TLC Workshops, Fall/Spring Semester 2012/13

Ongoing and Upcoming Workshops

Tailored to suit a busy faculty schedule!

O-Space Briefs

These 15-minute sessions will focus on O-Space quicktips based on your needs and/or questions.

Location and Time:
Tuesdays, Wednesdays in the TLC
11:45am - 12:00pm

Centrally collect student work from the ePortfolio!
Discuss the ins-and-outs of using this feature within your O-Space course.

Location and Time:
Tuesday December 4th and Tuesday December 6th in the TLC
11:15am - 12:15pm

Bring your lunch!

Three-part webcast series!
Learn how to bring the power of iPad to your classroom. Watch as educators show you how to build customized courses full of dynamic interactive content you can share with your students — and participate in a live Q&A session at the end of each webcast.

Location and Time:
*Getting to Know iTunes U*
Tuesday November 13th in the TLC
10:00am - 11:00am

*Creating Courses w/ iTunes U*
Tuesday November 27th in the TLC
10:00am - 11:00am

*Creating Learning Materials for Your Course*
Tuesday December 4th in the TLC
10:00am - 11:00am

Bring your lunch + iPAD!

Learn how to use the ePortfolio as a tool to convey dynamic course content!
Check out how faculty @ Otis are using ePortfolios for their courses. Learn some best practices in designing online course content.

Location and Time:
Wednesday December 12th in the TLC
3:15pm - 3:45pm

Bring your lunch!

Contact the TLC if you need any help entering final grades!

Quick Video

Location and Time:

Tuesday, February 12th in the TLC
Wednesday, February 13th in the TLC
Thursday, February 14th in the TLC
@ 11:15am - 12:15pm
Bring your lunch!

Join us for a demo of how to video chat with students!

**Video Chats**

Location and Time:
Tuesday, February 19th in the TLC
Wednesday, February 20th in the TLC
Thursday, February 21st in the TLC

@ 11:15am - 12:15pm
Bring your lunch!

Join us for a demo of how to turn your desktop computer into a video demo tool!

**Screencasting**

Location and Time:
Tuesday, April 23rd in the TLC
Wednesday, April 24th in the TLC
Thursday, April 25th in the TLC

@ 11:15am - 12:15pm
Bring your lunch!

Join us for a demo of how to use Xtranormal to present content!

**Xtranormal**

Location and Time:
Tuesday, March 12th in the TLC
Wednesday, March 13th in the TLC
Thursday, March 14th in the TLC

@ 11:15am - 12:15pm
Bring your lunch!

Wrapping Up: Semester Ends

Contact the TLC if you need any help with student submissions, entering final grades or printing out attendance!

One-on-One support available April 1 - May 13th.

Email tlc@otis.edu if interested in a topic but cannot attend the workshop. We will work with you to find another time that is more convenient.

Find out about additional Faculty Events and Activities

**List of Available Workshop Topics**

These workshops may be offered throughout the year, but are easily available by request.

**Basic Database Searching:** Introduction to the various online resources purchased by the Otis Library and to the methods for finding needles among the haystack of the billions of pages of data. Discussion of strategies for faculty to use in teaching students to do appropriate research for courses. Facilitators: Sue Maberry, Heather Cleary

**Blogs:** Start a blog and use it in class or for a group with a common interest. Create and customize your own. Enhance your blog with images, forums, public and private profiles, and chat rooms. Discuss pedagogy of using blogs. Facilitator: Heather Cleary

**Computer Applications:** Want to learn PowerPoint, Keynote, Excel, Word, Photoshop, GarageBand, etc. If we don’t know the program, we can refer you to the online software-training database, Lynda.com. Facilitator: Kathleen Forrest

**Learning Portfolios:** Learn this specific type of e-Portfolio. Students will start using their Learning ePortfolios during Foundation year and maintain it throughout their years at Otis. Several sections of this important topic will be available on different days and times to accommodate your schedules. Facilitators: Heather Cleary, Jean-Marie Venturini

**O-Space: e-Portfolios:** An Electronic Portfolio (e-Portfolio) is an online multi-media collection of written and visual work. Faculty, students, and staff may create e-Portfolios for a wide variety of uses, such as a class that requires posting artwork for review. Individuals can also use personal e-Portfolios as they build their body of work. Graduating seniors can direct potential galleries or employers to their site. And most recently, Otis students have begun to create their own Learning Portfolios as part of their coursework at Otis. It is an opportunity for them to reflect on their own learning and make various connections among their experiences at Otis. Facilitator: Heather Cleary

**O-Space: Learning Management System:** The online work space for Otis Classes and Community Groups. Upload your Syllabus, articles to read, movies to watch, links to websites, or quizzes to take. Have online class discussions; use the gradebook,
or track attendance. Facilitator: Kathleen Forrest

**Otis DID:** Learn about our Otis Digital Image Database (DID). Create slideshows for your classes. Learn how to sign in, search the databases, and select images to create a presentation. Practice with the presentation viewer. Organize your slideshows. Upload your personal images to supplement ours. Create canned searches. Burn your slideshow to a CD. Export your images into PowerPoint. **Facilitator: Heather Cleary**

**PowerPoint for Beginners:** Learn the basics so that you can make class and group presentations and upload PowerPoint study guides to O-Space. Learn the fundamentals of this very versatile software. **Facilitator: Shelley Forbes. Appointments are available for 60 minute one-on-one coaching. See Kathleen Forrest for details and reservations.**

**Scanning Slides, Photos, & Prints and Capturing Your Own Photos to Use:** Useful skills for teaching are covered with these two workshops. Learn how to scan a variety of image formats as well as capture your photos from your own camera. Once you have your images, learn Photoshop basics on how to save them to use for your own class or project. **Facilitator: Derek McMullen**

**Teaching Tips:** Review Chickering and Gamson’s “Seven Principles for Good Practice in Undergraduate Education.” Since these points were developed in 1987, new communication and information technologies have arrived. Discuss how you can apply these valuable techniques today and share what may have worked for you in the world of the Net Generation. **Facilitator: Kathleen Forrest**