Summer Technology Institute
2011-2013
Professional Development
Summer Technology Institute
June – August 2011

The Office of Professional Development is pleased to bring you the Summer Technology Institute 2011. These technology specific workshops are being offered during the summer to give you the opportunity to expand your knowledge, acquire new skills related to technological advancement, and leave you feeling better prepared when the busy Fall semester begins.

These workshops are open to all faculty, administrators, classified staff, and adult hourly employees. Please register by emailing Sharon Johnston in the Office of Professional Development at sharon.johnston@canyons.edu. FLEX credit will be given to all faculty who attend. Have a great summer!

http://www.canyons.edu/offices/pd/
Tuesday, June 7, 2011
#460S Using Audio/Visual Technology & Document Cams
9:00-10:00am
HSLH 133
FLEX credit - 1 hour
Instructor: Noel Lopez
Strategic Goal: Technological Advancement
Join us for an informative discussion on the use of audiovisual equipment in the classroom. Our main topics will cover step-by-step training on equipment already installed in the classroom. What equipment is available for check out through the audiovisual department? You will also learn to recognize the first signs of technical trouble and how to deal with it in the classroom.

Wednesday, June 8, 2011
#458S Using NetSupport in Computer Labs
9:00-10:00am
BONH 106
FLEX credit - 1 hour
Instructor: Justin Smith
Strategic Goal: Technological Advancement
The NetSupport School workshop will cover how to remotely control and or engage with the student computers in your classroom. From sharing files to restricting web access, this workshop is sure to enhance your classroom experience for you and your students.

Friday, June 10, 2011
#471S Beginning Access, Part 1 of 2: How to Create and Use a Database
9:00-10:30am
BONH 106
FLEX credit – 1.5 hours
Instructor: Rick Olsen
Strategic Goal: Technological Advancement
During this workshop you will learn about Access databases and how they can be used to help you in the workplace. You will learn the Access Toolbar, how to create/design a database; how to create a table and add records; and how to create and print reports.
Monday, June 13, 2011
#453S Section 508 Website Accessibility
11:00am-12:00pm
BONH 106
FLEX credit - 1 hour
Instructor: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.

Monday, June 13, 2011
#464S FrontPage
2:00-4:00pm
BONH 106
FLEX credit - 2 hours
Instructor: Mike Gunther
Strategic Goal: Technological Advancement
Learn the basics of FrontPage to easily create a website. This workshop is geared for individuals with no prior experience in constructing websites. Learn the secrets that allow you to quickly and easily build a website from scratch.

Tuesday, June 14, 2011
#467S Submitting Work Orders to Facilities
10:00-11:00am
BONH 106
FLEX credit – 1 hour
Instructor: Cynthia Madia
Strategic Goal: Technological Advancement
Join us for an informative discussion on how to properly submit work orders to Facilities Services. You will learn the step-by-step process to have your needs met in a timely fashion.
**Wednesday, June 15, 2011**

#4635 Datatel Basics
10:30am-12:00pm  
BONH 106  
FLEX credit – 1.5 hours  
Instructor: Mike Brezina  
Strategic Goal: Technological Advancement  
Learn how to navigate your way around the Datatel system. You’ll learn how to log in, discover what a “mnemonic” is, and receive an overview of the various systems in Datatel that are used on campus. You’ll also learn how to access your sick and vacation leave totals.  
*If you don’t already have a Datatel login and password, please go to this link [http://mis.canyons.edu](http://mis.canyons.edu) to fill out an access request form.*

**Friday, June 17, 2011**

#4845 Advanced PowerPoint  
9:00-10:00am  
BONH 106  
FLEX credit - 1 hour  
Instructor: Computer Support Services  
Strategic Goal: Technological Advancement  
Make your PowerPoint presentations pop! Learn how to add “bells and whistles” to your PowerPoint presentation, including photos, videos, audio clips, and custom animation.

**Friday, June 17, 2011**

#4665 Online Media: Taking Your Course to the Next Level, Part 1 of 3*  
2:00-4:00pm  
BONH 106  
FLEX credit – 2 hours  
Instructor: John Makevich  
Strategic Goal: Technological Advancement  
*NOTE: Participants must complete Part 1 to move on to Part 2*  
This workshop will provide participants with the opportunity to get hands-on with technology to do some filming, audio recording, or online screen capture; to do some post-production (editing) of the recorded materials and will customize them for online delivery; and will learn effective media production project planning and find useful supplementary open educational resources (OERs) online.
Monday, June 20, 2011
#472S Beginning Access, Part 2 of 2: How to Query a Database
10:00-11:30am
BONH 106
FLEX credit – 1.5 hours
Instructor: Rick Olsen
Strategic Goal: Technological Advancement
During this workshop you will learn how to create queries; how to print query results; how to include fields in the design grid; how to sort data in queries; and how to create a report from a query.

Tuesday, June 21, 2011
#488S Email Archiving
9:00-10:00am
BONH 106
FLEX credit - 1 hour
Instructor: Jim Temple
Strategic Goal: Technological Advancement
Are you overwhelmed by the tidal wave of email you get every day? Are you always receiving an “over limit” message in your mailbox? Come to this workshop and learn how you can manage your email more effectively.

Wednesday, June 22, 2011
#481S Smart Phone - iPhone, iTouch and iPad
10:30-11:30am
BONH 106
FLEX credit - 1 hour
Instructor: Mauricio Escobar
Strategic Goal: Technological Advancement
Participants will learn the basics of using, and navigating iphones, iTouch and iPads including:
- Setting up email
- Getting new applications
- Securing your smart phone from would be thieves
- Plus, basic hints on making the smart phone help you with your business and personal agendas.

Note: Current smart phone users planning on attending the class are asked to get connected to the wireless network on campus and setup their app store accounts before attending. Questions regarding setup? Please stop by the Tech Center or contact Mauricio Escobar.
Thursday, June 23, 2011
#446S “Clicker” Response Technology
10:30-11:30am
BONH 106
FLEX credit – 1 hour
Instructor: Computer Support Services
Strategic Goal: Technological Advancement
Have you ever been in a situation where you wanted to poll your class or meeting participants but didn’t want to generate a bunch of paper forms or take a “up and down hand” vote? Come see how “Clicker” response technology can allow you to easily poll your audience using remote control-like clickers and a computer. We will show you how to turn your PowerPoint presentation into a questionnaire and how the clicker technology can make collecting responses fast and fun.

Monday, June 27, 2011
#486S Section 508 Website Accessibility
2:00-3:00pm
ONLINE
FLEX credit - 1 hour
Instructor: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.

Tuesday, June 28, 2011
#468S Submitting Work Orders to Facilities
10:00-11:00am
BONH 106
FLEX credit – 1 hour
Instructor: Cynthia Madia
Strategic Goal: Technological Advancement
Join us for an informative discussion on how to properly submit work orders to Facilities Services. You will learn the step-by-step process to have your needs met in a timely fashion.
Wednesday, June 29, 2011
#485S Advanced PowerPoint
10:00-11:00am
BONH 106
FLEX credit - 1 hour
Instructor: Computer Support Services
Strategic Goal: Technological Advancement
Make your PowerPoint presentations pop! Learn how to add "bells and whistles" to your PowerPoint presentation, including photos, videos, audio clips, and custom animation.

Thursday, June 30, 2011
#465S Office OneNote
10:00-11:00am
BONH 106
FLEX credit - 1 hour
Instructor: Be Phan
Strategic Goal: Technological Advancement
Office OneNote 2007 is a digital notebook that provides people with one place to gather their notes and information, powerful search to find what they are looking for quickly, and easy-to-use shared notebooks so that they can manage information overload and work together more effectively.

Friday, July 8, 2011
#12F Online Media: Taking Your Course to the Next Level, Part 2 of 3*  
2:00-4:00pm
BONH 106
FLEX credit – 2 hours
Instructor: John Makevich
Strategic Goal: Technological Advancement
*NOTE: Participants must complete Parts 1 & 2 to move on to Part 3
This workshop will provide participants with the opportunity to get hands-on with technology to do some filming, audio recording, or online screen capture; to do some post-production (editing) of the recorded materials and will customize them for online delivery; and will learn effective media production project planning and find useful supplementary open educational resources (OERs) online.
Monday, July 18, 2011
#21F How to Upload, Store and Organize Digital Photographs
10:00-11:00am
BONH 106
FLEX credit – 1 hour
Instructor: Wendy Brill-Wynkoop
Strategic Goal: Technological Advancement
Do you have a stack of memory cards in the junk draw that hold all your precious family memories and vacation photos? Or maybe you have successfully downloaded them to the computer, but you are not sure if you could ever locate them again? Spend an hour learning about some easy online storage sites to organize your life in pictures so that you can enjoy them for generations to come.

Monday, July 18, 2011
#30F Section 508 Website Accessibility
11:00am-12:00pm
ONLINE
FLEX credit - 1 hour
Instructor: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.

Tuesday, July 19, 2011
#2F How to Backup Your Computer
10:30-11:30am
BONH 106
FLEX credit – 1 hour
Instructor: Brian Malmeth
Strategic Goal: Technological Advancement
During this workshop you will learn how to effectively backup your Windows XP or Vista computer to an external hard drive\usb travel device drive using Windows Backup Wizard.
Wednesday, July 20, 2011

#10F Office OneNote
10:00-11:00am
Canyon Country Campus CCC-305
FLEX credit - 1 hour
Instructor: Be Phan
Strategic Goal: Technological Advancement
Office OneNote 2007 is a digital notebook that provides people one place to gather their notes and information, powerful search to find what they are looking for quickly, and easy-to-use shared notebooks so that they can manage information overload and work together more effectively.

Thursday, July 21, 2011

#23F Smart Phone: Android
10:30-11:30am
BONH 106
FLEX credit - 1 hour
Instructor: Mauricio Escobar
Strategic Goal: Technological Advancement
Participants will learn the basics of using, and navigating Android based phones including:
- Setting up email
- Getting new applications
- Securing your smart phone from would be thieves
- Plus, basic hints on making the smart phone help you with your business and personal agendas.

Note: Current smart phone users planning on attending the class are asked to get connected to the wireless network on campus and setup their app store accounts before attending.
Questions regarding setup? Please stop by the Tech Center or contact Mauricio Escobar.
**Friday, July 22, 2011**

#13F Online Media: Taking Your Course to the Next Level, Part 3 of 3

2:00-4:00pm
BONH 106
FLEX credit – 2 hours
Instructor: John Makevich
Strategic Goal: Technological Advancement

*NOTE: Participants must have completed Parts 1 & 2 to attend Part 3*

This workshop will provide participants with the opportunity to get hands-on with technology to do some filming, audio recording, or online screen capture; to do some post-production (editing) of the recorded materials and will customize them for online delivery; and will learn effective media production project planning and find useful supplementary open educational resources (OERs) online.

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**Monday, July 25, 2011**

#26F Email Archiving

10:00-11:00am
BONH 106
FLEX credit - 1 hour
Instructor: Jim Temple
Strategic Goal: Technological Advancement

Are you overwhelmed by the tidal wave of email you get every day? Are you always receiving an “over limit” message in your mailbox? Come to this workshop and learn how you can manage your email more effectively.
Tuesday, July 26, 2011
#7F Datatel Basics
10:30am-12:00pm
BONH 106
FLEX credit – 1.5 hours
Instructor: Mike Brezina
Strategic Goal: Technological Advancement
Learn how to navigate your way around the Datatel system. You’ll learn how to log in, discover what a “mnemonic” is, and receive an overview of the various systems in Datatel that are used on campus. You’ll also learn how to access your sick and vacation leave totals. *If you don’t already have a Datatel login and password, please go to this link http://mis.canyons.edu to fill out an access request form.*

Tuesday, July 26, 2011
#8F Advanced Excel – Part 1 of 2
2:00-4:00pm
HSLH 304
FLEX credit – 2 hours
Instructors: Melanie Lipman and Victor Jadaon
Strategic Goal: Technological Advancement
Participants will learn how to manipulate worksheets, use paste special options, apply conditional formatting, create templates, import and export data, link and embed objects, use functions and formulas, and create pivot tables and pivot charts.

Wednesday, July 27, 2011
#5F Using NetSupport in Computer Labs
10:00-11:00am
BONH 106
FLEX credit - 1 hour
Instructor: Justin Smith
Strategic Goal: Technological Advancement
The NetSupport School workshop will cover how to remotely control and or engage with the student computers in your classroom. From sharing files to restricting web access, this workshop is sure to enhance your classroom experience for you and your students.
**Wednesday, July 27, 2011**

**#25F Advanced Excel – Part 2 of 2**
2:00-4:00pm  
HSLH 304  
FLEX credit – 2 hours  
Instructors: Melanie Lipman and Victor Jadaon  
Strategic Goal: Technological Advancement  
This workshop teaches advanced functions and features of Excel 2007. Participants will learn how to manipulate worksheets, use paste special options, apply conditional formatting, create templates, import and export data, link and embed objects, use functions and formulas, and create pivot tables and pivot charts.

**Thursday, July 28, 2010**

**#6F Using the “Smart Rooms” in the University Center**
9:00-10:00am  
UCEN 307  
FLEX credit – 1 hour  
Instructor: Noel Lopez  
Strategic Goal: Technological Advancement  
Join us for an informative discussion on how to use the ‘smart’ classrooms in the University Center. Our main topics will cover step-by-step training on equipment already installed in the classroom. You will also learn to recognize the first signs of technical trouble and how to deal with it in the classroom.

**Thursday, July 28, 2011**

**#22F How to Upload, Store and Organize Digital Photographs**
10:00-11:00am  
BONH 106  
FLEX credit – 1 hour  
Instructor: Wendy Brill-Wynkoop  
Strategic Goal: Technological Advancement  
Do you have a stack of memory cards in the junk draw that hold all your precious family memories and vacation photos? Or maybe you have successfully downloaded them to the computer, but you are not sure if you could ever locate them again? Spend an hour learning about some easy online storage sites to organize your life in pictures so that you can enjoy them for generations to come.
**Friday, July 29, 2011**  
**#14F Blackboard 1**  
9:30-11:30am  
BONH 106  
FLEX credit – 2 hours  
Instructor: John Makevich  
Strategic Goal: Technological Advancement  
Participants will learn the basics of using the Blackboard Learning System. They will learn how to request a new course, navigate the learning environment, and change basic settings of the course.

**Friday, July 29, 2011**  
**#15F Blackboard 2**  
11:30am-1:30pm  
BONH 106  
FLEX credit – 2 hours  
Instructor: John Makevich  
Strategic Goal: Technological Advancement  
In this workshop, participants will learn how to effectively work with discussion boards, groups, web links, and some basic Grade Center skills. They will also practice uploading a syllabus and course documents.

**Friday, July 29, 2011**  
**#16F Blackboard 3**  
2:30-4:30pm  
BONH 106  
FLEX credit – 2 hours  
Instructor: John Makevich  
Strategic Goal: Technological Advancement  
Participants will learn how to effectively use e-mail, messages, and assessments in Blackboard. They will write some sample exam questions and discover how to develop a quiz from those questions. They will also be introduced to other Internet tools and products that can supplement the Blackboard experience.
**Tuesday, August 2, 2011**

**#11F Office OneNote**
10:00-11:00am  
BONH 106  
FLEX credit - 1 hour  
Instructor: Be Phan  
Strategic Goal: Technological Advancement  
Office OneNote 2007 is a digital notebook that provides people one place to gather their notes and information, powerful search to find what they are looking for quickly, and easy-to-use shared notebooks so that they can manage information overload and work together more effectively.

**Tuesday, August 2, 2011**

**#27F Advanced Word – Part 1 of 2**
2:00-4:00pm  
HSLH 304  
FLEX credit – 2 hours  
Instructors: Melanie Lipman, Victor Jadaon and Gina Roscigno  
Strategic Goal: Technological Advancement  
This workshop teaches advanced functions and features of Word 2007. Participants will learn how to create and edit documents, work with tables, create templates, use comments, create a password, link and embed objects, and mail merge.
**Wednesday, August 3, 2011**
**#24F Smart Phone: Blackberry**
10:30-11:30am  
BONH 106  
FLEX credit - 1 hour  
Instructor: Mauricio Escobar  
Strategic Goal: Technological Advancement  
Participants will learn the basics of using, and navigating Blackberry based phones including:
- Setting up email  
- Getting new applications  
- Securing your smart phone from would be thieves  
- Plus, basic hints on making the smart phone help you with your business and personal agendas.  
**Note:** Current smart phone users planning on attending the class are asked to get connected to the wireless network on campus and setup their app store accounts before attending. Questions regarding setup? Please stop by the Tech Center or contact Mauricio Escobar.

**Wednesday, August 3, 2011**
**#28F Advanced Word – Part 2 of 2**
2:00-4:00pm  
HSLH 304  
FLEX credit – 2 hours  
Instructors: Melanie Lipman, Victor Jadaon and Gina Roscigno  
Strategic Goal: Technological Advancement  
This workshop teaches advanced functions and features of Word 2007. Participants will learn how to create and edit documents, work with tables, create templates, use comments, create a password, link and embed objects, and mail merge.
Wednesday, August 3, 2011

#17F Blackboard Grade Center
3:00-4:00PM
BONH 106
FLEX credit - 1 hour
Instructor: John Makevich
Strategic Goal: Technological Advancement
This workshop will provide participants with training on the new Grade Center tool in Blackboard 8. Attendees will be introduced to all components of the Grade Center and will discuss scenarios of how these components can be used.

Thursday, August 4, 2011

#3F How to Backup Your Computer
10:30-11:30am
BONH 106
FLEX credit – 1 hour
Instructor: Brian Malmeth
Strategic Goal: Technological Advancement
During this workshop you will learn how to effectively backup your Windows XP or Vista computer to an external hard drive\ usb travel device drive using Windows Backup Wizard.

Thursday, August 4, 2011

#31F Section 508 Website Accessibility
1:00-2:00pm
ONLINE
FLEX credit - 1 hour
Instructor: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
Friday, August 5, 2011
#20F Submitting Work Orders to Computer Support Services
10:00-11:00am
BONH 106
FLEX credit – 1 hour
Instructor: Jim Temple
Strategic Goal: Technological Advancement
Join us for an informative discussion on how to properly submit work orders to Computer Support Services. You will learn the step-by-step process to have your needs met in a timely fashion.

Tuesday, August 9, 2011
#18F Facilitate Live Online Meetings or Classes using CCCConfer
10:00-11:30am
BONH 106
FLEX credit – 1.5 hours
Instructor: John Makevich
Strategic Goal: Technological Advancement
Participants will be introduced to a web conferencing solution for faculty, staff, and students to provide a space for live interaction and communication; will learn how to use CCCConfer within Blackboard; and will become familiar with the steps to take to schedule a session of their own.

Wednesday, August 10, 2011
#1F Section 508 Website Accessibility
11:00am-12:00pm
BONH 106
FLEX credit - 1 hour
Instructor: Scott McAfee
Strategic Goal: Technological Advancement
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
**Wednesday, August 10, 2011**

**#9F FrontPage**
1:00-3:00pm  
BONH 106  
FLEX credit - 2 hours  
Instructor: Mike Gunther  
**Strategic Goal:** Technological Advancement  
Learn the basics of FrontPage to easily create a website. This workshop is geared for individuals with no prior experience in constructing websites. Learn the secrets that allow you to quickly and easily build a website from scratch.

**Thursday, August 11, 2011**

**#19F Online Practice with CCCConfer**
6:00-7:00pm  
ONLINE  
FLEX credit - 1 hour  
Instructor: John Makevich  
**Strategic Goal:** Technological Advancement  
Participants will have an opportunity to actively engage with colleagues in CCCConfer to better learn how to operate within the environment.

**Thursday, August 25, 2011**

**#4F MicroGrade**
1:00-4:00pm  
BONH 106  
FLEX credit - 3 hours  
Instructor: Lea Templer  
**Strategic Goal:** Technological Advancement  
MicroGrade is more than a grading program. It is an essential software tool for instructors. Come to this workshop and learn ways to save time by using MicroGrade to automate the tasks of scoring assignments, calculating grades, and evaluating student performance. Also, with MicroGrade’s email and Internet grade posting features, you can easily communicate progress to students.
Workshop Notes:
The Office of Professional Development is pleased to bring you the Summer Technology Institute 2012. These technology specific workshops are being offered during the summer to give you the opportunity to expand your knowledge, acquire new skills related to technological advancement, and leave you feeling better prepared when the busy Fall semester begins.

These workshops are open to all faculty, administrators, classified staff, and adult hourly employees. Please register by emailing Sharon Johnston in the Office of Professional Development at sharon.johnston@canyons.edu. FLEX credit will be given to all faculty who attend. Have a great summer!

http://www.canyons.edu/offices/pd
Thursday, June 7, 2012

#548S How to Upload, Store and Organize photographs
10:00-11:30am
BONH 106
FLEX credit – 1.5 hours
Presenter: Wendy Brill-Wynkoop

Do you have a stack of memory cards in the junk drawer that hold all your precious family memories and vacation photos? Or maybe you have successfully downloaded them to the computer, but you are not sure if you could ever locate them again? Spend an hour learning about some easy online storage sites to organize your life in pictures so that you can enjoy them for generations to come.
Friday, June 8, 2012

#601S Introducing Blackboard 9.1 - Parts 1, 2 & 3
9:00am-4:00pm
BONH 106
Presenter: John Makevich

Blackboard Part 1 - Participants will learn the basics of using the Blackboard Learning System. They will learn how to request a new course, navigate the learning environment, and change basic settings of the course.

Blackboard Part 2 - In this workshop, participants will learn how to effectively work with discussion boards, groups, web links, and some basic Grade Center skills. They will also practice uploading a syllabus and course documents.

Blackboard Part 3 - Participants will learn how to effectively use e-mail, messages, and assessments in Blackboard. They will write some sample exam questions and discover how to develop a quiz from those questions. They will also be introduced to other Internet tools and products that can supplement the Blackboard experience.
Monday, June 11, 2012

#600S Beginning Access, Part 1 of 2
1:00-2:00pm
BONH 106
Presenter: Be Phan

During this workshop you will learn about Access databases and how they can be used to help you in the workplace. You will learn the Access Toolbar, how to create/design a database; how to create a table and add records; and how to create and print reports.

Monday, June 11, 2012

#599S Web Design Using FrontPage
2:00-4:00pm
BONH 106
Presenter: Mike Gunther

Learn the basics of FrontPage to easily create a web site. This workshop is geared for individuals with no prior experience in constructing web sites. Learn the secrets that allow you to quickly and easily build a web site from scratch. Topics include:

- Planning your web site
- Navigating FrontPage 2003
- Using dynamic web templates
Tuesday, June 12, 2012

#581S Blackboard 9.1: An Overview for Current Blackboard Users
9:30-11:00am
BONH 106
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!

Thursday, June 14, 2012

#610S Section 508 Website Accessibility
2:00-3:00pm
BONH 106
Presenter: Scott McAfee

Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
Friday, June 15, 2012
#602S Datatel Basics
10:30am-12:00pm
BONH 106
Presenter: Mike Brezina

Learn how to navigate your way around the Datatel system. You’ll learn how to log in, discover what a “mnemonic” is, and receive an overview of the various systems in Datatel that are used on campus. You’ll also learn how to access your sick and vacation leave totals. *If you don’t already have a Datatel login and password, please go to this link http://mis.canyons.edu to fill out an access request form. You will need to obtain the appropriate signatures and then return it to the MIS department at least three days prior to the workshop.

Monday, June 18, 2012
#582S Blackboard 9.1: An Overview for Current Blackboard Users
2:00-3:30pm
BONH 106
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!
Wednesday, June 20, 2012
#604S Advanced PowerPoint
9:00-10:00am
BONH 106
Presenter: Justin Smith
Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations. At this session, you will learn how to set up a basic presentation, how to design your slides, and how to use the transitions feature. Hour one will be instruction; hour two will be an open lab where you can practice on your own PowerPoint slide show.

Thursday, June 21, 2012
#606S Introducing the Idea Incubator
9:30-10:30am
BONH 106
Presenter: John Makevich
A new online system is available for employees of the College that allows an individual to contribute a new idea and get some help and guidance in sharing and/or launching the concept. This workshop will introduce participants to this new system and will present the many ways that ideas can now be cultivated at our institution.
Thursday, June 21, 2012

#611S Introduction to Microsoft Word 2010 - Part 1 of 2
10:30- 11:30am
BONH 106
Presenter: Brian Weston

This workshop teaches the basic functions and features of Microsoft Word 2010. Participants will learn how to create and edit documents, add page numbers, use spell check, create templates, change fonts, use clip art, and add headers and footers.

Tuesday, June 26, 2012

#607S Facilitate Live Online Meetings or Classes using CCCConfer
2:00-3:30pm
BONH 106
Presenter: John Makevich

Participants will be introduced to a web conferencing solution for faculty, staff, and students to provide a space for live interaction and communication; will learn how to use CCCConfer within Blackboard; and will become familiar with the steps to take to schedule a session of their own.
Thursday, June 28, 2012
#608S Smart Phone: iPhone, iTouch & iPad
10:30-11:30am
BONH 106
Presenter: Mauricio Escobar
Participants will learn the basics of using, and navigating iPhones, iTouch and iPads including:
- Setting up email
- Getting new applications
- Securing your smart phone from would be thieves
- Plus, basic hints on making the smart phone help you with your business and personal agendas.

Note: Current smart phone users planning on attending the class are asked to get connected to the wireless network on campus and setup their app store accounts before attending. Questions regarding setup? Please stop by the Tech Center.

Friday, June 29, 2012
#583S Blackboard 9.1: An Overview for Current Blackboard Users
11:00am-12:30pm
BONH 106
Presenter: John Makevich
Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!
Tuesday, July 3, 2012
#59F Blackboard 9.1: An Overview for Current Blackboard Users
2:30-4:00pm
Canyon Country Campus - 304
Presenter: John Makevich
Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!

Tuesday, July 10, 2012
#71F Google Docs and Cloud Storage
10:30am-12:00pm
BONH 106
Presenter: John Makevich
Learn to use Google Docs to create your own documents and for a variety of project planning and collaborative possibilities. The session will cover Docs, Presentations, and Spreadsheets - how to create, share, and even embed them in websites. In addition, we will use the power of Google Calendar to use for course planning and to share with students. The session will also provide a very quick overview of other free Google Apps that you might want to explore on your own. Attendees should already have a Google/Gmail/Apps account (and remember the password!) In addition, Google Docs will be compared to other tools used for cloud storage.
Wednesday, July 11, 2012

#72F Smart Phone: Android
1:30-2:30pm
BONH 106
Presenter: Mauricio Escobar
Strategic Goal: Technological Advancement

Participants will learn the basics of using, and navigating Android based phones including:

- Setting up email
- Getting new applications
- Securing your smartphone from would be thieves
- Plus, basic hints on making the smartphone help you with your business and personal agendas.

Note: Current smartphone users planning on attending the class are asked to get connected to the wireless network on campus and setup their app store accounts before attending. Do you have questions regarding setup? If so, please stop by the Tech Center.
Thursday, July 12, 2012

#60F Blackboard 9.1: An Overview for Current Blackboard Users
10:00-11:30am
BONH 106
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!

Friday, July 13, 2012

#73F Introduction to Prezi
12:30-1:30pm
BONH 106
Presenter: John Makevich

Powerpoint has long been the tool of choice for creating presentations. Unfortunately, the linear structure of Powerpoint presentations doesn’t work for all topics. Enter Prezi. Prezi is an online tool that allows the developer to create presentations in the form of a map, of sorts. This allows for more options in the organization of the content and its delivery. Participants at this workshop will learn the basics of using Prezi and will brainstorm some effective uses of the tool for a classroom lecture or business presentation.
Monday, July 16, 2012

#74F iPad Basics
9:00-10:00am
BONH 106
Presenter: Claudia Kirby

This workshop will cover quick and easy ways to truly capitalize on all that an iPad has to offer for business use. You will learn how to utilize features, settings, and applications specifically suited to business applications. We will cover step-by-step ways to improve the way you store and access documents, use the iPad in conjunction with your normal computer, social networking and/or connecting with clients or employees, presentations and spreadsheets, and other ways to use the full functionality of the iPad.

Thursday, July 19, 2012

#87F Introduction to Microsoft Word 2010- Part 2 of 2

10:00-11:00am
BONH 106
Presenter: Brian Weston

This workshop teaches the basic functions and features of Microsoft Word 2010. Participants will learn how to create and edit documents, add page numbers, use spell check, create templates, change fonts, use clip art, and add headers and footers.
Thursday, July 19, 2012

#75F Introducing the Idea Incubator
11:00am-12:00pm
BONH 106
Presenter: John Makevich
Strategic Goal: Technological Advancement

A new online system is available for employees of the College that allows an individual to contribute a new idea and get some help and guidance in sharing and/or launching the concept. This workshop will introduce participants to this new system and will present the many ways that ideas can now be cultivated at our institution.
Saturday, July 21, 2012

#76F Introducing Blackboard 9.1 - Parts 1, 2 & 3
9:00am-4:00pm
BONH 106
Presenter: John Makevich
Strategic Goal: Technological Advancement

Blackboard Part 1 - Participants will learn the basics of using the Blackboard Learning System. They will learn how to request a new course, navigate the learning environment, and change basic settings of the course.

Blackboard Part 2 - In this workshop, participants will learn how to effectively work with discussion boards, groups, web links, and some basic Grade Center skills. They will also practice uploading a syllabus and course documents.

Blackboard Part 3 - Participants will learn how to effectively use e-mail, messages, and assessments in Blackboard. They will write some sample exam questions and discover how to develop a quiz from those questions. They will also be introduced to other Internet tools and products that can supplement the Blackboard experience.
Monday, July 23, 2012

#77F Advanced PowerPoint  
11:00am-12:00pm  
BONH 106  
Presenter: Justin Smith

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations. At this session, you will learn how to set up a basic presentation, how to design your slides, and how to use the transitions feature. Hour one will be instruction; hour two will be an open lab where you can practice on your own PowerPoint slide show.

Tuesday, July 24, 2012

#61F Blackboard 9.1: An Overview for Current Blackboard Users  
3:00-4:30pm  
BONH 106  
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!
Thursday, July 26, 2012

#78F Section 508 Website Accessibility
2:00-3:00pm
Canyon Country Campus - 304
Presenter: Scott McAfee
Strategic Goal: Technological Advancement

Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.

Friday, July 27, 2012

#79F Beginning Access, Part 2 of 2
2:00-3:30pm
BONH 106
Presenter: Computer Support

During this workshop you will how to create queries; how to print query results; how to include fields in the design grid; how to sort data in queries; and how to create a report from a query.
Tuesday, July 31, 2012

#80F Datatel Basics
9:30-11:00am
BONH 106
Presenter: Mike Brezina

Learn how to navigate your way around the Datatel system. You’ll learn how to log in, discover what a “mnemonic” is, and receive an overview of the various systems in Datatel that are used on campus. You’ll also learn how to access your sick and vacation leave totals. *If you don’t already have a Datatel login and password, please go to this link http://mis.canyons.edu to fill out an access request form. You will need to obtain the appropriate signatures and then return it to the MIS department at least three days prior to the workshop.

Thursday, August 2, 2012

#81F Section 508 Website Accessibility
2:00-3:00pm
BONH 106
Presenter: Scott McAfee

Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
Friday, August 3, 2012
#62F Blackboard 9.1: An Overview for Current Blackboard Users
10:00-11:30am
BONH 106
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!

Tuesday, August 7, 2012 NEW!
#82F Introduction to Prezi
3:30-4:30pm
BONH 106
Presenter: John Makevich

Powerpoint has long been the tool of choice for creating presentations. Unfortunately, the linear structure of Powerpoint presentations doesn’t work for all topics. Enter Prezi. Prezi is an online tool that allows the developer to create presentations in the form of a map, of sorts. This allows for more options in the organization of the content and its delivery. Participants at this workshop will learn the basics of using Prezi and will brainstorm some effective uses of the tool for a classroom lecture or business presentation.
Wednesday, August 8, 2012

#83F Facilitate Live Online Meetings or Classes using CCCConfer
9:00-10:30am
BONH 106
Presenter: John Makevich

Participants will be introduced to a web conferencing solution for faculty, staff, and students to provide a space for live interaction and communication; will learn how to use CCCConfer within Blackboard; and will become familiar with the steps to take to schedule a session of their own.

Tuesday, August 14, 2012

#63F Blackboard 9.1: An Overview for Current Blackboard Users
4:30-6:00pm
Canyon Country Campus - 304
Presenter: John Makevich

Blackboard 9.1 is here! College of the Canyons will be doing a limited pilot of the new version in the Spring 2012 semester and expects to roll out the new version completely in the Summer of 2012. This workshop is a MUST for current users of Blackboard to become familiar with the design and functionality of this new version. Our current version (version 8) of Blackboard will no longer be available beginning summer 2012, so now is the time to get acquainted with the new system!
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2013 Summer Technology Institute
College of the Canyons
Office of Professional Development
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Professional Development 2013 Summer Technology Institute
June 10th – August 15th

The goal of this summer’s Technology Institute is to provide you with training opportunities that will help you stay on the cutting edge of technology. This summer, you can brush up on your Excel and Outlook skills, become a skilled iPad user, and learn how to create stunning presentations using Prezi and PowerPoint, as well as edit web pages with FrontPage. You can also work towards completion of your COC Online Instructor Certificate by attending the Blackboard and Section 508 workshops. Other opportunities include workshops on the Lecture Capture technology in COC’s “Smart” classrooms, Datatel and CCCConfer. We invite you to step out of your technology comfort zone and learn something new! Our hope is that by the end of the 2013 Summer Technology Institute, that you will have expanded your knowledge, acquired new skills related to technological advancement, and be better prepared when the fall semester begins.

These workshops are open to all faculty, administrators, classified staff, and adult hourly employees. FLEX credit will be given to all faculty who attend.

To register, please log on to www.canyons.ext.net. If this is your first time using this system to register for classes, you will need to first create a New Student Profile. Step by step instructions on how to do this are attached. They are also posted on the Professional Development website at www.canyons.edu/offices/pd.

If you need help enrolling, or have any questions about setting up your profile and registering for workshops, please e-mail Chloe McGinley at chloe.mcginley@canyons.edu, or give her a call at 661-362-5104. Have a great summer!
**Monday, June 10, 2013**

#511S Section 508 Website Accessibility  
2:30 – 3:30pm  
BONH 106  
FLEX Credit - 1 hour  
Presenter: Scott McAfee  
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.

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**Wednesday, June 12, 2013**

#545S Navigating the New Datatel Interface Using Web UI  
2:00 – 3:00pm  
BONH 106  
FLEX Credit - 1 hour  
Presenter: Michael Brezina  
This Web UI workshop will introduce you to the new interface and give you an overview of how to navigate through it. We will examine the new features, the log in screen, navigate around Web UI, and learn how to customize the look and feel to your personal tastes.
Thursday, June 13, 2013
#539S iPad at Work: Part 1 of 3
12:00 – 1:00pm
BONH 106
FLEX credit – 1 hour
Presenter: Mauricio Escobar
Participants in this workshop will learn easy ways to capitalize on all that an iPad has to offer for business use. This workshop will cover the basics of how to use your iPad in conjunction with your computer and for connecting with clients or employees. Participants will become familiar with the various useful features, settings, and applications available on the iPad and other popular tablets. If you use an iPad or tablet, or would like to learn more about how to use this product, please consider attending this workshop, and make the iPad work for you while you work!

Monday, June 17, 2013
#540S Introduction to Lecture Capture
3:00 - 4:00pm
LTLC-160
FLEX credit - 1 hour
Presenter: Joe Lanthier
With the opening of the new TLC, faculty now have an important new tool to capture their classroom lecture. The Lecture Capture classroom is equipped with a state-of-the-art camera and recording system that allows a faculty member to record a lecture as it happens or pre-record supplemental materials for a class. The information can then be uploaded for distribution via your website, Blackboard course, or simply emailed out as a link to your students. Join Joe Lanthier as he provides you with the information and skills you will need to effectively use this new technology.
Wednesday, June 19, 2013

#543S Introduction to Lecture Capture
10:00 – 11:00am
LTLC-160
FLEX credit - 1 hour
Presenter: Joe Lanthier
With the opening of the new TLC, faculty now have an important new tool to capture their classroom lecture. The Lecture Capture classroom is equipped with a state-of-the-art camera and recording system that allows a faculty member to record a lecture as it happens or pre-record supplemental materials for a class. The information can then be uploaded for distribution via your website, Blackboard course, or simply emailed out as a link to your students. Join Joe Lanthier as he provides you with the information and skills you will need to effectively use this new technology.

Friday, June 21, 2013

#514S Make Your Presentations POP with Prezi!
1:30pm – 2:30pm
BONH 106
FLEX credit: 1 hour
Presenter: Ebony Coburn
This workshop will introduce participants to Prezi, an exciting online tool for creating presentations. Unlike the linear structure of PowerPoint, Prezi allows you to create presentations in the form of a 3D map, allowing for more options in the organization of the content and its delivery. Prezi's presentation software lets you zoom out to show the overview of your Prezi, zoom in to examine the details of your ideas, or simply move freely through the Prezi and react to your audience’s input. Participants at this workshop will get an overview of Prezi, and will learn the basics of how to get started making your own Prezi Presentation, including:

- How to navigate the canvas and understand the Transformation Tool
- Start from a template
- Use the Theme Wizard to customize colors and fonts
- Frame your content
- Insert diagrams, symbols, shapes and URLs

We will also brainstorm some effective uses of the tool for a classroom lecture or business presentation.
Wednesday, June 26, 2013

#546S Adding Bells & Whistles to Your PowerPoint Presentation

10:00am – 11:30am

BONH 106

FLEX credit 1.5 hours

Presenter: Suzanne Finne

Prerequisite: Basic knowledge of PowerPoint

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations. At this session, you will learn how to set up your master slide view, how to design your slides with interesting backgrounds, video links, animations, and sounds. The last half hour will be an open lab where you can practice creating your own PowerPoint slide show.

Thursday, June 27, 2013

#544S Outlook Tutorial

2:00 – 3:00pm

BONH 106

FLEX credit – 1 hour

Presenter: Claudia Kirby

Have you ever wondered what all those different tabs in the Outlook program are for, or how to use them? This one hour Outlook Tutorial will take you step by step through the most useful features of the Outlook program. Workshop participants will learn how to book a room, make appointments, send out meeting requests, create new contacts, manage tasks and the To-Do Pane, set up automatic response messages, and modify their personal e-mail settings.
Monday, July 1, 2013
#66F iPad at Work: Part 2 of 3
12:00pm – 1:00pm
BONH 106
FLEX credit – 1 hour
Presenter: Mauricio Escobar
This workshop will cover how to use your iPad or tablet for document management and distribution. You will learn about creating presentations and spreadsheets, utilizing the Microsoft Office and iWork platform to organize and manage documents, as well as annotating PDFs from anywhere using your iPad or tablet. If you use an iPad, or would like to learn more about how to use this product, please consider attending this workshop, and make the iPad work for you while you work!

Tuesday, July 9, 2013
#62F Microsoft Excel, Part 1 of 3
9:00am - 12:00pm
HSLH 305
Flex credit: 3 hours
Presenters: Melanie Lipman and Victor Jadaon
This 3-hour workshop is designed for those who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Excel worksheets. Upon successful completion of this workshop, attendees will be able to: create a basic worksheet using Excel 2010; perform calculations in an Excel worksheet; modify and format an Excel worksheet; manage an Excel workbook; and print the contents of an Excel workbook.
Wednesday, July 10, 2013
#63F Microsoft Excel, Part 2 of 3
9:00am - 12:00pm
HSLH 305
Flex credit: 3 hours
Presenters: Melanie Lipman and Victor Jadaon
This 3-hour workshop will cover topics such as add, divide, multiply, and subtract values by entering formulas into Excel 2010 worksheets. Other topics will include calculating with advanced formulas, an exploration of several of the most widely used functions available in Excel 2010, such as statistical, logical, financial, and date & time functions. Mail merge using Excel and Word will also be covered.

Thursday, July 11, 2013
#64F Microsoft Excel, Part 3 of 3
9:00am - 12:00pm
HSLH 305
FLEX credit: 3 hours
Presenters: Melanie Lipman and Victor Jadaon
This 3-hour workshop covers more advanced features in Excel 2010. Topics will include creating embedded charts as well as creating charts as a new sheet, modifying charts, enhancing charts, and changing chart types that best represents the data. Finally, this workshop will cover creating PivotTable reports, Pivot table charts, and filtering data which can help to analyze numerical data.
Friday, July 12, 2013

#67F Synchronous Online Communication using CCCConfer
1:30 – 2:30pm
BONH 106
FLEX credit: 1 hour
Presenter: John Makevich

CCCConfer is a web conferencing solution for faculty, staff, and students that provides a space for live interaction and communication. You can use CCCConfer to conduct meetings, deliver lectures, engage in discussion, and have one-on-one sessions with students or colleagues. This workshop will introduce participants to this excellent tool, and will provide step-by-step instructions on how to use CCCConfer to:

- Facilitate an audio conference
- Use the Interactive whiteboard space
- Create Polling questions and collect responses
- Engage in live text chat
- Archive sessions for attendees to participate at a later date, and
- Schedule a CCCConfer session

Workshop participants will learn how to use CCCConfer within Blackboard, and will become familiar with its various features, and will know how to schedule their own CCCConfer sessions.

Monday, July 15, 2013

#69F iPad at Work: Part 3 of 3
10:00 – 11:00am
BONH 106
FLEX credit – 1 hour
Presenter: Mauricio Escobar

Would you like to take your iPad or tablet to the next level? Are there still functions on your tablet that you don’t know how to use? This workshop will provide you with the opportunity to ask questions from an expert. You will learn about how to troubleshoot what may be eating your battery life or digital storage space, and about other exciting apps that can increase your productivity and keep you organized while on the go. If you use an iPad or tablet, and would like to learn more about how to use your product, please consider attending this workshop, and make the iPad work for you while you work.
**Wednesday, July 17, 2013**

#68F Plagiarism Detection Using Blackboard’s SafeAssign Tool

2:30 – 3:30pm

BONH 106

FLEX credit: 1 hour

Presenter: John Makevich

Blackboard’s SafeAssign tool is a quality alternative to TurnItIn when it comes to plagiarism detection. Furthermore, SafeAssign is fully integrated into Blackboard. Participants in this workshop will be able to:

- Create a SafeAssignment
- Use the SA Report to measure the degree of potential plagiarism in students’ work
- Evaluate and score SafeAssign submissions through the Grade Center.

**Thursday, July 18, 2013**

#86F Datatel Student (ST) Module

2:00 – 3:00pm

BONH 106

FLEX Credit - 1 hour

Presenters: Michael Brezina, Jasmine Ruys and Tom Bilbruck

This Web UI workshop will focus on the student module and include a question and answer session based upon that module as well as an overview of how to navigate through the Student (ST) module. We will examine the new features, the log in screen, navigate around the ST module, and learn how to customize the look and feel to your personal tastes.
Monday, July 22, 2013
#70F Make Your Presentations POP with Prezi!
2:30 – 3:30pm
BONH 106
FLEX credit: 1 hour
Presenter: John Makevich
This workshop will introduce participants to Prezi, an exciting online tool for creating presentations. Unlike the linear structure of PowerPoint, Prezi allows you to create presentations in the form of a 3D map, allowing for more options in the organization of the content and its delivery. Prezi's presentation software lets you zoom out to show the overview of your Prezi, zoom in to examine the details of your ideas, or simply move freely through the Prezi and react to your audience’s input. Participants at this workshop will get an overview of Prezi, and will learn the basics of how to get started making your own Prezi Presentation, including:

- How to navigate the canvas and understand the Transformation Tool
- Start from a template
- Use the Theme Wizard to customize colors and fonts
- Frame your content
- Insert diagrams, symbols, shapes and URLs

We will also brainstorm some effective uses of the tool for a classroom lecture or business presentation.

Tuesday, July 23, 2013
#87F Datatel Financials (CF) Module and How to Process Purchase Requisitions
11:00am – 12:00pm
BONH 106
FLEX Credit - 1 hour
Presenters: Michael Brezina, Colette Blanchard, Nancy Shamrock
This Web UI workshop will focus on the purchasing module and include a question and answer session based upon that module as well as an overview of the purchasing side of the Financials (CF) module. We will examine the new features, the log in screen, navigate around Web UI, and learn how to customize the look and feel to your personal tastes. The presenters will also walk you through the process of completing a purchase requisition.
**Wednesday, July 24, 2013**

#71F Web Design Using FrontPage  
3:30 – 4:30pm  
BONH 106  
FLEX credit – 1 hour  
Presenters: Mike Gunther  

Learn the basics of FrontPage to easily create a website. This workshop is geared for individuals with no prior experience in constructing websites. Learn the secrets that allow you to quickly and easily build a website from scratch. Topics include:  
- Planning your website  
- Navigating FrontPage 2003  
- Using dynamic web templates

**Thursday, July 25, 2013**

#72F Section 508 Website Accessibility  
2:30pm – 3:30pm  
CCC 304  
FLEX Credit - 1 hour  
Presenters: Scott McAfee  

Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
**Friday, July 26, 2013**

#73F Blackboard 9.1 - Parts 1, 2 & 3
9:00am – 3:30pm
BONH 106
FLEX credit: 6 hours
Presenter: John Makevich

**Blackboard Part 1** - Participants will learn the basics of using the Blackboard Learning System. They will learn how to request a new course, navigate the learning environment, and change basic settings of the course.

**Blackboard Part 2** - In this workshop, participants will learn how to effectively work with discussion boards, groups, web links, and some basic Grade Center skills. They will also practice uploading a syllabus and course documents.

**Blackboard Part 3** - Participants will learn how to effectively use e-mail, messages, and assessments in Blackboard. They will write some sample exam questions and discover how to develop a quiz from those questions. They will also be introduced to other Internet tools and products that can supplement the Blackboard experience.

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**Monday, July 29, 2013**

#74F Email Archiving
12:00 – 1:00pm
BONH 106
FLEX credit: 1 hour
Presenter: Claudia Kirby

Are you overwhelmed by the tidal wave of email you get every day? Are you always receiving an “over limit” message in your mailbox? Come to this workshop and learn how you can organize and manage your email more effectively. Participants will learn how to stay on top of e-mail clutter: what to keep and where to keep it; how to organize, search & save email, and how to customize Outlook folders and settings to fit your needs.
Wednesday, July 31, 2013

#75F Synchronous Online Communication using CCCConfer

2:30 – 3:30pm

BONH 106

FLEX credit: 1 hour

Presenter: John Makevich

CCCConfer is a web conferencing solution for faculty, staff, and students that provides a space for live interaction and communication. You can use CCCConfer to conduct meetings, deliver lectures, engage in discussion, and have one-on-one sessions with students or colleagues. This workshop will introduce participants to this excellent tool, and will provide step-by-step instructions on how to use CCCConfer to:

- Facilitate an audio conference
- Use the Interactive whiteboard space
- Create Polling questions and collect responses
- Engage in live text chat
- Archive sessions for attendees to participate at a later date, and
- Schedule a CCCConfer session

Workshop participants will learn how to use CCCConfer within Blackboard, and will become familiar with its various features, and will know how to schedule their own CCCConfer sessions.
Monday, August 5, 2013
# 76F Navigating the New Datatel Interface Using Web UI
10:30 – 11:30am

CCC 304
FLEX Credit - 1 hour
Presenter: Michael Brezina
This Web UI workshop will introduce you to the new interface and give you an overview of how to navigate through it. We will examine the new features, the log in screen, navigate around Web UI, and learn how to customize the look and feel to your personal tastes.

Tuesday, August 6, 2013
#77F Section 508 Website Accessibility
1:00 – 2:00pm
BONH 106
FLEX Credit - 1 hour
Presenter: Scott McAfee
Find out how to ensure that all students are able to benefit from online education. Learn how to make your web pages compliant with the federal law, known as Section 508. Learn what the law requires, how accessibility guidelines help our students succeed and how to make sure your web pages are compliant.
Wednesday, August 7, 2013

#82F Adding Bells & Whistles to Your PowerPoint Presentation
11:00am – 12:30pm
BONH 106
FLEX credit 1.5 hours
Presenter: Suzanne Finne
Prerequisite: Basic knowledge of PowerPoint

Microsoft Office PowerPoint enables users to quickly create high-impact, dynamic presentations. At this session, you will learn how to set up your master slide view, how to design your slides with interesting backgrounds, video links, animations, and sounds. The last half hour will be an open lab where you can practice creating your own PowerPoint slide show.

Thursday, August 8, 2013

#78F Go Paperless: Electronic File Storage
1:00 – 2:00pm
BONH 106
FLEX Credit - 1 hour
Presenter: Claudia Kirby

Does the accumulation of seemingly endless paper clutter in your office leave you frustrated and unhappy? If so, it may be time to consider some digital alternatives! This workshop will teach how to virtualize your paper documents and minimize unnecessary printing. Workshop participants will learn about organizing documents and files on your computer, as well as what options are available for computer and file backup. Take a step in the direction of “paperless” and find the joy that comes with having all your documents organized, and at your fingertips, ready whenever and wherever you need them!
Friday, August 9, 2013
#79F Blackboard 9.1 - Parts 1, 2 & 3
9:00am – 3:30pm
BONH 106
FLEX credit - 6 hours
Presenter: John Makevich

Blackboard Part 1 - Participants will learn the basics of using the Blackboard Learning System. They will learn how to request a new course, navigate the learning environment, and change basic settings of the course.

Blackboard Part 2 - In this workshop, participants will learn how to effectively work with discussion boards, groups, web links, and some basic Grade Center skills. They will also practice uploading a syllabus and course documents.

Blackboard Part 3 - Participants will learn how to effectively use e-mail, messages, and assessments in Blackboard. They will write some sample exam questions and discover how to develop a quiz from those questions. They will also be introduced to other Internet tools and products that can supplement the Blackboard experience.
Monday, August 12, 2013
#80F Google Drive & Cloud Storage
2:30 – 3:30pm
BONH 106
FLEX credit - 1 hour
Presenter: John Makevich
This workshop will provide an overview of Google Drive, a file storage and synchronization service, and demonstrate how it can be used for project planning, cloud storage, file sharing and collaborative editing. Workshop participants will learn how to:

- Create, share, and embed into websites documents, slide deck presentations, and spreadsheets.
- View revision history and roll-back to any version of the document
- Allow access from within the document without e-mailing attachments
- Enable offline access and work without an internet connection
- Edit in real-time and chat with other collaborators

In addition, this workshop will explain the power of Google Calendar for course planning and sharing with students, and will provide an overview of other free Google Apps that you might want to explore on your own.

**Note:** Attendees should already have a Google/Gmail/Apps account (and remember the password! If you don’t have an account, please go to [http://accounts.google.com](http://accounts.google.com) and click the SIGN UP button in the upper left of the screen.)
Thursday, August 15, 3013

#81F Make Your Presentations POP with Prezi!

1:30 – 2:30pm

CCC 304

FLEX credit: 1 hour

Presenter: Ryan Theule

This workshop will introduce participants to Prezi, an exciting online tool for creating presentations. Unlike the linear structure of PowerPoint, Prezi allows you to create presentations in the form of a 3D map, allowing for more options in the organization of the content and its delivery.

Prezi’s presentation software lets you zoom out to show the overview of your Prezi, zoom in to examine the details of your ideas, or simply move freely through the Prezi and react to your audience’s input. Participants at this workshop will get an overview of Prezi, and will learn the basics of how to get started making your own Prezi Presentation, including:

- How to navigate the canvas and understand the Transformation Tool
- Start from a template
- Use the Theme Wizard to customize colors and fonts
- Frame your content
- Insert diagrams, symbols, shapes and URLs

We will also brainstorm some effective uses of the tool for a classroom lecture or business presentation.
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<td>Datatel Student (ST) Module 2:00 – 3:00pm</td>
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| 5 Navigating the New Datatel Interface  
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10:30–1:30am                              | 6 Section 508 Website Accessibility  
1:00–2:00pm                                  | 7 Adding Bells & Whistles to PowerPoint  
11:00am–12:30pm                             | 8 Go Paperless: Electronic File Storage  
1:00–2:00pm                                  | 9 Blackboard 9.1 – Parts 1,2,3  
9:00am–3:30pm                                |
| 12 Google Drive & Cloud Storage  
2:30–3:30pm                                 | 13                                           | 15 Make Your Presentations POP with Prezi!  
*CCC*  
1:30–2:30pm                                 | 16 FIRST DAY OF FLEX WEEK                    |
| 19 FLEX WEEK                                 | 20                                           | 21                                            | 22       | 23     |
| 26 FIRST DAY OF 2013 FALL SEMESTER          | 27                                           | 28                                            | 29       | 30     |
|                                             | 28                                           | 29                                            | 30       | 30     |
|                                             |                                               |                                               | OPENING DAY |