

Furman University

PROFESSIONAL DEVELOPMENT
INFORMATION TECHNOLOGY TRAINING
FALL 2021 COURSE CATALOG

OFFERED BY 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 listed with the session *date and time included* with the course information. Register by clicking the course link or reserve a seat by emailing [Jean Childress](#).

On-demand sessions are **scheduled upon request**. Telephone (x3545) 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.

Table of Contents

Scheduled Classes

- 25Live - Room Reservations
- Anatomy of a Teaching Station
- Box Opened Up
- Excel: Summarizing with Pivot Tables
- Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman
- InDesign
- Maximizing Outlook for Windows
- Moodle: Refresh Your Course Layout
- Photo Editing Made Easy Using Lightroom
- Web Editing at Furman – Using the Campus WordPress Template
- WordPress Blog Server Fundamentals with Andrew Markovic
- Zoom

On Demand Classes

- Acrobat
- Anatomy of a Teaching Station
- Camtasia Essentials
- Confluence Wiki
- Dreamweaver: Fundamental Web Editing Concepts
- Excel Charts
- Excel Managing Lists
- Excel VLookup
- Forms
- GarageBand
- Getting the Most Out of Surveys
- Mac Secrets
- Machform Creation and Administration
- Moodle: Barely Beyond the Basics
- Office 365 (Outlook Web App-OWA)
- Outlook Calendar
- PowerPoint Reinvented
- Protecting Personal Information
- Storytelling by the numbers - Give your Data a Visual Voice
- Where Do I Put It and How Do I Share It

Scheduled Classes

25Live - Room Reservations with Dianna Wallwork

10:00 - 11:00, Oct 13 [Registration link](#)

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

Anatomy of a Teaching Station with Joe Hiltabidel

2:00 – 3:00, Sept 15 [Registration link](#)

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

10:00 – 11:00, Oct 6 [Registration Link](#)

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.

Excel: Summarizing with Pivot Tables with Joey Grant

10:00 – 11:30, Nov 3 [Registration Link](#)

Target Audience: Participants should have Excel experience.

Session Objective: 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.

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

2:00 – 3:00, Sept 28 [Registration Link](#)

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.

The Inclusive Campus Series: Creating Accessible PowerPoint Documents with Caroline Davis
11:00- 12:00, Nov 4 In-person session [registration link](#)
3:00 – 4:00, Nov 5 Zoom session [registration link](#)

Target Audience: Any faculty or staff member who creates PowerPoint slides for general distribution.

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

The Inclusive Campus Series: Creating Accessible Word Documents with Caroline Davis
9:30 – 10:30, Oct 21 In-person session [registration link](#)
2:30 – 3:30, Oct 22 Zoom session [registration link](#)

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

The Inclusive Campus Series: Creating Accessible Social Media Content
10:00 – 11:00, Nov 18 in person [registration link](#)
2:30 – 3:00, Nov 19 Zoom session [registration link](#)

Target Audience: Any faculty or staff member who creates social media content for various platforms such as Instagram and Facebook.

Session Objective: Practice using universal design practices to display content that is more responsive and easily navigated by all viewers.

The Inclusive Campus Series: Video Captioning with Caroline Davis

10:30 – 11:30, Sept 16 In-person session [registration link](#)

12:30 – 1:30, Sept 17 Zoom session [registration link](#)

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.

InDesign with Michael Vick

10:00-11:30, Oct 27 [Registration Link](#)

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

Moodle: Refresh Course Layout Using, Labels, Page, Lesson. (BONUS: Gradebook Review) with Andrew Markovic and Jean Childress

2:00 – 3:30, Nov 10 [Registration link](#)

Target Audience: Faculty and staff who are interested in using various Moodle Activities to organize and streamline content. Use Moodle for more than a document repository by using Activities that take content off the front page and organize an easy flow for student consumption.

Session Objectives: Moodle administrators will demonstrate how to use Labels as containers for text and images to organize the front page of your course. They will demonstrate Page and Lesson as ways to streamline and organize course content.

Easy Photo Editing using Lightroom with JJ Fowler

2:00 – 3:30, Oct 12 [Registration link](#)

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.

Web Editing – Using the Furman Template with Jean Childress

2:00 – 3:00, Sept 21 [Registration link](#)

Target Audience: Departmental web administrators can update content using the Furman template. The template makes updating web content manageable even for those with no web editing experience. The Furman site uses WordPress, but this course is limited to using the template only and does not include the full WordPress slate of features and functionality.

Session Objective: Participants will learn how to edit and create pages using selected modules approved by University Communications. about various uses for a blog including demonstrations of standard blog features and functionality, view a wide selection of themes, and learn the basics of creating and maintaining the site.

WordPress Blog Server Fundamentals with Andrew Markovic

1:00 – 2:30, Oct 20 [Registration link](#)

Target Audience: Those new to blogging or just getting started will benefit from this overview of the new WordPress blog server hosted by Campus Press.

Session Objective: Participants will learn about various uses for a blog including demonstrations of standard blog features and functionality, view a wide selection of themes, and learn the basics of creating and maintaining the site.

Zoom – Improve your web conference experience using Zoom with Adam Barton

10:00 – 11:00, Sept 22 [Registration link](#)

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.

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](#).

Acrobat - Getting the Most from Acrobat Professional with Susan Dunnivant

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.

Camtasia Essentials with Susan Dunnivant

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 text, 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 Dunnivant

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 Dunnivant

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 Dunnivant

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 Dunnivant

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.

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 Out of Surveys with Susan Dunnivant

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.

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 with Emily Dean

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.

MachForm Creation and Administration with Emily Dean

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: Barely 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

Workday Training Link

<https://workdaytraining.furman.edu/train>