

Winter Conference 1999 Agenda

Monday, December 13, 1999	
10:00 - 11:30	<p style="text-align: center;"><i>Copyright Resources [Library 235A]</i></p> <p>This session will cover UCF Library and Internet resources for information related to infringement, protection, and fair use of copyrighted materials. You will have the opportunity to complete the process for placing materials at the reserve desk, accessing help resources, or requesting copyright clearance for materials you will use in your online or face-to-face classes.</p>
1:15 - 4:30	<p style="text-align: center;"><i>.Digital Still Cameras [CCII 223]</i></p> <p>This workshop is for instructors wishing to incorporate photo images into their courses' web sites. Participants will:</p> <ol style="list-style-type: none"> 1. learn what elements 'make-up' a good picture including composition, subject, lighting, angle, and distance. 2. learn the difference between 'instructionally sound' use of images and just cluttering-up a web site 3. practice taking pictures with a digital camera and transferring them to a computer. 4. learn how they may 'check-out' a digital camera from Center for Distributed Learning for the purpose of taking photos for their course. 5. learn how to have Center for Distributed Learning publish their images into their course web sites: <p>If participants are interested in learning how to prepare and publish images to a course web site themselves, they should also attend the workshop titled "Multimedia Sandbox: Playing with Dreamweaver, Flash, Photoshop</p>
1:15 - 2:45	<p>WebCT Session 1: <i>Student perspective e (the basics of WebCT's features including chat, forum, and e-mail) [CCII 225]</i></p>
3:00 - 4:30	<p>WebCT Session 2: <i>Communication tools (chat / forum / mail) [CCII 225]</i></p>
Tuesday, December 14, 1999	
8:45 - 9:00	<p style="text-align: center;">Workshop Kickoff [BA 147]</p>
9:00 - 10:30	<p style="text-align: center;"><i>Technology Overview: what tools do I need to accomplish my goals?</i></p> <p>Bring your goals for your course, a list of activities you plan to ask the students to complete and learn how technology tools can help make the learning process more</p>

	<p>efficient. The session will be divided into a discussion of tools and time for fine tuning your activities so you can guide the students as they perform with technology enhancements. [BA 147]</p>
10:45 - 12:15	<p><i>Successful collaboration and teamwork in the classroom and online</i> Explore models for successful collaborative learning then prepare tasks and accountability strategies that you can use in your own classes [BA 147]</p>
12:15 - 1:15	<p>Lunch on your own</p>
1:15 - 4:30	<p><i>This Old Home Page [CCII 223]</i></p> <p>Have you ever wanted to make changes to your professional web page on the Pegasus server or your on-line course pages on the Reach server? Have you been unable to make the changes because you didn't know how? Using a sophisticated web-editing program (Macromedia Dreamweaver 2.0), participants will make minor text changes to existing on-line pages on the Reach (or Pegasus) server and in WebCT. No previous web editing experience is required!</p> <p>Please note that participants <i>must</i> already have on-line pages on either the Pegasus or Reach servers and must know the password to their account. A WebCT account is not required.</p>
1:15 - 2:45	<p>WebCT Session 3: <i>Adding Course Content (File manager / upload HTML files / create a path) [CCII 225]</i></p>
3:00 - 4:30	<p>WebCT Session 4: <i>Student management (Add students / managing columns) [CCII 225]</i></p>
<p>Wednesday, December 15, 1999</p>	
9:00 - 10:30	<p><i>Problem-based approaches to learning: knowledge application, performance, and accountability</i></p> <p>Interested in using problems, scenarios, or case studies in your class? Bring your syllabus and themes that you want your students to tackle. We'll help you design the problem statements, guidelines, and outcome measures.[BA 147]</p>
10:45 - 12:15	<p><i>Teaching tips: if you want to accomplish X, try doing Y (you bring the X's and we'll bring the Y's!)</i></p> <p>Get handouts, review examples that work for your peers, and discuss things you can do</p>

to keep the students on track and accomplishing what YOU want them to accomplish [BA 147]

12:15 - 1:15

Lunch on your own

1:15 – 4:30

Multimedia Sandbox, Part 1 [VAB 215]

Come find out more about how to integrate images and multimedia into your web pages!

Participants in this workshop will apply interface and visual design principles as they work with Adobe Photoshop 5, Macromedia Dreamweaver 2.0 and Macromedia Flash 3. All activities will be situated in an authentic web development task. Demonstrations and hands-on opportunities will be utilized. All participants will receive handouts detailing step-by-step procedures used in the three software programs featured and will also receive trial versions of the software programs.

1:15 - 2:45

WebCT Session 5: *Creating quiz questions [CCII 225]*

OR

Adobe Acrobat [CCII 223]

This training focuses on Adobe Acrobat 4.0. Acrobat is a software program that allows the conversion of any document into a Portable Document Format (PDF) file. PDF is a universal file format that preserves all fonts, formatting, colors, and graphics of a document regardless of the application, format, or platform that was used to create it. It can then be distributed so that it can be viewed on any system. PDF files can be attached to e-mail, posted on web sites, placed on CD-ROMS, or printed, while maintaining the original format. Discussion will include appropriate uses of Acrobat technology, when you should use it, when you should use something else. During the hands-on portion of this session, you will learn the basics of Acrobat, how to read PDF files with Acrobat Reader, and how to create PDF files using Acrobat 4.0 from sources such as MS Word, MS PowerPoint, and the World Wide Web

Acrobat Reader

- learn how to download Acrobat Reader
 - learn how to read a file
 - learn how to print a PDF file

Learn how to create Acrobat PDF files from:

- an MS Word document

	<ul style="list-style-type: none"> • a PowerPoint Presentation • the World Wide Web <p>Posting a PDF document:</p> <ul style="list-style-type: none"> • to an e-mail message • on the web
3:00 - 4:30	WebCT Session 6: <i>Creating quizzes (as well as settings and how to grade)</i> [CCII 225]
Thursday, December 16, 1999	
9:00 - 10:30	<i>Active listening and reading activities: Strategies for focusing students attention Sometimes reading the textbook or listening to a lecture is like dealing with a foreign language. Learn techniques that will keep students' minds from wandering and help them identify and retain the critical information that they get from a text or a lecture. [BA 147]</i>
10:45 - 12:15	<i>Involvement and accountability: setting expectations for the in-class, the on-line, and the home learning environments</i> Now that you have developed problems and strategies you can use in your face-to-face as well as online courses, learn how you can use your syllabus to set expectations, set daily goals that students can achieve, and build transitions between managed class time activities and independent study (homework) opportunities. [BA 147]
12:15 - 1:15	Lunch on your own
1:15 - 2:45	WebCT Session 7: <i>Maintaining Course Content (organize icons / add WebCT tool / edit buttons / button bar)</i> [CCII 223]
1:15 - 4:30	<p style="text-align: center;"><i>Multimedia Sandbox, Part 2 [VAB 215]</i></p> <p>Come find out more about how to integrate images and multimedia into your web pages!</p> <p>Participants in this workshop will apply interface and visual design principles as they work with Adobe Photoshop 5, Macromedia Dreamweaver 2.0 and Macromedia Flash 3. All activities will be situated in an authentic web development task. Demonstrations and hands-on opportunities will be utilized. All participants will receive handouts detailing step-by-step procedures used in the three software programs featured and will</p>

also receive trial versions of the software programs.

3:00 - 4:30

WebCT Session 8: *Advanced topics* [CCII 223]

Friday, December 17, 1999

10:00 - 11:30

Partnering with librarians to create successful research assignments
Some faculty prefer not to use class time for hands-on database instruction. That's no problem for the UCF Library!! Come collaborate with librarians and discuss tips and tactics that work for designing successful research assignments. Come prepared to design and effective research assignments or bring one you have already prepared and critique it. During this time you will locate electronic resources to include on your web page or on a printed handout. [**Library 235A**]

12:00 - 3:00

Holiday Party in the FCTL (**MAP 331**)