# Center *for* Teaching & Learning

# Fall 2018

**Moraine Valley**
**Community College**

# Contents

# About the CTL



The Center for Teaching and Learning's primary role is to "champion" teaching and learning by providing an environment where innovation is encouraged, supported, and rewarded.

The CTL helps to support the college's mission to educate the whole person in a learning-centered environment by providing faculty, adjunct faculty, and staff with a variety of professional development opportunities with the goal to enrich the experience and success of students.

These opportunities occur in a variety of modalities such as workshops, one-on-one consultations, programs, and campus events to enhance teaching, learning, technology, and leadership.

# CTL Staff

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# Our Spaces

## Conference Room L244

Our conference room is a technology-assisted room that seats approximately 16 people. The room is equipped with a LifeSize® video conferencing solution, large-screen full HD monitor, computer, and conference phone. This room is able to be reserved; please contact the CTL.

## Computer Lab L243

Our instructional classroom is a faculty/staff computer lab containing a standard podium and SMART® Board. The room is equipped with 20 computers running Windows 10 and Microsoft Office 2016. This room is able to be reserved; please contact the CTL.

## Faculty and Staff Open Lab Area L244C

Our faculty and staff lab is equipped with two computers running Windows 7 and Mac OS X, as well as a computer running Windows 10 only. These computers contain some specialized software for use, plus access to a black-and-white printer, a color printer, and three scanners.

# Checkout Items

The Center for Teaching and Learning provides a number of items for checkout. All of these items are available for use by our full- and part-time faculty and staff on a first-come, first-served basis. If you have any questions or would like to request a checkout, please contact us.

## Professional Development Books

The Moraine Valley Library maintains a current Professional Development resource list compiled by the Center for Teaching and Learning and found in the Library's circulation.

## Technology Equipment

- Microsoft Surface 2 Pro running Windows 10 with Microsoft Office 2013
- Apple MacBook Air running MacOS 10.13 (High Sierra) with Microsoft Office 2016 for Mac, and Windows 10 Professional with Microsoft Office 2016
- Apple MacBook Pro (no touch bar) running MacOS 10.13 (High Sierra) with Microsoft Office 2016 for Mac, and Windows 10 Professional with Microsoft Office 2016
- Apple iPad Pro
- iPad Mobile Cart with 20 devices

# Professional Development

## Adjunct Faculty Onboarding

The Adjunct Faculty Onboarding was created to assist faculty in their teaching experience at Moraine Valley. Whether you are new or returning, the onboarding experience will be an excellent resource that will allow the performance of duties in the most efficient way possible. The topics include an introduction to campus, a highlight of a few policies and procedures, as well as student and faculty resources. For more information, please contact the Center for Teaching and Learning at (708) 974-5347.

## Online Course Development (OCD)

Online Course Development is the entirely redesigned program dedicated to teaching instructors how to create, revise, or facilitate online and hybrid courses. The program occurs over 9 weeks and is completely online. This course is required for instructors who, with the permission of their department, want to learn how to teach online. Prior comfort with using Canvas is recommended before enrollment in the program. For more information, please visit the Online Course Development page on the CTL's website or contact the Center for Teaching and Learning at (708) 974-5347.

## Podium Training

Podium training is necessary to access locked classroom podiums across the college's main campus, as well as the Blue Island and Southwest Education Centers. For more information on the podiums and to view training resources, please visit the Classroom Podiums page on the CTL's website or contact the Center for Teaching and Learning at (708) 974-5347.

## Supervisory Skills Series

The Supervisory Skills Series ($S^3$) provides a variety of developmental opportunities, skills, and resources for all supervisory-level staff at Moraine Valley Community College. The series is a blended course comprised of eight face-to-face and five online workshops, which are led by an array of supervisors from Moraine Valley. The program is structured in a collaborative, group-led environment in which all participants will reflect upon personal experiences and work to design their own supervisory approach.

## The Democracy Commitment

The Democracy Commitment is a national initiative to promote community engagement and civic education in community colleges. This initiative supports and promotes efforts to provide professional development opportunities and assists faculty and staff with incorporating civic responsibility and democratic practice into their curriculum and lives. For more information, please contact Kevin Navratil, The Democracy Commitment coordinator and associate professor of Political Science, at navratilk2@morainevalley.edu or (708) 974-5596.

## Global and Diversity Education

The Global and Diversity Education Program at Moraine Valley sponsors programs, speakers, events, and activities that infuse global awareness and increase exposure to diverse cultures and perspectives into the campus culture and course curriculum. For more information, please

contact Michael Renehan, Global and Diversity Education program coordinator and professor of Intensive English Language, at renehan@morainevalley.edu or (708) 974-5321.

## Moraine Valley Learning Academy (MVLA)

The Moraine Valley Learning Academy (MVLA) offers courses taught by, and for, Moraine Valley faculty. In the spirit of teaching and learning, the MVLA strives for an exchange of ideas that reflects applied knowledge, methods, and technology within an interactive and collegial setting. For more information, please contact the MVLA coordinators, Jim McIntyre, associate professor of History, at mcintyrej@morainevalley.edu or (708) 608-4059 and Layla Khatib, assistant professor of Biology, at khatibl3@morainevalley.edu or (708) 608-4234.

## Teaching and Learning Community (TLC)

The Teaching and Learning Community (TLC) is a public event organized and hosted during the fall semester by the CTL and the Library, which features short talks from staff, administrators, and faculty highlighting ideas and innovations. TLC seeks to fulfill the CTL's mission to create a culture of learning by providing various professional development opportunities for all faculty and staff as well as the Library's mission of supporting the curriculum through providing information resources.

**TLC** Teaching and Learning Community Event

**Mark your calendars!**

Wednesday, Nov. 7
11:00am – 1:00pm in the Library

## Customized Learning & Instructional Consultation

The Center for Teaching and Learning offers consultations designed to assess, discuss, and plan for your professional learning, development, or instructional needs. Our customized solutions are intended for the division, sub-division, department, or individual levels. The CTL is here to support your professional needs and goals in alignment with the college's strategic priorities. To start a conversation, please contact the Center for Teaching and Learning at (708) 974-5347.

# Workshops

## Registration Process

To register for any CTL workshops, please self-register using MVConnect. Under the Faculty and Staff page in the self-service menu, select **Students**, then **Registration**, then **Search, Register, and Pay for Non-Credit Classes**.

MVConnect contains the most up-to-date information regarding workshop sessions. Please use course codes and titles to assist you in locating and registering for activities. You will receive an email confirming your successful registration.

*Important Note*: If you do not receive an email, your registration was not successfully completed.

Early registration for sessions you plan to attend is appreciated; workshops with low enrollment are canceled two days before they are scheduled to occur. In the event of a cancellation, you will receive an email notification if you were enrolled in the workshop. Also, if you are unable to attend a session, we appreciate the courtesy of dropping the session at least two days prior to its occurrence.

Additional information on using MVConnect to search, register, or drop sessions can be found in the Professional Development Training Guide located on the CTL's website.

If you need assistance or have questions, contact the CTL.

## View Training History
For a copy of your professional development workshop history, log on to MVConnect and view your noncredit transcript. Directions on how to retrieve one's noncredit transcript can be found in the Professional Development Training Guide located on the CTL's website.

## Professional Growth Units (PGUs)
Article 12.5 of the Moraine Valley Faculty Association Agreement establishes a process that allows full-time faculty members to earn credit for approved professional growth activities. PGU credits may be used to meet promotion criteria and to document professional growth.

Full-time faculty can earn PGUs for attending most CTL workshops, and PGU paperwork will be provided. There may be some workshops that either require faculty to complete a PGU application form prior to the start date of the activity or are not PGU eligible; these will be clearly marked.

Faculty also can earn PGUs for other activities outside of CTL workshops. For more information, please visit the Professional Growth Units page on the CTL's website. For questions or assistance, please contact Dr. Kristine Christensen, director of Faculty Development and professor of Management Information Systems, at christensen@morainevalley.edu or (708) 974-5512.

## Need Accommodations?
Please email accommodation requests to ctl@morainevalley.edu or call us at (708) 974-5347. Provide a minimum of seven days' notice.

# Current Offerings

Dates/times are subject to change. To view the most up-to-date offerings, visit the CTL website's [Events page](#) or check on MVConnect under "Search, register, and pay for Non-Credit classes." For further directions on how to check MVConnect for offerings, please use the [Professional Development Training Guide](#) located on the CTL's website.

## Democracy Committment

**How to Enhance Civic Learning and Improve Civil Dialogue on Campus**

Unfortunately, there are several concerning trends with the state of democracy in the United States. Research has demonstrated low levels of civic knowledge among college students, and the U.S. was downgraded to a "flawed" democracy for the second year in a row by The Economist's Democracy Index. Some of the central problems with the current state of democracy in the U.S. are increasing political polarization, declining political trust, and toxic civil discourse. This session will briefly introduce upcoming initiatives designed to address these challenges along with opportunities to enhance curriculum with civic content. This session will also provide tools to improve political dialogue, understand various perspectives, and learn more about current events. (Strategic Priority: Student Success, Program Development)

| CTLF-K101-501 | R | 9/13 | 2:00p - 3:00p | L244 | K. Navratil |
|---|---|---|---|---|---|

## Student Support

**Accessible Documents**

Many documents we use daily may not be accessible for individuals with disabilities. We will focus on using the accessibility tools within Microsoft Word to scan existing documents for accessibility issues and offer corrections, including accessible headings, images, lists, links, tables, and color. This session will allow time for you to scan your own documents, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology)

| CTLE-S141-501 | T | 8/28 | 10:00a - 11:00a | L243 | A. Marcasciano |
|---|---|---|---|---|---|
| CTLE-S141-502 | M | 10/15 | 2:00p - 3:00p | L243 | S. Leturno |

## Accessible Presentations

Many presentations we use daily may not be accessible for individuals with disabilities. We will focus on using the accessibility tools within Microsoft PowerPoint to scan for accessibility issues and offer corrections, including accessible outlining/order, layouts, titles, headers, images, lists, links, tables, and color. This session will allow time for you to scan your own presentations, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology

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|---|---|---|---|---|---|
| CTLE-S142-501 | T | 9/4 | 10:00a - 11:00a | L243 | A. Marcasciano |
| CTLE-S142-502 | M | 10/22 | 2:30p - 3:30p | L243 | S. Leturno |

## Accessible Video

Creating accessible, captioned video is easy! Captioned video allows a multitude of people to be able to watch a video, including those who may have a disability, may need easy reference to a text version of content, or are simply viewing in a crowded space. The Panopto video management system makes this easy with its speech-to-text feature! This session will give you time to learn about accessibility issues and how to correct them  (Strategic Priority: Student Success, Technology

| | | | | | |
|---|---|---|---|---|---|
| CTLE-S143-501 | W | 9/5 | 2:00p - 3:00p | L243 | S. Leturno |
| CTLE-S143-502 | T | 10/23 | 9:30a - 10:30a | L243 | S. Leturno |

## Accessibility in Canvas

Accessibility is an important aspect in the success of all students, especially those using Canvas. We will focus on utilizing the easy-to-use UDOIT tool in Canvas, which can help scan courses for accessibility issues and offer corrections. This session will allow time for you to scan your own classes, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology

| | | | | | |
|---|---|---|---|---|---|
| CTLE-S144-501 | W | 8/29 | 2:00p - 3:00p | L243 | S. Leturno |
| CTLE-S144-502 | T | 10/16 | 9:30a - 10:30a | L243 | S. Leturno |

## Serving Students with Disabilities at Moraine Valley

Higher education theorist Vincent Tinto once remarked that "access without support is not opportunity." Disability services centers exist on college campuses for this precise reason—accommodations and services act to "level the playing field" for otherwise qualified students with disabilities. In this session, we will review the process through which students become registered with the Center for Disability Services (CDS) here, who qualifies for services, how accommodations are implemented, and how you can support students with disabilities.

Upon successful completion of this course, participants will be able to identify the path students take to become enrolled with the CDS, identify several common accommodations, and understand their role when working with students with disabilities. (Strategic Priority: Student Success, Program Development, Diversity & Inclusion)

CTLF-S125-501    T    10/9    11:00a - 12:00p    S117A    E. Hickey

## Title IX Training

Members of the Moraine Valley community have the right to be free from all forms of sexual discrimination, harassment and misconduct, examples of which include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. This session will give an overview of Moraine Valley's comprehensive policy, including: reporting options, interim measures, investigation and resolution procedures, and resources and support services. Participants will leave with everything they need to effectively respond, refer and report. Upon successful completion of this course, participants will be able to:
- Locate the full policy
- Understand reporting requirements
- Understand resources and support services for students

(Strategic Priority: Student Success, Diversity and Inclusion)

| Course | Day | Date | Time | Room | Instructor |
|---|---|---|---|---|---|
| CTLF-S117-501 | W | 9/12 | 1:00p - 2:00p | A221 | J. Jenkins, K. Marshall |
| CTLF-S117-502 | T | 10/23 | 3:00p - 4:00p | A251 | J. Jenkins, K. Marshall |
| CTLF-S117-503 | R | 11/15 | 11:00a - 12:00p | A251 | J. Jenkins, K. Marshall |

## Student Engagement Techniques in the First Five Minutes of Class

Are your students focused and on task at the beginning of each class? If so, this workshop is not for you. Are you searching for no-tech or low-tech options to engage your students during the first five minutes of your class?  If so, we invite you to join the discussion as we share student engagement activities to help students focus their attention on your course content during the first five minutes of class. Upon successful completion of this course, participants will be able to incorporate a student engagement technique during the first five minutes of class. (Strategic Priority: Student Success) believe

| Course | Day | Date | Time | Room | Instructor |
|---|---|---|---|---|---|
| CTLF-S119-501 | T | 8/28 | 5:00p - 5:50p | L243 | S. Gallagher |
| CTLF-S119-502 | T | 10/9 | 5:00p - 5:50p | L243 | S. Gallagher |

## Student Engagement Techniques: No-Tech Options

Are you looking for strategies to engage your student that you can begin using immediately without technology? This workshop will focus on no-tech options to engage your students, including collaborative and active-learning techniques. Upon successful completion of this course, participants will be able to incorporate no-tech engagement strategies into classroom activities. (Strategic Priority: Student Success)

| CTLF-S120-501 | W | 8/15 | 5:00p - 5:50p | L243 | S. Gallagher |
| CTLF-S120-502 | W | 10/10 | 5:00p - 5:50p | L243 | S. Gallagher |

## Starting a Class or Lesson

When we first meet a class, one of the best ways to acclimate students is not to dive straight into a syllabus, but instead to have an activity. These activities also can be used to start individual course lessons. This session will discuss activities to start a class or a lesson to keep students engaged. (Strategic Priority: Student Success)

| CTLF-S123-501 | W | 8/15 | 4:00p - 4:30p | L244 | A. Marcasciano |
| CTLF-S123-502 | T | 8/21 | 4:30p - 5:00p | L244 | A. Marcasciano |

## Locating High-Quality Free Content

Today's internet offers a wealth of information for instructors, including free content to use with courses. This session will focus on finding various sources of media and other instructional content that can be used to engage students. (Strategic Priority: Student Success, Technology)

*Note*: These sections are webinars that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

| CTLF-S124-531 | R | 11/15 | 11:00a - 11:30a | Webinar | A. Marcasciano |
| CTLF-S124-532 | T | 11/27 | 3:30p - 4:00p | Webinar | A. Marcasciano |

## Professional Development
### Becoming a Higher Learning Commission Consultant Evaluator

This workshop will describe the role and responsibilities of HLC consultant evaluators. The college's accrediting agency, the Higher Learning Commission, is always seeking individuals who are interested in being trained to serve in this role. After completing HLC training, consultant evaluators are assigned to teams that visit HLC-accredited institutions to verify the schools' compliance with HLC and federal requirements. Three Moraine Valley employees will discuss their

experiences, the benefits, and the challenges of being a consultant evaluator. In addition, the application and training process will be discussed. Upon successful completion of this course, participants will be able to consider applying to the HLC to be trained as consultant evaluators. (Strategic Priority: Resource Advancement)

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|---|---|---|---|---|---|
| CTLE-V115-501 | R | 10/18 | 10:00a - 11:30a | L244 | S. Katterman, G. Murphy, R. Nagle |

### FERPA: What is It and How Does It Affect Your Daily Work

This workshop will be an overview of FERPA regulations and how they impact everyone's daily interactions with students. Upon successful completion of this course, participants will be able to effectively understand FERPA regulations and how to incorporate it in their daily work. (Strategic Priority: Student Success)

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|---|---|---|---|---|---|
| CTLE-V105-501 | T | 10/16 | 4:00p - 5:00p | S117A | A. Sarata, E. Esperanza Jr. |
| CTLE-V105-502 | W | 11/14 | 2:00p - 3:00p | S117A | A. Sarata, E. Esperanza Jr. |

## Technology
### What's New in Windows 10 and Office 2016

In this hands-on workshop, participants will acclimate to the changes in Windows 10 and Office 2016. Upon successful completion of this course, participants will be able to:
- Navigate the Windows 10 interface
- List key improvements in Windows 10
- Compare and contrast the Windows 7 and Windows 10 operating systems
- Describe new features in Office 2016 products
- Compare and contrast features in Office 2013 and Office 2016
- Explain the Windows/Microsoft update cycle
(Strategic Priority: Technology)

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|---|---|---|---|---|---|
| CTLE-T110-501 | W | 8/8 | 9:00a - 10:00a | L243 | A. Marcasciano |
| CTLE-T110-502 | R | 8/30 | 9:00a - 10:00a | L243 | A. Marcasciano, S. Leturno |
| CTLE-T110-503 | F | 9/21 | 10:00a - 11:00a | L243 | A. Marcasciano, S. Leturno |
| CTLE-T110-504 | M | 10/15 | 3:00p - 4:00p | L243 | A. Marcasciano, S. Leturno |
| CTLE-T110-505 | W | 11/14 | 9:00a - 10:00a | L243 | A. Marcasciano, S. Leturno |

## Chrome Extensions for Productivity

The Google Chrome web browser offers the ability to add new features through extensions, found through the Chrome Web Store. This session will discuss how to install these extensions, along with a few to help with your own productivity. (Strategic Priority: Student Success, Technology)

*Note*: These sections are webinars that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

| | | | | | |
|---|---|---|---|---|---|
| CTLE-T144-531 | W | 9/5 | 10:00a - 10:30a | Webinar | A. Marcasciano |
| CTLE-T144-532 | R | 9/13 | 4:30p - 5:00p | Webinar | A. Marcasciano |

## Advanced Techniques in Excel for Automation, Data Manipulation and Visuals

Do you have an intermediate understanding of Excel and wish to break through to true mastery? Take your understanding of what Excel can do to the next level. Topics include:
- Increased interactivity by automating reporting through macros and VBA
- Turn raw data into decision-making power using advanced pivot tables, advanced range names and visualization via pivot charts
- Data validation
- Functions, arrays, tables, goal seek, Excel solver
- Advanced visualizations

Upon successful completion of this course, participants will be able to understand the advanced capabilities of Excel. (Strategic Priority: Technology)

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|---|---|---|---|---|---|
| CTLE-T219-501 | F | 10/19 | 10:00a - 12:00p | L243 | A. Roe |

## Student E-Portfolios with Google Sites: Fun for Them, Easy for You

In this session, you'll learn everything you need to know about Google Sites, the easy-to-use app that allows students to showcase their coursework (and reflect upon it). It is extremely intuitive, because there are actually very few features—it's a great example of a tech tool that takes little time to learn but reaps many benefits for students. If you've ever thought about using portfolios or even "mini" versions of portfolio-style projects, learning Sites might convince you to try the approach.

Upon successful completion of this course, participants will be able to use Google Sites and begin to craft a portfolio assignment for students. They also will learn about Canvas' e-portfolio features as an alternate to Sites. (Strategic Priority: Student Success, Technology)

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|---|---|---|---|---|---|
| CTLF-T139-501 | W | 9/26 | 2:00p - 4:00p | L243 | S. Bundy |

# Canvas

## Canvas Basics

Through demonstrations and hands-on experience, this training provides an introduction to the Canvas by Instructure learning management system. This training is highly encouraged for all faculty. Upon successful completion of this course, participants will be able to:

- Describe the automated course creation process
- Navigate the Canvas learning environment
- Set up custom notifications
- Create a new course
- Create robust content using the rich content editor and content selector pane
- Post a course syllabus
- Create and manage calendar items
- Create a content page
- Create a module with optional requirements and pre-requisites
- Track student attendance
- View student interactions report
- View student access report
- View course statistics and analytics
- Select course navigation menu items
- View course in student view mode
- Import/export content for reuse
- Publish a course for student access
- Search the Canvas community for help

(Strategic Priority: Student Success, Technology)

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|---|---|---|---|---|---|
| CTLF-C101-501 | T | 8/14 | 9:00a - 11:00a | L210 | S. Leturno |
| CTLF-C101-502 | W | 8/22 | 10:00a - 12:00p | L243 | S. Leturno |
| CTLF-C101-503 | W | 8/29 | 3:45p - 5:45p | L243 | S. Leturno |
| CTLF-C101-504 | M | 9/10 | 1:30p - 3:30p | L243 | A. Marcasciano |
| CTLF-C101-505 | M | 10/8 | 3:00p - 5:00p | L243 | L. Dyrda |

## Canvas Assignments and Grades

Through demonstrations and hands-on experience, this training provides an introduction to the assignments and grades features in Canvas. This training is highly encouraged for all faculty. Upon successful completion of this course, participants will be able to:

- Describe the relationship between assignments and grades
- Create assignment groups and optional weights
- Create an assignment shell
- Define assignment settings
- Create group sets
- Navigate gradebook
- Manage grade columns
- View student submissions

- Enter student grades and feedback
- Export grade data
- View assignment statistics

(Strategic Priority: Student Success, Technology)

| | | | | | |
|---|---|---|---|---|---|
| CTLF-C102-501 | T | 8/14 | 11:30a - 12:30p | L210 | L. Dyrda |
| CTLF-C102-502 | W | 8/22 | 1:00p - 2:00p | L243 | A. Marcasciano |
| CTLF-C102-503 | R | 8/30 | 4:00p - 5:00p | L243 | L. Dyrda |
| CTLF-C102-504 | M | 9/10 | 4:00p - 5:00p | L243 | S. Leturno |
| CTLF-C102-505 | M | 10/15 | 4:00p - 5:00p | L243 | L. Dyrda |

## Canvas Tips and Tricks

This session will highlight some tips and tricks for using Canvas. Participants will also be able to share their experiences and ask questions during this session. (Strategic Priority: Student Success, Technology)

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|---|---|---|---|---|---|
| CTLF-C111-501 | R | 11/8 | 11:00a - 12:00p | L243 | L. Dyrda |

## Canvas Plagiarism Tool Integration

Did you know Canvas has a plagiarism learning and detection tool? Upon successful completion of this course, participants will be able to use the tool to teach students proper citations and the concepts of plagiarism. (Strategic Priority: Student Success, Technology)

*Note*: Some sections are webinars that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

| | | | | | |
|---|---|---|---|---|---|
| CTLF-C112-501 | R | 8/23 | 10:00a - 11:00a | L243 | A. Marcasciano |
| CTLF-C112-531 | W | 9/19 | 2:30p - 3:30p | Webinar | S. Leturno, A. Marcasciano |
| CTLF-C112-532 | R | 10/11 | 9:30a - 10:30a | Webinar | S. Leturno, A. Marcasciano |

## Canvas Attendance Tool: Roll Call

Come learn how to use the Canvas Roll Call tool to track student attendance. Participants will log attendance, use the seating chart, edit attendance grade information, generate an attendance report, and leverage Excel to analyze attendance report data. (Strategic Priority: Student Success, Technology)

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|---|---|---|---|---|---|
| CTLF-C113-501 | T | 8/28 | 2:00p - 3:00p | L243 | S. Leturno |
| CTLF-C113-502 | W | 9/5 | 9:00a - 10:00a | L243 | L. Dyrda |

## Canvas Communications

Through demonstrations and hands-on experience, this training has been developed to provide an introduction to the various communication features available in Canvas. Upon successful completion of this course, participants will be able to:
- Compare and contrast the various communication tools
- Edit  announcement settings
- Create course announcement
- Edit general discussion settings
- Create a discussion forum
- Reply to student posts
- Grade discussion posts
- Schedule and facilitate a course conference
- Send individual and group messages to students
- Use the scheduling tool for individual student appointments

(Strategic Priority: Student Success, Technology)

| CTLF-C201-501 | R | 9/20 | 10:30a - 11:30a | L243 | A. Marcasciano |
|---|---|---|---|---|---|
| CTLF-C201-502 | W | 10/17 | 3:00p - 4:00p | L243 | L. Dyrda |

## Canvas Quizzes and Surveys

Through demonstrations and hands-on experience, this training provides an introduction to the quiz and survey features available in Canvas. Upon successful completion of this course, participants will be able to:
- Create graded and ungraded quizzes
- Create question banks
- Grade quizzes
- View quiz statistics and item analysis
- Create graded and ungraded surveys
- View survey data

(Strategic Priority: Student Success, Technology)

| CTLF-C202-501 | R | 9/27 | 10:30a - 11:30a | L243 | A. Marcasciano |
|---|---|---|---|---|---|
| CTLF-C202-502 | W | 10/24 | 3:00p - 4:00p | L243 | L. Dyrda |

## Canvas for Clubs and Groups

Through demonstrations and hands-on experience, this training has been developed to help faculty and staff use Canvas as a resource site with clubs, organizations, and meeting groups. Upon successful completion of this course, participants will be able to:
- Navigate the Canvas learning environment
- Create a "course"
- List options to add users to the course
- Identify options to make the course available to users

- Create robust content using the rich content editor and content selector pane
- Publish a course

(Strategic Priority: Student Success, Technology)

CTLF-C330-501     F     9/7     9:30a - 10:30a     L243     L. Dyrda

## Accessibility in Canvas

Accessibility is an important aspect in the success of all students, especially those using Canvas. We will focus on utilizing the easy-to-use UDOIT tool in Canvas, which can help scan courses for accessibility issues and offer corrections. This session will allow time for you to scan your own classes, learn about accessibility issues, and receive assistance with corrections. (Strategic Priority: Student Success, Technology

CTLE-S144-501     W     8/29     2:00p - 3:00p     L243     S. Leturno

CTLE-S144-502     T     10/16     9:30a - 10:30a     L243     S. Leturno

# Instructional Design
## Brain-Based Methods Improve Engagement, Motivation and Performance

If you would like to improve student engagement, motivation and performance, this is the online workshop for you! Thanks to strides in technology, 12 principles of student-centered, active brain-based methods founded in neuroscience are proven to trigger learning in engaging and exciting ways. Create memorable lessons in any area or subject. This workshop will explore brain-based: movement, five senses, patterning, collaboration/secure environment, parallel processing, and peripheral perception. It will also cover brain-based: music; down-time: mid-line breaks, celebrations, energizers; visualization; imagery/relaxed alertness; and emotions.

Your students will benefit from great rewards of engaged, energized, on-task, and active learning. A recent study at Moraine Valley resulted in 13.46 percent performance improvement, and 71 percent of students preferred brain-based learning. Workbook, resources and "how to" with examples are included.

Participants may work at their own pace and complete the workshop at any point during the three-day timeframe.

Upon successful completion of this course, participants will be able to understand and implement brain-based methods in the classroom, training, tutoring, conference, and seminar environments. (Strategic Priority: Student Success, Program Development)

CTLF-I105-530     10/16 - 10/18  Open          Online    J. Grupka

## Copyright for Instructors Made Simple

Copyright in nonprofit public education is flexible but becomes troublesome when using digitized media and online distribution. Librarian Lee Semmerling will present an easy-to-understand overview of copyright in education. Strategies for making the best choices in using other people's material and presenting your own copyrighted work. Upon successful completion of this course, participants will be able to:
- Understand copyright basics
- Make wiser choices in the use of copyrighted materials
- Know where to find help with copyright questions

(Strategic Priority: Student Success, Technology)

CTLF-I106-501    T    11/13    12:00p - 1:00p    L243    L. Semmerling

## COL-101 Canvas Shell and New Textbook

***Note:** This workshop is not eligible for PGUs.*

This training is designed to help COL-101 move smoothly into the new textbook while incorporating one of the course's new objectives, MVCC Technology. A course shell has been created to allow easy adoption of the material and get students and instructors comfortable with the online tools through the introduction of college life, success skills and transitions. All COL-101 instructors will be provided a course shell to copy into their own master course shell.

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|---|---|---|---|---|---|
| CTLF-I119-501 | T | 9/4 | 10:30a - 12:00p | L209 | S. Madi, L. Semmerling |
| CTLF-I119-502 | W | 9/5 | 3:00p - 4:30p | L243 | S. Madi, L. Semmerling |

## Strategic Collaboration for Group Projects

Collaborative group activities increase learning and recall, and prepare students for the real world work environment. Research shows that groups develop interpersonal skills needed to work effectively with others, as they learn through discussion, clarification and evaluation of others' ideas. Check out new ways to use strategic collaboration to get the most out of face-to-face and online group projects and activities. Since teacher collaboration may foster student achievement, be ready to share what works for you with fellow faculty.

Participants may work at their own pace and complete the workshop at any point during the two day time-frame.

Upon successful completion of this course, participants will be able to implement various grouping strategies for student success. (Strategic Priority: Student Success)

CTLF-I120-530    9/19 - 9/20    Open            Online    J. Grupka

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## Assessment
**Multiple Choice for Effectiveness**

Multiple choice questions can be crafted to ensure effectiveness. This session will discuss creating better multiple choice questions through question stems and alternative choices. (Strategic Priority: Student Success)

*Note*: One section is a webinar that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

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|---|---|---|---|---|---|
| CTLF-A105-501 | M | 9/24 | 3:00p - 3:30p | L244 | A. Marcasciano |
| CTLF-A105-531 | R | 10/18 | 10:30a - 11:00a | Webinar | A. Marcasciano |

## Web-based Teaching
**Flipping a Lesson**

The flipped classroom has been a popular concept in education, but sometimes it's difficult to do for a semester-long class. This session will focus on flipping a lesson effectively, providing students with what they need to succeed while participating in this method. (Strategic Priority: Student Success, Technology)

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|---|---|---|---|---|---|
| CTLF-W103-501 | W | 10/10 | 4:30p - 5:00p | L244 | A. Marcasciano |
| CTLF-W103-502 | R | 10/25 | 11:00a - 11:30a | L244 | A. Marcasciano |

## Policies and Procedures
**Trains, Planes and Automobiles—Traveling the MVCC Way**

***Note:*** *This workshop is not eligible for PGUs.*

If you or your staff will be traveling for the college, this is the seminar you need. We will cover the travel policy along with the process of pre-trip approval, payment authorization/check requests, traveling with students, required paperwork and how your travel gets booked. This class does not train on the new online travel authorization form. That is a separate class.

Who should attend: new deans/directors, any faculty who will be traveling in or out of state, and support staff who will be responsible for doing travel paperwork. Also recommended for any staff who may need a refresher.

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|---|---|---|---|---|---|
| CTLE-P109-501 | W | 9/19 | 10:00a - 11:00a | L244 | J. Polson |
| CTLE-P109-502 | W | 11/14 | 10:00a - 11:00a | L244 | J. Polson |

**Creating and Approving Online Travel Authorization Forms**

*Note: This workshop is not eligible for PGUs.*

The travel authorization process is fully automated and online. Come to training to learn how to create and enter information into the new form. Approving travel authorization forms also will be covered.

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|---|---|---|---|---|---|
| CTLE-P106-501 | W | 9/26 | 10:00a - 11:00a | L244 | J. Polson |
| CTLE-P106-502 | R | 11/15 | 10:00a - 11:00a | L244 | J. Polson |

# Personal Development
**Learning from Other Professionals**

We often seek ways to develop our professional lives but may feel time constraints in taking organized activities. This session will explore how to build a personal learning network, including methods and techniques that allow for learning from others and generally on the go. (Strategic Priority: Student Success, Technology)

*Note*: One section is a webinar that you attend online at your own computer/workstation. For a webinar, you will receive an email two days prior to your workshop with the necessary webinar link and information.

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|---|---|---|---|---|---|
| CTLF-E103-501 | M | 10/29 | 4:30p - 5:00p | L244 | A. Marcasciano |
| CTLF-E103-531 | W | 11/7 | 10:30a - 11:00a | Webinar | A. Marcasciano |

# Upcoming Events

**Aug. 16** – In-Service and Adjunct Evening In-Service

**Aug. 30** – New Supervisory Skills Series cohort starts

**Sept. 4** – New Faculty and Staff Welcome Reception

**Sept. 10** – New Online Course Development Group starts

**Oct. 2** – Community Learning Day

**Nov. 1** – Request for sabbaticals that begin fall 2019 are due

**Nov. 7** – Teaching and Learning Community (TLC) Event

## Contact Us

## [CTL's Website](#)

(708) 974-5347

Room L244

We're on Twitter, too at [morainectl](#)