

Registration Form

Name: _____

Dept/Div: _____ Ext.: _____

Home or Cell Phone: _____

WEDNESDAY, 1/12/11

- Demo: Go to Meeting Software**
10:00 – 11:00 a.m.
- Virtual Walking Tour of the New Molloy Website**
9:30 – 11:00 a.m.
- Smart Board: Special Features**
11:45 a.m. – 1:15 p.m.
- Smart Board: Practice Sessions**
2:00 – 4:00 p.m.

THURSDAY, 1/13/11

- Outlook: Additional Features**
10:00 – 11:30 a.m.
- You Tube for Learning**
1:00 – 3:00 p.m.
- Smart Board: Practice Sessions**
2:00 – 4:00 p.m.

Please return this registration form to
The Faculty Professional Center (K322)
or S. Mary Pat Neylon's mailbox



MOLLOY COLLEGE
ROCKVILLE CENTRE, NEW YORK
516-678-5000 EXT. 6407

Twelfth Annual

WINTER INSTITUTE

January 12-13, 2011



Faculty
Professional
Center

January 12, 2011

DEMO: GOTOMEETING SOFTWARE

Gotomeeting software provides easy access to the potential of organizing and hosting a webinar over the internet using the computer and headphones or telephone. This session will provide a brief overview and demonstration of bringing outside participants to your desktop computer or smart classroom for a "virtual" conversation. Discussion will include examples of how to set up and manage a webinar for a small or large group. Please bring to the session a headset and/or a headset with microphone if you have one!

Instructor: Azad Khan

Time: 10:00– 11:00 a.m.

Room: Your Desk

TAKE A VIRTUAL WALKING TOUR OF THE NEW MOLLOY WEBSITE

Come see the new Web site redesign! Let us walk you through the site and teach you how to navigate it. Attend this session and be ready for the Web site launch this coming Spring! No experience necessary. Walking tour hosted by Web site Administrators - Karenlyn Barone and Michael Olivo

Instructor: Karenlyn Barone (IT)
Mike Olivo (IT)

Time: 10:00 – 11:30 a.m.

Room: K319A

SMART BOARD: SPECIAL FEATURES

Participants in this workshop will learn how to use the Smart Board for more than just a projection device. They will learn how to use the wealth of resources in Smart Board notebook software and tailor their own material in ways that will enhance the overall classroom experience. Pre-requisite: Some familiarity using Smart Board technology.

Instructor: Jamie Cohen (COM)

Time: 11:45 a.m. – 1:15 p.m.

Room: S107

LMS I & II

This is a two part workshop for faculty who have not used Molloy's Learning Management System before. The LMS is part of Jenzabar and it is similar to other coursework systems such as WebCt and Blackboard. It is fully integrated with the admission and registration for the college and it contains some useful tools for faculty to organize coursework and communicate with students in and out of class. Participating in this workshop will get you started on designing and using this courseware.

Part 1 will cover basic LMS features such as buttons, retrieving information, adding content, taking attendance, posting handouts etc.

Part 2 will cover more advanced features such as forums, live chat, setting up coursework and entering grades.

Instructor: S. Rita Vanson (FPC)

Time: 1:30 – 3:30 p.m.

Room: K209

SMART BOARD: PRACTICE SESSIONS

Often, the piece missing from workshops on Smart Board technology is practice time; time to make mistakes; time to explore all the bells and whistles, without our students watching our attempts to be technologically literate. Therefore, a number of classrooms have been reserved for individual faculty use, (alone or with a buddy) for the purpose of spending some time "playing" with a Smart Board without students in the room! When you register for a practice session, you will be assigned a Smart Board classroom for a period of 2 hours. These classrooms are solely for use by faculty with some experience using a Smart Board as there will be no one to coach you. You might want to take Jamie Cohen's workshop on Jan 12 and then register for a session to practice while it is fresh!

Time: 2:00 – 4:00 p.m.

Room: TBA

January 13, 2011

MICROSOFT OUTLOOK: ADVANCED FEATURES

This workshop is for those who already have the basic knowledge of Outlook. It is a "non hands-on" workshop that will introduce you to some additional tools and features that could help you organize your material efficiently, be creative in using the various drop-down menus and effectively communicate with others via this system.

Instructor: Mike Alesi (IT)

Time: 10:00– 11:30 a.m.

Room: TBA

YOU TUBE FOR LEARNING

This workshop is for faculty who only use YouTube for fun or not at all. If you are interested in some creative ways to incorporate this helpful Social Networking tool into your classes, come to this workshop. We will cover:

How to search for really good YouTube content in your discipline

How to subscribe to content that you like on YouTube

How to post YouTube links on your LMS class blog or Bookmark section on the Lion's Den

How to upload your own content to YouTube

Instructor: S. Rita Vanson (FPC)

Time: 1:00 – 3:00 p.m.

Room: K209

PROMOTE YOUR EVENT WITH MICROSOFT WORD

Learn how to create colorful, attention-getting flyers right on your own desktop using software you already know. MS Word is more powerful than most people realize. This 1-hour, hands-on workshop will introduce the key skills in using fonts, graphics, and different file formats like PDF to reach your audience with your message. No experience necessary.

Instructor: Elisa Rapaport (PHI)

Time: 2:15 – 3:15 p.m.

Room: K209

SMART BOARD: PRACTICE SESSIONS

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