

REGISTER NOW* FOR Technology Week: January 19-21, 2010

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 19, 2010

9:30 AM –10:30 AM

- P40 Cisco VoIP telephone and AVST Voice Mail – 11-106B
- S1 "At Home" Technologies – 11-108
- P4 Microsoft Excel: Database – 11-109
- P7 PowerPoint: Animating Objects – 11-111

11:00 AM–12:00 PM

- P3 Excel: Charts – 11-109
- P45 Adobe Photoshop Basics – 3-150 (FIC)
- S2 Sharing Course Information through the M: Drive – 11-108
- P36 Microsoft PowerPoint: Creating PowerPoint Presentations From Scratch – 11-111
- M9 In the Know:-Durable Links and Copyright – 2-423 (Library)

1:00 PM–2:00 PM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P40 Cisco VoIP telephone and AVST Voice Mail – 11-106B
- S3 Student Storage (the S: Drive) – 11-108
- P2 Microsoft Excel: Formulas & Functions – 11-109
- M7 Citation Generators – 2-423 (Library)

2:30 PM–3:30 PM

- P16 Word: Inserting Clip Art – 11-109
- P21 Using CDs, DVDs, and USB Flash Drives for Extra File Storage – 3-150 (FIC)
- M12 Spotlight on JSTOR – 2-423 (Library)
- P29 Outlook: Archiving and Mailbox Cleanup – 11-106B

Wednesday, January 20, 2010

9:30 AM –10:30 AM

- S4 Communicating with Students using Automated Course Distribution Lists – 11-108
- P13 Word: Tables – 11-109
- P42 Smart Classroom: The Pixie Pro and SmartCart. – 11-107
- P46 MyVPN: The New MCC@Home – 11-111
- P21 Using CDs, DVDs, and USB Flash Drives for Extra File Storage – 3-150 (FIC)

11:00 AM–12:00 PM

- S3 Student Storage (the S: Drive) – 11-108
- M6 ILLIAD – Your Interlibrary Loan Account – 2-423 (Library)
- K1 FIC: What is it? Where is it? Why should you care? – 3-150 (FIC)
- P40 Cisco VoIP telephone and AVST Voice Mail – 11-106B
- P17 Word: Mail Merge – 11-109

1:00 PM–2:00 PM

- P34 Outlook: Calendaring and Scheduling Meetings – 11-106B
- P4 Microsoft Excel: Database – 11-109
- P45 Adobe Photoshop Basics – 3-150 (FIC)
- P8 PowerPoint: Action Button/Hyperlink Jeopardy Game – 11-111

2:30 PM–3:30 PM

- S1 "At Home" Technologies – 11-108
- P3 Excel: Charts – 11-109
- P7 PowerPoint: Animating Objects – 11-111
- P40 Cisco VoIP telephone and AVST Voice Mail – 11-106B
- M11 Spotlight on Films on Demand – 2-423 (Library)
- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)

Thursday, January 21, 2010

9:30 AM –10:30 AM

- P48 Adobe Photoshop Basics 2: Getting Creative – 3-150 (FIC)
- P40 Cisco VoIP telephone and AVST Voice Mail – 11-106B
- S2 Sharing Course Information through the M: Drive – 11-108
- P2 Microsoft Excel: Formulas & Functions – 11-109

11:00 AM–12:00 PM

- P16 Word: Inserting Clip Art – 11-109
- P29 Outlook: Archiving and Mailbox Cleanup – 11-106B
- P47 ANGEL as an Option for Emergency Planning For Your Face-to-Face Courses! – 11-108
- P36 Microsoft PowerPoint: Creating PowerPoint Presentations From Scratch – 11-111

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- P43 Web 2.0 Communication Tools – 11-108
- P17 Word: Mail Merge – 11-109

**Registration Required Online or
Call Help Desk x4357 (option 1)*

Nugget Descriptions

K1 FIC: What is it? Where is it? Why should you care? The “FIC” Faculty Innovation Center (Brighton Campus) is not a secret society for tech-savvy faculty. 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.

M6 ILLIAD – Your Interlibrary Loan Account. ILLiad is the electronic system that you use to request Interlibrary Loan (ILL) requests. It also allows you to check the status of current orders and to keep an archive of material you have received electronically. During this session, you will create an account and learn how to submit requests directly through ILLIAD as well as from our databases and catalogs such as WorldCat and the SUNY Union Catalog.

M7 Citation Generators. Come to this session to learn more about free or inexpensive web-based tools that can help ease the often cumbersome process of citing sources and formatting bibliographies. Advantages and disadvantages of these resources will be discussed. We will also introduce you to formatting and style guides that address recent changes made to the APA and MLA formats.

M9 In the Know:-Durable Links and Copyright. This session will teach participants how to create persistent links from the ANGEL Course Management System (CMS) to full-text articles available in MCC Libraries’ magazine, journal and newspaper subscription databases, as well as to online reference sources and e-books. The terms “durable link” or “persistent link” describe 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. Your ANGEL course folder is the successor to our E-Reserves system that we are phasing out by Fall 2010. Also, participants will learn about copyright and how to obtain copyright permissions in order for copyrighted material to be placed in ANGEL repository and placed in your course folder in ANGEL if you already have a course presence in ANGEL.

M11 Spotlight on Films on Demand. Come to this session to learn more about Films on Demand, a library database that serves as a state-of-the art streaming video platform that makes it easier than ever to incorporate educational programs into your courses. Subjects covered include: Humanities & Social Science, Business & Economics, Science & Mathematics, Health & Medicine, Technical Education, Family & Consumer Sciences, Careers & Job Search, Guidance & Counseling.

M12 Spotlight on JSTOR. JSTOR is a digital archive, to which the library subscribes, of over 1,000 scholarly, peer-reviewed journals covering a variety of academic disciplines. This session will introduce you to this valuable scholarly resource.

P2 Excel: Formulas & Functions. You may know how to enter numbers and text into an Excel spreadsheet, but do you know how to create a formula or use built in functions. Come to this hands-on session to learn more about creating formulas and the basic rules to know.

P3 Excel: Charts. Would you like a visual comparison of the numbers in your Excel spreadsheet? Examples might be a pie chart, column or bar chart to show the differences. A column chart can be created with the press of ONE button on the key board. Yes, that’s true, ask anyone who has attended the regular Excel - level 2 session. You can learn this tip in our one hour session.

P4 Excel: Database. Learn how to use Microsoft Excel as a database software package. A database is a collection of information with similar fields of information for each student, client or customer. Examples of this information would be Names, Addresses, Phone numbers, ID numbers, Grades, Test scores, etc... Learn how to sort, filter and link the spreadsheet data. Also learn to hide columns and freeze panes within the spreadsheet.

P7 PowerPoint – Animating Objects. Are you trying to figure out how to make your PowerPoint presentations more effective? You can animate elements on a PowerPoint slide so that you can focus on important points, control the flow of information, and add interest to your presentations. Learn how to add special visual effects to your PowerPoint presentations.

P8 PowerPoint: Action Button/Hyperlink Jeopardy Game. Learn how to use action buttons and hyperlinks to create a PowerPoint Jeopardy game! The Jeopardy PowerPoint can be an excellent tool to use in the classroom to review and/or learn new content. Come prepared with questions and answers in your discipline to begin creating a game.

P13 Word: Tables. Everyone knows how to use Microsoft Word to type a plain document, but do you know how to create a table? A table allows you to create a document with columns and rows of information displayed with or without the lines to separate the information. Come and learn how to use the Microsoft Word software with efficiency.

P16 Word: Inserting Clip Art. When using Microsoft Office Word have you found it hard to work with graphics to move them around? Do you like the Drawing Canvas when you try to draw a rectangle or oval in your document? Come and learn some tips to eliminate these problems and more.

P17 Word: Mail Merge. Learn how to create personalized form letters, labels, and envelopes with the mail merge feature of Microsoft Word.

P21 Using CDs, DVDs, and USB Flash Drives for Extra File Storage. You’ve all gotten those notices that you have to keep your M: drive user folder under 250MB... but how are you going to do it? Burn the data to CD-Rs or DVDs, or copy the information to a portable jump drive!!! We’ll introduce you to the basics of using these three media, we’ll help you figure out which one is right for your needs, and we’ll help get you started on transferring your excess data over.

P29 Outlook: Archiving and Mailbox Cleanup. This session will show you how to reduce your Mailbox size in one step with the Outlook Archive feature. In this session we will explain the theory behind the Outlook Archive feature. This session can also be followed up by an appointment with the instructor in your office (at a mutually convenient time) to implement the feature within your Outlook Mailbox. It is recommended that you also take Microsoft Outlook: Organizing Outlook Clutter.

**Registration Required Online or Call Help Desk x4357 (option 1)*

P34 Outlook: Calendaring and Scheduling Meetings. If using Outlook means only doing email, this session is for you! Come and find out about the advantages of electronic calendaring over personal paper organization systems. An Outlook Calendar is easy to set up, easy to maintain as changes arise in your daily schedule and an important tool in collaborating with your colleagues on projects. You can easily get your group together at an available time with the schedule meeting feature.

P36 PowerPoint: Creating PowerPoint Presentations From Scratch. You may know how to run the PowerPoint presentations that come with your textbooks, but can you create one from scratch? Learn how to begin at the beginning, typing info onto new slides, adding background designs, adding clipart or images, and finishing off with some simple animations.

P40 Cisco VoIP Telephone and AVST Voice Mail. Would you like to know what to do with all those buttons on your phone? Do you need a little refresher about the features you have at your finger tips? Maybe you never received training or need a little more training. Please join me for this one hour session and I will help you master your skills on the Cisco VoIP telephone system and AVST Voice Mail system.

P42 Smart Classroom: The Pixie Pro and SmartCart. In this session you will learn how to use a classroom with the Pixie Pro room control system and a SmartCart portable projection system. You will learn what equipment is available in the classrooms, how to turn on the equipment in the room, control the equipment using the Pixie Pro, basic troubleshooting, and much more.

P43 Web 2.0 Communication Tools. You've heard the buzz words: social networking, podcasting, wikis, blogs, RSS, tagging, collaboration, virtual worlds, social news, open source, portable apps... the list goes on and on. You've possibly explored some of the tools: Facebook, Twitter, Second Life, Audacity, YouTube, GoogleDocs, Picasa, del.icio.us, and Digg... to name a few. Now let's join together and understand the big picture of Web 2.0 and how society has moved from being content readers to content creators. Participants will also gain access to an online ANGEL course developed to organize the resources into a centralized location.

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.

P46 MyVPN: The New MCC@Home. Currently MCC is using MCC@Home to safely connect faculty and staff to MCC's networked resources from their home. With new advances in technology, ETS will now offer the new and improved MyVPN.monroecc.edu. With this new access method you will be able to safely connect to MCC resources from your Web Browser. Continued access to files on the M: Drive and the ability to remote desktops allow faculty and staff to be productive when they are not on campus.

P47 ANGEL as an Option for Emergency Planning For Your Face-to-Face Courses! An orientation to familiarize MCC faculty with the Emergency master course which has been created by our MCC instructional design team. The orientation contains instructions and framework to address the following questions: How is course content going to be communicated to students? How are students going to submit assignments? How are faculty and students going to communicate with one another? Attending an orientation is mandatory for faculty who have not previously been trained on MCC's online ANGEL environment. Faculty who are currently trained on MCC's online ANGEL environment are welcome to attend and take advantage of this time saving Emergency master course.

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.

S1 "At Home" Technologies. Whether you consider it a blessing or a curse, it seems one of the demands of modern-day living is staying "connected". This session will highlight technology tools that help you update your home technology, provide you access to MCC's network from home, take control of your MCC computer from home, and even help you come up to speed on Microsoft Office from the comfort of your own home. Perhaps it sounds too good to be true? It is not as difficult as you might think!

S2 Sharing Course Information through the M: Drive. The M: drive is a file storage location on MCC's network. All faculty members (adjunct or full time) have access to the M: Drive by logging on to MCC's network either from a networked computer at one of MCC's campus locations, or by accessing the network remotely. The main purpose of the M: Drive is file sharing with other MCC employees and students. Yet another "go green" technology working hand-in-hand with Student Storage. There is no time like the present to "drive" on over and see what it is all about!

S3 Student Storage (the S: Drive). MCC's Student Storage System (the S: Drive) is a great resource for both faculty and all registered students for a given term. The S: Drive is an MCC Network location providing students additional file storage space in a secure location and an access point for faculty and students to share files. If you are truly ready to "go green" and sick of the mounds of paper transferred between you and your students, you will find the information presented in this session will get you one step closer.

S4 Communicating with Students using Automated Course Distribution Lists. All MCC students registered in a term are automatically issued an MCC e-mail account. All MCC courses in a term have a distribution list automatically created for the course. All full-time and part-time MCC employees are issued an e-mail account. At the discretion of the academic department, all adjuncts are issued an email account. Put this all together

and you have a very effective communication tool at your fingertips! Come and learn the details behind using Outlook course distribution lists as a tool to "connect" with your students.

