Fall 2013 Workshops
Sponsored by the Faculty Development Office
Details and registration information available at www.buffalostate.edu/professionaldevelopment/x555.xml
*Registration is required.  ⚖ = Active, inquiry-based, collaborative learning

Teaching with Technology

Introduction to Blackboard Collaborate* ⚖
Blackboard Collaborate is a live web-conferencing application that allows exciting and new approaches to support a 21st-century teaching and learning environment. Come see how Collaborate allows you to import PowerPoint slides, share your computer screen and/ or a particular window with participants while interacting with students through chat, webcam and microphone. Presented by Meghan Pereira and Todd Benzin. (Tuesday, September 10, 12:15 – 2:00, BULG 104) This workshop will be repeated in BULG 104 on Thursday, September 12, 9:00 – 11:00, on Monday, September 16 from 1:00 – 3:00, and on Friday, October 25, from 9:00 – 11:00.

Quick Concepts: Recording Video and Audio as You Work on a SMART Interactive White Board* ⚖
Learn to record video of all actions that take place while working on a Smart Technologies interactive white board. See how to add audio with a microphone so the video is ready to be shared with colleagues and students. This is a convenient way to record solutions to homework problems in a fully accessible format. Presented by Sue McMillen. (Friday, September 13, 9:00 – 9:45, BUTL 181B) This workshop will be repeated on Tuesday, November 5, 2:45 – 3:30 in BUTL 181B.

Quick Concepts: Creating and Saving Annotations on SMART Interactive White Boards* ⚖
Learn to save annotations and images created while teaching with a Smart Technologies interactive white board. Insert your drawing or writing as an image into a Microsoft Office document or save it as a screen capture in SMART Notebook software. See how to convert your written into typed text in a Word or Excel document. Presented by Sue McMillen. (Friday, September 13, 10:00 – 10:45, BUTL 181B) This workshop will be repeated on Tuesday, November 5, 1:45 – 2:30 in BUTL 181B.

Quick Concepts: SMART Board Infinite Cloner* ⚖
In this hands-on session you will engage in sample SMART Board activities built with the “Infinite Cloner” command. This command creates an unlimited supply of copies of a word or image for you to use during a SMART board activity. You will create your own activity, share ideas for using this SMART board feature, and discuss its instructional implications. Presented by Sue McMillen. (Wednesday, September 18, 10:00 – 11:00, BUTL 318)

Quick Concepts: Making Course Content Accessible - PDF Files*
Buffalo State is engaging in an effort to promote accessibility of course materials in classes, including face-to-face, online and hybrid. Learn about best practices for creating and providing transcripts or closed captions for audio and video that are used within your courses. Our campus procedures, resources, and expectations will be shared. (Tuesday October 8, 9:00 – 10:00, BULG 104) This workshop will be repeated in BULG 104 on Monday, October 28, 12:00 – 1:00 and on Wednesday, November 13, 2:00 – 3:00.

Quick Concepts: SMART Board Pull Tabs*, ⚖
Building pull tabs into your SMART Board activities is an excellent way to scaffold students’ learning, to provide formulas, instructions or other information, and to allow students to check their answers. You will participate in several SMART activities featuring pull-tabs, learn how to create pull-tabs, and learn how to include them in your SMART Board class activities. Presented by Sue McMillen. (Tuesday, October 8, 2:00 – 3:00, BUTL 318)

Quick Concepts: Track Changes*
Increase your productivity by using the Track Changes feature in Microsoft Office to edit documents or provide feedback to students. Track Changes is a collaborative tool that allows multiple users to make revisions, provides access to the original document, and identifies who made each revision. Learn to make your own revisions and comments and to accept or reject those made by others. Presented by Sue McMillen. (Wednesday, October 16, 10:00 – 10:45, BUTL 318)

Quick Concepts: Creating Hide and Show SMART Board Activities*, ⚖
Learn to create a variety of hide and show SMART Board activities. See how to reveal images or text piece by piece at a time. Create a memory-style activity. This is a hands-on session. Presented by Sue McMillen. (Thursday, October 24, 9:00 – 9:45, BUTL 318)

Teaching and Learning with Interactive White Boards* ⚖
Interactive White Boards are fast becoming a common fixture in today’s classroom. This session will focus on Smart Technologies interactive white boards and will begin with an overview of basic navigation of software, hardware & SMART Tools. Learn how to facilitate student learning by creating interactive lessons, working in new ways with programs like PowerPoint and Word, digitally saving notes and comments for future lectures and easily distributing class material to students in a variety of formats. Presented by Todd Benzin. (Friday, October 4, 9:00 – 11:00, BUTL 181B)

Interactive White Boards: Open Lab* ⚖
These labs will be devoted to answering questions and assisting faculty in teaching with Smart Technologies interactive white boards and in creating instructional activities using the boards. They provide an opportunity for individual assistance on a drop-in basis. Bring your questions and a flash drive with activities or files that you would like to use on an interactive white board. (Monday, October 7, 12:00 – 1:30, BUTL 318) This open lab will be repeated on Friday, November 15, 9:00 – 10:30 in BUTL 318.

Making Course Content Accessible: Audio and Video* ⚖
Buffalo State is engaging in an effort to promote accessibility of course materials in classes, including face-to-face, online and hybrid. Learn about best practices for creating and providing transcripts or closed captions for audio and video that are used within your courses. Our campus procedures, resources, and expectations will be shared. (Tuesday October 8, 9:00 – 10:00, BULG 104) This workshop will be repeated in BULG 104 on Monday, October 28, 12:00 – 1:00 and on Wednesday, November 13, 2:00 – 3:00.

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Learn to create a variety of hide and show SMART Board activities. See how to reveal images or text piece by piece at a time. Create a memory-style activity. This is a hands-on session. Presented by Sue McMillen. (Thursday, October 24, 9:00 – 9:45, BUTL 318)

Capture Images and Video: Introduction to Snagit* ⚖
Snagit is a software tool for creating images and videos for easy sharing. Snap any image and enhance it with effects, or create a quick video of your computer screen. It can be shared instantly with your class or saved for later use. Snagit supports best practices for teaching in a flipped learning setting, an online setting, or a face-to-face setting. The editing and annotation tools can be used to create handouts and how-to guides for students, to annotate student work with stamps and callouts, and to provide video feedback on projects. Presented by Meghan Pereira. (Tuesday, September 24, 12:15 – 1:30, BULG 104)
Inverting or flipping the classroom involves moving the introduction of content out on a drop-in basis. Bring your questions and a flash drive with your files. (Friday, September 13, 1:00 – 2:30, BULG 104) This open lab will be repeated in BULG 104 on Wednesday, October 16, 2:00 – 3:30 and on Friday, November 1, 10:00 – 12:00.

Making Course Content Accessible: Open Lab These labs will be devoted to answering questions and assisting faculty with making their course materials more accessible. They provide an opportunity for individual assistance on a drop-in basis. Bring your questions and a flash drive with your files. (Friday, September 13, 1:00 – 2:30, BULG 104) This open lab will be repeated in BULG 104 on Wednesday, October 16, 2:00 – 3:30 and on Friday, November 1, 10:00 – 12:00.

Getting Your Students to do the Reading* Develop a research-based understanding of the problem of students not doing assigned readings. Examine your process for selecting readings and their relative costs and benefits from a student's point of view. Learn some strategies to address this challenge. Presented by Sue McMillen. (Tuesday, September 17, 12:15 – 1:30, BUTL 181B)

Introduction to Rubrics* Learn the basics of constructing and using rubrics to assess your students' learning. Using rubrics can save time, yet still provide meaningful feedback to students. The process of creating a scoring framework will be discussed and sample rubrics will be shared. Presented by Sue McMillen. (Thursday, September 19, 12:15 – 1:30, BUTL 181B)

Quick Concepts: Making Course Content Accessible – Microsoft Word* Buffalo State is engaging in an effort to promote accessibility of course materials in classes, including face-to-face, online and hybrid. This hands-on session will focus on how to use Microsoft Office Word effectively to create accessible content. (Friday, September 20, 10:00 – 10:45, BUTL 318) This workshop will be repeated on Tuesday, October 22, 2:00 – 2:45 in BUTL 318.

Quick Concepts: Making Course Content Accessible – PowerPoint* Buffalo State is engaging in an effort to promote accessibility of course materials in classes, including face-to-face, online and hybrid. This hands-on session will focus on how to create accessible content in PowerPoint. This includes creating and providing transcripts or closed captions for narrated PowerPoint files. Bring a flash drive with a PowerPoint file on it. (Wednesday, September 25, 2:00 – 2:45, BUTL 318) This workshop will be repeated on Tuesday, October 29, 9:00 – 9:45 in BUTL 318.

The Inverted Classroom: What’s It All About?* Inverting or flipping the classroom involves moving the introduction of content out of the classroom so that class time can be used to address student difficulties, to build deeper understanding, and to apply the content in challenging contexts. History shows that this can be accomplished with or without the use of technology. Explore the concept of an inverted classroom and examine several pedagogical approaches that support flipping the classroom. This presentation is intended as an introduction to the concept of the inverted classroom. Presented by Sue McMillen. (Tuesday, October 1, 12:15 – 1:30, BUTL 181B)

What Makes Teaching Learner Centered?* Explore characteristics that define learner-centered teaching and differentiate it from active learning and student engagement strategies. Discuss selecting and designing student learning experiences with learner-centered features. Work with colleagues to make active learning activities more learner-centered. Presented by Sue McMillen. (Tuesday, October 15, 12:15 – 1:30, BACO 115)

Introverts and Active Learning: Can They Coexist?* Introverts typically prefer listening to speaking and working on their own to working in groups. So how do we best meet the needs of introverts in an active learning classroom? Develop and refine strategies to engage both introverts and extroverts in active learning. Reflect on the implications of your own location on the introvert-extrovert spectrum developed by Susan Cain, author of “Quiet: The Power of Introverts in a World That Can’t Stop Talking.” Presented by Sue McMillen. (Thursday, October 17, 12:15 – 1:30, BUTL 181B)

Creating Rubrics* Engage in the process of creating a rubric for an assignment and receive feedback on your rubric. Also, discuss strategies and suggestions for having students create a rubric. Presented by Sue McMillen. (Tuesday, October 29, 12:15 – 1:30, BUTL 181B)

So You Want to Flip: Tips and Techniques for Flipping Your Classroom* Learn how to begin flipping your instruction. Identify common mistakes to avoid. Explore several pedagogically sound approaches to flipping. Participants will choose one concept to “flip” and leave with a plan for flipping the instruction of that concept. Presented by Sue McMillen. (Tuesday, November 5, 12:15 – 1:30, BUTL 181B)

Rubric Discussion* Discuss your successes and challenges in using rubrics. Bring a rubric for others to examine. This discussion is aimed at faculty who have experience using rubrics. Facilitated by Sue McMillen. (Tuesday, November 19, 12:15 – 1:30, BUTL 181B)

Best Practices for Evaluating Online Teaching* The evaluation of online teaching involves many of the same criteria used in evaluating face-to-face teaching, but it also necessitates the use of additional criteria based more directly on the online environment. Learn about best practices for evaluating online teaching. Examine research-based tools, rubrics, and checklists designed to provide constructive peer feedback on the design and instruction of online courses. Discuss guidelines for developing effective departmental practices for evaluating online courses. Presented by Sue McMillen. (Thursday, September 12, 12:15 – 1:30, BACO 117)

Best Practices for Peer Observation of Teaching* Explore best practices for peer observation of teaching. Discuss benefits and drawbacks of various approaches to the peer observation process. Examine a variety of peer observation protocols and tools that provide structure, guidelines, and criteria. Leave with a rich collection of resources. Presented by Sue McMillen. (Thursday, October 10, 12:15 – 1:30, BACO 117)

Best Practices for Evaluating Active Learning and Learner-Centered Teaching* The evaluation of innovative teaching pedagogies often necessitates using additional or different criteria and protocols. Explore several evaluation tools, each designed to help evaluate a specific innovative teaching strategy. Discuss how these tools can be used or modified to best fit teaching at Buffalo State. Presented by Sue McMillen. (Thursday, November 14, 12:15 – 1:30, BUTL 210)

Creating a Teaching Portfolio* Consider creating a teaching portfolio as part of your promotion and tenure process. Teaching portfolios are one way to document both growth in teaching and changes in course content and pedagogy. Sample portfolios from a variety of academic areas will be available. Presented by Sue McMillen. (Thursday, November 21, 12:15 – 1:30, BUTL 181B)