

2009

summer
workshops

UtahStateUniversity
INFORMATION TECHNOLOGY

Workshop Registration

To register for these workshops, go to <http://it.usu.edu/htm/training> and click on any event you would like to attend. If you have questions call FACT at 797-9506.

- Dates and times are subject to change. Refer to the IT website for current information.
- All workshops are located in the FACT Learning Lab, Merrill-Cazier Library Room 204.
- For workshop descriptions or to learn more about online training visit <http://it.usu.edu/htm/training>.
- Courses may be canceled if minimum enrollment of five participants is not met. Please be sure to register.

Online Tutorials

We have a comprehensive list of online tutorials in PDF, HTML or Video format available at <http://it.usu.edu/htm/tutorials>

Frequently Asked Questions

Search our library of common questions and answers or submit a question of your own at <http://it.usu.edu/htm/faq>

Blackboard Vista

Blackboard Vista is the standard tool for distributing course content for all types of courses at Utah State. The following sessions will give you knowledge and experience for working with Blackboard.

Blackboard Overview

This session will introduce you to the fundamentals of design in Blackboard Vista. It is a great session for those who are just starting out or who want to refresh their Blackboard skills.

5/19/09	T 10:00 AM
6/10/09	W 2:00 PM
7/09/09	Th 10:00 AM

Blackboard Problem-Solving

This session will help you with your specific Blackboard needs and problems. Participants bring their current Blackboard questions and problems to work on in this workshop.

5/26/09	T 10:00 AM
6/24/09	W 2:00 PM
7/23/09	Th 10:00 AM

Gradebook

This session will give you exposure to advanced uses of the Blackboard Gradebook. You will learn how to most effectively develop and manage grading for your course.

7/14/09	T 10:00 AM
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Office 2007

With Microsoft Office 2007, Microsoft has made several improvements to the Office Suite. The Office 2007 Overview introduces participants to the Office Suite, and later workshops provide advance application of these tools.

Office Overview

6/09/09	T 10:00 AM
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PowerPoint

06/23/09	T 10:00 AM
07/15/09	W 2:00 PM

Word

6/17/09	W 2:00 PM
7/09/09	Th 2:00 PM

Outlook

6/18/09	Th 10:00 AM
7/16/09	Th 2:00 PM

Excel Beginning

6/11/09	Th 10:00 AM
7/08/09	Th 2:00 PM

Excel Advanced

6/25/09	Th 10:00 AM
7/22/09	Th 2:00 PM

Wimba, Podcasting and Course Casting

These sessions train participants on how to record and deliver course materials online. Podcast/Course Cast Overview provides an overview of these tools, and later workshops provide advanced application of these tools.

Podcast/Course Cast Overview

5/20/09	W 10:00 AM
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Wimba

5/27/09	W 10:00 AM
6/24/09	W 10:00 AM
7/21/09	T 10:00 AM
8/13/09	Th 10:00 AM
8/20/09	Th 2:00 PM

Camtasia

6/11/09	Th 2:00 PM
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Podcasting

6/18/09	Th 2:00 PM
7/07/09	T 10:00 AM

Software, Tools and Graphic Design

These workshops cover the basics of editing graphics in Photoshop, creating PDF documents in Adobe Acrobat, and understanding Apple OSX.

Apple OSX 101

5/21/09	Th 10:00 AM
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Web Design

The web design workshops cover the tools and techniques for publishing web pages as instructional content or for your campus website.

CS3 Overview

6/09/09	T 2:00 PM
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Dreamweaver Introduction

6/16/09	T 10:00 AM
7/08/09	W 10:00 AM

Dreamweaver Advanced

7/22/09	W 10:00 AM
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ezPlug

5/28/09	Th 10:00 AM
6/17/09	W 10:00 AM
6/25/09	Th 2:00 PM
7/16/09	Th 10:00 AM
7/23/09	Th 2:00 PM

Photoshop CS3

7/15/09	Th 10:00 AM
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Adobe Acrobat

7/07/09	T 2:00 PM
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