

Bring Service Learning to Your Class Wednesday, October 16, 2019, 12:30PM

This session will introduce ideas and topics related to service learning opportunities at the community college. Creative ways to engage BCC students will be discussed. Practical examples of service learning experiences will be presented and a discussion will follow. 60 min.

Build Skills - Go Crazy with Word & PowerPoint Monday, November 11, 2019, 3:30PM

One of the best ways to build skills with apps is explore in an open-ended way. This workshop will encourage you to 'think outside the box' as you explore features in Word and PowerPoint that you barely knew were there (or, maybe, didn't know about at all!). 75 min.

Case Management (Maxient) Wednesday, September 25, 2019, 2:00PM | Tuesday, November 5, 2019, 10:00AM

Maxient is a case management software used by various departments throughout the college. This training is intended for any new back-end user of Maxient at Bergen Community College. This training will go over surface-level knowledge about the case management software system. Come and learn about report submissions, case creation, adding case notes, reviewing your dashboard and other tips and tricks! Any specific questions or topics that you would like to see covered can be emailed to Ian Wolf at iwolf1@bergen.edu. 60 min.

Collaborate & Manage Projects Using Trello Friday, October 11, 2019, 2:30PM

Do you need a way to keep track of projects? Trello is a free web-based tool that helps you, your students, or your team collaborate, organize, and prioritize in a visual way. Learn how to use Trello's features to boost your productivity. Participants will be invited to create a free Trello account in advance of the workshop. 60 min.

Culturally Responsive Teaching Wednesday, October 16, 2019, 10:30AM

Culturally Responsive Teaching is a pedagogy that recognizes the importance of including students' cultural references in all aspects of learning (Ladson-Billings, 1994). In this session, we will explore how culture plays a role not only in communicating and receiving information, but also in shaping the thinking process of groups and individuals. 60 min.

Deliberative Dialogue for Active Participation

Thursday, October 3, 2019, 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 Rubrics to Assess Student Learning Wednesday, October 30, 2019, 2:30PM

This workshop will demonstrate types of rubrics used to record evidence for achieving student-learning outcome. The presenter will guide the audience to design rubrics using category and scoring levels, and performance characteristics. Bring your assignment to create a rubric. 60 min.

Digital Library Resources: We Have What You Want and Need Monday, September 16, 2019, 10:30AM | Thursday, November 14, 2019, 2:30PM

This workshop will show advanced search techniques to find information for articles and other electronic materials from many of the Sidney Silverman Library topical databases tailored to your particular needs. This session will go over how to gather and elicit information from databases on a continuous basis with information delivered to your desktop or laptop. This tutorial will show you how to search, retrieve and find all your essential library resources with ease! 60 min.

Effective Classroom Management Monday, October 14, 2019, 3:15PM

In this workshop, we will explore how to plan and manage a course that fosters a positive experience for both students and instructor. We will also examine how the development of a course syllabus and course assignments are the first step in effective classroom management and responsive teaching. 60 min.

Engaging Instructional Practices Monday, October 7, 2019, 3:15PM

In this workshop, we will examine simple and effective instructional strategies for engaging and motivating our diverse students. Participants will have the opportunity to explore teaching strategies that relate well to their subject area and lead to responsive teaching. 60 min.

Excel: Brush Up on Your Skills Tuesday, October 8, 2019, 1:00PM

Need to revisit some of the basic (or more complicated) features of Excel? This workshop will go over Excel concepts including charts and functions to improve efficiency. 90 min.

Excel: Conditional Processing – Advanced Thursday, November 21, 2019, 1:00PM

This workshop concentrates on using functions for data analysis. Participants will learn the following: Conditional Formatting, VLookup, HLookup, and the IF statement. Prerequisite: Good Working Knowledge of Excel Basics & Formulas 90 min.

Excel Macros Thursday, October 31, 2019, 1:00PM

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. Prerequisite: Excel Basics 90 min.

Excel Pivot Tables Thursday, October 10, 2019, 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. Prerequisite: Excel Basics 90 min.

Find Free Online Educational Resources for All Your Instructional Needs Friday, September 20, 2019, 2:15PM |

Wednesday, November 6, 2019, 12:30PM

This workshop will provide an overview of how to find free, scholarly and well developed resources for almost any subject and topic that you may teach. The methodology of how to find, evaluate and use these free resources will be covered. Topics included in this workshop are copyright, fair use, how to find and evaluation resources and finally how to adapt, mix and combine various resources. 60 min.

Google: Create Online Forms & Surveys Monday, October 28, 2019, 3:30PM

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 Docs & Drive: Real Time Collaboration Tuesday, September 17, 2019, 12:30PM | Tuesday, October 1, 2019, 12:30PM | October 22, 2019, 12:30PM

In this workshop, you will learn how you can use Google Docs & Google Drive to enhance productivity by having several individuals work remotely on the same document at the same time. The presenter will go over how to create new and edit existing documents. You will also, learn how to create and organize files, and work with folders in the cloud. 60 min.

Google Hangouts (Virtual Meeting) Thursday, November 7, 2019, 5:00PM

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: Introducing Bergen's New Email Platform

Tuesday, September 17, 2019, 10:00AM, Tuesday, November 19, 2019, 12:45PM

With Bergen's new email platform, your email is stored safely in the cloud. You can access email from any computer or device. Learn about the features that the new G Suite brings to making you more productive. 45 min.

Google: It's More Than Email...Learn Google Voice

Thursday, October 3, 2019, 5:00PM

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! Make sure you already have an active Gmail account when you come to this class. 60 min.

Hold a Virtual Meeting Monday, October 7, 2019, 12:30PM

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

Improvisational Acting to Enhance Teaching and Learning

Monday, November 18, 2019, 12:30PM

Come and learn how to use the principles of improvisational acting to promote personal and professional growth, high impact classroom practice and student engagement. Participants will learn practical applications for the classroom, including group warm-up exercises, role-play activities, and listening theatre games. 60 min.

Innovative Approach to Critical Reading Thursday, October 17, 2019, 2:45pm

Presenter will demonstrate techniques to build student critical thinking skills that question both published textual material and the students' own reading of the material. 60 min.

iPad: Create Interactive Whiteboard Video Lessons

Monday, October 14, 2019, 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 an iPad 75 min.

Moodle: Assignment Activities Tuesday, October 1, 2019, 3:00PM

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, September 18, 2019, 10:30AM

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: Audio Narrated PowerPoint Presentation Using VoiceThread Monday, November 4, 2019, 12:30PM

Voice Thread is an interactive online media platform where students can extend their in-class learning, develop creative thinking through engaging assignments, clarify concepts at their own pace, and participate in meaningful discussions with other students and the instructor. In this workshop, you will learn how to create an interactive online lecture, how to upload a voice-narrated PowerPoint Presentation to Moodle, add links (if desired), highlight specific information, and ask students to complete specific tasks in response. Prerequisite: Knowledge of how to use VoiceThread or took Workshop VoiceThread Basics 60 min.

Moodle: Create Interactive Activities Using SoftChalk

Tuesday, October 15, 2019, 2:00PM

SoftChalk, is a creative interactive program that will engage your students. Learn how to create a new lesson using text, graphics, media, and hyperlinks. Learn how to turn a Word document into an interactive web page, copy existing lessons from the SoftChalk Share, and incorporate your lesson in your Moodle Course. 75 min.

Moodle: Evaluate Accessibility of Resources with Ally

Tuesday, November 12, 2019 12:30PM

Do you want improve students' digital experience? Come and learn how Moodlerooms Ally automatically provides alternative formats of course materials to your students. This session will also, go over how you can raise the accessibility score of your course by applying easy fixes to your existing course material. Participants will walk away with an understanding of what Ally is and how they can use Ally to fix course materials for accessibility issues. 75 min.

Moodle: Forum Discussions Thursday, September 19, 2019, 3:00PM

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: Give a Voice to your e-Materials Tuesday, September 24, 2019, 12:30PM | Thursday, October 24, 2019, 4:00PM

ReadSpeaker docReader 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. 60 min.

Moodle: Grade Book Wednesday, September 25, 2019, 10:30AM | Friday, November 15, 2019, 1:30PM | Tuesday, December 3, 2019 10:30-12PM

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: Integrating Library Resources Thursday, September 23, 2019, 3:00PM

The Sidney Silverman Library offers an extensive collection of materials to support learning in every discipline. Learn how to navigate the library's collections and add library materials to your course in Moodle using the Snap theme. 60 min.

Moodle: Online Student Presentations Monday, November 13, 2019, 12:30PM

Do you require students to submit recording of their presentation in a Moodle course? Come and learn how to get your students upload their recording using the college's media repository server, Illumira. 60 min.

Moodle: Personalized Learning Design Wednesday, October 2, 2019, 10:00AM

Are you spending too much time chasing your students? Learn how to setup auto reminders to personalize your course with email reminders or pop-up notification for addressing assignment deadline, attendance issue, course progress etc. 60 min.

Moodle: Respondus to Create Exams Wednesday, October 23, 2019, 12:30PM | Wednesday, November 20, 2019, 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: Rubrics, Marking Guides & Checklists Tuesday, October 8, 2019, 2:45PM

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 marking guides into a template to grade assignments and discussions in your course. 60 min.

Moodle: Turnitin Feedback Studio Thursday, September 26, 2019, 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.

Moodle: VoiceThread Basics Friday, September 27, 2019, 1:00PM | Wednesday, October 9, 2019, 1:00PM

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.

Moodle: Web Enhance Your Course (Face-to-Face)

Wednesday, September 18, 2019, 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 Web. Bring your syllabus and handouts as electronic files in Word to the workshop. 60 min.

Moodle: 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.

PowerPoint Animations Tuesday, November 5, 2019, 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.

Project Based Learning Monday, September 23, 2019, 12:30PM

Project Based Learning (PBL) 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. 90 min.

Schedule Appointments with Easy Using Calendly Monday, September 30, 2019, 12:30PM

Calendly is a simple, easy-to-use, yet powerful scheduling App, which aims to save time, eliminate the old-school way of using email and phone calls for scheduling appointments with your students. 60 min.

The Value of Self-Cultural Awareness Monday, October 21, 2019, 3:15PM

In this last workshop of the series, we will discuss and reflect on our personal perspectives of what it means to work with community college students. We will examine the role that self-cultural awareness plays in fostering a responsive and inclusive classroom environment. 60 min.

Use Emotional Intelligence to Promote Success in the Classroom Thursday, October 17, 2019, 12:30PM

Learn how to utilize emotional intelligence to improve classroom management and connect with students. Apply strategies to help students control their emotions and better understand the emotions of others in a variety of situations. Student will benefit by learning emotional intelligence techniques to improve their people management skills. 60 min.

Word: Labels & Mail Merge Thursday, September 26, 2019, 1:00PM

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

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://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** (Accessibility)
- **Grading and Feedback** (Transform, Influence, Strategize)
- **Culturally Responsive Teaching** (Self Awareness)