monday, February 6, 2017, 12:30PM
This workshop will explore how making small changes to your course can eliminate typical ability-related barriers to learning for students needing accommodations. Topics will include brief introductions and demonstrations of commonly-used assistive technology such as screen readers, speech-to-text, and closed-captioning, as well as ways to seamlessly incorporate such technology into course materials and classroom practices. 75 min.

MAC Basics Wednesday, April 19, 2017, 2:00PM
This workshop will introduce you to the different pieces that make up the Mac interface. Learn how to navigate, organize files, setup a printer, and how to update the software. 60 min.

Moodle: Assignment Activities Thursday, January 26, 2017, 2:45PM
Participants will learn how to create assignments, specify grading options, add instructions and documents relevant to each assignment, and display assignment links in the course calendar. 60 min.

Moodle: Attendance Tool Wednesday, January 25, 2017, 12:30PM
This tool is for teachers to be able take attendance during class, and for students to be able to view their own attendance record. A teacher can mark the attendance status of a student as "Present", "Absent", "Late", or "Excused." The Attendance module can generate reports for either the entire class or for individual students. 60 min.

Moodle: Forum Discussions Tuesday, January 24, 2017, 12:30PM
Participants will be able describe the features of each Moodle forum type, create forum activities, specify grading options, and grade forums. 60 min.

Moodle: Glossary Tool Friday, February 3, 2017, 12:30PM
The glossary tool allows teachers or teachers and students to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed in different formats. A glossary can be used as a collaborative activity or be restricted to entries made by the teacher. The auto-linking feature can highlight any word in the course which is located in the glossary. 60 min.

Moodle: Grade Book Tuesday, February 28, 2017, 10:30 AM and Monday, April 3, 2017, 2:45PM and Tuesday, April 18, 2017, 12:30PM
Participants will be able to configure a course grade book using one or more of the following aggregation methods: mean, simple-weighted mean, or weighted mean of grades. They will be able to create Grade categories, enter grades for assignments, and select the optimal aggregation method for their Course Syllabus. 90 min.

Moodle: Interactive Lesson Tool Tuesday, January 31, 2017, 12:30PM
The Moodle Lesson activity is the perfect tool to enhance the presentation of the content of your course. Learn how to create lessons to integrate multiple choice, true-false, or other questions into your course material. 60 min.

Moodle: Readspeaker Gives a Voice to your e-Materials Tuesday, April 11, 2017, 10:00AM
Readspeaker allows students to listen to materials from their Moodle Course. To listen to the text students simply click the play button to read the text on any device. This helps students with learning disabilities, visual impairments and second language challenges. Also, materials can be downloaded onto an MP3 for easy listening anywhere. 60 min.

Moodle: Respondus to Create Exams Thursday, January 26, 2017 12:30PM
Do you have quizzes typed in MS Word that need to be batch uploaded to a Moodle course? Learn how to use Respondus to easily upload existing quizzes or create new Moodle quizzes from publisher test banks. 90 min.

Moodle: Turnitin Feedback Studio Wednesday, February 15, 2017, 3:00PM
Turnitin is an Internet based service intended to help identify and prevent plagiarism. Creating a Turnitin assignment in Moodle automatically creates accounts for your students. Submit a paper, view a report, and grade the assignment within your Moodle course. This is helpful for checking submitted papers and providing feedback through online grading. 60 min.

Multisensory Approaches to Teaching Thursday, February 2, 2017, 12:30PM
College students arrive in our classrooms with many different learning styles and experiences. Designing lessons, activities, and assessments that allow students to both access and apply these skills and styles is one way instructors can engage and support students. This faculty workshop will review learning styles and highlight activities that appeal to auditory, visual, and kinesthetic learners. Participants may BYOL (bring your own lunch) and refreshments will be served. 60 min.

NJVID and Library Videos/Media Thursday, March 9, 2017, 12:30PM
This presentation will provide an overview of the video repository NJVID and how this platform supports your classes. Presenters will share how library media is purchased and accessed in your classes. 60 min.

OneNote Thursday, April 20, 2017, 10:00AM
OneNote is an electronic version of a tabbed ring-binder where users can directly take notes and gather material from other applications and the web. Learn how to create an electronic notebook in MS OneNote and learn basic tasks for making the most of it. 60 min.

Outlook Tips and Tricks, Monday February 13, 2017, 11:00AM
Learn how to organize your mailbox by setting up folders, sort your mailbox, and effectively schedule meetings by checking other's calendars. 60 min.

PDFs: Read Them! Write Them! Wednesday, February 1 2017, 2:45PM and Monday, March 20, 2017, 10:00AM
Learn how to read, create and edit PDF files. We will look at the methods and how to avoid problems when converting Microsoft Office documents to PDF format and PDFs into Word documents. 60 min.

PowerPoint Animations Monday, February 27, 2017, 12:30PM
Learn to incorporate multi-media into your PowerPoint presentation such as adding transitions, sound, and animations. Inserting sound clips and different effects will also be shown. Pre-requisite: Knowledge of PowerPoint or PowerPoint Basics workshop. 120 min.

PowerPoint Basics Friday, February 10, 2017, 12:30PM
Create slide shows using different layouts for placement of text and pictures. Explore different backgrounds and design themes. Include pictures found online. Create bullets and use Smart Art, which has diagrams to help describe processes, hierarchies and relationships. Learn how to run your show through a projector and print handouts. 120 min.

Publisher I Wednesday, March 8, 2017, 10:00AM
Learn to use Publisher to create impressive classroom materials, newsletters, and fliers. 60 min.

Publisher II Wednesday, April 26, 2017, 10:00AM
Produce professional quality publications for print or

the Web by working with text frames, drawing tools, custom backgrounds and images. Improve design and message content, and formatting projects for commercial printing. Create fliers, business cards, and other forms. 60 min.

Remind 101 Thursday, February 23, 2017, 1:00PM and Thursday, March 23, 2017, 1:00PM
Remind is a free, safe, and simple way for teachers to reach students on any device. Send updates, questions, and more to any device—students can receive notifications by text message, on the app, on the web, and by email. Learn how to send announcements to individual, small group or entire class for a personalized experience. 30 min.

SOTL: Electronic Databases Thursday, April 6, 2017, 2:00PM
This presentation will provide lessons on how to search our electronic databases and resources to obtain articles and scholarly materials for Teaching and Learning to assist with the supplementing of classroom instruction and scholarship for tenure and advanced researching tips to remain currently apprised in one's field. 60 min.

SOTL: Getting Started Thursday, February 16, 2017, 2:00PM
This workshop introduces principles and practices in Scholarship of Teaching and Learning (SOTL). Background research in the field will be presented along with sample research questions and methods. SOTL as collaborative inquiry for course and program development will also be discussed. 60 min.

SOTL: Planning Projects Thursday, March 30, 2017, 2:00PM
This workshop engages participants in identifying aspects of student learning for research. Participants will consider who their students are, what they want the students to learn, and what learning opportunities students are given. Based on this type of inquiry, participants can begin to formulate a research project. 60 min.

The Equitable Classroom Tuesday, May 2, 2017, 12:30PM
This workshop will examine the role of empathy in creating optimum learning environments for all of our students and an improved professional life for instructors. Participants will engage in a discussion on how to develop an equitable environment which begins with a reflection on our perspectives and sensitivities to the diverse academic needs of our students to better manage classroom environment. 75 min.

Transferring Ownership of Learning Tuesday, March 28, 2017, 4:00PM
Critical thinking is a highly demanded skill for evolving diverse learners. Presenter will go over how to incorporate activities that require higher order thinking beyond the parameters of explicitly stated facts to foster student success through ownership of their work inside and outside the classroom. 60 min.

Virtual Meeting Wednesday, February 8, 2017, 2:45PM
Would you like to hold a virtual presentation using audio, video, whiteboard and/or text chats? Come and learn the basics of Adobe Connect Pro include getting started, open a meeting room, invite participants, screen sharing, and using virtual whiteboard. BYOD 60 min.

Web Enhance your Course Monday, January 30, 2017, 12:30PM and Tuesday, April 25, 2017, 2:00PM
Dragging syllabi and handouts to every class is not necessary anymore. Let us show you how easy it is to use Moodle to web-enhance your class with 24/7 document retrieval from the internet. Bring your syllabus and handouts as electronic files in Word to the workshop. This is in the new version of Moodle 3.x.(Open to all faculty) 60 min.

Online Workshops

Web Enhance Your Course (completely online)
Prefer to take Web Enhance Your Course online? If so, to start the process, please go to www.bergen.edu/courseshell, click on: **Click Here for Course Shell Request Form** and fill out the form. Click, "The Web Enhanced Program" (TWEP) pull down menu to select the enroll option. If you have questions about the *TWEP* online training, email, Annette Rakowski at arakowski@bergen.edu

Adjunct Faculty Development Program (AFDP) Online

To access, login to the Moodle site: http://moodle.bergen.edu and click AFDP course shell to access online learning units.

- **Classroom Management** (Positive Classroom, Cheating, Multitasking)
- **Student Engagement** (Motivation, Self-regulated learning, Read assignment)
- **Critical Thinking** (Design, Develop, Assess)
- **Universal Design for Learning**