Life @ Otis : Faculty Life : TLC

TLC Workshops, Fall 2009

TLC Events
Wrap It Up!
December 9-21, 2009
TLC

2009 NMC Symposium for the Future
October 27-29, 2009
TLC

Concentrated TLC Faculty Workshops - First two weeks of Fall Semester

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<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Instructor</th>
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<td>Tues Sept 1</td>
<td>11:15am - 12:15p</td>
<td>O-Space</td>
<td>Kathleen Forrest</td>
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<td>Wed Sept 2</td>
<td>11:15am - 12:15p</td>
<td>Blogs</td>
<td>Heather Cleary</td>
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<td>Thurs Sept 3</td>
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<td>Fri Sept 4</td>
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<td>Tues Sept 8</td>
<td>2:00pm - 3:00pm</td>
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<td>Tues Sept 8</td>
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<td>Wed Sept 9</td>
<td>2:00pm - 3:00pm</td>
<td>Learning Portfolios</td>
<td>Jean-Marie Venturini</td>
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Upcoming Brown Bag Colloquium

Thank you for participating in the 2008-2009 colloquia.
See you again in Fall 2009.
More information available here.

Fall 2009 TLC Weekly Workshop Schedule
The TLC is offering lunchtime instructional Workshops throughout the semester. This first month we are concentrating on Basic Skills that will help you make the most of instructional technology in your classes. As always, we are available for one-on-one help, both by appointment or just walk-in. The TLC is open during Library hours. Heather Cleary is available 9am - 5pm Monday through Fridays. Kathleen Forrest is available Monday through Thursday 10:30am through 7pm and Fridays 9am - 5pm.

Although you may simply drop it, it's helpful if you sign-up via email to tlc@otis.edu.

Unless otherwise noted, all workshops are on Thursdays, 11:15am - 12:15pm, in the TLC.

Schedule TBA.

List of Available Workshops

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. **Facilitator:** Sue Maberry

**Basic GarageBand Podcasting:** Introduction to basic Podcasting using GarageBand. Make an audio or enhanced Podcast with
still images as well as audio. Create demos for basic skills or lessons that students can review at any time anywhere. Good for students that need to reinforce learning by different delivery methods. Upload your Podcasts to iTunes U for class assignments. Facilitator: Kathleen Forrest

**Blogs:** Learn how to start a blog and use it in class or for a group with a common interest. Create and customize your own. Discuss pedagogy of using blogs. **Facilitator: Heather Cleary**

**e-Portfolios:** General introduction to our e-Portfolio section within O-Space. Faculty, students, and staff may create e-Portfolios for a variety of uses. They may be used as part of a class that requires posting artwork for review. Individuals can also use personal ePortfolios as they build their body of work. Graduating seniors can direct potential galleries or employers to their site. **Facilitator: Heather Cleary**

**Introduction to PowerPoint:** If you have been too timid to play around with PowerPoint, now is your opportunity to become BOLD! Learn the basics so that you can upload PowerPoint study guides to O-Space or make class and group presentations. Impress your friends. Learn the fundamentals of this very versatile software. **Facilitator: Shelley Forbes. Appointments are available for 60 minute one-on-one coaching during convocation week, August 24-28 (first come first served). See Kathleen Forrest for details and reservations.**

**Learning Portfolios:** Learn this specific type of e-Portfolio, which will be introduced in Liberal Studies classes this year. 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:** General Introduction to the Learning Management System section of O-Space. Confirm your classes are listed and students are enrolled; learn to upload your Syllabus as well as other file formats. Set up your attendance records and grading modules. Learn about setting up Communities. **Facilitator: Kathleen Forrest**

**OtisDID:** General introduction to our Otis Digital Image Database (OtisDID). 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**

**Reflective Writing:** It is important for students to engage in the material they are studying. Teach your students to reflect on assignments given to them by writing in a personal way what they think about the assignment and how it is important to them. Students are encouraged to put content first, and write in somewhat informal language their reflection on what they are studying. **Facilitator: Parme Giuntini**

**Scanning Slides, Photos, & Prints and Capturing Your Own Photos to Use:** Optional but useful skills are also 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**

**Past Workshop Schedules**

Spring 2009 Workshops
Fall 2008 Workshops
Teach-In 2008