



## **2009 Summer Institutes**



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## **Excel Introduction** .....May 20, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

Excel is a powerful spreadsheet software program that allows you to make quick and accurate numerical calculations. Entering data is quick and easy, and Excel can then instantly perform any type of calculation on it. Excel can also make your information look sharp and professional. The uses for Excel are limitless: financial reports, household budgets or investment portfolios, or statistical analysis. This workshop will show you how the ease and power of Excel can help you with even the most tedious or difficult "number crunching" tasks.

## **Excel Charts** .....May 27, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

You already know that a chart illustrates data, relationships, or trends graphically. Like the saying "A picture is worth a thousand words," charts are often better at presenting information than hard-to-read numbers in a table or spreadsheet.

In this workshop, you will learn how to select an appropriate chart type for your purposes, create and format a chart, and import your chart into PowerPoint or Word.

## **SharePoint Designer** .....May 28, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

ISU is implementing MS SharePoint technology for the web server that hosts departmental web sites. SharePoint Designer is a tool that enables content authors to update existing websites quickly and easily. This workshop will get you started so you can keep your department's web site up-to-date.

## **How to create an online survey by using Qualtrics**.....May 28, 2:00-4:00 PM

**Sree Gogineni, Center for Instruction, Research, and Technology.**

**Location: Normal Hall, 101A**

Qualtrics software is an online survey tool for questionnaire design and data collection that provide several survey modes. In this workshop, you will learn the basics of building a web survey, publishing it to the server, and retrieving data from responses

## **Microsoft Outlook** .....June 02, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**How to design a research project** .....June 02, 2:00-4:00 PM  
Evangelos Kontaxakis, Information Technician – Evaluation /Research Support, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides the steps in order to design a research project. Topics discussed will be research methodology, sample choice, variables selection, research question and hypothesis development, and survey creation. The workshop will follow a research project from beginning to end and will provide a generic idea of how to design a research project using quantitative or qualitative methodology.

**Excel Large and Multiple Worksheets** .....June 03, 9:30-11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Financial and numeric information often does not fit on a single page. For example, a company's financial statement usually has several pages: an expense page, an income page, a cash-flow page, and so on. Similarly, Excel's workbooks contain several worksheets. In this workshop, you will learn how to work with and manage workbooks, and how to produce a report that looks good when printed.

**How to Conduct a Survey** .....June 03, 2:00-4:00 PM  
Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides the steps by step guide. Topics discussed will be interviewing methodology, creation of the questionnaire, pre-testing process, and coding process. The workshop will provide a generic idea of how to design a questionnaire and which are the basic factors that a research needs to take under consideration.

**Microsoft Outlook** .....June 03, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: Parsons Hall training lab (PH 003)

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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**Microsoft Word Mail Merge** .....June 04, 9:30-11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

If you want to send same or similar letters to many different people at once and want to personalize them, the mail merge process will allow you to create those letters automatically, instead of manually, one at a time. In addition to the name, address and other personal information, you can customize the contents as well, based on the data you provide.

Performing a mail merge isn't as difficult as some think it is, but there are several steps involved before you get to the final product, whether it is a letter, a set of mailing labels, or another document. This workshop will take you through the process step-by-step, and show you how easy it is. You'll be amazed how much time and work you can save by letting Word do most of the work!

**How to create an online Survey by Using Qualtrics**.....June 04, 2:00-4:00 PM  
Sree Gogineni, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

Qualtrics software is an online survey tool for questionnaire design and data collection that provide several survey modes. In this workshop, you will learn the basics of building a web survey, publishing it to the server, and retrieving data from responses

**Microsoft Office 2007** .....June 04, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

This workshop introduces users to Office 2007, the popular Microsoft software suite. We will look at the new interface, explore new features, and talk about some practical considerations for using this new version. An opportunity for hands-on exploration will be included.

**Refresh to Statistics** .....June 09, 2:00-4:00 PM  
Evangelos Kontaxakis. Information Technician –Evaluation /Research Support, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides knowledge on basic terminology of statistics, types of data, levels of measurements, measure of central tendency, measure of variability, and hypothesis testing.

**Excel Macros** .....June 10, 9:30-11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

If you find yourself performing the same task over and over again in Excel, you might want to consider creating a macro to complete the task for you. Instead of manually performing a series of tedious and repetitious actions, you can record a single macro that will automatically do steps all at once for you. In this workshop we start with how to record and play a macro, and assign shortcut keys or a toolbar button to the macro you created. Then we'll move into more advanced topics, writing and editing Visual Basic, the language of macros, to give you even more power in automatically performing tasks.

**SPSS for Beginners** .....June 10, 2:00-4:00 PM  
Deepthi Potluri, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides an introduction to SPSS for Windows. The emphasis of this workshop will be on inputting data into SPSS, whether the data is typed in directly or imported from another source. This workshop will also cover how to create variables, and the values related to them. Finally, this workshop will cover how to create graphs.

**Photoshop for Beginners 1** .....June 10, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Adobe Photoshop is the premiere image manipulation tool used by artists, photographers, designers, and hobbyists for both print and Web graphic design work. You can learn the basics of Photoshop in this introductory workshop including the Photoshop environment, sizing images, making selections, layers, saving images, and more.

**Microsoft Outlook** .....June 11, 9:30-11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: Parsons Hall training lab (PH 003)

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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**Microsoft Word 2007 – Formatting a Dissertation or Thesis** .....June 11, 1:30-3:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Writing a thesis or dissertation is a difficult experience without having to worry excessively about formatting. This workshop introduces students to features within Word that can be used to manage headings, indents, and other features that help provide consistency in formatting.

The session uses a template (sample document) that was developed in conjunction with the School of Graduate Studies at Indiana State University and meets their minimum formatting standards. This template provides the basic front matter for a thesis or dissertation as well as a general format for the body and appendices.

**T-Test using SPSS** .....June 11, 2:00-4:00 PM  
Evangelos Kontaxakis. Information Technician –Evaluation /Research Support, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides an introduction to T-Test analysis (one sample T-Test, paired Samples T-Test, and Independent Sample T-Tests). Through examples, the workshop will explore using T-Test as an appropriate statistical method of analysis based on the type of data and research questions. Finally, this workshop covers the interpretation of the output using SPSS.

**Microsoft Outlook** .....June 12, 9:30-11:30 AM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Grants Workshop** ..... June 16, 9:00-12:00 PM

Kelly Bates Oglesby, Grants Specialist, Center for Instruction, Research, and Technology.

Location: **Normal Hall, 101A**

CIRT and OSP present an opportunity for faculty to complete the application process for grants. When faculty completes this course, they will have a completed application ready for submission. Opportunities are available across disciplines. Collaborations across disciplines will be discussed as well.

**One Way and Two Way Analysis of Variance (ANOVA) using SPSS** .....June 16, 9:30-11:30 AM

Evangelos Kontaxakis, Information Technician –Evaluation /Research Support, Center for Instruction, Research, and Technology.

Location: **Normal Hall, 101A**

This workshop provides an introduction to One Way and Two Ways ANOVA analysis. Through examples, the workshop will explore One Way and Two Ways ANOVA as an appropriate statistical method of analysis based on the type of data and research questions. Finally, this workshop will cover the interpretation of the output using SPSS.

**Microsoft Access** .....June 16, 2:00-4:00 PM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

Need to create a database, or need to understand one you inherited? This course will discuss fields and their properties, tables and how they relate to each other, and principles of relational databases.

**Grants Workshop** .....June 17, 9:00-12:00 PM

Kelly Bates Oglesby, Grants Specialist, Center for Instruction, Research, and Technology.

Location: **Normal Hall, 101A**

CIRT and OSP present an opportunity for faculty to complete the application process for grants. When faculty completes this course, they will have a completed application ready for submission. Opportunities are available across disciplines. Collaborations across disciplines will be discussed as well.

**Linear Bivariate Correlation using SPSS** .....June 17, 2:00-4:00 PM

Center for Instruction, Research, and Technology.

Location: **Normal Hall, 101A**

This workshop provides an introduction to Linear Bivariate Correlation. Through examples, this workshop will explore Linear Bivariate Correlation as an appropriate statistical method of analysis based on the type of data and research questions. Finally, this workshop will cover the interpretation of the output using SPSS.

**Photoshop for Beginners 2** .....June 16, 2:00-4:00 PM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

Go beyond the basics of Photoshop in this intermediate level workshop to gain valuable, time-saving tips and tricks. Students will learn to work with paths, layer masks, vector shapes, clip, warp, adjust, and extract images, and use Photoshop's automated tasks.

**Microsoft Outlook** .....June 18, 9:30-11:30 AM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Simple Bivariate Regression using SPSS** .....June 18, 2:00-4:00 PM  
Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

This workshop provides an introduction to Simple Bivariate Regression. Through examples the session will focus on Simple Bivariate Regression as the appropriate statistical method of analysis, and identify the research questions and the hypothesis, using the SPSS. Finally, this workshop covers the interpretation of the output

**SharePoint MySite – Setting up and Personalizing** .....June 18, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a MySite location is provided for each faculty and staff as a personal workspace **for internal use** in conjunction with departmental team sites.

This workshop covers topics related to the set-up and functions of a MySite, including ways to customize the site to maximize efficiency and productivity to suit individual styles.

**Please Note:** Topics related to team sites are covered in separate workshops, and are **not** covered here. Team site members will want to attend the other workshops that are applicable to their role on their departmental team site.

**Microsoft Office 2007** .....June 23, 9:30 -11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

This workshop introduces users to Office 2007, the popular Microsoft software suite. We will look at the new interface, explore new features, and talk about some practical considerations for using this new version. An opportunity for hands-on exploration will be included.

**Digital Storytelling** .....June 23, 2:00-4:00 PM  
Carol Lunce, ISU Reference Librarian  
Location: Normal Hall, 101A

In this hands-on workshop you will be introduced to digital storytelling as an instructional tool. You will work with Microsoft PowerPoint and other resources to create your own digital story. As an engaging and experiential learning activity, digital storytelling is appropriate for learners of any age.

**Creating an Online Assessment with Respondus and secure it with Lockdown Browser....** June 24, 2:00-3:30 PM  
Slivie Huang, Instructional Designer, Center for Instruction, Research, and Technology  
Location: Normal Hall, 101A

Come and learn how you can easily create different types of test items in Respondus and publish them to your Blackboard course site for online assessment. In addition, you will learn how to use Respondus LockDown Browser to lock down the testing environment within Blackboard, preventing students from printing, copying, going to another Website, or accessing other applications.

**Microsoft PowerPoint Introduction** .....June 24, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

PowerPoint is a desktop presentation program that turns your class-room reports into professional, convincing presentations that will impress your audience and your professors! PowerPoint lets you create slides that include text, graphics, and charts. Once you have created a presentation, you can display it as an electronic slide show on any computer. You'll have fun seeing the options you have available to make your presentation exciting and dynamic!

**How to create an Online Survey by using Qualtrics.....**June 25, 2:00-4:00 PM  
Sree Gogineni, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

Qualtrics software is an on-line survey tool for questionnaire design and data collection that provide several survey modes. In this workshop, you will learn the basics of building a web survey, publishing it to the server, and retrieving data from responses

**SharePoint Designer** .....June 24, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

ISU is implementing MS SharePoint technology for the web server that hosts departmental web sites. SharePoint Designer is a tool that enables content authors to update existing websites quickly and easily. This workshop will get you started so you can keep your department's web site up-to-date.

**Microsoft Outlook** .....June 29, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: Parsons Hall training lab (PH 003)

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Microsoft Outlook** .....June 30, 9:30-11:30 AM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: Parsons Hall training lab (PH 003)

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Editing Instructional Video with Windows® Movie Maker** .....June 30, 2:00-4:00PM  
Les Lunce, Associate Director, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

CIRT Windows Movie Maker provides fun and easy for your students to engage in video journaling, interviews and reflective activities. You can create, edit, and share your movies with just a few simple actions. In this workshop you will learn the basics of Movie Maker. This workshop is designed for those who want to create customized video for web or other digital output.

**PowerPoint – Incorporating Multimedia** .....July 01, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Multimedia is a combination of video, audio, animation, and graphics. Adding multimedia to your slide shows is a great way to make them more interesting to your audience. In this workshop you will learn how to create slides that contain not only text and pictures, but also sounds and even video clips.

In order to use all of the available multimedia features, your PC must be multimedia-ready, which means it needs CD-ROM, a sound card, speakers, and if you want to record anything, a microphone. If you plan on using video clips, you will need a fast computer, too.

**How to create an online survey by using Qualtrics**.....July 02, 2:00-4:00 PM  
Sree Gogineni, Center for Instruction, Research, and Technology.  
Location: Normal Hall, 101A

Qualtrics software is an on-line survey tool for questionnaire design and data collection that provide several survey modes. In this workshop, you will learn the basics of building a web survey, publishing it to the server, and retrieving data from responses

**SharePoint Team Site: Owners - Managing** .....July 02, 2:00-4:00 PM  
John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.  
Location: STRC training lab, College of Education 119

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a team site is a central location where faculty and staff members can share information within their department and work together on projects.

This workshop is for team site "owners" only, i.e., faculty and staff members whose accounts have been granted the role of "owner" and have the corresponding permissions within the system. Topics will include administrative items related to the team site, tasks that only an "owner" can perform.

**Please Note:** Topics related to items available to other participating team site members are covered in a separate workshop, and are **not** covered here. *Team site owners will want to attend both workshops.*

**Microsoft Outlook** .....July 07, 2:00-4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

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**Microsoft Outlook** .....July 08, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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**Social Networking – Part I** .....July 07, 2:00-4:00PM

**Larry Tinnerman, CIMT College of Education**

**Location: Normal Hall, 101A**

Social networking is connection and interaction that occurs between individuals who share a common interest. Social networks arise in communities, schools, the workplace, and online. In this workshop you will gain hands-on experience using a variety of online social networking tools, including FaceBook, Flickr, MySpace, LinkedIn, Ning, Twitter, WikiSpace, YouTube, blogs and digital back-channeling. Learn how to use these tools to engage your students in experiential learning activities.

**Social Networking – Part II** .....July 08, 2:00-4:00PM

**Larry Tinnerman, CIMT College of Education**

**Location: Normal Hall, 101A**

Social networking is connection and interaction that occurs between individuals who share a common interest. Social networks arise in communities, schools, the workplace, and online. In this workshop you will gain hands-on experience using a variety of online social networking tools, including Facebook, Flickr, MySpace, LinkedIn, Ning, Twitter, WikiSpace, YouTube, blogs and digital back-channeling. Learn how to use these tools to engage your students in experiential learning activities.

**PowerPoint: Creating a Jeopardy-type game** .....July 08, 2:00-4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

Looking for a fun way to quiz your audience on the facts they need to learn? How about creating your own version of the famous "Jeopardy" game? It's easier than you might think using PowerPoint.

In this workshop we'll show you how to create the board, add the "answers" (with graphics and sound, if you want), and link to the "correct response" slides. You can include "Daily Double" slides, and vary where they appear on the board. We'll even show you how to make clues disappear off the board after they've been selected. Everything you need\* for a fast-paced, interactive learning experience – all in one PowerPoint presentation!

(\*Well, almost: Scorekeeper and prizes are not included.)

**Managing Gradebook for your Online Course** .....July 09, 2:00-3:30 PM

**E-Ling Hsiao, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

In this session, you will learn how to manage the Blackboard Grade book tool. In addition to the basic functions (e.g., add item, manage items, Grade book settings and weight grades...), how to download Grade book in Excel, update student scores, and upload the revised Excel file back to Blackboard Grade book will be demonstrated.

## SharePoint Team Site Members - Participating .....July 09, 2:00-4:00 PM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a team site is a central location where faculty and staff members can share information within their department and work together on projects.

This workshop is for **all members** of a team site, and covers topics related to participating on a team site, i.e., functions that any team site member can use, depending on the permissions or role his or her account has been granted within the system.

**Please Note:** Topics related to items available to team site "owners" only are covered in a separate workshop, and are **not** covered here. *Team site owners will want to attend both workshops.*

## Application Development for Government /Foundation Grants ..... July 14, 2:00-4:00 PM

Kelly Bates Oglesby, Grants Specialist, Center for Instruction, Research, and Technology.

Location: **Normal Hall, 101A**

CIRT and OSP present an opportunity for faculty to complete the application process for grants. When faculty completes this course, they will have a completed application ready for submission. Opportunities are available across disciplines. Collaborations across disciplines will be discussed as well.

## Photoshop for Beginners 1 .....July 14. 2:00-4:00 PM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

Adobe Photoshop is the premiere image manipulation tool used by artists, photographers, designers, and hobbyists for both print and Web graphic design work. You can learn the basics of Photoshop in this introductory workshop including the Photoshop environment, sizing images, making selections, layers, saving images, and more.

## Microsoft Office 2007 .....July 15, 9:30 -11:30 AM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

This workshop introduces users to Office 2007, the popular Microsoft software suite. We will look at the new interface, explore new features, and talk about some practical considerations for using this new version. An opportunity for hands-on exploration will be included.

## Microsoft Outlook .....July 16, 9:30 -11:30 AM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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## Microsoft Word Dissertation Formatting .....July 16, 1:30 -3:00 PM

John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.

Location: **STRC training lab, College of Education 119**

Writing a thesis or dissertation is a difficult experience without having to worry excessively about formatting. This workshop introduces students to features within Word that can be used to manage headings, indents, and other features that help provide consistency in formatting.

The session uses a template (sample document) that was developed in conjunction with the School of Graduate Studies at Indiana State University and meets their minimum formatting standards. This template provides the basic front matter for a thesis or dissertation as well as a general format for the body and appendices.

## Preventing Plagiarism with Blackboard's SafeAssign .....July 16, 2:00-3:30 PM

Silvie Huang, Instructional Designer, Center for Instruction, Research, and Technology

Location: **Normal Hall, 101A**

Learn how SafeAssign, a tool within Blackboard, prevents plagiarism by detecting unoriginal content in student papers within your existing teaching and learning environment. SafeAssign can also deter plagiarism by creating opportunities to educate students about proper attribution and citations while properly leveraging the wealth of information at their disposal.

**Using Library Services.....July 20, 2:00-4:00 PM**

**Anthony Kaiser and Carol Lunce**

**Location: Normal Hall, 101A**

This session provides a general overview of library services. Learn how we can help you and your students with such services like reserves, LibGuides, and instructional sessions. Also, learn about our collection development process and see examples of the formats of resources that we can select.

**Preventing Plagiarism with Blackboard's SafeAssign .....July 21, 2:00-4:00 PM**

**Silvie Huang, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

This interactive session will introduce Flip™, an inexpensive and simple to use camcorder ideal for producing video as an engaging learning experience. The camcorder holds up to 60 minutes of video and has built-in software that easily allows editing video clips, capturing still photos from your videos, or creating custom movies set to music. Participants create a video that will be produced during the presentation as best practices for incorporating video into online instruction are shared.

**Photoshop for Beginners 2 .....July 21, 2:00-4:00 PM**

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

Go beyond the basics of Photoshop in this intermediate level workshop to gain valuable, time-saving tips and tricks. Students will learn to work with paths, layer masks, vector shapes, clip, warp, adjust, and extract images, and use Photoshop's automated tasks.

**Microsoft Outlook .....July 22, 9:30 -11:30 AM**

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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**Creating an engaging discussion for Online learning.....July 22, 2:00-3:30 PM**

**E-Ling Hsiao, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

In this session, we will discuss the useful instructional strategies to engage students in both synchronous and asynchronous discussion in the online environment. Blackboard's Discussion Board, Chat Tool and Virtual Classroom will be included.

**SharePoint Teamsite Owners .....July 22, 2:00-4:00 PM**

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a team site is a central location where faculty and staff members can share information within their department and work together on projects.

This workshop is for team site "**owners**" **only**, i.e., faculty and staff members whose accounts have been granted the role of "owner" and have the corresponding permissions within the system. Topics will include administrative items related to the team site, tasks that only an "owner" can perform.

**Please Note:** Topics related to items available to other participating team site members are covered in a separate workshop, and are **not** covered here. *Team site owners will want to attend both workshops.*

**Microsoft Outlook .....July 23, 9:30 -11:30 AM**

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Application Development for Government /Foundation Grants** .....July 23, 1:00-2:30 PM  
**Kelly Bates Oglesby, Grants Specialist, Center for Instruction, Research, and Technology.**  
**Location: Normal Hall, 101A**

CIRT and OSP present an opportunity for faculty to complete the application process for grants. When faculty completes this course, they will have a completed application ready for submission. Opportunities are available across disciplines. Collaborations across disciplines will be discussed as well.

**Using Turnitin**.....July 27, 2:00-4:00 PM  
**Susan Frey and Steve Hardin**  
**Location: Normal Hall, 101A**

Turnitin is an easy-to-use program that will help you determine how original your students' writing is. While it's best known for plagiarism detection, Turnitin can also help you isolate overused phrases, common misperceptions and urban legends. This session will teach you how to create a Turnitin assignment in your class's Blackboard site and interpret Turnitin's analysis of your students' papers.

**Microsoft Word Mailmerge** .....July 28, 9:30 -11:30 AM  
**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: STRC training lab, College of Education 119**

If you want to send same or similar letters to many different people at once and want to personalize them, the mail merge process will allow you to create those letters automatically, instead of manually, one at a time. In addition to the name, address and other personal information, you can customize the contents as well, based on the data you provide.

Performing a mail merge isn't as difficult as some think it is, but there are several steps involved before you get to the final product, whether it is a letter, a set of mailing labels, or another document. This workshop will take you through the process step-by-step, and show you how easy it is. You'll be amazed how much time and work you can save by letting Word do most of the work!

**Creating Interactive E-Learning content with Lectora: Session I** .....July 28, 2:00-4:30 PM  
**E-Ling Hsiao, Instructional Designer, Center for Instruction, Research, and Technology**  
**Location: Normal Hall, 101A**

Learn how to create interactive multimedia content with Lectora, an E-Learning authoring tool that gives you the ability to incorporate text, audio, video, and animation in your content presentation and assessment. This program is offered in three half-day sessions. All sessions must be taken to gain full understanding of the tool.

**Using EndNote X2** .....July 29, 9:30-11:30 PM  
**Shelley Arvin and Rolland Mcgiverin**  
**Location: Normal Hall, 101A**

EndNote X2 is a bibliographic management software designed to download, store, and manage bibliographic references in private desktop reference libraries. In this session, you will learn how to create an EndNote library, add and edit records, and search for and import bibliographic records. You will also learn how to make EndNote automatically format your bibliography and insert it into a research paper in Microsoft Word. Faculty and graduate students with large or ongoing research projects will find this software useful.

**Creating Interactive E-Learning content with Lectora: Session II** .....July 29, 2:00-4:30 PM  
**Silvie Huang, Instructional Designer, Center for Instruction, Research, and Technology**  
**Location: Normal Hall, 101A**

Learn how to create interactive multimedia content with Lectora, an E-Learning authoring tool that gives you the ability to incorporate text, audio, video, and animation in your content presentation and assessment. This program is offered in three half-day sessions. All sessions must be taken to gain full understanding of the tool.

**SharePoint Team Site: Members - Participating** .....July 29, 2:00 -4:00 PM  
**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: STRC training lab, College of Education 119**

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a team site is a central location where faculty and staff members can share information within their department and work together on projects.

This workshop is for **all members** of a team site, and covers topics related to participating on a team site, i.e., functions that any team site member can use, depending on the permissions or role his or her account has been granted within the system.

**Please Note:** Topics related to items available to team site "owners" only are covered in a separate workshop, and are **not** covered here. *Team site owners will want to attend both workshops.*

**Microsoft Outlook** .....July 30, 9:30 -11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Creating Interactive E-Learning content with Lectora: Session III** .....July 30, 2:00-4:30 PM

**Silvie Huang, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

Learn how to create interactive multimedia content with Lectora, an E-Learning authoring tool that gives you the ability to incorporate text, audio, video, and animation in your content presentation and assessment. This program is offered in three half-day sessions. All sessions must be taken to gain full understanding of the tool.

**SharePoint Designer** .....July 30, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

ISU is implementing MS SharePoint technology for the web server that hosts departmental web sites. SharePoint Designer is a tool that enables content authors to update existing websites quickly and easily. This workshop will get you started so you can keep your department's web site up-to-date.

**Copyright in the Classroom** .....August 3, 2:00-4:00 PM

**Tim Gritten and Jake Eubanks**

**Location: Normal Hall, 101A**

Copyright is a complex series of evaluating risk factors. Learn what really goes into a fair use analysis. How does copyright affect teaching the classroom? What is different about teaching distance education courses? What are you allowed to do with the creative work you create, and how can you use other people's creativity?

**Microsoft Outlook**.....August 4, 9:30 -11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Blogs, Wikis, and Podcasting: Build an Effective Online Learning Community** .....August 4, 2:00-3:30 PM

**Silvie Huang, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

What if a wiki could transform a group into a team? What if a blog could foster reflection and debate? What if instructors could engage students anytime or anyplace with a podcast? Learn how the Blackboard plug-in tools can help you build an effective online learning community.

**Tegrity: Capturing Lectures for Review** .....August 5, 2:00-3:30 PM

**E-Ling Hsaio, Instructional Designer, Center for Instruction, Research, and Technology**

**Location: Normal Hall, 101A**

Tegrity is a new class capture tool. You can use it to record your presentation or a live class. Students are able to review the recorded files online or download them to the mobile devices anytime and anywhere. In this session, you will learn how to use Webcam and Tegrity audio device to record a presentation and a live class. Editing a recorded file and connecting it to iTunes, iPod, Facebook and subscribe to RSS will be demonstrated.

**SharePoint MySite** .....August 5, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: STRC training lab, College of Education 119**

Microsoft SharePoint Services is set up to make facilitate collaboration, improve communication, and increase productivity. At ISU, a MySite location is provided for each faculty and staff as a personal workspace **for internal use** in conjunction with departmental team sites.

This workshop covers topics related to the set-up and functions of a MySite, including ways to customize the site to maximize efficiency and productivity to suit individual styles.

**Please Note:** Topics related to team sites are covered in separate workshops, and are **not** covered here. Team site members will want to attend the other workshops that are applicable to their role on their departmental team site.

**Microsoft Office 2007** .....August 6, 9:30-11:30 AM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: STRC training lab, College of Education 119**

This workshop introduces users to Office 2007, the popular Microsoft software suite. We will look at the new interface, explore new features, and talk about some practical considerations for using this new version. An opportunity for hands-on exploration will be included.

**Academic Potential of Second Life** .....August 06, 2:00 4:00 PM

**Les Lunce, Associate Director, Center for Instruction, Research, and Technology**  
**Location: Normal Hall, 101A**

Introduce yourself to the experiential learning potential of 3D virtual worlds. Use an avatar of your own creation to explore the possibilities of Second Life. Examples of academic applications of Second Life will be demonstrated. Other examples of massive, multi-user, on-line, virtual environments will be discussed.

**Microsoft Outlook** .....August 6, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Concept Mapping with C- Maps** .....August 11, 9:00 4:00 PM

**Kelly Wilkinson, Director, Center for Instruction, Research, and Technology**  
**Geogeanna Tryban, Associate Professor, sociology**  
**Location: Normal Hall, 101A**

Learn how concept mapping can connect and engage your students in your course. Using C-Map, a free, open source software, you will learn how to use the software to create syllabi and to incorporate C-Map in your course so your students use the tool to connect to content. You will be shown examples of how concept mapping is used in courses and you will brainstorm with others to develop your own usage of concept mapping to engage your students.

**Microsoft Outlook** .....August 11, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

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**Microsoft Outlook** .....August 12, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**  
**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Microsoft Outlook** .....August 17, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**Microsoft Outlook** .....August 18, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: Parsons Hall training lab (PH 003)**

ISU is implementing Microsoft Exchange technology, and is moving to Outlook for e-mail services. This workshop is designed to get you started by taking a look at often-used features so you can make the transition from GroupWise to Outlook as smoothly as possible.

**Please Note:** This workshop is limited to faculty and staff who are (or will be) using Outlook (client) for electronic communication (e-mail and calendars). This training is offered in conjunction with the campus-wide migration from GroupWise to Outlook.

**SharePoint Designer** .....August 19, 2:00 -4:00 PM

**John Gallagher, Training/Document Specialist, Center for Instruction, Research, and Technology.**

**Location: STRC training lab, College of Education 119**

ISU is implementing MS SharePoint technology for the web server that hosts departmental web sites. SharePoint Designer is a tool that enables content authors to update existing websites quickly and easily. This workshop will get you started so you can keep your department's web site up-to-date.