

INSTRUCTIONAL TECHNOLOGY

Adobe Acrobat: Basics

Use Adobe Acrobat to create interactive teaching materials by assembling PowerPoint presentations, existing PDF's, web pages, photos and illustrations into a single Acrobat file. Topics include: converting to PDF, editing PDF's and adding interactivity including bookmarks, links, buttons and media clips.

Adobe Acrobat: Forms

Need an evaluation tool or a registration form? Learn to convert your MS Word document into a digital form that can be emailed or posted on the web. Learn to complete a form in MS Word, convert it to an Adobe Acrobat file, insert text fields, check boxes, etc., save and distribute the form, and compile completed forms.

Adobe Captivate

Captivate's import features allow you to capture your PowerPoint slides and add audio to prepare a fully narrated lecture that can be posted to Blackboard (Pulse). Learn to prepare your PPT slides for import into Captivate, import a PPT presentation, add and edit narration, and publish your presentation. *If you own a copy of Captivate, bring your laptop for a hands-on experience.*

Photoshop Basics

This workshop will focus on the steps involved with creating a digital image collection for teaching and publishing. Participants will be shown each step of the process—from digitizing images to managing files for all possible output types. This is a hands-on workshop using the Window operating system.

Photoshop Intermediate

This workshop is a continuation of Photoshop Basics offering a more in-depth exploration of this application's functions. Topics include: automate functions, history palette, layers, layout and preparing images for use in MS Office applications. This is a hands-on workshop using the Window operating system. *Participants must complete Photoshop Basics to attend this workshop.*

Turning Point (Audience Response System)

Planning an exam review? Want to find out what your students really think? This workshop will cover the skills you'll need to create, present, and save a polling presentation.

Wimba

Save the commute - "meet" with your students online using Wimba, Jefferson's current web conferencing software. Completely integrated into Blackboard (Pulse), Wimba allows you to archive your sessions for easy reviewing by students.

SELF-DIRECTED LEARNING

Copyright & Fair Use Guidelines

Available online anytime at:

<http://jeffline.jefferson.edu/Education/programs/aisr-sdl/copyright/>

This Self-Directed Learning (SDL) module focuses on basic information about copyright, guidelines for classroom use of published materials, and application of fair use doctrine in a university setting. Also addressed are copyright considerations for authors when publishing and NIH policy on the deposit of grant-supported publications in PubMed Central.

PowerPoint Self-Directed Learning Series

Available online anytime at:

<http://jeffline.jefferson.edu/Education/sdl/ppt/>

This replaces the previously-offered live workshop series. Each module will emply narrated video demonstrations, printable resource files, and an assessment at the end of the module. *The series requires the Flash plug-in (version 8 or higher) and audio capability.*

This first module, **Microsoft PowerPoint: Getting Started**, demonstrates PowerPoint basics. Participants will learn how to: open a new presentation, choose an output type, apply a design template, add and format text, create speaker notes, print handouts, and save a presentation.

Additional modules in the PowerPoint series will be added throughout the year.

AISR Workshops Academic Year 2009-2010

*AISR Education Services
Scott Memorial Library*



AISR Workshops are FREE and are open to Jefferson faculty, staff and students.

Space is limited; advance registration is required.

aisr

*Academic & Instructional Support & Resources
"Helping you turn information into knowledge"*

WORKSHOPS SCHEDULE 2009-2010*

DATE	WORKSHOP	TIME
Tuesday, August 25, 2009	Adobe Captivate	1:00 pm - 2:30 pm
Thursday, August 27, 2009	Wimba	9:00 am - 12:00 pm
Tuesday, September 8, 2009	Turning Point	1:00 pm - 2:30 pm
Wednesday, September 16, 2009	Bibliographic Management: Introduction to RefWorks	12:00 pm - 1:00 pm
Thursday, September 17, 2009	Photoshop Basics	10:00 am - 11:30 am
Wednesday, September 30, 2009	Twitter for Beginners	12:00 pm - 1:00 pm
Tuesday, October 6, 2009	Adobe Acrobat Basics	1:00 pm - 2:30 pm
Wednesday, October 14, 2009	Professional PubMed Searching	12:00 pm - 1:00 pm
Wednesday, October 28, 2009	Blogs and RSS: The Latest Tools for Keeping Up-To-Date	12:00 pm - 1:00 pm
Wednesday, November 11, 2009	Take Advantage of the Jefferson Digital Commons	12:00 pm - 1:00 pm
Wednesday, December 9, 2009	Using Scopus and Search Engines Effectively	12:00 pm - 1:00 pm
Tuesday, January 5, 2010	Adobe Acrobat: Forms	1:00 pm - 2:30 pm
Wednesday, January 13, 2010	Bibliographic Management: Introduction to RefWorks	12:00 pm - 1:00 pm
Thursday, January 21, 2010	Photoshop Intermediate	1:00 pm - 2:30 pm
Wednesday, February 10, 2010	Professional PubMed Searching	12:00 pm - 1:00 pm
Wednesday, February 24, 2010	Blogs and RSS: The Latest Tools for Keeping Up-To-Date	12:00 pm - 1:00 pm
Wednesday, March 10, 2010	Take Advantage of the Jefferson Digital Commons	12:00 pm - 1:00 pm
Wednesday, April 7, 2010	Using Scopus and Search Engines Effectively	12:00 pm - 1:00 pm
Wednesday, April 21, 2010	Twitter for Beginners	12:00 pm - 1:00 pm

ALL WORKSHOPS SCHEDULED TO BE HELD IN **SCOTT LIBRARY LRC, ROOM 306***

Self-Directed Learning Module available anytime online:

“Copyright & Fair Use Guidelines”

<http://jeffline.jefferson.edu/Education/programs/aisr-sdl/copyright>

“Microsoft PowerPoint: Getting Started”

<http://jeffline.jefferson.edu/Education/sdl/ppt>

CANCELLATION/ABSENCE POLICY

In the event that you are unable to attend a session for which you have registered, we require 48 hours notice in advance of the scheduled session. Without advance notification, a class fee of \$50 will be charged to your departmental charge code.

REGISTER ONLINE AND FIND COMPLETE WORKSHOP DESCRIPTIONS AT:

<http://jeffline.jefferson.edu/workshops.html>

If the time or dates listed do not fit your schedule, contact Dr. Tony Frisby to schedule a particular workshop for your department:

Tony.Frisby@jefferson.edu
215.503.4990

**Dates and locations subject to change without notice.*

WORKSHOPS DESCRIPTIONS

Complete workshops descriptions available on JEFFLINE

INFORMATION SEARCHING SKILLS

Bibliographic Management: Introduction to RefWorks

RefWorks is a web-based database and bibliography creation program, available via JEFFLINE. Learn to create, organize, and access personal databases of bibliographic citations and how to use Refworks to import, export, search, and format citations. Use RefShare to collaborate and share databases with your colleagues.

Blogs & RSS: The Latest Tools for Keeping Up-To-Date

Overwhelmed with keeping up-to-date reading web sites of interest? Wish you could access all your favorite web sites and table of contents alerts of your favorite journals in one easy to access web-based interface? Learn about blogs and create your own Bloglines account. Work smarter and be more productive keeping up-to-date with Web content.

Professional PubMed Searching

Learn to search MEDLINE through PubMed, the National Library of Medicine's Entrez search engine. This class focuses on using Linkout (links to over 5,300 full-text SML electronic journals), My NCBI (store and retrieve search strategies and establish search filters), Clipboard, Limit, and History features of PubMed.

Take Advantage of the Jefferson Digital Commons for Shameless Self-Promotion

Promote your Jefferson research and publishing efforts to the world by participating in the Jefferson Digital Commons (JDC). With over 2,000 different archived full-text resources, you get permanent public space for all types of files AND your work is indexed by search engines like Google. Use the JDC as a University press to publish your department newsletters or create a new journal. Learn how the JDC complements Xythos and the Faculty Interests Database. The JDC is free to all Jeffersonians.

Twitter for Beginners

Politicians, celebrities, educators and organizations are twittering. Join us to learn about Twitter. You will create an account, learn to send messages, twitter etiquette, and how twittering can help promote your department, organization or course.

Using Scopus & Internet Search Engines Effectively

Tired of getting millions of results when you search Google? Significantly increase the chances you'll find what you're looking for by knowing some of tricks of the searching trade. Your librarians will show you how to change your simple searches to successful power searches. This workshop will also discuss Google Scholar and citation analysis.