

**MONDAY, MAY 23, 2005:**

**Convert Handouts to Web Pages**

Instructor: Lynn Aaron

Time: 1:00 pm – 4:00 pm

Location: Science II - 135

Rating: Introductory

This workshop is for faculty members who use Microsoft Word to create handouts and would like an easy and practical way to make the handouts available to their students on the World Wide Web. People who are interested in putting information online for their students must consider two major factors: acquisition of the skills needed to create Web pages, and the amount of space available on the Web server.

Skills: Web pages are written in the HyperText Markup Language (HTML). They can be hand-coded or created by special Web page authoring programs, such as FrontPage or Dreamweaver, that function like word processors. It is also possible to use the HTML conversion program built into Microsoft Word. Since many faculty members already use Word to create their handouts, this is a time-effective approach.

File Size: However, Microsoft Word adds a significant amount of proprietary code to documents to enable Microsoft features. This enlarges the size of the document, which, in turn, both uses up valuable space on the Web server and increases the time the browser needs to load the page. This code is not necessary for Web pages. Thanks to a relatively new feature, a simple adjustment can eliminate the code resulting in smaller, faster-loading Web pages. Workshop participants will learn how.

Other Issues: Since there are differences in file name conventions on a Web server and on a Windows PC, file-naming issues such as spaces, extensions, and the significance of folders will be addressed. A helpful operating system setting will be suggested.

Following the creation of presentable Web pages, copies of the pages must be transferred to a Web server. The FTP process will be discussed and demonstrated using a popular FTP program.

Access to the new pages will be accomplished by creating links on existing pages. A sample Web page will be provided. However, attendees are invited to use their own home pages if they wish.

In summary, this workshop will cover an easy and space-conserving way to convert Microsoft Word handouts into Web pages. Sample documents will be provided but participants who bring their own documents and the information needed to access their Web servers will be able upgrade their own Web sites during the workshop.

## **SLN 102: Best Practices in Online Teaching and Learning**

Instructor: Robert Piorkowski

Time: 1:00 pm – 4:00 pm

Location: Science II - 134

Rating: Introductory

Have you ever wondered what taking an online course was like? Are you interested in best practices in online teaching and learning? Have you ever thought about designing your own online course? Come take this workshop! We will put you in an online course to get first hand experience with online discussion, and then show you how SLN courses are created. This workshop will address and discuss best practices in online teaching and learning by giving you the opportunity to enter and interact in an online course. We will discuss and examine the lessons learned, best practices, and results of SLN research on these topics as well as your own perspectives on what constitutes good practice in the new online teaching and learning environment. We will conclude by taking you through the course creation process in the SLN Course Management System, and have you apply some of the techniques you have learned.

You should come away from this session with an overview of the factors in good online teaching and learning. You will also have an opportunity to explore how to take advantage of the options and surmount the limitations of the online teaching and learning environment. Ultimately, with an understanding of what it is like to be in an online course as a student you will be better prepared to create your own online learning course/activities that reflect good practices and that engender higher levels of faculty satisfaction and student satisfaction, motivation, and achievement.

## **Basic Concepts in Macromedia Flash**

Instructor: Russell Kahn

Time: 1:00 pm – 4:00 pm

Location: West Pod, Science III-G13

Rating: Introductory

Attendees will learn the fundamental of Macromedia Flash, a vector based animation program. In addition, the presenter will discuss some basic ways of using this powerful tool for electronic portfolios, class projects, dynamic presentations, as a tool in online classes, and as a drawing tool.

Those completing the workshop will have an understanding of

- the workspace,
- use of drawing and text tools,
- use of layers
- creation of links to URLs
- a simple actionScript,
- use of frames and keyframes,
- creation of a motion tween and
- implementation of button rollovers

Workshop participants will also learn how to publish their finished products as Web pages.

### **Build Better Web Pages, Part One: XHTML**

Instructor: Edward Skawinski

Time: 1:00 pm – 4:00 pm

Location: Academic A-G04

Rating: Introductory

XHTML is the latest recommendation for web publishing by the W3C (World Wide Web Consortium). It encourages the separation of content and structure from presentation. This session will explain the concepts and conventions of XHTML, outline the differences between XHTML and HTML 4.0 and discuss the practical benefits of XHTML. Learners will convert web pages from HTML to XHTML in this hands-on session. Accessibility will be an important consideration throughout the workshop.

This workshop can be taken alone, or in conjunction with Part Two, which will cover Cascading Style Sheets (CSS).

### **Designing Your On-Line Course**

Instructor: Carol Bell

Time: 1:00 pm – 4:00 pm

Location: Technical Training Center, LH-B71

Rating: Introductory

Course preparation can be time consuming for faculty even with today's technological advances. Taking materials from the tradition classroom and translating them to an on-line medium can often seem overwhelming. Explore the steps to creating an on-line or hybrid course that meshes with your pedagogical approach and keeps students actively involved in the learning process.

Participants will be guided through the process of analyzing course materials and evaluating how those materials translate to the on-line instructional medium. Using exercises faculty will determine course objectives and designing a course that guide students toward these objectives.

Discussion will also include addressing the various learning styles, best practices, evaluating content, feedback and assessment.

### **Introduction to ArcView GIS (Geographic Information Systems)**

Instructor: Kevin Heard

Time: 1:00 pm – 4:00 pm

Location: Student Wing 205

Rating: Intermediate

Geographic Information Systems (GIS) is a growing and emerging technological tool. This workshop is designed to introduce new users to ArcView GIS 3.2 and show some of its capabilities. Participants will learn how to navigate ArcView's documents, menus and toolbars, customize the interface, add files, and create thematic maps and layouts. No prior GIS experience is needed. Considerable hands-on experience is provided through the use of lab exercises. Each participant will have use of a computer.

---

## **Building a Distance Learning Multimedia System**

Instructor: Tera Doty

Time: 6:00 pm – 9:00 pm

Location: Science II - 134

Rating: Introductory

The goal of this workshop is to give the participants a basic understanding of what elements are necessary to build a simple multimedia system for the purpose of creating distance-learning modules utilizing SofTV and Camtasia Studio.

Areas to be covered included necessary equipment, including but not limited to digital video cameras, microphones, video switchers, lighting, and software, specifically Camtasia Studio and SofTV.

Camtasia Studio captures screen activity that can be combined with an audio track to create tutorials and demonstrations. SofTV synchronizes a video lecture with PowerPoint presentations to create fully searchable multimedia web page. Participants will have an opportunity to work with both of these pieces of software and observe how a simple and portable multimedia recording station incorporates both of these applications to create distance-learning modules.

## **iLife Tools for the Creative Educator**

Instructor: Peter McCoy

Time: 6:00 pm – 9:00 pm

Location: West Pod, Science III–G13

Rating: Introductory

Constructivist educators have a powerful new ally in Apple's iLife suite. These integrated software tools enable students to manipulate audio and video media flexibly and intuitively, allowing them to create media-rich projects, presentations, and portfolios.

The ability to capture, edit, and publish their ideas in sounds and images is quickly changing the way our students think, work, and learn.

Participants in this workshop will (a) compose music with Garage Band, including the use of digital audio and Musical Instrument Digital Interface (MIDI) file clips, (b) learn how to export Garage Band files into iTunes, (c) burn their original music to an audio CD with iTunes, (d) create a movie with iMovie, (e) create a slide show with iPhoto, and (f) learn how to burn projects to DVD with iDVD. Ideas for classroom use will be discussed and examples of student projects from the Potsdam campus will be shared.

## **Build Better Web Pages, Part Two: Cascading Style Sheets (CSS)**

Instructor: Edward Skawinski

Time: 6:00 pm – 9:00 pm

Location: Academic A-G04

Rating: Introductory

Cascading Style Sheets (CSS) define how different HTML elements, such as headers, text and links, appear in the browser or in other media. The aspects and conventions of CSS will be explained and demonstrated. This hands-on session will guide learners as they create styles to define the layout and format of an existing HTML document. Participants will edit their style sheets and view the results in the browser. Tips on how to make your CSS files efficient and clean will be shared. We will also create a print style sheet, to optimize the HTML page for print output.

This workshop can be taken alone, or in conjunction with Part One, which will cover XHTML.

## **Improve Your Online Course!**

Instructor: Alexandra M. Pickett and Peter Shea

Time: 6:00 pm – 9:00 pm

Location: Academic A-G02

Rating: Advanced

Our best practices and research show that high levels of Teaching Presence (Anderson, 2001), comprised of effective instructional design and organization, facilitation of productive discourse, and direct instruction, positively and significantly influence the satisfaction and reported learning of online students.

There is also evidence to suggest that a strong sense of community in the classroom helps reduce student feelings of isolation and burnout associated with higher attrition levels in both classroom-based and distance learning. A positive sense of community also promotes the likelihood of student support and information flow, commitment to group goals, cooperation among members and satisfaction with group processes and efforts [e.g. Rovai (2002)].

We believe that there is a relationship between teaching presence and the development of community in online learning environments, and that courses characterized by effective teaching presence are more likely to develop a stronger sense of community on the part of students.

Our goal with this workshop is to provide you, as the instructor of an online course, with the opportunity to assess teaching presence and class community in your online course, reflect on and evaluate your course and online teaching and learning experiences, and brainstorm revisions that will improve the teaching presence and sense of class community in your online course. Participants will answer a series of questions that results in a detailed report to help guide the workshop activities and your future online course revisions and enhancements. This workshop will consist of practical activities, information presentation, resources, and discussion.

**Photoshop: Layers**

Instructor: Monica Carter and Donald Trainor

Time: 6:00 pm – 9:00 pm

Location: Technical Training Center, LH-B71

Rating: Intermediate

Composite and manipulate images using Layers in Photoshop. This intermediate level workshop covers Layer basics, Layer Masks, Adjustment Layers, and Layer Styles.

Participants will also complete a real world project that incorporates concepts covered in the workshop.

A basic knowledge of Photoshop (or similar image editing program) is required.

---

**TUESDAY, MAY 24:****Instructional Modules as Learning Objects: A method for design**

Instructor: Fabio Chacon

Time: 8:30 am – 11:30 am

Location: Science II - 135

Rating: Advanced

Assuming general knowledge of course development, this workshop delineates a methodology for designing instructional modules as learning objects that can be shared and reused across multiple platforms. Modules are planned using knowledge mapping software tools (MindManager, MatchWare OpenMind, and Vue); then, they are rendered as interactive web pages.

Outline of Session:

- a. Learning Objects: general concepts
- b. Typology of learning objects
- c. Instructor-made learning objects: principles of design
- d. Mapping technique applied to learning objects
- e. Tools for learning object building
- f. Transferring learning object to the course environment (WebCT)
- g. Publishing and sharing learning objects.

## **Academic Web Languages Using XML**

Instructor: David Sher

Time: 8:30 am – 11:30 am

Location: Science II-134

Rating: Intermediate

<p>XML stands for eXtensible Markup Language. Namely, it is a language for creating web languages. The resulting languages display on common web browsers like internet explorer and Netscape. For example, figure 1 contains a simple website that displays an applet. Figure 2 shows the complexity of the HTML translation of this simple site.

Well designed XML languages are easy to use. The 2003 version of word edits XML structures directly. Our workshop will demonstrate several XML languages for academic web site design such as a data display language and a XML language for bibliographies and resumes. We will work together to design simple websites using language definition files developed by the author.

The author will distribute disks with the translation files and examples to the participants. The participants will be able to create their own websites quickly and conveniently with XML. Participants should bring some data sets they may want to display or bibliographic references they would like to display on the web.

## **Introduction to VectorWorks a CAD Program for Design**

Instructor: Eugene Warner

Time: 8:30 am – 11:30 am

Location: West Pod, Science III-G13

Rating: Introductory

CAD software has transformed the way designers, architects and engineers work. VectorWorks is one of the primary new tools widely employed in these fields. This powerful software streamlines traditional processes in developing plans, renderings and other presentations and is particularly helpful in the design process with efficient editing operations.

Teaching with New Technology has also been transformed. Higher level design principles can be taught with this technology through sophisticated simulations and, in many instances, through leapfrogs over tradition skill development processes. The demand for CAD instruction in the arts is increasing for this reason and certainly to properly prepare our students for a future in Design .

This workshop will provide a survey of one CAD program which, in many ways, is similar to others employed in the field. The intention is to help the uninitiated or those wishing to expand their CAD vocabulary to understand the potential applications for New Technology and to build confidence in exploring what may appear to be a formidable learning process with this media. Prior experience in CAD or Design is not necessary to participate.

### **Using Video in Macromedia Flash**

Instructor: Don Trainor and Monica Carter

Time: 8:30 am – 11:30 am

Location: Academic A-G04

Rating: Intermediate

Flash MX and Flash MX 2004 allows users to add embedded video to their Flash files for playback on the Web. participants will learn how to import video files (QuickTime, AVI) using the Video Import wizard, create a customized video player interface (stop/play/rewind buttons, progress bars, sliders, and real-time scrubbers), and load external SWF files.

This intermediate level workshop is ideal for anyone who is interested in working with video in Flash and has had some experience using the Flash interface, creating symbols, and working with instances.

### **MID Roundtable: 3rd annual MID Continuous Improvement Meeting (Closed Meeting – No Charge)**

Instructor: Alexandra M. Pickett

Time: 8:30 am – 11:30 am

Location: Academic A-G02

Rating: Advanced

This meeting serves as one of the contact points for SUNY Learning Network (SLN) campus Multimedia Instructional Designers (MIDs) throughout the year. Discussions will cover a variety of administrative, technical, and pedagogical issues directly applicable to the work of the MIDs. Attendance by all campus MIDs is encouraged and expected. This year this event is expanded to include CourseSpace MIDs. This event will be a closed-door meeting for SUNY Learning Network/CourseSpace staff and Campus Multimedia Instructional Designers (MIDs) who work with the SUNY Learning Network or CourseSpace.

### **PowerPoint in the Classroom**

Instructor: Tammy Flynn & Kitty Cummings

Time: 8:30 am – 11:30 am

Location: Technical Training Center, LH-B71

Rating: Introductory

Whether you make it simple or more complex using graphics, animations, & preset functions, you should leave this hands-on workshop with the knowledge and experience to prepare and present your own PowerPoint presentations.

Demonstrated areas will include:

- Creating a blank presentation
- Creating a presentation using templates
- Customizing your presentation using graphics, animation, & sound
- Using the slide master
- Picking master color schemes
- Working with text boxes
- Planning the presentation with settings
- Presenting your presentation