

Summer Learning Series

For Faculty & Staff



The Instructional Technology & Training Department is offering **ONLINE, FACE-TO-FACE, & HYBRID** learning opportunities this summer.

All Coppin faculty and staff are invited to participate. To register for any session, please email TLT@coppin.edu and include the **Title**, **Date** and **Time** of the workshop.

Individualized & Customized Learning Opportunities

Technology Spa Day

Audience: All

Indulge in a private, customized session with a member of Instructional Technology & Training Department. Customize your areas of interest and speed of instruction. What a great opportunity to have a personalized session catered to your needs --- EagleLINKS, Lync, Blackboard, Tegrity, TurnItIn, Clickers, Smart Classroom Training, Website Resources, Mobile Devices, Technology Ideas....we will cater to you! Lite spa snack included.

Try a Tech Challenge

Audience: All

In this self-paced opportunity, explore the wealth of web-based technologies that can be used to maximize productivity, save time, enhance student learning, engagement, and communication. Participants will commit to trying at least one new technology and documenting their experiences. The person that tries the most technologies will win a prize!



Course Make-Over: Fall Course Technology Preparation

Audience: Faculty



Tired of PowerPoint? Looking to increase student engagement? Interested in different types of assessment? Interested in maximizing the use of technology in your course? Summer is the ideal time to have a "course makeover." With this opportunity, participants will create goals for a course makeover and work with a member of the Instructional Technology & Training Department in achieving those goals. Check-in and support sessions can be conducted via phone, e-mail, web-conferencing, or in

person. By the fall semester, your revamped course will be ready to go!

To register for a workshop, please email TLT@coppin.edu and indicate the **Title**, **Date** and **Time** of the workshop that you would like to attend. *You will receive an email confirmation within 48 hours*

Hands-On Learning Opportunities



CAN'T ATTEND FACE-TO-FACE? NO PROBLEM!

Several of the summer sessions will be broadcast live over the Internet! You can join us face-to-face, or from the comfort of your Internet connection. Look for the web broadcast icon for those sessions that will be available both face-to-face and online.

| Title | Audience | Date | Time | Location |
|--|--|---|------------------|-------------------|
| Introduction to the iPad | All | Tuesday, June 5 | 10am to 10:55 am | GJ 107 |
| Introduction to Lync | All | Wednesday, June 6 | 10am to 10:55am | GJ 107 |
|  QR'ious? Integrating QR Codes to Enhance Communication and Response | All | Thursday, June 7 | 10am to 10:55 am | GJ 107 and Online |
| Working Smart: Using Lync with Office 2010 | All | Monday, June 11 | 10am to 10:55am | GJ 107 |
| iStrategy Refresher | Deans, Chairs, Administrative Assistants, Executive Assistants | Tuesday, June 19 | 1pm to 2:30pm | GJ 107 |
| Curriculum Management in EagleLINKS | Deans, Chairs, Academic Support Staff, Administrative Assistants, Executive Assistants | Wednesday, June 20 | 10am to 10:55 am | GJ 107 |
|  Applicious! The Latest and Greatest Apps for iPads and iPhones | All | Thursday, June 21 | 10am to 10:55 am | GJ 107 and Online |
|  MS Word Functions that Support the Scholarly Research Process | All | Tuesday, June 26 | 11am to 11:55 am | GJ 107 and Online |
| Summer Tech Camp | Administrative Assistants, Executive Assistants | Wednesday, June 27 and Thursday June 28 | 10am to 12noon | Tawes Center Lab |

**** Session Descriptions Available on the Next Page ****

Faculty & Staff Drop-In Days: No Appointment Necessary

Limited on time? Need help with any of the campus technologies? Want a refresher? If so, drop-in on any of the dates listed!

Blackboard • Tegrity • TurnItIn • Clickers • Lync • NBC Learn • Daily Attendance Reporting • No Show Reporting • EagleLINKS Early Alert System • Outlook • Professor Notification Tool • Office 2010 • Blogs, Wikis, and Journals • Social Media • And More!

Monday, June 18, 2012, 9am to 3pm

Monday, July 9, 2012, 9am to 3pm

To register for a workshop, please email TLT@coppin.edu and indicate the Title, Date and Time of the workshop that you would like to attend. *You will receive an email confirmation within 48 hours*

Session Descriptions

Applicious! The Latest and Greatest Apps for iPads and iPhones

Although computer applications have been around since the creation of the first computer, mobile computing did not soar until the production of the laptop in 1981. Now with the creation of the Apple iPad and smartphones, mobile computing has taken a life of its own. Computer and software applications for mobile devices, affectionately referred to as “apps,” are far more interesting than your typical Microsoft Word. Previously these programs were meant to perform special tasks and functions that primarily dealt with documents. However, apps have diverse functions, including games, reference, GPS navigation, social networking, and media for television shows, films, and celebrities. Participants in this workshop will discover and explore the latest apps. Join us and discover the impossibilities! Participants are encouraged to bring their iPads or iPhones.

QR'ious? Integrating QR Codes to Enhance Communication and Response

From soda bottles to billboards, QR codes have been around for years advertising products and ideas. Experience with QR codes in the non-advertising sector is fairly new, but many people have dabbled in their creation and usage of them to make communication interactive and fun. QR codes are an emerging technology that will revolutionize the way individuals communicate with one another and inspire out of the box accessibility. Participants in this session will learn how to use QR codes to make information readily and easily available in a mobile society.



Introduction to the iPad

The iPad has changed the way we access the web, share media, and perform tasks on the go. This session will give participants a jumpstart for the effective use of the iPad. Topics include making the most of your iTunes account, creating documents, surfing the Web, checking email, reading books, and more. Participants are encouraged to bring their own iPads for this highly interactive session. Perfect for those new to the iPad or still in the learning stages of using the iPad.

Introduction to Lync

Microsoft Lync 2010 communications software creates a virtual connection between you and the people you work with. The training session will explore the basics of Lync, including how to sign-in, changing your status, building your contact list, sending an instant message, and making video and voice calls.

iStrategy Refresher

The assessment of data trends is a critical component of higher education. From classroom size to board governance, enrollment, admissions, and graduation, statistics are utilized to make critical decisions. The ability to apply analytics in daily operations increases the functionality, accuracy, and scope of persons or entities charged with driving various components of matriculation. This session will give a review on the basics of iStrategy, including running reports, identifying data, and drilling-down for specific queries.

Summer Tech Camp

This session is specifically for administrative assistants and executive administrative assistants! While the hustle-and-bustle of the office is a bit slower than the regular academic year, attend these sessions to rejuvenate and refresh your skills. The camp will have a review of EagleLINKS functions, take a delve into intermediate Microsoft Office functions, highlight best practices for using Lync, and have a brief showcase about instructional technology tools (Blackboard, Tegrity, TurnItIn).

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Curriculum Management in EagleLINKS

This session cover the following topics: accessing class search and schedule of classes; viewing and printing class, grade, and attendance rosters; and viewing instructor schedule and term workload.

Microsoft Word Functions that Support the Scholarly Research Process

Several features in Microsoft Word can make the production of research publications and articles much easier. This session will first explore managing citations and bibliographies for documents created in Microsoft Word. Next, participants will learn how to make a table of contents from their headings in a document. Finally, participants will receive helpful and handy tips for page numbering, making sections, and creating headers and footers.

Working Smart: Using Lync with Office 2010

When running Microsoft Office 2010 with Microsoft Lync 2010 communications software, you can access many Lync 2010 features directly from your Office 2010 programs. This permits users to collaborate with their colleagues and maximize their productivity. This session will cover sharing your documents directly from Office, connecting Office with Lync instant message, and connecting Lync with Outlook, among other functions and features.

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*You will receive an email confirmation within **48** hours*

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