

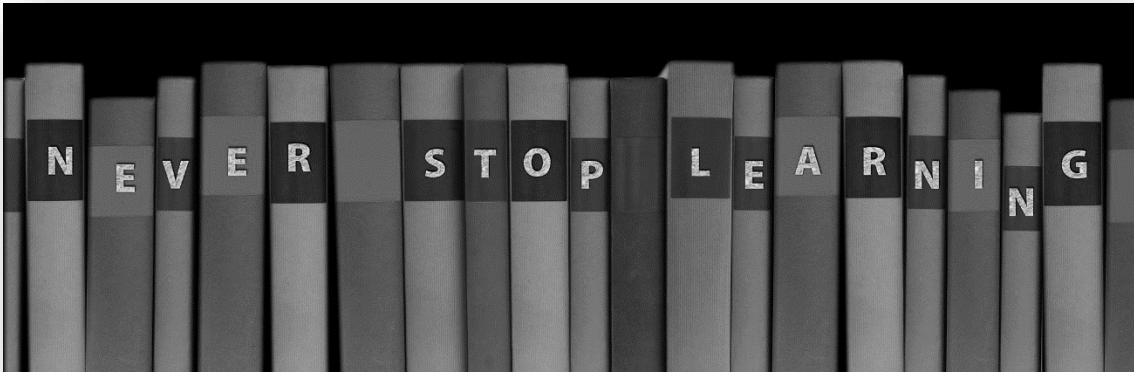


Center for Innovation in Teaching & Learning

FALL 2018



WORKSHOP OFFERINGS



Interested in taking a workshop?

Please register online at <http://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.

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**
- **Grading and Feedback** (Transform, Influence, Strategize)

What type of workshops are you looking for?

*AFDP Activities Approved for Fall 2018

Office Productivity

- Access: Basics - **New!**
- Access: Generate Reports - **New!**
- Adobe Acrobat: Fillable PDF Forms
- *Build Skills – Go Crazy with Word & PowerPoint- **New!**
- Cybersecurity: Understanding Your Digital Footprint - **New!**
- Excel: Basics
- Excel: Charts
- Excel: Functions
- Excel: Macros
- Excel: Pivot Tables
- Getting Started with Windows 10
- *Manage Bergen's Webmail – **TechByte20**
- Outlook Tips & Tricks
- *PowerPoint Animations
- *PowerPoint Basics
- Use Astra Schedule to Benefit Your Program, Event, or Grant
- *Windows: Snipping Tool – **TechByte20 - New!**
- Word: Labels & Mail Merge
- Word From the Beginning - **New!**
- *Word: Citation Formatting Tips & Tricks
- Word: Columns & Tables - **New!**
- *Word: Images, Shapes, SmartArt - **New!**

Learning/Content Management System

- *Moodle: Assignment Activities
- *Moodle: Attendance Tool
- *Moodle: Audio Narrated PowerPoint Presentation Using VoiceThread
- *Moodle: Can You Hear It Now - **New!**
- *Moodle: Forum Discussions
- *Moodle: Getting Started – **TechByte20**
- *Moodle: Give a Voice to your e-Materials
- *Moodle: Gradebook
- *Moodle: Journal Tool - **New!**
- Moodle: Lab
- *Moodle: Respondus to Create Exams
- *Moodle: Rubrics, Marking Guides & Checklists
- *Moodle Tips and Tricks
- *Moodle: Using Chat – **TechByte20**

To see a list of up to date AFDP Approved Activities, go to www.bergen.edu/afdp.

- *Moodle: VoiceThread Basics
- *Moodle: Web Enhance Your Course

Teaching Techniques

- Are Your Students Lagging Behind? - **New!**
- *Assessment 101
- *Backward Design – **New!**
- *Building Critical Thinking by Giving Choices - **New!**
- *Create Accessible Microsoft Word & PowerPoint Documents - **New!**
- *Deliberative Dialogue for Active Participation
- *Designing Rubrics to Assess Student Learning - **New!**
- *EL: Assessing Service Learning Projects - **New!**
- *EL: Bring Service Learning to Your Class - **New!**
- *EL: Getting Started with Service Learning - **New!**
- *EL: Project Based Learning
- Follett Discover: New Textbook Adoption Resource - **New!**
- *Innovative Approach to Critical Reading - **New!**
- Navigating the Library Collection Using the New WMS
- Navigating the Library's Electronic Collection II - Advanced Searching
- *SOTL: Getting Started
- *SOTL: Electronic Databases
- *SOTL: Planning Projects
- *SOTL: Qualitative Research
- *SOTL: Writing for the BCC Journal of Scholarly Teaching
- *Universal Design for Inclusive Lectures & Presentations - **New!**
- *Wrap Sessions – Writing, Reading, & Pedagogy

e-Tools

- *Grammarly On the Go - TechByte20 - **New!**
- Google: Create Online Forms & Surveys
- *Google: It's More Than Email....Learn Google Voice
- *iPad: Create Interactive Whiteboard Video Lessons
- *iPad: Engage Assess & Personalize Using Socrative
- *OER Resources: How to Find and Evaluate Them
- *Prezi: Presentations Evolved
- *Publishing Your Own E-Book
- *Transform Textual Lessons to Visual Stories- **New!**
- *Virtual Meeting: Adobe Connect
- *Virtual Meeting: Google Hangouts
- *Virtual Meeting: Zoom - **New!**

To see a list of up to date AFDP Approved Activities, go to www.bergen.edu/afdp.

Access: Basics Monday, October 22, 2018, 10:00AM
Microsoft Access is an information management tool that helps you analyze large amounts of information. You will learn how to open and navigate a database; how to work with objects, enter, edit, sort, & filter data, create tables & forms. 90 min.

Access: Generate Reports Monday, November 5, 2018, 10:00AM
Learn how to select and manipulate data, create queries and generate reports. 90 min. Prerequisite: Basic knowledge of Access

Adobe Acrobat: Fillable PDF Forms Monday, December 3, 2018, 10:30AM
Learn how to create and edit fillable forms (PDFs) using Microsoft Word and Adobe Acrobat. 60 min.

Are Your Students Lagging Behind? Thursday, September 27, 2018, 11:00AM | Thursday, October 25, 2018, 2:00PM | Wednesday, November 7, 2018, 1:00PM
BCC's Early Alert system, Maxient, has been updated to include tutoring referrals. With just a few clicks and some basic information, you can let the Tutoring Center know about a student who needs academic support. Come to the session to see how it works. 30 min.

Assessment 101 Wednesday, October 3, 2018, 3:00PM | Thursday, October 4, 2018, 12:30PM
This workshop is open to all who are interested in learning more about student learning outcomes assessment or assessment of Administrative and Educational Support units. It will answer questions including *Why Assess?* and *How to Assess?* 60 min.

Backward Design Wednesday, November 7, 2018, 3:00PM | Thursday, November 8, 2018 12:30PM
Backward design is a process of creating assignments with learning outcomes in mind. This workshop will help faculty think through their assignments and expectations. Please bring your course syllabus and a sample assignment.

Build Skills - Go Crazy with Word & PowerPoint

Monday, December 3, 2018, 3:15PM
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.

Building Critical Thinking by Giving Choices Thursday, November 29, 2018, 2:30PM
This workshop will go over facilitating student engagement and critical thinking through the use of portfolios, process-

based learning, and artifacts derived from evidence-based and project-based student-generated knowledge products. 60 min.

Create Accessible Microsoft Word & PowerPoint Documents

Monday, October 1, 2018, 12:30PM
Is your MS Word or PPT accessible to students with disabilities? This workshop will go over core principles of how accessibility relates to all classroom materials. Participants will learn how to make their documents accessible to all students, and check for accessibility errors. 60 min.

Cybersecurity: Understanding Your Digital Footprint

Wednesday, November 14, 2018, 2:30PM
It's all about your data and online information that you take with you everywhere you go. It includes the websites you visit, the emails you send and information that you submit to online services. Come and learn about the pros and cons and how to effectively manage your online presence safely. 60 min.

Deliberative Dialogue for Active Participation

Wednesday, October 3, 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 Rubrics to Assess Student Learning

Tuesday, October 23, 2018, 3:30PM
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.

EL: Assessing Service Learning Projects

Tuesday, October 9, 2018, 11:30AM
This workshop will examine the value of Service Learning as an instructional practice and how to effectively assess students' participation in Service Learning experiences. The presenter will explore the impact Service Learning participation can have on student engagement while promoting mutually beneficial collaborations between our community college and local community partners. 60 min

EL: Bring Service Learning to Your Class Tuesday, October 2, 2018, 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.

EL: Getting Started with Service Learning Tuesday, September 25, 2018, 12:30PM

This workshop is designed to give faculty an understanding of the basic principles of Service Learning. Presenter will go over definitions, criteria and examples of service learning projects. Bring your ideas for a service learning project. 60 min.

EL: Project Based Learning Tuesday, October 23, 2018, 10:30AM

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.

Excel Basics Tuesday, September 25, 2018, 12:45PM
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, October 16, 2018, 12:45PM
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, November 6, 2018, 12:45PM
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 Tuesday, November 13, 2018, 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, November 8, 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. Prerequisite: Excel Basics 90 min.

Follett Discover: New Textbook Adoption Resource

Friday, September 28, 2018, 1:00PM | Thursday, October 25, 2018, 5:00PM | Monday, November 12, 2018, 10:00AM
The Bergen Community College Bookstore now offers Follett Discover - the new course materials research and adoption resource. Attend this introductory session to learn how to access and work with the Follett Discover library from your Portal or Moodle course. The Bookstore manager will be present to answer your questions. 45 min.

Getting Started with Windows 10 Wednesday, October 24, 2018, 3:15PM | Friday, November 9, 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: Create Online Forms & Surveys Monday, November 12, 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: It's More Than Email...Learn Google Voice

Monday, November 5, 2018, 4:30PM
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! Make sure you already have an active Gmail account when you come to this class. 60 min.

Grammarly On the Go - TechByte20 Thursday, October 4, 2018, 2:45PM

Learn how to use Grammarly a cloud-based app that automatically detects potential grammar, spelling, punctuation, word choice, and style mistakes in writing. 20 min.

Innovative Approach to Critical Reading Wednesday, October 24, 2018, 12:30pm

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 Wednesday, October 10, 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 an iPad 75 min.

iPad: Engage Assess & Personalize Using Socrative Tuesday, November 27, 2018, 10:30AM

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

Manage Bergen's Webmail – TechByte20 Thursday, September 13, 2018, 2:45PM

This 20-minute session will provide tips on how to manage your Bergen Webmail. 20 min.

Moodle: Assignment Activities Tuesday, September 18, 2018, 10:30AM | Thursday, October 18, 2018, 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 Friday, September 21, 2018, 10:00AM | Tuesday, October 16, 2018, 10:00AM

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, October 15, 2018, 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. 60 min.

Moodle: Can You Hear It Now? Wednesday, September 19, 2018, 2:45PM

ReadSpeaker tools are more than just hearing the information. In this session, you will learn what ReadSpeaker and docReader in a Moodle course can do for your students. They could assist in helping students retain course material and process material differently. 60 min.

Moodle: Forum Discussions Monday, September 17, 2018, 4:00PM

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: Getting Started – TechByte20 Thursday, September 6, 2018, 2:45PM

This 20-minute session will explain how you can get started with Moodle for your course. 20 min.

Moodle: Give a Voice to your e-Materials Thursday, October 11, 2018, 11:30AM

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 Tuesday, October 9, 2018, 1:30PM | Wednesday, December 5, 2018, 10:30AM

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: Journal Tool Monday, October 1, 2018, 10:30AM

In this workshop participants will create Journals in Moodle. The journal tool enables teachers to obtain private

student feedback about a specific topic. Students enter text directly into the text editor. 60 min.

Moodle: Lab Tuesday, December 4, 2018, 10:30AM | Wednesday, December 12, 2018, 3:00PM

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: Respondus to Create Exams Friday, October 19, 2018, 10:00AM | Wednesday, November 28, 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, September 24, 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 marking guides into a template to grade assignments and discussions in your course. 60 min.

Moodle: Tips and Tricks Monday, October 29, 2018, 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: Using Chat – TechByte20 Thursday, September 20, 2018, 2:45PM

This 20-minute session will explain how to use the chat tool in a Moodle course. 20 min.

Moodle: VoiceThread Basics Wednesday, November 14, 2018, 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 26, 2018, 2:45PM | Wednesday, November 7, 2018, 10:30AM

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.

Navigating the Library Collection Using the New WMS Tuesday, September 18, 2018, 1:15PM | Thursday, October 18, 2018, 10:30AM

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 Monday, November 19, 2018, 3:30PM | Friday, November 30, 2018, 12:30PM

This workshop will show advance search techniques to find 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.

OER Resources: How to Find and Evaluate Them

Wednesday, September 19, 2018, 12:30PM | Wednesday, December 5, 2018, 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. Some of the topic 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.

Outlook Tips and Tricks Tuesday, September 25, 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.

PowerPoint Animations Tuesday, November 27, 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, October 11, 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.

Prezi: Presentations Evolved Wednesday, October 17, 2018, 3:00PM

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.

Publishing Your Own E-Book Tuesday, December 4, 2018, 1:30PM

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.

SOTL: Electronic Databases Wednesday, October 31, 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, October 3, 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, October 17, 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, November 15, 2018, 3:00PM

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 28, 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.

Transform Textual Lessons to Visual Stories

Thursday, November 1, 2018, 2:45PM

This workshop will introduce a free and simple tool for sharing impactful visual stories/lessons. Adobe Spark Page transforms textual stories into, attention-grabbing web pages. You will learn to convert teaching materials, essays, assignments, reports and more, into engaging visual stories. You can use Adobe spark as a presentation tool or assign students their own creative projects. 75 min.

Universal Design for Inclusive Lectures & Presentations Monday, October 29, 2018, 12:30PM

Universal Design is the design of products and environments to be usable by all people. Presenters will share what accessible means in regards to delivering classroom lectures and presentations. Participants will learn how to support students with different backgrounds and learning styles. 60 min.

Use Astra Schedule to Benefit Your Program, Event, or Grant Wednesday, September 26, 2018, 12:30pm | Tuesday, October 30, 2018, 3:00PM

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.

Virtual Meeting: Adobe Connect Monday, October 8, 2018, 11:30AM

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.

Virtual Meeting: Google Hangouts Monday, October 22, 2018, 4:30PM

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.

Virtual Meeting: Zoom Tuesday, November 6, 2018, 10:30AM

Come and learn the basics of hosting a virtual meeting using a free product called Zoom. Topics include scheduling a meeting, inviting outside participants, sharing a screen, and managing audio/video/chat. 60 min.

Windows: Snipping Tool – TechByte20 Thursday, September 27, 2018, 2:45PM

Capture a screenshot or a part of any object on your screen and then annotate, save and share your image using Windows Snipping Tool. 20 min.

Word: Citation Formatting Tips & Tricks Monday, November 26, 2018, 10:30AM

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

Word: Columns & Tables

Monday, September 24, 2018, 2:30PM

In this workshop you will learn how to add a visual appeal to your documents. Creating and formatting text into columns and how to organize your information into tables will be covered. 90 min.

Word From the Beginning

Monday, September 17, 2018, 12:30PM

Are you ready to begin formal training in Word? Come and learn the basics of Word including page set up, formatting, saving and printing a document. This class is intentionally paced slowly for the beginner. 90 min.

Word: Images, Shapes, SmartArt Thursday, December 6, 2018, 2:45PM

This workshop will cover the variety of Microsoft Word's illustration functions and how to use them easily and effectively. 90 min.

Word: Labels & Mail Merge

Tuesday, October 30, 2018, 1:00PM

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

Wrap Sessions - Writing, Reading, & Pedagogy

Thursdays, 12:30PM – 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1, 11/8, 11/15, 11/29, 12/6, 12/13

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.

