

the SPOTLIGHT



CETL
Center for Excellence
in Teaching and Learning

See what is in “The Spotlight” this month in the CETL newsletter. We enjoy sharing teaching resources, tech tips, Blackboard advice, and offering a schedule of workshops and events.

In This Issue

Lean in for a Little Pecha Kucha
Page 1

Faculty Reading Groups
Page 2

Canvas Implementation Timeline
Page 3

Google Update
Page 3

Using Google Calendar
to Collaborate
Page 4

Google Hangouts is More
Than Just Video Calls
Page 5

Workshop Schedule
for Faculty and Staff
Pages 6-7

The mission of the CETL is

- to promote excellence in teaching,
- to assist in the pedagogical and professional development of Saint Francis University faculty, and
- to encourage the integration of appropriate technology to enhance teaching and learning.

Lean In for a Little Pecha Kucha

By Theresa Wilson

What’s that? Some exotic hors d’oeuvre? Or maybe a little tickle under the chin? Perhaps a few whispered insider secrets about the newest Pokémon character? Well, no, none of those things! Pecha Kucha (PK) is actually a presentation format which follows a 20x20 formula - the presentation consists of exactly 20 slides, each shown for only 20 seconds, set to advance automatically. If that isn’t enough to intrigue you, a true PK uses only images on the slides.

I first learned about Pecha Kucha at a conference where Snapshot Sessions were included in the program. The sessions consisted of 8 PK-style presentations, each one tacked on to the end of the one before it with no additional time in between. Presentations were concise and fast-paced but somehow did not feel rushed. Among other topics, I heard about adapting Classroom Assessment Techniques for the online environment, calibrating scoring in large lecture sections, tools for vetting and monitoring clinical sites, and one institution’s process for developing a graduate survey. The time and content constraints obviously forced the presenters to be very selective about what was said and how it was delivered. Instead of “sitting back” in watch mode, I found myself “leaning

in” as I listened to the fast-paced presentation’s narrative and studied the accompanying images. The atmosphere in the room was upbeat, energized, and focused.

I have since learned that the Pecha Kucha format originated with two Tokyo architects who were looking for a way to provide exposure and networking opportunities for young designers. The architects, Astrid Klein and Mark Dytham, hit upon the idea of holding a get-

together at a local hot spot where their protégés could present their work and those in attendance could

discuss them. In order to keep the presentations concise and dynamic, they developed the 20x20 formula, and named it Pecha Kucha, a Japanese term meaning “the sound of conversation” or “chit-chat.”

The first Pecha Kucha Night™ was so successful that thousands like it have been held since in cities all over the world, including Pittsburgh, PA! You can read about them on the official [organization website](#) or visit [Pecha Kucha Pittsburgh](#) where the next event is scheduled for March 2. There are even teachers who have adopted the PK style for their own lectures or have assigned students to use it.

PechaKucha
20 × 20
IMAGES SECONDS

PAGE 2 →

TEACHING & LEARNING

PECHA KUCHA FROM PAGE 1

This fall, our Faculty Development Committee was looking for an alternative to their traditional research luncheon, a format which limited the number of presenters to two and the number of guests to 15. The committee's goal was to hold an event that would allow many more faculty members to share their work with many more of their colleagues in a relaxed and interesting environment. Could a Snapshot event work? We thought it might. So, in November, the first Snapshot Event featuring Pecha Kucha style presentations was held. Nine individuals presented to an audience of about 25. It was informative. It was interesting. It was fun. All who attended agreed that it is worth doing again. (Watch for a Spring CDW Event!)

Perhaps you are ready for something new in your teaching practice and the challenge of Pecha Kucha intrigues you. Or, you might see value in the format for student presentations. If you are interested in giving it a try, contact the CETL or any of the following individuals who presented at the Snapshot Event in November, or check out some of the resources below.

- Dr. Deborah Budash, MMS/MHS - Persistence in an Online Master's Degree program: What Students and Faculty Think
- Dr. Roxana Cazan, Literature and Languages - Diversity in Action: Discussing the Orlando Shooting Tragedy at SFU
- Dr. Joseph Goodwill, Engineering - The Flint Water Crisis
- Dr. Curt Kindel and Dr. Kara Kobal, Physical Therapy - The Use of Videos in a Lab-Based Classroom Setting
- Dr. John Miko, Business Administration - Lecture Cap-

ture @ SFU: Lessons Learned

Dr. Samantha Radford, Chemistry - How Can POGIL Benefit Your Students?

Ms. Misty Smith, CETL - Making Information Stick: Why a Picture is Worth 1,000 Memories

Dr. Rachel Wagner, Environmental Engineering - My research: energy, redox, and a love of bacteria

Dr. Mary Ann Wharton, Physical Therapy - Crossfire ACA!

Resources

PK website: www.pechakucha.org

PK Pittsburgh: <http://aiapgh.org/aia-programs->



events/pechakucha-night-pittsburgh/

Post about benefits of using PK in the classroom:

<https://remixhumanities.wordpress.com/2010/11/03/pecha-kucha-in-the-classroom-tips-and-strategies-for-better-presentations/>

Chronicle of Higher Ed article on PK: <http://www.chronicle.com/blogs/profhacker/challenging-the-presentation-paradigm-in-6-minutes-40-seconds-pecha-kucha/22807>

Faculty Reading Groups

This semester the faculty reading groups will discuss Whistling Vivaldi: How Stereotypes Affect Us and What We Can Do. Stereotype threat is the tendency to expect, perceive, and be influenced by stereotypes about age, ethnicity, sexual orientation, profession, and a host of other characteristics. In this book, author and social psychologist Claude Steele writes about the work he and his colleagues have done in this area and details his conclusions about how stereotypes affect identity and what can be done to mitigate their impact. You are invited to join our discussions on Mondays at 12pm or Wednesdays at 9am in the CETL.



PRODUCT UPDATES

CANVAS IMPLEMENTATION TIMELINE



This timeline may be adjusted as the project proceeds. The current version can be viewed on the Implementation website.

Google Update: Switching from GroupWise to Gmail

On Monday, January 23, 2017 IT Services began working with a third party to set up Identity Management. The goal of the Identity Management is to enable users at our University to use the same username and password across a variety of sites and services including My.francis.edu, Google, Active Directory, and cloud based services.

In the near future you might be asked to create a new password that meets requirements for Identity Management, Active Directory, and Google. This means having a strong password that is at least eight characters long and has a combination of upper case letters, lower case letters, and numbers. We will also continue with the current [INFONET password policy](#) that states, “passwords must be changed every 180 days.” We will keep you updated as this work continues. Please keep in mind that you should never give your password out to anyone via email. No legitimate organization will ever ask for your password via email, including IT Services.

The switch from GroupWise email to Gmail and Google Calendar is still planned to take place during the week of February, 27, which is spring break. There are a variety of trainings scheduled during February for Google Apps, Gmail, and Google Calendar. We will continue to offer training over spring break and after the switch. For self-paced training and tutorials visit our Google Apps support website at:

<https://sites.google.com/francis.edu/gapps>

The staff in the CETL are happy to help with any questions you have about Gmail and Google Apps.





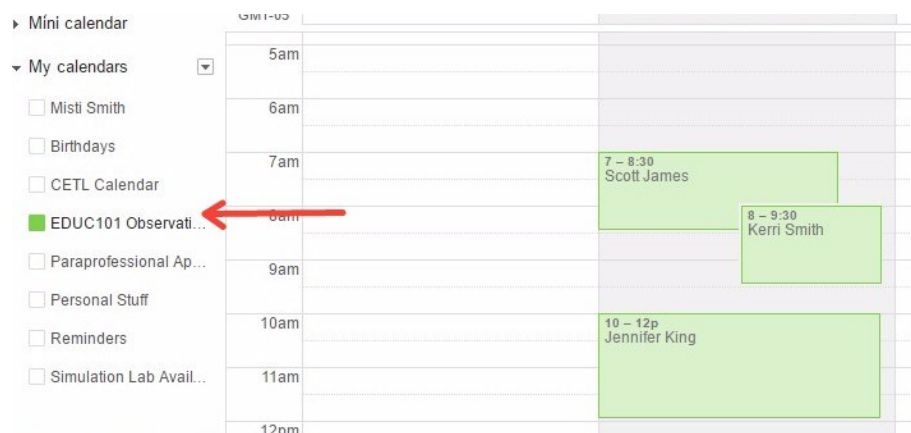
Using Google Calendar to Collaborate

By Misti Smith

The move to Gmail is coming soon, and that also means moving to Google Calendar. Some people on campus have already started using Google Calendar because of its easy sharing features. There are many ways we can use Google Calendar to collaborate with our colleagues and students. A few ideas are using Calendar to log hours, to track projects, or to create appointment slots.

Creating a shared office calendar can improve department communication and efficiency. It can be used to record vacation days, office hours, or class times for faculty. Here is how it would work. One person would create a new calendar and share it by adding email addresses for everyone in the department, giving everyone the permission to make changes to events. Then begin adding events. Mark vacation days the same way. Add an event; name it your name vacation; schedule it for all day; select the department calendar. You can color code an entire calendar or change colors for individual events.

A shared calendar also works great for departments that need to track students' field hours, such as clinical hours, service hours, or teaching experience. A way to do this and have the information in one neat place is to have students enter these hours onto a Google Calendar. As an instructor, you would set up a New Calendar that you share with all the students who need to track hours. This

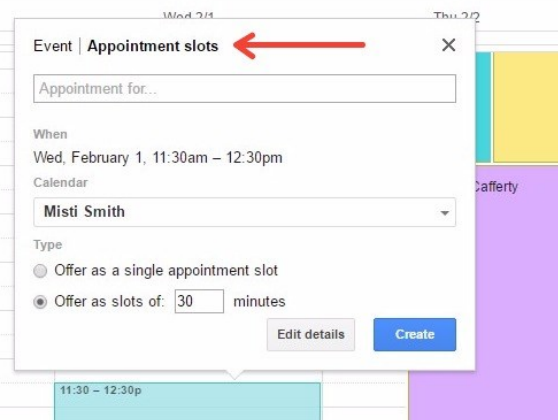


calendar will appear in the students "Other Calendars" area. They can then add their individual time onto the calendar, which you will be able to see (pictured above). You can also view this in an agenda format to more easily see which students have entered time and how many hours they have completed.

Another way to use Google Calendar is to set up calendars for individual course projects or work related projects. You may have an assignment in your class that is not due until the end of the term, but has many checkpoint along the way, or at least suggestions as to how a student should be progressing. For work projects, this could include deadlines, individual tasks and reminders. Because we are all on Google Apps sharing between colleagues and students is equally simple.

Did you know you can set up appointment slots in Google calendar to allow students to schedule times to use a lab or meet with their advisor? In week view, click on the first time you would like to make available.

When the event creation box pops up, choose Appointment Slots instead of Event (pictured below). Then click create. From the next screen you can choose the length of time you want to be available, and how



you want that time broken up, i.e. one hour with two 30 minutes time slots or one hour with 6 10 minute time slots. Then choose to set this up as recurring if needed.

As you see there are many ways you can use Google calendar to collaborate with students and colleagues while keeping yourself and your schedule organized. Keep an eye out for a workshop on these processes and more time saving and convenient uses for Google Calendar.

Mon Jan 16	All day	<div> Martin Luther King Jr. Day </div>
	8:00am - 9:30am	<div> Kerri Smith </div>
	10:00am - 12:00pm	<div> Jennifer King </div>
	7:00am - 8:30am	<div> Scott James </div>
Tue Feb 14	All day	<div> Valentine's Day </div>



Google Hangouts is More Than Just Video Calls

By Briana Keith

Google Hangouts is a great tool to communicate with colleagues and students from our University, and it is included with our G Suite for Education package (formerly known as Google Apps for Education). With Google Hangouts, you can send messages, make video calls, and call phone numbers.



Message

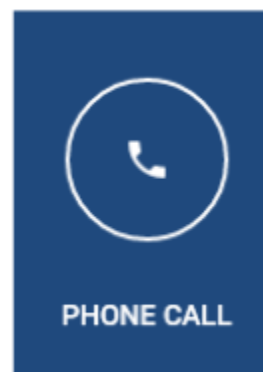
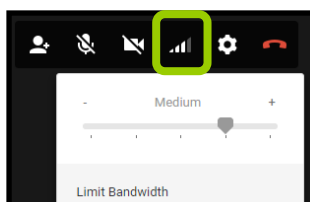
Instead of discussing a project with a coworker via email, try a chat in Google Hangouts. The back and forth conversation will be faster and keep your email less cluttered. From hangouts.google.com click New Conversation > Enter their name > Send a message. Google will tell you if he or she is currently online and save your conversation. The instant messaging in Hangouts has been extremely helpful this semester to communicate with faculty in France. Although there is a time zone difference, we can send and receive messages quickly from our mobile devices with the Hangouts app, which is available for iOS and Android devices. This could also be a neat tool to use with students for a Q&A chat or for virtual office hours.

Working with a group of people or team? Hangouts is a great tool for teams because you can have multiple people in a chat or create groups. Just click New Conversation > New Group > Enter the Names > Click the Green Check > Begin Chatting.



Video Call

Host an online meeting directly from your Chrome browser with Google Hangouts. You can start the video call within a chat message, from the hangouts.google.com page, or schedule it in advanced within a calendar event. Invite additional people via email or send them your meeting link. You can have up to 25 people in a video hangout with no time limit. Web cameras, microphones, and screen sharing will make your online meeting just as productive as meeting in person. Two tips: (1) when joining a hangout you might have to allow use of your web camera/microphone by clicking an icon in the address bar and (2) if you don't have a strong Internet connect, adjust the bandwidth (pictured below). Video calls are perfect for conducting meetings with people off campus and even interviewing candidates.



Phone Call

Most calls to the U.S. and Canada are free in Google Hangouts. From hangouts.google.com click phone call and dial the number. Free calls are limited to 3 hours. For information on pricing for calls outside of the U.S. visit

<https://support.google.com/hangouts/answer/3187125?co=GENIE.Platform%3DDesktop&hl=en>.

As the University transitions from GroupWise email to Gmail, Google Hangouts will be even more beneficial because there will be an instant messaging panel within Gmail.























Therefore, more users from our community will be available to chat and more likely to be online when you message them. To get started using Hangouts even before we switch to Gmail; visit

<https://hangouts.google.com/>.

Contact Briana Keith at bkeith@francis.edu if you do not know the login for your SFU Google account or have questions about G Suite/Google Apps.

CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

February 2017

Mon	Tue	Wed	Thu	Fri
6  2pm Canvas Overview 3:10pm Google Apps Overview and Gmail Q&A 	7  8:30am Canvas Overview 12:15pm Designing a Pecha Kucha 3pm Google Apps Overview and Gmail Q&A 	8  10am Canvas Overview 11am Google Apps Overview and Gmail Q&A 	9 12:15pm Designing a Pecha Kucha 3pm Canvas Overview 7pm Canvas Overview (Online) 7:45pm Google Apps Overview and Gmail Q&A (Online)	10  10am Google Apps Overview and Gmail Q&A 12pm Canvas Overview (CETL & Online) 1:30pm Advanced Excel
13 2pm Canvas Overview 3:10pm Windows 10 	14 8:30am Canvas Overview 12:15pm Speed Geeking 	15 10am Canvas Overview 1:10pm Gmail Basics  2:10pm Google Calendar Basics 	16 9:30am Google Calendar Basics  3pm Canvas Overview 7pm Canvas Overview (Online)	17 10am Gmail Basics  12pm Canvas Overview (CETL & Online) 1:30pm Advanced Excel
20 2pm Canvas Overview	21 8:30am Canvas Overview 2pm Gmail Basics  3pm Google Calendar Basics 	22 10am Canvas Overview 11am Gmail Basics  12pm Google Calendar Basics 	23 11am Google Calendar Basics  3pm Canvas Overview 7pm Canvas Overview (Online)	24 9am Gmail Basics  12pm Canvas Overview (CETL & Online) 1:30pm Advanced Excel
27 1pm Gmail Basics  2pm Google Calendar Basics 	28 10am Windows 10 	All workshops are held in the CETL, Library Room 110 unless another location or online is noted.		

2017 PASSHE VIRTUAL CONFERENCE "Transforming the Teaching & Learning Environment"

February 13-17, 20-24

The CETL's registration provides access to live sessions and recordings for all faculty and staff of SFU. This is the 8th year for the virtual conference which features a range of topics including academic honesty, open educational resources, classroom design, online learning and more. The conference schedule can be found on the [2017 Sessions by Date page](#). The 50 minute sessions begin on the hour at 9, 10, 11, 1, 2, and 3. There are no concurrent sessions. There are 3 ways you can participate:

- **LIVE in the CETL:** Unless a workshop is in progress in Library 111, we will run the sessions live there for the duration of the conference. Drop in and view with us.
- **LIVE from your own computer via Collaborate Ultra:** The conference website provides instructions for using Collaborate, which you may want to run through in advance. Access the schedule on the 2017 Sessions by Date page and click the "Join Session" link to the left of the session title. When joining a conference session, please enter your first and last name followed by your school affiliation.
- **VIEW recordings:** All sessions will be recorded and will remain available after the conclusion of the conference. The recordings of each day's sessions are usually available by 6:00pm ET that same day. The recordings can be accessed by going to the 2017 Sessions by Date page and clicking the "View Recording" link to the left of the session title.



Please let us know if you plan to attend. 1 day notice is appreciated.
Email bkeith@francis.edu or twilson@francis.edu to register.

CETL WORKSHOP SCHEDULE FOR FACULTY AND STAFF

Workshop Titles and Descriptions

Monday Morning Mentor

Each week an email is sent containing access to the 20-minute video from Magna Publications. Remember that videos are only available for one week.

Canvas Overview

These sessions are intended to provide attendees with a first look at Canvas. We will cover: logging in to Canvas, moving around within the system using the global navigation menu, selecting personal account and notifications settings, managing your dashboard, accessing a course, and navigating a course. The hands-on part of the session will include accessing a training course as a student, accessing your sandbox as an instructor, and accessing training materials. We will conclude by discuss next steps, reviewing the project timeline, Introducing our Canvas Trailblazers, and Q&A.

<https://sites.google.com/francis.edu/canvas>

Designing a Pecha Kucha

Pecha Kucha is a presentation format which uses 20 slides with 20 seconds each for a total of 6 minutes and 40 seconds. Faculty might present in this format themselves or assign students a Pecha Kucha as an alternative to a traditional presentation or poster session. In this session you will see a demonstration of a Pecha Kucha, discover ways to use Pecha Kucha in the classroom, receive useful resources for creating slides, and get hands-on practice using presentation tools.

Google Apps Overview and Gmail Q&A

Find out more about the switch to Gmail and Google Calendar. In this overview of Google Apps, you will learn about the variety of tools available in Google's productivity suite for businesses and schools. We will share the benefits of adding Gmail to our Suite and examine the similarities and differences between Gmail and GroupWise email. You will see a preview of Google calendar and have time to ask questions about the move to Google.



The 3rd Annual Speed Geeking

Tuesday, February 14 from 12:15-1:00pm

Speed Geeking! It has become an annual event to go on "Speed Dates" with technology tools...a fun way to see if a tool might be a good match for you or your class without investing a lot of time. This year will feature a new station for you to see Smart Home Devices. Presentations will be informal show-and-tells. Participants will visit each station for about 5 minutes and will rotate to another station when a signal sounds. At the end of the session, we will debrief while enjoying some Valentine's Day refreshments. Faculty and staff are invited to attend. Please RSVP by 2/13/17.



Gmail Basics

Learn how to sign in to your SFU Google account and access the suite of apps. In this session you will get hands-on practice creating an email from Gmail, organizing your inbox, customizing your signature, and adjusting your settings. We will also practice sending instant messages from the Hangouts panel within Gmail.

Google Calendar Basics

Get started using Google Calendar even before the switch. In this session you will learn how to create an event, invite people, find a time, reserve a room, and add notifications. Find out how easy it is to edit an event in Google calendar. Explore the differences between reminders and tasks. Lastly, you will learn how to share calendars. This is a great session to attend after learning Gmail Basics, but you can attend this session first.

Advanced Excel

Working with numbers and text is a daily challenge for many. This workshop will provide attendees with hands-on experience and practical examples in using powerful Excel functionality to meet those challenges efficiently. Capabilities covered will include understanding and clearing common spreadsheet errors, working with multiple sheets, protecting data, using functions for manipulating textual data, and the super tools - PIVOT tables and LOOKUP functions.

Windows 10

Get the scoop on differences in Windows 10 compared to Windows 7 and Windows 8. This session is perfect for anyone who received a new laptop or had their computer updated to Windows 10. Learn how to customize your start menu and tiles, quickly switch between open programs, find preinstalled apps, and edit notifications. Please bring your laptop with Windows 10 to this session.



Please let us know if you plan to attend. 1 day notice is appreciated.
Email bkeith@francis.edu or twilson@francis.edu to register.