HIGHER EDUCATION WORKSHOPS

Going beyond the 'how to', online training workshops are designed to teach faculty, staff and students new skills—and how to implement those skills.

A Digitally Accessible Campus | 27 minutes
Learn the reasons for providing accessible instruction, examples of accessible materials, commonly used technology tools, and tips on how to ensure materials are accessible to individuals with disabilities.

APA® (6th Ed.) Research Paper Basics | 1 hour 21 minutes

Avoiding Plagiarism Training | 16 minutes
Learn what information requires citation, how to paraphrase, use in-text citation, create a works cited page, and more.

Being an Effective Online Student | 1 hour 14 minutes
Help students understand the skills they need and the resources available to them in order to succeed in their online classes. Also includes time management, organization, and more.

Being Savvy Online | 1 hour 13 minutes
As technology evolves, so do the dangers involved. From public Facebook® profile information to online shopping, learn to neutralize the dangers the Internet can sometimes pose.

Blogging Workshop | 3 hours 31 minutes
Learn the difference between various kinds of blogs, explore hosting solutions, and set up your own blog using Blogger™.

Bringing Social Stories to Life | 31 minutes
Explore the different technologies including Explain Everything, StoryBook Creator Pro and iMovie® that can be used to bring new life to social stories for students with Autism Spectrum Disorders.

Chicago Manual of Style Training | 26 minutes
Learn how to format your essay and cite your sources in adherence to the guidelines set forth in the magnificent Chicago Manual of Style®.

Completing a FAFSA | 23 minutes
Learn to use the the Free Application for Federal Student Aid (FAFSA) Web site and complete the appropriate paperwork.

Computer Literacy Basics | 1 hour 10 minutes
Learn the basic function of your computer with topics ranging from double clicking with your mouse to setting up an email account and even transferring photos from your camera to your hard drive.

Conquering Physical Challenges Workshop | 22 minutes
Learn from students who share how they are using technology to conquer physical challenges. Also featured are the educators who have helped the students be successful.

Creating an Online Course Workshop | 38 minutes
Learn how to modify the header and create new class sessions in Moodle™, along with how to add content such as assignments, video links, files, an online chat, a test, and a poll to the class.

Creative Commons Workshop | 49 minutes
Learn how to use Creative Commons, from setting up an account to search options and how to participate.

Effective Online Discussions | 2 hours 5 minutes
Learn how to incorporate online discussions in an online, blended, or face-to-face class so students can connect, share information, and demonstrate understanding of subject matter.

Effective Presentation Design | 32 minutes
Learn how to create an effective presentation using visuals, storytelling, and structure to most effectively communicate your idea to your audience.

Facebook® for Educators | 42 minutes
Learn the basics of Facebook® to connect with students and/or colleagues effectively.

Facebook® for Students | 41 minutes
Help students learn the basics of Facebook®, how to find educational and useful features, how and why one would create a group, and how to be safe online and to protect your online persona.

Facilitating an Online Course in an LMS | 1 hour 22 minutes
Moving beyond the technical how-to of an LMS, learn about the development of an online course from beginning to end with theoretical guidance and practical tips and tools.

I Have an Interactive Whiteboard, Now What? | 21 minutes
Whether you have a SMART Board™, ActivBoard®, Mimio®, or other device allowing you to build interactivity into a presentation, you should find something of interest in this workshop.

iPad® as an i-Reader - An Orientation for Educators | 56 minutes
Learn the e-Reading capabilities of the iPad™ from an educator’s perspective, as well as the accessibility options available.

MLA® (2009 Ed.) Research Paper Basics | 44 minutes
Learn about MLA® formatting rules, incorporating outside sources in your papers, and properly citing those sources.

Moving to the Cloud | 1 hour 9 minutes
Learn the organizational advantages and the considerations you may need to make before moving to the cloud with particular attention paid to privacy and security concerns.
**CAREER SKILLS**

*Training designed to help learners gain the confidence that is needed in today's workplace.*

- **The Art of Execution** | 46 minutes
  Learn about important topics such as priorities, project management, and benchmarks needed to successfully execute a project.

- **The Art of Influence** | 32 minutes
  Whether in charge of a new team, or a student of business management, this series will demonstrate a practical approach to the nuances of leadership and influence.

- **Communication Tune Up** | 60 minutes
  In this series, learn how to improve your communication skills at home, in school, and in the workplace.

- **Decision Making** | 66 minutes
  Take a look at the process of decision making and learn about some tools that can help build confidence and purpose.

- **Effective Listening Skills** | 45 minutes
  This dynamic online training series explores the skill of listening and its different types and styles.

- **Effective Meetings** | 46 minutes
  Learn about some of the inefficiencies of typical meetings and how to successfully organize and run effective meetings.

- **Landing the Job: Interview Techniques** | 6 minutes
  From researching the company to writing thank you notes after the interview, feel more comfortable in the interview setting.

- **Navigating Relational Conflict** | 70 minutes
  Learn how to view conflict through a different perspective and develop a strategy in dealing with conflict effectively.

- **Over the Rainbow Customer Service** | 52 minutes
  Gain insight into what creates "above and beyond" customer service, with this online series.

- **Writing a Winning Cover Letter** | 8 minutes
  Tired of only making enough money to supply you with Ramen noodles and generic cola? Or maybe your current boss reminds you a little too much of Evil Incarnate? Then it may be time for a new cover letter.