



PROFESSIONAL DEVELOPMENT
INFORMATION TECHNOLOGY TRAINING
SPRING 2022 COURSE CATALOG

OFFERED BY INFORMATION TECHNOLOGY SERVICES

Contents

Introduction	4
What classes are offered and how do I sign up?.....	4
Scheduled Sessions.....	5
25Live - Room Reservations	5
Adobe InDesign.....	5
Anatomy of a Teaching Station.....	5
Box Opened Up.....	5
Building a Better Moodle Page	6
The Inclusive Campus Series: Ally for Moodle	6
The Inclusive Campus Series: Creating Accessible PowerPoint Documents.....	6
The Inclusive Campus Series: Creating Accessible Word Documents	6
The Inclusive Campus Series: Video Captioning.....	7
An Introduction to Surveys and Forms with Qualtrics.....	7
Web Editing – Using the Furman Template.....	7
Where Do I Put It and How Do I Share It?	7
WordPress Blog Fundamentals	8
Zoom Basics: Getting Started with Virtual Meetings	8
On-Demand Sessions.....	9
Acrobat - Getting the Most from Acrobat Professional	9
Bookings.....	9
Camtasia Essentials	9
Easy Photo Editing using Lightroom.....	10
Excel – Basic Charts.....	10
Excel – Managing Lists	10
Excel – Summarizing with Pivot Tables	10
Excel – Vlookup.....	10
Getting the Most Out of Surveys.....	11
MachForm Creation and Administration.....	11
Outlook Calendar.....	11
Outlook for Windows.....	11
PowerPoint Reinvented	11
Protecting Personal Information.....	12
Storytelling by the Numbers - Give your Data a Visual Voice.....	12
Basic Charts.....	12
Intermediate/Advanced Visuals.....	12

“Not Excel” Data Visualizations	12
Qualtrics Advanced Features: Contacts Lists, Email Triggers, and Piped Text.....	13
Zoom Webinar.....	13
Workday and Salesforce Training	14
Contact Us	15

Introduction

Furman's Information Technology 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 participants or their departments.

Classes are held in the Professional Development Lab, lower-level Duke 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 registration link.

On-demand sessions are **scheduled upon request**. Fill out [our on-demand training request form](#), call 864-294-2381, or [email Adam Barton](#) to schedule the class at a convenient time for you.

Customized sessions are offered for departments upon request. If you have technology instruction needs that are not addressed by the sessions in this catalog, please [contact Adam Barton](#) to create a training structure that fits your particular need.

You can always contact the Service Center by [emailing Service.Center@furman.edu](mailto:Service.Center@furman.edu) or by calling 864-294-3277 for assistance.

Scheduled Sessions

25Live - Room Reservations

Instructor: Dianna Wallwork

Training Date: March 16th, 10:30 AM

[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.

Adobe InDesign

Instructor: Michael Vick

Training Date: March 30th, 10 AM to 11:30 AM. Please note this is a 90-minute training session.

[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 and design posters, flyers, brochures, magazines, newspapers, manuals and create QR-codes, etc. that all look professional with style.

Anatomy of a Teaching Station

Instructor: Joe Hiltabidel

Training Date: April 13th, 10 AM

[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. Our instructor will give an overview of the teaching station components including cautions and tips on how best to avoid problems.

Box Opened Up

Instructor: Michael Vick

Training Date: March 23rd, 10 AM

[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 & collaboration service that 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, setting permissions and implementing best security practices.

Building a Better Moodle Page

Instructor: Andrew Markovic

Training Date: March 14th, 11 AM

[Registration Link](#)

Target Audience: Faculty and staff who are interested in using various Moodle Activities to organize and streamline content.

Session Objectives: Explore a variety of resources and technical tools within Moodle that will enable you to enhance the look and feel of your Moodle courses.

The Inclusive Campus Series: Ally for Moodle

Instructor: Judy Bagley, Katlyn Sepsey

Training Date: March 4th, 1 PM

[Registration Link](#)

Target Audience: Any faculty or staff member who is interested in learning how to use the Ally plug-in for Moodle to review the accessibility level of their course and use Ally's step-by-step guidance to remedy accessibility issues. Ally is currently an opt-in feature for Moodle but will be enabled for all Furman Moodle courses in the future.

Session Objective: Users will learn how to understand Ally's accessibility rating for Moodle activities and resources. Users will work through the process of fixing accessibility issues in a document using Ally's guidance. Finally, users will look at some of the alternative formats Ally automatically provides for students, formats the instructor may find beneficial as well.

The Inclusive Campus Series: Creating Accessible PowerPoint Documents

Instructor: Courtney Firman-Watkins, Judy Bagley

Training Date: March 17th, 3 PM

[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

Instructor: Judy Bagley, Courtney Firman-Watkins

Training Date: April 14th, 9 AM

[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: Video Captioning

Instructor: Andy Lecture, Katlyn Sepsey

Training Date: April 20th, 1 PM

[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.

An Introduction to Surveys and Forms with Qualtrics

Instructor: Adam Barton

Training Date: March 15th, 2 PM

[Registration Link](#)

Target Audience: Anyone who is new to Qualtrics or is looking for a refresher on using the program.

Session Objective: In this introductory Qualtrics course, users will learn how to create various question types, enable important settings, distribute their surveys in multiple formats, and review the results from their respondents.

Web Editing – Using the Furman Template

Instructor: Adam Barton or Jean Childress

Training Date: April 27th, 10 AM

[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, how to add accessibility features to their webpages to ensure ADA compliance, and learn the basics of creating and maintaining the site.

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

Instructor: Michael Vick

Training Date: April 6th, 10 AM to 11:30 AM. Please note this is a 90-minute training session.

[Registration Link](#)

Target Audience: Those new to Furman and others interested in choosing the online storage solution for your particular need.

Session Objective: Learn the best-case uses for Box and OneDrive at Furman, how to upload and share files linked from Moodle, and grant the appropriate permission on various platforms securely.

WordPress Blog Fundamentals

Instructor: Andrew Markovic

Training Date: April 4th, 11 AM

[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: Learn the fundamentals of visual website editing using Furman's WordPress blog platform.

Zoom Basics: Getting Started with Virtual Meetings

Instructor: Adam Barton

Training Date: March 4th, 9 AM

[Registration Link](#)

Target Audience: Users who are inexperienced in Zoom will gain the most from this session. Users looking to manage their Zoom invitations, settings, and actual meetings more effectively will also benefit from this course.

Description: This course focuses on effectively using both the web and app-based versions of Zoom, will review helpful user settings that can be enabled, and will demonstrate how to effectively run a Zoom meeting using security controls and advanced options.

On-Demand Sessions

ITS on-demand courses are typically one-to-two-hour sessions, which are scheduled upon request. Fill out [our on-demand training request form](#), call 864-294-2381, or [email Adam Barton](#) with any questions or to request an on-demand training session.

Acrobat - Getting the Most from Acrobat Professional

Instructor: Susan Dunnavant

[Registration Link](#)

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.

Bookings

Instructor: Mike Gifford

[Registration Link](#)

Target Audience: Users who are interested in learning how to utilize Microsoft Bookings, an appointment scheduling app that integrates with your calendar. Bookings allows customers to easily schedule appointments with you, reducing back-and-forth email clutter spent figuring out a meeting time.

Session Objective: This class will provide an overview of the basic functionality of Bookings – how it is used, setting up a Bookings service, etc.

Camtasia Essentials

Instructor: Susan Dunnavant or Andrew Markovic or Adam Barton

[Registration Link](#)

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.

Easy Photo Editing using Lightroom

Instructor: JJ Fowler

[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.

Excel – Basic Charts

Instructor: Susan Dunnavant

[Registration Link](#)

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 Lists

Instructor: Susan Dunnavant

[Registration Link](#)

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 – Summarizing with Pivot Tables

Instructor: Joey Grant or Susan Dunnavant

[Registration Link](#)

Target audience: Individuals who would like to better utilize data or streamline current workflows. Users should have experience using Excel.

Session Objective: Learn how to effectively utilize Excel Pivot Tables to organize and analyze datasets.

Excel – Vlookup

Instructor: Susan Dunnavant

[Registration Link](#)

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.

Getting the Most Out of Surveys

Instructor: Susan Dunnavant

[Registration Link](#)

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.

MachForm Creation and Administration

Instructor: Emily Dean

[Registration Link](#)

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 a Machform account.

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

Outlook Calendar

Instructor: Mike Gifford

[Registration Link](#)

Session Information: Looking to learn more about using the Calendar in Office 365? This class will be an overview of the basic functionality of the calendar.

Outlook for Windows

Instructor: Mike Gifford

[Registration Link](#)

Session Information: An overview of all the basic functionality – creating a new mail message, sending, using calendar, shared mailboxes, configuring settings, etc.

PowerPoint Reinvented

Instructor: Susan Dunnavant

[Registration Link](#)

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

Instructor: Susan Dunnavant

[Registration Link](#)

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 Adam Barton](#) if you would like to schedule a session on this topic for your workgroup.

Storytelling by the Numbers - Give your Data a Visual Voice

Instructor: Susan Dunnavant

[Registration Link](#)

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. We will use standard charts and modify them for optimal understanding by the viewer based on what is known about how illustrations are perceived. 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, Pareto 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, mind mapping, infographics and features in Tableau and Tableau Public.

Qualtrics Advanced Features: Contacts Lists, Email Triggers, and Piped Text

Instructor: Adam Barton

[Registration Link](#)

Target Audience: This course is designed for users who already have a grasp of Qualtrics basics and are looking to learn more about its advanced features.

Session Objective: Users will learn how to create and maintain a contacts list, distribute surveys via a contacts list, set up post-survey email triggers, and how to effectively pipe text.

Zoom Webinar

Instructor: Adam Barton

[Registration Link](#)

Target Audience: Users who are looking to learn more about Zoom's webinar feature, which is for hosting large-scale events where only a few panelists are displayed on-screen. Typically, a paid Zoom webinar license is required to host a Zoom webinar, but ITS has limited loaner licenses that can be temporarily assigned to user accounts at no additional cost.

Session Objective: Users will learn how to create a webinar, including a webinar registration page, how to pre-set important webinar settings such as the Practice Session and Q&A, and how to effectively manage the actual webinar once it's in progress.

Workday and Salesforce Training



Workday and Salesforce Training is also offered on-demand by request. For training requests, please contact the appropriate instructor.

Workday HR – [Julie Birello](#)

Workday Finance – [Rick Presnell](#)

Workday Student for Advising – [Michelle Horhota](#)

Workday Student for Student Records – [James Patton](#)

Workday Student Employment – [Petra Herzog](#)

Workday for Graduate Studies Programs – [Helen Reynolds](#)

Salesforce Training – [Sarah Johnson](#)

You can also access [our new Workday Help site](#) for additional Workday training videos and documentation. [Workday Help](#) has replaced the old Workday Training site and is your source for documentation, videos, and training opportunities.

For these and any other technology-related trainings, you can always contact the Service Center [by emailing Service.Center@furman.edu](#) or by calling 864-294-3277.

Contact Us

Furman takes pride in offering top-of-the-line technology for the benefit of its user community. If you are interested in training for technology tools provided by the university that are not listed here, please contact the Service Center [by emailing Service.Center@furman.edu](mailto:Service.Center@furman.edu) or by calling 864-294-3277.