

## **Fall 2009 Academic Technology Training Opportunities**

### **Academic Technology Resource Center (ATRC)**

**<http://www.palomar.edu/atrc>**

Academic Technology will offer five types of training opportunities to Palomar College faculty members in Fall 2009:

- A. In-person, instructor-facilitated workshops
- B. Online, self-paced workshops
- C. To-be-arranged individual training
- D. To-be-arranged departmental training

Resources for the in-person and online training can be found in a Blackboard course titled “Academic Technology Training” in which all faculty and staff members are pre-enrolled. You will find it in the “My Courses” area when you login to Blackboard.

Each faculty and staff member at Palomar College has a pre-created Blackboard login account which uses their Palomar user id as username (i.e., the part of the email address to the left of the “@” sign is the Blackboard username), and their Palomar email password as the password.

The schedule of in-person and online instructor facilitated workshops is given below, and can be found on the [Academic Technology training website](#).

The online self-paced training uses workshops developed in Blackboard. Login, enter the Academic Technology Training course, and complete the assigned reading and other course work at any time throughout the spring semester.

To-be-arranged departmental training should be arranged through department chairs. We have provided a menu of possible training topics below, from which departments may select training topics. Groups of individuals should consult with your chair to schedule the training at your location and at the best time for your department.

To-be-arranged individual training should be arranged with the contact person given in the description of that type of training below.

An overview of each of these types of training, along with information on other training resources, can be found on the [Academic Technology training website](#).

## **A. In-person, instructor facilitated, workshops**

### **Classroom Technology**

#### **Code # 245**

**Hosted by:** Lee Hoffmann, Audio Visual Department; Dr. Haydn Davis and Terry Gray, Academic Technology Department

**Date:** Friday, August 28

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** B-1

**PD Hours:** 2 Hours

**Description:** Get a refresher (or first time) tour of the technology available in most Palomar classrooms. Learn the use of the classroom computer and digital projector, the pixie wall controls for classroom computer/video output switching, the uses of the classroom DVD and VCR, and considerations for understanding how audio from media plays in the classroom. Additional topics will include: PowerPoint presentation through digital projectors, remote control of PowerPoint through wireless controllers, the use of Classroom Performance System (CPS) Radio Frequency (RF) polling devices (clickers) for the classroom, and, checkout procedures for other AV and ATRC equipment.

### **Using Blackboard Safe Assign to Teach About and Detect Plagiarism**

#### **Code # 47**

**Hosted by:** Dr. Haydn Davis , Academic Technology Coordinator

**Date:** Wednesday, September 2

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Academic Technology has deployed the Safe Assign Anti-plagiarism tool through the Blackboard Learning system. Join Haydn Davis in discovering how to create a Safe Assign “assignment.”

### **Using Student Journals in Blackboard**

#### **Code # 305**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Friday, September 4

**Time:** 10:00 a.m. – 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to use the journal tool in Blackboard to serve as a writing platform for your students. In this workshop you will discover how to use the tool to efficiently provide individualized feedback as your students reflect on course readings, class discussions, or field experiences.

### **Using Student Blogs in Blackboard**

#### **Code #306**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Wednesday, September 9

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to use the student blogging tool in Blackboard to assign individual and/or group blogs. Topics will include how to set up/configure a student and group blog; how to monitor comments; how to insert links, graphics, and other media within the blogging tool; and the pedagogy of blogging.

## **Using Student Wikis in Blackboard**

### **Code # 307**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 10

**Times:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Wikis are the ideal group project tool. In this workshop, learn how to use the student wiki tool in Blackboard to assign and track group projects. Topics will include how to set up/configure a group wiki; how to configure and monitor contributions and edits; how to insert links, graphics, and other media into the wiki articles, and how to assess participant contributions to the wiki.

## **Web Page Development**

### **Code # 20**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Friday, September 11

**Time:** 10:00 a.m. -12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Introduction to web page creation and management. In this workshop, each student will create a personal web page on a Palomar College web server, and will be introduced to the concepts of growing the page into a site and managing the site. SharePoint Designer 2007 will be used as a web-authoring tool, but other authoring tools will be discussed.

## **PowerPoint 1: Creating Basic Presentations with PowerPoint 2007**

### **Code # 37**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 17

**Time:** 1:00 p.m. -3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to: construct a simple PowerPoint presentation, modify its design, add text and graphics, use SmartArt diagrams, perform basic drawing tasks print from PowerPoint, present PowerPoint in the classroom, and save presentations for the web. We will be creating a simple presentation in PowerPoint 2007 during this workshop.

## **Technology Roundtable: What Works in Blackboard**

### **Code # 308**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Friday, September 18

**Times:** ~~10:00 a.m. - 12:00 p.m.~~ **Time changed to 1:00 p.m. – 3:00 p.m.**

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Join your colleagues as they present their favorite tips & tricks for using the Blackboard Learning System to teach effectively. Refreshments will be served, and a valuable prize will be given away.

## **PowerPoint 2: Creating Advanced Presentations with PowerPoint 2007**

**Code # 38**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Thursday, September 24

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to:

- Animate slides and objects on slides in PowerPoint
- Control animation triggering and timing
- Add audio and video to PowerPoint slides
- Animate SmartArt diagrams
- Group, order, align and apply special effects to graphics in PowerPoint
- Hyperlink from slide to slide, slide to file, slide to media, and presentation to presentation
- Use hidden slides during a presentation
- Handle footnotes and references within PowerPoint
- Save presentations for the web

We will be creating and animating a presentation in PowerPoint 2007 during the course of this workshop.

## **The Wimba Voice Tools**

**Code # 13**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Friday, September 25

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** This hands-on workshop explains how to use the Wimba Voice Tools, which are integrated into the Blackboard Learning System. The Voice Tools include Voice Authoring, Voice Email, threaded Voice Boards (audio discussion boards), Voice Presentation (audio, web-based slide shows). The Voice Tools are simple to work with and engaging for both students and instructors.

## **Adding Content to Blackboard**

**Code # 323**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Wednesday, September 30

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn how to organize and deliver content using the Blackboard Learning System. Different file formats and options, as well as best practices, will be discussed.

## **Using Google Earth**

### **Code # 280**

**Hosted by:** Terry Gray, Academic Technology Department

**Date:** Friday, October 2

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Google Earth is a revolutionary new, FREE tool for exploring and teaching about the earth and geographic relationships. In this workshop, you will learn how to use Google Earth, how to navigate about the planet (and the heavens), how to create custom placemarks and combine them into earth tours and instructional presentations that can be viewed by your students, and how to use the many Google Earth layers most effectively.

## **Using the Blackboard Assignment Manager**

### **Code # 310**

**Hosted by:** Dr. Haydn Davis, Academic Technology Coordinator

**Date:** Wednesday, October 7

**Time:** 1:00 - 3:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** The “digital drop box” feature in Blackboard is obsolete, and will be removed from our next version of Blackboard, version 9. It has been replaced by a much better Assignment Manager Tool. This workshop explains how to use the new “assignment” feature and explains why it is superior to the drop box in several ways. Learn to use the assignment feature now and gain control over class assignments.

## **How to Create a Podcast in Blackboard**

### **Code # 312**

**Hosted by:** Dr. Haydn Davis and Terry Gray, Academic Technology Department

**Date:** Friday, October 9

**Time:** 10:00 a.m. - 12:00 p.m.

**Location:** LL-109

**PD Hours:** 2 Hours

**Description:** Learn to use the new podcast tool in Blackboard to create a course podcast, to build a subscription channel for your audio lectures, add audio content and distribute it easily to your students, allow student audio input to your Blackboard course, and more.

## **Using the Blackboard Discussion Board**

### **Code # 302**

**Hosted by:** Chris Norcross, Academic Technology Department

**Date:** Wednesday, October 14

**Time:** 1:00 p.m. - 3:00 p.m.

**Location:** LL-104

**PD Hours:** 2 Hours

**Description:** This workshop covers the features of the Discussion Board in Blackboard and the abilities it extends to faculty and students. It describes how to use the built-in grader linked to the Blackboard grade center, and how to manage discussion threads.

## **B. Online, self-paced workshops**

If you wish to access the Academic Technology Training Blackboard site in order to take online, self-paced training, (or simply to review the materials there), follow this procedure:

1. Login to Blackboard—all faculty and staff members at Palomar College have a Blackboard account and are pre-enrolled in Academic Technology Training as students. To login, open a web browser and go to <http://blackboard.palomar.edu>. Click the "User Login" button. Use your Palomar email ID (without the @palomar.edu part of it) as your Username and your Palomar email password as password.
2. In the My Palomar tab area of Blackboard, in the "My Courses" box, scroll if necessary until you see the "Courses in which you are enrolled" section, and click on "Academic Technology Training."
3. Click on the Folder labeled "Online Self-Paced Training."
4. Click on the link for the course in which you are enrolled. We are offering 5 online, self-paced workshops this semester:
  1. Copyright Essentials – PD credit = 4 hours
  2. Blackboard Essentials – PD credit = 2 hours
  3. Adding Content to Your Blackboard Course Site – PD Credit = 4 hours
  4. Windows Vista Essentials – PD Credit = 4 hours

### **Detailed Descriptions of Self-Paced Workshops**

#### **Copyright Essentials**

##### **Code # 07**

**Hosted by:** Terry Gray and Dr. Haydn Davis, Academic Technology Department

**Location:** Internet

**PD Hours:** 4 Hours

**Description:** This online, self-paced workshop presents the basics of copyright use of educational materials. The discussion will emphasize concepts of Fair Use and place special emphasis on the TEACH Act of 2002. Anyone who uses copyrighted handouts or other materials in their in-person classes, and especially those who use copyrighted digitized audio and video files, can benefit from this workshop. A discussion of the Academic Technology TEACH Act checklist and Fair Use worksheet will be included, along with Academic Technology policies on copyright and intellectual property.

#### **Blackboard Essentials**

##### **Code # 229**

**Hosted by:** David Gray, Shay Phillips & Chris Norcross, Academic Technology Department

**Location:** Internet

**PD Hours:** 2 Hours

**Description:** Blackboard is the essential tool for conducting technology-enhanced teaching at Palomar College. It is used to organize and present teaching and learning materials, conduct class communications, interact with students, carry out assessments, deliver assignments, and perform grade book and other record-keeping functions. You will review screen videos and printed materials to learn basic Blackboard concepts and practices. A discussion board will be maintained for Q&A.

#### **Adding Content to Your Blackboard Course Site**

##### **Code # 14**

**Hosted by:** David Gray & Shay Phillips, Academic Technology Department

**Location:** Internet

**PD Hours:** 2 Hours

**Description:** This self-paced Internet workshop uses tutorials and written materials to demonstrate the process of adding different types of materials to your Blackboard course sites, and makes best practice recommendations for methods and practices.

## **Windows Vista Essentials**

### **Code # 12**

**Hosted by:** Terry Gray, Academic Technology Department

**Location:** Internet

**PD Hours:** 4 Hours

**Description:** This workshop is designed for those who need to know the basics of working with Windows Vista. Screencasts and written materials provide instruction in the following:

- Create and manage files and folders
- Manipulate multiple windows
- Use the task bar
- Create shortcuts and quick links
- Change the display properties and personalize Vista
- Perform basic computer maintenance tasks
- Improve system performance
- Zip and unzip files in compressed folders
- Save files to USB drives, CD-R, and DVD-R discs
- Use network drives
- Install and configure media players and other common software
- Uninstall software
- Schedule automatic updates
- Learn the basics of Vista security including the new Security Center

## **C. TBA In-Person Training**

### **Academic Technology Departmental Training**

#### **Code # 72**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

The Academic Technology department is prepared to offer training topics on a to-be-arranged basis for any department that requests it. To schedule training, the Department Chair should contact Dr. Haydn Davis at [hdavis@palomar.edu](mailto:hdavis@palomar.edu) or call ext. 2341. Please note, departmental training is intended for Academic Departments only.

### **Using the Safe Assignment Anti-plagiarism Service**

#### **Code # 75**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

We have deployed Safe Assignment a leading anti-plagiarism service through Blackboard. We have developed several screencasts and made the brief product manual available for self-instruction, but if you would like custom training delivered to you or your department contact Dr. Haydn Davis.

### **Using Personal RF Polling Devices (Clickers)**

#### **Code # 74**

Dr. Haydn Davis, Academic Technology Coordinator, ext. 2341 – TBA

Radio frequency polling devices are a great way to focus discussion and retain attention during a classroom presentation or meeting. Palomar College now provides these devices for checkout to faculty and staff. We have also site licensed the software for creating polls, which can be self-contained or integrated into PowerPoint. You will be up and running with your own in-class use of these systems after receiving this training.

## **Special Topics in Blackboard**

### **Code #73**

David Gray, Shay Phillips or Chris Norcross, Academic Technology Department, ext. 2862 – TBA

This is an opportunity to spend time with one of our Blackboard systems administrators to address topics of special interest. If you have special usage problems or want to pursue a special interest within your Blackboard class, you may arrange time under this activity code.

## **Special Topics in PowerPoint**

### **Code # 292**

Terry Gray, Academic Technology Department, ext. 2877 – TBA

If you need special assistance with your PowerPoint projects, or want to cover one of the more obscure features of the program, this is your opportunity to work with us on your projects.