Information Technology and Computing Services

Training Catalog

ITCS provides technology training to help you enhance and expand your classroom or office, communicate and collaborate with colleagues or project groups, secure your digital work life and much more.

We offer many training opportunities in a variety of formats throughout the year. Whether you’re planning for an online or hybrid Blackboard class, designing a survey, conferencing with students or improving your office productivity, there are platforms and accompanying training available for you. We invite you to browse our catalog of courses and visit our website at http://www.ecu.edu/itcs/techtraining.

Registration for training is now located in Cornerstone, ECU’s employee training system. You can access the Cornerstone Employee Training link in OneStop or visit http://www.ecu.edu/itcs/cornerstone.
AUDIENCE RESPONSE SYSTEMS

**TurningPoint 5 Clickers Training:** The TurningPoint 5 software allows students to participate in presentations or lectures by submitting responses to interactive questions using a ResponseCard™ NXT Clicker. Using the TurningPoint audience response system, your presentations become powerful data collection and assessment tools that collect real-time audience responses and dramatically improve results for students. This course is designed for those who are just getting started with the system or for current users that need to learn how to use the latest version of the software. This is a hands-on session; you will walk away with the ability to use the software correctly and confidently in class, and even a presentation to use if you like.

**BLOGS**

**WordPress Blog – Beginning:** In this session, we will instruct users on the basics of getting started with WordPress, ECU’s blog platform. This session is designed to create a blog and know the basics before users are added (for a course or organizational blog) or the site is made public. In this beginning session, we will discuss and demonstrate:

- how to create and name a blog
- how to choose/change the theme
- how to add a page and create a home page
- how to add a post with an associated category (and the pertinence of categories)
- how to add an image to a page or post
- how to set up basic settings (privacy of the blog, ability to add comments).

**WordPress Blog – Intermediate:** In this session, we will continue with what you learned in the Beginning session. This session is for users who have a prior knowledge of WordPress, with a current WP blog. Examples of blogs created by ECU instructors and staff will be shown as examples of best practices for blogging for educational purposes. We will discuss and demonstrate:

- how to add/remove a widget(s)
- how to add users
- how to make the blog public (or private with a required password)
- how (and why) to use plug-in’s (e.g., Google Analytics, embed tool)
- how to effectively use the formatting tools, including adding multimedia (images, gallery, PDFs, hyperlinks, videos, etc.)
- how to navigate the features in Settings, plus when/why to change settings (time, discussion, etc.).

CLASSROOM TECHNOLOGY

**Teaching and Learning with Classroom Technology:** Classroom Technologies are those tools available to you in classrooms all across campus. Not only does this include the physical equipment located in many rooms such as touch panels, document cameras and videoconferencing codecs, but this also includes other technologies that can be used in the classroom such as lecture capture, clickers and more. With the increasing number of technologies available to you in the classroom, figuring out how to best utilize these tools to enhance your instruction can be a challenge. This training is designed to help introduce you to the various technologies available to you in classrooms all across campus, as well as assist you in developing a plan for utilizing these technologies to enhance the courses you teach in these rooms. Not only will we spend time looking at how to use these technologies, but we will also spend time discussing why to use these technologies. Come see what Classroom Technology has to offer.
COLLABORATIVE NETWORK

Yammer in the Classroom: Learn about what Yammer is, how it works and why you might want to consider using it in your classroom. Yammer Private groups allow for document sharing, easy threaded discussion, wiki usage and email communication from the web, your smartphone or tablet. Yammer can also be used “live” in the classroom for question and answer sessions and problem solving.

ECU BIC

ecuBIC

This session is for reporting and analysis solution development and data mining via East Carolina University’s Business Intelligence Center (ecuBIC) reporting tools. The reporting tools supports a rich set of features to help you create reports that present a compelling visual display for your report data. Topics include: Introduction to report development, intermediate layout and visualization authoring, ODS data mining, BI Events, dashboard development, and other special seminars.

E-PORTFOLIO SYSTEM

iWebFolio

ITCS now offers a student portfolio system called iWebFolio! It is an online portfolio program designed to make the most of a student’s academic career. They can upload personal files, pictures, videos, and much more to keep an ongoing record of their accomplishments while at ECU. The program also allows for faculty to provide feedback on the portfolios and can be downloaded by the faculty or student. This training session will show the faculty reviewers how to set up a template, how to use the template and set parameters such as default permissions, and more on the administrative and student features of iWebFolio.

LEARNING MANAGEMENT SYSTEM SERIES

Blackboard Overview: For those new to Blackboard, ECU’s learning management system, this overview course will cover the basics of the features, tools, and interface: edit mode, creating new menu items, adding content and assessments, the control panel, grade center, and how to make your course available and unavailable to students. TAs and GAs welcome – encourage them to sign up.

Blackboard Grade Center Basics: This Blackboard Session will cover the basics of the Grade Center. The topics will include navigating the grade center, organizing columns, the relationship between created assessments and columns, editing column information, retrieving and grading assignments, and downloading the grade center.

Blackboard Grade Center & Assessments: This advanced Blackboard Session will cover more than just the basics of the Grade Center. This 90-minute session will also include instructions and best practices on assessments: the Assignment tool, SafeAssignment tool, creating/adding a test, and how the assessments integrate into the Grade Center for grading, feedback, and attaching files back to students. You will also learn about Smart Views, color coding, weighting grades, and the Rubric tool. Encourage your TAs and GAs to sign up, too!

Blackboard's Tools of Engagement: For those instructors who have been through our Blackboard Overview, or want to expand and enhance their experience in Blackboard, please join us to learn about the Web 2.0 tools designed for student engagement and collaboration: Discussion Board, Blog, Wiki, and Journal. All of these tools can be utilized as an individual or group assessment.

Respondus Test-Creation AND LockDown Browser: If you like the idea of composing tests and quizzes in Microsoft Word, then importing them to Blackboard, you’ll want to learn about Respondus, (PC only at this time). You can also export tests from Blackboard to Respondus to edit/revise, or print, then re-import. Respondus integrates seamlessly with Blackboard.
AND, if you want to utilize a new tool in Blackboard called LockDown Browser, this will be covered during the second half of the training session. LockDown Browser “locks students in” to a test and they cannot leave the test without submitting it. They also cannot surf the web, check email, or open new tabs. It will cut down on test-taking issues with students. (PC and Mac for LockDown Browser) Learn more!

**LECTURE/DESKTOP CAPTURE**

_Tegrity Lecture Capture for Faculty and Staff:_ Join us for a training and demonstration of the Tegrity Lecture Capture system. During this session you will learn how simple and easy it is to record, upload, and share a video of your lecture and/or desktop activity using Tegrity, which works alongside your Blackboard courses. Tegrity is also a great application for sharing tutorials and PowerPoint presentations. Feel free to bring your own laptop to download the Tegrity recording software during the training session.

**NETWORK STORAGE SOLUTIONS**

_What can you do with a Piratedrive folder?_ Use your 40GB personal storage folder or request a 50GB project folder for you and your whole team. Piratedrive folder is password protected and encrypted, with daily backup, on- and off-campus access through VPN or Pirate Port with state, federal and university security compliance.

**ONLINE ACCESSIBILITY**

**Accessibility Overview:** Join us for a hands-on accessibility overview during which you’ll 1) learn tips on creating Section 508-compliant Web pages, 2) scan your own Web pages for accessibility using online tool, and 3) “fix” those non-compliant elements. It’s not just about following ADA guidelines – it’s about easily opening your content to a wider audience.

**SURVEY DESIGN**

**Qualtrics Survey:** Beginner Level (Desk-side training or small group)

Content includes Terms of Use, Ways to Use Qualtrics, Creating a Survey, Distributing a Survey, Viewing/ Exporting Results and Special Topics (Informed Consent and Collaborate).

**WEB CONFERENCING SERIES**

_Using Microsoft Lync:_ During this session, learn to manage contacts, send text with attachments and discover conferencing features like sharing your desktop, presenting a PowerPoint or video and more. Plus, we’ll overview security considerations and the Lync mobile app.

_SabaCentra Virtual Classroom:_ SabaMeeting, formerly known as Centra, is a web conferencing virtual meeting environment which provides both live and recorded sessions. It enables voice and video communication in a structured online learning environment, which replicates all of the capabilities of a traditional classroom. This course is not only designed to help you effectively use the tools available in SabaMeeting, but also to help show you how to best integrate SabaMeeting into your courses and professional development. You will learn how to use the whiteboard, load media & presentations, share web sites & applications as well as easily survey students or meeting participants with the click of a mouse. We will discuss best practices for controlling the flow of discussion in the SabaMeeting environment as well as how best to implement SabaMeeting to meet your unique needs.

_Online SabaCentra Virtual Classroom:_ SabaMeeting, formerly known as Centra, is a web conferencing virtual meeting environment which provides both live and recorded sessions. It enables voice and video communication in a structured online learning environment, which replicates all of the capabilities of a traditional classroom. This course is not only...
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designed to help you effectively use the tools available in SabaMeeting, but also to help show you how to best integrate SabaMeeting into your courses and professional development. You will learn how to use the whiteboard, load media & presentations, share web sites & applications as well as easily survey students or meeting participants with the click of a mouse. We will discuss best practices for controlling the flow of discussion in the SabaMeeting environment as well as how best to implement SabaMeeting to meet your unique needs. This course will be held live online from within SabaMeeting. You will receive an invitation to join the meeting before the meeting beings. It will contain instructions on how to login.

SabaMeeting New and Advanced Features Course

SabaMeeting, formerly known as Centra, is a web conferencing virtual meeting environment which provides both live and recorded sessions. It provides voice and video communication in a structured online learning environment which replicates all of the capabilities of a traditional classroom.

This course is designed for the SabaMeeting users who are already comfortable with the basic use of SabaMeeting, but would like an update on the new features offered in the newest release of SabaMeeting and want more in depth training on some of the more advanced tools and features. The basics will be reviewed briefly, but the main focus will be on the tools and features not covered in the SabaMeeting Virtual Classroom course such as breakout rooms, Agenda Builder, administering exams and using the accessibility features. The overall direction of this course will be guided by the specific needs of the attendees and opportunities will be provided to practice and hone your skills with the features that are of the most interest to you.

WEB

CommonSpot Beginner Training: This hands-on training is required for faculty, staff and students who will maintain a department’s CommonSpot website. After attending this class, users will be able to log in to CommonSpot, create pages and templates, and add text, links or images to a page.

Second Life: Second Life has been used at ECU since 2007 and the wealth of possibilities for course development continue to grow. This class is for anyone interested in seeing how this experience can increase class and individual participation and deliver a simulated face-to-face course experience. Learn how to use virtual environments to enhance or flip your class to include instructor/student interaction. This session will show you what other instructors have done in the virtual platform of Second Life, introduce you to OpenSim, and show Cloud Party. You will learn instructional strategies for your course which can assist you in moving into a virtual platform and engage your students.

VIRTUAL WORLD