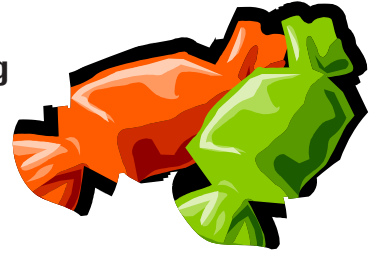


REGISTER NOW* FOR Tech Week: Jan. 14, 16 & 17 2013

As an alternative to our comprehensive training tracks, the ETS Technology Training Team is proud to offer Techno-Nuggets. Each session is one-hour in length and is designed to teach you a specific skill in a hands-on format. Hopefully it will be easy to fit these one-hour session into your busy schedule.



Schedule. Choose 1 from each time slot:

Monday, January 14, 2013 – at the DAMON CITY CAMPUS

9:00 AM –10:30 AM

- P45 Adobe Photoshop Basics – 4088 FIC Library
- P93 Choice Reviews Online: Academic Book and Website Reviews – 4069 Library
- P53 myMCC: New Features and Customization – 5030
- D1 Windows File Management and M: Drive Review – 5006
- P61 Introduction to Microsoft Publisher – 5007
- P88 Ad Astra Event Requests (updated December 2012) – 5008

11:00 AM–12:30 PM

- P97 Using Multimedia for Instructional Use – 5008
- P45 Adobe Photoshop Basics – 4088 FIC Library
- P87 GOOGLING WELL – 4069 Library
- P29 Outlook: Mailbox Cleanup – 5030
- P95 Using GoogleDocs (and embedding in ANGEL!) – 5007
- P84 GradeBook Essentials – 5006

1:00 PM–2:30 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 4088 FIC Library
- M10 Copyright and ANGEL E-Reserve E-Repository – 4069 Library
- P28 Outlook: Working with To Do Lists and Tasks – 5030
- D1 Windows File Management and M: Drive Review – 5006
- P98 Overview of Social Media – 5007
- O1 Introduction to Classroom Technology – 5126

3:00 PM–4:30 PM

- P26 Outlook: Working with Color Categories – 5030
- P84 GradeBook Essentials – 5006
- P75 What Can OneNote do for You? – 5008
- P99 PowerPoint Pizzazz – 5007

Wednesday, January 16, 2013 – at the BRIGHTON CAMPUS

9:00 AM –10:30 AM

- P34 Outlook: Calendars and Scheduling Meetings – 2-315 Library
- P93 Choice Reviews Online: Academic Book and Website Reviews – 11-109
- P100 Word 2010 Templates – 11-104
- O7 Introduction to Interactive Whiteboards – 9-132

11:00 AM–12:30 PM

- P99 PowerPoint Pizzazz – 11-104
- M10 Copyright and ANGEL E-Reserve E-Repository – 2-423 Library
- P29 Outlook: Mailbox Cleanup – 2-315 Library
- P84 GradeBook Essentials – 11-109

1:00 PM–2:30 PM

- P45 Adobe Photoshop Basics – 3-150 FIC
- P53 myMCC: New Features and Customization – 2-315 Library
- P88 Ad Astra Event Requests (updated December 2012) – 11-109
- O1 Introduction to Classroom Technology – 9-132

3:00 PM–4:30 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 FIC
- P26 Outlook: Working with Color Categories – 2-315 Library
- P98 Overview of Social Media – 11-104

Thursday, January 17, 2013 – at the BRIGHTON CAMPUS

9:00 AM –10:30 AM

- P101 Basic iPad training and Set up – 9-132
- P45 Adobe Photoshop Basics – 3-150 FIC
- P28 Outlook: Working with To Do Lists and Tasks – 2-315 Library
- P88 Ad Astra Event Requests (updated December 2012) – 11-109
- P61 Introduction to Microsoft Publisher – 11-104

11:00 AM–12:30 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 FIC
- P87 GOOGLING WELL – 2-423 Library
- P53 myMCC: New Features and Customization – 2-315 Library
- D1 Windows File Management and M: Drive Review – 11-109
- P95 Using GoogleDocs (and embedding in ANGEL!) – 11-104

1:00 PM–2:30 PM

- P100 Word 2010 Templates – 11-108
- P29 Outlook: Mailbox Cleanup – 2-315 Library
- P97 Using Multimedia for Instructional Use – 11-109
- O7 Introduction to Interactive Whiteboards – 9-132
- P75 What Can OneNote do for You? – 11-104

3:00 PM–4:30 PM

- P98 Overview of Social Media – 11-109
- P34 Outlook: Calendars and Scheduling Meetings – 2-315 Library
- P96 Advanced Microsoft Publisher (Make & Take) – 11-104

**Registration Required: Call the ETS Technical Support Line 292-TECH (8324), Option 3 – then Option 1 to speak to ETS Technical Support staff. Be sure to include session number, session name and date and time you wish to attend. Contact Marie Gibson with questions or to register by email (mgibson@monroecc.edu)*

Session descriptions on pages 2 and 3 ►►

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Nugget Descriptions

D1 Windows File Management and M: Drive Review. Of course I saved it.. You mean I have to know where?! Use Microsoft Windows and take control of your work. Save it where you want it. Share it if you like! Use the M drive to save your work. Save yourself, time, energy, frustration and computer space. Even better share information with your students. Stop printing and carrying all those handouts. Share them with students. Let them print them and lug them around campus.

M10 Copyright and ANGEL E-Reserve E-Repository. Come learn about the E-Reserve E-Repository on your ANGEL page. In this session, you will learn about copyright, how to obtain copyright permissions, and how to access the E-Repository on your current ANGEL page. The E-Repository has been created to house your copyrighted books, chapters, and videos that either fall under Fair Use or have received permissions for use. You are required to attend this training session if you wish access to the ANGEL E-Repository.

01 Introduction to Classroom Technology. This Course will introduce users to the basic equipment found in each of the campus' technology-enhanced classrooms. Upon successful completion of this training, users will be familiar with and able to successfully operate the Extron Room Control Device (where available), the PC, the Document Camera, the DVD/VHS unit, and Data Projector.

07 Introduction to Interactive Whiteboards. Do you know what an interactive whiteboard is? If you don't, or do, and want more information on interactive whiteboards this is the session for you. In this session you will learn what an interactive whiteboard is, what it can do, and how you can use it in your classes. This session will be highly participatory so get ready to interact!

P26 Outlook: Working with Color Categories. A category is a keyword or phrase associated with a color that helps you keep track of items (e-mail messages, appointments, contacts, tasks, journal entries, notes) so you can easily find, sort, filter, or group them. You may never need to create a folder again! You are one step away from never losing an Outlook item again! Come and find out how.

P28 Outlook: Working with To Do Lists and Tasks. Is keeping control of your "To Do" List a major problem? You would like someone to do something for you, but you can't find two seconds to locate the person and convey what you need done. Sound familiar? Outlook Task feature can help! Many individuals work better when they have a list of tasks in front of them. By prioritizing and then checking off each task as it is accomplished, you can better manage your time. Work smarter, not harder. Let us show you how with Outlook Tasks.

P29 Outlook: Mailbox Cleanup. Is your Outlook account constantly reaching its limit? This session will show you how to efficiently use Outlook Mailbox Cleanup Tools to effectively monitor your free space and reduce your Mailbox size.

P34 Outlook: Calendars and Scheduling Meetings. If you don't use Outlook calendars, come to this session and see if we can convince you that it is time to start! Load up your calendar and let Outlook do the rest! Outlook's calendar feature can be used to schedule appointments, as well as set reminders for upcoming appointments and events. You can also coordinate meetings electronically with other users by comparing their free and busy times with your own. This capability allows you to schedule meetings without having to actually connect with each participant by phone or email. Come see what it is all about, you won't be sorry!

P45 Adobe Photoshop Basics. "This would be such a great photo, but..." So what can you do with your photos when they don't come out quite the way you'd hoped? Adobe Photoshop is a powerful tool for editing your photos, and this hands-on workshop will teach you commonly needed Photoshop techniques such as fixing red-eye and skin blemishes, color correction, and cropping.

P48 Adobe Photoshop Basics 2: Getting Creative. Do you want to get creative with your photos? This hands-on workshop will introduce you to techniques like adding text, Photoshop filters, and basic compositing. To take this course, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

P53 myMCC: New Features and Customization. Review the newest features of myMCC, hear about some new Channels of information and learn how to customize myMCC to better meet your needs. The MCC portal, myMCC, provides all MCC employees and students easy access to internet-based information and MCC systems. myMCC can be accessed from any computer on a 24/7 basis with an internet connection and is customizable in many ways to meet your needs. Email, Banner, The Daily Tribune, Faculty Grading and Attendance, Faculty Tools and Resources in addition to the many resources available on the MCC website at your finger tips through a single sign-on to myMCC. Add personalized resources like The New York Times or the Chronicle of Higher Ed or any URL of your choice.

P61 Introduction to Microsoft Publisher. This course is specifically designed to train you in the essentials of Microsoft Publisher. There are six basic building blocks that will unlock the mystery behind Publisher. Even if you have used Publisher before, you will walk away with a new perspective.

continued ►►

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P75 What Can OneNote do for You?. Microsoft OneNote, part of the Microsoft Office Suite, is one of the most underutilized tools for productivity. This course will provide a general overview of the many features that OneNote offers. The unique nature of OneNote is appealing to people who need a mechanism to track projects and manage notes/minutes/documents. It is also extremely beneficial as a tool for instructors – it is an easy and seamless way to manage presentations and notes – especially when using a Tablet device.

P84 GradeBook Essentials. Explore gradebooks (points vs. percentage). Ideas for explaining grades to students. What do your students see?

P87 GOOGLING WELL. We all love Googling, but Googling is more than just a simple search in Google.com, it is the art of the Google search. An enormous amount of information is now available to users and it is not a surprise that many people just don't understand how to best find the information they seek through Google. This session will teach you Googling well. You'll learn some helpful search tricks and shortcuts and how to identify the best and most reliable sources.

P88 Ad Astra Event Requests (updated December 2012). The Ad Astra software has been upgraded to 7.5, giving us more event features. This session will briefly review the event request process and how to submit a request in the new software (upgraded in December 2012). In addition, we will review the calendar features. This session is applicable to all faculty and staff who utilize space for non-academic purposes.

P93 Choice Reviews Online: Academic Book and Website Reviews. Choice Reviews Online provides the same content as Choice magazine but in electronic format. The monthly issues offer reviews of titles and websites of academic interest written by teaching faculty or academic librarians. Your MCC Library Liaison may send you selected reviews, but in this session you will learn how to use CRO yourself to access the website to read reviews, set up a profile to limit them to your own discipline or subject area, create lists of titles and reviews for your own use or to suggest to the MCC Libraries, and request a monthly email alert for new issues.

P95 Using GoogleDocs (and embedding in ANGEL!). GoogleDocs are a free, reliable, cloud-based solution to document management. But they are so much more than that – they offer the opportunity for collaboration. Imagine having a poem online that all students can edit and annotate – concurrently! No version control issues, no emailing files. GoogleDocs allows you to use forms to collect information, and offers alternatives to Word, Excel, and PowerPoint. And they can be embedded in ANGEL! Come learn all about GoogleDocs!

P96 Advanced Microsoft Publisher (Make & Take). This workshop is intended for people with a basic foundation of desktop publishing skills. Topics in basic design and layout will be covered, as well as tips and tricks in Publisher to make your time more efficient. A large portion of this workshop is intended for you to work on Publisher with an expert in the room to help. Bring materials from your courses that you would like to revamp using Publisher, or come with fresh ideas of things you would like to create!

P97 Using Multimedia for Instructional Use. A session highlighting the use of video and other media in online courses. Topics will include: the different types of media file formats in use today and which is the best for a particular application. What are best practices for creating online media and working with copyrighted material. How to link videos into Angel courses and student video submissions.

P98 Overview of Social Media. What is all the hype about networking with social media? Learn about the evolution of social media and it's important role in education and industry. If you are not using social media, you may get left behind!

P99 PowerPoint Pizzazz. Are your presentations exciting and fun to watch, as much as they are informative? Learn how to enhance the slide content with animations, transitions and graphics. A variety of backgrounds and slide design tips will be shared.

P100 Word 2010 Templates. Microsoft Word has many "ready to use" templates that can be real timesavers. From Agendas, Budgets, Calendars and Certificates to Forms, Flyers and Invitations. This session will show you how to use these templates and modify them to meet your needs.

P101 Basic iPad training and Set up. In this course you will learn how to set up your iPad using the MCC wifi and set up your MCC email on the device. You will also learn the importance of creating backups, how to use iTunes and the App Store, and how to restore your device. We will go over the use and hook up of the devices in the classroom, and how you can use them in the educational settings. Please bring with you your device and questions.