T.L.C. FACULTY WORKSHOPS
FALL 2017 CONVOCATION WEEK
AUGUST 21-25

TEACHING & LEARNING CENTER, RM 160
HTTP://OTIS.LIBGUIDES.COM/TLC/WELCOME

MONDAY
AUGUST 21, 2017
The TLC is open all week, every week for your convenience as you prepare for the start of the semester!
TLC Hours:
MONDAY-FRIDAY
7:30 AM-7:00 PM

TUESDAY
AUGUST 22, 2017
Intro to Grammarly.com
10:30 AM
Intro to Lynda.com
11:15 AM
Otis College TLC Tour
1:00PM
The Virtual Classroom
1:45 PM

WEDNESDAY
AUGUST 23, 2017
O-Space Quick Start
3:30 PM
Acing O-Space
4:30 PM
Dashboard & Faculty Guide
5:15 PM
ePortfolio Overview
6:00 PM

THURSDAY
AUGUST 24, 2017
Professional Graphic Design (Without a Degree in Graphic Design)
10:30 AM
Video Production 101
11:30 AM
iMovie Quick-Start
1:45 PM

FRIDAY
AUGUST 25, 2017
The TLC is open all week for your convenience as you prepare for the start of the semester!
TLC Hours:
MONDAY-FRIDAY
8AM-5PM
INTRO TO GRAMMARLY.COM

TUESDAY, AUGUST 22, 2017
10:30 AM (30 MIN)

This workshop offers an overview of video production tools available through the Otis College TLC Video Lab, as well as tips and techniques to enable faculty to create their own unique video course content.

What you’ll learn:
- Pre-production
- Production
- Post-production
- Otis TLC Video Lab equipment

INTRO TO LYNDIA.COM

TUESDAY, AUGUST 22, 2017
11:15 AM (30 MIN)

This workshop offers an overview of the online learning platform, Lynda.com, and some of the ways in which it can be used in the classroom to limit time spent demonstrating and explaining, and to help students come prepared to work!

What you’ll learn:
- Lynda.com for faculty (brush up on technical skills, learn new skills, expand frame of reference)
- Specific tips to maximize Lynda.com for students: quickly brush up on technical skills, supplement course learning, assign as homework
OTIS COLLEGE TLC TOUR

TUESDAY, AUGUST 22, 2017
1:00 PM (30 MIN)

THIS WORKSHOP OFFERS A TOUR OF OTIS COLLEGE’S KEY DIGITAL, TECHNICAL, AND TEACHING RESOURCES AROUND THE CAMPUS.

WHERE WE’LL GO:
OPEN COMPUTER LABS, SCANNERS, AND VIDEO EQUIPMENT RENTALS

FACULTY-ONLY VIDEO PRODUCTION FACILITIES, COMPUTERS, SCANNERS, AND TEACHING RESOURCES

SMART CLASSROOM TECHNOLOGY & TECHNICAL HELPDESK

TUTORING/WRITING SUPPORT

DIGITAL COLLECTIONS AND RESOURCES AVAILABLE TO STUDENTS AND FACULTY

THE VIRTUAL CLASSROOM

TUESDAY AUGUST 22, 2017
1:45 PM (30 MIN)

THIS WORKSHOP PROVIDES FACULTY WITH AN INTRODUCTION TO A WEB-BASED GRAPHIC DESIGN PLATFORM THAT CAN BE USED TO CREATE HIGH-QUALITY PRESENTATION GRAPHICS, PROFESSIONAL DOCUMENTS, AND WEBSITE CONTENT.

WHAT YOU’LL LEARN:
INFOGRAPHICS AND MIND-MAPS
RESUMES
MEDIA KITS
SOCIAL MEDIA GRAPHICS
POSTERS AND PAMPHLETS
O-SPACE QUICK-START

Wednesday, August 23, 2017
3:30 PM (45 Min)

This workshop provides a "Quick-Start" introduction to O-Space, Otis College's Learning Management System.

What you'll learn:
Track course attendance
Distribute handouts/syllabi/and media resources
Send out class emails
Grade midterm and final assignments
Add colleagues as collaborators to your course

ACING O-SPACE

Wednesday, August 23, 2017
4:30 PM (30 Min)
Intermediate Level

This workshop provides intermediate level tips and tricks to faculty that would like to learn how to better utilize some of O-Space's lesser-known, work-saving features to streamline classroom tasks and course content delivery.

What you'll learn:
Track student work (submissions)
Ensure that students' submitted work is accessible for grading
Connect course eportfolios
Insert quick-links to key documents and course content
DASHBOARD & FACULTY GUIDE

WEDNESDAY, AUGUST 23, 2017

5:15 PM (30 MIN)

This workshop offers an overview of Otis College's Faculty Guide, and new Dashboard site: your one-stop shop for everything you'll need to streamline your workflow in the upcoming semester.

EPORTFOLIO OVERVIEW

WEDNESDAY, AUGUST 23, 2017

6:00 PM (30 MIN)

This workshop provides an overview of how your students use ePortfolios, and how you can utilize ePortfolios in the classroom.
PROFESSIONAL GRAPHIC DESIGN
(WITHOUT A DEGREE IN GRAPHIC DESIGN)

THURSDAY, AUGUST 24, 2017
10:30 AM (45 MIN)

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INTRODUCTION TO A WEB-BASED GRAPHIC DESIGN
PLATFORM THAT CAN BE USED TO CREATE HIGH-
QUALITY PRESENTATION GRAPHICS, PROFESSIONAL
DOCUMENTS, AND WEBSITE CONTENT.

WHAT YOU’LL LEARN:
INFOGRAPHICS AND MIND-MAPS
RESUMES
MEDIA KITS
SOCIAL MEDIA GRAPHICS
POSTERS AND PAMPHLETS

VIDEO PRODUCTION 101

THURSDAY, AUGUST 24, 2017
11:30 AM (60 MIN)

THIS WORKSHOP OFFERS AN OVERVIEW OF THE
ONLINE LEARNING PLATFORM, LYNDACOM, AND SOME
OF THE WAYS IN WHICH IT CAN BE USED IN THE
CLASSROOM TO LIMIT TIME SPENT DEMONSTRATING
AND EXPLAINING, AND TO HELP STUDENTS COME
PREPARED TO WORK!

WHAT YOU’LL LEARN:
LYNDACOM FOR FACULTY (BRUSH UP ON TECHNICAL
SKILLS, LEARN NEW SKILLS, EXPAND FRAME OF
REFERENCE)

SPECIFIC TIPS TO MAXIMIZE LYNDACOM FOR
STUDENTS: QUICKLY BRUSH UP ON TECHNICAL SKILLS,
SUPPLEMENT COURSE LEARNING, ASSIGN AS
HOMEWORK
IMOVIE QUICK-START

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TUTORING/WRITING SUPPORT

DIGITAL COLLECTIONS AND RESOURCES AVAILABLE TO STUDENTS AND FACULTY

JOIN US

TLC HOURS DURING CONVOCATION WEEK:
MONDAYS – FRIDAYS 8:30AM – 5:00PM

MORE INFORMATION:
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