

# Professional Development IT Spring 2021 Training Catalog



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Prepared by: Susan Dunnivant

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. Students may be invited to participate on request.

In-person classes are typically held in the Professional Development Lab, lower level library, room 042. However, Spring 2021 classes will be offered remotely via Zoom unless otherwise noted. Class size is limited and varies depending upon the topic to insure a fully interactive experience for participants.

We are pleased to add The Inclusive Campus Series to the professional development offerings in cooperation with the Accessibility Workgroup and SOAR. The first two sessions of the series –Creating Accessible Word Documents and Video Captioning – are offered this term with more to follow soon.

**Scheduled sessions** are offered tentatively and require enrollment of 3 or more participants to be conducted. To enroll in a scheduled session, please view our [Qualtrics sign up form](#).

**On-demand sessions** are scheduled upon request. These will be scheduled and advertised once a first request is received for specific topics. To request an on-demand session, please view our [Qualtrics sign up form](#). Please note that the on-demand sessions are listed *after* the scheduled sessions in the sign up form.

**Customized sessions** are offered for departments upon request. If you have technology instruction needs not addressed by the sessions in this catalog, we will work to structure training that fits your particular need. Contact the Service Center to request a consultation.

**Hump Day Training** is a recurring professional development lab reservation. Typically, 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 the pandemic but will make space available upon request.

**March Moodle Mondays** Does mid-semester Moodle confusion have you feeling dizzy? Need advice or a second pair of eyes on your latest Moodle idea? If so, drop into our virtual venue (via Zoom) for informal Moodle Q&A sessions held every Monday in March to receive help and advice from one of our Furman Moodle administrators.

- Sessions will be held at 11:00 AM every Monday in March.
- No registration required, simply join via [Zoom Link](#)

**Workday Training** Workday training can be accessed on the [Workday Training Website by clicking here](#).

To enroll in a scheduled session or request an on-demand session visit our [Qualtrics sign up form](#). We will send you a Zoom link with your confirmation.

## Scheduled Sessions

[Click here to sign up for a scheduled session via our Qualtrics sign up form](#)

### Anatomy of a Teaching Station with Joe Hiltabidel

Date/Time: Wednesday, April 7<sup>th</sup> at 11 AM

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.

Duration: One hour

These sessions will be facilitated on campus with participants invited to choose in-person or remote course access.

### Box Opened Up with Michael Vick

Date/Time: Monday, March 22<sup>nd</sup> at 10 AM

Target Audience: All campus users new to Box or who would like to become more adept at managing their 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.

Duration: One Hour

### Camtasia Essentials with Andrew Markovic

Date/Time: Wednesday, February 24<sup>th</sup> at 10:30 AM

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. A limited number of licenses can be made available to participants who do not have Camtasia.

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 text, images and audio.

Duration: 90 minutes

### Easy Photo Editing using Lightroom with JJ Fowler

Date/Time: Tuesday, March 16<sup>th</sup> at 2 PM

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.

Duration: 90 minutes

This session will be held in-person in Library 042 and has limited enrollment for social distancing.

### Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman with Adam Barton

Date/Time: Friday, March 12<sup>th</sup> at 10 AM

Target Audience: Faculty and staff who are planning a survey or who would simply like to know more about the mechanics of survey design, distribution and analysis.

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.

Duration: 90 minutes

### The Inclusive Campus Series: Creating Accessible Word Documents with Judy Bagley & Adam Barton

Dates/Times (choose one): Tuesday, March 30<sup>th</sup> at 11 AM or Wednesday, April 28<sup>th</sup> at 2 PM.

Target Audience: Any faculty or staff member who creates Word documents for general distribution.

Session Objective: This 1-hour training will introduce participants to the basics of document accessibility in Microsoft Word.

By the end of the training, the participant will be able to:

- Add headers that allow for navigation
- Position and add alternative text to images
- Create accessible tables
- Properly insert hyperlinks and lists
- Run the built-in accessibility checker
- Create a pdf that will maintain the accessibility features

Duration: One hour

### The Inclusive Campus Series: Video Captioning with Caroline Davis

Date/Time: Multiple options, see below.

- Wednesday, March 10<sup>th</sup> at 1 PM
- Friday, March 19<sup>th</sup> at 1 PM

- Monday, March 29<sup>th</sup> at 10 AM
- Thursday, April 8<sup>th</sup> at 9:30 AM

Target Audience: Any faculty or staff member who creates video content for general distribution.

Session Objective: Practice using YouTube to add and save captions to existing video content and learn about low-cost options for third party captioning. A discussion of the pros and cons of alternative and automatic methods sometimes used for captioning will also help participants better understand captioning best practices.

Duration: One hour

## InDesign with Michael Vick

Date/Time: Wednesday, April 21<sup>st</sup> at 10 AM

Target Audience: Participants should have a license for Adobe InDesign in order to participate in this session. This course benefits those 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

Duration: One hour

## Maximizing Outlook for Windows with Mike Gifford

Date/Time: Wednesday, March 10<sup>th</sup> at 10 AM

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.

Duration: One hour

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

### Part 1- Not so Basic Charts and Graphics

In this first session of a 3-part hands-on series, participants will learn how to create and when to use a variety of Excel standard charts and advanced features to create graphics with impact. Attend all three sessions that include Not so Basic Charts (this session), Intermediate/Advanced Visuals and “Not Excel” Visualizations or choose only the one(s) of particular interest to you.

Date/Time: Tuesday, March 23<sup>rd</sup> at 1 PM

Target Audience: Faculty and staff who are comfortable with the basics of Excel and interested in increasing interest in and readability of their data graphics may profit from this session.

Session Objective: 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.

Pre-registration is required as participants will be sent materials required for this session.

Duration: 90 minutes

## WordPress Editing Basics – Using the Furman Template with Jean Childress

Date/Time: Wednesday, April 14 at 10:00 AM

Targeted Audience: Furman web sites are hosted on WordPress – a popular and intuitive platform for web editing. This class introduces web administrators to the Furman template which is used on all Furman sites. Web admins must have a WordPress account to participate in the class. If you are a web admin and need credentials, contact Brandi Roberts in University Communications.

Session Objective: Participants can watch as text editing, creating new pages, adding modules, adding images, links and video are demonstrated. Also, participants are invited to work along with Jean by editing your own sites. Have your documents, images and links handy if you want a "hands-on" session.

Duration: 60 minutes

## Zoom – Improve Your Web Conferencing Experience with Adam Barton

Date/Time: Wednesday, March 3<sup>rd</sup> at 10 AM

Targeted Audience: Those interested in extending collaboration options for students and colleagues. A proficiency with Zoom is especially useful when meetings and instruction are often delivered remotely.

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.

Duration: 60 minutes

## On-Demand Sessions

[Click here to request an on-demand session via our Qualtrics sign up form](#) (Please note that the on-demand sessions are listed after the scheduled sessions in the sign up form).

## 25Live - Room Reservations

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

## Adobe Acrobat - Getting the Most from Acrobat Professional with Susan Dunnnavant

**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. Participants will also practice using accessibility features.

Participants should have a license for Adobe Acrobat Professional.

## 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 Dunnnavant

**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: Managing Lists with Susan Dunnnavant

**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 Dunnnavant

**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 Joey Grant

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 Adam Barton

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.

## Getting the Most From Surveys with Susan Dunnavant

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

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.

## 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.

## 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

**Session Objectives:** Participants will practice using the basic features of Moodle, including course setup, forums, posting of course materials and quizzes, and best practices for backing up course content. A time for hands-on exercises with your current Moodle courses will be provided. The facilitator will also spotlight the newest Moodle features.

## 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 with Mike Gifford

**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. Prevent your audience from suffering Powerpoint dread by creating presentations that are high-interest and high-impact.

**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.

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

**Targeted Audience:** Those new to Furman and others interested in choosing and organizing appropriate data storage and collaboration resources for your particular need.

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

Once again, please feel free to sign up for a scheduled training session or request an on-demand training session using our [Qualtrics sign up form](#).