



Center *for*
Teaching
& Learning

FALL 2017



Moraine Valley
Community College

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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 7 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 OS X 10.12 (Sierra) with Microsoft Office 2016 for Mac, and Windows 10 Professional with Microsoft Office 2016
- Apple MacBook Pro (no touch bar) running OS X 10.12 (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

Dr. Vernon O. Crawley Leadership Academy

The Leadership Academy is designed to build a skilled and diverse pool of academic and administrative employees with the knowledge and competencies to be successful in leadership roles at all levels of employment at Moraine Valley Community College. The Leadership Academy's program offerings include:

- **Leadership Assembly** – A two-and-a-half-day program offered every other year during the spring semester. Employees are required to submit an application.
- **Leadership Summit** – A full-day program offered every other year during the spring semester. The Leadership Summit alternates years with the Leadership Assembly. All Leadership Assembly Graduates are eligible to attend.

Stay tuned!

More information about this spring's Leadership Summit is coming soon.

- **Leadership Development Workshops** – Numerous leadership development workshops offered throughout the year in both in-person, online and hybrid formats.

Online Course Development (OCD)

Online Course Development is the completely redesigned program dedicated to teaching instructors how to create, revise, or facilitate online and hybrid courses. The program occurs over 8 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.

Supervisory Skills Series

The Supervisory Skills Series (S³) is designed to provide a variety of developmental opportunities, skills, and resources for all supervisory-level staff at Moraine Valley Community College. The Supervisory Skills Series occurs each semester and is a blended course comprised of eight face-to-face and five online workshops, which are led by an array of supervisors from the Moraine Valley community. The program is structured in a collaborative, group-led environment in which all participants will reflect upon his or her personal experiences and work to design their own supervisory approach.

Pushing Limits – A Doctoral Journey Group

This collaborative program is designed for all Moraine Valley employees who are enrolled, seeking enrollment, interested in, or have completed either a doctoral degree or master's degree. The group meets several times per academic year to provide a support system for colleagues, through a safe environment, to share their successes and challenges of their individual educational journey. The group aims to give people the opportunity to ask questions, network, and collaborate outside of the formal educational classroom. For additional information, please reach out to Matthew Piper, manager of Staff Training and Development, at (708) 974-5553.

Leaders R Readers

This Leadership Development Reading Cohort is a small, cohort-based book club comprised of various Moraine Valley faculty and staff. The program is an extension of the Dr. Vernon O. Crawley Leadership Academy, which focuses on leadership development opportunities for Moraine Valley's faculty and staff; the basic premise is that everyone is considered a leader. The goal of the group is to broaden the knowledge and perspective of Moraine Valley's faculty and staff by sharing new ideas, discussing relevant topics, and providing a unique focus on various higher education topics through the medium of books and other publications. The program is designed to promote professional and personal development, critical thinking, broadening higher education knowledge, sharing of ideas, collaboration, discussion, and reflection on multiple topics surrounding higher education and student success. For additional information, please reach out to Matthew Piper, manager of Staff Training and Development, at (708) 974-5553.

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 the Center for Teaching and Learning at (708) 974-5347.

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 the Center for Teaching and Learning at (708) 974-5347.

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, assistant professor of History, at (708) 608-4059 and Layla Khatib, assistant professor of Biology, at (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.



Mark your calendars!

This year's TLC event will be on
Wednesday, November 1, 2017
from 11:00am – 1:00pm in the
Library.

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 that 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. 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, please 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 (708) 974-5512.

Current Offerings

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

Diversity

Understanding the “Mosaics: Muslim Voices in America” Program

The Fine and Performing Arts Center has received a grant to present two years of programming. The project is titled “Mosaics: Muslim Voices in America.” Mosaics will explore the breadth of American culture through the lens of Muslim artists living and practicing in the United States, with a focus on personal narrative. This project envisions a mosaic of stories to celebrate the diversity of Muslims in America. The Fine and Performing Arts Center will engage the Moraine Valley campus and surrounding communities in multidisciplinary performances and interdisciplinary activities in order to transform their perceptions of Islam.

Attendees at this workshop will learn about Islam, about the project events, and about how this initiative can be integrated across campus both inside and outside the classroom. Upon successful completion of this course, participants will be able to:

- Understand some basic principles about Islam and the Islamic World
- Understand the Mosaics program
- Understand how they can participate in the project activities

(Strategic Priority: Diversity and Inclusion)

CTLE-D105-501	T	9/5	3:30p - 4:30p	L255	T. Hensel, N. Shoman-Dajani
CTLE-D105-502	M	9/18	3:30p - 4:30p	L255	T. Hensel, N. Shoman-Dajani
CTLE-D105-503	W	9/20	10:00a - 11:00a	L255	T. Hensel, N. Shoman-Dajani

Honors

Honors Course Development Workshop

This hybrid workshop is a component of the honors course development process. Faculty interested in teaching in honors need to complete the workshop as a part of their course development. It includes 3 weeks of web instruction and a final meeting where faculty share sample assignments to use in their courses. (Strategic Priority: Program Development)

CTLF-H101-546	9/5 - 9/29	Hybrid Mtg. 9/29, 2-3p	J. Fulton, A. Toso, K. Blahusiak
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Student Support

Supporting Undocumented Students

This session is for those interested in learning ways of serving undocumented students. It is crucial for all staff members to understand the types of support and resources that are available to ensure student success. Upon successful completion of this course, participants will be able to assist and support undocumented students by offering information and resources. (Strategic Priority: Student Success)

CTLE-S112-501	W	9/13	10:00a - 11:00a	S117A	A. Zwick, A. Esparza
CTLE-S112-525	W	10/4	10:00a - 11:00a	EC 215	A. Zwick, A. Esparza
CTLE-S112-526	W	10/18	10:00a - 11:00a	SWEC111	A. Zwick, A. Esparza

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)

CTLF-S117-501	T	9/5	3:00p - 4:00p	TBD	J. Jenkins, K. Marshall
CTLF-S117-502	W	10/11	11:00a - 12:00p	TBD	J. Jenkins, K. Marshall
CTLF-S117-503	R	11/16	1:00p - 2:00p	TBD	J. Jenkins, K. Marshall

One Book One College: It's on Us to Create an Environment Where Everyone Feels Safe!

Sexual assault on college campuses is a national issue and we here at Moraine Valley are doing our part to address it. More than 20 percent of women and 5 percent of men are sexually assaulted while at college. This workshop will provide an understanding of the dynamics of sexual assault and is designed to assist faculty who plan on using the One Book One College selection “We Believe You” in their classroom. Faculty will learn common answers to questions regarding this sensitive topic, their role as “responsible employees” and resources on campus intended to support survivors. Remember, it’s on us...all of us! (Strategic Priority: Student Success, Diversity and Inclusion)

CTLF-S118-501	F	9/22	11:00a - 12:15p	TBD	S. Naser, S. Brennan
CTLF-S118-502	F	10/6	11:00a - 12:15p	TBD	S. Naser, S. Brennan

Accessible Documents

Many of the 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-S141-511	T	8/8	3:00p - 4:00p	L243	A. Marcasciano
CTLE-S141-512	W	8/9	12:00p - 1:00p	L243	A. Marcasciano
CTLE-S141-513	R	9/7	10:00a - 11:00a	L243	M. Piper
CTLE-S141-514	W	9/20	3:00p - 4:00p	L243	A. Marcasciano
CTLE-S141-515	W	10/11	4:00p - 5:00p	L243	A. Marcasciano
CTLE-S141-516	R	10/26	9:00a - 10:00a	L243	L. Dyrda
CTLE-S141-517	W	11/8	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S141-518	T	11/28	3:00p - 4:00p	L243	S. Leturno
CTLE-S141-519	T	12/5	10:00a - 11:00a	L243	A. Marcasciano

Accessible Presentations

Many of the 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)

CTLE-S142-511	T	8/15	1:00p - 2:00p	L243	A. Marcasciano
CTLE-S142-512	W	8/16	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S142-513	R	9/7	3:00p - 4:00p	L243	A. Marcasciano
CTLE-S142-514	W	9/20	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S142-515	W	10/11	9:00a - 10:00a	L243	L. Dyrda
CTLE-S142-516	R	10/26	4:00p - 5:00p	L243	A. Marcasciano
CTLE-S142-517	W	11/8	3:00p - 4:00p	L243	M. Piper
CTLE-S142-518	T	11/28	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S142-519	T	12/5	3:00p - 4:00p	L243	M. Piper

Accessible Video

Creating accessible, captioned video is easy! Captioned video allows for 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 learn how to correct them. (Strategic Priority: Student Success, Technology)

CTLE-S143-501	T	9/26	10:00a - 11:00a	L243	S. Leturno
CTLE-S143-502	W	10/4	4:00p - 5:00p	L243	S. Leturno
CTLE-S143-503	T	10/17	9:00a - 10:00a	L243	S. Leturno
CTLE-S143-504	W	11/1	3:00p - 4:00p	L243	S. Leturno
CTLE-S143-505	R	11/16	10:00a - 11:00a	L243	S. Leturno
CTLE-S143-506	W	12/6	3:00p - 4:00p	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	9/13	10:00a - 11:00a	L243	S. Leturno
CTLE-S144-502	T	9/26	3:30p - 4:30p	L243	A. Marcasciano
CTLE-S144-503	W	10/4	9:00a - 10:00a	L243	S. Leturno
CTLE-S144-504	T	10/17	4:00p - 5:00p	L243	L. Dyrda
CTLE-S144-505	W	11/1	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S144-506	R	11/16	3:00p - 4:00p	L243	S. Leturno
CTLE-S144-507	W	12/6	10:00a - 11:00a	L243	S. Leturno

Accessibility Open Lab

Please note: This workshop is not eligible for PGUs.

Have a question on accessibility issues, including Canvas, Word, PowerPoint, video, or something else? The open lab will allow you to receive answers in a friendly and open working environment. (Strategic Priority: Student Success, Technology)

CTLE-S145-501	F	9/8	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S145-502	M	9/18	4:00p - 5:00p	L243	M. Piper
CTLE-S145-503	M	10/2	3:00p - 4:00p	L243	S. Leturno
CTLE-S145-504	T	10/24	10:00a - 11:00a	L243	A. Marcasciano
CTLE-S145-505	R	11/2	10:00a - 11:00a	L243	L. Dyrda
CTLE-S145-506	T	11/14	3:00p - 4:00p	L243	S. Leturno
CTLE-S145-507	R	12/7	10:00a - 11:00a	L243	A. Marcasciano

Instructional Design

Brain-Based Methods Improve Engagement, Motivation and Performance!

If you would like to improve student motivation, retention and increase performance, these are the workshops 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. The workshops will focus on investigating brain-based movement, five senses, music, emotions, relaxed alertness, down-time, celebrations, patterns and connections, visualization, imagery, and collaboration. 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. 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	9/18 - 9/20	Online	J. Grupka
CTLF-I105-531	9/25 - 9/27	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	11/14	12:00p - 1:00p	L243	L. Semmerling
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16 Classes: Gamifying Your Class

In spring 2017, an instructor gamified her College 101 course into a badge-awarding, Starbucks gift card-giving, avatar creating, mission-accomplishing adventure. It was called “16 Classes,” and each class brought on new missions and rewards for the students.

This course will share her results from gamifying her class. We will review analytics, student feedback, and overall student success.

Upon successful completion of this course, participants will be able to better understand what gamification is and how to apply gamification principles into their own course. (Strategic Priority: Student Success, Technology)

CTLF-I118-501	T	9/26	2:00p - 3:30p	L243	A. Sidorowicz
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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

(Strategic Priority: Technology)

CTLE-T110-501	R	8/10	10:00a - 11:00a	L243	M. Piper
CTLE-T110-502	W	9/6	2:00p - 3:00p	L243	A. Marcasciano
CTLE-T110-503	F	9/22	9:00a - 10:00a	L243	S. Leturno
CTLE-T110-504	M	10/9	1:00p - 2:00p	L243	L. Dyrda
CTLE-T110-505	T	11/7	3:00p - 4:00p	L243	M. Piper

Podium Training

Please note: This workshop is not eligible for PGUs.

This workshop will introduce the classroom podiums used in Buildings A, B, C, F, G, L, M, T, and U of the main campus, as well as the Southwest Education Center and the second floor of Blue Island. Participants will learn how to appropriately use the podium by powering the system on and off. Additionally, participants will learn how to use its equipment, including the PC, VCR, DVD, laptop, and document camera. Upon successful completion of this course, participants will be able to:

- Describe components of a podium system.
- Utilize podium system effectively with students.

(Strategic Priority: Technology)

CTLE-T171-501	W	8/23	9:30a - 10:00a	L243	A. Marcasciano
CTLE-T171-502	T	8/29	1:00p - 1:30p	L243	A. Marcasciano
CTLE-T171-503	W	10/11	2:00p - 2:30p	L243	A. Marcasciano
CTLE-T171-538		8/21 - 8/25		Online	A. Marcasciano
CTLE-T171-539		9/11 - 9/15		Online	A. Marcasciano
CTLE-T171-540		10/9 - 10/13		Online	A. Marcasciano
CTLE-T171-541		11/6 - 11/10		Online	A. Marcasciano

Ellucian Colleague UI: Short Cuts to Save You Time

If you use Ellucian Colleague (UI) regularly in your job and would like to learn a few time-saving tips, this workshop is for you. We will discuss ways to make navigating Colleague easier by learning keyboard shortcuts, using favorites, and configuring settings. We also will explore how to easily navigate forms and search results within Colleague. A “cheat sheet” will be provided. (Strategic Priority: Technology)

CTLE-T183-501	R	10/19	2:30p - 3:30p	L243	S. Blades, H. Katavich
CTLE-T183-502	W	11/29	2:30p - 3:30p	L243	S. Blades, H. Katavich

Lynda.com (Self-Paced Online Tutorials)

Learn at your own pace using Lynda.com, an online training library that offers training in everything from Microsoft Office to soft skill development. Visit lynda.com for more details regarding available offerings. Once you sign up, you will receive an email from Lynda.com by 12:00pm on the start date of your access. If you don't receive an email from a CTL representative by 12:00pm on the start date, please contact Samantha Thirstrup at (708) 974-5339.

If you would like to apply for PGUs, please fill out a PGU application prior to using the account. Although Lynda.com keeps records of your activity, you must document the time spent viewing the instructional modules in a final PGU report along with how you benefited from watching each module.

Please Note: Workshop enrollment in Lynda.com sessions is limited to a two-week time frame. If you would like to request a longer period of time for usage, please contact the CTL. Upon successful completion of this course, participants will be able to better understand the various technological applications that surround both their professional and personal life. (Strategic Priority: Technology)

CTLE-T235-530	8/7 - 8/20	Online	M. Piper
CTLE-T235-531	8/21 - 9/3	Online	M. Piper
CTLE-T235-532	9/4 - 9/17	Online	M. Piper
CTLE-T235-533	9/18 - 10/1	Online	M. Piper
CTLE-T235-534	10/2 - 10/15	Online	M. Piper
CTLE-T235-535	10/16 - 10/29	Online	M. Piper
CTLE-T235-536	10/30 - 11/12	Online	M. Piper
CTLE-T235-537	11/13 - 11/26	Online	M. Piper
CTLE-T235-538	11/27 - 12/10	Online	M. Piper
CTLE-T235-539	12/11 - 12/22	Online	M. Piper

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 prerequisites
- 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)

CTLF-C101-511	M	8/7	9:00a - 11:00a	L243	L. Dyrda
CTLF-C101-512	T	8/15	3:00p - 5:00p	L243	S. Leturno
CTLF-C101-514	W	8/23	10:00a - 12:00p	L243	S. Leturno
CTLF-C101-515	T	8/29	2:00p - 4:00p	L243	M. Piper
CTLF-C101-516	R	9/21	10:00a - 12:00p	L243	A. Marcasciano
CTLF-C101-517	M	10/9	3:00p - 5:00p	L243	S. Leturno

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-C102-511	M	8/7	11:30a - 12:30p	L243	L. Dyrda
CTLF-C102-512	W	8/16	3:30p - 4:30p	L243	S. Leturno
CTLF-C102-513	W	8/23	1:00p - 2:00p	L243	L. Dyrda
CTLF-C102-514	T	8/29	4:30p - 5:30p	L243	L. Dyrda
CTLF-C102-515	R	9/28	10:00a - 11:00a	L243	A. Marcasciano
CTLF-C102-516	M	10/16	3:00p - 4:00p	L243	S. Leturno

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)

CTLF-C111-511	W	9/13	2:30p - 3:30p	L243	L. Dyrda
CTLF-C111-512	T	11/7	11:00a - 12:00p	L243	L. Dyrda

Canvas Plagiarism/VeriCite Integration

VeriCite is the great new plagiarism learning and detection tool for Canvas. 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)

CTLF-C112-511	T	9/12	2:00p - 3:00p	L243	L. Dyrda
CTLF-C112-512	W	10/25	10:00a - 11:00a	L243	S. Leturno

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)

CTLF-C113-511	R	8/24	2:00p - 3:00p	L243	L. Dyrda
CTLF-C113-512	W	8/30	10:00a - 11:00a	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-C201-511	W	8/9	9:00a - 10:00a	L243	L. Dyrda
CTLF-C201-512	R	9/7	1:00p - 2:00p	L243	L. Dyrda
CTLF-C201-513	M	10/23	3:00p - 4:00p	L243	A. Marcasciano

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-C202-511	W	8/9	10:30a - 11:30a	L243	L. Dyrda
CTLF-C202-512	R	9/7	2:30p - 3:30p	L243	S. Leturno
CTLF-C202-513	M	10/30	3:00p - 4:00p	L243	A. Marcasciano

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-C330-511 F 9/15 9:00a - 10:00a L243 L. Dyrda

Policies and Procedures

Creating and Approving Online Travel Authorization Forms

Please 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 will be covered in the second half of the class.

CTLE-P106-501 T 8/22 10:00a - 11:00a L244 J. Polson

CTLE-P106-502 T 11/28 10:00a - 11:00a L244 J. Polson

Trains, Planes and Automobiles—Traveling the MVCC Way

Please note: This workshop is not eligible for PGUs.

If you or your staff will be traveling for the college, this is the seminar that 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.

CTLE-P109-501 W 8/23 10:00a - 11:00a L244 J. Polson

CTLE-P109-502 W 11/29 10:00a - 11:00a L244 J. Polson

Notes

Notes

Save the Date!

Aug. 17 – In-Service and Adjunct Evening In-Service

Aug. 29 – New Supervisory Skills Series cohort starts

Aug. 30 – New Faculty and Staff Welcome Reception

Sept. 11 – New Online Course Development group starts

Oct. 3 – Faculty Staff Development Day: Retention

Nov. 1 – Requests for sabbaticals that begin fall 2018 are due

Nov. 1 – Teaching and Learning Community (TLC) Event

Nov. 29 – New Staff Welcome Reception

Dec. 1 – Women's Leadership Conference

Contact Us

[CTL's Website](#)

(708) 974-5347

Room L244

