

# JUNE



Mon	Tue	Wed	Thu	Fri
<b>11</b> 11am-12pm Canvas Basics (On Campus) 1-2pm Creating Your Own Videos with Screencast-o-matic (On Campus)	<b>12</b> 11am-12pm Managing Gmail Efficiently (On Campus & Online) 2-3pm Course Mapping (On Campus & Online)	<b>13</b> 10-11am A Dozen Canvas Time Savers (On Campus & Online) 2-3pm Using Your Google Calendar Like a Pro (On Campus & Online)	<b>14</b> 11am-12pm Excel: Building a Basic Spreadsheet from Scratch (On Campus) 2-3pm Post-It Possibilities (On Campus)	<b>15</b> 10-11am How Can I Use Twitter for Professional or Classroom Use? (On Campus & Online) 1-2pm Canvas Gradebook and Attendance Tool (On Campus & Online)
<b>18</b> 10-11am Storing and Shar- ing Files in Google Drive (On Campus & Online) 12-1pm A Dozen Canvas Time Savers (On Campus & Online)	<b>19</b> 9-10am Excel Advanced: Using Functions and Formulas to Manipulate Numbers and Text (On Campus) 2-3pm Managing Gmail Efficiently (On Campus & Online)	<b>20</b> 9-10am Using Your Google Calendar Like a Pro (On Campus & Online) 12-1pm Why Use Interactive Timelines and Timeline Assignments? (On Campus)	<b>21</b> 11am-12pm Canvas Gradebook and Attendance Tool (On Campus & Online)	<b>22</b> 10-11am Which Video Conferencing Tool is Best for You? (On Campus) 1-2pm Canvas Basics (On Campus)
<b>25</b> 10-11am Using Mail Merge with Letters, Envelopes, and Labels (On Campus) 1-2pm Storing and Sharing Files in Google Drive (On Campus & Online)	<b>26</b> 10-11am Filling the Gaps in Your PowerPoint Skill Set - A Participants' Choice Workshop (On Campus) 12-1pm Using BigBlueButton Video Conferencing in Canvas (Online)	<b>27</b> 9-10am Building Surveys, Polls, and More with Google Forms (On Campus)	<b>28</b> 10-11am Graphic Design Made Easy: Creating Poster, Flyers, and Graphics with Canva (On Campus)	Please register for workshops at <a href="http://tinyurl.com/cetlcalendar">tinyurl.com/cetlcalendar</a>  The CETL will offer many of these workshops and more in July. Look for the July sched- ule near the end of June.

# WORKSHOP DESCRIPTIONS

## Google Tools Workshops

### 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 organizing your email with labels and folders, 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.

### 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.

### 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.

### Building 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.

## Microsoft Office Workshops

### Filling the Gaps in Your PowerPoint Skill Set - A Participants' Choice Workshop

Although PowerPoint has been in use for many, many years, it isn't uncommon for individuals to have some gaps in related skills. What is preventing you from using PowerPoint to its full potential? Send your "gap topics" to [twilson@francis.edu](mailto:twilson@francis.edu) who will formulate this workshop to address them.

## 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 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.

### 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 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.

### A Dozen Canvas Time Savers

Canvas is always making small changes and adding new features that streamline course construction and common teaching tasks like grading, taking attendance, and more! This fast-paced session will cover a dozen of our favorite time-saving features.

### 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 setting up the gradebook and managing grading and attendance, then will move on to special features and settings. 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.

# WORKSHOP DESCRIPTIONS

## 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.

### Using 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 white-board 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

### Course Mapping

A course map is a useful planning tool for anyone wishing to develop a pedagogically sound blueprint for a course. By applying the principle of backward design, the course mapping process helps to ensure that course goals are attained through alignment of segment objectives with assessments and learning activities. This workshop will prepare attendees to create original course maps.

### Creating Your Own Videos with Screencast-o-matic

Screencast-o-matic is a free online video maker that captures your screen, microphone, and/or web camera. Learn how to easily record a lecture with your PowerPoint slides, create a syllabus overview video with a Word document, or a tutorial displaying a website. You will practice uploading a video to YouTube and modifying privacy settings. If there is interest, we will also look at how Screencast-o-matic integrates with Canvas.

### 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 me-

dia posts, and more.

### 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.

### Post-It Possibilities

You already use them to jot down to-dos, take messages, and remember your keys on the way out the door, but that's not all these handy notes can do! We've been gathering up ideas and have found some pretty clever possibilities - some for the classroom, some for the office, even some for home! We'll share them in this workshop. Bring your favorite ideas to share!

### 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.

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