Spring 2016 Lunch Workshops
OWU Information Services Professional Development

**Friday, February 5 - Designing Engaging Blackboard Activities**
Our online Learning Management System has much more to offer than posting documents online. Features such as My Blackboard, Discussion Boards, Wikis, Blogs, and Journals, empower you to create hands-on activities to engage students between face-to-face class times.

**Tuesday, February 9 - BigTree CMS Intro**
Learn how to manage your department's or program's web presence in OWU's new website. Our new site is built on the easy to use Big Tree CMS (Content Management System.) This introductory session will cover login, backend navigation, content updates, file and image uploads, and the publishing approval process. Staff or faculty who previously had access to OmniUpdate are encouraged to attend.

**Tuesday, February 16 - Blackboard Grade Center**
The Grade Center in Blackboard is more than just a way to record students’ grades. It is a dynamic and interactive tool, allowing you to record data, calculate grades, and monitor student progress. Learn how to use it to record and manage graded and ungraded items alike, such as surveys, self-tests, special projects, participation, or attendance.

**Thursday, February 25 - BigTree CMS Intermediate: Good Webpage Design**
This more advanced training on our OWU website management system will cover templates, callouts and other blocks in more depth. These can enhance the visual appeal and ensure that contact info appears on the bottom of all of your pages making it easy for site visitors to get in touch. Come learn the necessary skills, as well as best practices.

**Monday, February 29 - Video Conferencing Part 1: Zoom**
Web conferencing can bring a guest speaker into a class without travel costs or allow a group spread out geographically to meet synchronously, so it actually feels like a cohesive group. Zoom.us provides high quality video, audio, and screen sharing with annotation that’s easy to use. Come and see for yourself.

**Thursday, March 17 - Video Conferencing Part 2: Google Hangouts**
Google Hangouts, included in OWU BishopApps, bring conversations to life with photos, maps, emoji, stickers, and group video calls. Come learn about the many options such as one-to-many calls, live broadcasted conversations, screen sharing, and calling device versatility.

**Thursday, March 24 - Mastering PowerPoint**
Prepare presentations that pack a punch! Take in the knowledge of how to make PowerPoint powerful with animations, transitions and multi-media. Learn how to be agile in the classroom or conference room by keeping slides hidden until you need them, or package a portion of your presentation for a different audience. Also, manage presentations more efficiently by creating a slide master to coordinate header, footer, and background content.

**Tuesday, March 29 - Presenting Microsoft Publisher**
This powerful desktop publishing app, included in the Microsoft Office Suite, makes it easy to grab attention and personalize your publications. Let the tool manage story flow from one page to the next. It can also guide your eye when arranging the layout of elements on the page.

**Thursday, April 7 - Office Mix**
Office Mix is a free add-in for PowerPoint (Windows only) that provides everything you need to easily create and share interactive online videos. It uses voice recording, video, digital ink, polls, and interactive apps to create a packaged, dynamic lesson that can be played on any device. It offers insights and analytics to see just how your students are interacting with it.

**Tuesday, April 12 - Using Google Drive and Docs**
Google Drive, part of OWU BishopApps, lets you store and access your files anywhere and is a good backup solution for files. Docs, Sheets, and Slides let you create, access, and collaborate with anyone in real-time. There’s also Forms, Drawings, and Maps! Come to learn, whether you’ve never used them or you’d like to use them more efficiently.

*These sessions will be offered in two locations simultaneously: the Beeghley Media Center Room 28 and Corns 109. Participants are welcome to attend at either place.*

Register online at [http://tiny.cc/OWUISProfDev](http://tiny.cc/OWUISProfDev)

All sessions will be led by Instructional Technologist, David Soliday, in Corns 109. These noon workshops include lunch for all who register at least two days before the event. Information Services also provides customized instruction upon request. Contact David Soliday at dcsolida@owu.edu or x3130 for arrangements.