

eLIS CURRENT PROFESSIONAL DEVELOPMENT WORKSHOPS

Please view the [Training & Events](#) main page for a list of scheduled events for the Summer 2009 semester.

Microsoft Office Suite

Using Microsoft Office® Drawing Tools

December 4, 10:00 am – 11:30 pm, [Ludcke Library 403](#) (Quad Campus)

Even if you think you have minimal artistic skill, you will be pleasantly surprised at the graphics you can create in your documents, presentations and spreadsheets. We will cover various aspects of creating and working with drawn shapes such as resizing, changing fills and lines, aligning, grouping and layering.

Please RSVP to bchervin@lesley.edu or call 617.349.8771.

myLesley Workshops

myLesley 101 Skills Development Online Course

The myLesley 101 skills development course is an online, self-study course about the basics of using myLesley. myLesley 101 provides guides and tutorials on how to set up a new course and ways to enhance existing courses. Whether you are using myLesley for the first time or the 100th time, myLesley 101 provides you with relevant materials. Some highlights include uploading files such as a syllabus to your course, linking to outside websites, discussion board overview, Grade Center options and customizing the look and feel of your course.

This online course is self-paced, allowing you the flexibility in selecting the topics you would like to focus on, as well as how frequently you wish to access the materials. Instructional Designers Kristina McElroy and Elisabeth Gabriel will be co-facilitating the course.

Please email eLIS@lesley.edu with your name, email and school to enroll into this course, or complete our [online enrollment form](#). We look forward to seeing you online!

myLesley Office Hours

Wednesday, December 2, 11:00am – 12:30pm, UH 3-101

Come to myLesley Open Office Hours and receive assistance with any of the following features:

- Adding a Syllabus
- Customizing Your Course Menu
- Grade Center Options
- Setting up a Discussion Board

Please RSVP to Barbara Chervin at bchervin@lesley.edu or call 617-349-8771

Reduce, Reuse, and Recycle: Best practices in copying and reusing course content

December 3, 12:00 pm - 1:00 pm, [Ludcke Library 403](#) (Quad Campus)

This workshop will introduce you to how to reuse existing course content in new myLesley course sites. eLIS staff will demonstrate the differences of copying, exporting and importing course content and when to use each method. Please RSVP to bchervin@lesley.edu or call 617.349.8771.

Faculty-Facilitated Discussions

None scheduled at this time.

For access to past faculty-facilitated discussions, please view the discussion board in the eLearning Faculty Resources Community in myLesley. If you are not yet a member of this community, please contact eLearning and Instructional Support at eLIS@lesley.edu and we will enroll you so you can view these and participate in future discussions.

Past Discussions:

Managing Your Time When Leading Online Activities or Online Courses, Time Management

Facilitated Online Discussion Led by Sarah Haavind

June 1 - June 14

So Now What Do I Do? Working with Diverse Learners in Hybrid and Online Learning Environments

Facilitated Online Discussion Led by Sue Cusack and Laura Patey

May 4 - May 17

Online Seminars

Exploring Blogs as an Instructional and Scholarly Tool

Location: Online, anytime in the eLearning and Faculty Resources myLesley Community

July 27 – continuous

In this module you will be introduced to blogging; its origins and application for teaching, learning, and scholarship. Join your peers as you learn about different blogging styles, blogs used as assignments in courses, and blogging as a way of sharing your own personal work and scholarship. At the conclusion of the module, you will have learned not only to how to find and utilize existing blogs, but also how to set up and develop your own blog. An optional online discussion is available for participants who wish to share their ideas and talk about the opportunities of blogging for instruction and promoting scholarly work and interests.

To register, please email elis@lesley.edu

A Taste of eLearning: An Adventure in Online Learning

Fully Online - 2 weeks, Requiring 2-4 hours/week

November 30 – December 13

January/February - TBD

April 5 – April 18

A "Taste of eLearning" is an interactive, two-week seminar that is offered completely online, offering you the chance to experience what it is like to learn online. This course is ideal if you are curious about online learning, and have never had the chance to participate in an online class directly and would like to see what a course can be like. This seminar uses the context of learning about the Millennial Generation of students to introduce you to online learning. You will use the online environment (videos, articles, presentations) to gain new information and then discuss your thoughts and experiences with your colleagues.

If you have any questions, or want to register, please contact Barbara Chervin at bchervin@lesley.edu or call 617.349.8771.

Teaching Hybrid Courses

Fully Online - 2 weeks, Requiring 2-4 hours/week

January 11 – January 24

March 15 – March 28

May 17 – May 30

This seminar will introduce you to the basics of teaching a hybrid course using myLesley. Topics covered will include best practices in effective hybrid teaching, using technology to create interactive and engaging activities, time and workload management and how to adapt your syllabus and teaching style to the hybrid mode. This seminar is designed for faculty who plan to teach a hybrid course that has already been developed by another faculty member. No previous teaching an online or hybrid course is required. To register for this seminar, please contact Janet Houser at jhouser@lesley.edu

Teaching Online Seminar

Fully Online - 2 weeks, Requiring 4-6 hours/week

January 11 – January 24

March 15- March 28

May 17 – May 30

This seminar is designed to demonstrate effective teaching strategies for use in the online classroom. Participants will learn how to facilitate the discussion board, use the integrated assignment/Grade Center feature, manage the workload, oversee group work, and create a rich, meaningful learning experience for the students.

To register for this seminar, please contact Kristen Bourgault at kbourgau@lesley.edu

Online Course Development Seminar

Fully Online - 4 weeks, Requiring 6-8 hours/week

February 1 – February 28

May 31 – June 27

This seminar is designed to help faculty begin to develop a fully online course. Participants will learn about the process of course development for delivery in the online environment, explore different components of an online course including discussions and assignments, and experience first-hand what it is like to be an online student. Participants will deepen their understanding of online pedagogy while learning technical tips along the way. This seminar is meant to be a **starting point for course development** – after completion of the seminar, faculty will receive ongoing support to complete the course development.

To register for this seminar, please contact Kristen Bourgault at kbourgau@lesley.edu

Hybrid Course Development Seminar

Fully Online - 4 weeks, Requiring 6-8 hours/week

February 1 – February 28

May 31 – June 27

This seminar is for faculty interested in designing and teaching a hybrid course. Participants will be engaged in the process of redesigning a specific course from face-to-face to a hybrid format. Topics include pedagogical issues related to course design, integration of online and classroom components, and assessment. In addition, each week we will explore new technological tools. Participants will develop a design plan for the hybrid course and a prototype for a hybrid course module. This seminar is meant to be a **starting point for course development** – after completion of the seminar, faculty will receive ongoing support to complete the course.

To register for this seminar, please contact Janet Houser at jhouser@lesley.edu

Self-Paced

Atomic Learning Self-Paced Tutorials

<http://www.lesley.edu/elis/atomiclearning.html>

Lesley University provides access to the Atomic Learning resource through myLesley for faculty, staff and students. Atomic Learning provides one to three minute video tutorials on the most commonly used software applications, including the Microsoft Office Suite applications. Please click on the above link for more information and how to access the Atomic Learning tutorials.

Classroom Access: Ludcke Library 401 and 403, Quad Campus

An important note about access for classes scheduled in Library 401 and 403: To enter the Ludcke building during construction, please enter via the Doble building doors. Once inside, walk past the student mailboxes to the rear of the stairs. There will be a door that takes you to the elevator. Take the elevator to the 4th floor. Please do not forget your Lesley ID card! You will need this to access the computer labs. Here is a link to an interactive map of campus, please click on "Quad Campus": <http://www.lesley.edu/campus/campus-map.html>.