

Furman University

PROFESSIONAL DEVELOPMENT INFORMATION TECHNOLOGY TRAINING

COURSE CATALOG FALL 2017

OFFERED BY INFORMATION TECHNOLOGY SERVICES
IN COLLABORATION WITH THE LIBRARY



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. Identify a class you want to take and reserve a seat by emailing jean.childress@furman.edu.

On-demand sessions are **scheduled upon request**. Telephone 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.

Hump Day Training is a reoccurring professional development lab reservation. Wednesdays are reserved so that faculty and staff have a space where they can participate in self- directed training using on-line tutorials from Lynda.com, or group training with or without a facilitator.

Email Jean Childress if you are interested in using the space. She will help you to arrange staff to assist if needed.

SCHEDULED SESSIONS

25Live - Room Reservations with Bryan Zollman
3:00 - 4:00, Oct 13

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.

Box Opened Up with Michael Vick
10:00 - 11:00, Sept 12
2:00 - 3:00, Oct 24

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.

Gathering Insight with Survey Tools: Qualtrics Research Suite at Furman
with Susan Dunnivant
1:00 - 2:30, Sept 12
10:00 - 11:30, Oct 12

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

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

InDesign with Michael Vick
10:00 - 11:30, Oct 10

Target Audience: Anyone interested in learning efficient ways to produce print and digital publication type documents. Publisher and Word have their uses but InDesign is the application of choice for many professionals who create flyers, booklets, and manuals.

Session Objective: Learn the basics of Adobe InDesign in this hands-on session. By the end of this class you will understand how to create & design posters, flyers, brochures, magazines, newspapers, manuals and books etc. Students will even learn how to create an EPUB with InDesign.

Maximizing Outlook for Windows with Kate Stratton **10:00- 11:30, Oct 5**

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.

Photoshop Essentials with Michael Vick **1:00 - 2:30, Oct 3**

Target Audience: Persons with no experience in using Photoshop and are considering this application for basic graphic editing will benefit from this session. Digital Sign content managers should consider taking this course if you do not have a web editing application and need one to edit the images to the exact specifications for you individual sign.

Session objective: Participants will gain experience in using the Photoshop toolbox and basic functions within the application to perform limited editing tasks for graphic images.

Storytelling by the Number **Give your Data a Visual Voice with Susan Dunnivant**

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.

10:00 -11:30, Sept 5 - 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

10:00-11:30, Sept 19 – 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, choropleth map, and an interactive dashboard using slicers in Excel.

10:00-11:30, Oct 3 – “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

WCM/SharePoint “Up and Running” with Jean Childress
10:00 -11:00, Aug 31
2:00 - 3:00, Oct 17

Target Audience: Persons who maintain departmental web sites on SharePoint are required to attend either “Up and Running” *A new web platform is entering a phased rollout starting in December 2017, but parts of campus will be using SharePoint for another 18 months. So, don't hang up your SharePoint tools just yet.*

Web administrators who are new to web content management or need a refresher on the basics are welcome to attend this class. This session will focus on the skills needed to edit existing content as well as create new pages.

Session Objective: Participants will leave the session with experience in uploading files, insert images, linking urls. Participants will take a peak from the backstage view to learn how to restore a previous version of a page.

Zoom – Improve your web conference experience using Zoom with Joe Hiltabidel
10:00-11:00, Oct 19

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.

ITS On-Demand Courses

Lynda.com is a first-rate online video training resource, and ITS has limited licenses available for check out. Lynda course selections 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@furman.edu.

Acrobat - Getting the Most from Acrobat Professional with Susan Dunnavant (Scheduled Upon Request)

Target Audience: Persons who have access to Acrobat Professional and who want to do more than simply Print to PDF.

Session Objective: Participants will learn how to perform basic editing within a PDF document. Bookmarks, links, sticky notes, comments, and adding, removing and rearranging pages will be covered – along with setting appropriate initial views and security for pdf documents.

Anatomy of a Teaching Station with Joe Hiltabidel (Scheduled Upon Request)

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

Camtasia Essentials (Scheduled Upon Request)

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 will be 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 with Corey Gheesling (Scheduled Upon Request)

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.

Excel Charts with Susan Dunnavant (Scheduled Upon Request)

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 with Susan Dunnivant (Scheduled Upon Request)

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: Summarize Using Pivot Tables with Susan Dunnivant (Scheduled Upon Request)

Target Audience: Prior experience with Excel is required for participants to benefit from this session.

Session Objective: Hands on lab with sample data. Answer questions such as; How many of a list of addresses are in South Carolina? How many invoices are overdue? What's 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.

Excel VLookup with Susan Dunnivant (Scheduled Upon Request)

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.

Exploring Apple TV with Wade Shepherd (Scheduled Upon Request)

Apple TV is currently installed in most classrooms on campus. Bring your mobile devices for this hands-on session.

Target Audience: Faculty interested in learning more about how Apple TV can enhance use of multimedia in classrooms will find this session of interest.

Session Objective: Through demonstration and hands on experimentation, participants will have the opportunity to practice new ways of delivering multimedia using this recent teaching station addition.

Forms with Susan Dunnavant and Jason Long (Scheduled Upon Request)

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

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

GarageBand with Michael Vick

Location: Daniel Music Bldg, Music Library, Music Lab
(Scheduled Upon Request)

Target Audience: Beginner to intermediate musicians interested in learning to play an instrument, write music, or record a song. GarageBand has everything you need.

Session Objective: Participants will be introduced to the various components of GarageBand which will allow them to navigate the software for learning or producing.

iPad - Where, When and How to Use It with Michael Vick (Scheduled Upon Request)

Target Audience: Participants can be new owners or considering purchasing an iPad.

Session Objective: Learn the capabilities and limitations of this popular mobile device. Discover ways to use iPad in the classroom, and be introduced to some popular apps for in and out of the classroom.

Mac Secrets Series with Wade Shepherd

Location: Riley Hall 108
(Scheduled Upon Request)

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. Choose one or all three sessions.

- Using Your Apple ID- iCloud, App Store, Syncing, FaceTime
- iPhoto – Organizing, Editing, Sharing Pictures
- Time Machine – Learn file management, disk utility and how to restore your computer

Machform Creation and Administration with Jason Long (Scheduled Upon Request)

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 with Corey Gheesling (Scheduled Upon Request)

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.

Moodle: Learn Lessons with Corey Gheesling (Scheduled Upon Request)

Target Audience: Faculty interested in using an additional Moodle resources called Lesson which allows content to be displayed/accessed sequentially should consider this course.

Session Objective: Practice using Lesson to create conditional activities and associate quizzes with the Lesson content.

Moodle: Using Workshop for Peer Assessment with Corey Gheesling (Scheduled Upon Request)

Target Audience: Faculty interested in using Moodle more fully will find workshop a good consideration when in need of peer assessment tool.

Session Objective: Students submit their work via an online text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work. In this session, you will participate in a hands-on demonstration of how to review and submit assessments.

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

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 mail boxes.

Outlook Calendar with Kate Stratton (Scheduled Upon Request)

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!

Photoshop Intermediate with Alec Hasan (Scheduled Upon Request)

Target Audience: Participants should be familiar with basic functionality of Photoshop. If you are a casual user of Photoshop or attended the Beginning Photoshop offered by ITS, consider taking it a step further.

Session Objective. This one hour class will offer hands-on exercises using several popular techniques for manipulating images for use in print and digital publications.

Protecting Personal Information with Susan Dunnavant (Scheduled Upon Request)

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.

Twitter with Brittany Hildreth (Scheduled Upon Request)

Target Audience: Those new to or unfamiliar with Twitter, the 140-character social media platform, will benefit most from this class.

Session Objective: Participants will be introduced to the basics of Twitter, including possible functions in personal and professional life.

Where Do I Put It and How Do I Share It with Corey Gheesling (Scheduled Upon Request)

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 and OneDrive and how to upload and share files link to files from Moodle and grant appropriate permission on the various platforms. Other web resources such as Confluence wiki, eWeb, Wordpress will be discussed too.