

Life @ Otis : Faculty Life : TLC

Faculty Life

TLC Workshops, Fall 2008

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Brown Bag Colloquia Schedule (tentative)

Tuesday, September 23 - Discussion about the San Joaquin Valley course in Laton.

Tuesday, November 11 - Discussion about Creativity / Failure / Risk with Scott Greiger, Linda Hudson, and Andy Davis, Room 309.

Thursday, February 19 - Presentation by Associate Provost Gwynne Keathley

Thursday, April 2 - Discussion about Teamwork: Can you Teach It?

Fall 2008 Workshop Schedule

The TLC is offering lunchtime Instructional Workshops throughout the semester. This first month we are concentrating on Basic Skills that will help you make the most of instructional technology in your classes. As always, we are available for one-on-one help, both by appointment or just walk-in. The TLC is open during Library hours. Heather Cleary is available 9am - 5pm Monday through Fridays. Kathleen Forrest is available Monday through Thursday 10:30am through 7pm and Fridays 9am - 5pm.

Although you may simply drop it, it's helpful if you sign-up via email to tlc@otis.edu.

Unless otherwise noted, all workshops are on Thursdays, 11:15am - 12:15pm, in the TLC.

Date	Title	Instructor
August 28	O-Space	Kathleen Forrest
September 4	Scanning material for class	Kathleen Forrest
September 11	New Otis Website	Heather Cleary
September 18	Otis DID	Heather Cleary
September 25	e-Portfolios	Heather Cleary
October 9	Academic Integrity	Parme Giuntini
October 16	Start Pages: The Personalized Portal	Sue Maberry
October 23	Teaching the Millennials - Postponed until Spring	Jean-Marie Venturini
December	Wrap It Up!	Kathleen Forrest

List of Available Workshops

These workshops may be offered throughout the year, but are easily available by request.

Introduction to the new Otis Website: We have been busy recently redesigning the [Otis website](#) to be pleasurable and easy to understand and efficient to use. Get an introduction to the site as well as pertinent sections and links that faculty will find useful.

Refresher on Otis email: All faculty, students, and staff are now required to use Otis email for school business. As part of the Introduction to the new Otis Website, get a refresher on how to check your [webmail](#).

O-Space: General Introduction to our Otis Learning Management System, using the interface, and what [O-Space](#) can do for you. Confirm your classes are listed and students are enrolled; learn to upload your Syllabus, set up your attendance records. Create a variety of "Topics" including Announcements, Assignments, Handouts, Resources, and Discussions. Set up grading records. Upload various file formats.

Quick Links

[Webmail](#)
[Password Manager](#)
[Self Service](#)
[O-Space](#)
[ePortfolio Help](#)
[Provost's Office](#)
[Academic Calendar](#)
[Office Directory](#)
[OtisDID](#)
[Faculty Events & Activities](#)
[Faculty Discounts](#)
[Tech FAQs](#)
[TLC \(Teaching and Learning Center\)](#)



Campus Expansion

Important Dates

[Academic Meeting Schedule](#)

8/21/2013

Convocation

8/26/2013

Fall Semester begins

9/4/2013

Academic Assembly

News and Events

3 Solo Projects: Audrey Chan, Elana Mann, Chan and Mann

Glued to the Seat: Revealing Hidden Realities

Continuing Ed Open House

Otis selected for Princeton Review's Best in West

Summer of Art exhibition

Chan and Mann at Maltz Gallery

[more otis news](#) | [more otis events](#)

Connect

OtisDID: General introduction to our [Otis Digital Image Database \(OtisDID\)](#) to create slideshows for your classes. Learn how to sign in, search the databases, and select images to create a presentation. Then practice with the presentation viewer. Organize your slideshows. Upload your personal images to supplement ours. Create canned searches. Burn your slideshow to a CD. Export your images into PowerPoint.

e-Portfolios: General introduction to our [e-Portfolio system](#) accessible as part of our Learning Management System O-Space. Faculty, students, and staff may create e-Portfolios for a variety of uses. They may be used as part of a class that requires posting art work for review. Portfolios can also be used by graduating seniors to direct potential galleries or employers to a site showing their work.

Blogs and Wikis: Learn how to start a [blog](#) or [wiki](#) and use it in class or for a group with a common interest. Edit your bio in the [Otis History Wiki](#). Apply these skills to editing Wikipedia.

Start Pages: The Personalized Portal: You can take all your links with you as you travel and use various computers. The workshop will show some of the benefits of having access to your entire web content from one place using free web tools. Or make a page for your students to use of important resources for your class. Hands-On Workshop.

Teaching Tips: Pedagogical theories abound on the subject of teaching the Net Generation or the Millennials. We are offering two workshops, which should elicit discussion with your peers. The subjects covered will be concerned with teaching the Millennials and Seven Principles for Good Practices in Undergraduate Education.

Scanning Slides, Photos, & Prints and Capturing Your Own Photos to Use: Optional but useful skills are also covered with these two workshops. Learn how to scan a variety of image formats as well as capture your photos from your own camera. Once you have your images, learn Photoshop basics on how to save them to use for your own class or project.

Basic Podcasting using GarageBand: Introduction to basic Podcasting using GarageBand. Make an audio-only Podcast or Enhanced Podcast with still images as well as audio. Use these demos for basic skills or lessons that students can review at any time anywhere. Use Podcasts for students that need to reinforce learning by different delivery methods. Upload your Podcasts to iTunes U for class assignments.

Introduction to PowerPoint: If you have been too timid to play around with PowerPoint, now is your opportunity to become BOLD! Create PowerPoint lectures for class. Upload PowerPoint study guides to O-Space. Make presentations to your peers. Learn the fundamentals of this very versatile software. Impress your friends. Be Bold! Introduction to the basics of creating a classroom PowerPoint presentation.

Second Life: What do you get when you cross *The Matrix* with *MySpace*? Come find out about the wonders of [Second Life](#), a virtual world that Otis College is investigating for use in Art and Arts Education. In this overview, we will watch a brief PowerPoint presentation, and visit Eduland, the new home of the Otis College Gallery and virtual classroom. We can also help you create your own Avatar so that you can explore on your own, or for the more timid, attend Otis explorations that are held in-world most Fridays.

Basic Database Searching: Introduction to the various [online resources](#) purchased by the [Otis Library](#) and to the methods for finding needles among the haystack of the billions of pages of data. Discussion of strategies for faculty to use in teaching students to do appropriate research for courses.

Wrap It Up!: Available until Tuesday, December 19. Get help with submitting grades, attendance sheets, and other end-of-term activities from the TLC. More information available [here](#).

[Past Workshop Schedules](#)

[Teach-In 2008](#)