

# Campus Technology Overview

# Schedule

Thursday, October 17,  
2002

10:00 AM – 3:00 PM

Draper classrooms

Refreshments and Door Prizes!

Registration and refreshments in 307 Draper

Please allow time to register before  
the first session you attend.  
Registration will begin at 9:30 AM

Time	Writing/Word/Research				Video/Graphics	
	Presentations	WebCT	Word	Outlook	Multimedia	Misc.
	100 Draper	302 Draper	214 Draper	115 Draper	308 Draper	303 Draper
10:00 AM	EndNote, Bibliographic Entries Rob Foster	classroom in use	Microsoft Word: Mail Merge Don Hodges	Outlook - Shared Calendars Angie Webb	Photo Manipulation Shane McCowan	Creating Graphs Bill Pelfrey
11:00 AM	BANC Web Resources Anne Chase	classroom in use	Microsoft Word: Envelopes & Labels Don Hodges	Outlook-Tasks & Reminders Bill Pelfrey	Projectors and Multimedia Equipment Duane Semler	BANNER - BI Query Heather Adams
12:00 PM	Computer-Based Peer Review Megan Hoffman	WebCT, Communications Richard Sears	Notebook Basics Shane McCowan Jennifer Mills (Bring your own notebook.)	Outlook - Distribution Lists, Offline Access Bill Pelfrey	Web Page Design Cary Hazelwood	Printing Bill Ramsay
1:00 PM	Collaborative Writing Cary Hazelwood	WebCT, Overview Ying-Chen Milbrath	classroom in use	Outlook - Shared Calendars Angie Webb	Projectors and Multimedia Equipment Duane Semler	Security and Backups Bill Ramsay
2:00 PM	PowerPoint Presentations Angie Webb	WebCT, Quiz Tool Trish Isaacs	classroom in use	Outlook - Distribution Lists, Offline Access Bill Pelfrey	Digital Video Gary Mahoney	Training Resources Sandy Bolster





### **Backup and Security** - Bill Ramsay

Almost everyone who uses a desktop computer is a data manager and needs to be concerned about backup and security. This session will review some of the risks to which a computer user's data is exposed and some of the methods available for mitigating those risks.

### **BANC Web Resources** - Anne Chase

An overview of the web-based resources available in BANC, the library's online catalog.

### **BANNER, BI Query** - Heather Adams

BI/Query is a data query and reporting tool that transforms data into information that can be readily accessed, which aids in more efficient and effective analyzing and decision-making. By retrieving data that is input into Banner, BI/Query has proven to be a very useful tool for many offices on campus. After seeing what BI/Query can do during this session, you may find that it could benefit you in some way, too.

### **Collaborative Writing** - Cary Hazelwood

By using Word's Reviewing features, we will see examples how they allow us to keep track of changes made to documents by others and to provide comments on specific portions of the documents.

### **Computer-Based Peer Review** - Megan Hoffman

Peer review of writing allows students to receive a variety of feedback on their work, and helps them learn to critique the work of others gently and effectively. Microsoft Word has reviewing capabilities that allow reviewers to comment, correct and question entirely in an electronic format. In this session I will present Word's reviewing aspects, and will share some experiences in using this technique in a writing class.

### **Creating Graphs** - Bill Pelfrey

Use any Microsoft Office program to add colorful graphic representations of your data to reports and presentations.

### **Digital Video** - Gary Mahoney

An introduction to digital video production and presentation using Adobe Premiere: The presentation will include a demonstration on producing a short DV movie. Experiences on selection of equipment, software, and methods of presentation will be discussed.

### **EndNote, Bibliographic Entries** - Rob Foster

EndNote is a powerful tool for compiling bibliographies (annotated and otherwise) and tracking sources. It interfaces with Microsoft Word to simplify inserting citations (in-line, footnotes, endnotes, etc.) in Word documents, then, based upon those citations, automatically generating bibliographies in a number of styles appropriate to different disciplines and publications (eg. MLA, Chicago). It can also be used to search remote libraries over the internet, allowing you to download bibliographic information on a variety of sources.

### **Microsoft Word: Mail Merge** - Don Hodges

Create personalized letters, labels, and other documents for multiple recipients from one common data source or database by using the Mail Merge function of Microsoft Word. This offers a time saving way to create professional and personalized correspondents.

### **Microsoft Word: Envelopes and Labels** - Don Hodges

Create and print Envelopes and Labels, using Microsoft Word, generated from existing data sources, single sheet labels (i.e. return address labels), and/or existing mailing lists.

### **Notebook Basics** - Jennifer Mills and Shane McCowan

Learn the components of a laptop, how to use the control panel, personalize the look and feel of your PC (especially how to customize your screen display), and learn how to use tools, such as, Ad-Ware (spy-ware removal), Disk Defragmenter, and Norton Utilities.

### **Outlook: Tasks and Reminders** - Bill Pelfrey

Use Microsoft Outlook to keep your "to-do" list, including reminders about due dates and the ability to assign tasks to others.

### **Outlook: Distribution Lists and Offline Access** - Bill Pelfrey

Use distribution lists to send messages to large groups of people without retyping the addresses every time. In addition, compose messages, read old messages or access your personal folders even when a network connection is not available.

### **Outlook: Shared Calendars** - Angie Webb

The Outlook shared calendars session will demonstrate the use and methods available for sharing calendars across the Berea College network. It will include discussion about the advantages and disadvantages of using the different methods, the procedure for sharing and accessing the calendars, and automatically organizing group meetings with other users.

### **Photo Manipulation** - Shane McCowan

Photo manipulation will teach basic photo editing techniques that anyone can learn and benefit from. The class will focus on using the Adobe Photoshop program to edit photos for print and web layout.

### **PowerPoint Presentations** - Angie Webb

The PowerPoint Presentations session will briefly overview how to create a basic presentation. It will include inserting slides and graphics, viewing the presentation, and how to publish the presentation on a web page.

### **Printing** - Bill Ramsay

Faculty and labor supervisors will want to be familiar with the new Public Printing system which was made available to students this fall. This session gives a brief overview of the system and discusses common problems students may encounter.

### **Projectors and Multimedia Equipment** - Duane Semler

The presentation will start with an overview of equipment on campus and then focus on the equipment and systems in the Draper Building. There will be a brief description of the different types of rooms and how these rooms work. The presentation will conclude with an examination of problems and solutions and a question and answer period.

### **Training Resources** - Sandy Bolster

Most of the software training videos are now available on the Training server and can be viewed from any computer connected to the college network. Access directions and installation requirements will be covered plus an overview of all training opportunities.

### **Web Page Design** - Cary Hazelwood

By using Dreamweaver's Templates and Libraries, we will see examples how they allow us to centralize changes to pages that use similar structures and keep the look and feel consistent.

### **WebCT, Communications** - Richard Sears

This session will be a very brief description of my experiences in extending and enriching class discussion time through the use of WebCT. Sample assignments will be suggested.

### **WebCT, Overview** - Ying-Chen Milbrath

WebCT is a web course management system. This demonstration will cover the easy to implement WebCT components, including syllabus, calendar, grade postings, and examples of more advanced multimedia features.

### **WebCT, Quiz Tool** - Trish Isaacs

This session will provide an overview of the quiz/survey feature of WebCT. Types of questions available will be illustrated, and uses of online exams and surveys will be described.