These professional development sessions are offered for the enhancement of office productivity and general technology skills. Enrollment is open to Furman faculty and staff at no cost to participant departments.

Classes are held in the Professional Development Lab, lower level library, room 042 (unless otherwise noted). Class size is limited and varies depending upon the topic.

Delivery Options include:

**Scheduled sessions** are listed with the session date and time included with the course information. Identify a class you want to take, and reserve a seat by emailing jean.childress@furman.edu.

**On-demand sessions** are scheduled upon request. Telephone or email Jean Childress and she will work to schedule the class at a convenient time for you.

**Customized sessions** are offered for departments upon request too. If you have technology instruction needs that are not addressed by the sessions in this catalog, email Jean. She will work to structure training that fits your particular need.
SCHEDULED CLASSES

25Live - Room Reservations with Bryan Zollman
10:30 - 11:30, February 12

Target Audience: Persons charged with reserving rooms for meetings and events who want a short overview of our campus resource scheduling software. Class will wrap up in 45 minutes leaving time for Q&A.

Session Objective: Learn to enter an event, use the wizard and approve reservations as needed

Box Opened Up with Michael Vick
2:00 - 3:00, February 23

Target Audience: All campus users new to Box or new to cloud storage will benefit from this class.

Session Objective: Box is the cloud storage service Furman recently licensed for faculty, staff and student use. In this short session, Michael will demonstrate how to sync local files, drag and drop usage, sharing documents, and security best practices.

Gatherng Insight with Survey Tools: Qualtrics Research Suite at Furman with Susan Dunnivant
10:00 - 12:00, January 13

Target Audience: Faculty and staff who are planning a survey.

Session Objective: Qualtrics -- an industry leading survey tool – is now licensed for use at Furman. Practice using this online research suite and gain an understanding of the types of questions, survey strategies and reporting that will offer meaningful, appropriate inferences from your survey data

InDesign with Michael Vick
2:00 - 3:00, March 15

Target Audience: Anyone interested in a learning efficient ways to produce print and digital publication type documents. Publisher and Word have their uses but InDesign is the application of choice for many professionals who create flyers, booklets, and manuals.

Session Objective: Learn the basics of Adobe InDesign in this hands-
on session. By the end of this class you will understand how to create & design posters, flyers, brochures, magazines, newspapers, manuals and books etc. Students will even learn how to create an EPUB with InDesign.

Machform Creation and Administration with Jason Long  
10:00 - 11:00, January 6

Target Audience: Machform offers a simple yet powerful platform for web form creation. Learn how to administer forms and maximize use of online forms. Participants should have access to machform account.

Session Objective: Participants will create a form, and look at options for managing the data.

Moodle: Just Beyond the Basics with Corey Gheesling  
3:00 - 4:00, January 6

Target Audience: Faculty and staff that have limited facility with Moodle, and want to refresh and extend skill level will enjoy this class. Use Moodle for more than a document repository by stepping just beyond the basics and learn how to spruce up the look of your site and incorporate quizzing. Corey will also spotlight the newest Moodle features.

Session Objectives: Understanding basic features of Moodle, including course setup, use of forums, posting of course materials and quizzes, as well as best practices for backing up your course. A time for hands-on exercises with your current Moodle courses will be provided.

PowerPoint Reinvented with Susan Dunnavant  
10:00 - 11:00, March 15

Target Audience – Faculty and staff interested in using PowerPoint to create presentations appropriate for objectives and the intended audience.

Session Objective: Participants will practice using views, themes and template elements to maximize efficiency of development and editing. The session will include hands-on practice with various templates, interactive features and add-ons for creating presentations and elearning modules.

Photoshop Essentials with Alec Hasan  
2:00 - 3:00, April 5

Target Audience: Persons with no experience in using Photoshop and are considering this application for basic graphic editing will benefit from this session.

Session objective: Participants will gain experience in using the
Photoshop toolbox and basic functions within the application to perform limited editing tasks for graphic images.

Web Content Management/SharePoint with Jean Childress
3:00 - 4:00, February 25
3:00 - 4:00, March 22

Target Audience: Persons who maintain departmental web sites on SharePoint are required to attend this session. Web administrators who are new to SharePoint or need a refresher on the basics are welcome.

Session Objective: Participants will gain necessary skills including add, remove and edit content, insert images links, and files.

Where Do I Put It and How Do I Share It with Corey Gheesling
3:00 - 4:00, March 29

Targeted Audience: Those new to Furman and others interested in choosing the resources for your particular need.

Session Objective: Learn, how to get to Box and OneDrive - how to place and retrieve files in OneDrive and Box - how to tell if and with whom files are shared (and at what level) - how to link to files from Moodle - about other Web resources and how to gain access to them: Confluence wiki, eWeb, Wordpress

Zoom – Get to know Our New Web Conferencing Platform with Joe Hiltabidel
1:00 - 2:00, February 16

Those interested in extending collaboration options for students and colleagues. Zoom is a web conferencing platform used for meetings, eLearning, and webinars. Adobe Connect users will benefit from a look at the differences and similarities between Connect and Zoom

Session Objective: This hands-on class will demonstrate Zoom in web conferencing and lecture capture scenarios. Learn to smoothly navigate between the presenter, audience, and all the options for each. If you
ITS ON-DEMAND COURSES

These sessions usually range for one to two hours and will be scheduled upon request. If you would like to find a convenient time or need more information about course content, email jean.childress@furman.edu.

Acrobat - Getting the Most from Acrobat Professional with Susan Dunnavant
(Scheduled Upon Request)

Target Audience: Persons who have access to Acrobat Professional and who want to do more than simply Print to PDF.

Session Objective: Participants will learn how to perform basic editing within a PDF document. Bookmarks, links, sticky notes, comments, and adding, removing and rearranging pages will be covered – along with setting appropriate initial views and security for pdf documents.

Adobe Illustrator with Alec Hasan
(Scheduled Upon Request)

Target Audience: Target Audience – Advanced Photoshop (or other image editing programs) users, graphic designers and advanced web editors.

Session Objective: Introduce Illustrator basics with a hands on demonstration of how to create a graphics for use on the web.

Anatomy of a Teaching Station with Joe Hiltabidel
(Scheduled Upon Request)

Target audience: Anyone using a teaching station will benefit from this overview, but it is especially targeted to new faculty and faculty using newly upgraded teaching spaces.

Session objective: Learn proficiency with the classroom technology. Joe will give an overview of the teaching station components including cautions and tips on how best to avoid problems.

Camtasia Essentials for Windows (or Mac) with Susan Dunnavant
(Scheduled Upon Request)

Target Audience: Target Audience: Faculty and staff interested in honing skills in video creation technology for lecture capture and content development. Administrators and advisors, with customers needing video tutorials, will find Camtasia an accessible tool to create high quality videos quickly.

Session Objective: Participants will be introduced to this powerful screen recording and video editing software. Camtasia is used in many environments to enhance communication by creating visual demos that are easy to create and share. In this session participants will create and produce a basic video clip using text, images and audio.
Confluence Wiki with Corey Gheesling
(Scheduled Upon Request)

Target Audience: Those interested in exploring an efficient on-line collaboration tool will find Confluence of particular interest. Give your team one place to share, find, and collaborate on information they need to get work done.

Session Objective: Participants will learn how to navigate Confluence, use HTML editor and be provided with suggestions for using wikis in the collaborative process.

Dreamweaver: Fundamental Web Editing Concepts with Susan Dunnavant
(Scheduled Upon Request)

Target Audience: Dreamweaver is a powerful tool when managing or editing sites in SharePoint and eweb. SharePoint web administrators or those with eweb hosted sites will benefit from this feature rich and user friendly application.

Session Objective: Participants will learn the basics of creating and publishing a website. Some web editing experience is helpful but not required.

Excel Charts with Susan Dunnavant
(Scheduled Upon Request)

Target Audience: Persons already familiar with the basic use of Excel who want to improve skills in creating charts and visual illustrations to interpret worksheet data.

Session Objective: Using sample data, participants will differentiate between the various chart and illustration resources offered natively within Excel. Participants will gain experience in choosing chart types and themes to best illustrate trends and analyses. Using Excel charts within Word documents and PowerPoint presentations will also be practiced.

Excel: Summarizing with Pivot Tables with Susan Dunnavant
(Scheduled Upon Request)

Target Audience: Prior experience with Excel is required for participants to benefit from this session.

Session Objective: Hands on lab with sample data. Answer questions such as; How many of a list of addresses are in South Carolina? How many invoices are overdue? What's the average of...? If you are an Excel user with datasets to summarize you should not be without Pivot Tables in your office productivity toolbox.

Excel VLookup with Tripp Scott
(Scheduled Upon Request)

Target Audience: Participants should have experience using Excel.

Session Objective: Learn to use VLOOKUP to look up a value you want to find in an Excel list or table. VLOOKUP looks at a value in one column, and finds its corresponding value on the same row in another column. Trip's session
will include hands-on training.

**Exploring Apple TV with Wade Shepherd**  
*(Scheduled Upon Request)*

Apple TV is currently installed in many classrooms on campus, and will be coming to a classroom near you soon. Bring your mobile devices for this hands-on session.

Target Audience: Faculty interested in learning more about how Apple TV can enhance use of multimedia in classrooms will find this session of interest.

Session Objective: Through demonstration and hands on experimentation, participants will have the opportunity to practice new ways of delivering multimedia using this recent teaching station addition.

**GarageBand with Michael Vick**  
*(Scheduled Upon Request)*  
**Location:** Daniel Music Bldg, Music Library, Music Lab

Target Audience: Beginner to intermediate musicians interested in learning to play an instrument, write music, or record a song. GarageBand has everything you need.

Session Objective: Participants will be introduced to the various components of GarageBand which will allow them to navigate the software for learning or producing.

**iPad – Where, When and How to Use It with Michael Vick**  
*(Scheduled Upon Request)*

Target Audience: Participants can be new owners or considering purchasing an iPad. Learn the capabilities and limitations of this popular mobile device.

Session Objective: Learn ways to use iPad in the classroom, and be introduced to some popular apps for in and out of the classroom.

**Mac Secrets Series with Wade Shepherd**  
**Location: Riley Hall 108 (Scheduled Upon Request)**

Target Audience: Good candidates for this class are individuals who are new to Macintosh computer or are thinking about switching from a PC.

Session Objective: A hands-on session will include a look at computer hardware and software. Choose one or all three sessions.

- Using Your Apple ID - iCloud, App Store, Syncing, FaceTime
- iPhoto – Organizing, Editing, Sharing Pictures
- Time Machine – Learn file management, disk utility and how to restore your computer

**Moodle: Learn Lessons with Corey Gheesling**  
*(Scheduled Upon Request)*
Target Audience: Faculty interested in using additional Moodle resources called Lession which allows content to be displayed/accessed sequentially.

Session Objective: Practice using Lesson to create conditional activities and associate quizzes with the Lesson content.

**Moodle: Using Workshop for Peer Assessment with Corey Gheesling**  
(Scheduled Upon Request)

Target Audience: Faculty interested in using Moodle more fully will find workshop a good consideration when in need for peer assessment tool.

Session Objective: Students submit their work via an online text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work. With Workshop, you can create an online environment for the editing and construction of student work.

**Office 365 (Outlook Web App-OWA) with Mike Gifford**  
(Scheduled Upon Request)

Target Audience – Those on campus who primarily access mail using the Outlook Web App (OWA).

Session Objective: An overview of all the basic functionality – creating a new mail message, sending, using calendar, shared mail boxes.

**Outlook Calendar with Mike Gifford**  
(Scheduled Upon Request)

Target Audience: Users who are not using the calendar or want to become familiar with more than just the basic calendar tools will be good candidates for this class.

Session Objective: Participants will see calendar tools demonstrated and explained – and there will be a time for practice. Bring your mobile devices too if you want to get all synced up!

**Outlook - Maximizing Outlook with Mike Gifford**  
(Scheduled Upon Request)

Target Audience: Participants know the basics of Outlook 2013 but want to know more about the new campus email.

Session Objective: Participants will be introduced to some of the simple but new features such as Quick Steps, delayed send, unsend, delivery receipt, direct reply, capturing screen shot, voting, sending and accepting meeting invitations and using the Outlook calendar.

**Personal Websites Using Bootstrap with Evan Hildreth**  
(Scheduled Upon Request)

Learn how to effectively use the Bootstrap web page framework—as seen on My Furman—to make a simple personal web page that looks fresh and modern. Familiarity with HTML is required.
Photoshop Intermediate with Alec Hasan  
(Scheduled Upon Request)

Target Audience: Participants should be familiar with basic functionality of Photoshop. If you are a casual user of Photoshop or attended the Beginning Photoshop offered by ITS, consider taking it a step farther.

Session Objective: This one hour class will offer hands-on exercises using several popular techniques for manipulating images for use in print and digital publications.

Twitter with Brittany Hildreth  
(Scheduled Upon Request)

Target Audience: Those new to or unfamiliar with twitter, the 140-character social media platform, will benefit most from this class.

Session Objective: Participants will be introduced to the basics of twitter, including possible functions in personal and professional life.

Web Content Management/SharePoint – Intermediate with Jean Childress  
(Scheduled Upon Request)

Targeted Audience: Those interested in posting video, exploring additional layout options, and update faculty profiles.

Session Objective: Participants will upload short videos using the SharePoint Web Parts utility. We will take a look at the faculty profiles form, and look at available two column and other layout options.

WordPress with Evan Hildreth  
(Scheduled Upon Request)

Target Audience: Those interested in learning how to start and maintain a blog for you, your department or an organization will benefit from this class. Those who are unfamiliar with blogs but interested in learning more about the usefulness of a blog or the WordPress software Furman provides are also invited to attend.

Session Objective: Participants will learn when it is appropriate or useful to publish a blog, learn to publish and maintain posts on a WordPress blog as well as customize the appearance of the blog.
LIBRARY ON-DEMAND COURSES

Our on-demand workshops can be requested as individual training sessions, group sessions (departmental retreats or committee meetings), or as sessions for classes you are teaching. We can also meet with students one-on-one.

You may contact your liaison or send an email to libraryreference@furman.edu

Topics:

Audio and Music Resources: Streaming and physical

Author’s Rights: Understand your rights as an author and how these can be enhanced or diminished when publishing.

Citation Managers: Selecting the appropriate tool, training in using NoodleBib, RefWorks, Zotero, and/or Mendeley, and how to export previous EndNote libraries.

Copyright & Fair Use: An overview of your rights and responsibilities for sharing copyrighted materials in your classrooms and beyond.

Database refresher: Get an update on what is available in your field

Developing/Tweaking Research Assignments: A librarian will offer input on resources

Digital Collections and Digital Humanities: Collaborate with experts from the Digital Collections Center to scan and describe unique materials and build/manage online collections.

eBooks: Searching, use, and considerations for incorporating into courses.

Film Resources: Streaming and physical.

FUSE (Furman University Scholar Exchange): Learn how to make your research and scholarship more openly accessible; build online profiles of your work; easily manage customized websites for conferences, events, and journals. (contact info: scholarexchange@furman.edu)

Image Resources: From primary sources to Creative Commons images appropriate for public presentations.

Impact Factor & Altmetrics: What they are, what do (and don't) they mean, and how to find them.

Mendeley: Mendeley is a citation manager that leverages unique and powerful tools online and on your desktop to integrate with your research workflow rather than add to it. It facilitates easy addition and management of articles, simple integration with Word, and group collaboration that can share references, full-text, and annotations. Premium upgrades to Mendeley accounts are available to current Furman University students, faculty, and staff upon request.
Open Access: Resources and advise for identifying and evaluating open access opportunities.

Primary Sources: Discover our physical collections and extensive digital collections.

Research Instruction: Within a class, meeting with students individually or in groups, or for your own research.

Search Alerts: Learn how to setup automatic notices for new research in your field.

Turnitin: An introduction and best practices for utilizing Turnitin with your class assignments.