

Technology Training Center & eLearning Workshops - Part I : September 1st - 11th 2009

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2 9:30 - 10:30 myRedDragon - Group Functionality - Hailey Ruoff 11:00 - 12:00 myRedDragon - Group Functionality - Hailey Ruoff	3 10:00 - 10:30 iTunesU - Course Setup & Management - Tera Doty-Blance** 10:30 - 12:00 iMovie - Video Editing and Podcast Production - Tera Doty-Blance** 1:00 - 2:00 myRedDragon - Consolidated Courses - Hailey Ruoff 3:30 - 4:30 PowerPoint 2007 - Creating a Presentation - Tera Doty-Blance**	4 10:00 - 10:30 iTunesU - Course Setup & Management - Tera Doty-Blance**
7	8 9:30 - 10:30 myRedDragon - Group Functionality - Hailey Ruoff 1:00 - 2:00 myRedDragon - Group Functionality - Hailey Ruoff 2:00 - 3:00 The New Webmail Interface - OWA Basics - Tera Doty-Blance** 3:00 - 4:30 Tech Help Walk-in Hours - Tera Doty-Blance**	9 10:00 - 11:00 myRedDragon - Consolidated Courses - Hailey Ruoff 1:30 - 3:00 eLearning - New User Training - Hailey Ruoff 3:00 - 4:30 Tech Help Walk-in Hours - Tera Doty-Blance**	10 9:30 - 11:00 eLearning - New User Training - Hailey Ruoff 12:00 - 1:30 myRedDragon - Group LEADER training - Hailey Ruoff 1:30 - 2:30 Word 2007 - Inserting and Formatting Images - Tera Doty-Blance** 2:30 - 3:30 Garageband - Creating an Enhanced Podcast - Tera Doty-Blance** 3:30 - 4:30 PowerPoint 2007 - Creating a Presentation - Tera Doty-Blance**	11 10:00 - 11:00 The New Webmail Interface - OWA Basics - Tera Doty-Blance** 1:30 - 2:00 iTunesU - Course Setup & Management - Tera Doty-Blance** 2:00 - 3:30 iMovie - Video Editing and Podcast Production - Tera Doty-Blance**

To register for an eLearning, Select Survey, Impatica, Safe Assign, myRedDragon, or CMS workshop please send an email with the date, time, and title of the workshop at least 24 hours in advance to Sue.Bush@cortland.edu . Walk-in hours do not require advanced notice. Green highlighted workshops are part of the 'Got the Flu' workshop series (See workshop descriptions for details)

**To register for any other workshop or one on one training with Tera Doty-Blance, please send an email with the date, time, and workshop at least 24 hours in advance to Tera.Doty-Blance@cortland.edu . Walk-in hours do not require advanced notice

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.

Technology Training Center & eLearning Workshops - Part II: September 14th - 30th 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<p>14 1:00 - 2:00 eLearning - Safe Assign - Hailey Ruoff</p> <p>2:30 - 3:30 eLearning - Safe Assign - Hailey Ruoff</p>	<p>15 11:00 - 12:00 Outlook 2007 – Email Basics – Tera Doty-Blance**</p> <p>1:00 - 2:30 myRedDragon - Group LEADER training - Hailey Ruoff</p> <p>2:30 - 3:30 Death by PowerPoint - Tera Doty-Blance**</p> <p>3:30 - 4:30 Word 2007- Inserting and Formatting Images- Tera Doty-Blance**</p>	<p>16 8:30 - 10:00 Content Management System - Loren Leonard</p> <p>11:00 - 12:30 eLearning - Backups (System and Personal) – Hailey Ruoff</p> <p>1:00 – 2:00 myRedDragon - Consolidated Courses - Hailey Ruoff</p> <p>2:30 - 3:30 Outlook 2007 – Email Basics – Tera Doty-Blance**</p>	<p>17 10:00 - 11:00 Death by PowerPoint - Tera Doty-Blance**</p> <p>11:00 – 12:00 PowerPoint 2007 - Creating a Presentation - Tera Doty-Blance**</p> <p>1:00 - 2:30 myRedDragon - Group LEADER training - Hailey Ruoff</p> <p>2:30 - 4:30 Tech Help Walk-in Hours- Tera Doty-Blance**</p>	<p>18 10:00 - 11:30 eLearning - Backups (System and Personal) – Hailey Ruoff</p>
<p>21 10:00 - 11:00 Impatica – Hailey Ruoff</p> <p>12:30 - 1:30 Impatica – Hailey Ruoff</p> <p>1:30 - 2:30 Word 2007- Inserting and Formatting Images- Tera Doty-Blance**</p> <p>2:30 - 3:30 Garageband – Creating an Enhanced Podcast- Tera Doty-Blance**</p>	<p>22 9:30 - 11:00 eLearning - Backups (System and Personal) – Hailey Ruoff</p> <p>1:30 - 2:30 Death by PowerPoint - Tera Doty-Blance**</p> <p>2:30 - 4:30 Tech Help Walk-in Hours- Tera Doty-Blance**</p>	<p>23 9:30 - 11:00 eLearning - New User Training - Hailey Ruoff</p> <p>2:00 - 4:00 Tech Help Walk-in Hours- Tera Doty-Blance**</p>	<p>24 9:00 - 10:00 eLearning - Safe Assign – Hailey</p> <p>1:30 - 2:30 PowerPoint 2007 - Creating a Presentation - Tera Doty-Blance**</p> <p>2:30 - 3:30 Garageband - Creating an Enhanced Podcast - Tera Doty-Blance**</p>	<p>25 10:00 - 11:30 eLearning - New User Training - Hailey Ruoff</p>
<p>28 10:00 - 3:00 Tech Help Walk-in Hours- Tera Doty-Blance**</p>	<p>29 9:30 - 10:30 Impatica – Hailey Ruoff</p> <p>11:00 – 12:00 PowerPoint 2007 - Creating a Presentation - Tera Doty-Blance**</p> <p>1:00 - 2:00 Impatica – Hailey Ruoff</p> <p>2:00 – 4:30 Tech Help Walk-in Hours- Tera Doty-Blance**</p>	<p>30 8:30 – 9:30 Select Survey – Loren Leonard</p> <p>11:00 - 12:00 Garageband – Creating an Enhanced Podcast- Tera Doty-Blance**</p> <p>1:00 - 2:30 eLearning - New User Training - Hailey Ruoff</p> <p>2:30 – 3:30 Select Survey – Loren Leonard</p>		

To register for an eLearning, Select Survey, Impatica, Safe Assign, myRedDragon, or CMS workshop please send an email with the date, time, and title of the workshop at least 24 hours in advance to Sue.Bush@cortland.edu . Walk-in hours do not require advanced notice. Green highlighted workshops are part of the 'Got the Flu' workshop series (See workshop descriptions for details)

**To register for any other workshop or one on one training with Tera Doty-Blance, please send an email with the date, time, and workshop at least 24 hours in advance to Tera.Doty-Blance@cortland.edu . Walk-in hours do not require advanced notice

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.

September 02, 2009

Wednesday

9:30 AM - 10:30 AM

myRedDragon Group Training -- 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.

11:00 AM - 12:00 PM

myRedDragon Group Training -- 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.

September 03, 2009

Thursday

10:00 AM - 10:30 AM

iTunes U - Course Set Up and Management -- TTC - Tera Doty-Blance

During this workshop, attendees will work with the Software Training and Support Specialist to set up their course space in iTunesU, add a title and course description, and artwork. Once the course space is set up, file naming conventions, adding of meta data, and uploading will be covered.

10:30 AM - 12:00 PM

iMovie - Video Editing and Podcast Production -- Tera Doty-Blance

iMovie is the included video editing application for the Mac and is part of the iLife suite. Participants will learn how to import video and still images, make edits, add transitions, add titles, and add additional audio. Final projects will be exported for playback in eLearning or iTunesU

1:00 PM - 2:00 PM

myRedDragon - Consolidated Courses -- TTC

Part of the "Got the Flu?" Series – If you are going to be out for more than a class your students should have access to the materials you were going to present in class. If you are not using eLearning and would still like to make your content available; you can do so by using My Consolidated Courses. This training will give you a brief overview of My Consolidated Course and show you how to upload files for your students.

3:30 PM - 4:30 PM

PowerPoint 2007 - Creating a Presentation -- Tera Doty-Blance

This workshop will cover the basics of creating a PowerPoint presentation. Topics to include; choosing a theme and color scheme, inserting slides, adding and formatting text and images, adding transitions and slide animations, and adding a narration.

September 04, 2009

Friday

10:00 AM - 10:30 AM

iTunes U - Course Set Up and Management -- TTC - Tera Doty-Blance

During this workshop, attendees will work with the Software Training and Support Specialist to set up their course space in iTunesU, add a title and course description, and artwork. Once the course space is set up, file naming conventions, adding of meta data, and uploading will be covered.

September 08, 2009

Tuesday

9:30 AM - 10:30 AM

myRedDragon Group Training -- 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 - 2:00 PM

myRedDragon Group Training -- 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.

2:00 PM - 3:00 PM

The New Webmail Interface - OWA Basics -- Tera Doty-Blance

Learn about the increased functionality that is available in the new OWA – webmail. These functions include live previews of attachments without launching additional applications, color coding for categorizing your messages and meetings, and auto complete of email addresses from the global address list. We'll also cover how to change the layout and views of your webmail and the differences between OWA Premium and OWA Light.

3:00 PM - 4:30 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 09, 2009

Wednesday

10:00 AM - 11:00 AM

myRedDragon - Consolidated Courses -- TTC

Part of the "Got the Flu?" Series – If you are going to be out for more than a class your students should have access to the materials you were going to present in class. If you are not using eLearning and would still like to make your content available; you can do so by using My Consolidated Courses. This training will give you a brief overview of My Consolidated Course and show you how to upload files for your students.

1:30 PM - 3:00 PM

eLearning New User Training -- 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.

3:00 PM - 4:30 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 10, 2009

Thursday

9:30 AM - 11:00 AM

eLearning New User Training -- 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.

12:00 PM - 1:30 PM

myRedDragon Group LEADER Training -- Hailey Ruoff

Ok, I have my Group set-up ... Now what??

This is more detailed training and will offer assistance in how to maintain and run your already created group. You will be show how to add members; how to approve submitted News, Photos and links and how to upload and create folders and files.

1:30 PM - 2:30 PM

Word 2007 - Inserting and Formatting Images -- Tera Doty-Blance

How to add images to a word document in Word 2007. We'll discuss how to resize, resample, crop, colorize, and add edge and border effects to an image. We'll also cover how to add word wrapping effects around your image.

2:30 PM - 3:30 PM

Garageband - Creating an Enhanced Podcast -- Tera Doty-Blance

How to create a non liner narrated slideshow with Garageband. Topics covered include creating, adding and editing audio recordings and audio loops, adding images, adding chapter marks and exporting for playback in iTunes.

3:30 PM - 4:30 PM

PowerPoint 2007 - Creating a Presentation -- Tera Doty-Blance

This workshop will cover the basics of creating a PowerPoint presentation. Topics to include; choosing a theme and color scheme, inserting slides, adding and formatting text and images, adding transitions and slide animations, and adding a narration.

September 11, 2009

Friday

10:00 AM - 11:00 AM

The New Webmail Interface - OWA Basics -- Tera Doty-Blance

Learn about the increased functionality that is available in the new OWA – webmail. These functions include live previews of attachments without launching additional applications, color coding for categorizing your messages and meetings, and auto complete of email addresses from the global address list. We'll also cover how to change the layout and views of your webmail and the differences between OWA Premium and OWA Light.

1:30 PM - 2:00 PM

iTunes U - Course Set Up and Management -- TTC - Tera Doty-Blance

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2:00 PM - 3:30 PM

iMovie - Video Editing and Podcast Production -- Tera Doty-Blance

iMovie is the included video editing application for the Mac and is part of the iLife suite. Participants will learn how to import video and still images, make edits, add transitions,

September 11, 2009 Continued

Friday

add titles, and add addition audio. Final projects will be exported for playback in eLearning or iTunesU

September 14, 2009

Monday

1:00 PM - 2:00 PM

SafeAssign -- TTC - Hailey Ruoff

“SafeAssign™ is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise clients. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content.” You will learn how to have a student submit their own paper OR how to directly submit a paper yourself.

2:30 PM - 3:30 PM

SafeAssign -- TTC - Hailey Ruoff

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September 15, 2009

Tuesday

11:00 AM - 12:00 PM

Outlook 2007 - Email Basics -- Tera Doty-Blance

This introductory workshop will show you how to compose a message, add attachments, choose recipients from your contacts or the SUNY Cortland Global Address list, and creating and working with distribution lists.

1:00 PM - 2:30 PM

myRedDragon Group LEADER Training -- Hailey Ruoff

Ok, I have my Group set-up ... Now what??

This is more detailed training and will offer assistance in how to maintain and run your already created group. You will be show how to add members; how to approve submitted News, Photos and links and how to upload and create folders and files.

2:30 PM - 3:30 PM

Death By PowerPoint -- Tera Doty-Blance

When too many design and multimedia functions overpower the content of your presentation, your audience may suffer "Death by PowerPoint". This workshop will demonstrate how to enhance your presentation and engage your audience by effectively incorporating the bells and whistles of the application. Or at least keep your audience from hiding under their desks until the class is over.

September 15, 2009 Continued

Tuesday

3:30 PM - 4:30 PM

Word 2007 - Inserting and Formatting Images -- Tera Doty-Blance

How to add images to a word document in Word 2007. We'll discuss how to resize, resample, crop, colorize, and add edge and border effects to an image. We'll also cover how to add word wrapping effects around your image.

September 16, 2009

Wednesday

8:30 AM - 10:00 AM

Content Management System (CMS) Training -- Loren Leonard

The CMS offers users an simple, efficient and consistent way to create, update, publish and archive information on the Web. The CMS makes it possible for almost anyone to easily manage web content without knowing HTML.

In order to sign up for this training you must be the "web person" for your particular department, program, center or office. The CMS is not intended for personal or individual faculty/staff Web sites.

11:00 AM - 12:30 PM

eLearning Backups (System and Personal) -- Hailey Ruoff - eLearning

As a faculty member there are two distinct ways to back-up the content in your eLearning course. An internal back-up, which will save all the content that you created in case of a system failure AND a local back-up of all the student content. You will be shown how to do both and given links to support materials.

1:00 PM - 2:00 PM

myRedDragon - Consolidated Courses -- TTC

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3:00 PM - 4:00 PM

Outlook 2007 - Email Basics -- Tera Doty-Blance

This introductory workshop will show you how to compose a message, add attachments, choose recipients from your contacts or the SUNY Cortland Global Address list, and creating and working with distribution lists.

September 17, 2009

Thursday

10:00 AM - 11:00 AM

Death By PowerPoint -- Tera Doty-Blance

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11:00 AM - 12:00 PM

PowerPoint 2007 - Creating a Presentation -- Tera Doty-Blance

This workshop will cover the basics of creating a PowerPoint presentation. Topics to include; choosing a theme and color scheme, inserting slides, adding and formatting text

September 17, 2009 Continued

Thursday

and images, adding transitions and slide animations, and adding a narration.

1:00 PM - 2:30 PM

myRedDragon Group LEADER Training -- Hailey Ruoff

Ok, I have my Group set-up ... Now what??

This is more detailed training and will offer assistance in how to maintain and run your already created group. You will be show how to add members; how to approve submitted News, Photos and links and how to upload and create folders and files.

2:30 PM - 4:30 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 18, 2009

Friday

10:00 AM - 11:30 AM

eLearning Backups (System and Personal) -- Hailey Ruoff - eLearning

As a faculty member there are two distinct ways to back-up the content in your eLearning course. An internal back-up, which will save all the content that you created in case of a system failure AND a local back-up of all the student content. You will be shown how to do both and given links to support materials.

September 21, 2009

Monday

10:00 AM - 11:00 AM

Impatica -- Hailey Ruoff

Impatica's high quality, cutting-edge compression capabilities make it capable of delivering your presentation to virtually everyone, even users with dial-up by compressing typical PowerPoint HTML files by up to 95%.

An introduction to narrated power points will also be given.

12:30 PM - 1:30 PM

Impatica -- Hailey Ruoff

Impatica's high quality, cutting-edge compression capabilities make it capable of delivering your presentation to virtually everyone, even users with dial-up by compressing typical PowerPoint HTML files by up to 95%.

An introduction to narrated power points will also be given.

1:30 PM - 2:30 PM

Word 2007 - Inserting and Formatting Images -- Tera Doty-Blance

How to add images to a word document in Word 2007. We'll discuss how to resize, resample, crop, colorize, and add edge and border effects to an image. We'll also cover how to add word wrapping effects around your image.

2:30 PM - 3:30 PM

Garageband - Creating an Enhanced Podcast -- Tera Doty-Blance

How to create a non liner narrated slideshow with Garageband. Topics covered include creating, adding and editing audio recordings and audio loops, adding images, adding

September 21, 2009 Continued

Monday

chapter marks and exporting for playback in iTunes.

September 22, 2009

Tuesday

9:30 AM - 11:00 AM

eLearning Backups (System and Personal) -- Hailey Ruoff - eLearning

As a faculty member there are two distinct ways to back-up the content in your eLearning course. An internal back-up, which will save all the content that you created in case of a system failure AND a local back-up of all the student content. You will be shown how to do both and given links to support materials.

1:30 PM - 2:30 PM

Death By PowerPoint -- Tera Doty-Blance

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2:30 PM - 4:30 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 23, 2009

Wednesday

9:30 AM - 11:00 AM

eLearning New User Training -- 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.

2:00 PM - 4:00 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 24, 2009

Thursday

9:00 AM - 10:00 AM

SafeAssign -- TTC - Hailey Ruoff

"SafeAssign™ is a plagiarism prevention service, offered by Blackboard to its Blackboard Learning System Enterprise, Vista Enterprise and CE Enterprise clients. This service helps educators prevent plagiarism by detecting unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features designed to aid in educating students about plagiarism and importance of proper attribution of any borrowed content." You will learn how to have a student submit their own paper OR how to directly submit a paper yourself.

1:30 PM - 2:30 PM

PowerPoint 2007 - Creating a Presentation -- Tera Doty-Blance

This workshop will cover the basics of creating a PowerPoint presentation. Topics to include; choosing a theme and color scheme, inserting slides, adding and formatting text

September 24, 2009 Continued

Thursday

and images, adding transitions and slide animations, and adding a narration.

2:30 PM - 3:30 PM

Garageband - Creating an Enhanced Podcast -- Tera Doty-Blance

How to create a non linear narrated slideshow with Garageband. Topics covered include creating, adding and editing audio recordings and audio loops, adding images, adding chapter marks and exporting for playback in iTunes.

September 25, 2009

Friday

10:00 AM - 11:30 AM

eLearning New User Training -- 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.

September 28, 2009

Monday

10:00 AM - 3:00 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 29, 2009

Tuesday

9:30 AM - 10:30 AM

Impatica -- Hailey Ruoff

Impactica's high quality, cutting-edge compression capabilities make it capable of delivering your presentation to virtually everyone, even users with dial-up by compressing typical PowerPoint HTML files by up to 95%.

An introduction to narrated power points will also be given.

11:00 AM - 12:00 PM

PowerPoint 2007 - Creating a Presentation -- Tera Doty-Blance

This workshop will cover the basics of creating a PowerPoint presentation. Topics to include; choosing a theme and color scheme, inserting slides, adding and formatting text and images, adding transitions and slide animations, and adding a narration.

1:00 PM - 2:00 PM

Impatica -- Hailey Ruoff

Impactica's high quality, cutting-edge compression capabilities make it capable of delivering your presentation to virtually everyone, even users with dial-up by compressing typical PowerPoint HTML files by up to 95%.

An introduction to narrated power points will also be given.

2:00 PM - 4:30 PM

TTC Walk-in Hours - Tech Questions -- Tera Doty-Blance

Walk in hours for any technology questions.

September 30, 2009

Wednesday

8:30 AM - 9:30 AM

Select Survey Training -- Loren Leonard

Select Survey is an online web application that allows users to easily make and distribute online surveys. Select Survey generates easy to read reports and can export collected data into very usable and familiar formats formats such as Excel and SPSS.

11:00 AM - 12:00 PM

Garageband - Creating an Enhanced Podcast -- Tera Doty-Blance

How to create a non liner narrated slideshow with Garageband. Topics covered include creating, adding and editing audio recordings and audio loops, adding images, adding chapter marks and exporting for playback in iTunes.

1:00 PM - 2:30 PM

eLearning New User Training -- 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.

2:30 PM - 3:30 PM

Select Survey Training -- Loren Leonard

Select Survey is an online web application that allows users to easily make and distribute online surveys. Select Survey generates easy to read reports and can export collected data into very usable and familiar formats formats such as Excel and SPSS.