

## CTLT Short Course Schedule – Spring 2008

### Course Management System

ISU will be gradually upgrading the course management system from WebCT to Blackboard Learning System CE6 (aka WebCT CE6, an upgrade from our current version, CE4.1), beginning Spring 2008. WebCT CE4.1 will not be available after Summer 2008. For more information about the upgrade, visit our website: [www.teachtech.ilstu.edu](http://www.teachtech.ilstu.edu).

#### 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.*

**January 17 (Thursday), 9am-12pm**

**January 25 (Friday), 9am-12pm**

**February 18 (Monday), 1pm-4pm**

**April 10 (Thursday), 9am-12pm**

#### Upgrading to Blackboard Learning System CE6

Become acquainted with new features and new ways to accomplish a variety of your favorite WebCT tasks in Blackboard Learning System CE6. We will also discuss how your existing courses will be migrated to the new system and how the upgrading processes affect your teaching. *This workshop is most suitable for those who are currently using WebCT CE4.1.*

**January 15 (Tuesday), 9am-12pm**

**January 23 (Wednesday), 1-4pm**

**February 20 (Wednesday), 9am-12pm**

**April 8 (Tuesday), 1-4pm**

#### Intermediate Blackboard Learning System CE6

Explore additional features of Blackboard CE6. Learn to set up groups with the Group Manager tool and to work with grading forms for discussions and assignments. You will also learn to organize course activities by using the selective release function effectively. Pre-requisite: Introduction to Blackboard CE6 or equivalent.

**February 25 (Monday), 2-4pm**

**March 18 (Tuesday), 9-11am**

#### Blackboard Learning System CE6: Quizzes & Surveys

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.

**January 30 (Wednesday), 1-4pm**

#### 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 grades such as an Excel file and Opscan grades into Blackboard.

**February 4 (Monday), 2-4pm**

## **Grade Book Clinic for Blackboard Learning System CE6**

Come get help with Blackboard grade book. As the final evaluation is fast approaching, now is a good time to make sure that your grade book is error-free. If you haven't set up a grade book in Blackboard, we'll help you set up or help you import your grades from Excel.

***April 18 (Friday), 9-11am***

## **Web-enhanced Teaching & Learning**

### **Online/Blended Course Design**

Whether you want to take your course fully online or just replace some of the class time with online activities, you need to establish an effective framework. By using a tried and true course design process you can create an enhanced learning environment for your students and avoid frustrating false starts.

***February 11 (Monday) 1-2:30pm***

***April 3 (Thursday) 9-10:30am***

### **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.

***February 15 (Friday) 9-10:30am***

***April 2 (Wednesday) 3-4:30pm***

## **Classroom Technology**

### **TurningPoint Clickers: Level 1**

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!

***January 22 (Tuesday), 2-3:30pm***

***April 9 (Wednesday), 2-3:30pm***

### **TurningPoint Clickers: Level 2**

Explore additional features of Clickers. Learn to create advanced slides including team and individual competition slides, demographic slides and priority ranking slides. Also, you will gain skills to manage a variety of data for reporting. Pre-requisite: Clickers: Level 1 or equivalent.

***January 29 (Tuesday), 2-3:30pm***

***April 16 (Wednesday), 2-3:30pm***

## **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.

***February 13 (Wednesday), 2-4pm***  
***April 4 (Friday), 10am-12pm***

### **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.

***March 21 (Friday), 10am-12pm***

### **Creating Digital Movies with I-Movie (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.

***February 8 (Friday), 9-11am***

### **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.

***February 1 (Friday), 1-3pm***

## **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.

***January 29 (Tuesday), 9-11am***  
***March 19 (Wednesday), 1-3pm***

### **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.

***March 26 (Wednesday), 1-4pm***

### **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.

***February 6 (Wednesday), 1-3:30pm***

### **Creating a 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.

***February 28 (Thursday), 3-4:30pm***

### **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.

***February 5 (Tuesday), 2-3pm***

## **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.

***February 22 (Friday), 9am-12pm***

### **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.

***February 29 (Friday), 9-11am***

### **Basic 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.

***April 7 (Monday), 1-4pm***

### **Basic 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.

***April 14 (Monday), 1-4pm***

## **Basic 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.

***March 6 (Thursday), 1-4pm***

## **Microsoft Office Classes**

### **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. 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.

***January 23 (Wednesday), 9-11:30am***

***March 18 (Tuesday), 1-3:30pm***

### **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.

***January 30 (Wednesday), 9-11:30am***

***March 25 (Tuesday), 1-3:30pm***

### **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.

***February 19 (Tuesday), 2-3:30pm***

### **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. We will focus on the differences between Excel 2003 and 2007. This class is suitable for new Excel 2007 users and those who are upgrading to Excel 2007.

***January 31 (Thursday), 1-4pm***

***April 10 (Thursday), 1-4pm***

### **Excel 2007: Level 2**

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

***February 7 (Thursday), 1-4pm***

***April 17 (Thursday), 1-4pm***

### **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.

***February 1 (Friday), 9am-12pm***

***March 17 (Monday), 1-4pm***

### **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.

*March 20 (Thursday), 1-4pm*

### **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.

*March 31 (Monday), 1-4pm*

### **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.

*April 2 (Wednesday), 9am-12pm*

### **Basic 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.

*February 6 (Wednesday), 10-11:30am*

*March 27 (Thursday), 2-3:30pm*

## **Calendaring Tool**

### **Introduction to Outlook 2003 Calendar**

Become familiar with the basic feature of calendaring tool in Outlook 2003. 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.

*February 12 (Tuesday), 10:00-11:30am*

## **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.

*February 5 (Tuesday), 4:30-7:30pm*