Spring 2010 TLC Events

ELI Web Seminar: Making Connections—Using Technology to Increase Student Engagement and Success
Monday, May 3, 2010
10am - 11am in the TLC
Malcolm Brown, EDUCAUSE Learning Initiative director, will moderate this web seminar with Karla Fisher and Paul Arcario.

Wrap It Up!
May 1 - May 11, 2010
With the end of Spring Semester 2010 just around the corner, please let us help you with anything you need to do to finish up your semester. Read the flyer [PDF]

Unless otherwise noted, all workshops are in the TLC.
Find out about additional Faculty Events and Activities

Spring 2010 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.

Concentrated TLC Faculty Workshops - First two weeks of Spring Semester
Unless otherwise noted, all workshops are in the TLC.

Tentative schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Tues Jan 12</td>
<td>11:15am – 12:15p</td>
<td>O-Space</td>
<td>Kathleen Forrest</td>
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<tr>
<td>Wed Jan 13</td>
<td>11:15am – 12:15p</td>
<td>Learning Portfolios</td>
<td>Heath Cleary</td>
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<td>Thurs Jan 14</td>
<td>11:15am – 12:15p</td>
<td>O-Space</td>
<td>Kathleen Forrest</td>
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<td>Tues Jan 19</td>
<td>2:00pm – 3:00pm</td>
<td>O-Space</td>
<td>Kathleen Forrest</td>
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<td>Tues Jan 19</td>
<td>5:30pm – 6:30pm</td>
<td>Blogs</td>
<td>Heath Cleary</td>
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<td>Wed Jan 20</td>
<td>2:00pm – 3:00pm</td>
<td>Learning Portfolios</td>
<td>Jean-Marie Venturini</td>
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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**

- Fall 2009 Workshops
- Spring 2009 Workshops
- Fall 2008 Workshops
- Teach-In 2008