All May/June 2010 Training:

Emergency Response Procedures - MANDATORY INFORMATIONAL SEMINAR

Kean University recently updated our Emergency Management Plan and part of this project is the dissemination of critical information to our faculty and staff through this mandatory informational seminar.

The training, conducted by Stonegate Associates, LLC, is being implemented in order to be in compliance with the National Fire Protection Standard on National Preparedness. The training will introduce our faculty and staff to the National Incident Management System as well as include a brief overview of a new quick reference guide to emergencies on campus.

Using management best practices, The Incident Command System helps to ensure:

• The safety of responders, students, faculty, workers, and others.
• The achievement of response objectives.
• The efficient use of resources.

Wednesday, June 9 from 10:00 am – 12:00 pm or Tuesday, June 22 from 2:00 pm – 4:00 pm
Both sessions will be held in Wilkins Theatre.

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1. Academic Integrity Policy/Process - Ken Sanders, Assoc. VPAA
2. Office of Student Conduct - Joe DiMichele, Director
3. Introduction to TurnItIn.com
   Turnitin Originality Checking allows educators to check students' work for improper citation or potential plagiarism by comparing it against continuously updated databases. Every Originality Report provides instructors with the opportunity to teach their students proper citation methods as well as to safeguard their students' academic integrity.
   a. How to register for a TurnItIn account
   b. How to create a profile
   c. How to add a class
   d. How to add an assignment
   e. How to submit a paper
   f. An overview of the Originality Report

Monday, June 7 -2:00 PM  Both sessions of this workshops will be held in
Tuesday, June 15 – 10:00 AM CAS 106

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Attendance and Gradebooks Using Excel 2007

a) Copy course rosters from KeanWise to Excel
b) Maintain attendance records electronically, in Excel.
c) Create a weighted Gradebook based on a syllabus grading scheme.
d) Calculate attendance, participation, and all additional assessments throughout the semester, using a formula to automatically generate final grades.
e) Add a mid-semester calculation to check student progress.
f) Sort based on numerical grade to assign letter grades or use a lookup table to automatically assign grades.
Audio Visual Technology in the Classroom
Topics of discussion

1. Audio Visual Technology Department
   a. Services
   b. Location

2. Available A/V equipment at Kean University

3. Composition of various Kean A/V systems
   a. Smart rooms
   b. Enhanced rooms
   c. Lite rooms
   d. Conference/meeting rooms
   e. ITV classroom

4. Proper techniques for using Kean A/V
5. Control systems

6. Media sources

7. Cabling

8. Submitting A/V requests
   a. Forms
   b. Deadlines
   c. Importance of Testing

9. Loaner Program
   a. Equipment
   b. Availability/booking
   c. Policies

10. Online tools/resources

11. Reporting problem/issues

12. Question/Answer

Blackboard Learning System

Blackboard Workshop is intended for novice and intermediate users, who needs to learn how to use the system and its features, or needs to have a better understanding of the available features. Those who need assistance with advanced topics must contact the support personnel to make individual appointment.

Requirements & Restrictions:

Users are encouraged to bring their course materials in digital format. Using assigned/personal laptops is highly encouraged.

The following topics will be discussed in the workshop as on need basis (topics will be selected based on majority need)

Section 1:
• Preparation for the Blackboard System
• Instructors responsibility and understanding the service and support operation and flow of information
• Basic Navigation, Introduction of Tools and Course Designing
• Best practices on course designing
• Communication Tools: Announcement, Chat, Mail, Discussions, Web Links
• Basic overview of PDF and HTML
• Q & A

Section 2:
• Learning Tools: Use of Learning Module, setting up contents & syllabus
• Teaching Tools: Assignments and Assessments
Teaching Tools: Selective Release, Hide/Show Features, Impacts of date settings
Teaching Tools: Checking the Student View
Q & A

Section 3:
Teaching Tools: Managing Gradebook, Calculated columns on Grade Book
Teaching Tools: Managing Groups
Teaching Tools: Assignment Dropbox
Student Retention: Course aesthetics, best practices, catching & retaining student's attention
Tracking Tools: Tracking Student Activity and Reporting.
Q & A

Monday, May 24 – 10:00 AM            All sessions of this workshop will be held in
Tuesday, June 1 – 10:00 AM           Campus School South, room 104.
Wednesday, June 23 – 2:00 PM

Datatel – Student System

This hands-on session will review the Student System using the windows based Datatel User Interface. Screens including the PERC (Person Restrictions) and XSTP (Student Petitions) as well others used for advisement purposes will be examined. Other applications to access the student system, such as the web based Datatel User Interface and KeanWISE will be reviewed.

Monday, May 24 – 2:00 PM            All sessions of this workshop will be held in
Wednesday, June 23 – 10:00 AM      Campus School South, room 104.

Datatel – Distributed Financials

Sessions will provide initial training and navigation of the Colleague Financials System using the windows based Datatel User Interface. We will review the input of requisitions (REQM) and the approval process as well as other screens that will assist in this process.

Tuesday, June 8 – 10:00 AM          This session will be held in Campus School South, room 104.

Google Course Tools Part 1: Import course rosters from KeanWise into Kean Google for efficient email communication and simple course content delivery through a Google Site.

b) Create a course groups in your Contacts to email your students as an entire group, a sub-group, or individually.
c) Create a Google Site for your courses and limit viewing access to only your current students.
d) Use your Google Site to easily post your syllabus, PowerPoints, readings, assignments, important links, and announcements.
e) Share a Google Document, such as a community journal/bulletin board, giving your students editing privileges to update a dialog throughout the semester.
Monday, May 24 - 2:00 PM

Wednesday, May 26 – 10:00 AM

Tuesday, June 1 – 10:00 AM

All sessions of this workshop will be held in the Center for Professional’s classroom, Library room 157.

Google Course Tools Part 2: Add Google elements to your Google Site.

f) Create a Course calendar with office hours and important semester dates and deadlines.

g) Share your Course Calendar with your students and/or add it to your Google Site.

h) Add images and video to your Google Site.

i) Add a Google document to your Google Site.

j) Add a Google form to your Google Site.

k) Add an Announcements page and a File Cabinet.

Nuts and Bolts of Advisement

This workshop will discuss some of the key information and issues regarding advising undergraduate students. An emphasis will be placed on the GE program, integrating the major and GE in holistic advising, important questions to ask your advisees, differences in advising transfer verses native students, the importance of four year graduation maps and course sequencing in graduating on time. Examples of student scenarios will be presented as well as help the discussion.

Qualtrics -

Kean University has contracted with Qualtrics, an online research tool that allows users to design and implement complex online questionnaires with relative ease. Qualtrics does more than just create questionnaires; with this instrument you have the ability to generate custom reports of your data, all reports you set up dynamically update themselves to include newly arrived data in the form of tables, charts, and graphs. Any charts or graphs created by the program can be downloaded directly into PowerPoint. Users can also download their data directly into SPSS with no further adjustments made to their data file.

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Qualtrics Workshop 1: – Intro and Basics

In the Qualtrics sessions attendees will be shown how they can incorporate this instrument inside and outside of the classroom. Sessions will cover the following topics:

• How to sign up for an account
• A-B-C of survey creation
• Different types of surveys
• Use of Qualtrics in the classroom
• Survey reports

Tuesday, May 25 –10:00 AM
Monday, June 7 – 2:00 PM

All sessions of this workshop will be held in the Center for Professional’s classroom, Library room 157.

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Qualtrics Workshop 2: – Advanced Survey Creation

• How Qualtrics can help departments collect data for new or developing programs
• The use of Qualtrics in the preparation of annual department reports
• How Qualtrics can be used to survey alumni and current students.

Wednesday, June 2 – 10:00 AM
Wednesday, June 16 -2:00 PM

All sessions of this workshop will be held in the Center for Professional’s classroom, Library room 157.