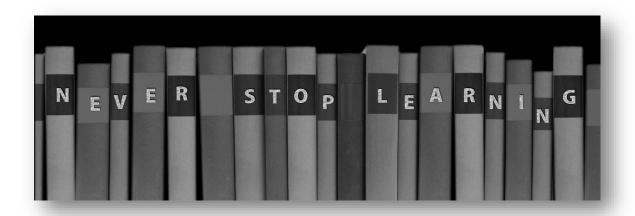


Center for Innovation in Teaching & Learning

SPRING 2018



WORKSHOP OFFERINGS



What type of workshop are you looking for?	
Office Productivity	Teaching Techniques
 Citation Formatting Tips & Tricks Cybersecurity Email Netiquette Excel Basics Excel Charts Excel Functions Excel Macros Excel Pivot Tables Getting Started with Windows 10 OneNote – Your Digital Notebook Outlook Tips & Tricks PowerPoint Animations PowerPoint Basics Use Astra Schedule to Benefit Your Program, Event, or Grant What's New in Office 2016 Word – Beyond the Basics - New! Word – Labels & Mail Merge 	 CIE: Learning Systems Paradigm - New! Creating Accessible Google Drive Documents - New! Deliberative Dialogue for Active Participation Designing Universal Tests Engaging Instructional Strategies for Diverse Learners - New! FDC: Curriculum Approval Process: Going from Idea to Catalog New! Federal Reserve Economic Data (FRED) Game Based Learning Gamification: Creating a Review Game Involve Me and I Will Learn Navigating the Library Collection Using the New WMS Navigating the Library's Electronic Collection II - Advanced Searching - New! Project Based Learning- New! Setting the Stage for a Positive Classroom Experience - New! SOTL: Getting Started SOTL: Getting Started SOTL: Planning Projects SOTL: Qualitative Research SOTL: Writing for the BCC Journal of Scholarly Teaching
Learning/Content Management System	e-Tools
 Moodle: Assignment Activities Moodle: Attendance Tool Moodle: Create Interactive Activities Using SoftChalk Part 1 - New! Moodle: Create Engaging Lessons Using SoftChalk Part 2 - New! Moodle: Forum Discussions Moodle: Gradebook Moodle: Lab Moodle: Readspeaker Gives a Voice to your e-Materials Moodle: Respondus to Create Exams Moodle: Rubrics, Marking Guides & Checklists Moodle Tips and Tricks Moodle: Turnitin Feedback Studio Moodle: Using Video Moodle: VoiceThread Web Enhance Your Course 	 Audio Narrated PowerPoint Presentation Adobe Connect: Hold A Virtual Meeting Educreations – Create Interactive Whiteboard Video Lessons - New! Engage Assess and Personalize Using Socrative Google Forms – Create Online Forms & Surveys - New! Google Hangouts: Hold a Virtual Meeting - New! Google is More Than EmailLearn Google Voice Pinterest to Engage Students in the Classroom Publishing Your Own E-Book Tech Bytes in 20 Workflowy: Change the Way You Think & Plan - New!

Audio Narrated PowerPoint Presentation Monday, February 19, 2018, 12:30PM

Using VoiceThread, you can create an interactive lecture by adding voice to your PowerPoint Presentation and posting it to your Moodle Course. 60 min.

Adobe Connect: Hold a Virtual Meeting Wednesday, February 21, 2018, 3:00PM | Wednesday, April 4, 2018, 3:00PM

Would you like to hold a virtual presentation using audio, video, whiteboard and/or text chats? Come and learn the basics of Adobe Join Pro. Topics include getting started, opening a meeting room, inviting participants, sharing screen, and using virtual whiteboard. Optional: Bring Your Own Device 60 min.

CIE: Learning Systems Paradigm

Thursday, February 1, 2018, 12:30PM

The Learning Systems Paradigm encourages faculty and staff to create integrated education experiences for all students. Dr. Jankowski will be speaking about a shift in education from a focus on teaching to a student-centered learning environment. 120 min.

Citation Formatting Tips & Tricks Monday, February 12, 2018, 12:30PM

This workshop will demonstrate how to teach students easy methods to format citations quickly and accurately, regardless of the citation style. 60 min.

Creating Accessible Google Drive Documents Monday, April 2, 2018, 12:30PM

In this hands-on workshop, learn how to create Google Docs, Slideshows, and Spreadsheets that work with assistive technology such as screen readers, magnifiers, and dictation software. Participants are encouraged to have access to their own Google account to participate in this workshop. 60 min.

Cybersecurity Wednesday, April 25, 2018, 1:00PM This workshop explains preventative methods used to protect information from being stolen, compromised or attacked. After this session, you will have a better understanding of potential information threats, such as viruses and other malware that could affect you and your computing devices. 60 min.

Deliberative Dialogue for Active Participation

Wednesday, March 28, 2018, 12:30PM

This session will go over how to create a safe space for students to engage in a democratic process of inclusiveness that supports a collaborative classroom environment. Learn how to formulate powerful open-ended questions and teach students the questions that promote inquiry and encourages powerful exchanges. Attendees will walk away with

resources to design their own classroom dialogue and the skills to help students actively participate in classroom. 60 min.

Designing Universal Tests Monday, January 22, 2018, 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 navigating learning disabilities. 75 min.

Educreations: Create Interactive Whiteboard Video

Lessons Tuesday, January 30, 2018, 10:30AM Educreations is a unique interactive whiteboard and screencasting tool that allows you to annotate, animate, and narrate nearly any type of content as you explain any concept. The Educreations App turns any iPad or web browser into a recordable, interactive whiteboard, making it easy to create engaging video lessons that you can share on the web or in your course shell. Prerequisite: Familiarity with using iPad 60 min.

Email Netiquette Friday, April 6, 2018, 10:30AM You use email every day. Are you effectively communicating with your colleagues? Using technology, test your skills on fun facts and basic email etiquette principles that will help you be a courteous and effective communicator. Optional: Bring along your favorite digital device. (laptop, mobile phone, or tablet) 60 min.

Engage Assess and Personalize Using Socrative Wednesday, April 11, 2018, 1:00PM

Learn how you can use the Socrative App to ask questions in class and have students respond in real time on the fly. Presenter will share how to create learning opportunities and deliver engaging classroom activities using iPad. 60 min. Prerequisite: Familiarity with using an iPad

Engaging Instructional Strategies for Diverse Learners Tuesday, April 3, 2018, 12:00PM

As we know, community college students come from diverse educational and cultural backgrounds. It is these diverse students who benefit the most from engaging and active instructional strategies. In this workshop, attendees will explore teaching strategies that will improve and advance classroom instruction. 90 min.

Excel Basics Tuesday, February 6, 2018, 12:00PM 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 Wednesday, March 21, 2018, 12:00PM 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 a worksheet or on their own sheets. Learn when to use different types of charts and how to make them look good. Print charts, either within the worksheet or on their own sheets. 90 min.

Excel Functions Tuesday, April 24, 2018, 12:00PM Have a quick review of simple functions, and 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 functions based on certain conditions. 90 min.

Excel Macros Thursday, April 12, 2018, 1:00PM This is an advanced class. Macros are recordings of keystrokes and mouse actions that can be used to automate repetitive tasks. Macros can be used for simple formatting or complex calculations. Add buttons to the Quick Access Toolbar for easy playback of general macros that can be used in any workbook. Create buttons within a sheet for playback of macros unique to that book. 90 min.

Excel Pivot Tables Tuesday, February 27, 2018, 1:00PM Use pivot tables to make large, complex sets of data more understandable and easier to comprehend at a glance. You can quickly change the layout to see limitless use of the data as well as count items, see sums, averages, and quickly calculate percentages. 90 min.

FDC: Curriculum Approval Process: Going from Idea to Catalog Tuesday, January 30, 2018 3:45PM

Do you have an idea for a new course or program option? Need to modify existing curriculum? Join Dr. Ilene Kleinman, Associate Dean of Curriculum, and Professor Joan Dalrymple, Faculty Senate Curriculum and Course Auditor, as they explain the curriculum approval process from start to finish. Learn about the proposal forms, BCC and state requirements, and how to get assistance with your proposal. 60 min.

Federal Reserve Economic Data (FRED) Thursday, February 8, 2018, 4:15PM | Thursday, March 8, 2018, 4:15PM | Thursday, April 5, 2018, 4:15PM This hands-on workshop will help participants to gain experience in navigating and operating Federal Reserve Economic database. Topics covered will include creating a free account, finding variables of interest with different frequencies and date ranges, introducing various types of

graphs available, utilizing the appropriate units to display, transforming data using formulas, and lastly proper formatting, saving, and sharing of graphs. 60 min.

Game Based Learning Thursday, April 5, 2018, 3:00PM Game based learning uses competitive exercises, where students compete against each other or challenge themselves in order to learn better. Gaming principals involved with designing in-class activities will be shared. 60 min.

Gamification: Creating a Review Game Wednesday, April 18, 2018, 1:00PM

Attendees will be shown different options of creating a game to review for an exam. You will be shown how to use a PowerPoint template to create a review game and how to use an online app called Kahoot. It is suggested that you bring in material that could be used during the class to get started. Prerequisite: Basic knowledge of PowerPoint and the Internet. 60 min.

Getting Started with Windows 10 Thursday, February 15, 2018, 3:30PM | Monday, March 19, 2018, 10:30AM | Wednesday, April 4, 2018, 10:30AM

This workshop is designed to get you up and running with Windows 10. Learn how to personalize your desktop using the Start Menu, Tiles, and the Taskbar. This session will go over new search features and how to manage files and folders using File Explorer. 60 min.

Google Forms: Create Online Forms & Surveys Tuesday, February 13, 2018, 3:15PM | Wednesday, April 25, 2018, 3:15PM

Learn to use this very straightforward tool for creating online forms that are simple for anyone to access and easy for you to collect and analyze results. Perfect for creating online forms and/or surveys. Make sure you already have an active Gmail account when you come to this class. 60 min

Google Hangouts: Hold a Virtual Meeting Monday, February 5, 2018, 3:30PM

Google Hangouts brings conversations to life with photos, emoji, and even group video calls for free. Connect with students and colleagues across computers, Android, and Apple devices. 60 min.

Google is More than Email...Learning Google Voice Wednesday, April 11, 2018, 3:30PM

Google Voice is a voicemail service from Google that enables users to send free text messages, customize their voicemail, read a voicemail text transcript, and more! 60 min.

Involve Me and I Will Learn Monday, April 30, 2018, 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 descriptions 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.

Moodle: Assignment Activities Thursday, January 25, 2018, 10:30AM | Thursday, February 15, 2018, 1:45PM | Monday, March 26, 2018, 10:30AM

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 Tuesday, January 23, 2018, 2:30PM

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 either for the entire class or for individual students. 60 min.

Moodle: Create Interactive Activities Using SoftChalk - Part 1 Thursday, March 22, 2018, 3:00PM

Learn about the many features of SoftChalk. Turn a Word document into an interactive web page. Create interactive activities and text annotations. Lastly, see how easily you can integrate your lesson into Moodle 60 min.

Moodle: Create Engaging Lessons Using SoftChalk -

Part 2 Thursday, March 29, 2018, 1:30PM SoftChalk, is a creative interactive program that will engage your students. In this webinar, you will learn how to copy existing lessons from the SoftChalk Share. Learn how to create a new lesson using text, graphics, media, and hyperlinks. Lastly, how to incorporate your lesson into your Moodle Course. 120 min.

Moodle: Forum Discussions Tuesday, January 30, 2018, 12:30PM | Thursday, April 19, 2018, 2:45PM | Participants will be able to describe the features of each Moodle forum type, create forum activities, specify grading options, and grade forums. 60 min.

Moodle: Grade Book Tuesday, February 6, 2018, 10:15AM | Wednesday, March 21, 2018, 2:00PM 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. 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 Lab Tuesday, March 20, 2018, 3:00PM | Monday, April 23, 2018, 10:30AM

Moodle lab is an open session that provides faculty with opportunities to work on their courses in Moodle and receive on the spot help. Attendees are expected to have a working knowledge of Moodle. An Instructor will be available to answer any questions. 60 min.

Moodle: Readspeaker Gives a Voice to your e-Materials Tuesday, March 6, 2018, 11:30AM

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. In Addition, materials can be downloaded onto an MP3 for easy listening anywhere.

Moodle: Respondus to Create Exams Monday, February 26, 2017, 10:30AM | Thursday, March 8, 2018, 2:00PM 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: Rubrics Marking Guides & Checklists Monday, January 29, 2018, 12:30PM

This workshop introduces advanced grading tools such as a rubric, marking guide or checklist. You will learn how to create, grade and provide feedback using these tools. You will also learn how to turn your guides into a template to grade assignments and discussions in your course. 60 min.

Moodle: Tips and Tricks Thursday, February 8, 2018, 3:30PM | Monday, April 9, 2018, 2:30PM

This workshop will go over features that will enable you to use Moodle more efficiently. Areas covered are Layout and formatting, embed a video, user reports in Gradebook, importing from another course, backing up your course, and more. 60 min.

Moodle: Turnitin Feedback Studio Wednesday, February 7, 2018, 2:00PM

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.

Moodle: Using Video

Tuesday, April 3, 2018, 3:30PM

In today's video-obsessed culture, video can be a way to engage students and convey a personal touch in the online classroom. In this workshop, we will discuss using video within the Moodle environment to diversify presentation, add personality to your class and provide individuated feedback. Topics will include linking and embedding video, use of YouTube and Open Broadcaster Software and how to show screen and camera recordings separately and simultaneously. 60 min.

Moodle: VoiceThread Friday, February 9, 2018, 2:30PM | Monday, March 5, 2018, 12:30PM | Friday April 20, 2018, 2:30PM

VoiceThread is a web-based tool you can use to have engaging discussions with your students around videos, images and PowerPoints. With VoiceThread, teachers can create mini-lectures and students can add audio or webcam responses from their laptops or mobile devices. This workshop will go over basic features of VoiceThread and how VoiceThread works in Moodle. 60 min.

Navigating the Library Collection Using the New WMS Thursday, February 8, 2018, 1:15PM | Monday, March 19, 2018, 2:30PM

The Sidney Silverman Library is migrating from our current Innovative Millennium catalog to a new system, OCLC's WordShare Management System. This new system enables the library user to be able to search for books, electronic resources and course reserves all from one search box. This tutorial will show you how to search, retrieve and find all your essential library resources with ease! 60 min.

Navigating the Library's Electronic Collection II-Advanced Searching Thursday, February 22, 2018, 1:15PM | Monday, April 16, 2018, 2:30PM This workshop will get you more out of searching and finding information for articles and other electronic materials from many of the Sidney Silverman Library topical databases. This session will go over how to gather

and elicit information from databases on a continuous basis with information delivered to you based on your searching needs, 60 min.

OneNote: Your Digital Notebook

Thursday, April 26, 2018, 10:30AM

Microsoft OneNote is an electronic version of a tabbed ringbinder where users can directly take notes and gather material from other applications and the web. Learn how to create a digital notebook in OneNote and learn basic tasks for making the most of it. 60 min. Outlook Tips and Tricks, Wednesday, January 31, 2018, 10:30AM | Monday, April 2, 2018, 10:30AM Learn how to organize your mailbox by setting up folders, sort your mailbox, and effectively schedule meetings by checking other's calendars. 60 min.

Pinterest to Engage Students in the Classroom

Tuesday, March 6, 2018, 3:30PM

Pinterest is an online bulletin board for gathering and sharing web resources such as images, videos and web links. It can be used for designing collaborative visual classroom projects. Learn how to create Pinterest boards to add a visual element to your online and paper assignments. 60 min.

PowerPoint Animations Thursday, April 19, 2018, 1:00PM

Learn to incorporate multi-media into your PowerPoint presentation by adding transitions, sound, and animations. Inserting sound clips and different effects will also be shown. Pre-requisite: Knowledge of PowerPoint or PowerPoint Basics workshop. 90 min.

PowerPoint Basics Thursday, March 22, 2018, 1:00PM 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 with a projector and print handouts. 90 min.

Project Based Learning Monday, April 16, 2018, 12:30PM

Project Based Learning (PBL) is more than a teaching technique. It is a student-driven process that motivates and engages learners in relevant, authentic tasks, whose complexity requires critical thinking, collaboration, effective communication, research, and a final public "product". The interdisciplinary nature of PBL provides students with opportunities to learn a variety of skills in real context, through implementation. Presenter will demonstrate examples of project based learning and share a planning sheet to initiate PBL projects. 60 min.

Publishing Your Own E-Book Tuesday, March 20, 2018, 12:30PM

You will learn the basics about e-books, their development, the major e-book formats available and the variety of options for publishing your e-book. Formatting your e-book correctly in different formats, and receiving tips on making it more accessible to readers with

disabilities will also be covered. 90 min.

Setting the Stage for a Positive Classroom Experience

Tuesday, February 20, 2018, 12:00PM

In this workshop we will explore setting the stage for a positive classroom experience. We will discuss how the thoughtful development of the course syllabus is an effective classroom management tool. We will also examine the value of being both proactive and reflective as a classroom instructor. 90 min.

SOTL: Electronic Databases Wednesday, February 21, 2018, 12:30PM

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 Wednesday, January 31, 2018, 12:30PM

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 Wednesday, February 14, 2018, 12:30PM

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.

SOTL: Qualitative Research Thursday, March 1, 2018, 1:45PM

Do you want to capture what is on your student's mind or the best teaching practice in a particular contextual scenario? If so, attend this session to go over examples of research methods, qualitative tools (case study, interview and survey) and engage in a dialogue with the workshop presenter. 60 min.

SOTL: Writing for the BCC Journal of Scholarly

Teaching Wednesday, March 7, 2018, 12:30PM Are you thinking about writing an article about how your research and scholarly pursuits inform what you teach or how you teach for the BCC Journal of Scholarly Teaching? Learn about the submission process and timeline, content, organization, and formatting of your article. Bring your

preliminary ideas, questions, writing samples (if any) to this session. 60 min.

Tech Bytes in 20

Thursdays, 12:30PM – 2/8, 2/15, 2/22, 3/1, 3/8 Wednesdays, 5:30PM – 3/21, 3/28, 4/4, 4/11, 4/18 These 20 minute sessions are open to all faculty who are interested in learning college supported technologies for classroom teaching. Topics covered include Microsoft Office, Moodle, Email etc. 20 min.

Use Astra Schedule to Benefit Your Program, Event, or Grant Wednesday, February 7, 2018, 10:30AM | Tuesday, April 10, 2018, 2:30PM

Astra Schedule is a powerful tool that can benefit your program, project, event, or grant by helping to organize, communicate, and report on your meetings and events. At a minimum, all BCC Employees could benefit from understanding how to access and read the Astra online scheduling calendar 60 min.

Web Enhance Your Course (Face-to-Face) Wednesday, January 24, 2018, 12:30PM | Wednesday, February 28, 2018, 3:00PM | Friday, March 9, 2018, 3:00PM 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. (Open to all faculty) 60 min.

Web Enhance Your Course (Online)

Would you prefer to take Web Enhance Your Course online? If so, to start the process, please go to www.bergen.edu/courseshell, select 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.

What's New in Microsoft Office 2016 Friday, March 23, 2018, 3:00PM

Learn about the new Tell Me built-in search function used to locate specific tasks that you want to accomplish. With Smart Lookup, you can search and get results directly from the web without leaving your document. A look at the new theme options will be explored along with an easy way to attach files to emails in just one click. 30 min.

Word: Beyond the Basics

Tuesday, February 13, 2018, 1:00PM This workshop covers paragraph formatting (alignment, bullets, numbering, indents & line spacing), how to set margins, page numbering, headers/footers, format painter, and more. 90 min.

Word: Labels & Mail Merge

Tuesday, March 27, 2018, 1:00PM

Learn how to use mail merge to create form letters, mailing labels, and envelopes using Microsoft Word. 90 min.

Workflowy: Change the Way You Think & Plan

Wednesday, March 7, 2018, 2:00PM

Workflowy is an amazing web-based tool which is simple enough to create a shopping list, and powerful enough to help you plan a semester's work or manage a project. It creates lists that export easily to Word and can be shared with colleagues and students. In this session, you will learn to start using Workflowy immediately from the web interface of your computer or the app on your phone. 60 min.

Wrap Sessions - Writing, Reading, & Pedagogy

Thursdays, 12:30PM – 1/25, 2/1, 2/8, 2/15, 2/22, 3/1, 3/8, 3/22, 3/29, 4/5, 4/12, 4/19, 4/26

This event is open to all who are interested in teaching reading and writing whether in EBS, Comp/Lit, ALP, or any other discipline. Connect with colleagues and talk about teaching. 60 min.

Interested in taking a workshop?

Please register online at: http://www.bergen.edu/citlworkshops

NOTE: These workshops are available to full and part time faculty and staff. If you register for a workshop, we assume you have made arrangements with your supervisor (if applicable) to allow for your absence for this period of time.

Do you need one-on-one support with your Moodle Course Shell? Email <u>arakowski@bergen.edu</u> and set up an appointment.

Adjunct Faculty Development Program (AFDP)

The AFDP is a chance for adjuncts to participate in workshops, strengthen your teaching skills, meet other BCC faculty, and earn recognition and compensation for your efforts. This program permits you to accumulate hours of professional development over the course of an academic year leading to certificate and a stipend. For more information, go to http://www.bergen.edu/afdp site and click on the Brochure.

AFDP online gives you a chance to attend professional development programs from anywhere at any time to earn AFDP hours. 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
- Grading and Feedback (Transform, Influence, Strategize)