

CTLT Workshop Schedule – Fall 2009

Instructional Strategies

Community-Engaged Classrooms

Have you considered engaging students in the community to enhance learning goals, but were unsure how to get started? You could be impacting student education through curriculum-based service learning, and developing students who are socially aware and involved in the community. This workshop is designed to help ISU faculty identify community agencies that have projects suitable for student involvement. Samples of reflection assignments, planning worksheets, community organization names and contacts, and other resources are included.

September 8 (Tuesday), 10am-12m
October 15 (Thursday), 2pm-4pm

Universal Design for Learning

“Diversity” is a highly relevant topic these days, and teaching effectively to a variety of learning styles and abilities is no easy task. “Universal Design” is a growing method used to design your teaching to include variety and options so that students can find their own style of learning within your teaching activities. Find out for yourself if you’ve got the “bases covered,” or if you’re only teaching to your “typical” students who share your personal style. We’ll include discussion on the variety of needs of students.

September 17 (Thursday), 10am-12pm
October 6 (Tuesday), 2pm-4pm

Designing and Managing Small Group Projects

Research suggests that today's students enjoy working collaboratively, so why are group project assignments often greeted with groans? The problem is that previous experiences with projects that have been poorly designed or implemented can leave a bad taste in students' mouths. In this workshop we'll address frequently asked questions about designing and managing small group projects and identify ways to overcome and/or prevent student objections.

August 25 (Tuesday), 2pm-4pm
September 25 (Friday), 9am-11am

Designing Engaging Writing Assignments

Sloppy writing can be a sign of disengaged writers. In this workshop we'll look at what the research suggests about designing writing assignments that make student writers care enough to want to do a good job. You'll leave with an assignment designed specifically for one of your classes.

September 1 (Tuesday), 2pm-4pm
September 30 (Wednesday), 9am-11am

Managing the Paper Load: Grading Student Writing & Having a Life

Grading student writing is one of the most important aspects of our job, but it's also the one most likely to take over our lives. In this workshop you'll explore a variety of options for making sure the work gets done well, and in a reasonable amount of time. Learn how to use your grading time efficiently AND effectively.

September 8 (Tuesday), 2pm-4pm
October 14 (Wednesday), 9am-11am

University College, Your Students and You

Providing appropriate academic support for students can be a challenge, especially if you're not sure what resources are available. In this workshop we will explore the wide range of programs, resources, and services that University College has to offer. You'll leave with a much better sense of what's available and how to help students access the support they need.

October 7 (Wednesday), 2pm-3:30pm

Classroom Technology

Introduction to TurningPoint Clickers

Learn to use clickers, classroom response systems that let you pose questions for students to answer with a remote control system. They are one of the latest and hottest teaching technologies for engaging students immediately. When a question is posed in class via the TurningPoint version of PowerPoint, students press buttons on their clickers, a receiver records each response and a bar graph can be projected on the screen with class responses. The data from the class can also be downloaded in order to run reports. No more paper for in-class quizzes and everyone raising their hand at once!

October 7 (Wednesday), 10am-12pm

TurningPoint Clickers: Best Practices

How do you know that your classroom clicker use is promoting effective learning? Learn what others are doing that's receiving praise from students, as well as put together your own plan with information on Best Practices and a prepared worksheet. All levels of clicker users are welcome.

September 9 (Wednesday), 1pm-3pm

October 9 (Friday), 12pm-2pm

Clickers Report for Blackboard

Did you know Clickers reports can be imported directly to Blackboard? Learn to create Blackboard-ready reports in TurningPoint software and export them to Blackboard.

November 5 (Thursday) 3pm-4pm

Blackboard

Intro to Blackboard Learning System CE6

Get introduced to Blackboard Learning System CE6 (a suite of web-based educational tools to facilitate learning, communication and collaboration). You will have the opportunity to experience CE6 both as a student and as an instructor/designer, and will get an overview of Blackboard's many features. *This workshop is most suitable for those who are new to WebCT or Blackboard.*

August 24 (Monday), 9am-12pm

September 24 (Thursday), 1pm-4pm

October 23 (Friday), 9am-12pm

Blackboard Learning System CE6: Communication Tools

Blackboard has many features that help enhance communication between students and instructors and among students. We will show you some of these tools, including announcements, discussion boards, email, the whiteboard, the chat feature, and more. We will discuss how communication tools work and how to integrate them into your online, blended and face-to-face courses. Pre-requisite; Basic Blackboard knowledge.

August 25 (Tuesday), 9am-11am
September 28 (Monday), 2pm-4pm

Blackboard Learning System CE6: Grade Book

Learn to set up a grade book in Blackboard. Posting grades in Blackboard is FERPA (Family Education Rights and Privacy Act) compliant. You will also learn how to import other sources of grade such as Excel file and Opscan grades into Blackboard.

August 26 (Wednesday), 9am-11pm
October 7 (Wednesday), 2pm-4pm

Blackboard Learning System CE6: Quiz, Survey & Self-Test

Blackboard contains fairly comprehensive assessment capabilities that allow you to evaluate student progress online. Several question types are available, including multiple choice, matching, fill-in-the-blank, short answer and calculated. Questions can be randomized or selectively released as well. This workshop will show you how to create and manage the Question Database, and how to create and manage quizzes and surveys. Pre-requisite; Basic Blackboard knowledge.

August 27 (Thursday), 9am-12pm
September 29 (Tuesday), 1pm-4pm

Blackboard Learning System CE6: Advanced Assessment

Are you ready to move on to the next step in Blackboard Assessment? Are you interested in learning more about how you can use Blackboard's grading forms not only to improve the consistency and speed with which you can provide students feedback but to track trends within your course? Would you like to learn more about the Assessment tool reports and what you can do with them? If you answered "YES" to these questions, then this workshop is for you! This workshop is rated "I" for Intermediate -- You will need to have prior Blackboard Assessment Tool experience in order to get the most from this workshop!

September 2 (Wednesday), 1pm-4pm
October 8 (Thursday), 1pm-4pm

Blackboard Learning System CE6: Time-Saving Techniques

Are you having trouble effectively reigning in the time it's taking you to facilitate your online course? If so, this workshop may be just what you need to take back control of your time. In this workshop we'll explore strategies and tools that you can use to reduce the amount of time you spend on communication activities (by far the largest time consumer reported by online faculty) - without diminishing the quality of your student interactions. This workshop is rated "E" for everyone, though basic knowledge of Blackboard will be helpful for implementing some of the strategies.

August 20 (Thursday), 1pm-4pm
September 30 (Wednesday), 9am-12pm
October 12 (Monday), 1pm-4pm

Blackboard Learning System CE6: Student & Quiz Tracking

Learning about how your students are using Blackboard is easier than you probably know! The Student Tracking feature in Blackboard is a robust one that can provide you with a great deal of data that can help you to make better informed decisions.

Wondering which students have not yet logged into Blackboard so that you can follow up with them? (Are some students getting left behind?) Interested in whether or not students are reading the supplemental articles you've spent hours posting? (Is that a good investment?) Perhaps your wondering if that student REALLY did get kicked out of that last exam as she claimed?

At this workshop, you can learn about how Student Tracking can answer all of these questions and more!

September 9 (Wednesday), 9am-11am
November 3 (Tuesday), 9am-11am

Blackboard Learning System CE6: Collaboration

Blackboard can be used to facilitate collaboration among students in many different ways. This workshop will explore some of these methods in more depth, including the Group Manager, group assignments, and blogs & journals. We will also discuss the ramifications of creating group activities for the grade book.

August 31 (Monday), 1pm-4pm
October 20 (Tuesday), 9am-12pm

Blackboard Learning System CE6: Multimedia Integration

Adding multimedia presentation to a Blackboard course may stimulate students' intellectual curiosity, help them engage with the course activities and/or create additional "instructor's presence." It is, however, challenging sometimes as there are some technical hoops that you may have to overcome. In this workshop, we will discuss a variety of options that you can make multimedia content available in Blackboard courses.

September 3 (Thursday), 1pm-4pm
October 13 (Tuesday), 9am-12pm

SoftChalk Lesson Builder

SoftChalk is a powerful web lesson editor that lets you easily create engaging, interactive web lessons. The lessons created in SoftChalk can be easily imported into your Blackboard courses. Learn to create interactive learning games such as customizable flashcards, image labeling, matching games, crosswords and more.

September 10 (Thursday), 9am-12pm
October 28 (Wednesday), 1pm-4pm

Web-enhanced Teaching & Learning

Wiki & Online Collaboration Tools

Planning collaborative activities for your class? Consider establishing an online environment where students can work and learn together. In this session, we will discuss Wikis and other useful online collaboration tools. Those tools can encourage collaboration among small or large groups of students by providing a common online workspace where students can read, write, and work together.

September 9 (Wednesday), 1pm-4pm
October 16 (Friday), 9am-12pm

Introduction to Blogs

Learn how to use blogs for your class or for outlet of your professional and personal reflections. A blog is a personal web space where people make regular entries of commentary or other material such as graphics or video. We'll also explore various ways to use blogs for instructional purposes.

September 8 (Tuesday), 2pm-4pm
October 22 (Thursday), 9am-11am

Introduction to Second Life

Second life is a simulated virtual environment where you can communicate with others and interact with objects and the environment through avatars. Come learn to get started in Second Life. You will learn to create an avatar, learn basic movements and navigations and few tricks to help you explore the possibilities of teaching in the virtual environment.

September 15 (Tuesday), 2pm-4pm
October 30 (Friday), 9am-11am

Communicating with Students through Texting & Facebook

Students' primary methods of communication among these days include cell phone text messaging and Facebook website connections. If you are unfamiliar with these modes of communication, you may be missing out on some teaching-learning opportunities. Join us to find out how you can use these to enhance your classroom and relationship experiences.

September 18 (Friday), 1pm-2:30pm
October 27 (Tuesday), 10am-11:30am

Multimedia

Introduction to Podcasting

More instructors every semester are discovering the benefits of providing students with online materials, from audio lecture notes to video presentations of guest speakers. This introductory course will answer all your questions about how to provide multimedia materials to students in the simplest and least time-consuming way. We will also discuss ways to make these materials available online.

September 22 (Tuesday), 1pm-3pm
November 4 (Wednesday), 9am-11am

Introduction to Camtasia

Add your voice to your PowerPoint presentation and make it available to your students online. Camtasia is a screen-recording program that lets you record your voice while you present a PowerPoint slideshow. You can also record voice-overs for other computer programs.

September 21 (Monday), 2pm-4pm

Introduction to iTunes U

ISU now has own iTunes U space where you can upload supplementary video and audio, lecture and guest speakers' presentations. Once uploaded to iTunes U, students can directly download the files directly to their iPod or listen from their own computers. In this workshop, you will discuss appropriate file formats and learn how to upload the files to iTunes U.

September 22 (Tuesday), 3pm-4pm
November 4 (Wednesday), 11am-12pm

Creating Digital Movies with iMovie (Mac only)

Come be introduced to the basic functions and editing capabilities of iMovie. We will demonstrate how to import/digitize video from camcorders and VHS tapes and how to edit your final clips for exporting to a variety of sources. (i.e. videotape, web, cd-rom and DVD). Bring any VHS tapes or your digital cameras you would like to experiment with during the session.

October 2 (Friday), 9am-11am

Creating Digital Movies with Windows Movie Maker (Windows only)

Get to know the basic functions of Windows Movie Maker, a free program that comes with Windows XP. Learn a few simple steps to create and edit your movies. We will also discuss how to digitize VHS tapes and how to add music clips to your movie. Bring your media source (VHS tapes, digital camera, and music CDs) to experiment with during the session.

September 25 (Friday), 9am-11am

Introduction to Premier Elements

Learn to edit video files using Premier Elements, a popular and powerful program for video editing. This workshop will show you basic functions of Premier Elements such as cutting unnecessary portions, rearranging clips, and adding titles and transitions.

October 15 (Thursday), 9am-11am

Web Page Design

Dreamweaver: Level 1

Get an overview of Dreamweaver, a popular and powerful program for creating and managing websites. You will learn to create new pages and folders; insert and edit text; make links; insert images; and change text color and color schemes.

September 16 (Wednesday), 9am-11am
October 19 (Monday), 1pm-3pm

Dreamweaver: Level 2

Learn how to manage your Web pages and control the content with templates and style sheets. This intensive workshop is designed for those familiar with the basics in Dreamweaver.

October 26 (Monday), 1pm-3pm

Expression Web: Level 1

Get an overview of Microsoft Expression Web, a web design program that allows you to create and manage websites easily. You will learn to create a website; edit basic Web page and publish your website on the internet.

September 23 (Wednesday), 2pm-4:30pm

Creating Website with Expression Web Template

In this short workshop, you will learn to modify an existing template and create your own professional website. You can include your vitae, research interests and courses on the site and “market” yourself to the prospective students and colleagues from all over the world.

October 31 (Wednesday), 9am-10:30am

Select Survey

Get a basic understanding of Select Survey, an online survey and form development tool. You will learn how to quickly and easily create web-based surveys from your web browser. This survey software allows you to easily deploy surveys and view real-time results as responses are received.

October 13 (Tuesday), 3pm-4pm

Adobe Contribute

This workshop is for those who support organizational website using Adobe Contribute, and have basic knowledge of the program.

September 29 (Tuesday), 10am-11:30am

Digital Imaging & Graphics

Digital Camera Basics

Learn to take better pictures with a digital camera. We will discuss various features of the equipment and the basics of digital photography. Bring your own camera to class for practice or use ours.

September 4 (Friday), 10am-11am

Digital Photo Editing Basics

Edit your digital photographs with Microsoft Picture Manager, a free graphic manipulation program that comes with Microsoft Office. Learn to crop and resize pictures, correct under- and over-exposed photos, and remove red eye.

September 18 (Friday), 10am-12pm

Introduction to Photoshop Elements

Learn to edit digital photographs using Photoshop Elements, a popular and powerful image editing program. This workshop will show you basic functions of Photoshop Elements such as cropping, resizing, and applying other image adjustments.

October 9 (Friday), 9am-11am

Photoshop: Part 1

Get an overview of the program, including the basic tools and concepts. You will learn to work with raster graphics, using the Toolbox and other commands, as well as the various ways you can save your work for a website or for printing.

September 10 (Thursday), 1pm-4pm

Photoshop: Part 2

Continuing from Photoshop Part 1, we will take a look at some of the most useful tools and techniques in Photoshop. Learn better ways to make selections and adjustments with masks and adjustment layers. Photoshop 1 is not a pre-requisite for this course, so join us even if you miss the Part 1 class.

September 17 (Thursday), 1pm-4pm

Introduction to Illustrator

This session will give you an overview of the graphic design program, including the basic tools and concepts. You will learn to work vector graphics, make basic shapes, and save files.

September 30 (Wednesday), 1pm-4pm

Introduction to In-Design

This session will give you an overview of the page layout editor, including the basic tools and concepts. You will learn to place and move graphics and text to create an aesthetically pleasing format for printing.

October 6 (Tuesday), 1pm-4pm

Microsoft Office Classes

Upgrading to Word 2007

"Where did they hide?" If this is what you're repeatedly saying while using Word 2007, this is a workshop for you. Come learn the difference between 2003 and 2007 and learn to use basic functions of Word 2007. This workshop is for those who are familiar with Word 2003, but have recently upgraded to 2007.

August 26 (Wednesday), 1pm-3pm

Word 2007: Level 1

Get an overview of the word processing program's basic tools. You will learn to create new documents, enter and edit text, and save files.

September 1 (Tuesday), 9am-11:30am

October 14 (Wednesday), 1pm-4pm

Word 2007: Level 2

Explore the time-saving tools and commands built into the program. You will also learn formatting techniques including headers, footers and annotations. We will focus on the differences between Word 2003 and 2007. This class is suitable for new Word 2007 users and those who are upgrading to Word 2007.

September 8 (Tuesday), 9am-11:30am

October 21 (Wednesday), 1pm-4pm

Word 2007: Mail Merge

Become familiar with the Mail Merge function in Word. Mail Merge is one of the most useful tools in Word, allowing you to create customized letters and envelopes using recipients' names and addresses. You will also learn to import data from Excel and Access to be merged in Word.

October 19 (Monday), 10am-11:30am

Upgrading to Excel 2007

If you've just upgraded Excel to 2007, it may be confusing until you know where the basic tools are located. In this workshop, we will show you the difference between 2003 and 2007 and demonstrate most common functions in Excel 2007.

September 23 (Wednesday), 9am-11am

Excel 2007: Level 1

Be introduced to Microsoft Excel. Topics include basic features such as spreadsheet arrangement (rows, columns, and cells), entering, editing, and formatting data; formulas; and graph creation.

August 31 (Monday), 9am-12pm
October 15 (Thursday), 1pm-4pm

Excel 2007: Level 2

Learn the basics of creating and modifying charts. Additionally, we will explore useful tools like filtering and pivot tables.

September 14 (Monday), 9am-12pm
October 22 (Thursday), 1pm-4pm

Access 2007: Level 1

Get introduced to the basic features of Microsoft Access. Learn to enter and update data through table views and form views. You will also learn to create simple queries and reports. We will focus on the differences between Access 2003 and 2007. This class is suitable for new Access 2007 users and those who are upgrading to Access 2007.

September 2 (Wednesday), 9am-12pm
October 20 (Tuesday), 1pm-4pm

Access 2007: Reports

Learn to use the Report Wizard to generate basic reports, and then to customize this into a readable and useful report. You will also learn to create calculated fields using averages, sums, and counts functions.

November 10 (Tuesday), 1pm-4pm

Access 2007: Queries

Gain basic understanding of queries in Access. Queries are the Access component that can extract data based on certain criteria and perform calculations. Design queries that combine data from two or more related tables.

November 3 (Tuesday), 1pm-4pm

Access 2007: Forms

Learn to create forms for your database. Forms are user-friendly interfaces that make data entry process easier, more accurate, and more reliable. We will show you how to add drop-down lists, navigation buttons, and other elements to make a form more useful and effective.

October 27 (Tuesday), 1pm-4pm

PowerPoint 2007

Get an overview on this presentation software's basic tools and functions. You will learn to work with text, images, slide layouts, backgrounds, slide transitions and more. This class is suitable for new PowerPoint 2007 users and those who are upgrading to PowerPoint 2007.

August 18 (Tuesday), 2pm-4pm
October 29 (Thursday), 10am-12pm

Introduction to Outlook 2007

Become familiar with the basic feature of e-mail and calendaring features in Outlook 2007. You will learn to set up one-time and recurrent meetings and appointments, accept or decline meeting invitations and change and modify meetings and appointments. Additionally, we will walk you through with basic e-mail functions.

August 19 (Wednesday), 2pm-4pm
September 17 (Thursday), 9am-11am
October 12 (Monday), 10am-12pm

Statistical Software

Intensive Workshop: SPSS Basics

Gain a basic understanding of SPSS, a statistical software package for Windows. You will start with an overview of the features and capabilities of SPSS and learn the most often-used commands. The workshop will use SPSS 14.0 for Windows, but most content also applies to previous versions.

September 2 (Wednesday), 4:30pm-7:30pm