



PROFESSIONAL DEVELOPMENT
INFORMATION TECHNOLOGY TRAINING
SPRING 2024 COURSE CATALOG

OFFERED BY INFORMATION TECHNOLOGY SERVICES

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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 864-294-3545, or [email Hillarie Brown](#) 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 Hillarie Brown](#) to create a training structure that fits your particular need.

You can always contact the Service Center by emailing service.center@furman.edu or by calling 864-294-3277 for assistance.

Scheduled Sessions

Adobe InDesign

Instructor: Michael Vick

Training Date: February 22nd, 10AM—11:30AM. 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.

Box Opened Up

Instructor: Michael Vick

Training Date: February 15th, 10AM

[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.

Getting Started with Mac

Instructor: Todd Janssen

Training Date: January 25th, 10AM

[Registration Link](#)

Target Audience: Anyone that has used Mac but wants to set a good foundation of knowledge and go further. Anyone that has never used a Mac and is curious to learn more. Anyone that is new to Mac and wants to feel more comfortable with the technology.

Session Objective: Learn the basics of a Mac with this hands-on session. Explore hardware, software, settings, a glossary of terms, helpful resources, and next steps to assist with your continuing education. During this session we will also discover topics that you are interested in learning more about and allow time to address those topics. This session is recommended before signing up for **Going Further with Mac** and is recommended for all experience levels.

Going Further with Mac

Instructor: Todd Janssen

Training Date: February 1st, 10AM

[Registration Link](#)

Target Audience: Participants should have a good understanding of MacOS. The session, “**Getting Started with Mac**” is recommended before enrolling in this session.

Session Objective: Participants should walk away with a greater understanding of navigation on Mac including file organization, data management, Apple ecosystem, and integration of Apple software. During this session we will also discover topics that you are interested in learning more about and allow time to address those topics.

The Inclusive Campus Series: Creating Accessible PowerPoint Documents

Instructor: Judy Bagley

Training Date: February 29th, 1PM

[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

Training Date: February 22nd, 2:30PM

[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

Training Date: March 28th, 2PM

[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.

Interactive Moodle Content with H5P

Instructor: Andrew Markovic

[Registration Link](#)

Training Date: March 20th, 2PM

Target Audience: Faculty who are comfortable navigating and using the Moodle platform, who would like to learn more about interactive content creation using H5P.

Session Objective: Help Faculty gain a better understanding of interactive content creation using the H5P tool with Moodle.

Moodle 4.1 Basics

Instructor: Andrew Markovic

[Registration Link](#)

Training Date: February 28th, 10:30AM

Target Audience: Faculty and staff who are interested in learning the basics of navigating and using the latest version of Moodle (4.1).

Session Objective: Learn to navigate the Moodle dashboard and individual course pages and develop a better understanding of some of the basic activities and resources available for use in Moodle.

Web Editing – Using the Furman Template

Instructor: Hillarie Brown

Training Date: March 13th, 10AM

[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: February 29th, 10AM

[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.

Zoom Overview (Meetings & Webinars)

Instructor: Todd Janssen

[Registration Link](#)

Training Date: February 8th, 10AM

Target Audience: Participants who have a Furman Zoom account and would like to learn how to improve their meeting and webinar skills.

Session Objective: In this session we will take a closer look at some of the ways in which you can customize a Zoom Meeting to meet your needs and ensure you are presenting to your audience in a more professional and secure manner. In addition, we will also be looking at Zoom Webinars and how they differ from Zoom Meetings. Finally, we will be talking about some of the new and exciting features available and on the horizon for Zoom. By the end of this 60-minute session you should feel comfortable creating an event as a meeting or webinar as well as ensuring you are prepared for your next virtual event.

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 864-294-3545, or [email Hillarie Brown](#) with any questions or to request an on-demand training session.

25Live - Room Reservations

Instructor: Hillarie Brown

[Request this Training](#)

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

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

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

Instructor: Tim Hightower

[Request this Training](#)

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

An Introduction to Qualtrics

Instructor: TBD

[Request this Training](#)

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.

Bookings

Instructor: Mike Gifford

[Request this Training](#)

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.

Building a Better Moodle Page

Instructor: Andrew Markovic

[Request this Training](#)

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.

Camtasia Essentials

Instructor: Susan Dunnavant, Ed.D. or Andrew Markovic

[Request this Training](#)

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

[Request this Training](#)

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 – Summarizing with Pivot Tables and Data Modeling

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Duration: 90 minutes

Target audience: Individuals who are often called upon to aggregate or summarize Excel data for reporting and analysis will benefit from developing a facility for using pivot tables. Participants should already have basic familiarity with Excel.

Session Objective: Participants will gain experience creating and modifying cross tabulations, summaries and tabular overviews using a variety of sample data sets. Combining multiple data files in a single report will be practiced as well by building a data model in the pivot table environment.

Excel Lookup Functions: look it up, match it, combine it

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Duration: 90 minutes

Target Audience: Participants should have a basic familiarity with using Excel and have an interest or need to find or match data from large or disparate data sources.

Session Objective: Hands-on practice in using VLOOKUP, XLOOKUP and related functions to find and apply values in Excel lists or tables is offered in this session. Participants will designate values in various sample Excel worksheets to find, edit or replace a matching value elsewhere within the dataset by choosing and applying the appropriate lookup functions.

Getting Started with Excel

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Duration: 90 minutes

Target Audience: Participants should have a basic familiarity with using a Windows or Mac computer to create, open and save files. No prior experience with Excel is required.

Session Objective: Participants will practice creating, editing sorting, saving and printing Excel worksheets. Recognizing and formatting various types of data in a worksheet, organizing a worksheet for optimal use, and applying a basic formula or function to worksheet data will be practiced. Participants will also develop familiarity with the unique vocabulary of Excel.

Getting the Most Out of Surveys

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

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

More than 1,500 surveys were conducted at Furman University in 2023 accounting for more than 65,000 responses. Some of these were for academic research while many evaluated the customer experience of customers and constituents. 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 direct 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 in-person 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 evaluate and improve sample survey content.

Getting Started with Data Visualization

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Duration: 90 minutes

Target Audience: Persons comfortable with creating basic charts and graphs in Excel or other data application. For individuals new to graphic data interpretation, *Illustrating Data with Excel Charts* is a recommended preparatory training experience.

Session Objective: Using sample data and a collection of existing charts and graphs, best practices will be applied to create meaningful and compelling visualizations, easily understood by the viewer. Charts in this session will be created in Excel and some will be compared to similar ones in Tableau or PowerBI. The principles covered apply to any data presentation application. Participants will gain insight into the potential impact of formats, labels, positioning, color, and tweaks to maximize the effectiveness of a visualization.

Illustrating Data with Excel Charts

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Training Duration: 90 minutes

Target Audience: Persons with basic familiarity with Excel in either Windows or Mac environments who want to improve skills in creating charts and illustrations to display worksheet data.

Session Objective: Using sample data, participants will practice choosing and creating an appropriate chart based on the purpose of an illustration and its underlying data. Use cases for the various chart types will be discussed along with strategies to refine chart elements for ease of interpretation. Using Excel charts within Word and PowerPoint will also be practiced.

The Inclusive Campus Series: Ally for Moodle

Instructor: Judy Bagley

[Request this Training](#)

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.

MachForm Creation and Administration

Instructor: Sarah Johnson

[Request this Training](#)

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.

Managing Lists in Excel

Instructor: Susan Dunnavant, Ed.D.

[Request this Training](#)

Duration: 90 minutes

Target Audience: Persons with basic familiarity with Excel who work with data lists to create, edit, filter, sort, subtotal, search or otherwise build or extract meaning from Excel lists.

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

Microsoft Planner

Instructor: TBD

[Request this Training](#)

Target Audience: Anyone who is interested in more effectively managing projects or organizing group efforts.

Session Objective: Users will learn how to utilize Microsoft Planner, a virtual Kanban board that is great for project management. Assign tasks, create due dates, add checklists, keep you team organized and on-track, and learn how to integrate Planner with other Microsoft products.

Microsoft Teams

Instructor: TBD

[Request this Training](#)

Target Audience: Users who are interested in learning about Microsoft Teams and how it can be effectively utilized as a collaborative tool for your group or team.

Session Objective: Users will learn how to create Teams and add team members, how to manage channels and conversations, add integrated applications to Teams, and share/edit files directly in Teams. This session will not cover Teams video meetings.

Moodle Gradebook

Instructor: Andrew Markovic

[Request this Training](#)

Target Audience: Faculty who are comfortable navigating and using the Moodle platform, who would like to learn more about gradebook functionality within Moodle.

Session Objectives: Help Faculty gain a better understanding of the functionality and nuances of the Moodle Gradebook tool.

Outlook for Windows

Instructor: Mike Gifford

[Request this Training](#)

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

[Request this Training](#)

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, Ed.D.

[Request this Training](#)

This 60 minute seminar will address common sources of information that can lead to identity theft 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. Hands-on exercises will provide impetus for participants to consider personal strategies to help protect personal information.

You will also find answers to questions about:

- How crooks get credit card numbers
- How social media can invite crime
- Typical scams
- Reported data breaches—how they happened and what they cost
- How South Carolina and Greenville compare with other communities
- Avoiding scams and cybercrimes that specifically target minors

Qualtrics Advanced Features: Directories, Email Triggers, and Piped Text

Instructor: TBD

[Request this Training](#)

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.

WordPress Blog Fundamentals

Instructor: Andrew Markovic

[Request this Training](#)

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: Todd Janssen

[Request this Training](#)

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.

Zoom Webinar

Instructor: Todd Janssen

[Request this Training](#)

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 – [Kim Blythe](#)

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

Salesforce Training – [Duane Griffin](#)

You can access the [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. You can access the [Salesforce Help](#) site for training materials and more.

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 or by calling 864-294-3277.