Welcome New and Returning Faculty to Spring Semester 2012

As well as individual assistance and support, the Teaching Learning Center offers Faculty Workshops throughout the semester, concentrating on the area of instructional technology.

Workshops will be held during lunchtime 11:15 to 12:15 in the Teaching Learning Center within the Library (and yes, bring your lunch if you want).

**Tuesday, January 17, 2012**
**O-Space: Introduction** Need a basic introduction or a refresher on how to use O-Space? Learn how to log in, learn the different sections, enter your class, set up attendance, learn the grading module, create a posting (perhaps upload your syllabus?) and get an overview of ePortfolios.

**Wednesday, January 18, 2012**
**O-Space: ePortfolios** Learn about this flexible tool and its possibilities. Overview of the different types – course syllabus, learning, and professional. Share an e-portfolio with an entire class of students with just a few clicks.

**Thursday, January 19, 2012**
**O-Space: Introduction** Need a basic introduction or a refresher on how to use O-Space? Learn how to log in, learn the different sections, enter your class, set up attendance, learn the grading module, create a posting (perhaps upload your syllabus?) and get an overview of ePortfolios.

**Friday, January 20, 2012**
**O-Space: ePortfolios** Learn about this flexible tool and its possibilities. Overview of the different types – course syllabus, learning, and professional. Share an e-portfolio with an entire class of students with just a few clicks.

**Wednesday, February 15, 2012**
**Doing Grades in O-Space:** It is not too early to talk about grades! Set up your gradebook now and let O-Space do the work for you, averaging your students’ grades throughout the semester. At the end of the semester, print out the page and use it to enter Final Grades in Self Service. Use the gradebook to show how you arrived at a certain grade. Allow students to see their own grades as the semester goes on.

**Wednesday, February 22, 2012**
**O-Space: ePortfolios Clinic:** Have questions now that you’ve begun using ePortfolios? Don’t know how to do something? Then come to the first ever e-Portfolios Clinic. We will help you with your specific issues.

If you see something here that interests you but it is not offered at a time you can attend, please let us know and we will work with you to find another time that would be more convenient. tlc@otis.edu

Unless otherwise noted, all workshops are in the TLC.

Find out about additional Faculty Events and Activities

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. 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**

**OtisDID:** 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**

**Past Workshop Schedules**
- [Teach-In 2011 (Convocation Workshops)]
- [Teach-In 2010 (Convocation Workshops)]
- [Spring 2010 Workshops]
- [Fall 2009 Workshops]
- [Teach-In 2009]
- [Spring 2009 Workshops]
- [Fall 2008 Workshops]
- [Teach-In 2008]