Professional Development Calendar
Spring/Summer 2017

SOUTH FLORIDA State College

All GPS, TEI and Technology workshops <u>are open and free to all SFSC employees</u>. Handouts are only created for pre-registered attendees and seats are limited. To **reserve your spot**, e-mail **onlinehelp@southflorida.edu** or call 784-7017 at least 3 business days prior to the workshop.

DATE	TOPIC	LEADER	TIME	BLDG & ROOM#
JUNE				
26	Working Smarter with Outlook and Outlook Web	Jackson	9-11 a.m.	G 103
26	Word-Tips and Tricks	Jackson	11-12:30 p.m.	G 103
26	PowerPoint Introduction	Jackson	1-3 p.m.	G 103
26	The Power of Publisher	Jackson	3-4:30 p.m.	G 103
27	eLearning Tips & Tricks: Online Gradebooks	Jackson	8:30-10 a.m.	G 103
27	GPS TEI: Advanced Evaluation and Assessment in Online Learning (Assessment tips and Online Quizzing)	Jackson	10-11:30 a.m.	G 103
27	Excel Introduction	Jackson	1-4 p.m.	G 103
28	PowerPoint Advanced	Jackson	9:30-11:30 a.m.	G 103
JULY				
~~27~~ 26	eLearning Tips & Tricks: Online Gradebooks	Benn & Jackson	1-2:30 p.m.	G 103
~~27~~ 26	GPS TEI: Advanced Evaluation and Assessment in Online Learning (Assessment tips and Online Quizzing)	Jackson	2:30-4 p.m.	G 103
~~31~~	~~Adjunct Instructional Technology Workshop (Levels A, B, C & D)~~	~~Jackson~~	~~Noon -8 p.m.~~	~~G 103~~
~~31~~	~~Level A~~	~~Jackson and Dr. Fu~~	~~Noon-2 p.m.~~	~~G 103~~
~~31~~	~~Level B~~	~~Jackson~~	~~2-4 p.m.~~	~~G 103~~
~~31~~	~~Level C~~	~~Jackson~~	~~4-6 p.m.~~	~~G 103~~
~~31~~	~~Level D~~	~~Jackson~~	~~6-8 p.m.~~	~~G 103~~
AUGUST				
~~3~~ 2	New Employee Technology Training	Jackson	9 a.m.-Noon	G 103
2	Adjunct Instructional Technology Workshop (Levels A, B, C & D)	Jackson	1 -9 p.m.	G 103
2	Level A	Jackson and Dr. Fu	1-3 p.m.	G 103
2	Level B	Jackson	3-5 p.m.	G 103
2	Level C	Jackson	5-7 p.m.	G 103
2	Level D	Jackson	7-9 p.m.	G 103
11	Cognos Reporting Tool Training	Hall	3-4 p.m.	G 103
18	EPA and APA Development with SPOL	Hall	3-4 p.m.	G 103
25	Hobsons Advanced Tools	Hall	3-4 p.m.	G 103

Revised May 15, 2017

Workshop Descriptions

- **Adjunct Instructional Technology Workshop**- An overview of instructional technology and best practice ideas. Technology Usage Acknowledgement form must be received by EL Department 4 business days prior to workshop. Workshop is divided into four levels of two hours each.
  - **Level A**: Basic Employee Information (no network sign on), SFSC Computer Standards & Resources, Panther Central and Self Service Banner (payroll, benefits, etc.), What Every Faculty Member Should Know (FERPA, course info, registrar info, final grade submission), Attendance tracking, Copyright, and Smart Podium. (2 hours)

- o **Level B**: Network/Outlook Information (network sign on required), Network sign on, Outlook basics, Online resources and preview of SFSC's Course Management System (D2L) and Portal (SFSC Orientation Info and Panther Central uses at SFSC), eLearning Best Practices and Resources, (2 hours)
  - o **Level C**: Online Learning Resources, SFSC Web page resources, Instructional technology and best practices in hybrid/online learning, Scanner, Digital Camera, creating Adobe PDF documents, TLC and eLearning services, Online Course Site Information, Course Content Creation, Management & Development online using Systematic Instructional Design Best Practices and Guidelines, GPS TEI: Online Discussion Boards-Best Practices, Special Needs Students and Instruction (ADA Compliance), Creating Adobe PDF documents and using Word to Edit them. (2 hours)
  - o **Level D**: Advanced Online Learning Resources, Communication Online-Best Practices (Classlist, Calendar, Content, Email, News Items, Discussion Boards, Chats, Pager, Blogs and Surveys), Dropbox-Online Assignment Submission Best Practices, Online Classroom Materials and File Management and Locker, and Attendance tracking. (2 hours)
- **APA Style Workshop:** APA Style Workshop: A complete overview of APA Style with hands-on practice and help on citations, formatting, and more. Make it a double feature! Stick around for Plagiarism: Defeating the Monster Workshop.
- **Classroom Technology**-learn to use the "SmartPodium" tools (computer, projector, sound, video & document camera).
- **Cognos Reporting Tool Training**- How to access Cognos, How to pull a Cognos report and What type of data is available.
- **Communication Online-Best Practices** –learn resources available online in the course management system which may be harnessed to increase communication effectiveness (Class List, Pager, Calendar, Content, News Items, Chats, Pager, Surveys and Email (configuring, capabilities, campus wide, or course specific, addresses, attachments)).
- **eLearning Tips and Tricks-**Various topics describing technology tools to accomplish the project, best practices from exemplary faculty, and practical ideas to implement in your classroom.
- **EPA and APA Development with SPOL-**This session will provide faculty and staff with practical, hands-on training in the use of SPOL for their APA and EPA development. Participants will learn how to input their assessment activities (outcomes, measures, results, etc.) and generate comprehensive reports.
- **Excel Introduction-**Work with spreadsheets, including charts, formulas, and functions. Manage workbooks, automate tasks, use and analyze list data, enhance charts and worksheets, and perform "What If" analysis.
- **Hobsons Advanced Tools**- Overview of what Hobsons Radius and how SFSC uses it for the Admissions process, Emailing students – (with Communication plans), Orientations – (Events), Recruitment – (Inquiries), Graduation application and surveys, and Statistical reports
- **MLA Style Workshop:** Learn about the MLA 8th edition changes and brush up on your citations in this hands-on workshop. Make it a double feature! Stick around afterwards for Plagiarism: Defeating the Monster Workshop.
- **New Employee Technology Training-**For new (or veteran) employees. Topics include SFSC Network, SFSC technology information and guidelines, Basic Outlook overview, online resources, PAWS and Panther Central/SharePoint.
- **Panther Central/SharePoint Training**- This session is intended to provide a hands-on and engaging experience with the Panther Central SharePoint application. SharePoint provides faculty, staff, and students the ability to create and manage "homepages" for committees, clubs, or other affiliations/organizations and interests. These homepages can be used to post, share, and manage important documents (e.g., committee agenda and minutes). We will describe SharePoint's various features/applications and show participants how they can quickly request a group and setup a homepage. Other useful features of SharePoint will be shared, such as managing a message board and posting news/announcements to a homepage.

- **Panther Den Online, E-Learning & D2L (Desire2Learn) Course Management Introduction-Overview of Tools-**Learn to use our secure online course management system to do any or all of the following: share resources with students, give quizzes online, and have them automatically graded, keep a "running total" of student progress in a course, use the discussion board, or chat area to discuss a topic of interest, allow students to electronically submit assignments to an online "drop box," seamlessly keep track of all student grades, and communicate electronically with students through e-mail and instant messaging. We will also discuss online course resources and options for electronic learning at SFSC.
- **Plagiarism: Defeating the Academic Monster:** Learn to avoid the perils of plagiarism in this interactive and hands-on workshop!
- **Poetry Open Mic Night- National Poetry Month:** Open mic night provides a venue for writers to read their poetry to an enthusiastic audience. Anyone may read during this event. Short poems are encouraged in order to give everyone a chance to read, and readers should keep language family-friendly.
- **Poetry Workshops (National Poetry Month-Free):** These free workshops are designed for people of all ages and experience from beginners to seasoned writers. Each workshop will offer quick writing prompts, exercises, and friendly feedback. Participants can attend one or more workshops throughout the month.
- **PowerPoint Introduction**-Create and modify presentation, enhance a presentation with pictures and charts, and customize a presentation with slide masters, presentation backgrounds and themes, enhance charts, work with objects and hyperlinks, auto-content wizards, and use slide show features, learn to enhance course content with these interactive, multimedia options.
- **PowerPoint Advanced**-Jazz up your PowerPoints by quickly creating transitions and integrating multimedia features (custom animations, embed video and audio, such as voice-overs), learn to add movement to slides and present and print material in various formats (Outline, presentation, slide notes, etc.), slide show timings, advance picture editing (cropping, resizing, recoloring, etc.), customizing themes, as well as learn best practices for design and saving in the correct file type and file size for your desired playback.
- **Smarthinking Online Tutoring Overview**- Designed for faculty who will be or are interested in using Smarthinking Online Tutoring in their courses. Topics include: a Tour of SMARTHINKING, What are SMARTHINKING resources and options available, How do you get help, assistance, Connecting with an e-structor, Submitting an Essay, Submit a Question, Schedule a Personal Session, Using Online Resources, What is available, Using my file cabinet, Instructional Models, and Best Practices. This is a webinar. Contact eLearning for the web address.
- **The Power of Publisher**-Publisher is a user friendly tool that offers easy creation of a variety of documents. Users will learn to create newsletters, banners, calendars, greeting cards, flyers, brochures, and certificates. Join us to learn more.
- **What Every Faculty Member Should Know**-Join our SFSC Registrar to learn the actual process of student registration, add/drops, withdrawals (by students and options for faculty) as well as term info on reporting of items like NoShows, grades and attendance online. She will also discuss incomplete grades and grade appeals, FERPA Regulations as well as the SFSC academic calendar and other important dates.
- **Word Tips and Tricks-**Join us to learn how to use Word more effectively. Participants will learn to organize information in tables, add watermarks, and create SmartArt. This workshop will also feature creation of mail-merged letters using Excel data, as well as sharing Word information with other programs, and using Word to create mailing labels or envelopes.
- **Working Smarter with Outlook and Outlook Web:** This session will share tips to aid in communication such as the calendar scheduling tool (appointment creation, seeing the calendar of others, setting calendar reminders, sending mass calendar invites, etc.) as well as email options and a variety of features for quickly moving emails in specific locations such as rules and folders for archiving emails. With the migration to "the cloud" join us to learn how our web email may be accessed and used effectively.

***GPS TEI**- Some workshops are coded with a TEI in the workshop title. Each term, the Teaching Excellence Institute (TEI) offers workshops open to all SFSC full-time and part-time instructors and staff. The primary goal of this workshop series is to improve student learning by providing participants with tools and opportunities to enhance their teaching, learn about the latest pedagogical strategies, apply theory into practice, and share best practices. Topics include technology in the classroom, metacognition, diversity, active learning, and more!*

- **GPS TEI: Advanced Evaluation and Assessment in Online Learning (Assessment tips and Online Quizzing)**-learn to create online quizzes from textbook publisher CD or from scratch as well as explore question types, online quizzing options, test security, password protection, test banks, and effective assessment options.