

## Workshops on Demand

Staff Development is offering small group workshops this fall. Class size is a minimum of 6. You put together a group from your department or campus-wide coworkers and you choose the workshop. Time is flexible.

### Workshop Suggestions

**Outlook** (maximum of 6) – knowledge of Word 2007 Ribbon helpful

- Create Templates – Instead of retyping the same email to answer a question or announce a meeting
- Voting buttons – Easy way to tally for elections, attendance, etc
- Create and Share a distribution list –
- Scheduling meetings

**Webmail** – Using Outlook Web Access (OWA) from any computer

### MS Office 2007 Intro/Quick Tour

Get up to speed with Microsoft Office 2007 - Learn the ribbon and the Microsoft Office user interface.

**Word** – Prerequisite: An understanding of the Ribbon by attending the Intro/Quick Tour workshop or pass an assessment available on the Staff Development website: <http://www.onlinegwc.org/sd/workshops.html>

- Templates
- Styles
- Tables
- Mail Merge
- Review (tracking) setup and removal
- References - Table of Contents, MLA & APA format, citations, etc.
- Forms
- Themes/Cover Pages

**Excel** – Prerequisite: An understanding of the Ribbon by attending the Intro/Quick Tour workshop or pass an assessment available on the Staff Development website: <http://www.onlinegwc.org/sd/workshops.html>

- Formatting, sizing, hiding columns and rows
- Functions – instead of formulas
- Insert graphs and charts
- Keeping Grades
- Import grades to Blackboard Grade Book
- Templates

**PowerPoint** – Prerequisite: An understanding of the Ribbon by attending the Intro/Quick Tour workshop or pass an assessment available on the Staff Development website: <http://www.onlinegwc.org/sd/workshops.html>

- Creating presentations
- Adding animation
- Working with Master slide/notes
- Portable presentations – from computer to classroom
- Other formats – preparing presentations for the web
- Templates

### Adobe Acrobat Professional

- Using the Advanced Editing toolbar  
(PDF is a format for output and review, not a source format intended for editing. For all major editing, you should go back to the original source document and afterwards re-create the PDF output)
- Combining Files and/or extracting pages to use in another document
- Forms

## **Smartboard**

Overview

## **Clickers**

Participant response system for classroom or meetings

## **Instructional Strategies for Active Learning**

Learning Styles/Multiple Intelligences  
Effective Group Work (Cooperative Learning)  
Brain-Based Learning

## **Online**

### **Blackboard Basics**

Using your course website (self-paced online course) includes, navigation, adding content, mail, and grade book

### **Teaching and Learning Online** - Prerequisite: Completion of Blackboard Basics or equivalent knowledge

Build an online course (self-paced online course)

### **Beyond Basics** – maximize the potential of your course website

Assessments - Quizzes and Assignments

Respondus - StudyMate

Safe Assign

Lock Down

Grade Forms

Discussions

Media Library

Camtasia – Software to create lectures or demo

Elluminate Live – classroom on the web, conferences, demonstrations – say it once and then archive

### **MyGWC**

Customize your view (including My Banner shortcuts)

Employee Tab

Changing password

Using your course website

**Create your own workshop topics**

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