



Technology Training Center Workshops - March 2010

Monday	Tuesday	Wednesday	Thursday	Friday
1 1:00-4:00 Tech Help Walk-in Hours	2 9:00-10:00 eLearning - Assessments - Hailey Ruoff 11:00-12:00 myRedDragon - Groups - Hailey Ruoff 1:00-4:00 Tech Help Walk-in Hours	3 9:00-12:00 Tech Help Walk-in Hours 1:00-2:00 eLearning - Introduction to Gradebook - Hailey Ruoff	4 9:00-12:00 Tech Help Walk-in Hours 2:00-3:30 eLearning - New User Training - Hailey Ruoff	5 10:00-11:00 myRedDragon - Groups - Hailey Ruoff
8	9	10	11	12
NCATE - Closed for SPA Report Submissions 3/8 - 3/12				
15	16	17	18	19
Please contact us if you would like a workshop set-up for your office or group. Contact information is at the bottom of the calendar				
22 9:30-10:30 myRedDragon - Groups - Hailey Ruoff 1:00 - 4:00 Tech Help Walk-in Hours	23 1:00 - 4:00 Tech Help Walk-in Hours	24 9:00-12:00 Tech Help Walk-in Hours 1:00-2:00 eLearning - Introduction to Gradebook - Hailey Ruoff	25 9:00-12:00 Tech Help Walk-in Hours 2:30-4:00 eLearning - New User Training - Hailey Ruoff	26 9:00-10:30 eLearning - New User Training - Hailey Ruoff 1:00-2:30 eLearning - New User Training - Hailey Ruoff
29 9:00-10:00 eLearning - Assessments - Hailey Ruoff 1:00-4:00 Tech Help Walk-in Hours	30 1:00-4:00 Tech Help Walk-in Hours	31 9:00-12:00 Tech Help Walk-in Hours		

*PLEASE NOTE: this training is intended only for people that have been identified as the "web person/s" within a given office, department or group.

To register for any workshop please send an email with the date, time, and title of the workshop at least 24 hours in advance to Sue.Bush@cutland.edu .
Walk-in hours do not require advanced notice; we are here to help you on a first come first served basis!!

**For one-on-one trainings in eLearning, SafeAssign, and myRedDragon (including Groups) contact Hailey.Ruoff@cutland.edu. For one-on-one trainings in iTunesU, Garageband, and Select Survey contact Loren.Leonard@cutland.edu. For one-on-one trainings in PowerPoint or any iLife product contact Dawn.VanHall@cutland.edu. For one-on-ones in Adobe Creative Suite contact Justin.Stewart@cutland.edu.

Unless otherwise noted, Workshops and Walk-in Hours are held in the **Technology Training Center** in the back right corner of the Learning Commons in Memorial Library.

March 01, 2010

Monday

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 02, 2010

Tuesday

9:00 AM - 10:00 AM

eLearning - Assessments -- TTC - Hailey Ruoff

You will be shown how to create a self-graded assessment in eLearning.

11:00 AM - 12:00 PM

myRedDragon - Groups -- TTC - Hailey Ruoff

An introduction to Groups and the tools within. You will act as member of the Group Training group and shown how to navigate and interact with other members. You will have the opportunity to post items within a group and add the Groups Activity Channel to the Cortland Online tab of myRedDragon.

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 03, 2010

Wednesday

9:00 AM - 12:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

1:00 PM - 2:00 PM

eLearning - Introduction to Gradebook -- TTC - Hailey Ruoff

This is an introduction to the use of the Gradebook tool inside of eLearning. You will learn how to add columns; create calculated columns which will use formulas and how to calculate a final letter grade.

March 04, 2010

Thursday

9:00 AM - 12:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

2:00 PM - 3:30 PM

eLearning New User Training -- TTC - Hailey Ruoff

You will learn how to set-up a blank course and create a course content page. An overview of the following tools will also be given: Assessments, Assignments, Announcements, Discussion Threads, Mail and Syllabus.

Bring in any content that you would like help in loading as there will be time at the end for individualized assistance.

March 05, 2010

Friday

10:00 AM - 11:00 AM

myRedDragon - Groups -- TTC - Hailey Ruoff

An introduction to Groups and the tools within. You will act as member of the Group Training group and shown how to navigate and interact with other members. You will have the opportunity to post items within a group and add the Groups Activity Channel to the Cortland Online tab of myRedDragon.

March 08, 2010

Monday

12:00 AM - 12:00 AM

Closed for SPA Report Submissions - NCATE

March 09, 2010

Tuesday

All Day

Closed for SPA Report Submissions - NCATE

Please See Above

March 10, 2010

Wednesday

All Day

Closed for SPA Report Submissions - NCATE

Please See Above

March 11, 2010

Thursday

All Day

Closed for SPA Report Submissions - NCATE

Please See Above

March 12, 2010

Friday

12:00 AM - 12:00 AM

Closed for SPA Report Submissions - NCATE

Please See Above

March 15, 2010

Monday

12:00 AM - 12:00 AM

Contact us if you would like a training set-up for your office or group.

We have set aside this time for you, as an office or group, to let us know what type of training you would like. PLEASE contact us as soon as possible so we can accommodate your request.

For one-on-one trainings in eLearning, SafeAssign, and myRedDragon (including Groups) contact Hailey.Ruoff@cortland.edu. For one-on-one trainings in iTunesU, Garageband, dotCMS and Select Survey contact Loren.Leonard@cortland.edu. For one-on-one trainings in PowerPoint or any iLife product contact Dawn.VanHall@cortland.edu. For one-on-ones in Adobe Creative Suite contact Justin.Stewart@cortland.edu.

March 16, 2010

Tuesday

All Day

Contact us if you would like a training set-up for your office or group.
Please See Above

March 17, 2010

Wednesday

All Day

Contact us if you would like a training set-up for your office or group.
Please See Above

March 18, 2010

Thursday

All Day

Contact us if you would like a training set-up for your office or group.
Please See Above

March 19, 2010

Friday

12:00 AM - 12:00 AM

Contact us if you would like a training set-up for your office or group.
Please See Above

March 22, 2010

Monday

9:30 AM - 10:30 AM

myRedDragon - Groups -- TTC - Hailey Ruoff

An introduction to Groups and the tools within. You will act as member of the Group Training group and shown how to navigate and interact with other members. You will have the opportunity to post items within a group and add the Groups Activity Channel to the Cortland Online tab of myRedDragon.

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 23, 2010

Tuesday

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 24, 2010

Wednesday

9:00 AM - 12:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

1:00 PM - 2:00 PM

eLearning - Introduction to Gradebook -- TTC - Hailey Ruoff

This is an introduction to the use of the Gradebook tool inside of eLearning. You will learn how to add columns; create calculated columns which will use formulas and how to calculate a final letter grade.

March 25, 2010

Thursday

9:00 AM - 12:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

2:30 PM - 4:00 PM

eLearning New User Training -- TTC - Hailey Ruoff

You will learn how to set-up a blank course and create a course content page. An overview of the following tools will also be given: Assessments, Assignments, Announcements, Discussion Threads, Mail and Syllabus.

Bring in any content that you would like help in loading as there will be time at the end for individualized assistance.

March 26, 2010

Friday

9:00 AM - 10:30 AM

eLearning New User Training -- TTC - Hailey Ruoff

You will learn how to set-up a blank course and create a course content page. An overview of the following tools will also be given: Assessments, Assignments, Announcements, Discussion Threads, Mail and Syllabus.

Bring in any content that you would like help in loading as there will be time at the end for individualized assistance.

1:00 PM - 2:30 PM

eLearning New User Training -- TTC - Hailey Ruoff

You will learn how to set-up a blank course and create a course content page. An overview of the following tools will also be given: Assessments, Assignments, Announcements, Discussion Threads, Mail and Syllabus.

Bring in any content that you would like help in loading as there will be time at the end for individualized assistance.

March 29, 2010

Monday

9:30 AM - 11:00 AM

eLearning - Assessments -- TTC - Hailey Ruoff

You will be shown how to create a self-graded assessment in eLearning.

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 30, 2010

Tuesday

1:00 PM - 4:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.

March 31, 2010

Wednesday

9:00 AM - 12:00 PM

Walk-In -- TTC

Training and Production Services staff will be on-hand for any technology questions.