



Center for Innovation in Teaching & Learning

Fall 2017



WORKSHOP OFFERINGS



Adobe Connect: Hold a Virtual Meeting

Wednesday, October 11, 2017, 3:30PM | Monday, November 6, 2017, 12:00PM

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. Topics include getting started, opening a meeting room, inviting participants, sharing screen, and using virtual whiteboard. Bring Your Own Device 60 min.

Adobe Spark: Assessing Students with an Engaging App

Tuesday, October 24, 2017, 2:30PM | Thursday, November 30, 2017, 2:00PM

Are you looking for an engaging way to assess students in the classroom? This presentation will demonstrate a simple app that allows students to do class projects using sound, backgrounds, icons and pictures. Professors can do one-on-one or group assessment and provide feedback for easy revisions. Participants will be guided through the creation of their own video project. 60 min.

Creating Screen Reader-Accessible Documents

Monday, October 16, 2017, 10:00AM | Tuesday, November, 14, 2017, 3:00PM

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

Monday, October 16, 2017, 12:30PM
How to create thinkers as opposed to students who simply recall information? Use Bloom's Taxonomy as a rubric to create and assess student's assignments to determine progress from lower level of recall to higher level of thinking. 60 min.

Cybersecurity

Monday, October 23, 2017, 1:30PM | Wednesday, November 29, 2017, 3:00PM
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

Thursday, September 21, 2017, 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

Tuesday, October 10, 2017, 12:30PM | Monday, December 4, 2017, 10:30AM
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.

Diverse Students and Instructional Strategies

Wednesday, November 15, 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.

Engage, Assess and Personalize Using Socrative App

Tuesday, November 7, 2017, 11:00AM
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 iPad

Email Netiquette

Friday, November 17, 2017, 10:30AM | Tuesday, December 5, 2017, 11:30AM
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.

Excel Basics Tuesday, October 17, 2017, 1:00PM
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 Tuesday, November 21, 2017, 1:00PM
Learn to create and format charts (also know 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 with the worksheet or on their own sheets. 90 min.

Excel Functions Tuesday, November 28, 2017, 1:00PM
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 functions based on certain conditions. 90 min.

Facebook for Collaborative Research Thursday, November 2, 2017, 10:00AM
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.

Game Based Learning Thursday, November 16, 2017, 12:30PM
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.

Getting Started with Windows 10 Wednesday, September 14, 2017, 3:00PM | Monday, September 25, 2017, 3:00PM | Thursday, October 12, 2017, 10:30AM | Thursday, November 9, 2017, 3:30PM | Monday, November 27, 2017, 11:00AM
This workshop is designed to get you up and running with Windows 10. Learn how to personalize your desktop using the Start Menu, Tiles, the Taskbar. This session will go over new search features and how to manage files and folders using File Explorer. 60 min.

Google is More than Email...Learning Google Voice Wednesday, November 15, 2017, 3:30PM | Monday, December 4, 2017, 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 Tuesday, September 26, 2017, 2:00PM | Tuesday, November 28, 2017, 3:30PM
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 Monday, September 18, 2017, 11:00AM | Friday, October 13, 2017, 2:00PM | Thursday, October 26, 2017, 10:00AM | Wednesday, November 8, 2017, 2:00PM
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 13, 2017, 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 for either the entire class or for individual students. 60 min.

Moodle: Forum Discussions Tuesday, September 12, 2017, 2:45PM | Monday, October 9, 2017, 10:30AM
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: Glossary Tool Wednesday, September 20, 2017, 2:30PM | Friday, October 6, 2017, 10:30AM
The glossary tool allows 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, September 19, 2017, 10:30AM | Friday, October 20, 2017 10:30AM | Thursday, November 30, 2017, 10:30AM | Thursday, December 7, 2017, 1:30PM

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. 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: Incorporating Library Videos

Monday, September 18, 2017, 3:30PM

This presentation will provide an overview of the library's streaming video collection and how this collection can be incorporated into Moodle. Presenters will share how library media is purchased and accessed in your classes. 60 min.

Moodle: Readspeakr Gives a Voice to your e-Materials

Thursday, September 14, 2017, 11:30AM | Tuesday, October 24, 2017, 12:30PM | Wednesday, November 29, 2017, 11:30AM

Readspeakr 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 Monday, September 25, 2017, 11:00AM | Friday, November 3, 2017, 10:00AM

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: Tips and Tricks Thursday, September 28, 2017, 10:30AM | Thursday, October 19, 2017, 3:00PM | Monday, November 6, 2017, 10:30AM

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, October 18, 2017, 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: VoiceThread Wednesday, September 20, 2017, 1:00PM | Friday, October 6, 2017, 1:00PM | Monday, October 23, 2017, 10:30AM | Monday, November 13, 2017, 12:30PM

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.

Multisensory Approaches to Teaching Thursday, October 12, 2017, 1:30PM | Tuesday, November 14, 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. 60 min.

Navigating the Library Collection Using the New WMS Tuesday, September 26, 2017, 12:30PM | Thursday, October 19, 2017, 10:30AM | Monday, November 20, 2017, 4:00PM

The Sidney Silverman Library is migrating from our current Innovative's 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.

OneNote Thursday, September 21, 2017, 3:30PM | Friday, October 27, 2017, 10:30AM

Microsoft 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 OneNote and learn basic tasks for making the most of it. 60 min.

Outlook Tips and Tricks, Wednesday, September 27, 2017, 2:00PM | Friday, October 27, 2017, 1:45PM

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, September 13, 2017, 3:00PM

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 or PDFs to Word documents. 60 min.

PowerPoint Animations Thursday, October 26, 2017, 1:00PM | Tuesday, December 5, 2017, 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, September 28, 2017, 1:00PM | Tuesday, November 7, 2017, 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.

Prezi Presentations Evolved Wednesday, October 4, 2017, 1:00PM

Tired of making your students sit through another basic PowerPoint presentation. Now you can make your classroom lectures more interesting with Prezi Presentation software. Prezi is a presentation *resource*, on a mission to reinvent how people share knowledge, tell stories, and inspire their audiences to act. Unlike slides, which literally box you in, Prezi gives you a limitless zoomable canvas and the ability to show relationships between the big picture and fine details.

The added depth and context makes your message more likely to resonate, motivate, and be remembered. 60 min.

Publisher I Wednesday, November 1, 2017, 1:00PM

Learn to use Publisher to create impressive classroom materials, newsletters, and fliers. 60 min.

Publisher II Wednesday, December 6, 2017, 1:00PM

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.

SOTL: Electronic Databases Monday, October 30, 2017, 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, September 27, 2017, 2:30PM

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, October 18, 2017, 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 Monday, November 13, 2017, 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, November 8, 2017, 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.

Transferring Ownership of Learning Wednesday, October 25, 2017, 2:30PM

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.

Use Astra Schedule to Benefit Your Program, Event, or Grant Tuesday, September 19, 2017, 2:00PM | Wednesday, October 11, 2017, 11:00AM
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.

Using Narrative Pedagogy in the Classroom

Monday, October 2, 2017, 2:00PM

Narrative pedagogy offers a radical departure from customary lecture formats traditionally utilized in the nursing education. Classroom concepts come to life through accounting of the student experience with shared dialogue, applying current practice as well as critique of long held assumptions. Learn how to apply this valuable pedagogical approach in your classroom settings. 60 min.

Web Enhance Your Course (Face-to-Face) Friday, September 22, 2017, 12:30PM | Tuesday, October 10, 2017, 3:30PM | Thursday, November 16, 2017, 3:15PM | Wednesday, December 6, 2017, 3:15PM
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" (TWEPP) pull down menu to select the enroll option.

Website Best Practices Tuesday, October 17, 2017, 10:30AM

Learn how to prepare your content for the Internet to be responsive to multiple browsers and devices. Restrictions on content and info needed to request updates will be discussed. 45 min.

What's New in Microsoft Office 2016. Tuesday, September 12, 2017, 10:30AM | Monday, October 9, 2017, 12:30PM | Friday, October 20, 2017, 2:30PM | Thursday, November 9, 2017, 10:30AM | Monday, November 27, 2017, 2:45PM | Thursday, December 7, 2017, 11:00AM

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.

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.

What type of workshop are you looking for?	
Office Productivity	Teaching Techniques
<ul style="list-style-type: none"> • Cybersecurity – New! • Email Netiquette - New! • Excel Basics • Excel Charts • Excel Functions • Getting Started with Windows 10 - New! • OneNote • Outlook Tips & Tricks • PDFs: Read Them! Write Them! • PowerPoint Animations • PowerPoint Basics • Publisher I • Publisher II • Use Astra Schedule to Benefit Your Program, Event, or Grant - New! • What's New in Office 2016 - New! 	<ul style="list-style-type: none"> • Creating Screen Reader-Accessible Documents • Creative and Critical Thinking • Deliberative Dialogue for Active Participation - New! • Designing Universal Tests • Diverse Students and Instructional Strategies • Game Based Learning • Involve Me and I Will Learn • Multisensory Approaches to Teaching • Navigating the Library Collection Using the New WMS - New! • SOTL: Getting Started • SOTL: Electronic Databases • SOTL: Planning Projects • SOTL: Writing for the BCC Scholarly Teaching • Transferring Ownership of Learning • Using Narrative Pedagogy in the Classroom - New!
Learning/Content Management System	e-Tools
<ul style="list-style-type: none"> • Moodle: Assignment Activities • Moodle: Attendance Tool • Moodle: Forum Discussions • Moodle: Glossary Tool • Moodle: Gradebook • Moodle: Incorporating Library Videos • Moodle: Readspeakr Gives a Voice to your e-Materials • Moodle: Respondus to Create Exams • Moodle Tips and Tricks - New! • Moodle: Turnitin Feedback Studio • Moodle: VoiceThread - New! • Web Enhance Your Course • Website Best Practices 	<ul style="list-style-type: none"> • Adobe Spark: Assessing Students with an Engaging App - New! • Engage, Assess and Personalize Using Socrative App - New! • Facebook for Collaborative Research • Google is More Than Email....Learn Google Voice - New! • Hold A Virtual Meeting • Prezi - Presentations Evolved

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** (Improve, Implement, Develop)
- **Grading and Feedback** (Transform, Influence, Strategize) – **New!**

Addition to the CITL Department

Join us in welcoming our newest addition to the Center for Innovation in Teaching in Learning, Annette D. Rakowski. Annette is an Instructional Technology Specialist who is helping faculty and staff in using various learning technologies including Moodle, Social Media tools, and iPads in both face-to-face and online courses. To set up an appointment, email arakowski@bergen.edu.