

Fall 2006 Training Seminars and Workshops

University of Minnesota, Morris

Computing Services

These training sessions are available free-of-charge to all UMM students, faculty, and staff. Please register to attend by sending e-mail to compserv@morris.umn.edu or by calling our Help Line at 589-6391.

Portal Orientation: Intro to MyUMM

Instructors: Dave Loewi and Pam Gades

Location: Science 1030

Thursday, 08/17/2006, 1:00 – 1:50 p.m.

Repeat sessions will be held in Imholte Hall, Room 112

on:

Monday, 09/11, 3:30 – 4:15 p.m.

Tuesday, 09/12, 6:00 – 6:45 p.m.

Wednesday, 09/13, 3:30 – 4:15 p.m.

Thursday, 09/14, 6:00 – 6:45 p.m.

Monday, 09/18, 7:00 – 7:45 p.m.

Tuesday, 09/19, 7:00 – 7:45 p.m.

MyUMM is your customizable University of Minnesota Morris home page. It lets you get the news you want, the tools you need (UMCal, WebCT, Webmail, Moodle, UMChat and more!) and helps you connect with others at the U who share your interests. MyUMM is your secure portal to the University of Minnesota.

Getting Started with UMCAL: University Calendaring System

Instructor: Casey Wagner

Location: Science 1030

Thursday, 08/17/2006, 2:00 – 2:50 p.m.

A repeat session will be held in Imholte Hall, Rm. 112:

Monday, 9/18/2006, 3:30 – 4:30 p.m.

This seminar will cover the basics of UMCAL, the University's Oracle-based calendaring system available University-wide (all campuses). UMCAL facilitates collaboration among individuals and departments by providing a common calendaring system. Topics include: entering and modifying meetings and other calendar items, proposing and responding to meeting invitations, and booking resources such as rooms and equipment.

E-mail: Thunderbird and WebMail

Instructor: Dave Loewi

Location: Science 1030

Thursday, 08/17/2006, 3:00 – 3:50 p.m.

An expanded version of this session will be held in Imholte Hall, Rm. 112:

Wednesday, 9/20/2006, 3:30 – 5:00 p.m.

Enjoy safe, fast, and easy e-mail, with intelligent spam filters, quick message search, and customizable views. Thunderbird is the U of M's recommended e-mail client and a preferred alternative to Eudora or Webmail. We will teach you how to set up and configure your account with secure e-mail settings.

NetFiles: Your Personal Online File Space

Instructors: Pam Gades and Dave Loewi

Location: Science 1030

Friday, 08/18/2006, 09:00 – 9:50 a.m.

Get rid of those old floppies! NetFiles -- your personal file storage space -- is an exciting new service (coming in September) for all UMM computer users. Everyone on campus can have five gigabytes (that's about 3472 floppies!) of secure storage space on servers that you can access from anywhere in the world. Make folders, share work with your collaborators, create a web site – we'll show you how. *Note: Repeat sessions of this seminar will be held in late September, once NetFiles is available for use.*

Course Tools: New Initiatives

Instructor: Pam Gades

Location: Science 1030

Friday, 08/18/2006, 10:00 – 10:50 a.m.

You'll learn about the latest course tools available for use at UMM and receive an overview of the supported technology enhanced learning tools.

Computer Security and Data Privacy

Instructors: Dave Savelle, Mark Van Overbeke, and Dave Loewi

Location: Science 1030

Friday, 08/18/2006, 11:00 – 11:50 a.m.

An expanded offering of this session will be held in Imholte Hall, Rm. 112 on:

Wednesday, 10/04/2006, 3:00 – 4:30 p.m.

We'll discuss the current security issues and participants will learn concrete steps to take to protect their computers and secure data privacy.

Creating Web Pages: Dreamweaver Basics

Instructors: Pam Gades, Casey Wagner, and Matt Senger

Location: Science 2530

Tuesday, 09/12/2006, 2:30 – 4:00 p.m. **and**

Thursday, 09/14/2006, 2;30 – 4:00 p.m.

This 3-hour, **2-part**, hands-on workshop covers the basic skills needed to create new or update existing web sites using Dreamweaver. Topics include: defining your site, using the UMM Web Templates, laying out the page structure with tables, creating headers and footers, creating navigation and links, transferring files to a Web server, updating your site, and addressing accessibility issues.

Getting Started with UMCaI: University Calendaring System

Instructors: Casey Wagner

Location: Imholte Hall, Rm. 112

Monday, 09/18/2006, 3:30 – 4:30 p.m.

This seminar will cover the basics of UMCaI, the University's Oracle-based calendaring system available University-wide (all campuses). UMCaI facilitates collaboration among individuals and departments by providing a common calendaring system.

Portal Workshop: A Deeper Look at MyUMM

Instructor: Pam Gades

Location: See below

Offered Twice, Choose One:

Wednesday, 09/20/2006, 1:30 – 3:30 p.m. – Science 2530

Thursday, 09/28/2006, 9:30 to 11:30 a.m. – Imholte Hall 11

This 2-hour hands-on workshop covers how to use the myUMM web portal as a tool for effectively sharing materials and encouraging online collaboration. Participants will learn how to customize myUMM to their personal interests and how to use the tools in the 'myToolkit' tab of the portal.

Email: Thunderbird and Webmail

Instructor: Dave Loewi

Location: Imholte Hall, Rm. 112

Wednesday, 09/20/2006, 3:30 – 5:00 p.m.

Enjoy safe, fast, and easy e-mail, with intelligent spam filters, quick message search, and customizable views. Thunderbird is the U of M's

recommended e-mail client and a preferred alternative to Eudora or Webmail. We will teach you how to set up and configure your account with secure e-mail settings.

UMCal Workshop: The Basics

Instructors: Casey Wagner and Pam Gades

Location: Science, Rm. 2530

Thursday, 09/21/2006, 2:00 – 4:00 p.m.

This 2-hour hands-on workshop will cover the basics of UMCAL, the University's Oracle-based calendaring system available University-wide (all campuses, all students, staff, and faculty). UMCAL facilitates collaboration among individuals, committees, and departments by providing a common calendaring system.

UMCal Workshop: Managing Calendars for Others

Instructors: Casey Wagner and Pam Gades

Location, Imholte Hall, Rm. 11

Tuesday, 09/26/2006, 09:00 – 11:00 a.m.

This 2-hour hands-on workshop is intended for faculty and staff who manage calendars for others using UMCAL. Topics include: maintaining calendars for others managing access (proxy) rights creating and managing calendars for resources such as room and equipment and scheduling meetings with multiple invitees.

Publishing Narrated PowerPoint Presentations on the Web: Breeze Presenter

Instructors: Casey Wagner and Pam Gades

Location: Imholte Hall, Rm. 11

Tuesday, 10/03/2006, 10:00 – 11:00 a.m.

This one-hour workshop provides an introduction to Breeze Presenter. You will learn how to narrate an existing PowerPoint presentation and make it available online for individual viewing. Breeze Presenter also allows for the creation of quizzes and surveys.

Computer Security and Data Privacy

Instructors: Dave Savelle, Mark Van Overbeke, and Dave Loewi

Location: Imholte Hall, Room 112

Wednesday, 10/04/2006, 3:00 – 4:30 p.m.

We'll discuss the current security issues and participants will learn concrete steps to take to protect their computers and secure data privacy.

Group Web Conferencing and Collaboration: Breeze Meeting

Instructor: Pam Gades and Casey Wagner

Location: Imholte Hall, Rm. 11

Monday, 10/09/2006, 2:00 – 4:00 p.m.

This 2-hour workshop is intended for UMM faculty and staff who are interested in using Breeze Meeting for web conferencing and collaboration. You'll learn how to participate in a web conference/meeting, how to create and manage a meeting, how to invite participants, how to display content such as graphics and presentations, and how to gather real-time feedback through polls.

Microsoft Excel: Beyond the Basics

Instructors: Nancy Helsper and Pam Gades

Location: Imholte Hall, Room 11

Tuesday, 10/17/2006, 09:00 – 11:00 a.m.

Prerequisite: Working knowledge in the use of Excel.

This workshop is intended for Microsoft Excel users who know the basics of the program, and want to use more of the features available. Topics covered will be customized to cover the needs of attendees.

Wikis: Collaborative Content Development

Instructor: Pam Gades

Location: Imholte Hall, Rm. 11

Monday, 10/23/2006, 2:30 – 4:30 p.m.

Learn the basics of creating and maintaining a wiki web using the University of Minnesota's wiki infrastructure. A wiki is a web site that allows users to directly edit and collaborate on content quickly and easily.

Enhancing Your Course: WebCT Vista

Instructor: Pam Gades

Location: Science 2530

Tuesday, 11/28/2006, 2:00 – 4:00 p.m., **and**

Thursday, 11/30/2006, 2:00 – 4:00 pm

This is a 4-hour, 2-part workshop. Learn how to use WebCT Vista to provide course content, resources, quizzes, discussions, chat rooms, and grades notification to students.