Furman University

Professional Development Technology Training

Course Catalog Spring 2015

Offered by Information Technology Services in collaboration with the Library and Center for Teaching and Learning.
These professional development sessions are offered for the enhancement of office productivity and general technology skills. Enrollment for sessions is open to Furman faculty and staff at no cost to participant departments.

Classes are held in the Professional Development Lab, lower level library, room 042 (unless otherwise noted). Class size is limited and varies depending upon the topic.

**READ THIS IMPORTANT UPDATE ON HOW CLASSES ARE SCHEDULED**

**In-Class Training**

We want you to help us schedule convenient times for ITS in-class training. This term we published most courses without dates and times and will now schedule the course when you contact us.

So, take a look at the catalog, identify a class you want to take, and then email jean.childress@furman.edu. She will work to schedule a time that is convenient for you and then post the date and time so that others can join the class.

**On-Demand Training**

Customized sessions are offered for departments upon request too. If you have technology instruction needs that are not addressed by the sessions in this catalog, email Jean and let us see what we can do to customize training that fits your particular need.

**Self-directed Training**

*Hump Day Training* in room 042 in the library continues this term. Wednesdays are reserved for individuals and/or groups for on-line training using Lynda.com.
Lynda.com offers thousands of on-line training courses. You may work individually or bring your department members and work together. Consider the broad range of online courses available from lynda.com.

Email jean.childress@furman.edu that you are coming to Hump Day Training so that she can reserve a computer for your use and be there to help you get started.

**One more option**

This term we add the option to check out a Lynda.com license for 2 weeks (with an option of renewing for an additional two weeks). A license gives you access to the extensive software library available to use at your convenience -at home and work.
# Table of Contents

25Live................................................................. 5
Acrobat - Getting the Most from Acrobat X Professional ................................. 5
Adobe Connect – Smooth Operator ................................................................. 5
Adobe Connect – Teaching with Connect ....................................................... 5
Anatomy of a Teaching Station................................................................. 6
Box – Opened Up ........................................................................ 6
Camtasia - Essentials for Windows ............................................................ 6
Confluence Wiki ............................................................................... 7
Digital Media Resources ........................................................................... 7
Dreamweaver: Fundamental Web Editing Concepts ..................................... 7
Excel Charts......................................................................................... 8
Excel: Managing Lists ............................................................................ 8
Excel: Find It in VLOOKUP ................................................................. 8
Excel: Summarizing with Pivot Tables ....................................................... 9
Exploring Apple TV ....................................................................... 9
Finding Primary Sources in the Library .................................................. 9
GarageBand ................................................................................... 10
Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman.... 10
InDesign (with e-books) ................................................................. 10
Introduction to Citation Managers .......................................................... 10
COURSE DESCRIPTIONS

25Live – Make a Reservation!
Facilitator: Bryan Zollman

Target Audience: Persons charged with reserving rooms for meetings and events who want a short overview of our campus resource scheduling software. Class will wrap up in 45 minutes leaving time for Q&A.

Session Objective: Learn to enter an event, use the wizard and approve reservations as needed.

Acrobat - Getting the Most from Acrobat Professional
Facilitator: Susan Dunnavant

Target Audience: Persons who have access to Acrobat Professional and who want to do more than simply Print to PDF.

Session Objective: Participants will learn how to perform basic editing within a PDF document. Bookmarks, links, sticky notes, comments, and adding, removing and rearranging pages will be covered – along with setting appropriate initial views and security for pdf documents.

Adobe Connect – Smooth Operator
Facilitator: Joe Hiltabidel

Target Audience: Those interested in extending collaboration options for students and colleagues. Adobe® Connect™ is a web conferencing platform used for meetings, eLearning, and webinars.

Session Objective: This hands-on class will demonstrate Connect in web conferencing and lecture capture scenarios. Learn to smoothly navigate between the presenter, audience, and all the options for each. If you want, bring your personal laptops and mobile devices too. Joe will show you how to stay “Connected” wherever you are.

Adobe Connect – Teaching with Connect
Facilitator – Corey Gheesling
Target Audience: Those interested in teaching with Connect will appreciate an opportunity to test out the features and learn best practices. Recommended prerequisite is the Smooth Operator class, but it is not required.

Session Objective: Build in flexibility and options for remote participation using Connect. Participants will construct meeting layouts and share ideas for innovative pedagogical techniques.

**Anatomy of a Teaching Station**  
**Facilitator: Joe Hiltabidel**

Target audience: Anyone using a teaching station will benefit from this overview, but it is especially targeted to new faculty and faculty using newly upgraded teaching spaces.

Session objective: Learn proficiency with the classroom technology. Joe will give an overview of the teaching station components including cautions and tips on how best to avoid problems.

**Box Opened Up**  
**Facilitator: Michael Vick**

Target Audience: All campus users new to Box or new to cloud storage will benefit from this class.

Session Objective: Box is the cloud storage service Furman recently licensed for faculty, staff and student use. In this short session, Michael will demonstrate how to sync local files, drag and drop usage, sharing documents, and security best practices.

**Camtasia Essentials for Windows or Mac**  
**Facilitator: Susan Dunnivant**

Target Audience: Faculty and staff interested in honing skills in video creation technology for lecture capture and content development. Administrators and advisors, with customers needing video tutorials, will find Camtasia an accessible tool to create high quality videos quickly.

Session Objective: Participants will be introduced to this powerful screen recording and video editing software. Camtasia is used in many environments to enhance communication by creating visual demos that are easy to create.
and share. In this session participants will create and produce a basic video clip using text, images and audio.

**Confluence: Wiki**  
**Facilitator: Corey Gheesling**

Target Audience: Those interested in exploring an efficient on-line collaboration tool will find Confluence of particular interest. Give your team one place to share, find, and collaborate on information they need to get work done.

Session Objective: Participants will learn how to navigate Confluence, use HTML editor and be provided with suggestions for using wikis in the collaborative process.

**Digital Media Resources**  
**Facilitator: Laura Baker**

When (please note multiple locations):

**Tuesday, March 24 @ 2:30 pm - 3:20 pm**  
Maxwell Music Library Seminar Room

**Wednesday, March 27 @ 11:30 am - 12:20 pm**  
James B. Duke Library 041

**Friday, March 28 @ 3:30 pm - 4:20 pm**  
James B. Duke Library 041

Looking for new ways to engage your students with your class material? Consider adding media. The libraries provide access to an impressive number of digital media sources. Find images for presentations, audio for in-class examples, primary sources through the Furman Digital Collections, and videos for watching in or out of class. We will include tips for incorporating the media into your teaching.

**Dreamweaver: Fundamental Web Editing Concepts**  
**Facilitator: Susan Dunnavant**

Target Audience: Dreamweaver is a powerful tool when managing or editing sites in SharePoint and eweb. SharePoint web administrators or those with
eweb hosted sites will benefit from this feature rich and user friendly application.

Session Objective: Participants will learn the basics of creating and publishing a website. Some web editing experience is helpful but not required.

**Excel Charts**  
**Facilitator: Susan Dunnavant**

Target Audience: Persons already familiar with the basic use of Excel who want to improve skills in creating charts and visual illustrations to interpret worksheet data.

Session Objective: Using sample data, participants will differentiate between the various chart and illustration resources offered natively within Excel. Participants will gain experience in choosing chart types and themes to best illustrate trends and analyses. Using Excel charts within Word documents and PowerPoint presentations will also be practiced.

**Excel Managing Lists**  
**Facilitator: Susan Dunnavant**

Target Audience: Excel users with long lists of information to be counted, sorted, filtered and tabulated will appreciate this class. Some Excel experience is required for participants to find this session useful.

Session Objective: Using a variety of tools to summarize long lists of data, participants will gain experience in filtering for records meeting specific criteria, checking for and removing duplicates, comparing groups within a large dataset, and spotting trends within a large workbook. Learn how to gain meaningful insights from otherwise unwieldy Excel lists.

**Excel: Find it with VLOOKUP**  
**Facilitator: Susan Dunnavant**

Target Audience: Participants should have Excel experience.

VLOOKUP is arguably the most useful built-in function of Excel. For users already familiar with the basics of Excel, VLOOKUP (with a touch of INDEX and MATCH) will offer possibilities for finding matching data in the same or different worksheets to interpret associated fields. Look up account numbers
to find descriptions, match departments with codes, find the amount of an invoice in a flash. Prior experience with Excel is required for participants to benefit from this session.

**Excel: Summarizing with Pivot Tables**  
**Facilitator: Susan Dunnnavant**

Target Audience: Participants should have Excel experience.

How many of a list of addresses are in South Carolina? How many invoices are overdue? What’s the average of...? If you are an Excel user with datasets to summarize you should not be without Pivot Tables in your office productivity toolbox. Prior experience with Excel is required for participants to benefit from this session.

**Exploring Apple TV**  
**Facilitator: Wade Shepherd**

Apple TV is currently installed in many classrooms on campus, and will be coming to a classroom near you soon. Bring your mobile devices for this hands-on session.

Target Audience: Faculty interested in learning more about how Apple TV can enhance use of multimedia in classrooms will find this session of interest.

Session Objective: Through demonstration and hands on experimentation, participants will have the opportunity to practice new ways of delivering multimedia using this recent teaching station addition.

**Finding Primary Sources in the Library**  
**Facilitator: Steve Richardson**  
**Location: James B. Duke Library 041**

When: Tuesday, February 24, 2:30 pm - 3:20 pm  
Wednesday, February 25, 11:30 am - 12:20 pm  
Friday, February 27, 3:30 pm - 4:20 pm

Would you like to discover more primary sources for your teaching and research? This workshop will guide you through the catalog and databases to uncover these rich historical and contemporary sources. Documents could include newspapers, diaries, government documents, speeches, legal briefs and
opinions, and more. There’s a wealth of primary information to do be discovered at the library and this workshop will help get you started.

**GarageBand**  
**Facilitator:** Michael Vick  
**Location:** Daniel Music Bldg, Music Library, Music Lab

Target Audience: Beginner to intermediate musicians interested in learning to play an instrument, write music, or record a song. GarageBand has everything you need.

Session Objective: Participants will be introduced to the various components of GarageBand which will allow them to navigate the software for learning or producing.

**Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman**  
**Facilitator:** Susan Dunnavant

Target Audience: Faculty and staff who are planning a survey.

Session Objective: Qualtrics -- an industry leading survey tool — is now licensed for use at Furman. Practice using this online research suite and gain an understanding of the types of questions, survey strategies and reporting that will offer meaningful, appropriate inferences from your survey data.

**InDesign**  
**Facilitator:** Michael Vick

Target Audience: Anyone interested in a learning efficient ways to produce print and digital publication type documents. Publisher and Word have their uses but InDesign is the application of choice for many professionals who create flyers, booklets, and manuals.

Session Objective: Learn the basics of Adobe InDesign in this hands-on session. By the end of this class you will understand how to create & design posters, flyers, brochures, magazines, newspapers, manuals and books etc. Students will even learn how to create an EPUB with InDesign. Desktop publishing will be a breeze after attending this course

**Introduction to Citation Managers**  
**Facilitator:** Jenny Colvin
When (please note multiple locations):
Tuesday, April 21 @ 2:30 pm - 3:20 pm
James B. Duke Library 041
Wednesday, April 22 @ 11:30 am - 12:20 pm
James B. Duke Library 041
Thursday, April 24 @ 3:30 pm - 4:20 pm
Sanders Science Library

Big projects often involve lots of research and complex bibliographies. Citation management tools and bibliography generators can help you organize the literature, share information with collaborators, and quickly create bibliographies. Find out more about these tools and how they can benefit your next research project, article, or grant proposal.

iPad – Where, When and How to Use It
Facilitator: Michael Vick

Target Audience: Participants can be new owners or considering purchasing an iPad. Learn the capabilities and limitations of this popular mobile device.

Session Objective: Learn ways to use iPad in the classroom, and be introduced to some popular apps for in and out of the classroom.

Mac Secrets Series – Schedule one session or all three!
Facilitator: Wade Shepherd
Location: Riley Hall 108
- Using Your Apple ID- iCloud, App Store, Syncing, FaceTime
- iPhoto – Organizing, Editing, Sharing Pictures
- Time Machine – Learn file management, disk utility and how to restore your computer

Target Audience: Good candidates for this class are individuals who are new to Macintosh computer or are thinking about switching from a PC.

Session Objective: A hands-on session will include a look at computer hardware and software.

Moodle: Just Beyond the Basics
Facilitator: Corey Gheesling
Target Audience: Faculty and staff that have limited facility with Moodle, and want to refresh and extend skill level will enjoy this class. Use Moodle for more than a document repository by stepping just beyond the basics and learn how to spruce up the look of your site and incorporate quizzing. Corey will also spotlight the newest Moodle features.

Session Objectives: Understanding basic features of Moodle, including course setup, use of forums, posting of course materials and quizzes, as well as best practices for backing up your course. A time for hands-on exercises with your current Moodle courses will be provided.

**Moodle: Learn Lessons**
**Facilitator:** Corey Gheesling

Target Audience: Faculty interested in using additional Moodle resources will find Lesson an interesting tool to consider.

Session Objective: Practice using Lesson to display content so that students work through it sequentially. Use Lesson to create conditional activities and associate quizzes with the Lesson content.

**Moodle: Using Workshop for Peer Assessment**
**Facilitator:** Corey Gheesling

Target Audience: Faculty interested in using Moodle more fully will find workshop a good consideration when in need for peer assessment tool.

Session Objective: Students submit their work via an online text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work. With Workshop, you can create an online environment for the editing and construction of student work.

**Office 365 (Outlook Web App-OWA)**
**Facilitator:** Mike Gifford

Target Audience – Those on campus who primarily access mail using the Outlook Web App (OWA).

Session Objective: An overview of all the basic functionality – creating a new mail message, sending, using calendar, shared mail boxes.
Outlook Calendar  
Facilitator: Mike Gifford  

Target Audience: Users who are not using the calendar or want to become familiar with more than just the basic calendar tools will be good candidates for this class.  

Session Objective: Participants will see calendar tools demonstrated and explained – and there will be a time for practice. Bring your mobile devices too if you want to get all synced up!  

Outlook - Maximizing Outlook  
Facilitator: Mike Gifford  

Target Audience: Participants know the basics of Outlook 2013 but want to know more about the new campus email.  

Session Objective: Participants will be introduced to some of the simple but new features such as Quick Steps, delayed send, unsend, delivery receipt, direct reply, capturing screen shot, voting, sending and accepting meeting invitations and using the Outlook calendar  

Photoshop Essentials  
Facilitator: Michael Vick  

Target Audience: Persons with no experience in using Photoshop and are considering this application for basic graphic editing will benefit from this session.  

Session objective: Participants will gain experience in using the Photoshop toolbox and basic functions within the application to perform limited editing tasks for graphic images.  

Turnitin for Your Classes  
Facilitator: Andrea Wright  
Location: James B. Duke Library 041  

When: Tuesday, January 27, 2:30 pm - 3:20 pm  
Wednesday, January 28, 11:30 am - 12:20 pm  
Friday, January 30, 3:30 pm - 4:20 pm
Furman subscribes to the online plagiarism detection service, turnitin.com. Our Furman University Copyright Officer, will discuss best-use practices for Turnitin including creating an account, class setup, and interpretation of “originality reports.” She will also touch on some of the legal and philosophical debates surrounding the product.

**Twitter**  
**Facilitator: Brittany Hildreth**

Target Audience: Those new to or unfamiliar with twitter, the 140-character social media platform, will benefit most from this class.

Session Objective: Participants will be introduced to the basics of twitter, including possible functions in personal and professional life.

**Web Content Management/SharePoint**  
**Facilitator: Jean Childress**

Target Audience: Persons who maintain departmental web sites on SharePoint are required to attend this session. Web administrators who are new to SharePoint or need a refresher on the basics are welcome.

Session Objective: Participants will gain necessary skills including add, remove and edit content, insert images links, and files.

**WordPress**  
**Facilitator: Evan Hildreth**

Target Audience: Those interested in learning how to start and maintain a blog for you, your department or an organization will benefit from this class. Those who are unfamiliar with blogs but interested in learning more about the usefulness of a blog or the WordPress software Furman provides are also invited to attend.

Session Objective: Participants will learn when it is appropriate or useful to publish a blog, learn to publish and maintain posts on a WordPress blog as well as customize the appearance of the blog.