
Winter Break training opportunities; January 5 - 9, 2008

Date	Location	Topic
January 5 th , 8:30 a.m. – Noon	Room 230 Library	<p>Excel – This course will be covered in three parts:</p> <ul style="list-style-type: none">• <i>Excel Basics</i> This class explains the basics of Excel including formatting (cells, columns, & rows), using formulas, and creating charts.• <i>Excel Formulas</i>: Use formulas to calculate data in cells, columns and rows. You will also learn how to link data between worksheets and/or workbooks. The course will also explain complex financial formulas and basic database functions.• <i>Advanced Excel</i>. This course will show you how to customize your spreadsheet with headers and footers, use custom number formats, and use evaluation tools such as track changes and comments.
January 6 th , 8:30 a.m. - Noon	Room G16, Library	<p>Second Life: Create a Second Life account, build an Avatar, and learn how to navigate Second Life with Phil Youngblood and Terry Peak. Phil will share his experience as an instructor, discuss best practices for teaching in the environment, as well as show you around UIW's virtual campus in Second Life.</p>
January 6 th , 1:00 p.m. – 4:30 p.m.	Room G16, Library	<p>Podcasting: Participants will learn how to create a Podcast in Audacity and post it on UIW's iTunes website. UIW's Multimedia Specialist, Adela Gott will instruct.</p>
January 8 th , 8:30 a.m. - Noon	Room G16, Library	<p>Photoshop Elements: Participants will learn how to edit images with Photoshop Elements with UIW's Multimedia Specialist, Adela Gott.</p>
January 8 th , 8:30 a.m.– Noon	Room 230 Library	<p>Blackboard Jumpstart – Everything you need to know to use the Blackboard Course Management system. You will not only learn the best options for using Blackboard, but you will also have the opportunity to incorporate Blackboard into your courses for the spring semester. Course topics include:</p> <ul style="list-style-type: none">• Log in and change your Blackboard password.• Make your Blackboard course available to your students.• Identify the components of the Homepage and Course Shell.• Communicate with students using Announcements.• Develop a content plan to address instructional goals.• Define and manage various types of Blackboard content.

-
- Define, create and deploy Blackboard assessment tools such as surveys and tests.
 - Define and use the features of the Gradebook.
 - Define and use Blackboard email.
-

Blackboard Assessment and the Blackboard Gradebook

While the Jumpstart course explains how to use the Blackboard assessment and grade book tools, this course offers more comprehensive instruction.

January 8th, 1:00
p.m. – 4:30 p.m.

**Room
230
Library**

- *Grade book:* In addition to being a repository for student grades, the Blackboard grade book offers instructors an opportunity to weigh grades, review student progress and inform students when they are in danger of failing a course. All of these options will be explained.
 - *Assessment:* In addition to reviewing the variety of assessment opportunities available in Blackboard, you will, also learn how to create tests question pools, and surveys in Blackboard. The course will also introduce you to the Respondus Lockdown Browser, a tool developed to reduce the possibility of cheating.
-

Blackboard Communications Tools – Wikis and Blogs and Chat! Oh My! This course will cover three of Blackboard's most useful Web 2.0 tools:

January 9th, 8:30
a.m. - Noon

**Room
230
Library**

- *Chat:* Office hours without the office!-Learn to use the chat and whiteboard features to keep in touch with your students, review concepts, or hold group meetings – all from the comfort of home.
 - *Wikis:* Imagine a group project that combines text, audio, video, graphics and links to external websites. In addition to developing content-rich projects, the wiki is also an effective collaborative learning tool.
 - *Blogs:* The blog feature offers your students an opportunity to reflect on their learning experience, comment on concerns relevant to the course, or explain their opinion on important issues.
-