



Center for Innovation in Teaching & Learning

SPRING 2019



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)
- **Culturally Responsive Teaching**

What type of workshops are you looking for?

*AFDP Activities Approved for Spring 2019

Office Productivity

- Access: Basics
- Access: Generate Reports
- Adobe Acrobat: Fillable PDF Forms
- *Build Skills – Go Crazy with Word & PowerPoint
- Case Management Basics – (Maxient) - **New!**
- Case Management Advanced – (Maxient) - **New!**
- Excel: Set Up & Calculate Your Grades - **New!**
- Excel: Brush Up On Your Skills - **New!**
- Excel: Macros
- Excel: Pivot Tables
- Getting Started with Windows 10
- *Manage Bergen's Webmail – **TechByte20**
- Outlook Tips & Tricks
- *PowerPoint: 5 Tips for Effective Presentations – **TechByte20**
- *PowerPoint Animations
- *PowerPoint Basics
- *Windows: Snipping Tool – **TechByte20**
- Word: 7 Tricks to Work Faster – **TechByte20**
- Word: Labels & Mail Merge

Learning/Content Management System

- *Moodle: Assignment Activities
- *Moodle: Attendance Tool
- *Moodle: Audio Narrated PowerPoint Presentation Using VoiceThread
- *Moodle: Forum Discussions
- *Moodle: Getting Started – **TechByte20**
- *Moodle: Give a Voice to your e-Materials
- *Moodle: Gradebook
- *Moodle: Integrating Library Resources
- *Moodle: Journal Tool - **New!**
- Moodle: Lab
- * Moodle: Navigating the New SNAP Theme Layout - **New!**
- *Moodle: Respondus to Create Exams
- *Moodle: Turnitin Feedback Studio
- *Moodle: Using Chat – **TechByte20**
- *Moodle: VoiceThread Basics
- *Moodle: VoiceThread Basics for Language Arts
- *Moodle: VoiceThread Basics for Visual Arts
- *Moodle: Web Enhance Your Course

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

Teaching Techniques

- *Assessment Methods- **New!**
- *Bring Service Learning to Your Class
- Brown Bag Session – Lifelong Learning - **New!**
- Brown Bag Session – Workforce Development - **New!**
- *Culturally Responsive Teaching - **New!**
- *Deliberative Dialogue for Active Participation
- *Designing Rubrics to Assess Student Learning
- *Digital Library Resources, We Have What You Want and Need - **New!**
- *Evaluation / Interpretation- **New!**
- Follett Discover: New Textbook Adoption Resource
- *Innovative Approach to Critical Reading
- *Project Based Learning
- *SOTL: Getting Started

e-Tools

- Collaborate & Manage Projects Using Trello - **New!**
- * Find Free Online Educational Resources for All Your Instructional Needs - **New!**
- *Google: It's More Than Email....Learn Google Voice
- *Google Translate - – **TechByte20 - New!**
- *Grammarly On the Go - TechByte20
- *iPad: Create Interactive Whiteboard Video Lessons
- *iPad: Engage Assess & Personalize Using Socrative
- *Prezi: Presentations Evolved
- Search the Web Effectively Using Google Search – **TechByte20 - New!**
- Refine Your Search for Scholarly Literature Using Google Scholar – **TechByte20- New!**
- *Teach and Explore Using Google Earth - **New!**
- *Virtual Meeting: Adobe Connect
- *Virtual Meeting: Google Hangouts
- *Virtual Meeting: Zoom
- Your Digital Footprint. Did You Know? – **TechByte20 - New!**

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

Access: Basics Thursday, February 21, 2019, 2:00PM
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 Thursday, March 7, 2019, 2:00PM
Learn how to select and manipulate data, create queries and generate reports. Prerequisite: Basic knowledge of Access 90 min.

Adobe Acrobat: Fillable PDF Forms Monday, March 4, 2019, 2:30PM
Learn how to create and edit fillable forms (PDFs) using Microsoft Word and Adobe Acrobat. 60 min.

Assessment Methods Wednesday, February 6, 2019, 3:00PM | Thursday, February 7, 2019, 12:30PM
Learn how to select the best method for your assessment project. Direct and indirect means of assessment will be discussed. Determining what sources of data are appropriate and deciding upon desired results will also be addressed. 60 min.

Bring Service Learning to Your Class Monday, March 25, 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.

Brown Bag Session – Lifelong Learning Wednesday, April 3, 2019, 12:30PM
Please join the Center for Institutional Effectiveness for a conversation about Lifelong Learning. Bring your lunch. 60 min.

Brown Bag Session – Workforce Development Wednesday, February 13, 2019, 12:30PM
Please join the Center for Institutional Effectiveness for a conversation about Workforce Development. Bring your lunch. 60 min.

Build Skills - Go Crazy with Word & PowerPoint Monday, February 11, 2019, 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.

Case Management Basics (Maxient) Thursday, January 31, 2019, 11:00AM
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! 60 min.

Case Management Advanced – (Maxient) Thursday, March 28, 2019, 2:00PM
Maxient is a case management software used by various departments throughout the college. This training is intended for any existing back-end user of Maxient at Bergen Community College. This training will go over advanced components about the case management software system. Come and learn about report submissions, case creation, scheduling meetings, sending letters, adding case notes, resolving/referring cases, reviewing your dashboard and other tips and tricks! 60 min.

Collaborate & Manage Projects Using Trello Thursday, February 7, 2019, 10:30AM
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 Friday, March 22, 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 Wednesday, March 6, 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 Thursday, March 21, 2019, 11:00AM
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 Friday, January 25, 2019, 10:30AM | Tuesday, March 5, 2019, 10:30AM

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.

Evaluation/Interpretation Wednesday, April 24, 2019, 3:00PM | Thursday, April 25, 2019, 12:30PM

What does the data show? This workshop will offer suggestions on how to evaluate and understand the data you collected. It will explain how the data can support decision making in your program. 60 min.

Excel: Brush Up on Your Skills Tuesday, March 5, 2019, 12:30PM

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: Set Up and Calculate Your Grades Tuesday, February 19, 2019, 12:30PM

Excel is an excellent tool for tracking grades for your course. Using formulas and functions, you can simplify the grading process. This workshop will show you how to download grades from Moodle and manipulate them in Excel as well as create a grading sheet for manual grade entry. Prerequisite: Basic understanding of how to navigate a spreadsheet and enter data into cells, basic knowledge of Moodle. 90 min.

Excel Macros Thursday, April 11, 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 Tuesday, April 2, 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 Tuesday, January 29, 2019, 3:15PM | Wednesday, April 3, 2019, 3:15PM

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.

Follett Discover: New Textbook Adoption Resource Friday, March 8, 2019, 1:00PM | Tuesday, March 26, 2019, 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 Monday, February 4, 2019, 11:30AM

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: It's More Than Email...Learn Google Voice Thursday, April 18, 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.

Google Translate – TechByte20 Wednesday, April 24, 2019, 2:45PM

Google Translate is a free language service that instantly translates words, phrases, and text into another language. In just 20 minutes, you will learn how to translate words, see, and hear the translation in your choice language. Google offers a website interface, mobile apps for Android and iOS. 20 min.

Grammarly On the Go - TechByte20 Wednesday, April 10, 2019, 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, April 17, 2019, 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

Tuesday, February 5, 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.

iPad: Engage Assess & Personalize Using Socrative

Tuesday, February 26, 2019, 3:15PM

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. Prerequisite: Familiarity with using an iPad. 60 min.

Manage Bergen's Webmail – TechByte20

Wednesday, February 6, 2019, 2:45PM

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

Moodle: Assignment Activities

Friday, February 1, 2019, 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 22, 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, April 1, 2019, 2:45PM
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: Forum Discussions

Monday, January 28, 2019, 10:00AM
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

Wednesday, January 23, 2019, 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

Tuesday, February 12, 2019, 11:30AM | Thursday, March 28, 2019, 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

Wednesday, January 30, 2019, 10:30AM | Wednesday, March 27, 2019, 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: Integrating Library Resources

Thursday, January 24, 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: Journal Tool

Wednesday, February 13, 2019, 2:45PM
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

Friday, February 15, 2019, 10:30AM | Friday, April 12, 2019, 2:45PM | Thursday, May 2, 2019, 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: Navigating the New Snap Theme Layout

Thursday, January 3, 2019, 12:30PM | Wednesday, January 9, 2019, 2:45PM | Tuesday, January 15, 2019, 11:45AM | Monday, January 28, 2019, 3:00PM | Tuesday, February 5, 2019, 2:30PM

Snap is an intuitive responsive Moodlerooms theme to support multiple devices. The current look and feel of your Moodle course has changed to the new Snap theme. Attend this session to learn how to find your way around Snap, edit activities and resources, work with gradebook and give feedback on submissions. 60 min.

Moodle: Respondus to Create Exams Thursday, January 31, 2019, 2:30PM | March 20, 2019, 10:30AM

Do you have quizzes typed in MS Word that need to be batch uploaded to a Moodle course? Learn how to use Respondus to easily upload existing quizzes or create new Moodle quizzes from publisher test banks. 90 min.

Moodle: Turnitin Feedback Studio Wednesday, February 27, 2019, 12:30PM

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 Chat – TechByte20 Wednesday, February 20, 2019, 2:45PM

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

Moodle: VoiceThread Basics Wednesday, February 27, 2019, 2:00PM | Wednesday, March 27, 2019, 2:00PM

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: VoiceThread Basics for Language Arts - Webinar Wednesday, January 30, 2019, 1:00PM

Join us face-to-face or remotely to learn how to use VoiceThread for Language Arts courses. We will discuss advanced features, see examples from actual courses and show how VoiceThread works in Moodle. Once registered, room # and URL will be provided. 60 min.

Moodle: VoiceThread Basics for Visual Arts - Webinar

Monday, February 11, 2019, 11:00AM

Join us face-to-face or remotely to learn how to use

VoiceThread for Visual Arts courses. We will discuss advanced features, see examples from actual courses and show how VoiceThread works in Moodle. Once registered, room # and URL will be provided. 60 min.

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

Tuesday, January 22, 2019, 3:00PM | Monday, February 18, 2019, 11:45AM | Friday, March 29, 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.

Outlook Tips and Tricks Tuesday, February 19, 2019, 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: 5 Tips for Effective Presentations – TechByte20 Thursday, April 18, 2019, 10:20AM

This 20-minute session will provide tips to create effective PPT Presentations. 20 min.

PowerPoint Animations Tuesday, April 23, 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.

PowerPoint Basics Tuesday, March 19, 2019, 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, March 20, 2019, 2:45PM

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.

Project Based Learning Monday, February 25, 2019, 1:30PM

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.

Refine Your Search for Scholarly Literature Using Google Scholar – TechByte20 Thursday, April 4, 2019, 10:20AM
This 20-minute session will show you how to search for scholarly literature across an array of publishing formats and disciplines. 20 min.

Search the Web Effectively Using Google Search – TechByte20 Thursday, February 14, 2019, 10:20AM
This 20-minute session will provide effective tips for getting the results you want when searching the web. 20 min.

SOTL: Getting Started Wednesday, February 20, 2019 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.

Teach & Explore Using Google Earth Tuesday, March 26, 2019, 3:00PM
In this workshop, you will learn how to use the web based version of Google Earth. Users can explore the earth by simply entering an address. The free version of Google Earth has three main functions: Mapping / Directions, Local Search, and Sightseeing. Come and find out what you can do in your classes with Google Earth. 60 min.

Virtual Meeting: Adobe Connect Wednesday, April 17, 2019, 2:30PM
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 Thursday, February 14, 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.

Virtual Meeting: Zoom Friday, March 22, 2019, 2:30PM
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 Wednesday, March 6, 2019, 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: 7 Tricks to Work Faster – TechByte20 Thursday, February 28, 2019, 10:20AM

In just 20 minutes you will learn 7 effective tricks to work faster and more efficient in Microsoft Word. 20 min.

Word: Labels & Mail Merge Tuesday, February 12, 2019, 1:00PM

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

Your Digital Footprint, Did You Know? – TechByte20 Thursday, March 21, 2019, 10:20AM
This 20 minute session will give you a perception of how your data and online information effects your day-to-day life. 20 min.

