SUMMER SEMINARS 2016

This year we are providing lunch for those workshops that take place over the lunch hour. We will start by discussing the session topic over lunch and then move to the lab for hands-on practice.
An asterisk (*) represents sessions where lunch is provided.

Introduction to Office 365 and One Drive*
June 2: 11:30am - 1:00pm
Young 134

This workshop will introduce participants to the online version of Office, also known as Office 365. We will learn how to access the online office applications, as well as gain a better understanding to what Microsoft One Drive is and why we would use it. We will learn how to collaborate and share a document. Beginning August 2015, all Centre faculty and staff have access to Office 365 for free. In addition with exploring Office 365, we will also learn how to download and access the Office Apps for tablet and mobile devices.

Facilitated by Candace Wentz, the Center for Teaching and Learning

What Does the Library Hold for Me? Resources and Services Available for Staff at Centre College
June 7: 9:00am - 10:30am
Library Computer Lab

Come to the library to *check out* our useful and fun resources! Books are not the only things available for your use at the Grace Doherty Library. We offer online tools that you can use at home or in the library. Some of our great online resources include the Mango language learning system, a quick and easy way to pick up a language before you travel; our EBSCO databases, a great resource for research on any academic topic; and the Learning Express Library, which includes teen and adult education, including career development, certification and licensure exam prep, college and grad school entrance test prep, GED test prep, and more.

We also offer materials in different formats, available for check out by staff: books, CDs, and DVDs. If a book you are interested in reading is not held by our library, you can make suggestions for purchase or you may order the book via our interlibrary loan service. Did you know that the library will also fax materials for you for a small fee? Or better yet that you can scan and email documents for free? Finally, we have a wonderful archive of materials relating to the history of Centre College and our archivist Beth Morgan will give you a short tour of this space.

Facilitated by Carrie Frey, Crystal Ellis, Jenn Green, Beth Morgan and Jami Powell, Grace Doherty Library

Creating your Own Departmental/Program Video, Part 1*
June 7: 11:30am - 2:00pm
CTL Media Lab

In this workshop we will talk about the steps you need to take to create your own departmental/program video using iMovie. Part one will be shooting video and discussing set-up which includes lighting, location, audio recording placement and camera framing, as well as a brief overview of how to set up and shoot an interview in the Vahlkamp Theater. All of these components need to be considered in order to create a quality and sound video project. This class will be devoted to using cameras to shoot video footage that will be edited in the second part of the workshop.

This workshop is in two parts and it is important that participants are able to attend both sessions. This workshop will be held in the CTL Media Lab and since there are a limited number of seats/computers available, registration for this session is required.

Facilitated by Todd Sheene, the Center for Teaching and Learning

Creating your Own Departmental/Program Video, Part 2*
June 9: 11:30am - 2:00pm
CTL Media Lab

In part two of this workshop, we will take the footage that was captured in part one, and will use various video editing and post production methods to mold and create a finished product that gets your point across to the viewer.

Facilitated by Todd Sheene, the Center for Teaching and Learning

Customizing a Video Using Zaption*
June 14: 11:30am - 1:00pm
Young 134

Zaption is a free web-based program that allows you to add text, images and questions to online videos. In this workshop we will create a Zaption account and learn how to add enhancements such as text, images and questions to pre-existing videos. We will also learn how to share these videos with our students or colleagues. If you are looking for ways to add interactivity to your own videos or other online videos, then come and explore Zaption.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Getting Started with Photoshop to Edit Images*
June 21: 11:30am - 1:00pm
Young 134

Photoshop is a powerful photo editing program. In this workshop we will start with the basics and learn about image resolution, cropping an image, adding text to an image and saving your image in various file formats. We will also learn how to create artwork from a blank canvas using a few of Photoshop's tools for editing and enhancing images.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Working with Excel Online*
June 23: 11:30am - 1:00pm
Young 134

Excel is a powerful spreadsheet program that can be used in a variety of ways such as budgets, mailing lists, inventory lists and more. In this workshop we will learn how to use the online version of Excel within Office 365. We will be able to create multiple worksheets, format your spreadsheet for viewing and printing, add formulas and link worksheets.

Facilitated by Candace Wentz, the Center for Teaching and Learning

Creating Marketing Materials in Publisher*
June 28: 11:30am - 1:00pm
Young 134

Publisher is a PC only program that allows individuals to create newsletters, flyers, brochures, certificates and more. In this workshop, participants will learn how to set-up a flyer and a brochure. We will also learn how to manipulate text, images and shapes to create an effective marketing piece.

Facilitated by Candace Wentz, the Center for Teaching and Learning

2016 SPARK: Strengthening Pedagogy and Research Knowledge
August 10 and 11
8:30am - 3:30pm
Young Hall