

# JULY & AUGUST



Mon	Tue	Wed	Thu	Fri
9 10-11am Managing Gmail Efficiently	10 11am-12pm Using Your Google Calendar Like a Pro	11 1-2pm Canvas Basics	12 2-3pm Make Your Canvas Course Easier to Navigate with a Custom Homepage	13 1:30-2:30pm Canvas Gradebook and Attendance 2:30-3:30pm Managing Gmail Efficiently
16 11am-12pm Excel: Building a Basic Spreadsheet from	17 11am-12pm Using Mail Merge with Letters, Envelopes, and	18 10am-12pm Excel Project Workshop – Building a Budget	19 2-3pm Storing and Sharing Files in Google Drive	20 11am-12pm Create Your Own Interactive Course Elements
23 10-11am Canvas Basics	24 1-2pm Online Teaching: Alternatives to the Discussion Board	25 12-1pm Conducting Live Online Classes with BigBlueButton Video Conferencing in Canvas	26 9-10am Canvas Gradebook and Attendance Tool	27 10-11am Using Your Google Calendar Like a Pro
30 10-11am Canvas Advanced: Facilitating Engaging Interactions	31 10-11am Storing and Sharing Files in Google Drive	1 1-2pm Why Use Interactive Timelines and Timeline Assignments?	2 1-2pm Creating Surveys, Polls, and More with Google Forms	3 10-11am How Can I Use Twitter for Professional or Classroom Use?
6 1-2pm Maximizing Use of Google Apps Available in G Suite for Education	7 11am-12pm Using Canvas Design Best-Practices in Your Face-to-Face Courses	8 11am-12pm Which Video Conferencing Tool is Best for You?	9 2-3pm Course Mapping	10 10am-12pm Excel Project Workshop – Building a Budget Tracker
13 2-3pm Create Your Own Interactive Course Elements	14 10-11am Designing Technology-Enhanced Assignments	15 9-10am Managing Gmail Efficiently 10am-12pm Strategies to Promote Student Engagement	16 10-11am Using Your Google Calendar Like a Pro 1-2pm Canvas Advanced: Facilitating Engaging Interactions	17 9-10am Storing and Sharing Files in Google Drive 10-11am Online Teaching: Alternatives to the Discussion Board

All workshops are being offered on campus and online via video conferencing. Please register at least one day prior to [bkeith@francis.edu](mailto:bkeith@francis.edu).

# WORKSHOP DESCRIPTIONS

## GOOGLE TOOLS WORKSHOPS

### Maximizing Use of Google Apps Available in G Suite for Education

In this session, we will explore the variety of apps available within G Suite for Education. After a brief overview of the apps, we will focus our attention on less widely used apps such as Hangouts and YouTube. We will also answer common questions about the G Suite apps.

### Creating Surveys, Polls, and More with Google Forms

Google Forms are powerful data collection tools that you can use to help plan an event, create a survey, and collect data in a quick and streamlined manner. In this workshop you will create a survey with Google Forms using various question types, send your form, and learn where to find and analyze responses.

### Managing Gmail Efficiently

Although getting your inbox to zero might not be realistic for everyone, keeping your email organized can lead to a more productive day. Take an hour to learn tips for conquering your inbox, creating rules and filters, prioritizing messages, and finding what you need quickly through advanced searching. You will also explore add-on tools for Gmail including a tool for delayed delivery.

### Storing and Sharing Files in Google Drive

Whether you're at the office, at home, or on a trip, Google Drive allows you to access your files and folders from anywhere, even your mobile device! Learn how to upload files and use Google apps to create documents, spreadsheets, and slides. Google Drive makes sharing and collaborating on files a breeze. In this workshop you will learn how and when to convert files to a Google format, how to email files stored in Drive, and how to use Team Drive and Drive File Stream.

### Using Your Google Calendar Like a Pro

In this workshop we will dive deep into Google Calendar's features. After a quick review of the basics, you will learn how to see who's available for a meeting, how to reserve a conference room, and add notifications. You will also practice adding calendars, sharing calendars, and creating, editing, and deleting events on behalf of someone. Lastly, you will learn how to create tasks in Gmail and Calendar for better project management and increased productivity.

## MICROSOFT OFFICE WORKSHOPS

### Excel Advanced: Using Functions and Formulas to Manipulate Numbers and Text

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.

### Excel: Building a Basic Spreadsheet from Scratch

Spreadsheets are great for organizing and manipulating data, but many individuals just don't know where to begin with one. This workshop provide hands-on experience in planning, constructing, and formatting several basic spreadsheets. No previous spreadsheet experience is necessary.

### Excel Project Workshop – Building a Budget Tracker

This hands-on workshop will take attendees through the process of building a workbook to track a hypothetical budget. We will begin with a simple sheet to track monthly income and expenses and expand into a yearly tracker containing some basic data visualization. Beyond simple data entry, this workshop will address advanced skills including building formulas, working across multiple sheet tabs, formatting to improve readability, working with charts and graphs, and efficiency tips.

### Using Mail Merge with Letters, Envelopes, and Labels

Microsoft Word's versatile mail merge feature can simplify the process of printing a batch of letters, labels, envelopes, name badges and more. This workshop will feature the creation of a variety of merge documents from different sources including Word lists, databases, spreadsheets, and text files.

## CANVAS WORKSHOPS

### Canvas Advanced: Facilitating Engaging Interactions

Many instructors have found audio and video useful when teaching. Learn how to record directly in Canvas to create an eye catching announcement, to organize an engaging discussion, or to provide personalized feedback when grading. In this hands-on workshop, you will explore ways to make assignments more interactive with peer review and group settings. There will also be opportunities to review the gradebook, view analytics, and practice creating rubrics to provide students with detailed feedback.

# WORKSHOP DESCRIPTIONS

## CANVAS WORKSHOPS (CONTINUED)

### Canvas Basics

This session will provide attendees with an overview of the most common tools in Canvas and hands-on experience building a basic Canvas course from scratch. Topics include: navigating the global menu and dashboard, creating a profile, setting up a course menu, organizing modules, building a welcome page, and uploading files.

### Canvas Gradebook and Attendance Tool

The Canvas Gradebook stores all information about student grades in a course. It can help both faculty and students track progress and can serve as a course communication tool. The attendance tool also supports these efforts. This workshop will cover the basics of creating assignments, setting up the gradebook and managing grading and attendance. As an added bonus, the new Canvas gradebook, available now in Beta, will be presented. Attendees will learn how to enable the new Gradebook in their courses, if they wish to do so.

### Make Your Canvas Course Easier to Navigate with a Custom Homepage

A custom homepage creates a great first impression of your course and helps students quickly find materials. Learn how to customize your home page with a banner, clickable buttons and images, embedded documents, and more. This workshop will provide hands-on practice in designing Pages for Canvas and using Canva.com to create banners and images.

### Using Canvas Design Best-Practices in Your Face-to-Face Courses

If you have ever tried to navigate a poorly designed website, you know how frustrating it can be! Links that don't work, confusing navigation, no logical structure, and a lack of self-help resources are common design mistakes that are easy to correct. In this session, we will compare sample face-to-face course sites to develop an awareness of best-practices, then apply those practices in our own courses. The goal – to provide students with a useful and engaging resource rather than a source of frustration.

## VIDEO CONFERENCING WORKSHOPS

### Which Video Conferencing Tool is Best for You?

In this workshop we will compare and contrast three video conferencing tools: BigBlueButton, Google Hangouts, and Zoom. These tools can be used to conduct synchronous online meetings, virtual office hours, and online class sessions. Big Blue Button integrates directly with Canvas for easy integration with online courses. You

will get to practice using all three and decide which one is best for your uses.

### Conducting Live Online Classes with BigBlueButton Video Conferencing in Canvas

BigBlueButton (BBB) is a web-conferencing tool which can be used to conduct synchronous online meetings, online class sessions, virtual office hours, or to pre-record sessions for asynchronous viewing. BBB supports multiple audio and video sharing, public and private chat, desktop sharing, polling, break-out rooms, and the whiteboard for displaying files (PDF, PowerPoint, Excel, Word, graphics, etc.) or drawing. This session will cover scheduling a BBB session, using BBB tools, and tips for conducting an online session.

## OTHER WORKSHOPS

### Create Your Own Interactive Course Elements

In this hands-on workshop, participants will custom create interactive elements which can be added to a Canvas course to increase student engagement, check for understanding, explore content, and more. Examples of activities include Drag 'n' Drop Matching, Flashcards (with and without audio), Labeling and Identification Exercises, and Creating Summaries after reading and/or watching content presentations.

### Designing Technology-Enhanced Assignments

When designed well, assignments that integrate the use of technology tools can be particularly motivating and rewarding for students. This session will guide you through a 10-step design process to help ensure successful outcomes. You will learn how to select appropriate technology tools, write clear directions, and assess student work. Examples of a variety of student projects will be shared.

### Graphic Design Made Easy: Creating Posters, Flyers, and Graphics with Canva

Do you struggle with finding images, pairing fonts, and designing eye-appealing color schemes and layouts? With the free online tool, Canva, you can make your posters, flyers, and graphics look professional without any graphic design experience. In this session you will practice using Canva's templates, layouts, fonts, images, and shapes to easily create brochures, posters, postcards, programs, letters, banners, social media posts, and more.

# WORKSHOP DESCRIPTIONS

## OTHER WORKSHOPS (CONTINUED)

### **How Can I Use Twitter for Professional or Classroom Use?**

A growing number of educators and University employees are using Twitter for professional development and networking. Like a virtual watercooler, Twitter is the place to discuss with peers, ask questions, and engage with conference attendees even if you cannot attend the conference. Should you use Twitter with your students? We will discuss this question and more after covering the basics of creating a Twitter account, sending a Tweet, and searching for people and hashtags.

### **Online Teaching: Alternatives to the Discussion Board**

Is the discussion board overused in online courses? Discussion boards have become a ubiquitous component of online courses, but there are other ways to facilitate student-to-student interactions and perhaps better strategies to promote meaningful conversation. By the end of this session you will want to revamp your discussion boards and create new activities for student conversation and collaboration.

### **Strategies to Promote Student Engagement**

Student engagement is a current buzzword in higher ed. Drawing upon a synthesis of articles on the topic, this session will present common definitions along with a host of ideas for implementation.

### **Why Use Interactive Timelines and Timeline Assignments?**

Online, interactive timelines can combine and display a variety of information from text, images, multimedia, and hyperlinks. Timelines can be used to deliver content to students about events in history, a person's life, or even chapters from a book. Incorporate timelines into your class presentation, a handout, as a resource in Canvas, or ask students to create a timeline for an assignment. In this hands-on workshop we will explore types of timelines, examples of timeline assignments, and free tools for creating online timelines.