



SUMMER SEMINARS 2015

Strategies for Collaborating Effectively with your Departmental Colleagues

June 3, 2015; 10:00 am – 11:30 am
Young 201

Are you and your departmental colleagues working well together? Are you spending too much time in staff meetings simply reporting out what each person is working on? This workshop will focus on ways to help you and your departmental colleagues work more efficiently together using common technology sharing tools such as Dropbox, Google Docs and WordPress. Staff from the Norton Center for the Arts will share how they work more efficiently with their reservation process and staff from the CTL will share how they have streamlined staff meetings by reducing the reporting out, while still communicating effectively.

Facilitated by the Center for Teaching and Learning Staff and Mark de Araujo

Using Video to Market your Services and Connect with Colleagues

June 4, 2015; 2:00 pm – 3:30 pm
CTL Media Lab

Learning the basics of videoconferencing, video creation and editing can help you create lasting connections with colleagues in other locations or market your departmental services to the campus in creative ways. If you are eager to learn how to use simple tools to expand your reach and have fun, this workshop is for you.

This workshop will be held in the CTL Media Lab. Since there are a limited number of seats/computers available, registration for this session is required.

Facilitated by Kristi Burch and Todd Sheene, the Center for Teaching and Learning

Creating Surveys/Assessments Using Qualtrics

June 9, 2015; 2:00 pm – 3:30 pm
Young 201

Whether you want to collect data for research, design a test or quiz, design an experiment with your students, or collect departmental data throughout the academic year, Qualtrics will work for you. In this workshop you will learn about Qualtrics, our campus-wide survey platform. You will learn how to set up a survey, distribute a survey to your colleagues, and view the results. If you are already familiar with Google Forms or Survey Monkey, come learn about Qualtrics to see how this new program might fit your needs.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Productivity Apps for Mobile Devices

June 10, 2015; 2:00 pm – 3:30 pm
Young 110

Are you using a mobile device in your department and wondering how you can use it more efficiently? This workshop is all about productivity and organizational apps for mobile devices. In this workshop we will introduce you to specific apps for note-taking, creating lists, editing and signing documents, and sharing files and resources. Since this is a hands-on session, if you have a tablet or mobile device, please bring it with you.

Facilitated by the Center for Teaching and Learning Staff

Common IT Issues

June 16, 2015; 10:00 am – 11:30 am
Young 201

In this workshop, members of Centre ITS will be discussing common computer and technology related questions, problems, and best practices. Topics will include classroom technology, virus prevention, email spam/phishing, backing up files, printers, using server space, and other frequently asked questions. There will also be time reserved to ask and discuss any specific technology-related questions you have.

Facilitated by Russ Strunk and Patrick Lowe, Information Technology Services

Making the Most of On-Campus Interns

June 17, 2015; 10:00 am – 11:00 am
Young 201

Have you thought about hosting an intern in your department, but aren't sure where to start? Have you had an intern in the past, but would like to make the most of future interns? Come learn more about Centre College internships - how to use one, internship program requirements, and how to advertise your position to students.

Facilitated by Mindy Wilson, Center for Career and Professional Development

Qualtrics Refresh

June 23, 2015; 10:00 am – 11:30 am
Library Computer Lab

This workshop will provide a review of the most commonly used Qualtrics features. Tips and Tricks learned and discussed from the Qualtrics User Group will be shared, as well as new changes that have occurred within Qualtrics. This session is for any individual who has already created a survey but needs help in remembering some of the basic functionality, tools and features that Qualtrics has to offer.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Getting Started with Excel

June 25, 2015; 10:00 am – 11:30 am and 2:00 pm – 3:30 pm
Library Computer Lab

Excel is a powerful spreadsheet program that can be used in a variety of ways which include: budgets, mailing lists, inventory lists, etc. In this workshop we will learn how to set-up a worksheet, create multiple worksheets, format your spreadsheet for viewing and printing, add formulas and link worksheets. If participants have a project they would like to create in Excel, they are encouraged to bring those ideas to the workshop.

Facilitated by Candace Wentz, the Center for Teaching and Learning

2015 SPARK: Strengthening Pedagogy and Research Knowledge

August 11, 12 and 13
8:30am - 3:25pm
Young Hall