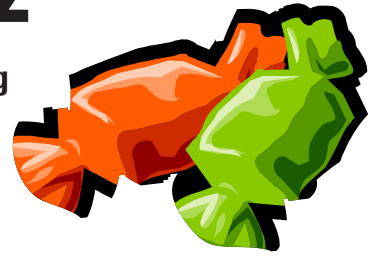# REGISTER NOW* FOR
Technology Week: Jan. 17-19, 2012

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:

Tuesday, January 17, 2012

9:30 AM –10:30 AM
- P8   PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 11-101
- M2   Library: Overview of Subscription Databases – 2-423 (Library)
- G1   Excel 2010 Overview – 11-108
- P29   Outlook: Archiving and Mailbox Cleanup – 11-104
- P54   Introduction to Interactive Whiteboards – 9-233

11:00 AM–12:00 PM
- P7   PowerPoint 2010: Animating Objects – 11-101
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- G3   Excel 2010: Advanced Concepts – 11-108
- P53   myMCC: New Features and Customization – 11-104

1:00 PM–2:00 PM
- D3   Windows 7 Review – 11-108
- P69   Outlook 2010: New Features Overview – 11-102
- P83   Screen Capturing with JING and Screencast-O-Matic – 11-109
- K1   Faculty Innovation Center (FIC) Overview – 3-150 (FIC)

2:30 PM–3:30 PM
- P56   Twitter 101 – 11-109
- P61   Introduction to Microsoft Publisher – 11-108
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-102
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)

Wednesday, January 18, 2012

9:30 AM –10:30 AM
- K2   Scanning Essentials – 3-150 (FIC)
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-104
- P84   GradeBook Essentials – 11-108
- M8   Googlize Yourself – 11-109

11:00 AM–12:00 PM
- M15 Spotlight on Library Research Guides – 2-423 (Library)
- P69 Outlook 2010: New Features Overview – 11-104
- P54 Introduction to Interactive Whiteboards – 9-233
- P75 What Can OneNote do for You? – 11-108
- P55 Word 2010: Commenting and Feedback – 11-101

Wednesday, January 18, 2012 (continued...)

1:00 PM–2:00 PM
- P29   Outlook: Archiving and Mailbox Cleanup – 11-102
- P61   Introduction to Microsoft Publisher – 11-108
- P84   GradeBook Essentials – 11-109
- P8 - PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 11-101

2:30 PM–3:30 PM
- M9   Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR) – 11-101
- O8   Using Tablets to Teach – 11-108
- P53   myMCC: New Features and Customization – 11-102
- P67   Word 2010 Overview – 11-109

Thursday, January 19, 2012

9:30 AM –10:30 AM
- P53   myMCC: New Features and Customization – 11-104
- P45   Adobe Photoshop Basics – 3-150 (FIC)
- D1   Windows File Management and M: Drive Review – 11-108
- P67   Word 2010 Overview – 11-109

11:00 AM–12:00 PM
- P49   myVPN: Remote Desktop and Mapping the M: Drive – 11-104
- K1   Faculty Innovation Center (FIC) Overview – 3-150 (FIC)
- P8   PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 11-108
- P85   Elluminate Live for ANGEL-Trained Faculty – 11-106B

1:00 PM–2:00 PM
- P69   Outlook 2010: New Features Overview – 11-102
- P48   Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P54   Introduction to Interactive Whiteboards – 9-233
- M10 Copyright and ANGEL E-Reserve E-Repository – 2-423 (Library)
- P56   Twitter 101 – 11-101

2:30 PM–3:30 PM
- P81   Social Bookmarking using Diigo – 11-108
- P29   Outlook: Archiving and Mailbox Cleanup – 11-102
- P84   GradeBook Essentials – 11-109
- P7   PowerPoint 2010: Animating Objects – 11-101

Registration Required by Calling the ETS Technical Support Line 292-TECH (8324), Option 3. Be sure to include session number, session name and date and time you wish to attend.

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.

D3 Windows 7 Review. Windows 7 performs faster, has intuitive interfaces, and is more seamless than XP and Vista. This session will convince YOU that Windows 7 is what you should be using! During the session we will showcase the features and benefits of Windows 7.

G1 Excel 2010 Overview. Learn the basics of creating spreadsheets in Microsoft Excel. You will learn how to enter text, numbers and formulas to create simple, formatted spreadsheets.

G3 Excel 2010: Advanced Concepts. Learn Excel tips, tricks and advanced features, and let Excel work for you! Topics will include in-depth coverage of formulas, formatting, and working with Tables and much more. This session is intended for those individuals currently using Excel, with a need to expand their horizons. Previous Excel experience is required. **Bring a spreadsheet with you and to work on and make improvements during class.**

K1 Faculty Innovation Center (FIC) Overview. The "FIC" Faculty Innovation Center (Brighton Campus) is a not a secret society for tech-savvy faculty. What is it? Where is it? Why should you care? It is available to ALL faculty and staff! Come and see what is available in this resource room. The FIC provides access to some of the best equipment (software and hardware) on campus. A quiet place that provides faculty and staff with technology, resources and support to meet their instructional development needs. Come down, meet the "Lab Rat" and discover one of the many resources available for you to use here at Monroe Community College.

K2 Scanning Essentials. Come to the FIC and learn the basics of scanning. We have scanners there that can scan documents, pictures, and even slides. Learn how to scan, and then what to do with those images once they are scanned. Bring something to scan in.

M2 Library: Overview of Subscription Databases. This hands-on session will introduce you to the various types of proprietary research databases available to you and your students exclusively through the MCC Libraries website. Keep in mind that this session can be tailored to fit your subject area and your classroom or research needs. Approximately 1 hour.

M5 Database Citation Generators. Citation generating tools are embedded into a number of library databases. Participants of this session will learn how to access these tools as well as recognize which generated citations are correct or only partially correct and how to make necessary adjustments.

M8 Googlize Yourself. Google - the number one search engine offers a whole lot more than just superfast searches. Take an hour and start to discover all this giant has to offer. We will cover the main "discovery" page; learn some shortcuts and specialized searches techniques; GoogleDocs and collaborating online; and viewing books and magazine online.

M9 Creating Durable Links & Using MCC Libraries ANGEL Learning Object Repository (LOR). This session will teach participants how to create persistent links from the ANGEL Learning Management System (LMS) to full-text magazine, journal and newspaper articles, and online reference sources available in MCC Libraries subscription databases. The terms "durable link" or "persistent link" describes a web link that remains stable over time, and ensures that articles from library databases can be accessed by students from both on and off-campus locations. Participants will also learn about online learning objects and informational tools available in MCC Libraries ANGEL Learning Object Repository (LOR) as well as how to use them in ANGEL course modules.

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.

M15 Spotlight on Library Research Guides. Discover online research assistance, subject guides and resources your MCC librarians have compiled for students and staff in our LibGuides. Citation style guides, web evaluation, Google tips, database guides, choosing and defining topics and over fifty more are available for your use.

O8 Using Tablets to Teach. Using a tablet to teach is one of the best ways to be an effective, efficient instructor. Regardless of the type of tablet you have, as long as you have presentational software (OneNote or SMARTBoard for tablet PCs and Penultimate for Macs, for example), learn how to become an effective presenter. Best practices for presenting,

as well as tips on archiving lectures and posting to the web will be included. If you are unsure of your hardware or software specifications, please contact instructor.

P7 PowerPoint 2010: Animating Objects. Learn how to animate elements on a PowerPoint slide to emphasize important points, control the flow of information, and add interest to your presentation. Special visual effects will be demonstrated.

P8 PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game). Create a Jeopardy game template to learn how to use action buttons and hyperlinks in PowerPoint. This tool can be an excellent resource to review and/or learn new content. Bring sample questions and answers from your course to use as we build a template together.

P29 Outlook: Archiving and Mailbox Cleanup. This session will show you how to use the Outlook 2010 Mailbox Cleanup Tools to effectively monitor your free space and reduce your Mailbox size. We will also review Outlook 2010 Archiving. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the features within your Outlook Mailbox.

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 couse, you should have attended the first Photoshop Basics TechnoNugget, or have a working familiarity with Adobe Photoshop.

P49 myVPN: Remote Desktop and Mapping the M: Drive. This session will review two important features of myVPN. Windows Remote Desktop makes it possible to take control of your MCC PC on campus from an off-campus location.   If you only wish to connect to the M: Drive from a PC at an off-campus location this session will review either simply viewing the files stored on the M: Drive using myVPN, or map the M:Drive on your home computer for full functionality.   Stay "connected" with myVPN! Come see what it is all about!

P53 myMCC: New Features and Customization. The MCC portal, myMCC, affects the way all MCC employees access 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 additon 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.   Get a sneak preview of what students will have access to when myMCC is available to them. Sound interesting? Come to this session and see what it is all about.

P54 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!

P55 Word 2010: Commenting and Feedback. Using the Review Tab in Word 2010, we will examine efficient ways to comment and provide feedback on student work. Changes to student documents can be tracked, and a side-by-side view allows for quick and easy comparison of drafts.

P56 Twitter 101. Twitter is a social networking platform that allows you to participate in global discussions, follow trending topics in your field, learn about conferences and events, follow influential people, and connect with people in your discipline or in other areas of interest. This versatile application has both personal and professional implications. Come learn how Twitter can get you connected!

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.

P67 Word 2010 Overview. The new Microsoft Office Word 2010 helps you easily organize and write your documents more efficiently. In addition, you can save documents online and access, edit and share them from almost any Web browser. The enhanced Word 2010 helps you refine your documents and presentations by applying various integrated formatting effects, visual diagrams, and picture-editing tools to help you coordinate all your content.

P69 Outlook 2010: New Features Overview. This session will highlight the many new features of Outlook 2010. Take a one-hour tour through the new Ribbon interface and discover the possibilities: Quick Steps, the People Pane, Conversation View, Reply with Meeting, Forward Email as Attachment, view attachments without opening them, and commands on the File, Folder and View Tabs on the new Ribbon. If you have not yet

been upgraded to Office 2010, this session will give you good reason to consider the upgrade!

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.

P81 Social Bookmarking using Diigo. What happens when you work at home, find resources, add to favorites, and then come to campus to access the bookmarks? -- They are not there! This session will focus on social bookmarking and the ability to save your bookmarks online. Through Diigo, you will also learn how to annotate, "highlight the web" and easily share your bookmarks with others.

P83 Screen Capturing with JING and Screencast-O-Matic. Capture what is on your desktop and create "live" lectures, orientations, tutorials, and more!

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

P85 Elluminate Live for ANGEL-Trained Faculty. Have you noticed something new in your ANGEL Communicate tab recently?! Elluminate is here and it's FREE to MCC ANGEL-trained faculty through June 30, 2012! Using this web conferencing software, faculty can offer synchronous chats with students, set up live office hours, create live lectures with visuals and audio, and more! Best of all, Elluminate sessions can be archived and shared asynchronously as well, making it possible to share "live lessons" any time, any day.