

Graduate Learning Community

The Center would like to offer our thanks to all those who applied for membership in our upcoming Graduate Learning Community which will focus on teaching and learning. We are excited to announce that a diverse group of graduate student instructors from several academic disciplines including Music, Philosophy, Sociology, and Theatre have committed to participate in this learning community for the spring semester. The participants will first attend a mid-February retreat where they will lay the groundwork for future events and meetings. Some possible topics that the learning community may address are: the nature of learning and teaching, the effective use of groups for both instruction and assessment, and formal and informal assessment techniques for instructor and student. There is still room for several more participants in this learning community. For further information contact Jerry George (gdgeorg@bgnnet.bgsu.edu) at the CTLT (419) 372-6898.

Workshops

All workshops will be held on site at 201 University Hall.

Register for workshops online at: <http://www.bgsu.edu/offices/ctlit/webct/workshopreg.html> or call 372-6898

For more information on our workshops please visit: <http://www.bgsu.edu/offices/ctlit/workshops/index.html>.

Mid Career Learning Community 11:30-1:00, first Friday of every month beginning February 1st. Lunch is provided.

Promotion and Tenure Portfolios

| | | |
|----|----------|------------|
| Fr | March 8 | 11:30-1:00 |
| Th | March 28 | 11:30-1:00 |

Audio for the Internet

| | | |
|---|----------|-------------|
| M | Feb 18 | 10:00-12:00 |
| W | April 17 | 2:00-4:00 |

Creating Online Course Materials with HTML

| | | |
|---|-------|-----------|
| W | Mar 6 | 1:00-3:00 |
|---|-------|-----------|

Creating Course Materials with DreamWeaver

| | | |
|----|--------|------------|
| Th | Feb 14 | 9:00-11:00 |
| T | Mar 26 | 9:00-11:00 |

Creating Online Forms with HTML

| | | |
|----|--------|------------|
| Th | Mar 28 | 9:00-11:00 |
|----|--------|------------|

Developing a Digital Video Project

| | | |
|---|---------|------------|
| W | Feb 20 | 9:00-12:00 |
| M | April 1 | 9:00-12:00 |

Editing a Digital Video Project

| | | |
|---|----------|------------|
| T | Mar 19 | 9:00-12:00 |
| W | Mar 27 | 9:00-12:00 |
| F | April 19 | 1:00-4:00 |

Intro to Visualization using Powerpoint, part 1

| | | |
|---|--------|------------|
| T | Feb 26 | 9:00-11:00 |
|---|--------|------------|

Intro to Visualization Using Powerpoint, part 2

| | | |
|---|-------|------------|
| M | Mar 4 | 9:00-11:00 |
|---|-------|------------|

Information Literacy

| | | |
|----|--------|------------|
| Th | Mar 21 | 9:00-12:00 |
|----|--------|------------|

Intro to Digital Sound Recording

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|----|-------|-----------|
| Th | Mar 7 | 1:00-4:00 |
|----|-------|-----------|

Intro to Sound Digitizing and Editing

| | | |
|---|--------|------------|
| M | Mar 25 | 9:00-12:00 |
|---|--------|------------|

Intro to WebCT

| | | |
|---|--------|------------|
| T | Feb 12 | 9:00-11:30 |
|---|--------|------------|

QuickTime

| | | |
|---|--------|-------------|
| M | Feb 25 | 10:00-12:00 |
| F | Mar 29 | 1:00-3:00 |

WebCT Quiz Tools

| | | |
|---|----------|-------------|
| F | Mar 8 | 10:00-11:30 |
| T | April 16 | 10:00-11:30 |

Quick Start Workshops for Faculty On the Go

Duplicating CD's Resources

| | | |
|---|--------|-------------|
| W | Feb 13 | 10:00-10:45 |
| F | Feb 15 | 10:00-10:45 |

Digital Still Cameras

| | | |
|----|--------|-------------|
| F | Feb 22 | 1:30-2:30 |
| Th | Mar 7 | 1:30-2:30 |
| F | Mar 22 | 10:00-11:00 |

Using Word for Collaborative Projects

| | | |
|---|--------|-----------|
| M | Feb 11 | 1:00-2:00 |
|---|--------|-----------|

Moderation of Online Communication Tools

| | | |
|---|--------|-----------|
| T | Feb 19 | 9:00-9:45 |
| W | Mar 6 | 9:00-9:45 |

Plug-ins and Players

| | | |
|----|--------|-------------|
| Th | Feb 21 | 9:00 -10:00 |
|----|--------|-------------|

Storage Devices

| | | |
|---|--------|-------------|
| W | Feb 20 | 1:30-2:30 |
| T | Mar 5 | 1:30-2:30 |
| W | Mar 20 | 10:00-11:00 |

Graduate Learning Community (GLC)

Classroom Management

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|----|--------|------------|
| Th | Mar 21 | 11:30-1:00 |
|----|--------|------------|

Cooperation, Collaboration, & Teamwork: Do Group Projects Really Work?

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|---|----------|------------|
| W | April 10 | 11:30-1:00 |
|---|----------|------------|

Assesing Student Performance: Techniques Overview

| | | |
|---|----------|------------|
| F | April 19 | 11:30-1:00 |
|---|----------|------------|

MS Word Tips for your Thesis or Dissertation

| | | |
|---|---------|-------------|
| T | Feb 12 | 10:00-11:30 |
| W | Mar 6 | 3:30-5:00 |
| F | April 5 | 11:30-5:00 |

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Notes & News



Mid-career/Faculty Learning Community

The Center for Teaching, Learning, and Technology announces the reactivation of the Mid-career/Senior Faculty Learning Community for spring 2002. Although a group of faculty, under the leadership of Julie Lengfelder (Human Move/Sport/Leisure Study), met for the first time last spring, this growing learning community has welcomed many new faculty additions since. Additional new faculty are encouraged to attend the meetings this spring. Mid-career/senior faculty have been defined by this learning community, as faculty who have attained tenure, who have extensive experience as a faculty member in a university community and who are interested in both personal and professional development. A number of interesting and exciting topics have been addressed thus far, and members welcome "fresh eyes" from the mid-career/senior faculty ranks as we meet new challenges this spring.

Like the show "Seinfeld" this group could sometimes be described as a group about nothing—but only in the sense that the agenda is often very flexible. What makes this learning community so interesting is that it has taken on a synergistic life of its own. Sometimes members talk about faculty issues particular to BGSU. Sometimes they share frustrating moments in and out of the classroom. Most recently, community members have decided to compose and share with each other "individual growth plans." Based on the model used at the University of Nebraska-Lincoln campus named NUPROF (Nebraska University Professional Renewal of Faculty), each group member visualized then verbalized how he/she would like to accommodate change in their job, lifestyle, personal and professional goals, and dreams both in the immediate and far-reaching future. This activity has proven to be both a liberating and exhilarating experience for both the individual and the group.

Please join us for complimentary pizza and pop at our next meeting on Friday, March 1 from 11:30 a.m. to 1:00 p.m. in the conference room of the Center, 201 University Hall. If you plan to attend, would you kindly RSVP so that we order enough pizza. Or, if you are unable to attend on March 1 but are interested in being part of the group, please let us know by calling Jane Sebert, Administrative Assistant, at 372-6898, or e-mailing Jane at jcthomp@bgnet.bgsu.edu. We hope to see you at our next gathering!

Featured Staff Member:

Jerry George

*Graduate Student
ABD in Theatre*

At the CTLT, Jerry assists with the following:

*Coordinate Graduate Student Instructors' Series

*Coordinate Graduate Learning Community on Teaching & Learning

*Assist and present workshops on Digital Video and software



Instructional Technology Tips

Customizing the desktop in Microsoft Word

Microsoft Word can be used for creating class materials, such as a syllabus. If Word is used often, there are many options available to customize the desktop so that the functions and feature that are used most are readily available. Some examples include:

- **Toolbars:** There are multiple toolbars available in Word that can be shown or hidden as needed. A toolbar can contain buttons with images, menus, or a combination of both. For a list of toolbars, select View > Toolbars. The "standard" and "formatting" toolbars are docked by default below the menu bar. The "drawing" toolbar typically appears at the bottom of the screen. To add additional toolbars, select them from the view list. Toolbars can be customized by adding, reorganizing, and removing buttons and menus. Toolbars can also be hidden and moved.
- **Formatting marks:** Formatting marks (paragraphs, tabs, etc.) can be shown or hidden in Word. To view formatting marks, on the "Tools" menu, click "Options", and then click the "View" tab. Under "Formatting marks", select the check boxes next to the characters you want to display. Tip: To display all formatting marks, select the "All" check box instead of selecting each individual check box. You can also turn the "All" option on or off by clicking "Show/Hide".

Workshops on advanced Word topics are offered throughout the academic year at the CTLT. In addition to "Customizing Word for Professional Use", a seminar on "Using Word for Collaborative Projects" is offered. View the workshop schedule on this newsletter for information or call the CTLT at (419) 372-6898.