Professional Development IT Fall 2020 Training Catalog

FURMAN
Information Technology Services

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.

What classes are offered and how do I sign up?

Scheduled sessions are delayed until later in in term due to COVID. A list of scheduled classes with the session date, time and course information will be posted once we know more regarding lab availability versus online instruction. Once classes are scheduled, you can find them on-line by choosing Professional Dev Courses icon on the Cherwell (https://furman.cherwellondemand.com/) or reserve a seat by emailing Jean Childress.

On-demand sessions are scheduled upon request. Telephone or email Jean Childress and she will work to schedule training in-person or an online option for Fall 2020.

Customized sessions are offered for departments upon request. 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.

Hump Day Training is a recurring professional development lab reservation. Wednesday afternoons are reserved so that faculty and staff have a space where they can participate in self- directed training using on-line tutorials from LinkedIn Learning (former Lynda.com), or for group training with or without a facilitator. We have suspended regular reservations during 2020 but will make space available upon request.

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List of scheduled classes will be posted later in fall term pending availability of labs and whether online instruction is needed due to COVID.

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On Demand Classes Scheduled Upon Request

LinkedIn Learning (former Lynda.com) is a first-rate online video training resource, and ITS has limited licenses available for check out. LinkedIn Learning courses number in the thousands and topics include Office apps, Moodle, Adobe CC, Camtasia, and so much more. Email Jean for more information on availability.

ITS on-demand courses are usually one to two- hour sessions, which are scheduled upon request. If you would like to find a convenient time or need more information about course content, email Jean Childress.

25Live - Room Reservations with Dianna Wallwork

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

Session Objective: Learn to enter an event, use the wizard and approve reservations as needed. Class will wrap up in 45 minutes leaving time for Q&A

Acrobat - Getting the Most from Acrobat Professional with Susan Dunnavant

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.

Anatomy of a Teaching Station with Joe Hiltabidel

Target audience: Anyone using a teaching station will benefit from this overview, but 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.

Box Opened Up with Michael Vick

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 licenses 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.

Camtasia Essentials with Susan Dunnavant

Target Audience: Faculty and staff interested in honing skills in video creation technology for lecture capture and content development. Administrators and advisors, with an audience who will benefit from video tutorials, will find Camtasia an accessible tool for creating high quality videos.

Session Objective: Participants are 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 test, images and audio.

Confluence Wiki

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

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.

Easy Photo Editing using Lightroom with JJ Fowler

JJ Fowler, Multimedia Specialist on campus and a professional photographer off-campus, will demonstrate Adobe's newest editing platform, Lightroom. For basic photo editing, Lightroom simplicity and ease of use is a great alternative to Photoshop. Photoshop is still the go-to platform for complex jobs and composites, and JJ will include a discussion of tasks best suited for Photoshop.

Target Audience: Participants who are new to photo editing using Photoshop and/or Lightroom and are interested in enhancing and "fixing" images as well as organizing and sharing images using Lightroom library tools

Session objective: 90-minute hands on tutorial exploring Lightroom editing tools and a survey of scenarios best suited for Photoshop. Students will learn both Lightroom or Photoshop tools to use for enhancing quality, spotlighting particular elements of an image, "heal" and remove blemishes, fix red-eye, crop/rotate and much more. Participants will see a demonstration of Lightroom library, cloud-based storage, search and management features.

Excel Charts with Susan Dunnavant

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 Managing List with Susan Dunnavant

Target Audience: Persons already familiar with the basic use of Excel who manage sizable or unwieldy lists of information and would like to do so more efficiently.

 Session Objective: Participants will gain hands-on practice with filtering arranging, illustrating and analyzing simple and complex lists. Subtotals, lookups, conditional operations, forecasting and pivot tables will be practiced.

Excel VLookup with Susan Dunnavant

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. This session will include hands-on training.

Excel: Summarizing with Pivot Tables with Susan Dunnavant

Target Audience: Participants should have Excel experience.

How many of a list of addresses are in South Carolina? How many invoices are overdue? What is 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.

Forms with Susan Dunnavant

Target Audience: If you are interested in exploring various form tools available on campus, and have solid skills in either Windows or Mac OS and have some familiarity with Microsoft Excel you will benefit from this class.

Session Objective: In this 90-minute hands-on seminar, participants walk through the creation, distribution and collection of forms using Qualtrics, MachForm, and Adobe Acrobat Professional.

GarageBand with Michael Vick

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.

Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman with Susan Dunnavant

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

Session Objective: Qualtrics -- an industry leading survey tool is 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.

Getting the Most Out of Surveys with Susan Dunnavant

Are you optimizing the opportunity to hear from your target audience?

More than 1,000 surveys were conducted at Furman University last year accounting for more than 53,000 responses. Some of these were for academic research while many evaluated the customer experience within The Furman Advantage.

How often a respondent is surveyed, the timing of a survey, the content, length, question types, order and wording of survey items, and introductory material all can directly impact response and abandonment rates of your survey. The validity and accuracy of the survey responses you do receive are also subject to variation based on how you design your survey instrument.

Once you have collected survey responses there are a variety of ways to report your findings. The type of illustrations and the narrative within your report of findings may be more or less revealing depending on the choices you make.

This 90-minute seminar will help you determine when a survey is appropriate, best practices in design, and options for clarity in reporting results and developing actionable conclusions. We will also evaluate and improve sample survey content.

InDesign with Michael Vick

Target Audience: Anyone interested in 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 etc. Students will even learn how to create an EPUB with InDesign

Mac Secrets

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

Session Objective: A hands-on session will include a look at computer hardware and software. Topics include: Using Your Apple ID - iCloud, App Store, Syncing, FaceTime, Using iPhoto for Organizing, Editing, Sharing Pictures, and Time Machine for file management, disk utility and how to restore your computer.

Machform Creation and Administration

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.

Maximizing Outlook for Windows with Mike Gifford 10:00- 11:30, Mar 18

Target Audience: Participants must know the basics of Outlook 2016 but want to know more than just frequently used Mail and Calendar features.

Session Objective: Participants will be introduced to 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.

Moodle: Just Beyond the Basics

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.

Office 365 (Outlook Web App-OWA) with Mike Gifford

Target Audience – Thus session will especially benefit those 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 mailboxes.

Outlook Calendar

Target Audience: Users who are not using the calendar or want to become familiar with more than just the basic calendar tools are 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!

PowerPoint Reinvented with Susan Dunnavant

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.

Protecting Personal Information with Susan Dunnavant

Common sources of information that can lead to identity theft will be covered along with legal and policy protections of data you handle at Furman (what is FERPA, HIPAA……), what a hacker can learn about you from your computer, safe practices for telephone, email, and document handling and what to do if you think your identity may have been compromised. You will also find answers to your questions about:

How crooks get credit card numbers

How social media can invite crimes

Typical scams

Reported data breaches - how they happened and what they cost

How South Carolina and Greenville compare with other communities

Participants in this 75-minute seminar will receive a license for one year of Crash Plan Pro cloud backup for your Furman computer. Contact Jean Childress if you would like to schedule a session on this topic for your workgroup.

Storytelling by the numbers - Give your Data a Visual Voice with Susan Dunnavant

In this 3-part hands-on series, participants will learn how to create and when to use a variety of Excel standard charts, advanced visuals and "not Excel" data visualizations. Attend all three sessions or choose only the one(s) of particular interest to you.

Basic Charts

Using Excel and PowerPoint, we will select, create and edit/format charts and graphics to best illustrate various sample datasets. Representative charts include bar, column, pie, histogram, donut, line and area. We will also practice with customizing number formats, charts axes, legends and colors.   Learn how to remove the distractions and focus attention on the story your data is telling.

Intermediate/Advanced Visuals

In this session, we will expand on the basic set of graphics in Microsoft Office to create intermediate/advanced visuals that require personalization. We will use sample data to create and modify a lollipop chart, slopegraph, heat map, Pareto chart, box and whiskers chart, and an interactive dashboard using slicers in Excel.

"Not Excel" data visualizations

In this session we will move beyond traditional methods and tools to consider and practice with visualizations such as word clouds, maps, icon arrays, Sankey diagrams

Where Do I Put It and How Do I Share It?

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

Session Objective: Learn the best-case uses for Box, how to upload and share files linked files from Moodle and grant appropriate permission on the various platforms. Other web resources such as Confluence wiki, eWeb, WordPress will be discussed too

Zoom – Improve your web conference experience using Zoom with Joe Hiltabidel

Targeted Audience: 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.

Workday Training Link
https://workdaytraining.furman.edu/train