

TEACHING WITH TECHNOLOGY AT PLU

I&TS TECHNOLOGY WORKSHOPS

SPRING 2017

Information & Technology Services (I&TS) is offering a number of workshops in support of teaching and learning at PLU. To view all scheduled workshop descriptions and register, visit: goo.gl/EMD3QV

FEBRUARY

Microsoft Excel Basics

Thursday, February 9th 10:30 - 11:30am Library 331

Basic terms and functions of Microsoft Excel and hands-on exploration of the Excel 2016 interface. Topics include basic spreadsheet formatting, working with formulas, and sorting options using the updated Excel 2016 interface. Additional topics may be discussed depending on individual interests if time permits. Prior Excel experience is helpful, but not necessary.

Sakai Lessons Tool

Tuesday, February 14th 12:00 - 1:00pm Library 331

The Lessons tool in Sakai provides instructors with an integral framework for building, organizing, and presenting cohesive instructional content. With this tool instructors author Lessons pages. Lessons pages contain blocks of rich-text and direct links to other content that is stored in Resources, Assignments, Forums, and Tests & Quizzes. Lessons pages can also incorporate video and audio. This workshop will provide a quick-start for developing course pages with the Lessons tool.

Photoshop Basics

Wednesday, February 15th 1:00 - 2:00pm Library Design Lab

Learn basic photo manipulation in Adobe Photoshop, including color balancing and face retouching.

Microsoft Word Basics

Wednesday, February 15th 2:00 - 3:00pm Library 331

Overview of Microsoft Word with an emphasis on the updated design of the Word 2016 interface. Topics include formatting options, using tables, and creating mail merges. Additional topics may be discussed depending on individual interests if time permits. Prior Word experience is helpful, but not necessary.

Sakai Assignments Tool

Thursday, February 16th 12:00 - 1:00pm Library 331

Learn how to use the Sakai Assignments Tool to create assignments, grade them, use Turnitin and Grademark, and provide feedback to students.

Getting to Know your Mobile Devices: Android and IOS

Tuesday, February 21st 9:45 - 10:45am Library 331

Tips for more effectively using your iOS or Android mobile devices. Learn more about the built-in apps that come with these devices and ways to configure them to help you to be more organized.

Offered as part of the Professional Development Day. To register, visit:

www.plu.edu/human-resources/professional-development-day-2017

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Tips for Taming your Gmail Inbox

Wednesday, February 22nd 1:00 - 2:00pm Library 331

Gmail Inbox got you down? Wondering where that particular email message is hiding? Want to better organize your messages? Learn some basic tips and tricks for searching, tagging, and filtering your messages.

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InDesign Basics

Wednesday, February 22nd 1:00 - 2:00pm Library Design Lab

Learn how to make high-quality flyers, magazine spreads, and more using Adobe InDesign. Workshop will include technical skills as well as design guidelines for creating attractive, easy-to-read documents for print or screen.

Google Docs and Drive Collaboration

Tuesday, February 28th 12:00 - 1:00pm Library 331

Interested in collaborating with your colleagues using documents, spreadsheets, and presentations? This workshop will focus on using the collaborative features of the Google Docs tool set. Hands-on activities will include collaborative document editing using Google Docs tools.

MARCH

HTML Basics

Wednesday, March 1st 12:00 - 1:00pm Library 331

Part 1 of our Website Building Series.

Want to build your own website? Wish you had more control over your blog posts? Want a better understanding of how the internet works? Come learn the basics of Hypertext Markup Language (HTML)! This workshop will explain what HTML is, how it's used, proper syntax, and useful common tags.

Intermediate Excel

Wednesday, March 1st 3:00 - 4:00pm Library 331

Go beyond the basics of Excel and learn new features of the program that can help you to better organize and present your data. Topics will include creating running totals, using pivot tables and utilizing IF statements in your formulas. Previous experience working with Excel is required.

Tips for Taming your Gmail Inbox

Thursday, March 2nd 12:00 - 1:00pm Library 331

Gmail Inbox got you down? Wondering where that particular email message is hiding? Want to better organize your messages? Learn some basic tips and tricks for searching, tagging, and filtering your messages.

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Assessing Class Climate with Electronic Student Feedback Tools

Tuesday, March 7th 12:00 - 1:00pm Library 331

How can you collect feedback from students outside the face-to-face setting and assess learner climate in order to pace content coverage and modify instruction? In this workshop we examine some tools you might use to collect student feedback, respond to questions and concerns, and maintain a presence outside class.

CSS Basics

Wednesday, March 8th 1:00 - 2:00pm Library 331

Part 2 of our Website Building Series. Completion of HTML Basics or familiarity with HTML code is strongly recommended before taking this course.

Now that you know how to set up and format your content, you're ready to learn Cascade Style Sheets (CSS). Learn how to structure, color, and design your site! Learn how to use external stylesheets, div tags, id and class selectors, hex codes, and much more.

Backups and Data Security at PLU

Thursday, March 9th 1:00 - 2:00pm Library 331

Learn about backup solutions at PLU including Netstor and Google Drive and best practices for storing your sensitive data. Topics will include data encryption options, appropriate use of cloud storage, and types of data that may need additional security.

Trello Basics: Managing Tasks and Projects

Friday, March 10th 12:30 - 1:30pm Library 331

Juggling tasks, projects, and deadlines can be both fun and challenging. Trello provides a simple, yet flexible framework for collecting, organizing, and managing tasks and projects. Trello functions as an online version of a whiteboard with sticky notes. In this workshop we'll explore Trello's basic features including checklists, comments, due dates, file attachments, and notifications. And we'll examine Trello's collaborative functions and ability to integrate with other productivity tools.

Adding Interactivity to Videos with EDPuzzle

Tuesday, March 14th 12:00 - 1:00pm Library 331

EDPuzzle provides a toolkit for selecting clips from online videos, annotating them with text, and asking multiple choice and open-ended questions. This hands-on workshop will explore tools and techniques for making your videos more interactive and engaging.

Easy Steps for Making your Course Content Accessible

Thursday, March 16th 12:00 - 1:00pm Library 331

This workshop will explore several easy universal design strategies for making course content more accessible. Hands-on activities will include improving accessibility of Sakai pages, Word files, Powerpoint files, and YouTube videos.

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Google Forms: Creating Online Surveys and Quizzes

Friday, March 17th 12:30 - 1:30pm Library 331

Need to put up an online form to collect feedback or run a survey? This workshop will provide an overview of Google Forms and Spreadsheets for creating basic surveys or quizzes and collecting data online.

PowerPoint Basics

Tuesday, March 21st 12:00 - 1:00pm Library 331

Get a hands-on overview of creating dynamic presentations. Understand key elements of presentation planning and design. Learn to work with objects, images, layouts, and designs. Make your presentations dynamic with slide transitions and custom animations of text and objects.

APRIL

Google Hangouts Web Conferencing

Thursday, April 6th 12:00 - 1:00pm Library 331

Web conferencing provides faculty, staff, and students with opportunities to make connections and collaborate despite distance. This workshop will provide a quick overview of Google Hangouts along with best practices for making web conferences successful.

Prezi Basics

Friday, April 7th 12:30 - 1:30pm Library 331

Interested in taking your presentations beyond Powerpoint? Learn to use Prezi to add motion and organizational structure to engage your audience. Review exemplary Prezis and create your own Prezi presentations, zooming in around your topics and graphics, without making your audience seasick.