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

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

To sign up for a class, email jean.childress@furman.edu. An email response will confirm your seat reservation.

For On Demand classes, email Jean and she will coordinate a convenient time for you and the facilitator.

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 and let us see what we can do to customize training that fits your particular need.

Self-directed Training

Starting on September 10, we resume Hump Day Training in room 042. This is an opportunity for individuals and/or groups to meet in a lab and access online training or arrange group training.

While in the lab, you are assigned a Lynda.com license which provides access to hundreds of on-line training courses. You may work individually or bring your department members and work together. Consider the broad range of online courses by going to lynda.com.

Email jean.childress@furman.edu to let her know you are coming. She will reserve a computer for your use and be there to help you get started.
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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.
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.

Twitter
Facilitator: Brittany Hildreth
2:00 – 3:00, Tuesday, October 28

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
Facilitator: Jean Childress
10:00 – 11:00, Thursday, September 18
3:00 – 4:00, Tuesday, October 14
2:00 - 3:00, Tuesday, November 18

Target Audience: Persons who will be maintaining departmental web content sites on SharePoint will benefit from this class. Participants are new to SharePoint or need a refresher on the basics. As individual sites are deployed, departmental members are invited to participate in this introductory session.

Session Objective: Participants will gain necessary skills to log in to departmental sites within the SharePoint content management system – add, remove and edit content, prepare images for use within the site, understand the various browser requirements for editing and viewing.

WordPress
Facilitator: Evan Hildreth
11:00 – 12:00, Thursday September 25

COURSE DESCRIPTIONS

25Live – Make a Reservation!
Facilitator: Bryan Zollman
2:00 – 3:00, Friday, October 10

Target Audience: Persons charged with reserving rooms for meetings and events who want a short overview of our campus resource scheduling software. Class with 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.

Acrobat - Getting the Most from Acrobat Professional
Facilitator: Susan Dunnavant
9:00 – 11:00 Tuesday, September, 9

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 Connect – Smooth Operator
Facilitator: Joe Hiltabidel
1:00 – 2:00 on Tuesday, October 14

Target Audience: Those interested in extending collaboration options for students and colleagues. Adobe® Connect™ is a web conferencing platform used for meetings, eLearning, and webinars.

Session Objective: This hands-on class will demonstrate Connect in web conferencing and lecture capture scenarios. Learn to smoothly navigate between the presenter, audience, and all the options for each. If you want,
Monday, October 20, 11:30 am – 12:20 pm, James B. Duke Library 041

A new form of scholarly publishing, Open Access, is appearing in journals and books across disciplines. This workshop will introduce various types of Open Access, address benefits and potential drawbacks to Open Access publishing, and discuss special considerations when considering Open Access options.

Adobe Connect – Teaching with Connect
Facilitator: Corey Gheselings
2:00 – 3:00 on Tuesday, November 4
Target Audience: Those interested in teaching with Connect will appreciate an opportunity to test out the features and learn best practices. Recommended prerequisite is the Smooth Operator class, but it is not required.

Session Objective: Build in flexibility and options for remote participation using Connect. Participants will construct meeting layouts and share ideas for innovative pedagogical techniques.

Anatomy of a Teaching Station
Facilitator: Joe Hiltabidel
By Appointment

Target Audience: Teaching station users, especially targeted to new faculty

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.

Box Opened Up
Facilitator: Michael Vick
2:00 – 3:00 Tuesday, September 23
10:00 – 11:00 Thursday, October 2

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 Vick will demonstrate how to sync local files, drag and drop usage, sharing documents, and security best practices.

Photoshop Essentials
Facilitator: Michael Vick
2:30 – 4:30 Thursday, October 30
Target Audience: Persons with no experience in using Photoshop and are considering this application for basic graphic editing.
Moodle: Learn Lessons
Facilitator: Corey Gheesling
2:30 - 4:00, Thursday, September 11

Target Audience: Faculty interested in using additional Moodle resources will find Lesson an interesting tool to consider.

Session Objective: Lesson will display content so that students progress through the course content. Lesson lets you create conditional activities and associate quizzes with content easier.

Moodle: Using Workshop for Peer Assessment
Facilitator: Corey Gheesling
2:00 – 3:30, Tuesday, September 16,

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)
Facilitator: Mike Gifford
10:00 – 11:00 Friday, Oct 17

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.

Open Access Impact & Assessment
Facilitator: Andrea Wright
Friday, October 17, 3:30 pm – 4:20 pm, Sanders Science Library

Facilitator: Susan Dunnavant
2:30 – 4:30 Thursday, October 9

Target Audience: Beginners to video creation technology might include faculty interested in lecture capture. Administrators and advisors, with customers needing video tutorials, will find Camtasia an accessible tool to learn video creation.

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 see the basic creation and production process.

Camtasia Essentials for Mac offered upon request.

Confluence: Wiki
Facilitator: Corey Gheesling
1:30 – 2:30 Tuesday, October 6

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: During you will learn how to navigate Confluence, use HTML editor and suggestions for using wikis in the collaborative process.

Copyright & Fair Use
Facilitator: Andrea Wright
Check session date for location. No reservation required
Tuesday, December 2, 2:30 pm – 3:20 pm, James B. Duke Library 041
Wednesday, December 3, 11:30 am – 12:20 pm, Maxwell Music Library
Friday, December 5, 3:30 pm – 4:20 pm, Sanders Science Library
Andrea Wright, Furman’s University Copyright Officer, will be providing a basic introduction to copyright and fair use in the classroom. She will share best practices for providing digital copies, video performances, and more that can be used by instructors and students. Come with your questions and concerns on how to make full use of your rights without infringing on other’s.

**Dreamweaver: Fundamental Web Editing Concepts**  
**Facilitator:** Susan Dunnavant  
2:30 – 4:30 Thursday, October 16

Target Audience: Dreamweaver is a powerful tool when managing or editing site 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.

**eBooks & Beyond: Library Collections Gone Mobile**  
**Facilitator:** Jenny Colvin  
*This class meets in James B. Duke Library 041.*  
No reservation required  
Tuesday, September 23, 2:30 pm - 3:20 pm  
Wednesday, September 24, 11:30 am - 12:20 pm  
Friday, September 26, 3:30 pm - 4:20 pm

The library offers over half a million eBooks and hundreds of thousands of full-text eJournals. Discuss smart methods for accessing these materials and discover what’s new! Bring your iPad, tablet, or smartphone (optional).

**Excel Charts**  
**Facilitator:** Susan Dunnavant  
On demand. Classes scheduled upon request for 3 or more participants.

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.

2:00 – 3:00, Tuesday Sept 30  
-Time Machine – Learn file management, disk utility and how to restore your computer

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.

**Measuring Your Research**  
**Facilitator:** Andrea Wright  
*This class meets in James B. Duke Library 043. No reservation required.*  
Tuesday, October 1 @ 2:30 pm - 3:20 pm  
Wednesday, October 2 @ 11:30 am - 12:20 pm  
Friday, October 4 @ 3:30 pm - 4:20 pm

What is a journal’s impact factor and what does it mean? In this workshop, we will talk about what an impact factor is (and isn’t), as well as show you how to find and compare them. We’ll also cover tools for tracking the times your work is cited and metrics for measuring the impact of that work.

**Moodle: Just Beyond the Basics**  
**Facilitator:** Corey Gheesling  
3:00 – 4:00 Wednesday, August 20  
*This class meets in RH108*

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.
Library Research Assignments
Facilitator: Mary Fairbairn
This class meets in James B. Duke Library 043. No reservation required
Tuesday, November 19 @ 2:30 pm - 3:20 pm
Wednesday, November 20 @ 11:30 am - 12:20 pm
Friday, November 22 @ 3:30 pm - 4:20 pm

How can you encourage sophisticated research skills in your students? By crafting strong research assignments. Come learn about common pitfalls, elements of good assignments, and the latest offerings from the libraries. With this information, you can create new assignments or enhance existing ones that will enable your students to improve as scholarly researchers.

Excel Managing Lists
Facilitator: Susan Dunnavant
On demand. Classes scheduled upon request for 3 or more participants.

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.

Light Your FUSE: Introducing the Furman University Scholar Exchange
Facilitators: Christy Allen & Andrea Wright
Location: James B. Duke Library 041. No reservation required
Thursday, October 16, 3:30 pm – 4:20 pm
Friday, October 17, 11:30 am – 12:20 pm
Monday, October 20, 3:30 pm – 4:20 pm
Tuesday, October 21, 11:30 am – 12:20 pm

The Libraries are proud to introduce the Furman University Scholar Exchange, a robust platform for improving the discoverability and accessibility of scholarship from Furman University. FUSE provides several exciting features, including an institutional repository for scholarship, journal hosting, conference websites, and personal scholarship pages. Come learn more about the many possibilities of FUSE and get hands-on time experiencing how you can develop your FUSE presence.

Mac Secrets Series - Attend one session or all three!
Facilitator: Wade Shepherd
This class meets in Riley 108
2:00 – 3:00 Tuesday, Sept 16 - Using Your Apple ID- iCloud, App Store, Syncing, FaceTime
2:00 – 3:00, Tuesday, Sept 23 -iPhoto – Organizing, Editing, Sharing Pictures

Session Objective: How many of a list of addresses is 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. Prior experience with Excel is required for participants to benefit from this session.

Excel: Find it with VLOOKUP
Facilitator: Susan Dunnavant
On demand. Classes scheduled upon request for 3 or more participants.

Target Audience: Excel users with long lists of information to be counted, sorted, filtered and tabulated will appreciate this class. Some Excel experience is required for participants to find this session useful.

VLOOKUP is arguably the most useful built-in function of Excel. For users already familiar with the basics of Excel, VLOOKUP (with a touch of INDEX and MATCH) will offer possibilities for finding matching data in the same or different worksheets to interpret associated fields. Look up account numbers to find descriptions, match departments with codes, find the amount of an invoice in a flash. Prior experience with Excel is required for participants to benefit from this session.

Excel: Summarizing with Pivot Tables
Facilitator: Susan Dunnavant
On demand. Classes scheduled upon request for 3 or more participants
Target Audience: Participants should have Excel experience.

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

GarageBand
Facilitator: Michael Vick
This class will meet in Daniel Music Bldg, Music Library, Music Lab
Thursday, Oct 23, 2:30 – 4:00

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.

Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman
Facilitator: Susan Dunnavant
9:00 – 11:00, Tuesday, September 16
2:30 – 4:30 Thursday, November 6

Target Audience: Faculty and staff 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
Facilitator: Michael Vick
10:00-12:00, Tuesday, Oct 14

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. Desktop publishing will be a breeze after attending this course

iPad – Where, When and How to Use It
Facilitator: Michael Vick
2:00 – 3:00 Tuesday, Oct 21

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.

Invigorating Library Research Assignments
Facilitators: Mary Fairbairn & Libby Young
Location: James B. Duke Library 041.  . No reservation required
Tuesday, November 18, 2:30 pm - 3:20 pm
Wednesday, November 19, 11:30 am - 12:20 pm
Friday, November 21, 3:30 pm - 4:20 pm

How can you encourage your students’ cultivation of sophisticated research skills? By crafting robust research assignments. Come learn about common pitfalls, elements of successful assignments, and the latest offerings from the libraries. Create or recast assignments to facilitate your students’ advancement as scholarly researchers.