

REGISTER NOW* for DCC Technology Day: Jan. 13, 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:

Friday, January 13, 2012

9:30 AM – 10:30 AM

- M5 Database Citation Generators – 4069 Library
- P7 PowerPoint 2010: Animating Objects – 5006
- P75 What Can OneNote do for You? – 5007
- P83 Screen Capturing with JING and Screencast-O-Matic – 5008
- P49 myVPN: Remote Desktop and Mapping the M: Drive – 5030

11:00 AM – 12:00 PM

- P8 PowerPoint 2010: Action Buttons and Hyperlinks (Jeopardy Game) – 5006
- P81 Social Bookmarking using Diigo – 5008
- P53 myMCC: New Features and Customization – 5007
- M2 Library: Overview of Subscription Databases – 4069 Library
- P54 Introduction to Interactive Whiteboards – 5270

12:30 PM – 1:00 PM

- P86 Registering Students in Internet Native Banner (INB) – 4008 Advisement Center

1:00 PM – 2:00 PM

- P55 Word 2010: Commenting and Feedback – 5006
- M10 Copyright and ANGEL E-Reserve E-Repository – 4069 Library
- P61 Introduction to Microsoft Publisher – 5007
- P69 Outlook 2010: New Features Overview – 5008
- P45 Adobe Photoshop Basics – 4088 FIC

2:30 PM – 3:30 PM

- G1 Excel 2010 Overview – 5007
- P29 Outlook: Archiving and Mailbox Cleanup – 5008
- P56 Twitter 101 – 5006
- P85 Elluminate Live for ANGEL-Trained Faculty – 5030
- P48 Adobe Photoshop Basics 2: Getting Creative – 4088 FIC
- P85 Elluminate Live for ANGEL-Trained Faculty – 5030

Nugget Descriptions

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.

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.

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.

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.

**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.*

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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.

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 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. 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.

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!

P85 Illuminate Live for ANGEL-Trained Faculty. Have you noticed something new in your ANGEL Communicate tab recently?! Illuminate 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, Illuminate sessions can be archived and shared asynchronously as well, making it possible to share “live lessons” any time, any day.

P86 Registering Students in Internet Native Banner (INB). This session will take you through the common forms used to register students, perform overrides, and view registration activity for a particular student. This session will be brief and is for those already performing advisement services who would like to take that process to the next level. Hope to see you there!